

**CHAPTER: 800**

**Inmate Management**

**DEPARTMENT ORDER:**

**809 – Earned Incentive Program**

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**OPS  
IP&R**

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**ACCESS**

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# Arizona Department of Corrections Rehabilitation and Reentry



**Department Order Manual**

A handwritten signature in black ink, appearing to be "David Shinn", written over a horizontal line.

David Shinn, Director

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## **STANDARDS**

**American Correctional Association (ACA) Standards: 5-ACI-5A-04, 5-ACI-5A-05, 5-ACI-5E-15, and 5-ACI-5F-01**

## **PURPOSE**

**As an integral component of the Department’s Rehabilitative mission**, this Department Order establishes a three-phase **program, which includes** graduated earned incentives and sanctions to **engage** inmates’ **personal responsibility to transform their lives by** learning and sustaining a responsible, pro-social lifestyle and **to** incorporate ethics and values into their everyday lives. This **program** communicates the Department’s inmate behavioral management philosophy and its intent and expectations to employees, inmates and the public.

The Department **engages inmates’ personal responsibility** to reduce **their own** relapse, revocation, and recidivism by **providing daily opportunities for** inmates **to demonstrate continuous** responsibility and **accountability during** their incarceration. To this end, it offers specific programming to address inmates’ risks and **recognize and** reward positive behavior.

## **APPLICABILITY**

This Department Order applies to all Arizona Department of Corrections, **Rehabilitation and Reentry** inmates, with the exception of those custody levels expressly ineligible under section 1.0, inmates assigned to private prisons shall be in compliance with this Department Order and any applicable Department contracts.

## **RESPONSIBILITY**

Assistant Directors, Bureau Administrators, Wardens, Deputy Wardens, and Associate Deputy Wardens are responsible for the management of the **Earned Incentive Program (EIP)**.

## **PROCEDURES**

**1.0 SYSTEM OVERVIEW** – The EIP is a system of graduated rewards and sanctions encouraging inmates to **continuously demonstrate** pro-social, responsible behavior.

1.1 The Integrated Housing Incentives Program is a system that enhances the graduated rewards of the EIP, when inmates comply with integrated housing.

1.2 Inmates’ **conduct and participation in** programs and education **directly** impact their incentive phase.

1.3 EIP Phase level privileges do not apply to inmates in detention status.

### **2.0 EARNED INCENTIVE PROGRAM**

2.1 Corrections Plan – An individual “program road map” tailored to each inmate’s specific risks, needs and time to serve includes all facets of his/her daily life. Inmates will make decisions, solve problems and **demonstrate** accountability commensurate with their custody level for the duration of their incarceration as outlined in Department Order #811, Individual Assessments and Reviews.

- 2.2 Priority Ranking Report and High Target Report – The Priority Ranking Report and High Target Report are used **for** placement **consideration** by prioritizing those inmates with the greatest likelihood to recidivate.
- 2.2.1 All inmates shall be prioritized to complete specific programming during their incarceration. Programming shall be based on their identified risks and needs, **sentence length**, and time **remaining to serve** through the Priority Ranking Report system, as defined in the Glossary of Terms.
- 2.2.2 Staff facilitating program(s) shall:
- 2.2.2.1 Utilize in the following order the High Target Report and the Priority Ranking Report to identify and place inmates into program(s) by their rank.
- 2.2.2.1.1 In specific instances wherein a legislative mandate requires deviation from the High Target Report and Priority Ranking Report, staff shall be notified and given prioritization directives.
- 2.2.2.2 Record programming information in the Arizona Correctional Information System (ACIS) on the Inmate Program Record screen.
- 2.2.3 Treatment staff shall utilize the Priority Ranking Report as a factor, in addition to clinical considerations, when placing inmates in formal treatment programs.
- 2.3 Programming {5-ACI-5E-15}
- 2.3.1 Available programs shall include:
- 2.3.1.1 Academic and Career and Technical Education (CTE)
- 2.3.1.2 Substance Abuse and Sex Offender Education and Treatment
- 2.3.1.3 Self-Improvement (e.g., Cognitive Restructuring, Reentry)
- 2.3.1.4 **Skills development opportunities through work assignment**
- 2.3.2 At a minimum, inmates shall be prioritized to complete Cognitive Restructuring and Reentry coursework **prior to release into the community**. These courses, along with the other programs outlined in this Department Order, shall be identified and prescribed based on the inmate’s risk and need priorities. **{5-ACI-5F-01}**
- 2.3.2.1 The facilitating program staff member shall record participation and update the ACIS Inmate Program Record screen. (See the Program Reference Guide.)
- 2.3.3 The designated Education staff member shall record the successful completion of a High School Equivalency (HSE) or verification of a High School Diploma/HSE on the appropriate ACIS screens for education to include the ACIS Inmate Program Record screen.

- 2.3.4 Program availability, except Functional Literacy, shall not preclude an inmate from advancing to the next Phase, as long as the inmate meets the other identified criteria outlined in the EIP. An inmate must have met functional literacy standard to advance to Phase II, unless the inmate has a valid exemption, as outlined in Department Order #910, Inmate Education, **which is documented in ACIS**.
- 2.4 Program Refusal – Facilitating program staff shall complete the Program Refusal /Removal, Form 809-1. The inmate and the facilitating program staff member shall sign the form.
- 2.4.1 If the inmate refuses to sign the Program Refusal/Removal form, a second staff member shall sign as the witness for the inmate’s refusal to sign.
- 2.4.2 A copy of the Program Refusal/Removal form shall be provided to the inmate and the original placed in the inmate’s institutional file.
- 2.5 Inmate **conduct** shall be based on Major and Minor disciplinary violations over a period of six consecutive months.
- 2.5.1 Disciplinary phase reductions shall be based on the date of the violation; not the date the disciplinary is written or finalized.
- 2.5.2 Phase changes shall take effect on Sunday midnight.
- 2.6 Phase Level Review – Inmates who believe that their Phase level is inaccurate shall initiate an initial review through their assigned Correctional Officer III.
- 2.6.1 The Correctional Officer III shall make every attempt to resolve the discrepancy at their level.
- 2.6.2 If the Correctional Officer III is unable to resolve the discrepancy at their level, the inmate shall initiate **a review by the Correctional Officer IV**.
- 2.6.2.1 **If concerns are not resolved**, initiate the informal review process as outlined in Department Order #802, Inmate Grievance Procedure. Only specific issues resulting in the decrease of a Phase level may be grieved, such as a refusal or removal entry in ACIS.

### 3.0 EARNED INCENTIVE PROGRAM PRIVILEGES

- 3.1 The EIP Phase level privileges identified on Attachment A do not override **disciplinary** sanctions imposed such as visitation, property, store and restitution. These imposed disciplinary sanctions will be in addition to Phase level privileges.
- 3.2 EIP criteria and privileges may be modified for special populations, such as inmates assigned to licensed Mental Health Units, as authorized by the affected Assistant Director.
- 3.3 The EIP Incentives are as follows:
- 3.3.1 Inmate Visitation – Frequencies for regular visitation **and** holiday visitation shall be based on the inmate’s EIP Phase level as outlined in Department Order #911, Inmate Visitation.

- 3.3.2 Inmate Property – The allowable property and spending limitations for store shall be based on the inmates EIP Phase level as outlined in Department Order #909, Inmate Property.
- 3.3.3 Inmate Phone Calls – The allowable amounts for phone calls shall be based on the inmate’s EIP Phase level as outlined in Department Order #915, Inmate Phone Calls.
- 3.3.4 Inmate Work Assignments and Activities – Inmate work assignments, wages and wage increases shall be based on program performance, behavior and EIP Phase level as outlined in Department Order #903, Inmate Work Activities.
- 3.3.5 Inmate Recreation – Recreation shall be based on the inmate’s EIP Phase level as outlined in Department Order #906, Inmate Recreation/Arts and Crafts.

**4.0 STAFF TRAINING** – Provide training curriculum to all staff (Department employees and contractors) regarding policy revision to the EIP on an initial basis, with updated curriculum provided as needed. This training shall be included on an ongoing basis in the training schedule for New Employee Orientation and Pre-Service Training at Correctional Officer Training Academy (COTA).

**5.0 INMATE ORIENTATION {5-ACI-5A-04} {5-ACI-5A-05}**

- 5.1 **Newly incarcerated inmates shall be required to attend an orientation class where they will be provided written materials about the institution’s programs, rules and regulations within five days of their arrival in their assigned unit. The written material shall be available in English and Spanish.**
  - 5.1.1 **The orientation material(s), as well as the Inmate Handbook, may be supplied electronically via inmate tablets.**
  - 5.1.2 **A staff member shall assist inmates who have literacy problems in understanding the material.**
  - 5.1.3 **Inmates in segregation must be provided the information in a written format.**
- 5.2 **When an inmate is transferred to and from one institution to another (except detention units), the inmate shall attend an orientation class at the receiving unit within seven calendar days of arrival.**
- 5.3 **Completion of orientation and receipt of the Inmate Handbook shall be documented by a statement signed and dated by the inmate.**
- 5.4 All prison complexes and units shall incorporate written information regarding the EIP for the inmate population during the Unit Orientation program. This information is to be supplied to the inmate.
- 5.5 All prison complexes shall provide updated EIP information on the established Closed Circuit Television System (CCTV) and played on a continuous loop for viewing.

**6.0 FAMILY ORIENTATION** – Specific information relating to EIP shall be made available to family members through Friends and Family Liaisons or the institution.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **ATTACHMENT**

Attachment A – EIP Phase Eligibility Criteria Matrix

## **FORMS LIST**

809-1, Program Refusal/Removal

## ATTACHMENT A

### EIP Phase Eligibility Criteria Matrix

	Phase I	Phase II	Phase III
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Initial Admission to ADCRR</li> <li>• Return to Custody or Parole Violator</li> <li>• Follow rules and regulations</li> <li>• Participate in prescribed activities</li> <li>• Must achieve 8.0 or greater in each section of the TABE – unless exempt</li> <li>• RH IHP Code</li> </ul>	<p style="text-align: center;"><u>Movement from Phase I to Phase II</u></p> <ul style="list-style-type: none"> <li>• No discipline violations for six (6) consecutive months</li> <li>• No refusal or removal from prescribed program (until 1 year has elapsed from date of refusal/removal)</li> <li>• Completed Functional Lit. if TABE total battery &lt; 8.0 – Unless exempt</li> <li>• RE or RP IHP Code</li> <li>• RO or RT IHP Code</li> </ul> <p style="text-align: center;"><u>REDUCTION TO PHASE I</u></p> <ul style="list-style-type: none"> <li>• Major discipline violation</li> <li>• Three (3) or more Minor disciplinary violations within 90 days</li> <li>• Refuse or Removed from program</li> <li>• An evaluation of a “U”</li> <li>• Inmates who refuse to house with any other race and the Department has determined that they do not have a valid reason for this declaration (RH). Inmates designated as RH shall be placed in the EIP Phase I until such time as they revise their declaration.</li> <li>• Inmates who refuse a bed housing assignment consistent with their declaration shall be placed in Phase I until such time as they accept the housing assignment or an equivalent housing assignment.</li> </ul>	<p style="text-align: center;"><u>Movement from Phase II to Phase III</u></p> <ul style="list-style-type: none"> <li>• No discipline violations for six (6) consecutive months</li> <li>• RE or RP IHP Code</li> </ul> <p style="text-align: center;"><u>REDUCTION TO PHASE I</u></p> <ul style="list-style-type: none"> <li>• Any Class “A” Major discipline violation</li> <li>• Refuse or Removed from program</li> <li>• Inmates who refuse to house with any other race and the Department has determined that they do not have a valid reason for this declaration (RH). Inmates designated as RH shall be placed in the EIP Phase I until such time as they revise their declaration.</li> <li>• Inmates who refuse a bed housing assignment consistent with their declaration shall be placed in Phase I until such time as they accept the housing assignment or an equivalent housing assignment.</li> </ul> <p style="text-align: center;"><u>REDUCTION TO PHASE II</u></p> <ul style="list-style-type: none"> <li>• Any Class “B” Major discipline violation</li> <li>• Two (2) Minor disciplinary violations within 90 days</li> <li>• An evaluation rating of a “U”</li> </ul>