

CHAPTER: 900
Inmate Programs and Services

DEPARTMENT ORDER:
**923 – Sex Offender Education and
Treatment Program**

**OFFICE OF PRIMARY
RESPONSIBILITY:**
IP&R

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ACCESS

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Arizona Department of Corrections

Department Order Manual





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PURPOSE

This Department Order establishes standards and processes by which the Sex Offender Education and Treatment Program (SOETP) administers education, treatment and programs to meet the needs of inmates convicted of sex offenses pursuant to the Arizona Revised Statutes (A.R.S.).

APPLICABILITY

This Department Order is applicable to all inmates impacted by the SOETP housed in both Department institutions and private prison facilities.

PROCEDURES

1.0 PROGRAM ADMISSION

- 1.1 Medium Custody inmates convicted of sex offense(s) as outlined in Department Order #801, Inmate Classification, may be eligible to enroll in the SOETP.
 - 1.1.1 SOETP staff shall identify potential participants utilizing the Priority Ranking Report.
 - 1.1.2 Inmates identified on the Priority Ranking Report as needing SOETP and refuse participation shall complete the Refusal to Program, Form 809-1.
- 1.2 Inmates shall initiate a request for enrollment in SOETP by submitting an Inmate Letter, Form 916-1, in accordance with Department Order #916, Staff-Inmate Communications or a referral through their Correctional Officer III.
- 1.3 Department employees shall e-mail the Counseling and Treatment Services Administrator to refer an inmate for SOETP participation provided the inmate:
 - 1.3.1 Is eligible for Medium Custody placement.
 - 1.3.2 Has Mental Health and Medical scores of 3 or lower.
 - 1.3.3 Has an Earned Release Date (ERD) in no fewer than seven months.
 - 1.3.4 Has met Functional Literacy.
- 1.4 Inmates moved to a unit to participate in SOETP who subsequently refuse to do so shall be moved to another unit as soon as possible and entered into Adult Information Management System (AIMS) as a Program Refusal.
- 1.5 Enrollment Process – Inmates meeting SOETP eligibility requirements as outlined in 1.3 through 1.3.4 of this section shall complete:
 - 1.5.1 No-Pornography Agreement, Form 923-1.
 - 1.5.2 Consent for Assessment and Treatment, Form 923-2.
 - 1.5.3 Initial Intake Screening, Form 923-3.
- 1.6 Admission – Upon receipt of the enrollment documents, a member of the SOETP Treatment Team shall interview the inmate to determine if the inmate meets eligibility requirements.

2.0 EDUCATION AND TREATMENT PROGRAM REQUIREMENTS

- 2.1 SOETP staff shall conduct and document the daily activities to include, at a minimum:
 - 2.1.1 Measurable goals and objectives
 - 2.1.2 Types of treatment to be provided to sex offenders
 - 2.1.2.1 Treatment files shall be secured in a locked file cabinet, except when in use by designated staff, and in accordance with Department Order #901, Inmate Records Information and Court Action.
 - 2.1.3 Behavioral guidelines for participants
 - 2.1.4 Individual and group counseling
 - 2.1.5 Self-help programs
 - 2.1.6 Additional programs deemed necessary by the SOETP Treatment Team
- 2.2 The SOETP Clinical staff shall:
 - 2.2.1 Maintain inmate and program confidentiality.
 - 2.2.2 At a minimum, receive training in:
 - 2.2.2.1 Therapy techniques.
 - 2.2.2.2 Behavior analysis.
 - 2.2.2.3 Safety considerations.
 - 2.2.2.4 Ethical responsibilities.
 - 2.2.2.5 Maintain confidentiality of the identity of inmate participants.
- 2.3 SOETP Clinical staff shall, in a one-on-one session, explain to all potential inmate participants how SOETP will relate to them individually and any potential negative impact.

3.0 SOETP DISCHARGE

- 3.1 SOETP staff shall initiate the discharge process when an inmate:
 - 3.1.1 Completes SOETP.
 - 3.1.2 Has a pending release date.
 - 3.1.3 Is found by SOETP Clinical staff to no longer meet SOETP requirements.
 - 3.1.4 Exhibits behavior violating SOETP behavior guidelines or threatens the safe and secure operation of the unit, the inmate's personal safety, or the safety of others.
- 3.2 When an inmate meets discharge criteria outlined in 3.1.1 through 3.1.4 of this section, the SOETP Treatment Team shall review the inmate's progress and determine the appropriate discharge status.

- 3.2.1 Based on SOETP Treatment Team recommendations, SOETP staff shall complete a program summary report to indicate the inmate's progress and further treatment needs.
- 3.2.2 The decision shall be entered into AIMS indicating the current status of the inmate's involvement in SOETP.

4.0 PROGRAM REPORTS AND EVALUATION

- 4.1 The Counseling and Treatment Services Administrator or designee shall annually report the following to the Division Director for Inmate Programs and Reentry or designee:
 - 4.1.1 Program services delivered.
 - 4.1.2 Progress toward goals and objectives.
 - 4.1.3 Recommendations for the following year's program.
- 4.2 The Division Director for Inmate Programs and Reentry or designee, shall evaluate SOETP at the end of each fiscal year to determine:
 - 4.2.1 The success of the program as a whole.
 - 4.2.2 Identification of additional data which needs to be collected and analyzed in the future.
 - 4.2.3 Goals and objectives for the following year.

IMPLEMENTATION

The Division Director for Inmate Programs and Reentry shall ensure the Counseling and Treatment Services Administrator:

- Develops and issues a Technical Manual that addresses, at a minimum, SOETP, assessment of inmates with sex offense convictions and continuity of care after their release from Department custody.
- Ensures each unit SOETP develops operational procedures specific to their institution, in compliance with this Department Order.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms

FORMS LIST

- 923-1, No-Pornography Agreement
- 923-2, Consent for Assessment and Treatment
- 923-3, Initial Intake Screening

AUTHORITY

A.R.S. § 13-705, Dangerous Crimes Against Children; Sentences; Definitions

A.R.S. § 13-1401, Definitions

A.R.S. § 13-1404, Sexual Abuse; Classification

A.R.S. § 36-3701, Definitions