

ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE

MEMORANDUM

TO: Distribution

FROM: CHARLES L. RYAN, DIRECTOR

DATE: November 5, 2009

SUBJECT: Director's Instruction # 273, Community Corrections Officers as Mandated Reporters

This Director's Instruction is effective immediately and will remain in effect until incorporated into the appropriate Department Order.

PURPOSE

This Director's Instruction establishes procedures directing Community Corrections Officers to follow A.R.S 13-3620 regarding mandated reporter guidelines.

PROCEDURE

Effective with this Instruction, Community Corrections Officers will adhere to the following standards for mandated reporters.

- 1.0 A report to Child Protective Services Hotline shall be made when, in the course of their duties, a Community Corrections Officer has reason to believe that a minor (child under 18) has been abused, neglected, exploited, abandoned or qualifies as a drug endangered child.
 - 1.1 A drug endangered child is one who is in the care and custody of a parent who is actively using, selling or manufacturing drugs.
- 2.0 When available, the reports shall include the following information:
 - 2.1 The names and addresses of the minor and the minor's parents or the person or persons having custody of the minor
 - 2.2 The minor's age and the nature and extent of the minor's abuse, child abuse, physical injury or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect
 - 2.3 Any other information that the Community Corrections Officer believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect
- 3.0 If a Community Correction's Officer plans to return a supervised offender to a secure care setting for violation of Conditions of Supervision and the supervised offender is sole custodial parent, the Officer shall, whenever feasible, notify Child Protective Services ahead of time, so that they may be on hand and ready to take custody of the children.

{Original Signature on File}