

**ARIZONA DEPARTMENT OF CORRECTIONS  
DIRECTOR'S OFFICE**

**MEMORANDUM**

**TO:** DISTRIBUTION  
**FROM:** CHARLES L. RYAN, DIRECTOR  
**DATE:** November 21, 2012  
**SUBJECT:** Director's Instruction # 316, Community Corrections Centers (CCC)

This Director's Instruction is effective immediately and will remain in effect until incorporated into DO #1006, Community Correctional Center – Placement/Removal. This Director's Instruction supersedes Department Order # 1006, Community Correctional Center – Placement/Removal, effective October 15, 2004, as follows:

**PURPOSE:**

This Director's Instruction provides eligibility criteria and operational procedures for Departmental Community Corrections Centers (CCC).

**APPLICABILITY:**

This Director's Instruction applies to eligible offenders under the active supervision of the Community Corrections Bureau.

**PROCEDURE:**

**1006.01 ELIGIBILITY CRITERIA - COMMUNITY SUPERVISION OFFENDERS**

- 1.1 To be eligible for acceptance to a Community Corrections Center program, the following Mandatory criteria applies:
  - 1.1.1 **Be an offender serving Community Supervision under Truth in Sentencing (TIS) per ARS 13-603, date of offense on or after January 1, 1994. Offenders sentenced under any other sentencing structure are NOT eligible.**
  - 1.1.2 All offenders participating in any CCC program must provide voluntary consent.
- 1.2 One of the additional eligibility criteria must be present for acceptance to any CCC program:
  - 1.2.1 Be in technical violation of one or more Conditions of Supervision.
  - 1.2.2 Determined to be a high risk to recidivate and demonstrate a need for elevated structure and/or services.
  - 1.2.3 Be homeless (No viable community residency).
- 1.3 The following are Disqualifiers:

1.3.1 Interstate Compact (ISC) offenders serving Community Supervision from another jurisdiction are not eligible for CCC residential services or any ARS funded programs.

1.3.2 Currently exhibiting behaviors that may threaten the safe and secure operation of the CCC.

## **1006.02 PROGRAM PLACEMENT AND ACCEPTANCE**

1.1 Community Corrections Officers shall obtain approval for referral to the CCC from the Community Corrections Supervisor.

1.2 All offenders shall be approved for acceptance to CCC program by the designated CCC staff prior to residency or related programs.

1.2.1 Acceptance into CCC residency and programming shall be dependent upon availability of bed and program space.

## **1006.03 ADMINISTRATOR RESPONSIBILITIES - The CCC Administrator shall ensure:**

1.1 The following items or services are provided to CCC Community Supervision Offenders:

1.1.1 An orientation and a handbook that explains the rules and expectations.

1.1.2 Access to community reintegration services.

1.1.3 For offenders in residency, meals shall be provided per established meal plan.

1.1.4 Appropriate staffing of the CCC to ensure safety and security.

1.2 CCC Community Supervision Offenders:

1.2.1 Meet with their assigned CO III for the intake process within one workday of placement at the CCC.

1.2.2 Participate in programs as directed by the CCC staff and assigned CCO.

1.2.3 Accept work assignments required for the care and maintenance of the CCC.

1.2.4 Offenders are responsible for the care and maintenance of their personal property.

1.2.5 Offenders obtain employment and save a sufficient amount of money to establish residence in the community, independent of the CCC, within 90 days of arrival at the CCC. Any exceptions must be staffed through the CCC treatment services, CCC Administrator and Community Supervision Supervisor.

## **1006.04 CCC PROGRAM REMOVAL**

1.1 Removal - A Community Supervision offender may be removed from any CCC program as a result of any of the following:

1.1.1 The offender demonstrates an inability to complete and/or benefit from the programs offered at the CCC.

- 1.1.2 The CCC Administrator and/or Community Corrections staff determines that the Community Supervision offender poses a threat that endangers the safety of the public or security of the CCC.
- 1.1.3 Any violation of their conditions of supervision or CCC rules.
- 1.1.4 The offender revokes their voluntary consent to participate.

## **DEFINITIONS**

**COMMUNITY CORRECTIONS CENTER (CCC)** - A residential, community-based facility operated by the Department to manage and provide program services for eligible male community supervision offenders.

**COMMUNITY SUPERVISION OFFENDER** – Offenders who are sentence under the Truth-In-Sentencing structure; which is defined as sentenced on or after January 1, 1994.

## **AUTHORITY**

A.R.S. 41-1613, Duties and Powers of the Director Pertaining to Community Correctional Centers.

A.R.S. Title 13, Criminal Code.

{Original Signature on File}