

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

**MEMORANDUM**

**TO:** DISTRIBUTION  
**FROM:** CHARLES L. RYAN  
**DATE:** January 18, 2019



**SUBJECT:** Director's Instruction # 371, Court Access for Inmates in Off-Site Custody

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order #902, Inmate Legal Access to the Courts.

**PURPOSE:**

This Director's Instruction provides clarification regarding legal access for inmates who are being held off-site, and not in an ADC prison complex or facility.

**PROCEDURE:**

Please insure that responsible staff continue to apply the provisions of Department Order 902, Inmate Legal Access to the Courts, to inmates who are being held off-site (i.e., not in an ADC prison complex or facility). Responsible staff should continue to exercise their discretion and take all reasonable and necessary steps to provide those inmates being held off-site with reasonable access to their lawyers and the courts under the circumstances of their off-site custody. Given security concerns and the lack of ready access to the Legal Access Monitor and other personnel involved in the implementation of Department Order 902 when inmates are being held off site, responsible personnel should continue to be guided by the underlying assumption of the Department's legal access policy that inmates should "communicate legal matters through the mail whenever possible." (Department Order 902, section 12.1)