GLOSSARY OF TERMS

Updated: March 29, 2019

TERM	DEFINITION	REFER.
	A	
504 ACCOMMODATION PLAN	A plan which outlines reasonable accommodations to allow an inmate who has a disability to participate in any of the education programs as required by the Rehabilitation Act of 1973, Section 504 (PL. 93-112).	DO 910
ABSOLUTE DISCHARGE	Date of Offense prior to January 1, 1994. Pursuant to A.R.S. §31-411, a discharge from Parole granted by the ABOEC or a discharge from the custody of the Department upon completion of the sentence imposed. • Pursuant to A.R.S. §31-414, a discharge from imprisonment granted by the ABOEC.	DO 1002
ABUSE OF PRESCRIPTION MEDICATION	A current or past pattern of abuse of prescription medication is considered the following: • The applicant has used prescription medications not prescribed to them, in any combination, which exceeds six times in any 12-month period since the age of 21. • The applicant has utilized a medication in an attempt to alter their consciousness. • The applicant has frequented multiple physicians to obtain numerous prescriptions of the same medication.	DO 602
ACCESS	The National Crime Information Center (NCIC) Advisory Policy Board defines two types of access: • Direct - Terminal access and dissemination within an agency. • Indirect - Non-terminal access outside of an agency which has direct access.	DO 121
ACCESS TO THE COURTS	Inmates shall not be barred from the courts and the Department shall, when written requests are made, actively assist inmates in the preparation and initial filing of (1) direct appeals from the convictions for which they were incarcerated, (2) Habeas petitions, (3) '1983 Civil Rights actions, and (4) Conditions of Confinement actions. • Active Assistance - Assistance provided to inmates by Paralegals. • Passive Assistance - Assistance available to inmates through resource materials to which they are directed.	DO 902
ACCIDENT	An occurrence involving a commercial motor vehicle (CMV) operating on a public road which results in a fatality or the CDL driver receives a citation under state or local law for a moving traffic violation arising from the	DO 408

	accident.	
ACCOUNTABILITY LINE	The line that shows who signed the letter/document, who authored the letter/document and who typed it.	DO 103
ACCOUNTABILITY OFFICER	The staff member responsible for clearing the inmates counted against the various AIMS count sheet reports.	DO 701
ACCREDITED MINISTER/RELIGIOUS LEADER	An individual representative of a religious group who visits an inmate and is approved to visit by the senior chaplain/chaplain.	DO 904
ACJIS SYSTEM SECURITY OFFICER (SSO)	A staff member who is the liaison between the Arizona Department of Corrections (ADC), the Department of Public Safety, and the ACJIS Interface System contractor and ensures compliance with all laws, rules, regulations and this Department Order.	DO 121
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)	A human disease characterized by a collapse of the body's natural immunity against disease. Because of this failure of the immune system, patients with AIDS are highly vulnerable to one or more unusual infections or cancers which usually do not pose a threat to anyone whose immune system is functioning normally. AIDS diagnosis is made when the person is HIV positive and has had an AIDS-related disease.	DO 1102
ADCNET	A Web-based tool providing internal Department Information to networked employees. A closed system that cannot be accessed by the public.	DO 101
ADEQUACY OF PROOF	For the purpose of this Department Order, the adequacy or standard of proof is whether the trier of fact (Disciplinary Hearing Officer) is persuaded by the evidence that it is more probably true than not the inmate committed the disciplinary violation.	DO 803
ADJUST	For the purpose of the Department Order, means to review, depreciate as required, forward $450 or greater depreciated claims to ADOA, or to make payment from a Department Revolving Fund for claims under a $450 adjusted value.	DO 909
ADMINISTRATIVE DISCHARGE	Action initiated by staff to discharge an inmate from a program for reasons not within an inmate's control. May result from a change in an inmate's schedule, unavailability due to medical issues, out-to-court status, etc.	DO 910
ADMINISTRATIVE REFUSAL	Decision by an inmate, through word or action, to not participate in a program that is offered or assigned. Also applies when an inmate chooses to withdraw from or quit a program being attended.	DO 910
ADMINISTRATIVE REMOVAL	Action initiated by staff for an inmate's misbehavior, disruption, or failure to actively participate in the program. Includes an inmate's unavailability due to disciplinary action (i.e., assignment to lock up).	DO 910
ADULT INFORMATION MANAGEMENT SYSTEM (AIMS)	A host-based electronic data processing system containing the primary inmate database applications used in inmate management systems.	DO 102 DO 901

ADULT INFORMATION MANAGEMENT SYSTEM (AIMS) COUNT SHEET	An automated listing of all assigned inmates which may be generated by inmate name in alphabetical order, inmates by housing assignment, or inmates by work/program assignment.	DO 701
ADULT INFORMATION MANAGEMENT SYSTEM (AIMS) FACILITY POPULATION REPORT	An electronic report reflecting the capacity, inside count and outside count for all facilities.	DO 701
ADULTERATED SPECIMEN	A specimen which has been altered or a substitute provided by prospective employees, volunteer applicants, employees and volunteers to be submitted as a specimen to be drug tested, and may include the use of a masking agent to prevent the detection of drug use in the testing sample.	DO 522
AFFIDAVIT	A written or printed declaration or statement of facts, made voluntarily, and confirmed by the oath or affirmation of the party making it, and signed in the presence of a Notary Public. For example, affidavits are completed by peace officers to obtain search warrants.	DO 107
AGENCY MANAGEMENT	The Director, the Deputy Director, Division Directors, Regional Operations Directors, Regional Health Administrators, Wardens, Deputy Wardens and Administrators.	DO 111
AGENCY-LEVEL ISSUE	Any issue identified during an inspection determined to be beyond the control of the Warden, Administrator and/or the Inspections Unit to immediately address or correct, and which would require significant action/resources, or revision to policy, as authorized by the agency Director.	DO 606

AGENTS OF AN ATTORNEY	Individuals who are authorized by a licensed attorney to act on behalf of, for or in place of the attorney, and who are directed to visit an inmate on behalf of, or in place of an attorney.
	
	• To demonstrate a bonafide agency relationship with an attorney, pursuant to this Order, an individual shall have documented (written) authorization by the attorney to act on behalf of, for or in place of the attorney. The written authorization, signed and dated by the attorney shall:
	  • Expressly set forth the specific nature of the duty or duties in accordance with which the agent purports to act on behalf of, for or in place of the attorney.
	  • Outline the general nature of the visit.
	  • Be notarized.
	
	• Agents may include private investigators, licensed in accordance with A.R.S. §32-2401; Paralegals; law students; secretarial staff and duly appointed process servers.
	
	• Agents shall not include anyone who is on an inmate's visiting list.
		DO 902

AGGRAVATING/ MITIGATING CIRCUMSTANCES	Circumstances or issues that may justify a lesser or greater discipline for violation of a particular offense, which the approving authority may consider before recommending corrective discipline. Examples may include: admission of complicity, remorse, commitment to appropriate subsequent behavior, repeated violations, refusal to commit to change, and damage to the Department's image.	DO 601

AIRCRAFT/UAV INTRUSION	Any entry of institutional airspace by an unidentified aircraft/UAV without the Department's knowledge or authorization.	DO 714
ALCOHOL	Intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol and may include any medication containing alcohol.	DO 408 DO 522
ALCOHOL ABUSE TREATMENT FUND (AATF)	The Department's account for money that accrues from work performed by persons convicted for driving while intoxicated or driving under the influence of alcohol and/or drugs. Funds from this account are used to provide alcohol/substance abuse treatment for inmates incarcerated for Driving Under the Influence (DUI) offenses.	DO 905
ALCOHOL USE	The consumption of any beverage, mixture, or preparation, including any medication containing alcohol.	DO 408
ALIGNMENT	A revision to correct a minor inaccuracy such as a typographical or punctuation error, a pagination fault, or grammar issue contained in a written instruction. Alignments may include corrections made when updating organizational structure, such as changing a title or proper name. An alignment does not include any item which changes meaning or content and shall not be so extensive that significant corrections are needed. Alignments require no review and may be corrected without the Director's signature.	DO 101
ALPHA/COLOR DOT SYSTEM	An identification system involving all institution and unit locks and keys being labeled with a letter of the alphabet and a color code. The designated color code is consistent for all prison buildings and is determined by the function of the building. The appropriate key for a lock is easily identified by comparing the alpha and color code of the key to the alpha and color code of the lock.	DO 702
ALTERING	To change or make different; modify.	DO 914
AMENDMENT	Revisions made to written instructions.	DO 101
AMERICANS WITH DISABILITIES ACT (ADA) DIVISION LIAISON	An employee who is knowledgeable about ADA requirements and who is designated by the Division Director/Assistant Director or designee to be responsible for coordinating ADA activities within the Division or area.	DO 108
AMERICANS WITH DISABILITIES ACT (ADA) INSTITUTION LIAISON	A Deputy Warden or Associate Deputy Warden who is knowledgeable about ADA requirements and who is designated by the Warden to be responsible for coordinating ADA activities within the institution.	DO 108
AMMUNITION INVENTORIES	Operational Inventory - Service ammunition and chemical agents that are used or issued during the daily operations of each armory and may be inventoried accurately in a minimum amount of time. Training Inventory - Bulk ammunition, reloads and/or wadcutters used for training or re-qualification. Reserve/Back up Inventory - Service ammunition in a greater quantity than required for daily operations. Reserve ammunition shall be kept in locked storage and secured with a numbered security seal.	DO 716

ANATOMICAL GIFT	A donation of all or part of a human body to take effect after the donor's death for the purpose of transplantation, therapy, research or education. A.R.S. §36-841(3)	DO 922
ANNUAL AGENCY TRACKING NUMBERS	A system of annually tracking liability loss claims internally and cross-referencing ADOA claim numbers once submitted and assigned.	DO 909
ANNUAL IN-SERVICE TRAINING PLAN	A state-wide comprehensive plan approved by the Director which identifies the Core and Elective training requirements covering a period of one training year.	DO 509
ANTERIOR FLIPPER (Dental)	Is a plastic partial replacing one or more missing anterior teeth.	DO 1101
ANTI-FELON IDENTIFICATION (AFID) TAG	Is a small plastic chip imprinted with a code recorded by CEW TASER International for identification purposes. If a CEW TASER is deployed, the AFID tags (20-30 per cartridge) are expelled along with the darts. The AFID tags are disbursed at the scene upon discharge of the CEW TASER, recovered, and traced back to the entity that purchased that cartridge.	DO 1003
APPEAL	A request for a review of the proceedings by a higher authority.	DO 803
APPLICANT	A person who seeks appointment to a position in state employment.	DO 504
APPLICANT REVIEW BOARD	A panel of three Department employees, on which the Wildland Fire Crew Sergeant serves as Chairperson for Wildland Fire Applicants and the Occupational Safety Consultant, in the role of Facility Fire Brigade Leader serves as the Chairperson for Facility Fire Brigade Applicants. Alternative board members shall be approved by the Warden.	DO 918
APPOINTMENT LIST	A roster prepared daily by Healthcare staff indicating all scheduled inmate appointments for medical, mental and/or dental health care.	DO 1101
APPRAISAL	The process of evaluating an employee's performance. The appraisal process is also known as an evaluation.	DO 514
APPRAISAL PERIOD	The period of time over which an employee's performance is evaluated and which may represent the probationary period, the period ending as a result of a change in circumstances, or the entire appraisal year.	DO 514
APPREHENSION COSTS	All expenses of pursuit, investigation, publication and travel incurred by the Department in connection with an escape, including the cost of staff time, materials and vehicle operation.	DO 707
APPROVING AUTHORITY (Written Instructions) 1.	The level of management authorized to issue written instructions in accordance with this Department Order: • DI, DO, and Division Inmate Notification - Director • Technical Manual – Deputy Director/Division Directors/Assistant Director • General Order/Post Orders - Division Director for Prison Operations • Unit Specific Post Orders – Wardens (or equivalent)	DO 101

	• Health Services Post Orders - Assistant Director for Health Services Contract Monitoring Bureau	
APPROVING AUTHORITY (Requests for Proposals) 2.	The Director, Deputy Director, Division Directors, Assistant Director, Regional Operations Directors, Wardens, Deputy Wardens, Bureau Administrators or their designees who review, approve and prioritize RFP's as defined in this Department Order.	DO 102
APPROVING AUTHORITY (Disciplinary Actions) 3.	Individuals to whom the Director has delegated authority to recommend corrective disciplinary action and implement that which is approved. Approving authorities include the Deputy Director, Division Directors, Assistant Director, Regional Operations Directors, Wardens, Deputy Wardens and Bureau Administrators. These positions are designated in accordance with the pay grade level of the employee to be disciplined, and the severity of the corrective disciplinary action. (See Department Order #601, Administrative Investigations and Employee Discipline)	DO 501 DO 518 DO 525 DO 527 DO 601
ARCHITECTS AND ENGINEERS	An individual or firm offering professional services in the analysis, creation, development and preparation of drawings, specifications, bidding requirements and general administration of construction contracts.	DO 401
ARIZONA AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AZAFIS)	A computerized network which is controlled and housed by the Department of Public Safety.	DO 121
ARIZONA AUTOMATED FINGERPRINT-IDENTIFICATION SYSTEM (AZAFIS)/ADC SITE ADMINISTRATOR	A staff member who is the liaison between the Department of Public Safety for the AZAFIS system and the vendors who provide the equipment and software for access to the AZAFIS Identification System.	DO 121
ARIZONA CORRECTIONAL INDUSTRIES (ACI) BOARD OF DIRECTORS	An advisory board which consists of the Director or designee, as Chairman of the Board; and board members consisting of the Deputy Director, the Division Director for Offender Operations, the Division Director for Support Services, a representative from the legislative and a minimum of one prominent representative of the private sector business community. The Advisory Board shall meet bi-annually, or as otherwise required for the purpose of reviewing the business and financial operations of ACI.	DO 115
ARIZONA CORRECTIONAL INDUSTRIES (ACI) CONTRACT PARTNER	A company, agency or organization that has entered into a contract for the purpose of establishing an inmate labor program between the Department and the corporate/governmental entity.	DO 503
ARIZONA CRIME INFORMATION CENTER (ACIC)	The Arizona counterpart of NCIC, available for entries and inquiries through the ACJIS network. The common acronym is ACIC. Most ACIC and NCIC files are totally independent.	DO 121
ARIZONA CRIMINAL JUSTICE INFORMATION SYSTEM (ACJIS)	A computerized network maintained by the Arizona Department of Public Safety which is available to authorized local, state and federal criminal justice agencies. The ACJIS network is connected to two national computer networks; the National Law Enforcement Telecommunications System (NLETS) and the NCIC. ACJIS is available 24 hours per day, seven days per week basis.	DO 121

ARIZONA CRIMINAL JUSTICE INFORMATION SYSTEM (ACJIS) LIAISON	A staff member at each ACJIS site and each authorized work area, designated by the Deputy Director, Division Directors, Assistant Director, Warden, Bureau Administrator, and the Contract Beds Operations Director, acting as the liaison between the work area and the SSO.	DO 121
ARIZONA DEPARTMENT OF ADMINISTRATION (ADOA) DIRECTOR	The Director of the Arizona Department of Administration.	DO 518
ARIZONA DEPARTMENT OF ADMINISTRATION (ADOA) SCHEDULE OF DEPRECIATION	Is provided by the ADOA for liaisons use in depreciating inmate claims indicating a fair market value guide based on the age of a property item and a relative percentage value reduction for each year after purchase.	DO 909
ARIZONA DEPARTMENT OF ADMINISTRATION (ADOA) CHIEF HUMAN RESOURCES OFFICER	The ADOA Chief Human Resources Officer assigned to the Department of Corrections.	DO 518
ARIZONA DEPARTMENT OF ADMINISTRATION (ADOA) DEPUTY CHIEF HUMAN RESOURCES OFFICER	The ADOA Deputy Chief Human Resources Officer assigned to the Department of Corrections.	DO 518
ARIZONA FINANCIAL INFORMATION SYSTEM (AFIS)	The statewide system used for general accounting transactions.	DO 102 DO 303
ARIZONA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM	A telecommunications system that provides for the exchange of criminal justice information between terminals within the State of Arizona. The common acronym is ALETS.	DO 121
ARIZONA MEDICAL MARIJUANA CARD VERIFICATION WEBSITE	A secure, password-protected web-based system established and maintained by the DHS that is available to law enforcement personnel and nonprofit medical marijuana dispensary agents on a 24 hour basis for verification of registry identification cards. The website will only accept the 20-digit registry identification card number and if valid, will provide the name of the cardholder and when available, the amount of marijuana dispensed in the last 60 days. Staff can register at https://azmmr.azdhs.gov and verify at https://azmmv.azdhs.gov.	DO 1003
ARIZONA PEACE OFFICER STANDARDS AND TRAINING (AZ POST) BOARD	A Governor appointed board whose powers and duties include making recommendations on all matters relating to law enforcement and public safety, prescribing minimum qualifications for law enforcement and correctional officers, prescribing minimum courses of training and minimum standards for training facilities for law enforcement and correctional officers, and recommending curricula for advanced courses and seminars in law enforcement and intelligence training.	DO 509

ARIZONA PROCUREMENT CODE	The compilation of Arizona Revised Statutes and Arizona Administrative Code issued by the State Procurement Office that collectively comprises the rules and guidelines for all procurements within the state.	DO 302
ARIZONA STATE EMPLOYEE DRIVERS RECORD APPLICATION (ASEDRA)	A system managed by ADOA which matches an employee's driver's license number, date of birth and EIN, to access ADOT MVD record information, and stores a list of state employees designated as driving vehicles on state business, in accordance with the Arizona Administrative Code (A.A.C.) Title 2, Chapter 10, Section 207.12.	DO 405
ARIZONA STATE EMPLOYEE DRIVERS RECORD APPLICATION (ASEDRA) COORDINATOR	The designated employee, located in the Fire, Safety and Loss Prevention Office, who is responsible for reviewing the records of employees driving on state business and coordinates with the Employee Relations Unit to ensure appropriate action is taken in accordance with statute.	DO 405
ARIZONA STATE ENTERPRISE TECHNOLOGY (ASET) OFFICE	In alignment with the strategic missions of state agencies, ASET develops and executes the statewide information technology strategy as well as provides capabilities services and infrastructure to ensure the continuity of mission critical and essential systems for the state of Arizona.	DO 102
ARMORER	A designated staff member who maintains the operation of the armory and makes authorized repairs to Department firearms within the parameters of their current certification and Department specifications.	DO 716
ARMORY	A specific location that is: • Designed to provide secure storage for firearms, ammunition and related equipment. • Equipped for maintaining and making authorized repairs to Department firearms.	DO 716
ARTS AND CRAFTS	Any endeavor, hobby or enterprise that may produce items suitable for public sale, but which is not a full-time occupation for the inmate. Approved arts and crafts activities are outlined by custody and EIP Phase in Department Order #809, Earned Incentive Program, Attachment C, Incentive Matrix – Recreation and Hobby Craft.	DO 906
ASBESTOS TESTING	Prior to reconstruction or remodeling of any building constructed prior to 1981, asbestos testing in the affected work area must be performed. Test results documenting an asbestos free environment or submission of positive test results along with an asbestos remedial plan must be documented at the time of plan review and submission. (R-18-2-1101 National Emissions Standards for Hazardous Air Pollutants (NESHAP'S).	DO 401
ASSAULT	Definition for Inmate on Staff Assaults • Inmate on staff assault with weapon: a) Striking or attempting to strike a staff member with a weapon. Weapon includes the following: 1. Anything designed for lethal use, or 2. Anything, under the circumstances in which it is used, or attempted to be used, is readily capable of causing physical injury or death.	DO 803 DO 805

	• Inmate on staff assault without weapon: a) Striking or attempting to strike a staff member; such as head-butting, punching, pushing, or kicking. b) Throwing or projecting bodily or non-bodily fluids on or at a staff member. Bodily fluid includes but is not limited to saliva, blood, seminal fluid, urine and/or feces. c) Other offensive contact with a staff member; such as choking, grabbing, tripping, and biting. Definition for Inmate on Inmate Assaults • Inmate on inmate assault with weapon: a) Striking or attempting to strike another inmate with a weapon. Weapon includes the following: 1. Anything designed for lethal use, or 2. Anything, under the circumstances in which it is used, or attempted to be used, is readily capable of causing physical injury or death. • Inmate on inmate assault without weapon: a) Striking or attempting to strike another inmate; or b) Throwing or projecting bodily or non-bodily fluids on or at another inmate. Bodily fluid includes but is not limited to saliva, blood, seminal fluid, urine and/or feces.	
ASSESSMENT TEAM	Team of staff members that assess and assign inmates entering maximum custody to internal housing assignment. Members include security, program and administrative staff.	DI 326
ASSET FORFEITURE PROGRAM (AFP) COMMITTEE	A Department committee chaired by the RICO Fund Coordinator and comprised of the Division Director for Offender Operations, and the Community Corrections Operations Director and the Inspector General.	DO 308
ATTORNEY	An attorney-at-law licensed to practice in any state or federal jurisdiction. • Who has entered into or may in the future enter into an attorney-client relationship with the inmate or has been appointed to represent the inmate, as evidenced by court record, court order or by the inmate's written authorization. • Shall not include anyone who is on the inmate's visiting list.	DO 902
AT-WILL	An employment relationship where either party to the relationship may sever the relationship at any time for any reason other than an unlawful reason.	DO 512
AUDIO BOOK	A taped reading of a book or book condensation reproduced in audiocassette or similar form.	DO 914
AUTHORIZED DRIVER	An employee whose job Position Description Questionnaire (PDQ) or similar document requires the use of a vehicle; an employee operating a state vehicle; a contract employee operating a vehicle where the state provides 100% of that vehicle's lease, rental or operational costs.	DO 405

AUTHORIZED MEDIA REPRESENTATIVES	Department's authorized media representatives are the Director, Deputy Director, Media Relations Administrator and the Public Information Officer. The Director may authorize the individual employees to represent the Department.	DO 207
AUTHORIZED MOVE	A move of an eligible employee (employed by the state for a minimum of six months) to a new work location that is 50 or more miles from his or her current work location and residence.	DO 309
AUTHORIZED PUBLIC LOBBYISTS	The Department's authorized lobbyists include the Director, Deputy Director and Legislative Liaison, who are required to register annually with the Arizona Secretary of State.	DO 110
AUTHORIZED RECIPIENT	For the purpose of this Department Order, only the Director, Deputy Director, Division Directors, Assistant Director, Wardens and Deputy Wardens, who are authorized by A.R.S. §41-1606 to receive inmate medical history information and to use the information for correctional-related purposes.	DO 1104
AUTHORIZED STAFF	Division Directors, the Assistant Director, Wardens, and Bureau Administrators or designees authorized to submit requests to purchase, transfer and reassign state vehicles.	DO 405
AUTOMATED SUMMARY RECORD	A computerized "OPEN" inmate record, which contains public information. (i.e., Inmate name, ADC number, Personal Characteristics, Release Eligibility Dates, Sentence Structure, Detainer/Warrant History, External Movements, Custody Classification, Disciplinary Actions and ABOEC Hearing Results).	DO 901
AUXILIARY AIDS AND SERVICES	Assistance, which varies from case to case, that, enables a person with a disability to perform a job. Such assistance may be a qualified interpreter, qualified reader, note-taker, taped text, transcription service, and modification of equipment, relay service, TDD, large print, Braille, written material, telephone amplifier, listening system, open and closed captioning, audio recording, computer terminal, speech synthesizer, or communication board.	DO 108
B		
BACKGROUND APPLICANT	• A person who applies for a position with the Department as an employee, as outlined in Department Order #504, Recruitment and Hiring. This includes prospective Correctional Officer Series employees (i.e., Correctional Officers I, II, III, IV, Correctional Officer Retirement (CORP) and Community Corrections Officers), including rehires and former officers, Special Investigators (Certified Peace Officers) and Non-Correctional Officer Series employees. • A person who applies for a position as a contractor. • A person who wishes to serve as a volunteer as defined in Department Order #204, Volunteer Services or as a student intern. • Representatives of other agencies and/or the private sector visiting institutions/facilities for business	DO 602

	/training related purposes (i.e., State Auditor, pre-bid contractor meetings and inter-agency training).	
BACKGROUND CHECK FEE	The background check fee is a one-time, non-refundable fee for conducting background checks on adult visitation applications, as authorized by Senate Bill 1621 (Laws 2011, Chapter 33), signed into law and effective July 20, 2011.	DO 911
BASE SALARY	An employee's salary excluding supplemental pay provided by ADOA Personnel Rule R2-5A-403, overtime pay or other pay allowances provided by law.	DO 512
BED INFORMATION DATA SHEET (BID)	A document which identifies the number, status, type and location of beds within a specified unit, which is verified and signed by the Deputy Warden/Warden, and signed by the Division Director.	DO 701
BED TYPES/ CAPACITY	Rated (R) Beds – Beds which are by physical design or as defined by law or court order, or as determined in relation to staffing level, food service, water and sewage capabilities, a permanent part of a unit. Temporary (T) Beds - Beds added to a unit in addition to permanent beds assigned to that unit such as tents, or beds in day rooms. Temporary beds are not part of the physical design of a unit and can result in overcrowding, impact staff and inmate safety, and create a strain on the physical plant, such as water and sewage capabilities. • Temporary Beds may be General Population, Health/Mental Health or Special Use. • Temporary Beds are not included in the Designated Capacity. General Population (GP) Beds - Beds which are classified on the basis of the increasing security levels as determined by Custody Classification and Internal risk scores, and are available throughout the system to receive appropriately classified inmates. • General Population Beds may be Rated or Temporary. • General Population Beds shall be included as part of the Designated Capacity and the Operating Capacity. Special Use (SU) Beds - Beds to be used for disciplinary isolation, investigative detention, maximum behavior control, and mental health observation or medical inpatient care. • Special Use Beds may be Permanent or Temporary. • Special Use Beds shall not be included as part of the Designated or Operating Capacity. Emergency (E) Beds - Beds created for short term use due to an emergency situation such as a disturbance, fire, flood, or due to unscheduled violator arrivals, etc. Designated (DC) Capacity - The sum total of Rated, General Population, Health and Mental Health Beds. Operating (OC) Capacity – The sum of Rated and Temporary Beds.	DO 701

	Institutional (IC) Capacity - All beds Rated and Temporary, General Population, Health and Mental Health and Special Use beds.	
BEREAVEMENT LEAVE	Is paid leave up to 24 hours, and may be extended an additional 16 hours if the employee travels out of the state for the services, which may be taken due to the death or funeral of a spouse, natural child, adopted child, foster child, stepchild, natural parent, stepparent, adoptive parent, one who functioned in "loco parentis", grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law or daughter-in-law.	DO 512
BIOLOGICAL EVIDENCE	Includes a sexual assault forensic examination kit, semen, blood, saliva, hair, skin tissue or other identified biological material.	DO 608
BISEXUAL	A person who is romantically or sexually attracted to both sexes.	DO 810
BLOODBORNE PATHOGENS	Pathogenic (disease-causing) microorganisms that are present in human blood that may cause disease in humans, such as, but not limited to Hepatitis and HIV.	DO 116
BOARD LIAISON	A staff member, at a Department institution or at a private prison, who has the responsibility for coordinating the Hearings conducted by the Arizona Board of Executive Clemency within the institution.	DO 1001
BOARD OF EXECUTIVE CLEMENCY/ICE DEPORTATION HEARING VISITOR	Any person entering a Department Institution for the purpose of attending a Board of Executive Clemency or Immigration and Custom Enforcement Deportation hearing.	DO 202
BODY FLUIDS WHICH TRANSMIT HIV AND HEPATITIS B VIRUS (HBV)	• Blood • Semen • Vaginal Secretions • Cerebrospinal Fluid • Synovial Fluid • Pleural Fluid • Pericardial Fluid • Peritoneal Fluid • Amniotic Fluid • Saliva (in dental setting) • Unfixed tissue or organ (other than intact skin from a human (living or dead). • HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions. • Any bodily fluid with visible blood present.	DO 1102
BODY PART	Part means an organ, eye or tissue of a human being. Part does not include the whole body. A.R.S. §36-841(18)	DO 922
BONA FIDE OCCUPATIONAL	Defensible requirements for a position that are actual qualifications for performing the job (e.g., medical/physical standards, age, religion, sex or national origin). Bona Fide Occupational Qualifications are clearly announced, in	DO 501 DO 502

QUALIFICATIONS	writing, to all applicants for the position.	DO 527
BRANCH OF SERVICE PIN	An insignia which identifies an employee is serving or has served in a branch of the United States military, such as the Department of Navy. These pins are also referred to as lapel pins and are approximately 1/2 inch in diameter. Note: This is not the Unit Crest Pin which is only authorized to be worn on an official military uniform.	DO 503
BREATH ALCOHOL TECHNICIAN	A contract professional certified by the Department of Transportation to operate and read a breath analyzer or similar testing machine utilized to perform a breath alcohol test.	DO 522
BRIDGE (Dental)	A partial denture anchored to adjacent teeth which fill a gap.	DO 1101
BUDDY SYSTEM	A procedure in which two people, the "buddies", operate together as a single unit so that they are able to monitor and help each other, for mutual safety in a hazardous situation; a system of organizing into work groups in such a manner that each member of the work group is designated to be observed by at least one other member in the work group. The purpose of the buddy system is to provide rapid assistance to buddies in the event of an emergency. OSHA 29 CFR 1910.120 mandates use of the BUDDY SYSTEM when making any entry.	DO 918
BUDGET UNIT	A division, institution, bureau or other section in which responsibility for capital assets or stewardship resources is established.	DO 302 DO 304
BUDGET UNIT SUPERVISOR 1.	A Deputy Director, Division Director, Assistant Director, Bureau Administrator or Warden.	DO 302 DO 304
BUDGET UNIT SUPERVISOR 2.	The staff members at the various levels of supervision who are responsible for budget development or input; developing or implementing controls for allocated funds; approving or signing as authority for expenditures, encumbrances and obligations of allocated funds.	DO 309 DO 405
BUILDING AND BUILDING IMPROVEMENTS	Items attached to or become a permanent part of a building, such as motors, pumps, water heaters/fountains, boilers, central air conditioning units, carpeting and drapes, shall be considered as part of a building or building improvements. They shall not be recorded as separate fixed assets. • Rented or leased equipment not intended to be purchased, along with all component parts, regardless of cost or life expectancy shall be excluded from the fixed assets inventories.	DO 304
BUILDING COORDINATOR	The employee assigned by the Division Director for Administrative Services to coordinate emergency preparedness and to exercise initial command during an emergency situation at Central Office.	DO 706
BUILDING KEY	A metal key that opens either an outer or inner door of any central office building.	DO 702
BUILDING RENEWAL	Major activities that involve the repair or reworking of a building and the supporting infrastructure that will result in maintaining a building's expected useful life. Building renewal does not include new buildings additions, new infrastructure additions, landscaping and area beautification, routine maintenance or demolition and removal of a	DO 401

	building. (A.R.S. §41-790)	
BULLETIN BOARD COORDINATOR	An employee responsible for the posting and timely removal of materials on the official bulletin board. The respective agency management member selects the bulletin board coordinator.	DO 111
BURGLARY (1st DEGREE)	In accordance with A.R.S. §13-1508, a person commits burglary in the first degree if such person or an accomplice violates the provisions of either A.R.S. §13-1506 or §13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.	DO 510
BURGLARY (2nd DEGREE)	In accordance with A.R.S. §13-1507, a person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or felony therein.	DO 510
BUSINESS CASUAL ATTIRE	Attire that is less formal in nature than professional business attire, but remains appropriate for a conservative office environment.	DO 503
BUSINESS CHECKS	Checks received through the mail for deposit into the Spendable Account limited to Payroll (final payroll for new inmates), Vendor refunds (for purchases made while incarcerated), Annuity (issued by an insurance or investment company), and one-time Trust, Inheritance, and Settlement checks drawn on a business, estate, or trust account.	DO 905
BUSINESS DAY	The hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding observed state holidays.	DO 105 DO 504 DO 517 DO 527 DO 601
	C	
100 CLUB	A non-profit organization that provides assistance, from private contributions, to the families of seriously injured/deceased Correctional Officers, Detention Officers and law enforcement personnel. The Director appoints a 100 Club Liaison.	DO 521
CABLE TELEVISION (CATV)	A system in which television programs are transmitted to the sets of subscribers by cable rather than by a broadcast signal.	DO 102
CAGED VEHICLE	A vehicle in which the passenger compartment is secured by means of a cage or other mechanism which prevents an inmate from interfering with the driver and from exiting the secure passenger compartment.	DO 705
CANDIDATE	A person whose education, experience and competencies meet the requirements of a position and may be considered for employment.	DO 504
CAPITAL ASSETS	Items that are non-consumable and not attached or considered a permanent part of a building, and that are acquired by the Department through purchase, donation or lease-purchase or assembly with a unit cost of $5,000 or more and a useful life of at least one year.	DO 302 DO 304

CAPITAL PROJECTS	Buildings, structures, facilities and areas constructed for the use or benefit of this state. (A.R.S. §41-790)	DO 401
CAREER AND TECHNICAL EDUCATION (CTE)	A work assignment designed to provide vocational training or the development of specialized skill sets to enhance employment opportunities upon release from custody.	DO 910
CARRIER	An infected person harboring an infectious agent in the absence of clinical disease and serving as a potential source of infection.	DO 1102
CASE	A person with clinical signs and symptoms of a communicable disease confirmed by laboratory findings or by a physician's diagnosis based on clinical observation, or by epidemiologic associations with the communicable disease, the causative agent or its toxic products.	DO 1102
CENTRAL CLASSIFICATION	One or more classification staff members at the Offender Services Bureau level, who review and approve Classification actions.	DO 901
CENTRAL OFFICE	Any building or facility, other than facilities designated as prisons or prison units designated as an administrative headquarters for the Department. • 1601 West Jefferson Street, Phoenix • 1645 West Jefferson Street, Phoenix • 1831 West Jefferson Street, Phoenix • 801 South 16th Street, Phoenix • ACI: 3279 East Harbor Drive, Phoenix • COTA: 5601 West Trails End Road Tucson	DO 702 DO 706
CENTRAL OFFICE ACCOUNTABILITY AND MOVEMENT OFFICER	A staff member assigned to the Offender Support Services Bureau responsible for coordinating the transfer of inmates with the institution Transportation Supervisors.	DO 705
CENTRAL OFFICE PERSONNEL	Employees assigned to Central Office who are not required to wear a uniform of any kind, and whose duties do not require frequent contact with offenders. This category includes the Deputy Director, Division Directors, Assistant Director, Regional Operations Directors, Administrators, Bureau/Unit Administrators and all support and clerical personnel assigned to Central Office.	DO 503
CENTRAL OFFICE PERSONNEL FILE	The official personnel record for each employee, maintained at the Human Resources Operations Unit at Central Office for all employees.	DO 507
CENTRAL PROMOTIONAL REGISTER (CPR)	A list of individuals who have passed a written examination, an Oral Board Panel interview and met all other requirements of positions for which they have applied.	DO 504

CENTRAL RECORD REPOSITORY	An area designed by the STG Unit Supervisor designated to maintain STG Validated and Suspect Files.	DO 806
CENTRAL TRAVEL ACCOUNT (CTA) GHOST CARD	A corporate account number (not a physical card) provided through State contract to State agencies. The ghost card shall be used to finance the cost of airfare and lodging for travel on official State business.	DO 310
CERTIFICATION	The formal designation of a club, group, gang or organization as an STG by the Director, based upon an STG Unit Threat Assessment.	DO 806
CERTIFICATION PROCESS	The successful completion of the Staff Trainer Certification Program.	DO 509
CERTIFIED DOCUMENT	A document(s) that has an affixed notarized statement indicating that the document is a true copy of the official record.	DO 201
CERTIFIED STAFF MEMBER	A person who has been successfully trained in the operation of the Stun and/or Stun/Lethal Electrified Fence.	DO 718
CHAIN OF CUSTODY 1.	A process used to account for the integrity of each urine specimen by tracking the handling and storage from point of collection to the final disposition.	DO 408 DO 522
CHAIN OF CUSTODY 2.	An accounting for the custody of evidence, contraband and property, including names of those in possession, and dates and times of possession, from the moment it reaches an employee's or third party's custody until legal or factual disposition.	DO 909
CHAIN OF CUSTODY FOR BREATH ALCOHOL TESTING	Breath alcohol determination printed on the breath testing instrument after testing is completed.	DO 522
CHANGE ORDER	A written order to the contractor, signed by the owner and engineer or architect, issued after the execution of the contract authorizing a change in the work.	DO 401
CHARITABLE ORGANIZATIONS	Include, but are not limited to: • Special Olympics (Law Enforcement Torch Run) • State Employee Charitable Campaign • Victims' Rights organizations • Pack to School • Domestic Violence organizations • Women and/or children shelters/organizations • Any other approved charitable organization deemed appropriate by the Victim Services Administrator	DO 924
CHEMICAL	A substance of, relating to, used in, or produced by chemistry or the phenomena of chemistry (chemical reactions). Any substance used in or resulting from a reaction involving changes to atoms or molecules, especially one derived artificially for practical use. For Department purposes, products used for maintenance and sanitation are chemicals.	DO 407

CHEST X-RAY	An x-ray photograph of the chest which may provide evidence of whether the examined inmate has been infected or is currently infected with a communicable respiratory disease (e.g., tuberculosis) or who has another lung pathology which may not be infectious in nature.	DO 1102
CHEST X-RAY REPORT	A written report from a physician explaining the findings and interpretation of a chest x-ray.	DO 1102
CHILD	For the purpose of this Department Order, an inmate under the age of 22.	DO 920
CHRONIC	Marked by a duration or frequent occurrence.	DO 525
CHRONIC CONDITIONS	Chronic conditions are defined under two categories, one for ADC statewide facilities, and one for private prison contracts. **CHRONIC CONDITIONS REQUIRING REGULAR EXAMINATIONS AND/OR TREATMENT AT ADC STATEWIDE FACILITIES (not private prison contracts):** • Blood Diseases (including those on anticoagulants, or for a term greater than 6 months) • Cancer (monitored) • Coccidioidomycosis • Crohn's Disease • Diabetes (monitored) • End Stage Liver Disease • Heart Disease (monitored) • Hepatitis C • HIV/AIDS (monitored) • Hyperlipidemia • Hypertension (monitored) • Hyperthyroidism • Latent Tuberculosis Infection (LTBI) (identified by a positive Purified Protein Derivative (PPD) Test) (monitored) • Neurologic Disorders (example: Parkinson's, Multiple Sclerosis, Myasthenia Gravis) • Renal Disease/Chronic Kidney Disease • Respiratory Disease (example: COPD, Asthma, Cystic Fibrosis, Chronic Bronchitis) (monitored) • Rheumatologic Disease (example: Lupus, Rheumatoid Arthritis) • Seizure Disorder (monitored) • Serious Mental Illness (SMI) (monitored) • Sickle Cell Disease There is no health care fee for these conditions. Clinical guidelines have been developed for these conditions. **CHRONIC CONDITIONS REQUIRING REGULAR EXAMINATIONS AND/OR TREATMENT UNDER PRIVATE PRISON CONTACTS (not ADC statewide facilities) unless otherwise identified in contract language:** • Cancer (monitored)	DO 1101

	• Diabetes (monitored) • Heart Disease (monitored) • HIV/AIDS (monitored) • Hypertension (monitored) • Latent Tuberculosis Infection (LTBI) (identified by a positive Purified Protein Derivative (PPD) Test (monitored) • Respiratory Disease (example: COPD, Asthma, Cystic Fibrosis, Chronic Bronchitis) (monitored) • Seizure Disorder (monitored) • Serious Mental Illness (SMI) (monitored) There is no health care fee for these conditions.	
CIRCULATED MATERIAL	Books, periodicals, and various resource materials Resource Centers/libraries make available to inmates for check out; for either use within or outside the Resource Center/library.	DO 919
CIRCULATION TRANSACTIONS	The act of checking out materials or renewing materials previously checked out, generally for use outside of the Resource Center/library, but can include items checked out for use within the Resource Center/library. The checking out as well as the return of an item is each counted as a single transaction. Renewal begins a new transaction. This may include books, magazines, newspapers, references, videos and encyclopedias.	DO 919
CIVIL RIGHTS	Rights guaranteed by the United States Constitution.	DO 902
CLAIM HISTORY LOG	A system for recording and tracking each submitted claim during a calendar year.	DO 909
CLAIMS ADJUSTOR	An ADOA Risk Management Section representative responsible for insurance claims dealing with safety and loss activities.	DO 909
CLASS “A” TOOLS	Tools most likely to be used in an escape, escape attempt or to manufacture and use as a weapon to inflict serious bodily harm.	DO 712
CLASS “B“ TOOLS	Tools less likely to be used in an escape, escape attempt or to manufacture or serve as a weapon.	DO 712
CLASS A AND B VIOLATIONS	A rule violation of such significance that a finding of guilt could result in penalties, which may include the loss of earned release credits, restitution, fines or placement in Class III.	DO 803
CLASS C VIOLATION	A Department rule violation for which an informal resolution is not sufficient, but loss of earned release credits, placement in Class III or fines shall not be imposed.	DO 803
CLASSIFICATION ACTION REQUEST/POSITION DESCRIPTION (CAR/PD) FORM	The official document that outlines job responsibilities, Knowledge, Skills, Abilities (KSAs) and the essential functions of the job.	DO 504
CLOSE MANAGEMENT	A status component of close custody which is more restrictive and features reduced privileges from that of close custody.	DI 328

CODE RED TRANSPORT	For the purposes of this Department Order, the transport of a high risk inmate, a high escape risk inmate, a validated STG inmate or a Condemned Row inmate. Such transports require the presence of a Sergeant as the third Transportation Officer.	DO 705
COLLATERAL	Any individual or agency that has a relationship to an offender that serves as a source of information or point of contact, including but not limited to friends, family members, law enforcement, victims, neighbors, treatment providers, ministers, volunteers, teachers, employers, etc.	DO 1003
COLLECTION SITE/LABORATORY	Any locations used by the state provider or contractor including any mobile unit or contracted facility.	DO 408
COLLECTION SITE/LABORATORY PERSON	For the purpose of this Department Order, a person who instructs and assists CDL drivers at a collection site/laboratory; receives and makes initial inspections of CDL drivers' specimens, and initiates and complete the Chain of Custody form.	DO 408
COMMERCIAL DRIVER'S LICENSE (CDL)	A license required by the Commercial Motor Vehicle Safety Act of 1986 in order to operate a commercial motor vehicle (CMV).	DO 408 DO 522
COMMERCIAL DRIVER'S LICENSE (CDL) DRIVER	Any permanent, probationary, temporary, or intermittent employee occupying a position in a job classification that requires possession of a CDL to operate a commercial motor vehicle (CMV). For the purpose of pre-employment/post-offer testing, this includes all prospective employees applying for positions requiring a valid CDL.	DO 408 DO 522
COMMERCIAL MOTOR VEHICLE (CMV)	A motor vehicle or combination of motor vehicles which: • Has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,001 pounds. • Has a gross vehicle weight rating of 26,001 or more pounds. • Is designed to transport 16 or more passengers, including the driver. • Is used in the transport of hazardous materials requiring placards.	DO 408
COMMUNICABLE PERIOD	The time when an infectious agent transferred directly or indirectly from one person to the other may cause disease.	DO 1102
COMMUNITY BETTERMENT PROJECT	Any public or private work project that uses prisoners and services to benefit the State in terms of health, safety, welfare and aesthetics.	DO 903
COMMUNITY COLLEGE LIAISON	The community college employee responsible for managing occupational training programs within an institution.	DO 910
COMMUNITY CORRECTIONS CONTRACT LIAISON	Located within Community Corrections, the position responsible for proving contract oversight, clearance process, and communication.	DO 205

COMMUNITY SUPERVISION	Date of offense on or after January 1, 1994. Pursuant to A.R.S. §41-1604.07, a term of Community Supervision imposed by the committing court, which shall be served consecutively to the actual period of imprisonment.	DO 1002
COMMUNITY SUPERVISION OFFENDER	Offenders who are sentenced under the Truth-in-Sentencing structure, which is defined as sentenced on or after January 1, 1994.	DO 1006
COMMUTATION OF SENTENCE	Pursuant to A.R.S. §13-603, an action recommended by the ABOEC and approved by the Governor. • After January 1, 1994, if the trial court thinks the sentence the law requires is clearly excessive, the court may enter an order allowing the defendant to petition the ABOEC for a commutation. • Commutation changes the penalty imposed by the court to a less severe sentence.	DO 1002
COMMUTING MILES	Commuting miles consist of an employee's home-to-work and work-to-home travel at the beginning and end of workdays.	DO 310
COMPENSATION	Any remuneration received for the performance of inmate work in Prison Industries Programs, private sector, prison contracts or WIPP.	DO 905
COMPENSATORY TIME (COMP TIME)	Compensation for overtime worked in the form of leave hours rather than cash payment.	DO 512
COMPETENT	For the purpose of this Department Order, the ability to understand the disciplinary process, charges, and possible sanctions. An inmate on a medical or mental health watch does not automatically confer a status of non-competency.	DO 803
COMPLAINANT	The person(s) who makes the initial complaint or files a formal charge against an employee.	DO 601
COMPLAINT	An allegation of employee misconduct, which may be initiated by any person.	DO 601
COMPLETE CORRESPONDENCE FILE	The incoming correspondence, the transmittal memorandums, if any; the Department's response and supporting documentation, if any.	DO 103
COMPLEX FOOD SERVICE LIAISON	A designated Department Food Services staff member responsible for communication, administration, contract compliance monitoring, invoice reviewing, and the daily coordination of operational requirements.	DO 912
COMPLEX MORTALITY REVIEW COMMITTEE (CMRC)	Mortality review shall be held at the deceased inmate's institution. The Committee consists of the following members: Contract Facility Health Administrator, Site Medical Director, Director of Nursing, Site Mental Health Professional, ADC Contract Monitor and as appropriate, the institutional Warden and Deputy Warden of the inmate's unit.	DO 1105
COMPLIANCE 1.	Any employee's on and off duty behavior that conforms to the requirements of State and Federal laws, State Rules and Department Orders, including those related to employee conduct, conflict of interest, and political activity listed in the Authority section of this Order. Additionally, the on and off duty behavior of any employee	DO 501

	that conforms to the Department's Code of Ethics (See Attachment A).	
COMPLIANCE 2.	An inmate diagnosed with a communicable disease (e.g., TB) complies with this Department Order by taking medications as prescribed or remaining in isolation as ordered.	DO 1102
COMPLIANCE CHECK	The cursory search of a residence comprising of the offender's room and common areas of the residence and property; all compliance checks shall be conducted in a team of two or more officers and be conducted a minimum of one time monthly per Community Corrections office.	DO 1003
COMPLIANCE SWEEPS	A large scale compliance check that has been pre-planned and submitted in writing to the Community Corrections Operations Director for approval prior to conducting the sweep. The sweep may consist of full office, multi-office, or statewide participation. Law enforcement and the Department Fugitive Apprehension Unit shall be notified of the pre-authorized sweep, prior to conducting the sweep.	DO 1003
COMPUTER HARDWARE	Computer processing units, modems, printers and other physical components used in electronic data processing operations at the mainframe, mid-range and microcomputer levels.	DO 102
CONCURRENT SENTENCES	Two or more sentences to be served at the same time. The Expiration date is computed on each case based on the individual term, sentence date and jail credit. The inmate shall meet eligibility on all sentences prior to being released.	DO 1002
CONCURRENT/ CONSECUTIVE CUSTODY INMATE	An inmate serving time in another state or federal institution after having filed for disposition of outstanding Arizona charges under the Interstate Agreement on Detainers Act and having been sentenced to serve the Arizona sentence concurrent or consecutive with the other jurisdiction, (the sentencing county shall be responsible for placing a "Detainer" on the offender with the other jurisdiction. The Department shall be responsible for placing a "Notification Request" in conjunction with the County's detainer). • An inmate, who absconded/escaped from Community Corrections Bureau Supervision or escaped from the Department's custody, was convicted of a crime and sentenced to serve time in another state or federal jurisdiction, (if applicable, the Department shall be responsible for placing a "Detainer" on the absconder/escapee for time owed to the Department). • An inmate who has been granted a Parole pursuant to A.R.S. §31-412[B], "Parole to Detainer," has waived extradition and is serving another state or federal jurisdiction's term of imprisonment. (The Department shall be responsible for placing a "Detainer" on the parolee until the parolee has been granted a Parole pursuant to A.R.S. §31-412[A] or until the parolee has reached another release type.)	DO 1002
CONDUCTED ELECTRICAL WEAPON (CEW)	A neuro-muscular incapacitation device, such as the TASER, stun belt or stun shield, approved by the Department for use as a non-lethal level of force.	DO 503 DO 509 DO 510 DO 705 DO 1003

CONFIDENTIAL COMMUNICABLE DISEASE INFORMATION	Personal data which may be used to identify a particular inmate (e.g., the inmate's name, social security number and housing location) derived from the inmate's Medical Records or other source.	DO 1102
CONFIDENTIAL INFORMANT	A person who provides confidential information which, if revealed, could jeopardize the safety of the informant or other persons.	DO 803
CONFIDENTIAL INFORMATION	For the purposes of this Department Order, confidential information is defined as records or portions of records that identify a confidential informant or confidential information or are Medical Records. Information that could endanger any person, may jeopardize an on-going investigation, is considered confidential by statute, is restricted by federal regulations or is included in Medical Records, which are restricted by doctor-patient privilege or other laws.	DO 901
CONFIDENTIAL RECORD	Record(s) not accessible to or obtainable by the general public. Confidential files are exempted from the Public Records Law.	DO 201
CONFINED SPACE	A space which: • Is large enough and configured in a manner that an employee can bodily enter and perform assigned work. • Has limited or restricted means for entry or exit (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, and pits). • Is not designed for continuous employee occupancy.	DO 404
CONFINED SPACE ENTRY PERMIT	The written or printed document that is provided by the employer to allow and control entry into a permit-required, space which contains the information about the confined space entry and personnel who, once approved, authorizes the entry.	DO 404
CONFIRMATION	The second test of a specimen that tested positive, verifying the accuracy of the first result.	DO 709
CONFIRMATION TEST	Alcohol - A second test performed when a screening test results in 0.02 grams or greater of alcohol per 210 liters of breath. The confirmation test provides quantitative data of alcohol concentration. Drugs - A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screening test and which uses a different technique and chemical principle from that of the screening test.	DO 408 DO 522
CONFIRMED DRUG TEST	A confirmation test result received by a Medical Review Officer from a contracted collection site/laboratory.	DO 408 DO 522
CONFLICT OF INTEREST	Activity and conduct prohibited by Arizona State Personnel Rules, R2-5A-501, Standards of Conduct, as well as by related Arizona Revised Statutes and Department Order #501, Employee Professionalism, Ethics and Conduct.	DO 107
CONSTRUCTION EQUIPMENT	Equipment, which:	DO 405

	• Is designed/constructed for site grading, debris removal, construction materials handling, construction equipment, materials transportation and trenching and other construction activities. • Includes but is not limited to hoe/spreader equipment, all-terrain lift trucks and boom trucks.	
CONSUMABLE FOOD ITEMS	Authorized food items purchased from the inmate store not considered as a part of the inmate's property.	DO 909
CONTACT	An individual (inmate, employee or visitor) who has direct and prolonged contact or shared air and/or living space with a person who has a communicable disease, resulting in the probability the transmission of a communicable disease may have occurred.	DO 1102
CONTACT VISITATION	A visit between an inmate and his/her visitor that is conducted under staff supervision in an open area, allowing for limited physical contact and movement within the area.	DO 911
CONTAGION	A contagious disease or a disease-producing agent (virus).	DO 404
CONTAMINATED/ CONTAMINATION	The presence or reasonably anticipated presence of blood or OPIM on an item or surface, to include clothing and other materials.	DO 116 DO 1102

CONTRABAND	For the purpose of this Department Order, contraband is defined as any item considered to be detrimental to the safe, secure, and orderly operation of an institution, off-site work/program area, Community Reentry Center or Community Corrections Office. Contraband includes, but is not limited to:
	
	• Any item that could be used as an aid to escape.
	• Any non-legal written correspondence or communication discovered as a result of scanning incoming or outgoing legal mail.
	• Any item that could be used to disguise or alter an inmate's appearance.
	• Any item of clothing or items for personal use or consumption that are not cleared first through security or the property room of the institution.
	• Cameras, video, audio or related equipment, unless authorized by order of written instructions.
	• The introduction and/or possession of any separate components that may aid in the use of wireless devices and/or multimedia storage devices. This includes, but may not be limited to:
	  • Cell phone chargers.
	  • Mobile chargers.
	  • Cell phone batteries.
	  • Any other item that staff reasonably determines may aid in the use of wireless devices and/or multimedia storage devices.
	• Allowable items which are:
	  • Possessed without permission.
	  • Discovered in improper locations.
	  • Over set allowable amounts.
	  • Obtained in improper manners or methods.
	  • In altered forms or conditions. Altered forms or conditions does not include a determination by
		DO 202
		DO 704
		DI 333
		DO 708
		DO 909
		DO 911
		DO 914

	complex mail room staff, the Office of Publication Review, or other designated staff to separate allowable content from unauthorized content and/or contraband, if separable, so that allowable content may be delivered to inmates and unauthorized content and/or contraband may be excluded pursuant to this Department Order.	
CONTRABAND CONTROL OFFICER	Staff assigned by the Warden and Deputy Warden to coordinate transportation, storage, documentation and disposition of contraband, evidence and unclaimed property.	DO 909
CONTRACT BEDS BUREAU MONITOR	The Contract Beds Bureau Correctional Administrator or Administrative Services Officer, whose overall responsibility is to ensure the execution of the Contract and compliance with Department policy between the private prison vendor and the Department.	DO 106
CONTRACT BEDS BUREAU MONITORING TEAM	Any of the Contract Beds Bureau or other Department staff assigned to private prisons for monitoring purposes.	DO 106
CONTRACT BEDS BUREAU SUPPORT ADMINISTRATOR	The second-ranking Administrator within the Contract Beds Bureau, equivalent to a Correctional Administrator IV (Deputy Warden).	DO 106
CONTRACT BEDS OPERATIONS DIRECTOR	The highest-ranking Administrator within the Contract Beds Bureau, equivalent to a Regional Operations Director.	DO 106
CONTRACT FOOD SERVICE STAFF (CFSS) DIRECTOR	The position responsible for all unit kitchen operations, CFSS Unit Manager, and contracted Food Service staff personnel.	DO 912
CONTRACT FOOD SERVICE STAFF (CFSS) UNIT MANAGER	The position responsible for the unit kitchen operations and CFSS personnel.	DO 912
CONTRACT/ AGREEMENT	A written agreement between the Department and an individual, agency, corporation, partnership or professional organization for the purchase of services, which includes sufficient detail to require accountability and specific performance from the parties of the contract, and remedies for violation of its terms. A contract/agreement, whether for governmental or professional services, is based on an offer and acceptance.	DO 302
CONTRACTED COLLECTION SITE OR LABORATORY	Any locations used by the state provider or contractor including any mobile unit or contracted facility.	DO 522
CONTRACTED COLLECTION SITE PROFESSIONAL	A person employed by a collection agency or site, who may travel to different Department facilities, to assist and instruct individuals directed to provide a urine and/or breath alcohol test specimen. The contracted collection site person is trained to receive and make the initial examination of urine and breath alcohol test specimens, to include the proper packaging and sealing of the specimen in front of the prospective employee, volunteer applicant or employee.	DO 522
CONTRACTOR	A person, or a state agency, political subdivision, corporation, or association or its employees or assignees, partnership or professional organization that has the legal capacity to contract or subcontract with the Department	DO 205 DO 302

	to provide goods or services.	DO 602 DO 903
CONTRACTOR CLEARANCE UNIT	Located within central office HR Operations; for the purposes of centralizing, tracking and standardizing policy based processes to potentially obtain a clearance for a contractor to work within a Prison Complex.	DO 205 DO 515 DO 602
CONTRACTOR/ VOLUNTEER/INTERN ID CARD	A white laminated identification card that contains the following information: the individual's name, the individual's photograph with the Arizona Flag in the background, the Department's name and logo, the contractor/volunteer/intern identifier, and the company name; the ID card expiration date, and the Director's signature.	DO 515
CONTROLLED MOVEMENT	The regulated turnout and movement of a specified number of inmates. The limit on the number of inmates, and the type and degree of control to be imposed shall be determined and applied based on: the type of activity (meals, recreation, Inmate Resource Center/library, store, etc.); custody level of the unit; inmate classification; prescribed level of supervision; staffing levels; physical plant; and environmental conditions. These controls shall be applied to movement within a unit, between units or Departmental institutions, or between a unit and a non-department location, such as a medical facility, court, or external work site.	DO 701
CONTROLLED SUBSTANCE	For the purpose of this Department Order the definition is the same as defined in A.R.S. §13-3401.	DO 522
CONTROLLED SUBSTANCES	Amphetamines, barbiturates, cocaine, marijuana, methaqualone, opiates, phencyclidine (PCP), and any other substance, legal or illegal, that impairs or tends to impair an employee's physical or mental ability to perform their duties in a safe and competent manner.	DO 408
CONVERTER	An individual who previously had a negative PPD, but now has a positive PPD. This finding is especially significant if this individual is involved in a TB contact investigation.	DO 1102
COOL DOWN PERIOD	An unspecified amount of time where intervention methods are utilized to develop alternative methods to avoid the use of force. These include the use of custody/non-custody staff, mental health professional or a qualified healthcare professional (other than a Licensed Practical Nurse).	DO 804
CORE COMPETENCY	Fundamental knowledge, ability, or expertise in a specific operational area, subject area or skill set; those activities essential to the effective operations of an institution or unit. Assessment of an observable or measurable job-related task by means of a formal job/task analysis process can ascertain whether staff are proficient in the performance of core duties.	DO 509
CORPORATE ACCOUNT MONTHLY STATEMENT	A summary of individual statements under one managing account.	DO 303
CORRECTIONAL EDUCATION PROGRAM SUPERVISOR (CEPS)	The Department employee responsible for supervising educational and/or occupational training programs within an institution or a combination of units.	DO 910
CORRECTIONAL EDUCATION PROGRAM	The Department employee responsible for providing instruction in Functional Literacy and/or HSE programs.	DO 910

TEACHER (CEPT)		
CORRECTIONAL OFFICER APPLICANT	Any individual applying for a position as a Correctional Officer. This shall include new hires, rehires, promotional, or transfers from other job classifications.	DO 507
CORRECTIONAL OFFICER IV	A staff member designated by the unit Deputy Warden, who shall be responsible for filling vacancies and meeting utilization goals by meeting with CO III Plan Managers, Education staff, Treatment staff and other stakeholders as necessary.	DO 903
CORRECTIONAL OFFICER SERIES	For the purpose of this Department Order, includes correctional staff series who qualify annually except that section 510.06 includes Regional Operations Directors, Wardens, Deputy Wardens, and Associate Deputy Wardens.	DO 510
CORRECTIONAL OFFICER STAFFING LEVELS	Shall be identified in a manner consistent with protecting the public, maintaining staff safety, providing for the health and welfare needs of inmates, and in meeting statutory/constitutional requirements.	DO 524
CORRECTIONAL OFFICERS TRAINING ACADEMY (COTA) ADVISOR	A COII assigned to a class for the 7-week duration of the class to act as a mentor and to assist the Class Instructor.	DO 310
CORRECTIONAL OFFICERS TRAINING ACADEMY (COTA) CLASS INSTRUCTORS	The assigned Sergeant (or Lieutenant) to a scheduled COTA cadet class, who has attended Instructor Certification and a Train-the-Trainer training.	DO 310
CORRECTIONAL - RELATED PURPOSE	For the purpose of this Department Order, an authorized recipient may receive inmate medical history information for the management and operation of a correctional facility.	DO 1104
CORRECTIONS COMPACT INMATES	Inmates accepted for admission into another state or federal institution by contractual agreement to serve their Arizona sentence, and inmates from another state or federal institution accepted into the Department by contractual agreement who is not serving an Arizona sentence.	DO 1002
CORRECTIONS MANAGEMENT INFORMATION SYSTEM (CMIS)	A unified, multiple-component, information technology system designed and implemented to support Department management and operations. CMIS includes, but is not limited to, AIMS and LANs.	DO 102
CORRECTIONS PLAN	The individual inmate management plan developed and periodically reviewed by the COIII plan manager with the inmate.	DO 809 DO 811
CORRECTIVE ACTION PLAN	A formal plan developed by the Warden or applicable Program Administrator, which addresses and corrects any issue identified as a finding in an inspection. Corrective action plans are submitted to the Division Directors, in written form and included in the final inspection report.	DO 606

CORRECTIVE DISCIPLINARY ACTION	Sanctions that an approving authority may take for sustained allegations of misconduct, pursuant to Department Order #601, Administrative Investigations and Employee Discipline, following an administrative investigation.	DO 501 DO 527 DO 601
CORRESPONDENCE TAPES	Cassette tapes sent or received by an inmate or visitor where there exists a disability or literacy concern that prevents written correspondence.	DO 914
CORRIDOR COMPLEX	The complexes where medical and mental health care is provided on a routine basis. These complexes include the following: Eyman, Florence, Lewis, Perryville, Phoenix, Tucson, and Yuma.	DO 807
COUNSELING	A non-disciplinary action that any supervisor may administer when a performance problem is first identified. Counseling, whether oral or written, shall include an explanation of the performance deficiency and a description of the expected/acceptable performance. Written counseling shall include a statement that disciplinary action may be taken if the employee fails to correct his or her conduct or performance.	DO 601
COURIER MAIL	Mail sent from one Department location to another Department location or to another state agency and delivered by a Department courier.	DO 103
COURSE OF CONDUCT	Means maintaining visual or physical proximity to a specific person or directing verbal, written or other threats, whether express or implied, to a specific person on two or more occasions over a period of time, however short, but does not include constitutionally protected activity.	DO 523
COURSE OF FIRE	The standard sequence for shooting a particular firearm during practice shooting and/or firearms qualification shooting with a specific number of rounds of ammunition.	DO 510
COURT ORDER	For the purposes of this Department Order, an arrest warrant, subpoena, summons or "Order to Secure Attendance."	DO 705
COURT ORDERED CHILD SUPPORT	Payments made by the inmate to any person as ordered by a court for support or voluntary payments made by the inmate to any person for support that is verified to be a bona fide dependent of the inmate from documentation such as birth certificates, federal and state income tax records, marriage license, adoption or guardian records, etc.	DO 905
COURT ORDERED EVALUATION (COE)	A request for civil commitment when the inmate being released meets the criteria identified in A.R.S. §36-523.	DO 1001
COURTESY NOTIFICATIONS	Who opt-in by phone, other than the victim, interested parties, whose signed, written request for notification have been approved by the Victim Services Administrator or designee.	DO 1001
COVERED EMPLOYEE	An employee in the state service who: • Before September 29, 2012: • Is not uncovered pursuant to A.R.S. §41-742, subsection A, and has remained in covered status without a break in service since that date.	DO 504 DO 601

	• Is employed as a Correctional Officer I, Correctional Officer II, Correctional Officer III or Community Corrections Officer and has remained in covered status without a break in service since that date. • Is a full authority Peace Officer as certified by the AZ POST Board and has remained in that status without a break in service since that date. • On or after September 29, 2012: • Is a Correctional Officer I, Correctional Officer II, Correctional Officer III or Community Corrections Officer and is appointed to a position in the covered service, but does not include a position in any other class in the Correctional Class Series or the Community Correctional Officer Class Series or in any other Correctional Class Series. • Is a full authority Peace Officer as certified by the AZ POST Board and is appointed to a position that requires such a certification in the covered service pursuant to A.R.S §41-741(5).	
COVERED POSITION	A position in the covered service as identified in the ADOA Personnel Rules.	DO 504
CRIME VICTIM OR SURVIVOR	Any person who suffers physical, emotional and/or financial harm resulting from the commission of a crime.	DO 523
CRIMINAL	Video segments that captured felony crimes determined by the Criminal Investigations Unit that will be submitted to prosecutorial authorities as part of a criminal complaint.	DO 105
CRIMINAL ACTIVITY	Any activity that violates local, state and federal law, statutes, ordinances, or codes, and constitutes a criminal act under the law.	DO 914
CRIMINAL HISTORY RECORD	Information collected by criminal justice agencies on individuals, consisting of identifiable description, notations or arrests, detention, indictments, formal criminal charges, dispositions and non-conviction data.	DO 901
CRIMINAL JUSTICE INFORMATION	Information collected by criminal justice agencies which is needed for the performance of their legally authorized, required function. This includes persons (wanted, missing, unidentified), stolen property, criminal history record information, information compiled in the course of investigations of crimes which are known or believed on reasonable grounds to have occurred, including information on identifiable persons, and information on identifiable persons compiled in an effort to anticipate, prevent or monitor possible criminal activity.	DO 121
CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) – CONTROL SYSTEM AGENCY (CSA)	(previously known as CONTROL TERMINAL AGENCY "CTA") - A single state agency, under a shared management concept with the Federal Bureau of Investigation (FBI), which assumes responsibility as the control terminal (or main receiving point) for the state, through and by which users in the state access NCIC information. The CSA for the state of Arizona is the Department of Public Safety.	DO 121
CRIMINAL RESTITUTION ORDER	Order that the court issues when the defendant completes his/her sentence and still owes restitution. The Criminal Restitution Order lists the recipient(s) of restitution and the amount that is still owed. It does not expire until paid in full. A.R.S. §13-805	DO 526

CRIMINAL STREET GANG	An ongoing formal or informal association of persons whose members or associates, individually or collectively, engage in the commission, attempted commission, facilitation or solicitation of any felony act, and that has at least one individual that is a criminal street gang member, as defined in A.R.S. §13-105, Criminal Code Definitions.	DO 806
CRIMINAL STREET GANG MEMBER	An individual to whom two of the following seven criteria apply, indicating street gang membership: • Self-proclamation • Witness testimony or official statement • Written or electronic correspondence obtained from or provided by outside criminal justice agencies • Paraphernalia or photographs • Tattoos • Clothing or colors • Any other reliable indication of street gang membership	DO 806
CRISIS INTERVENTION	Occurs during or immediately after a critical incident. This allows for initial venting of reactions and emotions and assists the CIRT member in determining if a formal group intervention is needed.	DO 521
CRITERIA FOR AFTER-HOURS TRANSPORTATION FOR MEDICAL TREATMENT	An authorized health care providers' diagnosis of life-threatening injury or illness, or an injury which poses a threat of permanent disability or disfigurement.	DO 705
CRITICAL INCIDENT RESPONSE TEAM (CIRT)	Teams responding to requests for critical incident intervention utilizing crisis intervention techniques. The group intervention is a confidential, structured group meeting that is facilitated by team members and, if appropriate, a mental health professional. The meeting allows incident participants to share their reactions to the high-stress situation and to vent their emotions. The team can provide information about possible reactions and symptoms, which are typical in unusual incidents, to help minimize the negative effects of the occurrence.	DO 521
CRITICAL INCIDENT RESPONSE TEAM (CIRT) PROGRAM COORDINATOR	The Employee Assistance Administrator who provides oversight of the CIRT Program.	DO 521
CRITICAL INCIDENTS	A critical incident is distinguished from lesser occurrences by the existence of such potential for extreme emotional impact so as to overwhelm an individual's usual ability to positively cope. A critical incident may include, but is not limited to the following: • In the line of duty death • Officer involved shooting • Incapacitating injury in the line of duty • Institution disturbance • Transportation accidents involving serious injury or death • Inmate suicides and assaults • Hostage situations	DO 521

	• Instances of significant uses of force • Major disaster scenes • Inmate execution • Other stressful situations dependent upon the needs of the employee	
CROWN (Dental)	Artificial substitute for portion of tooth external to the gum.	DO 1101
CUNNILINGUS	Oral stimulation of the clitoris or vulva.	DO 914
CURRENT USE OF ANY DRUG	The usage of a drug that has occurred recently enough to justify an employer's reasonable belief that the involvement with drugs is ongoing. Current usage of any drugs is not limited to any specific time frame and depends on the facts on each individual case.	DO 408 DO 522
CURRICULUM	A course or set of courses constituting an area of specialization.	DO 509
CURSORY SEARCH	Is a visual check of the area, residence or rooms under the control of the offender for identification of safety issues, weapons or contraband in plain view. This cursory check could lead to a planned search, if issues, weapons or contraband is suspected or observed.	DO 1003
CUSTODIAL RESPONSIBILITY	Having responsibility for the care, management or control of an inmate committed to the Department, or an offender under supervision of the Department.	DO 501
CUSTODY LEVEL	Refers to the public risk classification of inmates. Custody levels are Maximum, Close, Medium, and Minimum.	DO 701 DO 704
CUT-OFF LEVEL	A DHHS/SAMHSA established concentration level, usually in nanograms per milliliter (ng/mL), used to determine whether a specimen is positive or negative for the drug or drug class.	DO 522
D		
DAILY EXTERNAL MOVEMENT REPORT	The official unit record, via the AIMS count system, which reflects the name, number and housing assignment of all inmate movement during a twenty-four hour period, from midnight to midnight.	DO 701
DANGEROUS DRUGS	For the purpose of this Department Order, the definition is the same as defined in A.R.S. §13-3401.	DO 408 DO 522
DATA COLLECTION INSTRUMENTS (DCIs)	A compilation of directives and/or other regulatory material such as written instruction, state and federal statutes, best practices or correctional standards. DCIs include the regulatory material, standard data collection practices and shall provide adequate information to allow an inspector to collect and report relevant findings. DCIs are designed to collect, analyze and report data regarding the results of an inspection.	DO 606
DEBIT	An immediate withdrawal of funds from an inmate's account.	DO 902

DEBRIEFED	An inmate that has successfully renounced and completed the debrief program.	DO 806
DEBRIEFING	The process in which an STG Unit staff member, using the STG Identifying Questionnaire, documents the claim of an STG member that he/she is no longer a member of an STG.	DO 806
DECLARATION	A "Declaration of Intent to Limit Life-Support Procedures", Form 1101-9, signed by an inmate and two witnesses. A completed declaration establishes the inmate's intent to limit extraordinary life support procedures intended only to prolong the dying process would otherwise be administered for an incurable and terminal medical condition.	DO 1101
DECLARED STATE OF EMERGENCY	A situation relating to natural and/or man caused disasters, pandemics, etc. resulting in the Governor declaring a state of emergency exists.	DO 404
DECONTAMINATE / DECONTAMINATION	The use of physical or chemical means to remove, deactivate or destroy biological pathogens on a surface or item, to the extent that the pathogens are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.	DO 116 DO 1102
DEDICATED DISCHARGE ACCOUNT	An account that is established from a percentage of an inmate's wages, which contains a maximum of $50 for inmates serving a sentence of natural life sentence, and $250 for all other inmates, and that, is held for the inmate's discharge or release from prison. MVD credentials shall be deducted from the DDA.	DO 905
DE-ENERGIZING	Deactivating the electrical energy to the electrified fence.	DO 718
DELIBERATE INDIFFERENCE	The conscious or reckless disregard of the consequences of one's acts or omissions. It entails something more than negligence, but is satisfied by something less than acts or omissions for the very purpose of causing harm or with knowledge that harm will result. Deliberate indifference occurs when a professional knows of and disregards an excessive risk to an inmate's health or safety.	DO 404
DEMONSTRATED HISTORY	Previous acts of violence, security or safety threatening behavior, criminal enterprise, or disruptive actions. Such acts may be documented by any of the following: • Investigative records. • Disciplinary reports. • Court records. • Staff information. • Confidential informant information. • Verified news media accounts. • Self-admission. • Interagency information/intelligence sharing. • Historical data from other jurisdictions.	DO 806
DEPARTMENT 287(g) OFFICERS	Designated Department staff permitted to perform certain immigration enforcement functions within the Department as specified by the U.S. Immigration and Customs Enforcement (ICE).	DO 901 DO 1004

DEPARTMENT EMPLOYEE WORK HOURS (FIRES ONLY)	For the purpose of this Department Order, Wildland Fire Crew Department employees work hours reported on their FTR/CTR shall be as follows: • ON – Includes actual firefighting time, time on the fire line, travel to and from the fire base/briefing to the fire line, and in briefings. • OFF – Time not spent on the fire line or actual firefighting time. This is time spent resting or sleeping, meal periods in camp or off the fire line, in fire camp, or any time not physically on the fire line. • TRAVEL OFF – Travel time shall be tracked from the point of departure to the incident and includes preparation time, clearing the sally port, travel from the other point of departure to the incident, meal periods during travel, and time in staging areas.	DO 918
DEPARTMENT LOSS PREVENTION COORDINATOR	An employee tasked to manage the Department Loss Prevention and Safety Program.	DO 909
DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT	Promulgates and enforces state fire codes. (A.R.S. §41-4002)	DO 401
DEPARTMENT OF TRANSPORTATION (DOT) HAZARD CLASS (CHART 15)	A guide provided by the US DOT that outlines the hazard class of chemicals commonly shipped in the US.	DO 407
DEPARTMENT ORDER (DO)	Issued under the Director's signature, these written instructions cross organizational lines to guide the uniform administration and operation of the Department. Based on a systems approach, each DO comprehensively addresses a specific topic.	DO 101
DEPARTMENT PROPERTY	For the purposes of this Department Order, the land and buildings of any prison, prison unit, release centers, private prisons, prison parking lot, COTA campus, and all Central Office buildings whether owned, leased or operated by the Department or a private prison contractor.	DO 510
DEPARTMENT RECORDS RETENTION SCHEDULES	A schedule, approved by the Arizona State Library, Archives and Public Records, which identify the length of time specific Department records series must be kept prior to final disposition.	DO 103
DEPENDENT	A person who relies on another for support.	DO 905
DEPOSITION	A discovery device during which one party asks oral questions of another party or of a witness for the other party. The person deposed is called the deponent. The deposition is conducted under oath outside of the court room, and a transcript or recording is made.	DO 107
DESIGNATED CAREGIVER	A person who: • Is at least 21 years of age. • Has agreed to assist with a patient's medical use of marijuana.	DO 1003

	• Has not been convicted of an excluded felony offense. • Assists no more than five qualifying patients with the medical use of marijuana. • May receive reimbursement for actual costs incurred in assisting a registered qualifying patient's medical use of marijuana, if the registered designated caregiver is connected to the registered qualifying patient through the DHS registration process.	
DESIGNATED STAFF	Any Department Employee(s) appointed by the Warden to be responsible for such duties as outlined in this Department Order.	DO 902
DETAIN CELL	A designated cell used for the temporary detention of an offender who has been taken into custody (inmate status) after issuance of a warrant and is pending transport for return to custody. Room shall be locked and food/utility trap secured.	DO 1006
DETAINER	Certified document(s) issued by a demanding jurisdiction. The document notifies the inmate of pending criminal charges and requests the holding institution to detain the inmate for the demanding jurisdiction or notify the demanding jurisdiction of the inmate's imminent release.	DO 901 DO 1002
DEVELOPMENTALLY DISABLED/ RETARDATION	A congenital abnormality, traumatic injury or disease that impairs normal intellectual functioning and prevents a person from participating normally in activities appropriate for their particular age group. This disorder is characterized by deficient intellectual functions which impair the ability of the individual to learn and adapt socially.	DO 1103
DIAGNOSTIC AND STATISTICAL MANUAL OF MENTAL DISORDERS (DSM-5), FIFTH EDITION	Taxonomy of mental disorders published by the American Psychiatric Association used by psychiatrists and certified psychologists to diagnose mental disorders.	DO 1103
DIGITAL POWER MAGAZINE (DPM)	Is the electrical power source of the CEW TASER.	DO 1003
DIRECT CONTACT	When a body fluid of one person comes into contact with the mucous membrane, body fluid or broken skin of another person.	DO 1102
DIRECT OBSERVED THERAPY (DOT)	A specific strategy, to improve adherence by requiring contract medical staff to observe and record patients taking each dose. For the purpose of this written instruction, these medications are maintained and transferred in a secure manner out of inmate access.	DO 705
DIRECT SUPERVISION	Maintaining visual contact of the inmate and assigned tools.	DO 712
DIRECT THREAT	A present condition or disability that poses a significant risk to the health or safety of oneself or others, and which prevents one from performing the essential functions of a position (A fundamental or material job duty, distinguished from a nonessential or peripheral duty) or participating in a program, service, or activity at a safe level, with or without reasonable accommodation.	DO 108

DIRECTOR	The Director of the Department of Corrections.	DO 518
DIRECTOR'S INSTRUCTION (DI)	A temporary written instruction issued in memo form and signed by the Director. DIs are issued to provide immediate instructions in critical/urgent situations.	DO 101
DISABILITY	A physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment. • A major life activity is a function such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. A condition that renders an individual unable to perform a major life activity that the average person in the general population can perform, or significantly restricts the condition, manner or duration under which a major life activity can be performed is considered to be substantially limiting. • An individual may be regarded as having a disability when the individual has a physical or mental impairment that does not substantially limit a major life activity, but who is regarded because of attitudes of others towards impairment or for other reasons as though he/she does, such as controlled high blood pressure, controlled epilepsy, prior heart ailments, presumption of or known Human Immuno-Deficiency Virus/Acquired Immuno-Deficiency Syndrome risk, or disfigurement.	DO 108
DISASTER AID	Flood, fire, tornado or other sudden events bringing great damage, loss or destruction requiring mutual aid or when the Governor declares a state of emergency.	DO 918
DISCHARGE ALLOWANCE	Funds issued to an eligible inmate upon the inmate's parole or discharge from the Department's custody. Discharge Allowance is expended from funds that are appropriated to the Department, not to exceed $50. MVD credentials shall be deducted from discharge allowance if there is no DDA available.	DO 905
DISCIPLINARY COORDINATOR	An employee, of equal rank or exceeding the level of a Sergeant, whose responsibilities include reviewing and disposing of Class B violations where applicable sanctions do no rise to the level of a major violation, Class C disciplinary violations, ensuring complete investigations of Class A and B violations are conducted.	DO 803
DISCIPLINARY HEARING OFFICER	A Captain or equivalent designated by the Warden to conduct hearings on disciplinary actions and to serve as the Appeals Officer for Class C violations.	DO 803
DISCIPLINARY REPORT	A formal method of charging an inmate with a violation of the Inmate Disciplinary Policy, using an Inmate Disciplinary Report form.	DO 803
DISCREPANCY	Any currently prescribed medication(s) not present for transfer with the inmate.	DO 705

DISCRETIONARY RELEASE	A supervised administrative release granted at the sole discretion of the Director to inmates who make application and exhibit positive behavior, participate in work, treatment and/or training programs and who are a minimal risk to public safety.	DO 1002
DISCRIMINATION	The denial of equal access and/or equal opportunities to certain groups or individuals.	DO 704
DISPOSAL, DISPOSITION	The Department's action to remove items of contraband, evidence, unauthorized property or unclaimed property from its inventory by destruction, donation, release to the victims/lawful owners, or otherwise according to Court Order.	DO 909
DIVISION ADMINISTRATIVE RECORDS LIAISONS	Staff designated by Deputy Director, Division Directors and Assistant Director to coordinate the management of inventories of administrative records and assist Unit Records Liaisons in determining appropriate retention schedules and disposition of records.	DO 103
DIVISION/INSTITUTION RISK MANAGEMENT COORDINATOR	An employee trained by the Department Loss Prevention Coordinator, as tasked by a Warden/Administrator to locally adjust Risk Management claims; e.g., general and property liability losses, automobile losses for the institution.	DO 909
DO NOT HOUSE WITH (DNHW)	Inmates with a documented Do Not House With (DNHW) status shall not be housed in the same institution where there is the possibility that the DNHW inmates may have to share housing cells, institutional activities, meals, or transport.	DO 906
DOCUMENTATION	Written statement from a qualified Health Care Provider reflecting date(s) of care, and the employee's inability to perform job duties.	DO 525
DOMESTIC VIOLENCE	An attempt to establish and maintain power, control and fear in a relationship through the use of violence and other forms of abuse. Domestic violence behaviors include but are not limited to: verbal harassment, disorderly conduct, emotional abuse, isolation from family or friends, economic control, sexual assault, stalking, intimidation, destruction of personal property, and actual or threatened physical harm (direct, veiled or implied). Domestic violence occurs between people of all racial, economic, educational, and religious backgrounds, in heterosexual and same sex relationships, between people living together or separately, married or unmarried, in short-term or long-term relationships.	DO 523
DOMESTIC VIOLENCE CONVICTIONS	Prohibition Against Possessing Or Receiving Firearms Or Ammunition While Performing Employment Duties. A 1996 amendment to the Federal Gun Control Act of 1968, known as the Lautenberg Amendment, makes it unlawful for persons who have ever been convicted of a misdemeanor crime of domestic violence to possess or receive firearms or ammunition for any purpose, including while in the performance of their employment duties. This Amendment, which became effective on October 1, 1996, applies retroactively and covers all such convictions occurring at any time before or after October 1, 1996, and includes persons employed in law enforcement jobs.	DO 523

DOMICILE STATE VEHICLE	A vehicle designated for limited personal use and permanently assigned to a staff member by the Director.	DO 510
DONOR	An individual whose body or part is the subject of an anatomical gift. A.R.S. §36-841(7)	DO 922
DONOR REGISTRY	A database that contains records of anatomical gifts. A.R.S. §36-841(8)	DO 922
DRAW DOWN	A payment request submitted to the funding agency to access awarded grant funds.	DO 307
DRIVER	Any employee, inmate and contract vendor operating a state vehicle.	DO 405
DRIVER'S LICENSE	One of the specific licenses defined in A.R.S. §28-403, i.e., Class A, B, C or D.	DO 903
DRIVING UNDER THE INFLUENCE (DUI) INMATE	An inmate sentenced under A.R.S. §28-692.01 or §28-697.	DO 903
DRUG TESTING COORDINATOR	The individual within the Human Resources Office delegated to coordinate testing and receive communications including test results from the Medical Review Officer, and to make required decisions in the testing and evaluation processes. The Drug Testing Coordinator will notify Employee Relations when immediate actions to remove employees from safety-sensitive duties are necessary.	DO 408 DO 522
DUE PROCESS	A term of art defined by court decisions, which presently requires 48 hours advance written notice of the violation(s) before a hearing and provides the inmate an opportunity to respond. If the potential penalty involves a liberty interest, the inmate has a right to a hearing before an impartial hearing officer.	DO 803
E		
EARNED INCENTIVE PROGRAM	A three-phase system of graduated earned incentives, and sanctions by which inmates sustain a responsible, pro-social lifestyle and incorporate ethics and values into their everyday lives.	DO 809 DO 906
EARNED RELEASE CREDIT DATE	Date of Offense between August 13, 1986 and December 31,1993 - Pursuant to A.R.S. §41-1604.10, when release credits earned and actual time served, including credits for presentence incarceration, equal the sentence imposed for release purposes. • An unsupervised release to the SED. • Inmates shall be subject to revocation of ERCD Release by the Department. Date of Offense on or after January 1, 1994 - Pursuant to A.R.S. §41-1604.07, when release credits earned and actual time served, including credit for presentence incarceration, equal the sentence imposed for completion of sentence to begin the term of Community Supervision imposed or to begin any consecutive term imposed. • The Director may authorize the rescission of the release to any consecutive term if the inmate fails to adhere to the rules of the Department.	DO 1002

	• The ABOEC may revoke the Community Supervision term if the inmate fails to adhere to the Conditions of Release.	
EDUCATION ADMINISTRATOR	The Department employee responsible for administering the Department's education programs.	DO 910 DO 920
EDUCATION MANAGER	The Department employee charged with the responsibility for oversight of the vocationally-based career and technical education programs.	DO 910
EIGHTH (8th) GRADE LITERACY STANDARD	In accordance with A.R.S. §31-229, inmates committed before January 1, 1994 who fail to score the equivalent of a 6th grade literacy level shall participate in the Functional Literacy program. For inmates incarcerated on or after July 1, 1997, the functional literacy standard shall be the equivalent of an 8th grade literacy level.	DO 910 DO 920
ELECTIVE TRAINING	Training taken at the discretion of individual employee, with supervisory approval.	DO 509
ELECTRICAL APPLIANCE	Any inmate property item that must be plugged into an electrical outlet in order to operate. For the purposes of this Department Order, a major electrical appliance is considered to be a Television of any size, an immersion heater or fan of any type, including those items authorized by earlier written instructions but, are no longer included on the Inmate Store/Property List as authorized items.	DO 909
ELECTRONIC FUNDS TRANSFER	The electronic movement of data between banks which results in a fund transfer between bank accounts. Additional information regarding the acceptance of electronic funds transfers is available on the Department's public website at https://corrections.az.gov/.	DO 905
ELECTRONIC IMMOBILIZATION BELT	An apparatus, usually Electronic Activated Control Technology or REACT devices such as belt/band-it stun devices which incorporate less than lethal electronic pulse technology. The devices are applied to either the waist area or appendage (leg or arm) of the inmate; remotely activated, if needed, by the Transportation Officer. The devices deliver an eight second cycle of electricity which can disorient, temporarily immobilize and stun a person, causing the individual to fall to the ground. The devices are activated by a radio transmitter with a range of up to 150 to 175 feet and may be equipped with an audible tone which serves as a warning. The belt is normally used in combination with other restraint systems, such as handcuffs, belly chains and leg-irons.	DO 705
ELECTRONIC RECORDS	Any records that reside in electronic computer systems or other electronic media. Those records created in an electronic/digital environment are referred to as "digital born" and may well spend their entire life-cycle in this form.	DO 103
ELIGIBLE DEPARTMENT EMPLOYEE	An employee of the Department who is the Chapter Representative or a member of the executive board of the Employee Organization is an eligible Department employee.	DO 501
EMERGENCY	An inmate's current health condition which requires immediate attention.	DO 1101 DO 1103
EMERGENCY (EARLY) PAROLE	Date of offense prior to January 1, 1994. Pursuant to A.R.S. §41-1604.11[J] and §31-411, a supervised release for the purpose of relieving overcrowding in institutions which is granted by the ABOEC for non-dangerous/non-	DO 1002

	repetitive, first time offenders sentenced to a Felony Class 4, 5 or 6.	
EMERGENCY ACTION PLAN AND PROCEDURES	A document that identifies actions to be taken in the event of an emergency at all Central Office locations.	DO 706
EMERGENCY COUNT	An unscheduled formal count of all assigned inmates conducted at the direction of the Shift Commander.	DO 701
EMERGENCY OPERATIONS AND RESPONSE PLAN	A document that specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or human caused incidents. The plan identifies authorities, relationships, and the coordinated actions to be taken.	DO 706
EMPLOYEE	Any person that is currently being compensated for working full-time, part-time or under temporary appointment, or providing services under volunteer, internship or contractual arrangement with the Department.	DO 501 DO 522 DO 527
EMPLOYEE COMMENTS	Information that the employee has attached to or written on the MAP Note Appraisal or a memo in response to the first fine supervisor's comments or rating of the employee's performance. The employee's comments become part of the official MAP.	DO 514
EMPLOYEE HOUSING	Any structure, real estate, or land that is: • Owned by, leased by, or under the authority of the State. • Used principally as a domicile site by employees. • Provided to employees at specified locations, consistent with an Employee Housing Agreement.	DO 309
EMPLOYEE ID CARD	A laminated identification card that has the multi-colored Arizona Flag motif (background) and contains the following information: on the front of the card, the individual's name, classification/title, photograph and the Department's name and logo; on the back of the card, the Director's signature and the individual's date of birth, and physical description.	DO 515
EMPLOYEE ORGANIZATION (EO)	Any employee organization in which Department employees participate and which exists for the primary purpose of promoting public safety, promoting employee safety, enhancing the professional development of corrections personnel, the Corrections field and fostering professional relationships within the Department and in the field of Corrections.	DO 501
EMPLOYEE ORGANIZATION REPRESENTATIVE	The elected or appointed Employee Organization president or equivalent position. The representative must also be an employee of the Department. This definition applies to Qualifying Employee Organizations and Other Employee Organizations.	DO 501
EMPLOYEE PERFORMANCE APPRAISAL FILE	An employee's job performance record, maintained in a secure location at the supervisor's office or work area by the employee's supervisor. The employee performance appraisal file shall consist of all performance-related documents for the current appraisal period only.	DO 507

EMPLOYEE PERFORMANCE EVALUATION	Either the Performance Appraisal for Correctional Employees (PACE) or the Managing for Accountability and Performance (MAP), as appropriate.	DO 525
EMPLOYMENT DISCRIMINATION	Any personnel transaction/employment decision that has an adverse effect, whether intentional or unintentional, on an employee based on his/her race, color, sex (including pregnancy, sexual orientation and gender identity), religion, national origin, age, disability status, military obligation, veteran status, and genetic information, unless exceptions are made because of bona fide occupational qualifications.	DO 501 DO 502 DO 527
EMPLOYMENT DISCRIMINATION COMPLAINT	Complaints related to employment discrimination, with the exclusion of sexual harassment.	DO 501
EMPLOYMENT DISCRIMINATION OR HARASSMENT COMPLAINT	Complaints related to employment discrimination or harassment and sexual harassment, including sexual harassment.	DO 527
ENCLOSED AREA	All space between a floor and ceiling which is enclosed on all sides by permanent or temporary walls or windows (exclusive of doorways), which extend from the floor to the ceiling. Enclosed area includes a reasonable distance from any entrances, windows and ventilation systems so the persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke/nicotine vapor and so tobacco smoke/nicotine vapor does not enter the building or facility through entrances, windows, ventilation systems or any other means. A.R.S. §36-601.01 (A.3)	DO 109
ENERGIZING	Activating the electrical energy to the electrified fence.	DO 718
ENGINE	For the purposes of this Department Order, equipment that provides mechanical energy to operate a generator.	DO 403
ENGINEERING CONTROLS 1.	Environmental, mechanical, or structural factors that serve to encourage, facilitate or complement safe and healthful behaviors in the workplace. Engineering controls work by removing the worker from the hazard or by removing the hazard from the workplace (by using ventilation in particular). ENGINEERING CONTROLS IN THE PREVENTION OF EXPOSURE TO BLOODBORNE PATHOGENS (BBP) – Physical items and methods used to isolate or remove the BBP in blood or OPIM from the workplace (e.g., laundry, laundry bags, laundry schedules, warning labels, specimen containers, biohazard containers, and the proper disposal of contaminated needles, regulated waste, sharps, and/or self-sheathing needles).	DO 116
ENGINEERING CONTROLS (TB) 2.	Warning signs on acid-fast bacilli (AFB) isolation rooms that include "special respiratory isolation," "AFB isolation," and a description of the necessary precautions.	DO 1102
ENGLISH LANGUAGE LEARNER	Inmates for whom English is not their native/primary language and who are limited in English proficiency.	DO 910
ENTRY	The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that confined space and considered to have occurred as soon as any part of the	DO 404

	entrant's body breaks the plane of an opening into the confined space.	
EPIDEMIOLOGICAL INFORMATION	- The number of occurrences and distribution of a disease, which is released for statistical or public health purposes only after confidential Medical Record information has been deleted in a manner that prevents an individual from being identified.	DO 1102
EQUAL OPPORTUNITY LIAISON	Staff members designated by Wardens, Deputy Wardens and Bureau Administrators to be the Equal Opportunity Officer's liaison for local Equal Opportunity issues and complaints.	DO 501 DO 502 DO 527
EQUAL OPPORTUNITY OFFICER	A position that reports to the Chief Human Resources Officer or designee, which assists, monitors and evaluates the Department's compliance with equal opportunity laws, guidelines, and policies to ensure employment practices and contracting arrangements give equal opportunity without regard to race, color, sex (including pregnancy, sexual orientation and gender identity), religion, national origin, age, disability status, military obligation, veteran status, and genetic information, unless exceptions are made because of bona fide occupational qualifications.	DO 501 DO 502 DO 527
EQUAL OPPORTUNITY PLAN	The Department's Agreement to comply with the Equal Opportunity guidelines established by the Governor's Office of Equal Opportunity.	DO 502
ESCAPE	An inmate's unauthorized absence or departure from a correctional institution or release center, or from a secure work/transportation detail, or failure to return following an authorized leave.	DO 707 DO 1003
ESCAPE APPREHENSION COSTS	Expenses incurred by the Department in connection with the pursuit, investigation and/or capture of escapee(s), including staff time, food, lodging, travel, vehicle operation, materials, copying and publication, and costs that would not have been incurred if there was not an escape.	DO 905
ESCAPE REVIEW COMMITTEE	Staff who is assigned by the Division Director for Offender Operations to review investigations of escapes. The committee is comprised of: • The Security Operations Administrator, who shall be the chairperson. • The Warden or Administrator of the institution where the escape occurred. • An investigator from the Inspector General's Office. • A representative of Staff Development and Training.	DO 707
ESCAPEE	An inmate at a secure institution or release center who flees from custody; or an inmate who flees from a secure work/transportation detail; or an inmate who fails to return from an authorized leave.	DO 1003
ESCROW ACCOUNT	An inmate's trust account in which reserve funds are held pursuant to A.R.S. §31-261 and §31-323.	DO 707
ESSENTIAL JOB FUNCTION	A fundamental and material job action, distinguished from a non-critical or peripheral duty, required to perform the duties of the assignment.	DO 519

EVIDENCE	Property or cash possessing evidentiary value, which must be maintained in the same condition as when it was seized, in accordance with Department Order #909, Inmate Property.	DO 308
EVIDENCE	Items connected to an inmate disciplinary case, which may be presented as evidence in the administrative disciplinary sanction of an individual. When the case is adjudicated or closed and the evidentiary items are no longer needed, they are returned to the victim or are appropriately redefined as contraband or property, depending on the nature of the item.	DO 909
EVIDENTIAL BREATH-TESTING DEVICES	Arizona Department of Transportation approved equipment utilized by the Breath Alcohol Technician to detect and determine the concentration of alcohol.	DO 522
EXCELLENT ATTENDANCE	To achieve excellent attendance the employee must be in pay status (not on LWOP), with no unscheduled absence occurrences or unscheduled early departures from work, except those defined as a policy exception.	DO 524
EXCRETORY FUNCTIONS	The elimination of a body's waste products through defecation and urination.	DO 914
EXECUTIVE STAFF	Consists of the Deputy Director, the Division Directors, the Agency Planning Administrator, the General Counsel and other staff designated by the Director.	DO 305
EXEMPT	Freed from an obligation, a duty, or a liability to which others are subject; excused.	DO 910

EXEMPT EMPLOYEES	(PAR FLSA designation EE) - Employees who do not receive overtime or extra hours of compensation, as outlined in ADOA Personnel Rules R2-5A-307. This category is made up of employees who are Exempt from FLSA requirements, covered by ADOA Personnel Rules, and employed in one of the following capacities:
	
	• All elected positions.
	• All positions which are appointed pursuant to A.R.S. §38-211.
	• All professional positions. Professional positions are all physician and attorney positions compensated in accordance with a special salary plan.
	• Persons whose primary duty is to manage the state agency or state agency subdivisions, which include divisions or equivalent units, and who:
	  • Use discretionary powers.
	  • Direct the work of at least two other employees.
	  • Have the authority to hire and fire.
		DO 512

EXERCISE	An event designed to train, assess, practice, and improve performance through all phases of an incident, in a risk-free environment; designed to validate plans, procedures, and equipment, in order to identify gaps and improve performance.	DO 706
EX-OFFENDER	Any person convicted in a court of competent jurisdiction of a misdemeanor or felony crime, the punishment for which could have been, or was, imprisonment in a city or county jail, federal penitentiary or a state prison, excluding those persons who have been pardoned by the President of the United States or the Chief Executive of	DO 204

	a state.	
EXPERT WITNESS	An employee qualified by the court, prior to expressing opinions in a case, as an expert and thereby will be allowed (by answering questions posed) to assist the court in understanding complicated and technical subjects not within the understanding of the average lay person. The Department's expert witnesses testify in their official capacity.	DO 107
EXPIRATION OF SENTENCE	Date of Offense prior to December 31, 1993 - Completion of the sentence imposed by the committing court, to begin serving a consecutive sentence or to begin serving a term of probation. Date of Offense on or after January 1, 1994 - Completion of the sentence imposed by the committing court to begin serving a term of Community Supervision or to begin serving a consecutive sentence.	DO 1002
EXPOSURE INCIDENT 1.	In accordance with OSHA guidelines an exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. • Bloodborne pathogens – Under the Arizona Workers' Compensation Act a significant exposure to BBP may occur when the employee comes into contact with blood or OPIM through a break or rupture in the skin (e.g., needle-stick injury or cut with a sharp instrument contaminated with blood), or the mucous membranes (i.e., blood or OPIM gets in the eyes, nose, mouth). The CDC indicates that a human bite that breaks the skin should also be considered a significant exposure. • TB - When an individual with unrecognized pulmonary or laryngeal TB who is not on an effective anti-TB therapy and has not been placed in TB isolation, is in a close proximity and shares the same air with someone else for significant period, especially in an enclosed space.	DO 116
EXPOSURE INCIDENT 2.	As defined by OSHA, an incident in which visible blood or specific bodily fluids enter through an opening in the skin or mucous membranes.	DO 1102
EXTENDED ILLNESS OR INJURY	A period of at least three weeks to a maximum of six consecutive months for the purposes of annual leave donation. (R2-5A-B602)	DO 519
EXTENDED LEAVE	A period of three or more weeks of absence from work due to a physician's determination that an illness and/or injury is seriously incapacitating and extended.	DO 512
EXTENT POSSIBLE	Rotation assignments shall be made by aligning Correctional Officers with their current shift and/or RDO assignments to the degree that they are able to be maintained. All efforts shall be made to preserve the officer's shift and RDO assignment; however, shift and RDO balances must be maintained and may limit the quantity of available positions of the desired shift and/or RDOs. Assignments shall be based on reasonable availability.	DO 524

EXTERNAL MAIL	Sealed mail processed through the United States Postal Service or other commercial carrier.	DO 103
EXTRA HOURS	Extra hours occur when the total of leave hours taken and hours worked in one work week are more than 40, but the total hours physically worked are less than 40 hours. Extra hours are paid at the employee's regular rate of pay and are included in the regular wages.	DO 512
EXTRACTION ATTENDANT	An individual stationed outside one or more permit-required confined spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the Department's permit-required confined space program.	DO 404
EXTREME ISOLATION	Situations in which inmates encounter staff or other inmates fewer than three times a day.	DO 1101
EXTREMELY HAZARDOUS SUBSTANCE	A term, commonly known as EHS, defined in Section 302 of the US Emergency Planning and Community Right-to-know Act. The list is found as an appendix to 40 CFR 355 used to describe substances published by the US EPA which identifies chemical substances that could cause serious irreversible health effects from accidental releases. Identification of these substances helps to provide focus for emergency planning activities.	DO 407
F		
FACE-TO-FACE	The in-person contact with an offender/inmate or a collateral contact.	DO 1003
FACILITY	A building or site owned, leased, used or controlled by the Department.	DO 108
FACILITY FIRE BRIGADE	A fire suppression crew comprised of Department employees and inmates organized as a Facility Fire Brigade, as defined in NFPA 600, Standard on Facility Fire Brigades. This Department team is trained by qualified Department employees and the Facility Fire Brigade Leader, to provide the knowledge, skills, and abilities to operate in at least basic fire-fighting activities.	DO 918
FACILITY FIRE BRIGADE LEADER	As a qualified ex-officio member, the OSC is the individual responsible for overseeing the performance and activity of the Facility Fire Brigade; the Fire Crew Officer, as the Deputy Facility Fire Brigade Leader, assists the Leader, completes tasks assigned by the Leader and substitutes in the Leader's absence.	DO 918
FACT-FINDING	An informal investigative process used to obtain sufficient information for the purpose of determining the validity of allegations brought forth as possible violations of policy.	DO 527
FACTORY SPECIFICATIONS	Guidelines not less than minimum standards set by individual firearms manufacturers.	DO 716
FAMILY MEMBER (PERSONNEL) 1.	Emergency contact, next of kin, beneficiaries, and/or significant others as specified in personnel records or as identified by the staff member. In the event that the designated next of kin is charged in the death of the employee, a neutral family member will be designated.	DO 208
FAMILY MEMBER (PERSONNEL) 2.	ANNUAL LEAVE DONATION - For the purposes of annual leave donation only, family member includes spouse, child (natural, adopted, foster, step, grand), parent (natural, adoptive, grand), brother, sister, in-law, (brother,	DO 519

	sister, son, daughter, mother, father). FAMILY MEDICAL LEAVE ACT – For the purpose of FMLA, family member includes son and daughter (biological, adopted, foster, step, legal ward, child of a person standing in loco parentis), parent (biological or someone who stood in loco parentis), and spouse.	
FAMILY SUPPORT LIAISON	An employee who is trained in crisis intervention and advocacy services, knowledgeable of the Department's written system of instructions, and provides assistance and support to the family of a deceased employee.	DO 521
FAST ID	This is equipment which allows the instant identification of an inmate, by providing the name, date of birth, Arizona State Identification Number, and sex. DNA drawn has been completed on the individual. This equipment does not store or retain information. The two index fingerprints are electronically sent to Department of Public Safety for verification and shall be displayed in real time within 60 seconds.	DO 121 DO 901
FELLATIO	Oral stimulation of the penis.	DO 914
FIELD BRIEFING REPORT	A summary of all Significant Incident Report forms, Follow-up Reports and Final Reports received by the Communications Center until 0400 each calendar day. The Field Briefing Report is a restricted document composed of several sections.	DO 105
FIELD CONTACT	Is a face-to-face visit with an offender on Community Supervision or administrative release. Visits can occur at the offender's residence, employment, community-based agency or other location other than the Community Corrections Office. This involves a CCO meeting with an offender in their environment to satisfy the required minimum supervision expectations and the needs of the clientele.	DO 1003
FIELD SUPERVISOR	An employee of a contractor who is responsible for transporting, supervising or interacting with offenders during work hours.	DO 903
FIELD VISIT	The physical presence of a CCO at a location that is not at the office, at the offender residence or offender employment.	DO 1003
FILING DATE	The date the Inmate Disciplinary Report form is completed by the reporting officer.	DO 803
FINDING 1.	A determination by an approving authority that the facts contained in an administrative investigation report concerning allegations of employee misconduct are "sustained," "not sustained," "exonerated" or "unfounded." • Sustained - The employee committed all or part of the alleged act. • Not Sustained - The investigation produced insufficient information to prove or disprove the allegation. • Exonerated - The employee committed all or part of the alleged act, but the act was justified, lawful and proper. • Unfounded - The employee did not commit the alleged act.	DO 601

FINDING 2.	An observation made during an inspection indicating non-compliance with a specific section of a DCI.	DO 606
FIRE AND SAFETY SPECIALIST	An institutional staff member who monitors and oversees fire and safety programs within an institution.	DO 903
FIRE SUPPRESSION SYSTEM	A system providing a total flooding or local application system consisting of a fixed supply of extinguishing agent permanently connected for fixed agent distribution to fixed nozzles that are arranged to discharge an extinguishing agent into an enclosure (total flooding), directly onto a hazard (local application), or a combination of both; or an automatic sprinkler system.	DO 407
FIREARMS INSTRUCTOR CERTIFICATION COURSE	A Department-sponsored 40-hour training academy.	DO 510
FIREARMS TRAINING COMMITTEE	Consists of Senior Firearms Instructors from several institutions, who are appointed by the COTA Commander.	DO 510
FIRST CLASS MAIL	A class of mail including letters, postcards, and postal cards, all matter wholly or partially in writing or typewriting; includes but is not limited to anything mailable such as bills, invoices, personal correspondence, and some merchandise.	DO 914
FIRST LINE SUPERVISOR	This is the person who is responsible for evaluating the employee's performance and assigning a numerical rating for that performance. This person is typically the supervisor, but in the event the supervisor is not available to complete the appraisal (due to injury, illness, etc.), the second line supervisor/reviewer shall complete the appraisal.	DO 514
FIRST-HAND KNOWLEDGE	For the purpose of this Department Order, as having been seen by staff, or overheard, or received from the accused.	DO 803
FIVE-POINT RESTRAINTS	Therapeutic restraints authorized by a psychologist or psychiatrist when an inmate is engaging in serious self-harm behaviors that are not adequately controlled through less restrictive alternatives. An inmate shall only be restrained to an authorized restraint bed or chair, and includes restraining all limbs and head.	DO 807
FIXED ASSETS MANAGER	Assigned to the Financial Services Bureau, this employee reviews all transactions relating to Fixed Assets, Land and Buildings and reconciles the inventory with the General Accounting Office on a monthly basis and coordinates the fiscal year end physical inventory.	DO 304
FIXED BRIDGE (Dental)	Bridge cemented in place and non-removable.	DO 1101
FLEET MANAGEMENT SYSTEM	Refers to the FMS, Ron Turley and Associates Fleet Management System, RTA.	DO 405
FLEET MANAGER	An employee designated by the Division Director for Administrative Services to coordinate all aspects of vehicle management for the Department.	DO 405

FLEX-CUFFS	Any one of a variety of commercially available temporary restraints usually constructed of a nylon/plastic material.	DO 705
FLIP-FLOP	A light sandal, typically of plastic or rubber, secured to the foot only with a thong between the big and second toe.	DO 503
FLOOR WARDENS	Staff members who have volunteered, or who have been assigned, to assume special duties and responsibilities during an emergency situation at Central Office.	DO 706
FOOD HANDLER	An inmate who prepares or serves food, or has direct contact with food for distribution to other people.	DO 1102
FOOD SERVICE CONTRACT OFFICER REPRESENTATIVE	The Department employee assigned by the Security Operations Administrator responsible for overseeing the Food Service Contract.	DO 912
FOOD SERVICES CONTRACTOR	The private company providing the Food Services.	DO 912
FOODBORNE/ WATERBORNE	Food or water serves as a source for the spread of disease or illness.	DO 1102
FORBIDDEN THREE ACTS	Serious assaults on staff, serious inmate on inmate assaults with a weapon and multiple inmates assaulting an inmate with serious injury.	DI 326 DI 328
FORFEITED ASSETS OR CASH	Any assets or cash forfeited to the seizing agency upon final court resolution.	DO 308
FORM	A document developed in an approved, predetermined design that contains blank spaces for entering information or data. A form is designed to be processed after the entry of information or data without altering the design. Forms are generally archived and subject to records retention rules in accordance with Department Order #103, Correspondence/Records Control. Forms are processed, approved, numbered and dated by the Forms Coordinator before they are published and distributed. Forms used by the Department shall not exceed the established maximum size of 8.5" by 11", unless exempted pursuant to ARS 39-103. • Standard Form - A Department-wide form that has a combined annual usage of 1,000 or more copies within a fiscal year. Printed in black or blue ink, on one side or duplexed on a single sheet of 20 lb. white bond paper. A form may consist of multiple pages. No other special processes, such as colored ink, folding, binding, etc., are required. • Non-Standard Form - A Department-wide form that has a combined annual usage of less than 1,000 copies within a fiscal year. A variation of a standard form, and which requires one or more special processes, e.g., binding, cutting, folding, or requiring special paper or ink, NCR, etc. • Electronic (Computer-generated) Form - A standard form, approved for computer creation, developed by the Forms Coordinator, which consists of a computer screen image, into which employees enter information (fill-in) directly into a microcomputer system and print as required.	DO 114
FORMAL COUNT	An identification card count of all inmates conducted at a specified time, recorded, reported to and confirmed by the designated accountability officer.	DO 701

FORMAT	A computer generated, reproduced or printed document, the primary purpose of which is to convey information based on a published outline or sample. Examples include memorandums, routing slips, management tracking tools, lists, letters, certain types of logs and pleading documents or requests in a format required by a court. Formats are generally not maintained as a permanent record but are tied to a specific function or used to track information.	DO 114
FORMS LIAISON	A staff member designated by the Deputy Director, Division Directors, Wardens or Administrators to coordinate issues related to forms used by their organizational units or functions. These staff members shall act as liaisons with the Forms Coordinator and ACI.	DO 114
FORMS LISTING	A list of all forms which includes such information as the form name, form number, the type of form, date initiated or revised, the primary user of the form, whether the form is in revision, and printing instructions. The list is published by the Forms Coordinator and distributed to all institutions and bureaus.	DO 114
FOSTER PARENT	A person who maintains a foster home, i.e., a home legally designated to provide care or control of minor children, other than those related by blood or marriage, or who are legal wards of the person(s).	DO 911
FOUR-POINT RESTRAINTS	Therapeutic restraints authorized by a psychologist or psychiatrist when an inmate is engaging in serious self-harm behaviors that are not adequately controlled through less restrictive alternatives. An inmate shall only be restrained to an authorized restraint bed or chair, and includes restraining all limbs, but not the head.	DO 807
FREQUENT CONTACT	For the purposes of determining New Non-Department Personnel Orientation and Annual In-Service Training requirements, non-Department personnel interacting with inmates in close physical proximity and/or engaging in verbal interaction for more than eight hours per week are considered to have frequent contact.	DO 509
FUEL MANAGEMENT SYSTEM	Refers to Multi-force/fuel system.	DO 405
FULL AUTHORITY PEACE OFFICER	A peace officer whose authority to enforce the laws of this state is not limited by the rules adopted by the Arizona Peace Officer Standards and Training Board (AZPOST) pursuant to Arizona Revised Statutes (A.R.S.) §41-741(9).	DO 517
FULL RESTRAINT	The application of a belly-chain, handcuffs and leg-irons.	DO 705
FULLY TRAINED, QUALIFIED OPERATOR	An employee or inmate meeting the experience and training standards established by the OSHA and ANSI, who demonstrates the ability to operate construction equipment and who has a valid operator's permit corresponding to construction equipment type or a CDL if required. Example: lift-truck, crane, hoist, man-lift, etc.	DO 405
FUNCTIONAL LITERACY PROGRAM	Instruction in basic education (i.e., reading, math, and language) for inmates who test below the 8th grade literacy standard on standardized testing instruments as mandated by A.R.S. §31-229.	DO 910 DO 920

FUNCTIONAL LITERACY STANDARD	The ability to read, write and perform basic mathematical computations and processes at or above the 8th grade level as determined on a standardized assessment test.	DO 1002
FUNCTIONAL LITERATE	The ability to read, write and perform basic mathematical computations and processes at or above the identified grade level.	DO 910
FUNCTIONALLY ILLITERATE	An individual committed to the Department who fails to meet the 8th grade literacy standard, as measured by standardized testing using the Test of Adult Basic Education (TABE), in any or all of the following basic skill areas: reading, English language usage, and mathematics.	DO 910
G		
GANG RELATED INMATE TRACKING SYSTEM (GRITS)	An AIMS program designed to identify all gang members for classification, validation, security concerns and to assist management in the control of disruptive, predatory inmates with gang affiliations. GRITS is designed to initiate the validation process from the community through the county jails, the Department's Reception Centers and to prison complexes/units.	DO 806
GARRITY / GARRITY WARNING	Stands for the proposition that employees are not afforded the protections of the Fifth Amendment Right to Remain Silent and when compelled must answer the interviewers' questions during the administrative investigation. The content of an administrative interview compelled pursuant to *Garrity* may not be admissible in a criminal trial.	DO 601 DO 603
GAY	A term that commonly refers to men romantically or sexually attracted to other men.	DO 810
GENDER IDENTITY	A person's self-identified gender, versus their anatomical gender at birth.	DO 527
GENDER NONCONFORMING	A person's behavior and appearance that does not conform to the social expectations for ones gender.	DO 810
GENERAL COUNSEL	An individual designated by the Director to liaison with the Arizona Office of the Attorney General and provide legal advice to the Department.	DO 107
GENERAL RECORDS RETENTION SCHEDULES	Schedules published and maintained by the Arizona State Library, Archives and Public Records (www.azlibrary.gov), which are comprised of record series that are common to all state agencies. The General Records Retention Schedules ensure consistent and standardized retention periods for similar record series.	DO 103
GENERATOR	A machine that converts mechanical energy provided by an engine into electrical energy.	DO 403
GENITALIA	Male and female sexual organs.	DO 914
GOATEE	A style of facial hair achieved by growing the beard only on the front of the chin that connects to the mustache. Facial hair shall be natural colors only, neatly trimmed, and not exceed 1/2 inch in length.	DO 503

GOOD FAITH BELIEF	For the purpose of this Department Order, reasonable reliance on fact, or that which is held out to be factual, without the intent to deceive or be deceived, and without reckless or malicious disregard for the truth. Good faith does not include a belief formed with gross negligence.	DO 522
GOOD FAITH EFFORT	For the purposes of this Department Order, a reasonably documented attempt to contact pre-employment/post-offer candidates' previous employers regarding information maintained by the previous employer under 49 CFR Part 382.401 (b)(1)(i) through (iii). The good faith effort shall consist of at least two methods of contact. Methods of contact include letters, personal interviews, telephone interviews, faxed letters and any other method of transmitting information that ensures confidentiality.	DO 408
GOVERNMENT CHECKS	Checks received through the mail for deposit into the Spendable Account limited to city, county, state, federal, and tribal Checks.	DO 905
GRADE	The numeric identifier associated with one or more pay ranges, used to determine the internal worth of a class relative to other classes.	DO 504
GRANT	A written agreement between the Department and other governmental entities or the private sector to acquire funds and/or resources, other than federal grants, to enable the Department to provide specific services or programs.	DO 302
GRANT ADJUSTMENT NOTICE (GAN)	A formal request to a federal funding agency required to make changes to a grant award: budget modification, authorized signing official, grantee contact or alternate contact, grantee mailing address, grantee name, project period, project scope, program office approvals (for special allowable costs or cost limitations), and sole source approvals (for sole source procurement).	DO 307
GREEN, AMBER, RED (GAR) INSPECTIONS	A comprehensive evaluation instrument consisting of a pre-determined number of competencies, the procedures/instructions for such being previously defined within the Department Orders. A GAR inspection is conducted by identified users at a set location to monitor and ensure compliance within these same competencies, all while allowing for an immediate real time notification system to raise attention to the discovery of significant findings.	DO 703
GRIEVANCE	A complaint filed by an inmate related to any aspect of institutional life or conditions of confinement that personally affects the inmate grievant.	DO 802
GROSS NEGLIGENCE	For the purpose of this Department Order, means an act that is determined by the Department to demonstrate knowing or reckless indifference to the employee's own health or safety beyond the scope of the employee's duty. Violations of policies, procedures and professional standards that place the employee or others at risk of injury or death, including failing to use equipment, vehicles, furniture and/or tools in a proper manner may constitute gross negligence.	DO 519
GROUP RECREATION AREA	Outdoor recreation enclosure with basketball court and table.	DI 326

GUIDING PRINCIPLES	1. Provide a process, a separate review for decisions to place an inmate in maximum custody; 2. Provide periodic classification reviews of inmates in maximum custody every 180 days or less; 3. Provide in-person mental health assessments, by trained personnel within 72 hours of an inmate being placed in maximum custody and periodic mental health assessments thereafter including an appropriate mental health treatment plan; 4. Provide structured and progressive levels that include increased privileges as an incentive for positive behavior and/or program participation; 5. Determine an inmate's length of stay in maximum custody on the nature and level of threat to the safe and orderly operation of general population as well as program participation, rule compliance and the recommendation of the person(s) assigned to conduct the classification review as opposed to strictly held time periods; 6. Provide appropriate access to medical and Mental Health staff and services; 7. Provide access to visiting opportunities; 8. Provide appropriate exercise opportunities; 9. Provide the ability to maintain proper hygiene; 10. Provide program opportunities appropriate to support transition back to a general population setting or to the community; 11. Collect sufficient data to assess the effectiveness of implementation of these guiding principles; 12. Conduct an objective review of all inmates in maximum custody by persons independent of the placement authority to determine the inmates' need for continued placement in maximum custody; 13. Require all staff assigned to work in maximum custody units receive appropriate training in managing inmates on maximum custody status.	DI 326
H		
HABEAS CORPUS	A writ by which a party attempts to obtain release from confinement.	DO 902
HAND-HELD COMPUTERS	Any sophisticated electronic organizer and scheduler that operate using an internal computer operating system (OS) and on-board Random Access Memory (RAM). Such devices may include microphones, expansion slots, memory cards, or Universal Serial Bus (USB) connectors and generally are intended to interface with a desktop computer. Brand name examples include the "Palm Pilot," the Handspring "Prism" and the Sony "Palm OS Handheld." Other terms which describe these items include "Personal Peripheral Device" or PPD, "Personal Digital Assistant" or PDA, and "Personal Information Manager" or PIM.	DO 102
HARASSMENT	Harassment is a form of employment discrimination that also violates policy. Harassment is unwelcome conduct that is based on race, color, sex (including pregnancy, sexual orientation and gender identity), religion, national origin, age, disability status, military obligation, veteran status, and genetic information. Harassment violates the ADOA Personal Rules and Department policies when: • Enduring the offensive conduct becomes a condition of continued employment, or; • The conduct is severe or pervasive enough to create a work environment that a reasonable person would	DO 527

	consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws. Petty slights, annoyances, and isolated incidents (unless extremely serious) may not rise to the level of harassment as defined. To violate this policy, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.	
HAZARD	Any situation with the potential to cause damage to life, property, and the environment.	DO 706
HAZARDOUS SUBSTANCE 1.	– A substance which, by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, or otherwise harmful, is likely to cause death or injury.	DO 404
HAZARDOUS SUBSTANCES 2.	Hazardous substances take many forms, and are defined under the US EPA Comprehensive Environmental Response, Compensation and Liability Act. They are found in many consumer products and services that we use every day. Under normal conditions, these substances are properly contained, controlled and pose no threat to human life and the environment. But when they enter the environment through an accidental or intentional release, they can expose living beings to chemical and physical hazards, contaminate whatever they may contact (e.g., the land, water we drink and/or the air we breathe) with potentially disastrous results, especially within the confines of Department facilities.	DO 407
HAZARDOUS ATMOSPHERE	An atmosphere that may expose persons to the risk of death, incapacitation and impairment of ability to self-rescue (i.e., escape unaided from a permit space), injury, or acute illness from one or more of the following causes: • Flammable gas, vapor, or mist in excess of 10 percent of its Lower Flammable Limit (LFL). • Atmospheric oxygen concentration below 19.5 percent or above 23.5%. • Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this Part and which could result in employee exposure in excess of its dose or permissible exposure limit. • Any other atmospheric condition, which is immediately dangerous to life or health.	DO 404
HAZARDOUS ENVIRONMENTS	Work areas identified in Safety Procedures that, by the very nature of the work being performed, are considered to be unsafe and/or unhealthful unless specific safeguards and/or work practices are implemented to control the unsafe condition.	DO 903

HAZARDOUS MATERIAL INFORMATION SYSTEM (HMIS)	A hazard communication system developed by the National Paint and Coatings Association (NCPA) to meet OSHA guidelines and assist with mandatory compliance. Though once similar to the NFPA 704 system for hazard communication (e.g., health, flammability and reactivity), the HMIS label now has colored bars with orange representing "physical hazards" (not reactivity) and PPE lettering system to communicate hazard and provide protection information to all employees in non-emergency situations.	DO 407
HAZARDOUS MATERIALS	A hazardous material is any item or agent (biological, chemical, radiological, and/or physical), which has potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors (e.g., a strong, caustic chemical is a hazardous material). Hazardous materials are defined and regulated primarily by laws and regulations administered by the US EPA, the US Occupational Safety and Health Administration (OSHA), the US DOT, and the US Nuclear Regulatory Commission (NRC). Each agency has its own definition of a "hazardous material."	DO 407
HAZARDOUS MATERIALS TEAM (HMT)	A team of trained professionals that are able to respond to provide technical advice and stabilization of hazardous materials incidents. Usually the local Fire Department has HMT resources or can request a regional HMT response. The Arizona DPS, the Arizona DOT and/or the ADEQ may provide a state on-scene coordinator for these teams. The AZ DEMA can provide 91st Civil Support Team resource requests for the Department.	DO 407
HEALTH AND WELFARE INDIGENT	An inmate who has applied for, and been approved, to receive free health care supplies as a result of meeting established financial requirements.	DO 905 DO 909

HEALTH CARE FEE	A charge not to exceed $5.00, which is deducted from the account of an inmate, parole violator or other return-to-custody inmate, for each health care appointment and emergency treatment initiated or required by a Health Needs Request (including, but not limited to, treatment of injuries incurred due to the inmate's misconduct and injuries sustained during the inmate's recreational/leisure activity). No one shall waive the payment of health care fees, except in the following situations:
	
	• Inmates who are being seen for a chronic condition.
	• Inmates who have been injured while performing job duties.
	• Inmates whose health visits are requested by medical, dental or mental health staff.
	• Inmates whose visit to a health care provider is due to a referral from another provider.
	• Inmates assigned to reception centers.
	• Minor inmates.
	• Pregnant inmates (for pregnancy related issues).
	• Developmentally disabled inmates (Mental retardation, cerebral palsy, epilepsy, or autism resulting in substantial functional limitations in the areas of self-care, ability to communicate, or mobility, making necessary the ongoing provision of special health services).
	• Inmates who are assigned to IPCs.
	• Inmates/inpatients at Alhambra Special Psychiatric Hospital (ASPC-Phoenix).
	• Inmates/inpatients at the Flamenco Mental Health Center (ASPC-Phoenix).
	• Inmates undergoing administrative examinations which are required by Department Order, such as:
	  • Physical examinations for assignment to fire-fighting crew and the kitchen.
	  • Physical examinations of inmates who are returned to custody.
	  • Response to suicide prevention/watch or progressive/maximum behavior control.
	• Inmates who request additional hygiene products due to medical issues.
		DO 1101

HEALTH CARE N-95 PARTICULATE RESPIRATOR AND SURGICAL MASK	In accordance with Department Health Services requirements, this is identified as 3M series 1860 and Moldex series 1500 non-latex respirators or equivalents in various sizes. N-95 RESPIRATOR - Is a NIOSH approved particulate filtering tight-fitting face piece respirator. It is the most common of the seven types of particulate filtering face piece respirators and it filters at least 95 percent of airborne particles but is not resistant to oil.	DO 116 DO 404 DO 1102
HEALTH CONDITION	A temporary or permanent diagnosed illness, disease or injury that may be physical or psychological in nature.	DO 519
HEALTH NEEDS REQUEST	**NON-EMERGENCY -** Health Needs Request (HNR) Form 1101-10ES, used by inmates to make an appointment for non-emergency health care. **EMERGENCY** - Form 1101-11 or Peticion de Necesidades Medicos (Emergencia), Form 1101-11S, used by inmates to make an appointment for emergency health care.	DO 1101
HEALTH SERVICES CONTRACT MONITORING BUREAU (HSCMB)	The HSCMB monitors the healthcare and treatment provided to inmates by the contracted health services vendor. The Department contracts with a correctional health services vendor to provide full service medical, dental, and mental health care to inmates housed at Department institutions.	DO 205 DO 515 DO 602
HEALTH STATUS REPORT	A Department form used to describe a medical condition, duration and defines the extent of work limitations for an employee capable of working, or to indicate full duty status.	DO 519
HEALTHCARE STAFF	Includes QHCPS, QMHPs, as well as administrative and support staff (e.g. health record administrators, lab techs, nursing and medical assistants, and clerical workers)	DO 1101
HEALTHCARE FACILITY	Is a licensed medical facility, hospital, clinic, emergency medicine or trauma care facility, physician's office, dialysis, plasmapheresis facility, etc.	DO 404
HEALTHCARE PROFESSIONAL 1.	Includes the following providers if they are authorized to practice medicine or surgery, as appropriate, by the state or country in which the doctor practices and are certified to perform within the scope of their practice as defined under the state or country in which they practice: • Doctors of medicine or osteopathy. • Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist). • Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts. (Where an employee is receiving treatment from a Christian Science Practitioner, the employee may not object to any requirement from the Department that the employee or family member submit to examination (though not treatment) to obtain a second or third Certification of Health Care Provider form from a health care provider other than a Christian Science Practitioner.)	DO 519

	• Any health care provider recognized by the Department or the state's group health plan's benefits manager.	
HEALTHCARE PROFESSIONAL 2.	One who is licensed to provide healthcare services such as physicians, physician assistants, nurse practitioners, mental health providers and clinicians, and nurses.	DO 116
HIGH EFFICIENCY PARTICULATE APPARATUS (HEPA)	Respirator mask that filters out 95% of microns that are 0.1 to 0.5 microns in size.	DO 1102
HIGH RISK AREA	An area where an employee may come into contact with oily, icy and/or wet surfaces in the course and scope of their assigned duties.	DO 503
HIGH SCHOOL EQUIVALENCY (HSE) PREPARATION PROGRAM	A course of study preparing an inmate for the High School Equivalency (HSE) examination. Successful completion of the HSE examination leads to the award of a HSE certificate by the ADOE.	DO 910 DO 920
HIGH-HAZARD PROCEDURES	Tasks identified by OSHA that require employees to wear HEPA respirator while performing the following tasks: • Entering inmate rooms/cells when the inmate is suspected or confirmed to have an airborne infection. • Performing nursing procedures on inmates, such as aerosolized medication treatment, bronchoscopy, sputum induction, endotracheal intubation and suctioning procedures. • Transporting inmates in a vehicle.	DO 1102
HIGH-RISK DRIVER	A driver who has been given special instruction as to when, where, and how often they can drive or currently has an interlock system built into their leased, rented or personal vehicle.	DO 405
HIGH-RISK DRIVER FORM	A form required for drivers with eight or more points on their Motor Vehicle Record (MVR). This form allows the employee to dispute the fact they have eight or more points on their driver's license. It allows for their supervisor's recommendations and allows the Warden/Bureau Administrator to authorize a high-risk driver to be restricted from driving on state business, drive on state business or places restrictions on driving on state business.	DO 405
HIRING/APPROVING AUTHORITIES	**HIRING/APPROVING AUTHORITIES** – Individuals to whom authority has been delegated to: • Offer positions to qualified applicants (to include, contractors, student interns and clerical pools) who will work under their supervision. • Approve a lateral transfer, promotion or voluntary grade decrease of qualified applicants. • Demote employees. • Processing background clearances.	DO 501 DO 502 DO 504 DO 518 DO 602
HISTORICAL INFORMATION	For the purpose of this Department Order, information about prior self-harm or suicide attempts, whether in the recent or distant past.	DO 807

HIT LIST	Document where inmates listed are proven to be in bad standings with an STG. Hit list may be used for validation purposes for the inmate found in possession of, and inmates listed on the document.	DO 806
HOLD	An obligation owed by an inmate which restricts inmate funds until the obligation is collected.	DO 902
HOME ARREST	Date of offense prior to January 1, 1994. Pursuant to A.R.S. §41-1604.13, a ABOEC granted alternative release program of home incarceration under intensive electronic supervision for inmates who are eligible for certification in conjunction with Emergency Parole, Regular Parole and/or Work Furlough consideration.	DO 1002
HOME VISIT	The physical presence of the CCO at the offender's approved residence, verifying the offender continues to actively reside there and the sponsor continues to agree to the offender residing there.	DO 1003
HOSPITAL	A facility that is licensed as a hospital under the laws of any state or that is operated as a hospital by the United States, a state or a subdivision of a state. A.R.S. §36-841(12)	DO 922
HOSTILE AIRCRAFT/UAV INTRUSION	Aircraft/UAV entering institutional airspace with the intent to do serious physical injury, commit a felony or misdemeanor crime including an escape or attempted escape or damage to State property.	DO 714
HOUSING COMMITTEE	Includes a Chairperson and up to 11 members, including the Chief of Security and the Physical Plant Supervisor/Administrator, appointed to a standing committee by the Warden of each institution with employee housing. This committee establishes eligibility criteria for the selection of residents, sets standards of conduct for residents, resolves issues involving employee housing, and performs other duties specified in the Employee Housing Agreement.	DO 309
HUMAN IMMUNODEFICIENCY VIRUS (HIV)	A virus which infects and destroys certain white blood cells, undermining a person's immune system which normally combats infections and disease. HIV may be symptomatic or asymptomatic.	DO 1101 DO 1102
HUMAN RESOURCES INFORMATION SYSTEM (HRIS)	The automated accounting system used to process personnel, payroll, leave and training transactions.	DO 102
HUMAN RESOURCES LIAISON	For the purposes of this Department Order, the individual at a work location who is responsible for issuing ID cards and badges.	DO 515
HUMAN RESOURCES OFFICE	The Human Resources Liaison's office at an institution; and the Human Services Operations Unit at the Central Office.	DO 507
I		
IDENTIFICATION CARD COUNT	A count of the inmate population by a comparison of the inmate identification card to the physical appearance of the individual inmate.	DO 701

IDENTIFICATION OF SYSTEMS	This Department Order establishes the use of technology in the positive identification of inmates and their criminal histories. The systems identified are: • The Arizona Criminal Justice Information System (ACJIS) • The Arizona Automated Fingerprint Identification System (AZAFIS) • The Mug Photo Interface System (MPI) • The electronic collection of ten print fingerprints (LIVE SCAN) • The Digi-Scan Web fingerprint identification system for inmates (FAST ID) • The system which allows access for printing all fingerprints taken and mug photos taken since June 2002 from the AZAFIS database (OPPIS)	DO 121
IGNITION INTERLOCK DEVICE (IID)	A device based on alcohol specific electrochemical fuel sensor technology meeting the national highway traffic safety administration specifications. This device connects a breath analyzer to a motor vehicle's ignition system. The device monitors the concentration by weight of alcohol in the breath of any person attempting to start the motor vehicle. The IID deters the starting of the motor vehicle by use of its ignition system unless the person attempting to start the motor vehicle provides an appropriate breath sample and the device determines that the concentration by weight of alcohol in the person's breath is below a preset level.	DO 405
ILLEGAL CONTRABAND	Any item, the possession of which in the community or on prison grounds is a felony or misdemeanor (i.e., weapons, explosive devices, drugs, wireless communication devices, multimedia storage devices or other statutorily prohibited item(s)).	DO 202 DO 708 DO 909 DO 911 DO 914
IMMEDIATE FAMILY 1. (INMATE)	For the purposes of this Department Order, subject to verification by the inmate's CO III, immediate family is identified as an inmate's legal spouse or person with a child in common, natural or adopted parents, siblings, natural or adopted children (or legal guardian of said children), stepchildren, grandparents, grandchildren, or person verified as being primarily responsible for raising the inmate in the absence of a parent. <u>For Disciplinary Charge/Violation</u>: Means a spouse, parent, child or sibling or other person regularly residing in the person's household for the past six months.	DO 501 DO 803 DO 905 DO 911 DO 914 DO 915 DO 1005
IMMEDIATE FAMILY 2. (INMATE)	For the purpose of this Department Order immediate family includes parents, siblings, and children.	DO 922
IMMEDIATE FAMILY 3. (PERSONNEL)	For the purpose of the Victim's Leave immediate family refers to a victim's spouse, parent, child, sibling, grandparent or lawful guardian.	DO 512
IMMINENT DANGER OF DEATH	When an applicant has been examined by a medical physician that has diagnosed the applicant as suffering from a medical condition which in the physician's professional opinion, with a reasonable medical certainty result in the applicant's death within three months.	DO 1002

IMMINENT RISK OF SELF-HARM	A situation where inmates have currently and actively engaged in self-harm, and are likely to do so in the immediate future if not observed constantly.	DO 807
IMMINENT THREAT	Is any situation or circumstance that jeopardizes the safety of persons or compromises the security of the institution and requires immediate action to stop the threat.	DO 804
IMPAIRED	For the purposes of this Department Order, symptoms a CDL driver may be under the influence drugs or alcohol which may decrease or lessen their performance of their safety-sensitive duties or tasks of their job description.	DO 408
IMPAIRMENT	Symptoms a prospective employee or employee while working may be under the influence of drugs or alcohol which may decrease or lessen the employee/volunteer's performance of the duties or tasks of their job description.	DO 522
IN THE LINE OF DUTY 1.	For the purpose of this Department Order means, the occurrence of an injury during the employee's performance of an essential function/critical component of their job's core responsibilities.	DO 519
IN THE LINE OF DUTY 2.	For the purposes of this Department Order, refers to an employee death or incapacitating injury occurring as the result of the employee performing any function in an official Department capacity. The final determination of whether an employee death is in the line of duty shall be made by the Director.	DO 521
IN THE LINE OF DUTY DEATH	An employee death that occurs while the employee is on duty or is the result of performing any function in an official Department capacity. Final determination of whether a death is in the line of duty shall be made by the Director.	DO 208
INCAPACITATING INJURY	Any injury that threatens the life of the employee or renders the employee unable to participate in treatment, the notification of the family or other necessary life functions.	DO 521
INCARCERATED IMMEDIATE FAMILY MEMBER	For the purposes of this Order, an Arizona inmate who is an immediate family member of: • Another Arizona inmate. • A juvenile offender in the custody of the Arizona Department of Juvenile Corrections.	DO 915
INCESTUOUS ACTIVITY	Sexual activity between family members who are forbidden to marry due to their close kinship.	DO 914
INCIDENT COMMAND SYSTEM (ICS)	The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to accomplish incident objectives effectively and safely.	DO 706
INCIDENT COMMANDER	For the purposes of this Department Order, the person with the overall responsibility of fighting a particular fire.	DO 918
INCIDENTAL CONTACT	For the purposes of determining New Non-Department Personnel Orientation and Annual In-Service Training requirements, non-Department personnel interacting with inmates in close physical proximity and/or engaging in	DO 509

	verbal interaction for up to six hours per month are considered to have incidental contact.	
INDEFINITE VISITATION SUSPENSION	A period of no less than three years, during which an inmate's visitation privilege is revoked. Removal of indefinite visitation suspension status may occur at the discretion of the Unit Administrator.	DO 911
INDIVIDUAL EDUCATION PROGRAM (IEP)	A plan developed for Special Education inmates to address their individualized educational needs.	DO 920
INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)	Public Law #108-446 (or most current Public Law), passed by the U.S. House and Senate outlining requirements for the provision of services for inmates in need of Special Education services.	DO 910 DO 920
INDUSTRY PROGRAM SPECIALIST	ACI employees hired as security staff for ACI Owned and Operated programs and labor contracts. These staff members are required to have a background in security operations, such as retired Correctional Officers, County Detention Officers and Military Police/Detention.	DO 524
INFANT	A newborn child to 24 months of age.	DO 911
INFLAMMATORY	Arousing passion or strong emotion, especially anger and belligerence.	DO 914
INFORMAL COUNT	Random and periodic checks of the inmate population to determine if all inmates are present and to monitor their well-being.	DO 701
INFORMAL RESOLUTION	Any attempt to resolve a complaint prior to attempting to resolve the issue through a formal process.	DO 802
INFORMATION TECHNOLOGY (IT)	The technology involving the development, maintenance and use of computer systems, software and networks for the processing distribution of data.	DO 102
INFRASTRUCTURE	Non-building improvements that directly support a facility, such as, utility delivery systems, roadway systems, grounds, sidewalks, parking lots, external lighting and irrigation. (A.R.S. §41-790)	DO 401
INITIAL ADMINISTRATIVE ACTION	Temporary administrative remedies (e.g., immediate temporary reassignment of an employee from current duties or administrative leave with pay pending review of the investigation report) that an approving authority may take immediately following an Administrative investigation of a staff arrest incident/serious traffic violation involving a subordinate, or incidents involving employee misconduct.	DO 501 DO 527 DO 601
INITIAL FILING	The filing of a pleading or petition with a court of law to begin a legal action in court. An initial filing also includes the filing of all notices or other documents which may be required prior to the filing of the pleading or petition, including the initial filing of amended complaints or petitions.	DO 902
INITIAL PROTECTIVE CUSTODY REVIEW	The review of an inmate to determine his/her need for Protective Custody.	DO 805

INITIAL TEST - SCREENING (ALCOHOL)	Also known as a screening test, the analytical procedure to determine whether CDL drivers may have a prohibited concentration of alcohol in their system.	DO 408
INITIAL TEST - SCREENING (DRUGS)	A test to eliminate the negative urine specimens from further analysis or to identify a specimen requiring additional testing for the presence of drugs.	DO 408
INMATE	A person who is convicted and committed to the custody and supervision of the Department or another legal jurisdiction, by any court of record, or who is confined by the Department under the provisions of any agreement or compact to which the State or Department is a party. Inmates remain on inmate status if they are released to Home Arrest, Work Furlough or Temporary Release for the purpose of earning release credits.	DO 501 DO 709 DO 1003
INMATE CLAIM	A loss submitted by an inmate to the Department for lost property determined through a grievance process as being the fault of the state.	DO 909
INMATE DIRECT DONATION	An organized event in which several inmates make voluntarily donations from their inmate account without receiving any items or goods in return for their donations.	DO 924
INMATE FUNDRAISERS	An organized event at which inmates purchase approved items at premium prices. The proceeds are then donated to designated charitable organizations.	DO 924
INMATE PROPERTY	An inmate's authorized personal property and the state property issued to the inmate.	DO 909
INMATE REINTEGRATION TEAM (IRT)	An inter-disciplinary team designated to manage the Step-Down Program consisting of one sergeant, one CO III, assigned CO IIs, a contract mental health provider and a dedicated educational staff member.	DO 806
INMATE STATUS	Any person committed to the Department. Inmates remain on inmate status if they are released to Home Arrest, Work Furlough or Temporary Release for the purpose of earning release credits.	DO 1002
INMATE TRUST ACCOUNT	An account in which the Department acts as a bank via the Inmate Banking System (IBS) for all funds received for the inmates. The Complex Business Office staff responsible for posting deposits and withdrawals to ITAs.	DO 303 DO 905
INMATE TRUST ACCOUNT FUNDS	Funds received from any source and held by the Department in trust for each inmate, comprised of the Dedicated Discharge Account, Retention Account and the Spendable Account.	DO 905 DO 924
INMATE WORK CONTRACT (IWC)	An agreement between the Department and another public entity for the use of inmate work details at the entity. Also, is an agreement between ACI and a public or private entity for the use of inmates at the entity.	DO 302
INPATIENT CARE (IPC)	Care provided to inmates with an illness or diagnosis that requires daily monitoring, medication and/or therapy, or assistance with activities of daily living at a level needing skilled nursing intervention.	DO 704

INSTITUTION COMMITTEE	A designated group of Department employees who review and recommend the use of ISP Funds.	DO 303
INSTITUTION ISP FUND	A special services account established at each institution for the benefit, education and welfare of inmates.	DO 303
INSTITUTION PERSONNEL FILE	An unofficial personnel record for each person employed at an institution or work unit, maintained in a secure area by the institution's Human Resources Liaison or by a Division Director/Assistant Director or Bureau Administrator.	DO 507
INSTITUTIONAL FILE	The paper or hard copy Inmate Record File maintained by the institution's OIU.	DO 901
INSTITUTIONAL HEARING PROCEEDINGS SITE	A Department facility designated by the Director for the purpose of holding Criminal Aliens for up to a period of 180 days or until they have final disposition of their deportable status issued by the Executive Office for Immigration Review. A Department facility designated by the Director for the purpose of releasing Criminal Alien inmates to the custody and control of the United States Department of Justice, Immigration and Custom Enforcement Agency.	DO 901
INSTITUTIONAL/FIELD PERSONNEL	NON-UNIFORMED PERSONNEL - Employees who are not required to wear a uniform of any kind, and whose duties require daily or frequent contact with offenders. This category includes Wardens, Deputy Wardens, Correctional Officer IIIs and IVs, Community Corrections Officers, chaplains and other assignments with similar offender contact requirements, including clerical and support positions. SPECIALTY UNIFORMED PERSONNEL - Employees who are required to wear a uniform of any kind other than the Correctional Officer Series uniform. This category includes such assignments as Food Service, Maintenance, Recreation Programs and other assignments that require some type of uniform. UNIFORMED PERSONNEL - Employees who wear the Correctional Officer Series uniform while working at an institution or at Central Office. This category includes Correctional Officer Is and IIs, Sergeants, Lieutenants, Captains and Majors, and members of TSU when functioning in such capacity.	DO 503
INTENTIONAL	A purposeful or deliberate act.	DO 601
INTERACTIVE PROCESS	The interaction that occurs between supervisors/management and employees who believe they have an ADA-related issue. This process should include face-to-face meetings that emphasize learning and cooperation, and permit the employee to receive answers and, if applicable, forms and information relative to their issue.	DO 108
INTERACTIVE RECREATION AREA	Outdoor recreation enclosure that is in close proximity to other holding enclosures and allows for controlled social interaction between inmates.	DI 326
INTERAGENCY MAIL	Mail sent from a Department location to another state agency through a Department or DOA mailroom.	DO 103
INTERAGENCY SERVICE AGREEMENT (ISA)	A contract for reimbursement or advancement of funds for services performed between the Department and one or more state agencies.	DO 302

INTERCOURSE	The act of having sex.	DO 914
INTERDICTION	Practices used to control the introduction of illegal drugs into Department facilities, to include, but not limited to, the Department Intelligence System and criminal prosecution for introducing or promoting illegal drugs into Department facilities.	DO 709
INTERGOVERNMENTAL AGREEMENT (IGA)	A contract for services between the Department and one or more political subdivisions, for service or the joint exercise of powers common to the contracting parties, including joint or cooperative action. Intergovernmental Agreements are created in accordance with A.R.S. §11-952.	DO 302
INTER-INSTITUTIONAL MOVEMENT	Movement of inmates from one institution to another institution with armed escort.	DO 701
INTERLOCK PANEL	An interlocking system that requires the operator to perform a step-by-step sequence to safely switch and isolate the electrical supply before a key to access the electrified fence can be obtained from within the interlock panel.	DO 718
INTER-MURALS	Activities organized for inmate participation occurring between two or more units within the boundaries of a complex. Inter-mural activities are limited to Minimum Custody, Phase III inmates.	DO 906
INTERNAL INSPECTIONS	Any internal inspection, evaluation, assessment or analysis of an agency facility, contract bed location, or departmental function. An inspection may be conducted by an internal inspector(s) assigned to the Inspections Unit, using generally accepted inspections procedures.	DO 606
INTERNAL MAIL	Mail sent from one Department location to another Department location through a Department mailroom.	DO 103
INTERNAL RISK	Refers to the risk classification of inmates within the institutional setting. Internal Risk levels are 1 (minimum) through 5 (maximum).	DO 704
INTERPRETER	Interpreter for the following: • Literacy - A person who translates verbal or written communication into simpler terms. • Blind - A person who translates verbal or written communication into Braille. • Deaf - A person who translates verbal or written communication into sign language. • Language - A person who translates verbal or written communication from one language to another language.	DO 704
INTER-RELATIONAL MAIL	Letters deliverable by the United States Postal Service written by an inmate to **other** incarcerated immediate family, clearly marked with the name and ADC number of the sending and receiving incarcerated immediate family.	DO 914
INTERRUPTED SERVICE	For the purpose of authorized High Risk Assignment Pay (HRAP), absence from the assigned duty post for any of the following reasons; Administrative Leave, suspension or demotion, Industrial Leave, Civic Duty Leave, Military Leave, Family Medical Act Leave, Sick Leave, Annual Leave or modified duty when such absence or duty	DO 512

	assignment results in the employee working in the HRAP authorized position for less than 80 hours in a month.	
INTERSEX	A variation in sex characteristics including chromosomes or genitals that do not allow an individual to be distinctly identified as male or female. An individual that is intermediate in sexual characters between a normal male and a normal female.	DO 810 DO 811
INTERSTATE AGREEMENT ON DETAINERS (IAD)	Compact in accordance with A.R.S. §31-481 and A.R.S. §31-482 that has been entered into by most states, the District of Columbia and the federal government that provides for the administrative transfer of inmates wanted by another jurisdiction for trial on criminal charges.	DO 901
INTERSTATE COMPACT FOR ADULT OFFENDER SUPERVISION (ICAOS)	Rules that govern the reciprocal supervision of offenders from one state to another through a federal agreement among states.	DO 1003
INTRA-DEPARTMENTAL SOLICITATION	Any solicitation that occurs outside of a specific work area or among multiple Department work areas.	DO 111
INTRA-DEPARTMENTAL TRANSPORTATION	The transporting of an inmate, under the supervision of Department staff, from any jail or Department institution/facility to another jail or Department institution/facility.	DO 705
INTRA-INSTITUTIONAL MOVEMENT	Movement of inmates between individual units of an institution/facility and within individual units. Such as work, library, meals, programming, medical, off-site work crew, property, visitation, store, etc.	DO 701 DO 705
INTRA-MURALS	Activities organized for inmate participation occurring within the boundaries of a unit.	DO 809 DO 906
INVENTORY	A listing of inmate property excluding food items to ensure accountability and compliance with this Department Order.	DO 909
INVESTIGATIONS	Detailed inquiries and factual reports, conducted and prepared by AIU investigators, Approving Authorities or investigators assigned by a Warden, Deputy Warden or Administrator of incidents or complaints involving allegations of misconduct. Investigations may include but are not limited to the following activities: • Interviews • Polygraph examinations • Scientific analysis of physical evidence • Verification of information contained in employment applications • Criminal history inquiries • Surveillance • Searches	DO 601
INVESTMENT	Funds invested with the Arizona State Treasurer for the specific purpose of earning interest on the deposit(s).	DO 905
INVOLUNTARY ADMINISTRATION OF	Administering any psychotropic medication to an inmate without their agreement to take the medication following an explanation by the psychiatrist in terms and language the inmate can understand, of material facts regarding	DO 1103

PSYCHOTROPIC MEDICATION	the consequences of taking and not taking the medication, and any risk to the inmate's health status.	
INVOLUNTARY ADMISSION	The court ordered commitment of an inmate/offender to a Departmental Mental Health inpatient treatment facility or to the Arizona State Hospital for females whose behavior constitutes a danger to themselves or others.	DO 1103
INVOLUNTARY DEMOTION	An action taken by the agency which results in the change in an employee's assignment from a position in one classification to a position in another classification at a lower level. (The purpose of an involuntary demotion is to place the employee in a position that is more consistent with the employee's abilities and where there are reasonable prospects that the employee can perform at an acceptable level.)	DO 601
J		
JOINT MORTALITY REVIEW COMMITTEE (JMRC)	Mortality review held in the ADC, Central Office, and Health Services Contract Monitoring Bureau with the following Committee members: ADC Assistant Director for Health Services Contract Monitoring Bureau, Regional Medical Director, ADC Medical Program Monitor, ADC Quality/Clinical Management Administrator, ADC Quality Assurance Nurse Manager, Regional Director of Nursing and other selected staff as needed. In the case of suicide, the committee shall include the ADC Mental Health Program Monitor and the Statewide Regional Mental Health Directors.	DO 1105
JUST CAUSE	(a) The employer informed the law enforcement officer of the possible disciplinary action resulting from the officer's conduct through agency manuals, employee handbooks, the employer's rules and regulations or other communications to the officer or the conduct was such that the officer should have reasonably known disciplinary action could occur. (b) The disciplinary action is reasonably related to the standards of conduct for a professional law enforcement officer, the mission of the agency, the orderly, efficient or safe operation of the agency or the officer's fitness for duty. (c) The discipline is supported by a preponderance of evidence that the conduct occurred. (d) The discipline is not excessive and is reasonably related to the seriousness of the offense and the officer's service record. (A.R.S. §38-1101)	DO 601
K		
KEEP ON PERSON (KOP) MEDICATION	For the purpose of this written instruction, medications prescribed to an inmate that are permissible to remain on their person at all times including transportation.	DO 705
KNOWLEDGE, SKILLS AND ABILITIES (KSAs)	The qualifications and personal attributes required to perform a job that is generally demonstrated through qualifying service, education, or training.	DO 504

	• Knowledge is a body of information applied directly to the performance of a function. • Skill is an observable competence to perform a learned psychomotor act. • Ability is competence to perform an observable behavior or a behavior that results in an observable product.	
	L	
LATE	For the purpose of this Department Order, an employee is considered late when they arrive for work past their scheduled reporting time.	DO 525
LAWFUL REPRESENTATIVE	A person designated by the victim or appointed by the court who acts in the best interest of the victim.	DO 1001
LEAD CHAIN	A chain is attached to the upper restraints and to the leg irons. When used, lead chains shall be long enough to allow the inmate to stand erect, i.e., straight without any bending.	DO 705
LEASE	A written agreement between the Department and an individual, corporation, partnership or professional organization for rental buildings and office space for a specified rent and period of time.	DO 302
LEAST RESTRICTIVE ENVIRONMENT (LRE)	Inmates with a disability should have the opportunity to be educated with inmates without a disability to the greatest extent possible. Inmates with a disability shall have access to the general education curriculum, extracurricular activities, or any other program inmates without a disability would be able to access. Inmates should be provided with supplementary aids and services necessary to achieve their educational goals if placed in an educational setting with inmates without disabilities.	DO 920
LEGAL ACCESS MONITOR	A Department employee with Paralegal training, located in the Legal Services Unit at Central Office.	DO 902
LEGAL CALL	Unmonitored telephone calls made by an inmate to the inmate's attorney or an agent of the attorney, for legal purposes, which have been scheduled according to Department Orders as legal calls. Court-ordered telephonic conferences with the court are also unmonitored calls and are made at the Department's expense on the state's long-distance service, when necessary.	DO 902
LEGAL DOCUMENTATION	For the purpose of this Department Order, legal document is defined as an original or certified copy of a birth certificate, marriage license, adoption papers or other legal record, driver's license, military identification, non-drivers identification (state issued), passport, social security card and health insurance card.	DO 909
LEGAL GUARDIAN	A person with legal custody of a child, to include the right to have physical possession of the child; the right and duty to protect, train, and discipline the child; and the responsibility to provide the child with adequate food, clothing, shelter, education, and medical care. Guardianship also provides the guardian with authority to make decisions on behalf of the child, including marriage, service in the armed forces, major medical treatment, etc.	DO 911
LEGAL MAIL	Any letters to or from an inmate's attorney as defined above, or to or from a judge or to or from a court of law.	DO 902

LEGISLATIVE CORRESPONDENCE	Letters to or from a member of the Arizona State Legislature. Mail that is received in envelopes that are clearly marked as official envelopes used by the Arizona State Legislature is considered incoming legislative correspondence.	DO 914
LEGISLATIVE LEADERSHIP	The Senate President, the Speaker of the House, the Majority and Minority leaders, the Chairpersons of the Appropriations Committees.	DO 103
LEGISLATIVE LIAISON	A Department employee who administers the Department's legislative affairs and represents the Department on bills impacting Department policy, budget, and statutory roles and responsibilities, unless otherwise advised by the Director or Deputy Director. The Legislative Liaison may rely on the General Counsel, Division Directors or appropriate staff for their expert testimony.	DO 110
LESBIAN	A term that commonly refers to women romantically or sexually attracted to other women.	DO 810
LESS-THAN-LETHAL FORCE	The degree of force directed toward the body of another person who is not likely to result in death. Physical force may include confinement, physical restraint, weaponless defensive/ arrest tactics or the use of less than lethal specialty munitions.	DO 804
LESS-THAN-LETHAL SPECIALTY MUNITIONS	Department-approved munitions as authorized by Department Order #716, Armory Procedures.	DO 804
LETHAL FORCE	The degree of force used for the purpose of causing death or serious physical injury, or in the manner of its use or intended use is capable of creating a substantial risk of causing death or serious physical injury.	DO 804
LETTER OF DISMISSAL	Written notice from the approving authority advising an employee of his/her dismissal from employment with the Department.	DO 601
LICENSED MENTAL HEALTH FACILITY	For adult male inmates, the Alhambra Behavioral Health Treatment Facility (licensed as a Level 1 Behavioral Health Treatment Facility by the Arizona Department of Health Services) which includes Baker Ward and Flamenco Mental Health Center; for adult female inmates, the Arizona State Hospital, the Alhambra Behavioral Health Treatment Center, or any licensed beds at ASPC-Perryville; and for all juvenile inmates, the Arizona State Hospital.	DO 804 DO 1103
LIFE SUPPORT SYSTEM	Devices or machines such as mechanical ventilators that provide necessary bodily functions for medical patients.	DO 1101
LIFE THREATENING	A medical condition which could, in a physician's opinion, lead to an inmate's death if not treated.	DO 1101
LIKELIHOOD OF SERIOUS HARM	For the purposes of this Department Order, a substantial risk that physical harm will be inflicted by an inmate upon the occurrence of at least one of the following: • His or her own person, as evidenced by threats or attempts to commit suicide or inflict physical harm to one's self. • Another, as evidenced by behavior which has caused such harm or places another person or persons in reasonable fear of sustaining such harm.	DO 1103

	• The property of others, as evidenced by behavior which has caused substantial loss or damage to the property of others.	
LIVE SCAN	The equipment purchased by the Department, which allows the electronic capture of fingerprints. This equipment is directly connected to the Department of Public Safety database. This equipment and software allow the electronic sending of fingerprints to Department of Public Safety for verification of identification.	DO 121 DO 901 DO 1001
LOAD CONDITIONS	Actual operating condition, either while simulating full power demand or during a demand for emergency power.	DO 403
LOBBYING	Attempting to influence the passage or defeat of any legislation by directly communicating with any legislator. Lobbying does not include: • Communications between State Agency employees. • Questions or comments made by an employee to a State officer or employee regarding a proposed rule and made in public at a meeting or workshop open to the public and sponsored by a State Agency, Board, Commission, Council or Office. • Communications between a public official and employee of a public body, a designated public lobbyist or authorized public lobbyist and any State officer, except for a member of the legislature, or employee of the legislature.	DO 110
LOCAL AREA NETWORK (LAN)	A group of microcomputers which can communicate with each other and, if desired, can access remote hosts or other networks over a Wide Area Network. A network consists of one or more file servers, workstations and peripherals. Network users may share the same data and program files and send messages directly between individual workstations with files protected by means of an extensive security system.	DO 102
LOCAL HEALTH DEPARTMENT	A State or County Health Department or an Indian Health Services Unit.	DO 1102
LOCAL OFFICIAL MAIL	Any mail signed by a city/county-elected official or agency head.	DO 103
LOCAL TRANSPORTATION	The transport of an inmate, by Department staff or authorized private prison staff, from any Department institution/facility or private prison, to a health care provider, job site, court or other authorized destination handled at the local level.	DO 705
LOCKING DEVICE	Any apparatus whose function is to restrict entry to or exit from a specific area or location, such as a gate, fence, door, cell, or area deemed as restricted. For the purpose of this Department Order, locking device is; any electronic or keyed locking mechanism or other keyed system designed specifically to restrict public/inmate access and/or movement, and to provide custody control of the inmate population.	DO 702
LOSS OF PRIVILEGE	A loss of privilege may include any or all of the following: i) access to the inmate store for non-sanitary items, ii) telephone access, iii) visitation, iv) educational opportunities, v) work opportunities, and/or vi) any other loss of privilege determined appropriate by the Disciplinary Hearing Officer.	DO 803

LOW RISK AREA	Is an area where the environment is dry and the chances of the employee coming into contact with oily, icy and/or wet surfaces are minimal.	DO 503
	M	
MAGNETIC STRIPPED IDENTIFICATION CARD	A plastic ID card that contains employee information including a coded magnetic strip that allows entrance into specific Central Office buildings.	DO 702
MAIL MONEY	Monies received through the mail, County Intake, or electronic fund transaction for deposit into the Spendable Account (does not include refunds).	DO 905
MAINTENANCE	All actions which have the object of retaining or restoring or fixing defects of an item in or to a state in which it can perform its required function. The actions include the combination of all technical and corresponding administrative, managerial and supervision actions. These actions have zero scope associated with the system product.	DO 102
MAJOR APPLIANCE	• Department-Furnished Appliance - Refrigerators and kitchen stoves, the only appliances that the Department may furnish in employee housing. • Employee-Furnished Appliance - Devices or instruments for household use, such as washing machines, dryers, dishwashers, window or room air conditioners, and portable evaporative coolers that employees may provide for their personal use while residing in employee housing.	DO 309
MAJOR REPAIRS	Any repair beyond the Armorers current certification or Department specifications.	DO 716
MARIJUANA	Is all parts of any plant of the genus cannabis, whether growing or not, and the seeds of such plant.	DO 1003
MASTER RECORD FILE	The combined electronic and official paper or hard copy Inmate Record File maintained at the Central Office Records and on AIMS, in accordance with A.R.S. §31-221, for each inmate committed to the jurisdiction of the Department. The Master Record File is a combination of information contained on AIMS and the hard copy Inmate Record File maintained in Central Office Records area. Any other record or file is a Special Purpose File.	DO 901
MASTURBATION	Touch or rubbing of sexual organs for the purpose of sexual pleasure. Excitation of one's own or another's genital organs, usually to orgasm, by manual contact or means other than sexual intercourse.	DO 914
MATCH OR COST SHARING	Portion of the total grant expenditures not paid with Federal Funds. The match or cost sharing amount or percentage is determined by the funding agency. The two types of Match or Cost Sharing are: • CASH MATCH – Cash funds allocated to the project by the recipient agency. • IN-KIND MATCH – A non-cash match; the valuation of something provided by a grant recipient to satisfy a match requirement. Examples of an in-kind match include personnel hours spent on the project not paid by	DO 307

	the grant.	
MEDIA	For the purpose of this Department Order, Media is channels of communication that serve many diverse functions, such as offering a variety of entertainment with mass or specialized appeal, communicating news and information or displaying advertising messaging.	DO 201 DO 207
MEDIA RELATIONS ADMINISTRATOR	The Media Relations Administrator administers the Department's media affairs and represents the Department to the public through the press on issues impacting Department policy, budget, and statutory roles and responsibilities, unless otherwise advised by the Director or Deputy Director.	DO 207
MEDICAL GRIEVANCE	A complaint related to medical issues, including but not limited to Medical, Dental, or Mental Health Services and related medical staff.	DO 802
MEDICAL HISTORY INFORMATION	For the purpose of this Department Order, information in psychological, mental health and medical records that is confidential.	DO 1104
MEDICAL HOLD	A hold placed on a bed when an inmate goes to the hospital and is expected to return within a week. If the inmate has not returned after ten calendar days the hold is automatically dropped or removed. Medical holds shall not be placed on beds designated for medical, mental health, watch cells, detention or transitory use.	DO 701
MEDICAL ISOLATION	Isolation of one or more individuals, or groups from the general population to prevent or reduce the risk of transmitting an infection to others.	DO 1102
MEDICAL ORDER	A document signed by the attending medical provider who outlines the type of medical treatment to be given an inmate. The medical order becomes part of the inmate's medical record.	DO 1101
MEDICAL PRODUCTS AND PHARMACEUTICALS	Those products that are medically defined by a manufacture or process, and are controlled, dispensed, and/or administered by a pharmacist, a medical/dental practitioner, or by a physician's assistant or nursing staff, as directed by supervising medical/dental practitioner. They may become a regulated waste stream when used or spent.	DO 407
MEDICAL RECORD	Any record or documentation maintained by the Department pertaining to medical, dental, mental health or other health and care issues.	DO 705 DO 901
MEDICAL REVIEW OFFICER	A certified licensed physician who reviews contracted collection site/laboratory positive drug test results. The Medical Review Officer has knowledge of substance abuse disorders and medical training to interpret and evaluate an individual's positive test to include medical history and other relevant biomedical information.	DO 408 DO 522
MEDICAL TRANSPORT BIN	A specialized type of storage device used to transport DOT medications and property files capable of being secured with a tamper resistant seals.	DO 705

MEDICAL USE	Is the acquisition, possession, cultivation, manufactured use, administration, delivery, transfer or transportation of marijuana or paraphernalia relating to the administration of marijuana to treat or alleviate a registered qualifying patient's debilitating medical condition or symptoms associated with the patient's debilitating medical condition.	DO 1003
MEDICAL/MENTAL HEALTH APPOINTMENT	A scheduled time for an inmate to see a health care provider, nurse or attend a one-on-one mental health appointment, mental health group, dental appointment or specialty clinic.	DO 1101
MEDICAL/SURGICAL/ DENTAL TOOLS	Tools that are, as determined by the complex and in accordance with section 3.0 of this Department Order, most likely to be used in an escape, escape attempt, or to manufacture or serve as a weapon.	DO 712
MEETING	For the purpose of this Department Order, a meeting is "A gathering of individuals for the purpose of exchanging information, planning, training, or other activities where the majority of attendees are State employees; also a gathering of individuals where the purpose is to convey information to the general public."	DO 310
MEMBERSHIP LIST	May be unit specific or contain inmates housed statewide. To be considered a membership list, the document shall contain a majority of validated and/or suspected inmates. A membership list may include inmates with no STG status, inactive inmates, debriefed inmates and/or inmates housed in protective custody. Membership lists may be used for validation purposes for the inmate found in possession of, and any inmate listed on the document.	DO 806
MEMO ASSET	An asset that is valued less than $5,000 but has a life expectancy of at least one year as referenced by the Arizona Finance Information System (AFIS).	DO 309
MENTAL HEALTH STAFF	Includes QMHPs, as well as administrative and support staff (e.g., behavioral health technicians, mental health clerks, and nursing and medical assistants).	DO 1103
MENTAL HEALTH WATCH	Includes Continuous Watch, 10-Minute Watch, and 30-Minute Watch.	DO 807
MENTAL ILLNESS/ DISORDER	A substantial disorder of a person's emotional processes, thought, cognition, or memory. More specifically, for the purposes of this Department Order, a diagnosis by a psychiatrist or mental health clinician consistent with one or more classes of mental disorders in Axis I of the DSM-5(or the most current edition). This includes schizophrenic disorders; delusional disorders; psychotic disorders; mood disorder (bipolar disorder and/or depressive disorder); anxiety disorders (excluding social phobia or simple phobia); organic mental disorders or syndromes; and others disorders listed in the DSM- 5, with the exception of psychosexual disorders (i.e., organic mood disorders; organic delusional disorders; organic anxiety disorders; organic personality disorders; organic hallucinations not caused by psychoactive substance use; and organic mental disorders not otherwise specified).	DO 1103
MENTAL STATUS CRITERIA	Factors used to determine whether an inmate is alert; oriented to time, place and person; and psychologically stable.	DO 108
METABOLITE	The body's process to eliminate a foreign chemical. These changed drugs are metabolites.	DO 522

MICROCOMPUTER	A computer built around a microprocessor; a personal computer (PC) with a monitor, keyboard and central processing unit (CPU).	DO 102
MINOR 1.	A person between 7 and 17 years of age.	DO 911
MINOR 2.	For the purpose of this Department Order minor is an individual who is under eighteen years of age. A.R.S. §36-841(15)	DO 922
MISCONDUCT 1.	An employee's criminal act or behavior that is not in compliance with Department Orders, rules and regulations while on or off duty.	DO 501 DO 525 DO 527
MISCONDUCT 2.	An employee's act or failure to act which is an intentional departure from Departmental written instructions, procedures, rules and/or laws. An act is misconduct if the employee knew or should have known of the policy or instructions and knew or should have known the results or potential results of their conduct.	DO 601
MISTAKE	An act or failure to act which was not a deliberate or purposeful violation of policy and/or other written instructions.	DO 601
MOBILE DEVICE (Also known as a handheld device, handheld computer or simple handheld)	Device with at least one wireless network interface for network access for data communications. This interface can use Wi-Fi, cellular networking or other technologies that connect to the internet or other data networks (including tablets, laptops, cell or smart phones, mobile devices, notepads and I-pads).	DO 102 DO 104
MODIFICATION	Any change from the original appearance or function of an item of property. Prohibited to include unauthorized repair, dismantling, cutting, tearing, numbering, lettering, drawing, painting or attaching of decals or pictures to or upon any item of property. When property is modified, it shall become unauthorized property and may not be replaced for one year.	DO 909
MODIFIED DUTY	Temporary modification to employees' regular duties based upon medical necessity which allows them to remain in their normal assignment and work area (i.e., for non-uniform staff). While working such an assignment employees shall receive their regular rate of pay.	DO 519
MONITORING	A correctional staff function of listening, with or without monitoring equipment, to inmate **interrelation or emergency** telephone calls to ensure: • The inmate speaks to the approved individual. • Inmates do not conduct conversations that are in violation of State or Federal law or of Department Orders or other written instructions.	DO 915
MORAL TURPITUDE	Any intentional act or conduct that is marked by baseness, vileness, or depravity; or involves fraud, deceit or dishonesty; or otherwise offends the conscience of the community.	DO 602

MORNING REPORT	A summary of all Significant Incident Report forms, Follow-up Reports and Final Reports received by the Communications Center until 0600 hours each business day. Communications Center staff prepares this summary each morning. The Morning Report is a restricted document composed of several sections, to include at a minimum the following: • New Summaries – Consists of summaries of preliminary notifications and initial reports received since the last published Morning Report. • Follow-up Summaries – Consists of summaries of Follow-up, Final and Supplemental Reports received from institutions, and ongoing activities of any Division, relating to significant incidents previously appearing in the new summaries. Follow-up Reports on significant incidents shall be included each day in the Morning Report until a Final Report has been received relating to the significant incident. • Incidental Summaries – Consists of summaries of information received that are not significant incidents, such as new Arizona Crime Information Center/National Crime Information Center (ACIC/NCIC) information about an inmate, an offender's unauthorized leave from home arrest, and arrests of an offender.	DO 105
MOTOR VEHICLE RECORD (MVR)	Driving record containing information on a driver's ticketed violations and driving status.	DO 405
MUG PHOTO INTERFACE SUBSYSTEM (MPI)	This is software which allows the Department to interface with the Arizona Automated Fingerprint Identification System (AZAFIS) to take photos of inmates (to include, tattoos and scars) and store them in the statewide database. It also allows the Department to access inmate photos when needed for law enforcement purposes.	DO 121 DO 901 DO 1001
MULTI-COMPARTMENT CAGE VEHICLE	A caged vehicle containing multiple compartments in which different populations of inmates can be transported in the same vehicle and kept separated by physical barrier(s).	DO 705
MULTI-DISCIPLINARY EVALUATION TEAM	A group of individuals including the adult inmate or the parent/guardian of a minor inmate, at least one CEPT, at least one certified Special Education teacher, a representative of the Department who can commit Department resources (such as the unit/institution Correctional Education Program Supervisor), an individual who can interpret the evaluative instruments and express their implications (who may be one of the above), and other individuals with knowledge of the inmate such as a Correctional Officer III or IV, medical staff, or other concerned staff.	DO 920
N		
NANOGRAM	A unit of measurement in the detection of most drugs of abuse. Drug concentrations are expressed in nanograms per milliliter (ng/mL) of urine.	DO 522
NARCOTIC DRUG	For the purpose of this Department Order the definition is the same as defined in A.R.S. §13-3401.	DO 408 DO 522
NATIONAL CRIME INFORMATION CENTER (NCIC)	An FBI repository of files on persons and property. The common acronym is NCIC.	DO 121

NATIONAL DISASTER MEDICAL SYSTEM (NDMS)	Federally coordinated system that augments the United States' medical response capability to major emergencies and disasters. The U.S. Department of Health and Human Services (HHS), Office of Preparedness and Emergency Operations (OPEO), has operational responsibility for HHS functions related to the NDMS. NDMS TRAINING DUTY - Required NDMS training courses and other training duty certified by NDMS or NDMS's federal partner agencies (i.e., the U.S. Department of Veterans' Affairs, the U.S. Department of Health and Human Services, and the U.S. Department of Defense) to be necessary for professional development or skill training/retraining. NDMS EMPLOYMENT - Service performed during time of national emergency or for other critical homeland security missions/contingencies for NDMS members' requirements. • "Employee" means, for the purposes of NDMS is training duty, any employee, whether covered or uncovered. • Employment, any employee, hose state employment is covered by the State Personnel System; or who is exempt (uncovered) from the State Personnel System pursuant to A.R.S. §41-741(20).	DO 512
NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 704 "FIRE DIAMOND"	A hazard communication system developed by the NFPA identifying health, flammability, reactivity and specific hazards for chemicals. This system, using colors, numbers and special symbols (e.g., OX is a hazard communication requirement for industrial, commercial or institutional facilities that manufacture, distribute or store chemicals). Similar to the HMIS system for labels on containers, the NFPA 704 Label uses colored diamonds and is primarily used to communicate chemical hazards to fire fighters and emergency responders by display on structure walls/doors and outdoor storage facilities.	DO 407
NATIONAL LAW ENFORCEMENT TELE-COMMUNICATIONS SYSTEM	A message switching system for the interstate exchange of criminal justice information, also providing a variety of on-line help files. The common acronym is NLETS.	DO 121
NATIONAL/STATE OFFICIAL MAIL	Any mail signed by a national/state-elected official or agency head.	DO 103
NATIONALLY ACCREDITED SCHOOL	Nationally accredited schools are generally for-profit and offer vocational, career, or technical programs. National accreditation offers accreditation to schools that focus on career or religious education.	DO 509
NEAR MISS	An unplanned incident to include not only events but things like unsafe conditions and unsafe behaviors that present opportunity to improve workplace health and safety, including: • Minor incidents/injuries that had the potential for more serious consequences; • Events where injury could have occurred, but didn't; • Events where property damage resulted or could have resulted, but didn't; • Events where a safety barrier was challenged, such as by a worker bypassing a machine guard, regardless of whether it actually caused a potential injury or damage event; and • Events where potential environmental damage could result.	DO 404

NEEDS ASSESSMENT	Formal surveys, individual interviews, focus groups, and user committee input are instruments used to address training needs.	DO 509
NEGATIVE DRUG TEST RESULT	Test results which conclude the drug(s) and metabolite(s) tested for are either absent or below the cut-off levels.	DO 522
NEGATIVE RESULT	Result indicates that either no trace of metabolite is present in the urine, or a level is present that is less than the established threshold value.	DO 709
NEGLIGENT DISCHARGE	Discharge of a firearm involving culpable carelessness.	DO 510
NEGOTIABLE INSTRUMENTS	A document guaranteeing the payment of a specific amount of money, either on demand, or at a set time, with the payer named on the document.	DO 905
NETWORK ATTACHED STORAGE UNIT (NASU)	A system consisting of 1 or more hard drives, an Ethernet connection and an operating system which connects to the Complex Network allowing authorized network users on the to upload, access and share files from a central location.	DO 105
NEW EMPLOYEE ORIENTATION TRAINING	Training for new Non-Correctional Series employees and Non-Correctional Series employees reinstating after more than two years, which covers the purpose, goals, policies and procedures of the Department.	DO 509
NEW NON-DEPARTMENT PERSONNEL ORIENTATION TRAINING	A training for new non-Department personnel which covers the purpose, goals, policies and procedures of the Department.	DO 509
NEW PROGRAM	First-time programs which require resources, or modifications of existing programs, which require additional resources including activities related to construction and/or maintenance.	DO 305
NEW PROJECT REQUEST (NPR)	A request submitted by a user to IT for proposing and developing new application/systems and/or expanded functionality of existing applications/systems for applications systems, networks infrastructure, telecommunications (including radios) and web services.	DO 102
NON-COMPLIANCE	An interruption or lapse in the inmate receiving currently prescribed medication(s) as a result of the inmate transferring.	DO 705
NON-CONTACT VISITATION	A visit between an inmate and visitor conducted with a barrier between them, thereby preventing any physical contact.	DO 911
NON-CORRIDOR COMPLEX	The complexes where only inmates with a low need of medical and/or mental health care. These complexes include the following: Douglas, Safford, and Winslow.	DO 807 DO 804

NON-CRIMINAL	Video Segments collected in accordance with Attachment B for administrative purposes, without a felony element.	DO 105
NON-DEPARTMENT EMPLOYEE AMOUNT OF INMATE CONTACT	• Frequent Contact – Personnel inside the secure perimeter of an institution, who directly supervise or are involved with any inmate(s) work activities, responsible for or are involved in the transportation of inmates, interacting with inmates, in close physical proximity and/or engaging in verbal interaction for a designated amount of time of more than eight hours per week. • Periodic Contact – Interaction with inmates in close physical proximity and/or engaging in verbal interaction for more than six and fewer than thirty-two hours per month. • Incidental Contact – Interaction with inmates in close physical proximity and/or engaging in verbal interaction for less than or equal to six hours per month.	DO 602
NON-DEPARTMENT PERSONNEL	Individuals working for the Department through a contract vendor, Inter-governmental Agreement, or through a sponsored volunteer or intern program.	DO 509
NON-EMERGENCY	An inmate's current health condition which does not require immediate attention and for which a request is generated by a Health Needs Request form. This includes review of the Medical Record.	DO 1101
NON-EXEMPT EMPLOYEES	(PAR FLSA designation NE) - Employees who receive compensation for overtime at the rate of one and one half hours of compensatory time for each hour of overtime worked, or one and one half hours of pay for each hour of overtime worked, depending on the employee's overtime compensation election. Non-exempt employees receive payment for extra hours. Employees in this category are covered by FLSA requirements, and may be covered or uncovered under the ADOA Personnel Rules.	DO 512
NONPROFIT MEDICAL MARIJUANA DISPENSARY AGENT	A principal officer, board member, employee or volunteer of a nonprofit medical marijuana dispensary, who is at least 21 years of age, and has not been convicted of an excluded felony offense.	DO 1003
NON-QUALIFIED LEGAL CLAIMS	Any legal claims which do not fall under the definition of QUALIFIED LEGAL CLAIMS. These include divorce, child custody, paternity, name change, etc.	DO 902
NON-SEPARATING EMPLOYEE	The employee has no immediate plans to separate employment from Arizona state government.	DO 512
NOTICE OF CHARGES LETTER	Written notice from an approving authority to a covered employee expressing consideration of discipline. The letter shall advise the employee in detail of the pending charges and identify the opportunity for the employee to submit a written response to the charges.	DO 601
NOTICE OF CLAIM AGAINST THE STATE	An ADOA claim form used by the Attorney General's Office in subrogating liability claims filed against the state or its agencies/employees. Distribution by a liaison shall occur as stipulated on the bottom of each form.	DO 909

OF ARIZONA		
NUDITY	Nudity, as defined by Arizona Revised Statutes (A.R.S.) §13-3501, is the showing of the human male or female genitals, pubic area, female breast with less than a fully opaque covering of the nipple, or male or female buttocks with less than a full opaque covering of the anus (e.g., a thong). The anus does not need to be visible.	DO 914
NUMBERING SYSTEM	A system used to track the reports outlined in this Department Order. Report numbers shall consist of the two digit numerical designation for the year, the AIMS unit designation code, a four-digit report number and the initials indicating the type of report (i.e., the designation for the Use of Force/Incident Command form for ASPC-E SMU for 2018 would be 18-A08-0001-ICS). The only reports subject to this numbering system are: • Use of Force/Incident Command Report Forms and/or a Use of Force/Incident Command Report Continuation Sheet forms. • Significant Incident Report forms. • Information Report forms.	DO 105
O		
"OWNER" SUPERVISOR	The supervisor responsible for the chemicals being used and controlled in the storage area.	DO 407
OBSERVATION RECORD	A documented record of all visual health and welfare checks conducted by staff during a watch on a specific inmate.	DO 804
OBSERVED COLLECTION	The collection of a urine specimen performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration or misidentification.	DO 522
OFF CYCLE PRINTING	Forms ordered outside the August or February cycles. Volume discounts may not apply.	DO 114
OFF-DUTY DEATH	An employee death that occurs while employee is off duty.	DO 208 DO 521
OFFENDER	Any inmate who has been released from the Department on any form of Community Supervision, to include parolees or probationers accepted for supervision by Arizona or another state under the Interstate Compact and/or; any inmate with a date of offense prior to January 1, 1994, who has been released from the Department and has met an Earned Release Credit Date (ERCD), but has not met the Sentence Expiration Date (SED).	DO 501 DO 709 DO 1003 DO 1004 DO 1103
OFFICE OF PRIMARY RESPONSIBILITY (OPR)	Individuals responsible for the development, revision, and interpretation of written instructions that guide administration and/or operations in their area of responsibility.	DO 101
OFFICIAL BULLETIN BOARD	A board or panel designated for posting approved solicitation announcements and materials.	DO 111
OFFICIAL CAPACITY WITNESS	The presentation of oneself as a Department employee engaged in Department business. The testimony or evidence to be given relates to official Department matters.	DO 107

OLEORESIN CAPSICUM	A chemical compound derived from chili peppers.	DO 1003
ON CYCLE PRINTING	An ACI six months printing cycle, beginning in either August or February, when users can order forms. ACI may offer discounted prices for volume orders during this time.	DO 114
ON-DUTY ALLOWANCE	Normal work hours utilized to conduct employee organizational activities, pre-approved by the employee's supervisor.	DO 501
ON-DUTY DEATH	An employee death that occurs while the employee is on duty, but does not result from performing his/her job. This may include heart attack, stroke or other "natural" causes.	DO 208 DO 521
ON-SITE DRIVER	An inmate authorized to operate a state vehicle on state property.	DO 903
ON-SITE DRIVERS ID CARD	The card or license that provides evidence of the inmate's authorization to drive.	DO 903
OPEN PRIVILEGE BASED HOUSING	Least restrictive housing area in the maximum custody units housing areas. They are the Step III inmates at Central Unit, Rynning Rast and Lumley Units.	DI 326 (
OPTICAL PRINT AND PHOTO IMAGE SUBSYSTEM (OPPIS)	This is software which allows the Department access to all fingerprints and mug photos taken by a law enforcement agency in the state of Arizona since June 2002.	DO 121
ORAL BOARD PANEL	A group of three or more persons who administer examination questions or exercises to eligible applicants and objectively score an applicant's responses to job-related questions or exercises.	DO 504
ORDER TO SECURE ATTENDANCE	A written court order requiring the Department to ensure inmates appear in court to answer charges.	DO 1004
ORGAN PROCUREMENT ORGANIZATION	A person designated by the secretary of the United States department of health and human services as an organ procurement organization. A.R.S. §36-841(16)	DO 922
ORIGINAL PROBATION	The specified period following appointment to a covered service position. A new employee hired into a position in the covered service shall serve an original probation period for one year.	DO 504
OSHA 300 LOG	An OSHA-REQUIRED record of all work-related injuries and illnesses that occurred during the calendar year, which classifies and notes the extent and severity of each case.	DO 116
OSHA 300A SUMMARY	An OSHA-REQUIRED summary of work-related injuries and illness that occurred during the calendar year and must be posted February 1 until April 30 of the year following the year covered by the form.	DO 116
OSHA STANDARD	Refers to the Bloodborne Pathogen Standard, 29 CFR 1910.1030 and 29 CFR 1910.134 Respiratory Protection Standard for TB Mask Fit Testing and 29 CFR 1904 for Recordkeeping and more.	DO 116

OTHER EMPLOYEE ORGANIZATION (OEO)	Any employee organization in which Department employees participate and which exists for the primary purpose of promoting public safety, promoting employee safety, enhancing the professional development of corrections personnel, the corrections field and fostering professional relationships within the Department and in the field of Corrections however; does not meet the criteria as provided in A.R.S. §38-612 and in Executive Order 2008-13 and as such, is not eligible to be considered for recognition as a Qualifying Employee Organization as outlined in this Director's Order.	DO 501
OTHER JURISDICTION	For the purposes of this Department Order, any county, state or federal agency other than the Department.	DO 901
OTHER POTENTIALLY INFECTIOUS MATERIAL	Body fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental settings or body fluid visibly contaminated with blood, and all body fluids in situations where it is impossible to differentiate between body fluids; or any unfixed tissue from a live or dead human, and any tissue or organs from an HIV or Hepatitis B Virus infected animal or human.	DO 116
OUT OF HOUSING COUNT	A count of inmates not physically present in their housing unit but accounted for by the unit, who appear on the official Daily Count as General Population, Medical and Mental Health Use or Special Use population.	DO 701
OUTSIDE COUNT	The count of assigned inmates who are temporarily absent or in transit from one institution/unit to another (i.e., escorted leave, hospital, county jail, escape status for less than 24 hrs).	DO 701
OUTSIDE TRAINING	Training or education delivered by community colleges, other governmental entities, commercial training vendors, etc. containing principles and information applicable to Department work and an employee's professional or personal growth.	DO 509
OVERTIME	Hours physically worked in excess of 40 hours in a work week.	DO 512
OXYGEN DEFICIENT ATMOSPHERE	An atmosphere containing less than 19.5 percent oxygen by volume.	DO 404
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PARALEGAL	An independent contractor who has obtained a diploma/degree/certificate from an accredited Paralegal school who has met the American Bar Association (ABA) approval, or possesses three or more years verifiable full-time Paralegal experience. The Department shall contract in accordance with Department Order #302, Contracts and Procurement, to obtain the services of qualified Paralegals. Individuals who have graduated from law school but have never been licensed to practice law in any jurisdiction may serve as Paralegals.	DO 902
PARENT/GUARDIAN	A biological or adoptive parent of a child; a foster parent, unless state law, regulations, or contractual obligations with a state or local entity prohibit a foster parent from acting as a parent; a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the child (but not the state if the child is a ward of the state); an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's	DO 920

	welfare; or a surrogate parent who has been appointed in accordance with CFR Sec. 300.519 or section 639(a)(5) of the Act.	
PAROLE	Date of offense prior to January 1, 1994. Pursuant to A.R.S. §41-1604.09 and §31-412, an ABOEC granted supervised release. • A.R.S. §31-412[A] allows Parole to the street and Parole to a U.S. Immigration and Naturalization Service detainer. • A.R.S. §31-412[B] allows Parole to a consecutive sentence or Parole to a tried/untried detainer.	DO 1002
PAROLE ELIGIBLE	The status of an inmate who has served the required statutory time of the sentence imposed and is eligible to receive a Parole hearing before the ABOEC.	DO 1002
PART I VIOLENT CRIME	For the purposes of this Department Order, are Murder (A.R.S. §13-1104, §13-1105), Non-Negligent Manslaughter (A.R.S. §13-1103), Forcible Rape (Sexual Assault) (A.R.S. §13-1406, §13-1406.01), Robbery (A.R.S. §13-1902, §13-1903, §13-1904), Aggravated Assault (A.R.S. §13-1204, §13-1206, §13-1207).	DO 1002
PATIENT	For the purposes of this Department Order, an inmate receiving healthcare treatment services from a QHCP.	DO 1103
PEACE OFFICER	Is a law enforcement officer who is certified by the Arizona Peace Officer Standards and Training Board (AZPOST) as a full authority peace officer and is responsible for maintaining civil/public peace and enforcing state statutes, pursuant to A.R.S. §1-215(28), §41-741(9), and §13-3871. Within the Department's Inspector General Bureau the CIU, Fugitive Apprehension Unit, and Security Threat Group Unit investigators are designated as full authority peace officers.	DO 601 DO 608
PENOLOGICAL	Relating to the theory and practice of prison management and criminal rehabilitation.	DO 914
PERFORMING A SAFETY FUNCTION	CDL drivers are considered to be performing a safety-sensitive function during any period in which they are actually performing, ready to perform, or immediately available to perform any safety-sensitive function.	DO 408
PERIODIC CONTACT	For the purposes of determining New Non-Department Personnel Orientation and Annual In-Service Training requirements, non-Department personnel interacting with inmates in close physical proximity and/or engaging in verbal interaction for more than six hours but less than 32 hours per month are considered to have periodic contact.	DO 509
PERIODICAL CLASS MAIL	Mail that consists of magazines, newspapers and other publications.	DO 914
PERIPHERAL	A modem, printer, tape-backup system, mouse or other hardware which is attached to the CPU, generally via cables, and which is usually driven by software.	DO 102
PERMIT-REQUIRED CONFINED SPACE	A confined space having one or more of these characteristics:	DO 404

(PERMIT SPACE)	• Contains or has the potential to contain a hazardous atmosphere; • Contains a material with the potential to engulf someone who enters the space; • Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; and/or • Contains any other recognized serious safety or health hazards.	
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Equipment worn to minimize exposure to serious workplace injuries and illnesses that may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards when engineering and administrative control alternatives prove not to be effective. Examples include safety goggles, blast shields, hard hats, hearing protectors, gloves, respirators, aprons, and work boots.	DO 116 DO 404
PERSONAL CAPACITY WITNESS	An employee subpoenaed to give testimony regarding any matter as a private citizen and not in an official, or work-related capacity. Includes the following situations: • The testimony or evidence to be given relates to the employee's commercial, business, or personal matters. • The testimony or evidence to be given relates to the employee's criminal misconduct or unlawful conduct outside the course and scope of his/her employment. • The employee is to testify as an expert witness (professional consultant) for a fee, unless such fee is paid over to the Department. • The employee is informally requested to testify at a personnel hearing.	DO 107
PERSONAL COMPUTER (PC)	A microcomputer designed for individual use, as by a person in an office or at home, work or school, for such application as word processing, data management or financial analysis.	DO 102
PERSONAL VEHICLE	Any vehicle owned, rented or leased by the employee.	DO 405
PERSONNEL TRANSACTION (EMPLOYMENT DECISION)	A decision made or an action taken regarding an employee including, but not limited to, recruitment, hiring, placement, reclassification, training, licensing, transfer, promotion, demotion, rate of pay, lay-off, termination, or reinstatement.	DO 501 DO 502 DO 527
PETITION	A written request the court exercise for its authority to redress a wrong.	DO 902
PETTY CASH	A sum of money set aside, from the Revolving Fund, to be used on a loan basis for the purpose of making change or paying small obligations for which the issuance of a formal voucher and check would be too expensive and time consuming.	DO 303
PETTY CASH VOUCHER	A written document used to record individual disbursements of petty cash.	DO 303
PHYSICAL COUNT	The accounting for assigned inmates by visually observing the physical presence of each inmate.	DO 701
PHYSICAL CUSTODY	The boundaries/perimeters that have been clearly and unequivocally defined either by the physical structure of the institution in which an inmate is confined, by written instructions published to all affected inmates or by verbal	DO 804

	instruction to inmates under direct supervision outside the boundaries of an institution.	
PHYSICAL INVENTORY SHEET DCA (FIXED ASSETS REPORT)	A report generated by the AFIS for the purpose of tracking the location of capital assets and stewardship resources within the Department.	DO 304
PHYSICAL PLANT MANAGER/ ADMINISTRATOR	The highest-ranking member of an institution's maintenance staff.	DO 903
PICTURE BOARD	The method of displaying current inmate identification photographs by assigned housing location in each count office.	DO 701
PLACES OF EMPLOYMENT	An enclosed area under the control of a public or private employer which employees normally frequent during the course of employment, including office buildings, work areas, auditoriums, employee lounges, restrooms, conference rooms, meeting rooms, classrooms, cafeterias, hallways, stairs, elevators, health care facilities, private offices and vehicles owned and operated by the employer during working hours when the vehicle is occupied by more than one person. A private residence is not a "place of employment" unless it is used as a child care, adult day care, or health care facility. A.R.S. §36-601.01 (A.7)	DO 109
PLANNED USE OF FORCE	A use of force that is deliberate and intentional, in which the Shift Commander or supervisor has substantial time to devise a strategy. Shift Commanders and supervisors shall speak to the inmate and attempt to gain compliance through dialogue prior to a planned use of force. Elements to consider in a planned use of force are: • Ability - The inmate has reasonable ability to carry out the act. • Opportunity - The inmate has the reasonable opportunity to carry out the act. • Jeopardy - The inmate creates jeopardy to the staff, other inmates, or themselves. • Preclusion - Consideration of reasonable lesser means of force.	DO 804
PLEADING	For the purpose of this Department Order, a pleading refers to a Notice of Appeal pursuant to Ariz.R.Crim.P, 31.2; the initial filing of a Petition for Post-Conviction and related forms, pursuant to Ariz.R.Crim.P. 32; a Petition for Review pursuant to Ariz.R.Crim.P. 31.19; a Petition for Review pursuant to Ariz.R.Crim.P. 32.9(c); a Petition for Review pursuant to Ariz.R.Crim.P.31.19 and 32.9(g); a Petition for Writ of Habeas Corpus in state or federal court; and a Civil Rights complaint or Condition of Confinement complaint in state or federal court.	DO 902
POOL	The collective group of CDL drivers who perform safety-sensitive functions subject to CDL random drug and alcohol testing by the Department.	DO 408
POSITIONAL ASPHYXIA	The reduction of oxygen in the bloodstream and tissues due to an impairment of a person's respiratory system caused by a body's positioning or by the application of external weight/pressure, resulting in death. Predisposing factors include obesity, alcohol/drug use and enlarged heart.	DO 804
POSITIVE DRUG TEST RESULT	Test results which conclude initial and confirmation test, drug(s) and metabolite(s) tested for are at or above the cut-off level(s).	DO 522

POSITIVE RESULT	Result indicates a level of metabolites in the urine equal to or above the established threshold value.	DO 709
POSSESSION	For the purpose of this Department Order, possession is as any of the following: actual physical custody of the item(s); control of the item, and ownership of the item. Example: An item found inside a cell is deemed "in possession" of all assigned occupants of the cell.	DO 803
POST ORDERS	General Order/Post Orders and Health Services Post Orders are issued for posts detailing the description of all responsibilities, duties, and functions of a particular post/work assignment, to include specific procedures for carrying out activities.	DO 101
POST ROTATION	A plan that specifies the division of unit posts into designated areas in which a post assignment team is assigned for 90 calendar days. Team members are assigned to the area and may work in all posts in that area.	DO 524
POST-CONVICTION NOTIFICATION REQUEST FORMS	Forms are distributed through the prosecuting attorney's office after a defendant has been sentenced. Form includes post-conviction agencies responsible for services according to the type of sentence received by the defendant. The victim is responsible to fill out this form and send to the corresponding agencies to request victims' rights.	DO 526
POST-CONVICTION RELEASE	Parole, Work Furlough, Home Arrest, or any other permanent, conditional or temporary discharge from confinement in the secure custody of the Department of Corrections.	DO 1001
POST-CONVICTION RELIEF (RULE 32, ARIZONA RULES OF CRIMINAL PROCEDURE)	The process through which a party seeks relief from a sentence imposed on the party by a court of law.	DO 902 DO 1004
POSTED UNIT	A posted unit is one where a contract healthcare staff member(s) is on duty for an entire shift at that location. • Nursing staff shall count tools in the medical clinic areas. • Dental staff shall count tools in the dental area. • Medical staff shall count tools in the laboratory/phlebotomy area.	DO 712
POST-EXPOSURE PROPHYLAXIS FOR HIV	A course of two to three different medications prescribed by a healthcare provider after a significant exposure to HIV.	DO 116
POST-PARTUM RECOVERY PERIOD	As determined by the female inmate's physician, the period immediately following delivery and directly related to the birth, including the period a female inmate is in the hospital or infirmary after birth.	DO 705
PREA COMPLIANCE MANAGERS	A complex Correctional Officer IV assigned at an institution or a designated private prison staff member.	DO 125

PREGNANCY RELATED CONDITION	A temporary secondary medical condition or concern precipitated by the pregnancy.	DO 519
PRE-HEARING DETENTION	Detention placement for any inmate pending completion of an investigation on a rule violation or pending a disciplinary hearing.	DO 803
PREPAID PUBLICATIONS	Are any type of publication sent to an inmate that has been paid for in advance of delivery to the inmate. Publications not paid for in advance will not be accepted and returned to the sender at the inmate's expense.	DO 914
PRE-RELEASE PACKET	ABOEC and/or Administrative Conditions of Release and specified documents from an inmate's institutional file which are forwarded to Community Corrections - Release Unit for investigation of an approved release placement.	DO 1001

PRESCRIPTION	A provider's specific written order, following a face-to-face encounter with an inmate patient:
	
	• That may be renewed or changed only after another face-to-face encounter with the inmate (unless clinically indicated along with a plan for follow up).
	• That includes but is not limited to:
	  • The exact dosage to be given.
	  • The method by which the medication is to be given.
	  • The exact number of times per day the medication is to be given.
	  • The exact number of days or doses to be given.
	• Any laboratory examinations required to monitor the inmate's reaction to the mediation.
	May also include verbal orders provided to a registered nurse.
		DO 1103

PRE-SERVICE TRAINING	Any training provided to staff prior to service.	DO 509
PRE-TREATMENT	Educating, preparing and motivating individuals for treatment when other programs are not immediately available. The pre-treatment process prepares inmates for treatment by; providing recovery information, increasing self-awareness about abuse and addiction and their effects on themselves and their families, understanding the need for treatment, increasing awareness about solutions and resources and generating treatment motivation.	DO 917
PREVENTATIVE MAINTENANCE	Maintenance regularly performed on a piece of equipment to lessen the likelihood of it failing. Physical Plant equipment may be on one or more of the following schedules: <u>Weekly Preventative Maintenance</u> – Examples include: • Testing emergency generators when not under load conditions. • Checking oil and fuel levels in emergency or critical use items (i.e., blowers, sump pumps, and generators). <u>Monthly Preventative Maintenance</u> – Examples include: • Testing emergency generators under load conditions. • Servicing equipment (i.e., air handler filters, pads, belts, pumps, compressors, and timers).	DO 403

	Quarterly Preventative Maintenance – Examples include: • Servicing/lubricating pumps, blowers, motors, engines, compressors, gear cases and transmissions. • Draining, cleaning, cycling or adjusting equipment (i.e., water heaters, small boiler heaters, furnaces, water separators, filters, conditioners, and evaporative coolers). Semi-Annual Preventative Maintenance – Examples include: • Inspecting structures to ensure structural integrity, life safety compliance, code compliance and general maintenance requirements. • Inspecting equipment to determine operational status, necessity of replacement, repair or maintenance, general condition, and salvage possibilities. Annual Preventative Maintenance – All physical plant equipment shall be on an Annual Preventative Maintenance schedule.	
PREVENTION	Practices used to detect the presence of illegal drugs and/or substance abuse in all Department facilities, to include, but not limited to: • Routine and random searches of Department facilities, Department equipment, inmates, inmate property and mail, visitors, visitors' vehicles, employees and employees' vehicles, in accordance with Department Order #708, Searches. • Monitoring inmate telephone calls, inmate medication, medical equipment and supplies. • Monitoring inmates by Department-approved procedures, including urine testing. • Inmate orientation to ZERO TOLERANCE FOR INMATE/OFFENDER SUBSTANCE ABUSE during the initial admission process. • Visitor orientation to ZERO TOLERANCE FOR INMATE/OFFENDER SUBSTANCE ABUSE during the visitor application process. • Inmate alcohol/substance abuse education in all Department facilities. • Inmate alcohol/substance abuse treatment in designated Department facilities. • Employee orientation and training regarding the presence and use of drugs in the workplace. • Placement of warning signs at the entrances to all Department facilities.	DO 709
PRIOR PACKET	A prior packet which is requested by the County Attorneys both in state and out of state and by the Sex Offender Coordination (SOCU), for inmates pending new felony charges or inmates who require registration. They use this in court to determine sentencing guidelines. It includes all the information on the inmate's prior conviction (i.e., convictions, sentencing movement, photo and certified fingerprint card). They may also be referred to as penitentiary packets, pen packs, prison prior packets and prior packs.	DO 1001
PRIORITY RANKING REPORT SYSTEM	Provides a ranked listing of inmates by program, utilizing the inmate's individual risks and needs, as well as time to serve, prioritized against all inmates for staff to utilize to determine placement into appropriate programming.	DO 809 DO 811

PRISON INDUSTRIES PROGRAM	Any work activity engaged in by adult inmates assigned to an institution, including ACI, Prison Industry Enhancement (PIE) program, and ACI Work Contracts. This program excludes WIPP and ISP paid inmate income.	DO 905
PRISON RAPE ELIMINATION ACT (PREA) OF 2003	Supports the elimination, reduction, and prevention of sexual abuse and sexual harassment within corrections systems.	DO 526
PRIVATE PRISON	For the purpose of this Department Order, any detention center, re-entry center, city jail, county or regional jail, prison, penitentiary, or other correctional institution owned and/or operated by a private prison corporation or any law enforcement agency/jurisdiction other than the Department where Department inmates are housed for an indefinite period (longer than a transitory period of 72 hours), and for which the Department has entered into a contract whereby the housing entity receives per capita per diem payments. [Note: this definition of private prisons is not the definition of "private prison" as used in A.R.S.] Private prisons fall into two categories: • IN-STATE: Those private prisons (of whatever type, above) geographically located within the boundaries of the state of Arizona. • OUT-OF-STATE: Those private prisons (of whatever type, above) geographically located beyond the boundaries of the state of Arizona. Historically, the Department has had out-of-state private prisons in Indiana, Oklahoma, and Texas.	DO 106 DO 510 DO 901
PROCESSES	Activities in which inmates may be required to participate that generally involve due process considerations, and which include but are not limited to discipline, classification, grievance procedure, release and/or revocation hearings, and urinalysis screening (releasee only).	DO 108
PROCUREMENT OFFICER	An employee with written delegate authority to purchase goods and services on behalf of the state, regardless of job title. This is the term used throughout the Arizona Procurement Code.	DO 302
PROCUREMENT ORGANIZATION	An organ procurement organization, tissue bank, an eye bank or storage facility that is licensed, accredited or approved under federal law or the laws of any state to engage in the recovery, screening, testing, processing, storage or distribution of human bodies or parts. A.R.S. §36-841(23)	DO 922
PROFESSIONAL BUSINESS ATTIRE	Attire that is more formal in nature and considered to be appropriate in a conventional, conservative business setting or when representing the Department in formal meetings or dealing with the public.	DO 503
PROFESSIONAL CONSULTANT	An employee considered an expert in a specialized field, who provides consultation services for a fee, and may provide advice or testimony as a paid expert witness. Teaching and lecturing are not included in this definition.	DO 107
PROFESSIONAL DEMEANOR	Personal conduct and behavior that exemplifies a courteous, business-like attitude. As examples of professional demeanor, employees shall:	DO 501 DO 527

	• Maintain a clean, neat and business-like work area. • Be observant and attentive while on duty. • Arrange for the introduction of personal property/food in accordance with Department Order #513, Employee Property.	
PROFICIENCY	To display, operate, and explain a given skill with correctness.	DO 510
PROGRAM 1.	A plan, system or a sequence of operations to achieve a specific goal within the Department.	DO 305
PROGRAM 2.	A structured plan or system through which the Department works to meet its goal to modify or correct criminal behavior (i.e., educational and vocational training, counseling, substance abuse, etc.).	DO 108 DO 903 DO 910
PROGRAM ADMINISTRATOR	An employee designated by the Deputy Director, Division Director and Assistant Director to develop and manage contracted services; or A Warden or an employee assigned by the Warden, or if ACI is involved, by the CTE Administrator, who is responsible for administering the provisions of a contracted inmate work program.	DO 302 DO 903
PROGRAM MANAGER/ SUPERVISOR	Staff member whose assigned duties include volunteer supervision and/or oversight of the activities conducted or assisted by volunteers. The Program Manager/Supervisor may include Chaplains, Deputy Wardens, Correctional Officer IV's, teachers, and Executive Staff Assistants.	DO 204
PROGRAM TEAM	Team consisting of Offender Operations and may include Support Services personnel and Mental Health professionals (i.e., Unit Psychologist, Psych-Associate, and Psych-Technician). Operations staff members include Unit Administrator(s), Captain(s), Correctional Officer IV(s), Correctional Sergeant(s), Correctional Officer(s) III, and Correctional Officer(s) II assigned to unit/housing area. Support Services staff members include teachers, chaplains and treatment counselors. These staff reviews inmates monthly to decide step movement, housing and program completion. Any decision concerning the inmate's mental health well-being is chaired by the senior clinical staff member present within their scope of their authority.	DI 326
PROGRAMS MONITOR	The assigned Correctional Officer III or IV whose main area of monitoring/oversight at the private prison is the programs operations and functions of the private prison.	DO 106
PROGRESSIVE DISCIPLINARY ACTION	Progressive sanctions an approving authority may initiate in cases of proven misconduct or non-performance, including unsatisfactory attendance and tardiness, as outlined in Department Order #601, Administrative Investigations and Employee Discipline.	DO 525
PROGRESSIVE MENTAL HEALTH RESTRAINTS	A therapeutic intervention authorized by a psychologist or psychiatrist to safely limit an inmate's mobility and protect his/her physical well-being. Progressive Mental Health Restraints shall only be authorized when an inmate engages in serious self-harm as a result of a mental disorder.	DO 807

PROHIBITED DRUG	Any substance as identified in 49 CFR Part 391.	DO 408
PROJECT MANAGER (PM)	Is the application of knowledge, skills and techniques to execute projects effectively and efficiently. It is a strategic competency for organization, enabling them to tie project results to business goals to better compete in their market.	DO 102
PROJECT SUPERVISOR	The staff member who is directly responsible for and in charge of an inmate work activity.	DO 903
PROMOTIONAL PROBATION	The specified period of employment following promotion of a permanent status employee to another position in the covered service that has a higher pay grade. A permanent status employee promoted to a position in the covered service shall serve a promotional probation period of six months.	DO 504
PROPER NOTIFICATION	An employee's submission of a letter of resignation at least ten business days prior to the effective date of the resignation, unless determined otherwise by the Warden or Bureau Administrator.	DO 504
PROPERTY CUSTODIANS	Staff members within a section, or a unit within a Budget Unit, such as, Deputy Wardens, Health Unit Managers and section managers, who are responsible for the management and inventory control of all capital assets and stewardship resources.	DO 304
PROPERTY MANAGER	The staff member appointed by the Budget Unit Supervisor who is responsible for the management and inventory control of all capital assets and stewardship resources located within the Budget Unit.	DO 304
PROPERTY TAMPER SEAL	A small, red, numbered, self-sealing tag that may be removed only by cutting.	DO 909
PROSPECTIVE DONOR	An individual who is dead or near death and who has been determined by a procurement organization to have a part that could be medically suitable for transplantation, therapy, research or education. Prospective donor does not include an individual who has made a refusal. A.R.S. §36-841(23)	DO 922
PROTECTIVE CUSTODY ADMINISTRATOR (PCA)	The position in central office established to oversee the Protective Custody process statewide and having the authority to make final Protective Custody decisions.	DO 805
PROTECTIVE CUSTODY COMMITTEE	A committee of central office staff, comprised a Chairperson (PCA) and at least two committee members (STG Investigator or designee, and an Offender Services CO IV) responsible for making final Protective Custody decisions for those cases referred by the PCA.	DO 805
PROTECTIVE CUSTODY UNIT	Central office staff responsible for reviewing Protective Custody cases and making recommendations to the PCA regarding inmates' existing need for protection.	DO 805
PROTECTIVE EQUIPMENT	The required protective equipment may vary depending upon the situation, however sufficient quantities of protective equipment shall be available for selected personnel who work in Complex Detention Units and Maximum Custody Units. Protective equipment includes; stab vests, protective eye-wear/face shield, protective helmets, protective shields, gas masks, and knee and elbow pads. Approved Slash/cut resistant gloves are a staff	DO 503

	purchase item.	
PROVEN PROPERTY CLAIMS	Inmate property losses where a Grievance Coordinator and/or a Grievance Committee have determined a loss is proved as the fault of the Department, Department employee and/or a contract partner of the Department.	DO 909
PROVIDER	Medical – Physicians, dentists, physician assistants, nurse practitioners, and any health care practitioner who has been duly empowered by the state of Arizona to write prescriptions. Mental Health – Is a Psychiatrist or Psychiatric Nurse Practitioner.	DO 1101 DO 1003
PSYCHOTROPIC MEDICATION	Any medication used in the treatment of psychiatric disorders which affects the functioning of the brain.	DO 1103
PSYCHOTROPIC MEDICATION REVIEW BOARD (PMRB)	For the purposes of this Department Order, a committee designated by the Contract Facility Health Administrator composed of one psychiatrist, one psychologist, and one Deputy Warden or Associate Deputy Warden. • No PMRB member shall currently be involved directly in the treatment or diagnosis of an inmate being reviewed by the Board. If any PMRB member is so involved, he or she shall excuse himself or herself from that hearing and an alternate member of the same discipline shall be designated by the Contract Facility Health Administrator. • The psychiatrist shall chair PMRB meetings and shall be responsible for assuring the notification of all parties as to the location, date, and time of same.	DO 1103
PUBLIC INFORMATION RECORDS	Information contained in public records that was collected by staff for dissemination to the public, or which would serve as a memorial of official transactions for public reference.	DO 103
PUBLIC RECORD	Books, papers, letters, documents, maps, plans, photographs, audio or video recordings, management information systems, or other documentary material, regardless of physical form or characteristic, includes prints or copies of items produced or reproduced on film or electronic media which were lawfully made or received by the Department. Records are preserved as evidence of the Department's organization, functions, written instructions, decisions, procedures, operations or other activities. Reference books; extra copies of records; and stocks of publications or documents, which are intended for distribution or sales are not considered records.	DO 103 DO 201
PUBLICATION	A book, photograph, drawing, booklet, pamphlet (or similar document), or a single issue of a magazine, catalog, periodical, newsletter, audio (music and non-music) tape or CD, or any type of image or text. Publication includes personal photographs but does not include personal letters.	DO 914
PURIFIED PROTEIN DERIVATIVE (PPD) TEST	Mantoux tuberculin skin test consisting of an intradermal (within the skin) injection of five tuberculin units (0.1 cc) of purified protein derivative (PPD) used to determine if antibodies to Mycobacterium tuberculosis are present.	DO 1102

Q		
QUALIFICATION	An official firing activity completed in a specific order, using a Department authorized firearm, while under the direction of a Firearms Instructor. The exercise is intended to evaluate the skill level of the employee.	DO 510
QUALIFICATION ATTEMPT	Where the participant fires one course of fire to qualify.	DO 510
QUALIFIED	The status of an individual who has passed the firearms qualification or re-qualification test and proficiency test who possesses a valid Firearms Qualification Card.	DO 510
QUALIFIED HEALTHCARE PROFESSIONAL (QHCP)	Physicians, physician assistants, dentists, nurses, nurse practitioners, mental health providers and clinicians, and others, who by virtue of their education, credentials, license, and experience, are permitted by law to evaluate and care for patients.	DO 807 DO 1101 DO 1102
QUALIFIED LEGAL CLAIMS	In the direct appeal, any claim of error; in the Post-Conviction Relief proceeding, any non-precluded claim set forth in Ariz.R.Crim.P.32; and in federal court, any claim of error based on a violation of the federal constitution or law. Forms include the Notice of Appeal from the Superior Court (Ariz.R.Crim.P.31.2(a)); Notice of Post-Conviction Relief, Request for Preparation of Post-Conviction Relief Record, and Petition for Post-conviction Relief (Ariz.R.Crim.P. 32);Petition for Review (Ariz.R.Crim.P. 32.9(c)); Petition for Review (Ariz.R.Crim.P. 31.19 and 32.9(g)); Petition for a Writ of Habeas Corpus in state or federal court; and a civil rights action or condition of confinement claim (42 U.S.C. ' 1983).	DO 902
QUALIFIED MENTAL HEALTH PROFESSIONAL (QMHP)	Includes psychiatrists, psychiatric nurse practitioners, psychologists, social workers, licensed professional counselors, psychiatric nurses, or others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of patients.	DO 807
QUALIFIED SERVICE ORGANIZATIONS	Staff in various offices, systems and functional areas within the Department become aware of specific participant-identifying information in the course of their routine duties. Examples within the Department are: inmate payroll, contracted medical or mental health staff, correctional officers (custodial, programmatic or administrative), contracted addiction treatment providers, correctional teachers, institution administrators, Department-approved researchers and others.	DO 917
QUALIFYING EMPLOYEE ORGANIZATION (QEO)	Any employee organization in which Department employees participate and which exists for the primary purpose of promoting public safety, promoting employee safety, enhancing the professional development of corrections personnel, the corrections field and fostering professional relationships within the Department and in the field of Corrections and meets the criteria as provided in A.R.S. §38-612 and Executive Order 2008-13 is eligible for meet and confer privileges.	DO 501
QUALIFYING PATIENT	Is a person who has been diagnosed by a physician as having a debilitating medical condition.	DO 1003

QUALITATIVE FIT TEST	A pass/fail fit test to assess the adequacy of respirator fit that relies on the employee or inmate's response to the test agent.	DO 404
QUANTITATIVE FIT TEST	An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator or number of particles in the ambient air and in the respirator.	DO 404
QUARANTINE ROOM	A designated cell which may be used for temporary residency for offenders deemed to have a condition which may spread and be contagious to others. Rooms used for Quarantine purposes shall not be locked (voluntary residency).	DO 1006
R		
RACIALLY ELIGIBLE (RE)	An inmate can live with members of any race.	DI 345 (DO 704)
RADIO EQUIPMENT	Includes portable two-way radios, mobile (automotive) two-way radios, base stations, radio control consoles, and ancillary equipment. For these purposes, the term radio equipment does not include AM or FM broadcast radio receivers.	DO 104

RADIO FREQUENCIES	• Yard - Sixteen separate frequencies are designated as "yard" channels and named Yard-1 through Yard-16. These are used for short range communication within the perimeter of an institution. Yard radios are typically capable of operating on all sixteen channels but may be used only on those identified and authorized at a particular location.
	
	• Complex - Four channels are named Complex-1 through Complex-4. Staff working on institution grounds but outside of the yard perimeters uses these channels. Normally only one complex channel is licensed to each institution. The complex channel licensed to the institution is the only one that may be used there.
	
	• TAC Eight channels, named TAC-1 through TAC-8, are used for radio communication outside of institutional boundaries. All TAC channels use mountaintop repeater stations for wide-area radio coverage.
	
	  • Only one TAC channel (TAC-1) is used statewide. This is the Department's primary administrative and transportation channels, monitored by the Communications Center and all institutions. It is also used for coordination of work crews in areas not served by a local TAC channel.
	
	  • All other TAC channels are licensed for use in a specific, limited geographic area. To simplify operations, newer radios display the name of the primary institution using the channel rather than a "TAC" number. This gives an indication to the operator that the channel may only be used when near a particular institution. TAC channels may not be used in car-to-car mode or otherwise when more than 50 miles from an associated repeater station. The channels, primary institution served and coverage area are:
	
	  • TAC-2: PERRYVILLE - White Tank Mountains; covers much of western Maricopa County.
	  • TAC-2: SAFFORD - Guthrie Peak; covers eastern Graham and southern Greenlee counties.
		DO 104

	• TAC-3: FLORENCE - Signal Peak; covers most of Pinal County and the southern part of Gila county. • TAC-4: DOUGLAS - Mule Mountain; covers southern part of Cochise County. • TAC-4: APACHE - Greens Peak; covers southern parts of Apache and Navajo counties. • TAC-5: YUMA - Telegraph Pass; covers southwest Yuma County. • TAC-6: FORT GRANT - Heliograph Peak; covers southern Graham and northern Cochise counties. • TAC-7: TUCSON - Keystone Peak covers most of Eastern Pima and Central Santa Cruz counties. • TAC-8: Future Use • Inter-Agency - Used for communication with other law enforcement agencies in some counties. (Pima, Pinal, La Paz and Gila Counties do have inter-agency systems.) • Special Use - Special channels, used by Tactical Support Units (TSU), and others are restricted to particular locations and radios. • Use of other agency channels for cross-coordination may be approved on a case-by case-basis by the Emergency Preparedness Administrator. Any such authorization requires proof of compelling need and written authorization from the permitting agency.	
RANDOM CDL DRUG AND ALCOHOL TESTING	Selection of CDL drivers for testing in accordance with federal guidelines. Random means no personal characteristics of the CDL driver other than job description are entered into the selection process.	DO 408
RANDOM COMMERCIAL DRIVER'S LICENSE (CDL) DRUG AND ALCOHOL TESTING	Selection of CDL drivers for testing in accordance with federal guidelines. Random means no personal characteristics of the employee other than job description are entered into the selection process.	DO 522
RANDOM DRUG TESTING	Selection of employees for drug testing based on a computer-generated random system. Random means that no personal characteristics of the employee other than job description are entered into the selection process.	DO 522
RANDOM TESTING	Selection of individual inmates without definite pattern or selection of individual offenders according to established guidelines for test scheduling.	DO 709
RATED BEDS	General Population, Medical and Mental Health permanent beds.	DO 701
RATING CRITERIA	The descriptions of indicators by which the employee's performance is measured.	DO 514
RATING LEVELS	The levels of rating that may be applied given the rating scale used. The MAP system rating scale has three levels: Exceeds Expectations, Meets Expectations, and Need Improvement.	DO 514
REACTIONARY USE OF FORCE	A required spontaneous use of force used by a staff member to immediately: • Maintain control and order or prevent the commission of a felony or misdemeanor crime, including escape or attempted escape, within a prison or other correctional institution. • Prevent suicide or serous self-inflicted injury.	DO 804

	• Protect oneself against another's use or attempted use of unlawful physical force. • Protect a third person against another's use or attempted use of unlawful physical force. • Prevent an inmate from taking another person hostage or causing serious bodily harm to another person. • Maintain control or restore order to include the use of physical force to move an unwilling inmate.	
READY	Preparatory Command prior to the command of "FIRE". • Glock Handgun – The shooter unsnaps the holster and establishes a grip on the weapon and awaits the next command. • 12 Gauge Shotgun/AR-15 Service Rifle, .223 caliber/37mm Gas Gun – The weapon is loaded, shooter awaits the next command.	DO 510
READY ON THE LINE	Instructor is preparing the shooters that a line of fire is going to begin.	DO 510
REASONABLE ACCOMMODATION (TITLE I)	A change or modification that enables an individual with a disability to enjoy equal opportunity and/or access. Accommodations may include job restructuring; a modified work schedule; reassignment to a vacant position for which an individual qualifies; reassignment to an accessible facility; delivery of services to an accessible site; provision or modification of equipment or devices; adjustment or modification of standards, qualifications, criteria, tests, training materials, or written instructions, provided fundamental alteration will not result from the modification; provision of qualified readers or interpreters; reallocation of nonessential job functions; and unpaid leave. • Reasonable accommodation is required for persons with known disabilities. The Department is not required to provide the "best" or "most desired" accommodation, but is obligated to sufficiently accommodate so as to meet either employment or accessibility needs. • Reasonable accommodation is subject to review if work demands dictate a change in operational procedures or work site location. • Reasonable accommodation is subject to reevaluation each time an employee with a disability requests to promote, transfer, or accept a voluntary grade decrease, or is demoted to another position.	DO 108
REASONABLE ACCOMMODATION (TITLE II)	A change or modification that provides inmates with a disability (who have been identified by Health Services staff) equal access to facilities, programs, services and processes. Accommodations shall include reassignment of an inmate to a designated ADA facility, modification of equipment, TDDs and/or communications assistance that shall not result in fundamental alterations. Accommodations shall also include a change or modification that provides staff equal access to facilities and staff job-related services, and provides the public at-large equal access to visitation and other legitimate business-related access to facilities. Reasonable accommodation is required for persons with known disabilities. The Department is not required to provide the "best" or most desired accommodation, but is obligated to sufficiently accommodate so as to meet accessibility needs.	DO 108

REASONABLE COSTS	For the purpose of this Department Order and in accordance with A.R.S. §12-351, fees of ten cents for each page copied and ten dollars per hour for costs incurred in locating and making documents available, which are charged to a requestor after providing documents in response to a subpoena. All other copy charges are .50 cents per page.	DO 1104
REASONABLE SUSPICION	Is a legal standard in United States law that a person has been, is, or is about to be engaged in criminal activity based on specific and articulated facts and inferences. Reasonable suspicion is evaluated using the "reasonable person" standard, in which said person in the same circumstances could reasonably believe a person has been, is, or is about to be engaged in criminal activity; such suspicion is not a mere hunch.	DO 1003
RECEIVING STATE	The state where the county or federal jurisdiction demanding custody of an inmate is located.	DO 901
RECEPTION CENTER	One of the following facilities is used to receive new inmate commitments: • ASPC-Phoenix, Alhambra Reception and Treatment Center: Adult males. • ASPC-Eyman: Adult males sentenced to death. • ASPC-Perryville: Adult females, adult females sentenced to death and minor females sentenced as adults. • ASPC-Tucson, Rincon: Minor males sentenced as adults.	DO 1101
RECORD 1.	For the purpose of this Department Order, to replicate conversation (person-to-person or telephonic) with a telephone, radio, tape recorder, video recorder or any other device.	DO 104
RECORD 2.	For the purpose of this Department Order, record means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form. A.R.S. §36-841	DO 922
RECORDS LIAISONS	Staff designated to coordinate the management of inventories of records for their unit or Division.	DO 103
RECORDS MANAGEMENT ADMINISTRATOR	A staff member assigned to Legal Services and has been appointed as the Department's Records Officer and liaison with Arizona State Library, Archives and Public Records, and is responsible for the administration of the records retention schedules and records management program.	DO 103
RECREATIONAL ACTIVITY	Includes, but is not limited to, cultural clubs, study or self-help groups and the development of approved institutional publications, such as newsletters and magazines.	DO 906
REDACT	To delete, ban, suppress or withhold portions of mail.	DO 914
RED-LINE INFORMATION	Information related to the status of the mechanical usability of a bed.	DO 701
REENTRY CENTER	A residential, community-based facility operated by the Department to manage and provide program services for eligible male offenders.	DO 1006
REFUSAL	If an inmate fails to provide a usable (i.e., correct temperature, required amount) urine specimen within the two-hour	DO 803

	time frame, it shall be considered a refusal to test.	
REFUSAL TO HOUSE	• When inmates refuse to move to the housing location approved and assigned by Central Office Classification. • An inmate is otherwise eligible for integrated housing but refuses to participate.	DO 704 DI 345

REFUSAL TO SUBMIT	When a CDL driver:
	• Fails to:
	  • Appear for any test, except in the case of a pre-employment/post-offer test within a reasonable time as determined by management.
	  • Remain at the contracted collection site/laboratory site until the testing process is complete, except in the case of a pre-employment/post-offer test.
	  • Provide adequate breath for testing without a valid medical explanation after receiving notice of the alcohol test requirement.
	  • Permit the observation or monitoring of the collection of the specimen.
	  • Provide adequate urine for required drug testing without a valid medical explanation after he or she receives notice of the urine test.
	  • Submit to a Conformation Test after being directed by management or a contracted collection site/laboratory person.
	  • Undergo medical examination or evaluation as directed by the Medical Review Officer or management.
	• Engages in conduct that clearly obstructs the testing process.
	• Is reported by the Medical Review Officer as having a verified adulterated or substituted specimen.
		DO 408

REGIONAL EDUCATION DIRECTOR	A Department employee charged with the oversight of the operational aspects of the educational programs in the Southern Region and the Northern Region.	DO 910
REGIONAL OPERATIONS MANAGER	A manager of operations within a specific geographic area who reports to the ACI General Manager.	DO 903
REGIONALLY ACCREDITED COLLEGES	Regionally accredited colleges are academically-oriented, non-profit or state-owned institutions. Credits earned from institutions that are regionally accredited are more widely accepted and thus more easily transferable.	DO 509
REGISTRANT	A term used to describe an architect, engineer, assayer, geologist, landscape architect or land surveyor who prepares the plans, specifications, estimates and construction documents. (A.R.S. §32-142)	DO 401
REGISTRY IDENTIFICATION CARD	Is a document issued by the DHS that identifies a person as a registered qualifying patient, registered designated caregiver or a registered nonprofit medical marijuana dispensary agent.	DO 1003

REGULAR OR ANNUAL APPRAISAL PERIOD	Is July 1 through the following June 30 for Department employees. The appraisal period may also be known as the regular cycle.	DO 514
REGULATED WASTE	Items that are contaminated with any potentially infectious materials that could release the infectious materials if compressed or during normal handling.	DO 116
RE-INCARCERATED INMATE	A newly received inmate who was previously incarcerated in the Department and was approved or pending review for Protective Custody during the most recent incarceration.	DO 805
RELATIVE (INMATE)	An inmate's mother-in-law, father-in-law, aunt, uncle, niece, and nephew.	DO 911 DO 501
RELEASE NOTIFICATION EXCEPTIONS	A legislative or executive action requiring the release of an inmate, or a group or classification of inmates, with less than 15 calendar days advance notice.	DO 1001
RELEASE PACKET	ABOEC and/or Administrative Conditions of Release and specified documents from an inmate's institution file and Special Purpose files that are forwarded to the Community Corrections Bureau for investigation of an approved release placement and to the Offender Services Bureau Offender Information Unit and upon the inmate's release from prison and also upon discharge of sentence, under supervision of the Department.	DO 1002
RELEASE REFERRAL PACKET	The information about an inmate, which is forwarded to the Regional Behavioral Health Authority (RBHA) to which the soon-to-be-released inmate is referred.	DO 1103
RELEASE STATUS	Any inmate who has been released (Releasee) and is under the supervision of the Community Corrections Bureau or has not yet reached the SED.	DO 1002
RELEASE VIOLATOR	An inmate who has previously been released under Department supervision, violates terms and Conditions of Supervision and is returned to Department custody to complete the remainder of the original sentence imposed or to remain in Department custody until eligible for another release type; or an inmate who has violated terms and Conditions of Supervision due to committing a new crime, but who has not been convicted and may be pending disposition of new charges.	DO 1002
RELIEF FACTOR	The percentage of a full-time employee position which is required to provide coverage for a post while the full-time employee normally assigned to the position is absent due to training, annual leave, sick leave and regular days off.	DO 524
RELIGIOUS ACTIVITY	Any group service, meeting, study group or other group gathering for approved religious purposes.	DO 904
RELIGIOUS VISIT	A meeting between an accredited minister or religious leader and a specific inmate.	DO 904
RENUNCIATION	The process, in which a validated STG member agrees to renounce STG affiliation, successfully completes a	DO 806

	debriefing, and is considered a former member.	
REQUEST FOR SERVICE (RFS)	A request submitted by a user to IT to address basic operational problems with existing systems, related to repairing or restoring current functionality. The problems are addressed in five IT areas: Network Services, Applications Systems, Network Infrastructure, Telecommunications and Web Services. (This process shall not include requests for system/screen enhancements or modifications or the development of new applications. See New Project Request)	DO 102
REQUIRED TRAINING	Information and training for employees with risks for occupational exposure that addresses the nature and transmissibility of common communicable diseases; the risk factors for disease development; the signs, symptoms, diagnosis and treatment of common communicable disease; reporting procedures relative to patient/inmate symptomatology; and the proper use of engineering controls, universal precautions and PPE appropriate to the workplace to reduce employee exposure.	DO 1102
REQUISITIONER	An employee authorized to access to enter requests for goods or services, normally through the state's electronic procurement system.	DO 302
RESIDENT	An employee, and any of the employee's dependents or others, who reside either temporarily or permanently in employee housing.	DO 309
RESIDENTIAL CARE	Care provided to inmates whose health needs require a more protective medical environment than that in the general population housing areas. Equivalent to home care for those not confined to an institutional setting.	DO 704
RESIGNATION IN LIEU OF DISMISSAL	A voluntary resignation, authorized by an approving authority, prior to or after an employee's imminent dismissal or subsequent to a dismissal.	DO 601
RESIGNATION WHILE UNDER INVESTIGATION	A voluntary resignation, authorized by an approving authority, after a Department investigation (administrative or criminal) has been requested, but before such investigation has been completed and findings submitted for management review and action.	DO 601
RESOURCE CENTER/LIBRARY	The location where materials the supporting educational, recreational, legal reference and program needs of the inmate population are housed.	DO 910
RESPIRATORS	Respirators are filtering masks, air purifying and use filters, cartridges, or canisters to remove contaminants from the air or are atmosphere supplying and provide clean air from an uncontaminated source (i.e., N95, Air Purifying Respirator, or SCBA). They are also classified as loose-fitting and tight-fitting. For additional information on the types of respirators used by the Department and their authorized usage requirements, refer to Attachment B, Respirators and Devices.	DO 404
RESTITUTION 1.	For the purpose of this Department Order restitution is defined as, upon a defendant's conviction for an offense causing economic loss to any person, the court, in its sole discretion, may order that all or any portion of the fine imposed be allocated as restitution to be paid by the defendant to any person who suffered an economic loss	DO 526

	caused by the defendant's conduct. A.R.S. §13-804	
RESTITUTION 2.	A penalty imposed on the inmate by the Disciplinary Hearing Officer upon a finding of guilt for an offense causing economic loss. If more than one inmate is found guilty of the violation, the inmates are jointly and severally liable for the total amount of restitution.	DO 803
RESTITUTION 3.	Court-ordered restitution is payment by the inmate to a victim as ordered by the court. Disciplinary restitution is payment by the inmate to the Department as ordered in a disciplinary hearing.	DO 905
RESTRAINING ORDER	Is a court order which contains language prohibiting the employee from engaging in specific conduct. A restraining order may be issued in a criminal matter or a civil matter, such as an Order of Protection or Injunction against Harassment.	DO 601
RESTRICTED PARTIALLY (RP)	An inmate is unable to live with members of a particular race.	DI 345 (DO 704)
RESTRICTED STATUS HOUSING PROGRAM (RSHP) INDEPENDENT REVIEW COMMITTEE	Committee of at least three staff (Deputy Warden, chief of security and classification COIV) which do not work in the unit where the RSHP is located. This committee meets monthly and reviews all inmate placements into RSHP. They also review, need for continued assignment of inmates in the program for more than 180 days.	DI 326
RESTRICTED TEMPORARILY (RT)	Pending further review based on lack of documentation and/or policy requires the inmate to be single celled.	DI 345 (DO 704)
RESTRICTED TO OWN (RO)	An inmate can live only with a member of his own race.	DI 345 (DO 704)
RESTRICTION	A penalty imposed upon a finding of guilt for a Class A, B or C violation, which restricts an inmate to the inmate's cell or sleeping area during unassigned hours. During restriction, the following activities shall be allowed as normally scheduled: meals, recreation and exercise periods, medical services, legal access, visitation, laundry, and hygiene activities.	DO 803
RESTRICTIVE STATUS HOUSING PROGRAM	Program designated to address Forbidden Three offenses and give inmates an opportunity to modify behavior in a positive way so they can return to the general population.	DI 326
RESTRICTIVE STATUS HOUSING PROGRAM (RSHP) REVIEW COMMITTEE	Committee in Restrictive Status Housing Program that conducts face to face reviews with inmates being placed into program. They discuss reason for placement and program to follow to return to general population. It is made up of security and program staff but may have Support Services and Contract Mental Health members.	DI 326
RETENTION	Monies accrued from wage compensation in accordance with Attachment A.	DO 905
RETURN ON INVESTMENT (ROI)	A performance measure used to evaluate the efficiency of an investment or to compare the efficiency of a number of different investments. To calculate ROI, the benefit (return) of an investment is divided by the cost of the investment; the result is expressed as a percentage or a ratio.	DO 102

REVOCATION DATE	The date a revocation hearing is held either by the ABOEC or the assigned Department Hearing Officers and a preponderance of evidence is found for violation of the Conditions of Release.	DO 1002
REVOKED LICENSE	Driving privileges are canceled and cannot be restored without special action as designated by the Motor Vehicle Division. A driver may apply to have the privileges restored after one year of revocation, but it is not a guaranteed reinstatement.	DO 405
REVOLVING FUND	An account to be used for the purpose of making cash outlays for emergency situations which cannot be accommodated through normal channels due to time constraints. Revolving Funds are not to be used to circumvent procurement, travel or accounting policies, procedures, and requirements. The Revolving fund is controlled and monitored by the institution's Business Administrator and replenished by reimbursements from the ADOA.	DO 303 DO 309 DO 909
RICO FUNDS	Any monies or proceeds of property within the jurisdiction of the Department that are obtained as a result of a forfeiture under the authority cited in this Department Order and in accordance with Department Order #909, Inmate Property.	DO 308
RISK MANAGEMENT CLAIMS	Claims submitted by inmates for reimbursement for property loss or damage due to building system environment failures or documented staff or Department conduct that deviates from Department written instructions.	DO 909
RISK MANAGEMENT COORDINATOR	An employee designated by the Deputy Director, applicable Division Director/Assistant Director or Warden who coordinates loss claims between the Division/institution and the ADOA, Risk Management Section.	DO 909
RISK MANAGEMENT SERVICES MANAGER	Assigned to the Administrative Services Division, this employee reviews all insurance claims relevant to losses of or damages to State property and coordinates the settlement of these claims with the ADOA Risk Management Division.	DO 304
ROLL CALL LIST	Document shall be unit and/or building specific, may contain inmates with validated, suspect and no STG status. The roll call list shall be specific to the time authored. If the document is determined to be a specific roll call list, it may only be used for validation purposes for the inmate found in possession of it.	DO 806
ROLLING 12-MONTH PERIOD	For the purposes of this Department Order, the 12-month period measured backward from the date an employee uses any FMLA leave. Under the ''rolling'' 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months. • *Example*: Michael requests three weeks of FMLA leave to begin on July 31. The employer looks back 12 months (from July 31 back to the previous August 1) to see if any FMLA leave had been used. Michael had not taken any previous FMLA leave, so he is entitled to the three weeks he requested and has nine more weeks available.	DO 519

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SADOMASOCHISTIC ABUSE	As defined by A.R.S. §13-3501, means flagellation or torture by or upon a person clad in undergarments, a mask or bizarre costume, or the condition of being fettered, bound or otherwise physically restrained on the part of one so clothed, for the purpose or in the context of sexual gratification or abuse.	DO 914
SAFETY DATA SHEET (SDS)	Formally known as the Material Safety Data Sheet (MSDS) the SDS is the globally harmonized system to convey 16 sections of information about chemical and physical hazards, flammability, reactivity, health and safety data provided in consistent format by the manufacturer/distributor for each chemical/hazardous material/substance, with specific information (i.e., potential hazards, possible effects, directions for appropriate use, and treatment information) about the chemical.	DO 404 DO 407
SAFETY PROCEDURES	Regulated and/or established safety guidelines for work to be performed using institutional resources. The Department has adopted, but is not limited to, the following standards for safety relating to inmate workers: • Occupational Safety and Health Standards for General Industry • OSHA Safety and Health Standards for the Construction Industry • National Fire Code, and by reference the National Fire Protection Association Codes	DO 903
SAFETY-SENSITIVE FUNCTION	Any of the on duty functions set forth in 49 CFR Part 395.2, "On-Duty Time", including all time spent: • At a carrier or shipper plant, terminal, facility, or other property waiting to be dispatched, unless the driver has been relieved of duty by the employer. • Inspecting equipment as required by the FMCSA regulations, or otherwise inspecting, servicing, or conditioning any commercial motor vehicle (CMV) at any time. • At the driving controls of a CMV in operation. • Other than driving time, in or on CMV (except for time spent in a sleeper berth). • Loading or unloading a CMV, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded. • Repairing, obtaining assistance, or attending to a disabled vehicle. • Traveling to and from a Department directed contracted collection site/laboratory.	DO 408
SAFETY-SENSITIVE POSITION	Any job designated by the Department as a safety-sensitive position or any job which includes tasks or duties the Department in good faith believes could affect the safety or health of the employee performing the task or others.	DO 522
SALARY OVERPAYMENT	Occurs when an employee receives a salary in excess of what is provided by law. All Department employees shall receive the salary provided by law and shall not, under any pretext, receive any salary or emolument in excess of the salary so provided.	DO 512

SATELLITE TRAINING PLAN	A plan developed at an institution or local work unit to implement the Annual Training Plan, as well as carry out any local training needs.	DO 509
SEARCH	A planned systematic search of a residence of a person on Community Supervision/administrative release. CCOs shall receive consent prior to the performance of a search from their CCS/CCO Senior Searches shall be conducted in accordance with the policy. Law enforcement assistance may be coordinated for the purpose of officer safety and/or evidence collection. Protective vests shall be worn during searches.	DO 1003
SEARCH KITS	Is a collection of items used to collect, record and secure evidence found by CCOs during the course of an authorized search of a residence, vehicle or person of an individual under Community Supervision.	DO 1003
SECOND LEVEL SUPERVISOR	The person who reviews the first line supervisor's MAP appraisal of an employee to ensure the first line supervisor has complied with procedures and has included all appropriate documentation, and that the ratings are being applied equitably between employees.	DO 514
SECONDARY ARMORY STAFF	Designated staff members who, under supervision of the armorer, are trained to issue/receive firearms, perform basic safety and function checks, and conduct routine cleaning of Department firearms.	DO 716
SECONDARY DISSEMINATION	The dissemination of criminal justice information from an individual or agency who originally obtained the information from the central state repository, or through ACJIS, to another individual or agency authorized to receive the information.	DO 121
SECURE CUSTODY 1.	The level of control and supervision commensurate with Custody and Internal risk factors of the involved inmates.	DO 705
SECURE CUSTODY 2.	For the purposes of this Department Order, the area within a secure (locked) perimeter or designated boundary of a facility. Community Release Center inmates and releasees are not considered to be in secure custody.	DO 707
SECURE WORK/ TRANSPORTATION DETAIL	For the purposes of this Department Order, a supervised work crew, e.g., a "gun crew" or one or more inmates being transported by staff.	DO 707
SECURITY DEVICE	Any apparatus whose function is to restrict entry to or exit from a specific area or location, such as a gate, fence, locking mechanism or alarm system. For the purpose of this Department Order, security device is; electronic or keyed locking mechanism, security doors, windows or gates, bars, screens, fences, stun and stun lethal fences, microwave, video and communication systems, areas of restricted inmate access (e.g., sand traps/perimeter drag zones) and any other system designed specifically to restrict inmate access and provide custody control of the inmate population.	DO 703
SECURITY MONITOR	The assigned Correctional Lieutenant or Captain whose main area of monitoring/oversight at the private prison is the security operations and functions of the private prison.	DO 106
SECURITY PATROL	A Dual Purpose SD Team working an Institution/unit supplemental high visibility security detail.	DO 717

SECURITY STAFF	For the purpose of compensation time accrual, include Correctional Officers II, III and IV, Sergeants, Lieutenants, Captains, Majors, and Community Corrections Officers and Supervisors.	DO 524
SECURITY THREAT GROUP (STG)	Any organization, club, association or group of individuals, either formal or informal (including traditional prison gangs), that may have a common name or identifying sign or symbol, and whose members engage in activities that include, but are not limited to: planning, organizing, threatening, financing, soliciting, committing or attempting to commit unlawful acts or acts that violate the Department's written instructions, which detract from the safe and orderly operation of prisons. Such activities may include interaction with non-inmates. Examples include: family members, other relatives, former inmates and other "street" associates.	DO 806 DO 914
SECURITY THREAT GROUP (STG) APPEALS COMMITTEE	A committee appointed by the Director, consisting of representatives from Prison Operations (Chair), Offender Services and the STG Unit. The committee shall convene as necessary to review STG Threat Assessments and/or other appropriate certification information, to forward recommendations to the Director regarding STG certification and to hear individual validation-related appeals.	DO 806
SECURITY THREAT GROUP (STG) MEMBER VALIDATION PACKET	A standard file of information on validated or suspect STG members and their activities, gathered for the purpose of determining STG status. This packet is available for staff on a need-to-know basis. Each file shall contain a completed STG Worksheet and supporting documentation that may include, but is not limited to: • Incident Management System Reports. • Use of Force Reports. • Significant Incident Reports. • Information Reports. • Copies of letters or memoranda. • Transcripts of telephone calls. • Photographs. • Disciplinary Reports. • Criminal investigation reports. • Any other physical evidence. • Information obtained from other criminal justice agencies.	DO 806
SECURITY THREAT GROUP (STG) THREAT ASSESSMENT COMMITTEE	A committee comprised of the STG Unit Supervisor or designee and two SSU Coordinators for the purpose of preparing STG Threat Assessments.	DO 806
SECURITY THREAT GROUP (STG) UNIT	Inspector General's staff who: • Assist in the preparation of STG Threat Assessments at prison complexes/stand-alone units. • Assist in the preparation of individual Validation Packets at Reception Centers. • Conduct debriefings of renounced STG members and suspects.	DO 806

SECURITY THREAT GROUP (STG) VALIDATION HEARING COMMITTEE	A committee of Wardens, Deputy Wardens, or Administrators as selected by the Division Director for Prison Operations, to conduct STG validation hearings. The STG Validation Hearing Committee shall consist of two committee members and one chairperson. The senior member shall chair the committee.	DO 806
SECURITY WATCH	Department Correctional Officer Series staff can initiate a Security Watch in conjunction with any Mental Health Watch that may have been initiated. It can also be initiated in the event that a Mental Health Watch is not initiated and Correctional Officer Series staff remains concerned about the inmate's level of stability.	DO 807
SEGREGATED INMATES	Those isolated from general population and who receive services and activities apart from other inmates.	DO 1101
SEIZED ASSETS OR CASH	Any assets or cash held until final resolution is reached by the courts.	DO 308
SEIZING AGENCY	Any department or agency of this State or its political subdivisions that regularly employs Peace Officers, and which employs the Peace Officer who seizes property for forfeiture, or such other agency as the seizing agency may designate in a particular case by its chief executive officer or designee.	DO 308
SEIZURE FOR FORFEITURE	Seizure of property/cash by a Peace Officer, coupled with an assertion by the seizing agency or by an attorney for the state that the property/cash is subject to forfeiture.	DO 308
SELF IMPROVEMENT PROGRAMS	Provided during non-work hours to inmates in accordance with the inmate's individualized Corrections Plan.	DO 903
SELF-HARM	• Suicide – Death due to an intentional act deliberately designed to end one's own life. Validation of any suicide can only be determined by a Medical Examiner (ME), as documented in the ME's Final Mortality Report. • Suicide Attempt – Any act of self-harm with the intention to end one's life. Intentionality shall be determined by health care or mental health professionals. • Self-Injurious Behavior – Any act of self-harm without the intention to end one's life. Intentionality shall be determined by health care or mental health professionals. METHODS OF SELF-HARM • Hanging/Strangulation – Any act of self-harm through restricting, blocking or limiting the breathing function/ability (hanging, strangulating, chocking, etc.). • Cutting/Burning/Biting – Any act of self-harm through inflicting cuts, burns, or bites to the skin's surface. This would include any level of lethality (superficial, moderate, serious, etc.). • Overdose/Ingestion/Insertion – Any act of self-harm through ingestion/insertion of substances (drugs, medications, non-edible, etc.) or foreign bodies.	DO 807

	• Blunt Force – Any act of self-harm through blunt force (hitting self, head banging, kicking, jumping, etc.). • Miscellaneous – All other acts of self-harm not otherwise captured in the above definitions.	
SELF-HARM RISK ASSESSMENT	An evaluation by mental health professionals of an inmate's behavior, statements, and history for signs that would indicate a risk in engaging in self-harm. The assessment shall include a face-to-face contact, a review of the Medical Records, and an evaluation of the inmate's present life circumstance.	DO 807
SELF-HELP/12-STEP SUPPORT GROUPS	Semi-structured group activities directed toward maintenance of substance-free lifestyles through peer support and encouragement.	DO 917
SELF-IDENTIFICATION	The process by which CDL drivers voluntarily reveal they may be impaired because of drug or alcohol misuse before they are identified as such through the Department's CDL Drug and Alcohol Testing Program.	DO 408
SELF-PAY DISTANT LEARNING/ CORRESPONDENCE COURSES	Classes for which the Department is not responsible for the provision, cost of tuition/fees, or contract. The inmate or a third party is responsible for the costs incurred.	DO 910
SENIOR CHAPLAIN	Designation given to one chaplain who functions as the supervisor of other chaplains in the same institution or private prison, or a chaplain who functions as the only chaplain in an institution or private prison. In accordance with contract requirements, a private prison facility may employ a volunteer as a chaplain.	DO 904
SENIORITY	Seniority is based upon the employee's most recent date of hire or date of promotion to determine their uninterrupted time in rank. A staff member's adjusted date of hire, should they have one, shall not be used. The effective date of the promotion should be used if the employee was promoted to his/her current position. Otherwise, the most recent date of hire should be used. Seniority is determined by the following criteria (listed in order of priority): • Uninterrupted time in service in the current classification (rank) • Uninterrupted time in service in the Department • Uninterrupted time in Arizona state service • Alphabetically, by last name	DO 512 DO 524
SENSITIVE FILE	A file determined by the Offender Services Bureau Administrator as too sensitive to be filed in the general file area.	DO 901
SENSITIVE/PERSONAL/ CONFIDENTIAL INFORMATION	Per ASET policy, includes any information which may be used to identify an individual, including, but not limited to name, social security number, credit card, charge or debit card number, retirement account number, savings, checking or securities entitlement account number, driver license number or non-operating identification license number, physical description, race, ethnic origin, sexual orientation, income, blood type, DNA code, fingerprints, marital status, religion, home address, home telephone number, education, financial matters and medical or	DO 102

	employment history readily identifiable to a specific individual.	
SENTENCE MODIFICATIONS	Court documents which consist of re-sentencing, nunc pro tuncs, post-conviction relief, reversals, remands, or modifications which would affect existing sentences.	DO 901 DO 1002
SERIOUS ACCIDENT	For the purpose of this Director's Instruction, an accident resulting in injury, serious injury or death, significant property damage.	DI 355 (DO 522)
SERIOUS HEALTH CONDITION	For the purpose of this Department Order relating to federal FMLA requirements, an illness, injury, impairment, or physical or mental condition that involves one or more of the following: • Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility. • A period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider. • Any period of incapacity due to pregnancy, or for prenatal care. • Any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.). • A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.). • Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).	DO 519
SERIOUS PHYSICAL INJURY 1.	Requires urgent and immediate medical treatment and restricts the staff's usual activity, medical treatment should be more extensive than mere first-aid, such as the application of bandages to wounds; it might include stitches setting of broken bones, treatment of concussion, loss of consciousness, etc.	DO 803
SERIOUS PHYSICAL INJURY 2.	Physical injury that creates a reasonable risk of death; causes serious and permanent disfigurement, serious impairment of health or loss or prolonged impairment of the function of any body organ or limb.	DO 714 DO 804
SERIOUS TRAFFIC VIOLATION	Any criminal violation under the provisions of A.R.S. Title 28 (Traffic Code), e.g., hit and run, driving under the influence, reckless driving, or other violations that could result in the imposition of a jail sentence and/or suspension/revocation of the violator's driver license.	DO 501
SERIOUSLY MENTALLY ILL (SMI)	Emotional or behavioral functioning in adults, which meets criteria established by the Arizona Department of Health Services, Division of Behavioral Health Services checklist. Those classified as SMI in the community shall retain that designation while incarcerated.	DO 1001 DO 1101 DO 1103
SERVICE LOAD	The way or manner in which a weapon is carried on duty.	DO 510

	• Glock Handgun – A round is chambered and a magazine is loaded into the magazine well. • 12 Gauge Shotgun – The bolt is closed and then rounds are loaded. • AR-15 Service Rifle, .223 caliber – The bolt is closed and then a magazine is loaded.	
SERVICE/SERVICE OF PROCESS	The formal delivery of a summons and complaint, subpoena, or other legal paperwork. Delivery can be in-person or in some cases, by mail.	DO 107
SERVICES	For the purposes of this Department Order, activities for inmates that are mandated by law or court order, or otherwise provided as a benefit, that include: but are not limited to, food services, medical services, law library, inmate store, property, barber, visitation, attorney visits, mail, telephone, legal calls, and laundry. Services shall also include job-related activities for staff, such as training, and visitation or other legitimate business-related access to facilities for the public at large.	DO 108
SEVERE INJURY	Physical damage, harm or loss giving rise to the compensable Workers' Compensation claim; that compromises the safety of the employee, the public, other employees or state employees, or inmates or youth confined to a correctional facility thereby precluding return to full duty status, temporary light duty assignment, or other restricted duty, in accordance with risk management decisions and the Department's policies and procedures; and that meets the Eligibility Criteria set forth herein.	DO 519
SEX OFFENDER	An adult male or female inmate convicted of a violation or attempted violation, as described under A.R.S §13-3821 who has a sexual offense as a primary or secondary conviction or has a history of sex offenses.	DO 923
SEX OFFENDER RELEASE PACKET	Packet forwarded to Sex Offender Coordination Unit (SOCU) one year prior to inmate's release date for determination/processing of statutory sex offender requirements.	DO 1001
SEXUAL HARASSMENT 1.	Includes: • Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another. • Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.	DO 125
SEXUAL HARASSMENT 2.	Verbal or physical conduct of a sexual nature in the work place imposed upon any employee as a condition of employment or creating a sexually intimidating, hostile or offensive work environment. There are two basic types of sexual harassment: • Quid Pro Quo - An employee's submission to or compliance with a supervisor's demands for sexual favors in order to avoid an economic or tangible job loss; a supervisor's demands for sexual favors that are unwelcome; or a supervisor's retaliatory acts if the employee fails or refuses to submit or comply with	DO 501 DO 527

	demands for sexual favors (e.g., failure to be promoted, failure to receive a merit increase, demotion and dismissal). • Environmental - Creating or condoning a sexually intimidating, hostile or offensive work environment. Environmental sexual harassment does not entail tangible job loss, but is prohibited because it creates a hostile term and condition of employment due to its sexual nature. Specific acts that violate the standards of this policy and may constitute sexual harassment include but are not limited to: • Unwelcome Sexual Advances - Patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any physical contact considered unacceptable by another individual. • Requests or Demands for Sexual Favors - Repeated requests to get together may be perceived as requests for sexual favors. • Comments or Materials of a Sexual Nature - Innuendoes and jokes, considered to be abusive or unacceptable by another individual. • Intimidation, Hostility, Offensive Attitude - Resulting from rejection of sexually oriented demands, requests, physical contacts or attention. • Interference - With a co-worker's performance, due to unwanted sexual conduct. • Sexually Oriented Conduct - During work hours. • Condoning - Allowing sexually-oriented innuendoes or any other conduct of a sexual nature within the work environment. Sexual harassment may present itself in a number of ways, including but not limited to the following: • The complainant as well as the harasser may be a woman or a man. The complainant does not have to be of the opposite sex. • The harasser can be the complainant's supervisor, a supervisor in another area, a co-worker or any agent of the Department. • The complainant does not have to be the person harassed, but could be anyone affected by the offensive conduct. • Sexual harassment may occur without economic injury to or discharge of the complainant. • The harasser's conduct must be unwelcome before an act constitutes sexual harassment. In determining whether alleged conduct constitutes sexual harassment, a person needs to study the issues as a whole and the totality of circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred. The determination of legality of a particular action will be made from facts, on a case-by-case basis.	
SEXUAL ASSAULT	A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person. A.R.S. §13-1406	DO 125

SEXUAL CONTACT	Any direct or indirect touching, fondling or manipulating of any part of the genitals, anus or female breast by any part of the body or by any object or causing a person to engage in such contact. A.R.S. §13-1401 Pursuant to 42 USCA, Chapter 15609, Prison Rape Elimination Act, SEXUAL ASSAULT means any sexual contact and includes: A. CARNAL KNOWLEDGE - Means contact between the penis and the vulva or the penis and the anus, including penetration of any sort, however slight. B. ORAL SODOMY - Means contact between the mouth and the penis, the mouth and vulva, or the mouth and the anus. C. RAPE – The term "rape" means – 1. The carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, forcible or against the person's will. 2. The carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or his or her temporary or permanent mental or physical incapacity. 3. The carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury. D. SEXUAL ASSAULT WITH AN OBJECT - The use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person. E. SEXUAL FONDLING - The touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for purpose of sexual gratification.	DO 125
SEXUAL ORIENTATION	A person's sexual and emotional attraction to another person based on the gender of that person.	DO 527
SEXUALLY EXPLICIT MATERIAL	Any publication, drawing, photograph, film, negative, motion picture, figure, object, novelty device, recording, transcription, or any book, leaflet, catalog, pamphlet, magazine, booklet or other item, the cover or contents of which pictorially or textually depicts nudity of either gender, or homosexual, heterosexual, or auto-erotic sex acts including fellatio, cunnilingus, masturbation, sadism, sado-masochism, bondage, bestiality, excretory functions, sexual activity involving children, an unwilling participant, or the participant who is the subject of coercion.	DO 914
SHARPS	Any object that can penetrate the skin, including but not limited to needles, scalpels, broken glass, broken capillary tubes, bites and exposed ends of dental wires.	DO 116
SHIFT AND RDO	Rotation assignment to another unit is based on the time in a unit as outlined in this Department Order. To the	DO 524

ASSIGNMENTS	extent possible shift and RDO assignments shall be honored for Correctional Officer IIs. If a Correctional Officer II is displaced from his/her shift and/or RDO as a result of rotation, the Correctional Officer shall submit a memorandum requesting his/her shift and/or RDOs be restored. The unit Chief of Security shall enter the appropriate information into the automated Shift/RDO Change Tracking Log.	
SHIFT/RDO TRACKING TOOL	The tracking tool is designed to differentiate between displaced staff and those staff whom have voluntarily requested an RDO or shift change. It automatically prioritizes all staff shift and RDO requests in accordance with Department Order #512, Employee Pay, Work Hours, Compensation and Leave and this Department Order.	DO 524
SICK LEAVE	Any approved period of absence granted to an employee due to: disability caused by pregnancy, childbirth, miscarriage or abortion; examination or treatment by a licensed health care practitioner; or illness or injury which renders the employee unable to perform the duties of the position. Up to 40 hours per calendar year may be used for Sick Family for the illness, injury, examination or treatment of an employee's spouse, dependent child or parent by a licensed health care practitioner.	DO 512
SIGNATURE APPROVAL MATRIX	The document that specifies approval authority for processing various personnel actions, including evaluation documents, original and promotional probations, voluntary grade decreases, requests to fill, etc. The signature approval matrix is maintained on the ADC.net and is available from Central Office Human Resources Operations or Human Resources Liaisons.	DO 504 DO 514
SIGNIFICANT EVENTS	Disturbances, escapes, serious fires and other events of consequence.	DO 207
SIGNIFICANT INCIDENT REPORT (SIR)	The notification and reports concerning a significant incident.	DO 105
SIGNIFICANT INCIDENT REPORT (SIR) NUMBER	A number assigned by the Communications Center to a Significant Incident Report form.	DO 105
SMOKING	Means inhaling, exhaling, burning, or carrying or possessing any lighted tobacco product, including cigars, cigarettes, pipe tobacco and any other lighted tobacco product. A.R.S. §36-601.01 (A.11)	DO 109
SOFT RESTRAINT DEVICES	Restraint devices used for Progressive Mental Health Restraints and are made of soft material such as leather or canvas rather than hard or metal materials.	DO 807
SOFTWARE	An operating system, application program or routine or symbolic language consisting of written or printed instructions which control basic computer hardware functions and tasks. Some examples include word processing programs, databases, graphics programs and spreadsheets. This term encompasses any computer language necessary for operation of the system in question, to include operating systems, utilities and application software. Included as well is any contractual programming acquired from sources outside the Department and the IT staff.	DO 102
SOLICITATION	An activity that may be considered or interpreted as promoting, selling or transferring products, services or memberships or for the participation in a venture of any kind, including organizational, public affairs or protest activities. The posting of handbills, leaflets, circulars, advertising or other printed materials for these purposes constitutes solicitation.	DO 111

SPECIAL ASSIGNMENT	The temporary assignment, for up to six months, of the duties and responsibilities of another position to an employee in the same agency pursuant to ADOA Personnel Rules.	DO 504
SPECIAL EDUCATION SERVICES	Educational services provided to an inmate, up to the age of 22, who does not have a high school diploma, and who has been identified as being eligible for Special Education services under IDEA.	DO 910 DO 920
SPECIAL NEEDS UNIT (SNU)	Care provided to inmates with an illness or diagnosis that may require monitoring, medication and/or therapy less frequently than in an infirmary setting, or may require assistance with activities of daily living by unlicensed assistive personnel.	DO 704
SPECIAL PURPOSE FILES	Supplementary paper records of prisoner care and custody which may not be a part of an inmate's official Department record. These files include Medical Records, Visitation, Property, and Case files.	DO 901
SPECIAL RECOGNITION AWARD	A presentation of ten dollars to an inmate's account, in recognition of an outstanding meritorious contribution to ACI.	DO 903
SPECIAL SECURITY UNIT (SSU)	Correctional Officer Series staff at institutions that collect, assimilate and document supporting information concerning STG certification and individual Validation Packets.	DO 806
SPECIAL SECURITY UNIT (SSU) COORDINATOR	A Lieutenant designated by the Warden assigned to oversee STG member validation activity on either a full or part-time basis.	DO 806
SPECIAL SERVICES MANAGER	A staff member responsible for the Interstate Corrections Compact, the U.S. Treaty (International Prisoner Exchange) and interstate extraditions.	DO 705
SPECIALTY HOUSING	Areas where inmates are housed that cannot be assigned to general population, i.e., sex offenders, protective custody, condemned row, etc.	DI 326
SPECIFIC PERFORMANCE	Compliance with the terms of a contract or an agreement.	DO 302
SPENDABLE BALANCE	Remaining balance in the inmate's ITA after expenditures have been deducted. This balance is sometimes referred to as Spendable Account.	DO 905
SPIT SHIELD/MASK	A shield or mask that staff place over a restrained inmate’s face to prevent the inmate from biting or spitting on staff.	DO 804
SPLIT SPECIMEN	For the purposes of this Department Order, a portion (not less than 15 ml) of the primary urine specimen poured into a second, secured container by a contracted collection site/laboratory person, in the presence of the employee.	DO 408 DO 522

SPOTTER	A person designated to observe and direct vehicle operators and drivers to maintain a safe zone or working area.	DO 705
STAFF ARREST	An employee's felony or misdemeanor arrest, citation, summons or indictment or other contacts/confrontations with law enforcement personnel (including serious traffic violations) that may cause embarrassment to the Department.	DO 501
STAFF ARREST INCIDENT	Any contacts or involvement with law enforcement authorities, including but not limited to the arrest, criminal citation, complaint, summons, information or indictment of an employee for a felony or misdemeanor.	DO 601
STAFF ASSISTANT	A designated employee assigned to explain violation charges or disciplinary hearing procedures to inmates, but who does not act as an advocate for inmates.	DO 803
STANDARD MAIL	Advertising mail that includes advertisements, circulars, newsletters, magazines, small parcels and merchandise and weighs less than 16 ounces.	DO 914
STANDARDIZED TESTING	The administration of an educational test battery identified as the TABE, which assesses basic reading, mathematics and language skills appropriate for adults, and which reports scores as grade equivalents. The TABE is the standard Department educational assessment given to all inmates.	DO 910
STATE OF ARIZONA ACCOUNTING MANUAL (SAAM)	A policy published by the State General Accounting Office (GAO), of the Arizona Department of Administration (ADOA). This accounting manual is prepared and maintained by the GAO and updated as necessary to give state agencies central accounting policies and procedures. Among the responsibilities of the GAO is the development and maintenance of a "uniform accounting system designed to ensure compliance with all legal and constitutional requirements." Arizona Revised Statutes, Chapter 35 and 41, are the primary legal basis for the central accounting function of the state of Arizona. All state agencies are required to comply with the central accounting policies and procedures unless otherwise authorized by law or exempted in writing by the ADOA Director.	DO 309
STATE PERSONNEL SYSTEM	All state agencies and employees of those agencies that are not exempted by the provisions of A.R.S. Title 41, Chapter 4, Article 4.	DO 512
STATE VEHICLE	A vehicle owned, leased or rented vehicle classified in accordance with this Department Order that, for maintenance purposes, may be categorized as one of the following: • Commercial Vehicle - Any vehicle with a Gross Vehicle Weight Rating (GVWR) over 26,001 lbs. and above, or a combination of vehicles with a GVWR greater than 26,001 lbs. or a vehicle which carries 16 or more passengers, including the driver or is used to haul placardable hazardous materials. • Domicile vehicle - A vehicle authorized by the Director as outlined in section 405.12. • Emergency vehicle - An ambulance or a fire truck operated by Department employees. • Rotation vehicle - A vehicle assigned to a unit or office rather than to a specific employee. Example: motor pool and perimeter patrol vehicles, and those used by Duty Officers, Duty Engineers and Investigators. • Van - A vehicle designed to carry 8 to 15 people and/or a van with a GVWR greater than 6500 pounds.	DO 405

STATEWIDE CHIEF EXECUTIVE OFFICER FOR HEALTH SERVICES	A contracted Health Services executive position in charge of providing inmate health care in accordance with the Department of Corrections contract.	DO 1102 DO 1103
STATEWIDE INFECTION CONTROL NURSE	An "Authorized Representative" designated to perform specific tasks for the prevention, investigation, or reporting of a disease.	DO 1102
STATEWIDE TRANSPORTATION COORDINATOR	A staff member responsible for the coordination of all inmates' transportation needs statewide.	DO 705
STATUTORY RESTRICTIONS	There are a number of statutory restrictions and prohibitions impacting the dissemination of information. These statutes include: • Information impacting Department operations - Pursuant to case law, where release of documents would be harmful to the best interest or operations of ADC or the State of Arizona, it shall not be released. See *Grimm v. Arizona Board of Pardons and Parole*, 115 Ariz. 260, 564 P. 2d 1227 (1977*); Belo v. Mesa P.D.,* 202 Ariz. 184, 42 P.3d 615 (2002). • Ongoing Investigations - A.R.S. §31-221 restricts release of portions of an inmate's master record file such as (a) the identity of a confidential informant (b) information which may endanger the life or physical safety of any person or (c) jeopardizing an ongoing criminal investigation. Release of information which might jeopardize ongoing criminal investigations may be withheld by the Department. *Phoenix Newspapers, Inc v. Superior Court In and for County of Maricopa,* (App. Div. 1 1993) 180 Ariz. 159, 882 P.2d 1285, review denied. • Department Staff Employment Information - Arizona Administrative Code R2-5-105 limits disclosure of information in employee personnel files to the following: Name of employee Date of employment Current and previous class title Other agencies to which the employee was assigned Salary history Employees' current and last known supervisor Social Security numbers are restricted pursuant to Federal law. See 42 USC 405. • Crime victims right to privacy - A.R.S. §8-413 protects certain personal information about victims such as their address and telephone number unless the victim consents. Privacy interests can overcome the presumption in favor of disclosure of public records. The Department may withhold the release of information if it can demonstrate public disclosure is outweighed by considerations of "confidentiality, privacy, or the best interest of the State." *Belo v. Mesa P.D.*, 202 Ariz. 184, 42 P.3d 615 (2002).	DO 110 DO 207

	• Inmate Medical Records • A.R.S. §12-2292 prohibits the release of inmate medical records or information because it is considered confidential by law. • A.R.S. §12-2293, §12-2294 and §12-2294.01 require an authorization signed by the inmate for release of records or a court subpoena.	
STEP-DOWN PROCEDURE	A monitored program for active inmates, who have been validated as members of a Department certified STG, to remove them from active STG status by demonstrating that they are no longer involved in STG activity.	DO 806
STEP-DOWN TRANSITION TEAM	Staff members that have been screened and selected by the unit Deputy Warden to work exclusively with the STG Step-Down inmates during the four-week STG Transition Phase. The transition team shall have the following as members: Deputy Warden, Associate Deputy Warden, Captain, CO IV, assigned CO III, four Day Shift CO II positions, four Swing Shift CO II positions, four Graveyard Shift CO II positions, and SSU. The STG Step-Down Transition Team selection criteria consist of past experience working with prior STG Step-Down inmates and/or supervisor recommendation.	DO 806
STEWARDSHIP RESOURCES	Any tangible or intangible long-lived resource acquired by the Department through purchase, donation, lease-purchase or assembly, has a useful life of at least one year with a cost of $1,000 but do not meet a capitalization threshold, or is included in one of the following categories, regardless of cost or value: • Cellular telephones • Information Technology resource with a cost of $250 or more • Telecommunications (excluding telephones) • Weapons • Vehicles requiring title from the Arizona Department of Transportation, Motor Vehicle Division	DO 304
STRESS LOAD	The weapon is empty of ammunition and the shooter must reload immediately. Eject the empty magazine and load the primary magazine from the pouch.	DO 510
STUDENT INTERN	An undergraduate or graduate student who is an unpaid worker or a paid employee of the Department under the Student Intern Program.	DO 504
STUDENT INTERN COORDINATOR	An employee designated by Staffing Manager to coordinate activities relating to student interns.	DO 504
STUN AND STUN/LETHAL ELECTRIFIED FENCE	A barrier designed to provide a psychological and physical deterrent to escape attempts and a supervised detection and alarm system to alert security staff of an attempted breach of the security boundary. The stun fence shall provide a painful, but non-lethal electric shock to the intruder. The stun/lethal fence shall provide a painful but non-lethal electric shock on the first contact and then a lethal (deadly) electric shock on the second contact.	DO 718

STUN/LETHAL ELECTRIFIED FENCE OPERATIONS MANUAL	The Operations Manual is written by the manufacture which includes, but not limited to; a description of the device, its specifications, installation requirements and maintenance and service requirements.	DO 718
SUBJECT MATTER EXPERT (SME) COMMITTEE	The SME Committee is composed of representatives of each Division, appointed by members of the Executive Team. As a cross-functional group, the SME Committee reviews individual NPR requests to determine commonalities, trends and patterns in issues and requests and as a group makes recommendations for disposition as described in the Department Order.	DO 102
SUBJECTIVE OBJECTIVE ASSESSMENT, PLAN AND EDUCATION FORMAT (SOAPE)	For the purpose of this Department Order, the reporting format for documenting a health care professional's encounter with an inmate in accordance with the Health Services Technical Manual.	DO 807
SUBPOENA	A writ issued by a court ordering a person to appear at a prescribed time and place to give testimony upon a certain matter.	DO 107
SUBPOENA DUCES TECUM	A writ issued by a court at the request of one of the parties in a suit, requiring the witness to bring to court or deposition documents described in the subpoena.	DO 107
SUB-RECIPIENT	A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the sub-recipient. Characteristics which support the classification of the non-Federal entity as a sub-recipient instead of a procurement contract include when the non-Federal entity: (1) Determines who is eligible to receive what Federal assistance; (2) Has its performance measured in relation to whether objectives of a Federal program were met; (3) Has responsibility for programmatic decision making; (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and (5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.	DO 307
SUBSTANCE ABUSE	The use of any chemical substance, including alcohol, that causes physical, mental, emotional, legal, financial, economic or social harm to the individual and/or others.	DO 917
SUBSTANCE ABUSE PROFESSIONAL	A licensed physician or certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and experience in the diagnosis and treatment of drug and alcohol related disorders.	DO 408
SUICIDE	The deliberate and cognizant taking of one's own life, confirmed through investigation.	DO 208 DO 521
SUICIDE REVIEW COMMITTEE	Comprised of the Regional Mental Health Directors, Psychologist, Contract Facility Health Administrator, ADC Contract Monitor, Unit Deputy Warden and other selected staff as needed.	DO 1105

SUMMONS	An order issued by a court to appear at a given time and place to answer a complaint, or lawsuit. Officers of the court deliver summonses to employees against whom a complaint, or lawsuit, has been filed in court. Once served, the Attorney General must respond within a specified amount of time.	DO 107
SUPERVISING PROVIDER	The contracted vendor's lead provider at a correctional institution.	DO 1101
SUPERVISOR 1.	A supervisor is (a) any employee who has the authority to direct the work activities of at least one other employee or (b) any employee who has the authority to hire, fire, promote, transfer, or discipline another employee.	DO 527
SUPERVISOR 2.	A state employee who has one or more other state employees reporting directly to the person and, for those state employees, typically has the authority to: • Approve sick or annual leave. • Recommend hiring, discipline or dismissal. • Assign or schedule daily work. • Complete an Employee Performance Evaluation.	DO 504
SUPPORT STAFF	Staff assigned to a facility, whose first-line supervisor may not be assigned to work in the same facility, including Health Services, Staff Development and Training, Investigations, Arizona Correctional Industries staff and other staff.	DO 113
SUPPORT STAFF MANAGER	A manager or supervisor who is assigned to an institution to oversee a particular support unit, functions and staff.	DO 113
SUSPECT FILE	Confidential information file compiled by SSU staff consisting of Information Reports, photographs, symbols, documents, publications, court records, contacts, associates, confidential informant information, membership lists, media and other agency information. Suspect File information shall be compiled as part of the investigative process and shall be used by SSU staff to validate STG suspects in accordance with criteria on the STG Worksheet form.	DO 806
SUSPENDED LICENSE	Driving privileges that are temporarily withdrawn for a specified period of time or upon release from the court or Motor Vehicle Division.	DO 405
SUSPENSION	Temporary removal from duty for cause, not to exceed an aggregate of 240 hours during any 12 month period, which begins with the first day of the first suspension.	DO 601
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TACTICAL DRESS UNIFORM (TDU)	For the purpose of this Department Order, TDU-style trousers are a type of tactical trouser that presents a streamlined and professional appearance. The following features represent some of the TDU-style trousers	DO 503

	characteristics: • Slimmer cut • Cargo pockets low profile, no “bellows” style • Pockets usually secure with snaps and/or Velcro • Elastic or expandable waistband • No pull tabs on waistband • Designed to be worn normally, without blousing strings at the bottom of each pant leg	
TACTICAL RELOAD	The weapon is loaded with a partially full magazine; the shooter reloads the weapon behind cover by drawing the magazine from their primary pouch prior to ejection of the partial magazine from the gun. The ejected magazine is placed into a pocket and a full magazine is loaded into the gun. The secondary magazine is then moved into the primary pouch and the magazine in your pocket is placed into the secondary pouch.	DO 510
TARGETED TESTING	A system of targeting individual inmates for testing based on behaviors or other indicators that suggest the inmates may be involved in illegal drug or alcohol use.	DO 709
TAXATION/RISK MANAGEMENT	Deducting monies in any ITA managed by the Department on behalf of an inmate after a decision is received that orders the inmate to pay court costs, attorney fees and/or punitive damages. All funds in the inmate's ITA that are not otherwise designated for dependent care, room and board, court-ordered restitution or prior disciplinary restitution are subject to taxation.	DO 905
TECHNICAL MANUAL	Detailed written instructions signed into effect and issued by the Deputy Director, Division Directors, and the Assistant Director. They are limited to cases in which a written instruction affects only the Division Director/Assistant Director or Deputy Director’s area or applies to a limited number of employees in highly specialized areas within one or more work units, providing a level of detail unnecessary to the majority of employees.	DO 101
TECHNICAL VIOLATION	A violation of one or more Conditions of the offender’s Supervised Release.	DO 1003
TELEPHONE CALLS	Emergency Calls - Telephone calls made by an inmate, which are approved by the Warden or Deputy Warden and which are necessary due to the death or serious illness of a family member. Interrelation Calls - A telephone call, limited to 15 minutes or less, placed by an inmate to an incarcerated immediate family member. • Each inmate may be permitted to place a total of two non-emergency interrelation calls during any calendar year. • No two inmates shall be permitted to have more than two non-emergency interrelation calls with each other during the calendar year.	DO 915

	Legal Call - Unmonitored telephone calls made by an inmate to the inmate's attorney or an agent of the attorney, for legal purposes, which have been scheduled according to Department Orders as legal calls. Court-ordered telephonic conferences with the court are also unmonitored calls and are made at the Department's expense on the state's long-distance service, when necessary. Personal Calls - Telephone calls, made by an inmate, which are not emergency calls, and are placed to parties approved for the inmate's Visitation List.	
TELEPHONE LINE	Any public or private telecommunications circuit supplied by a local or long-distance telephone company, regulated by the Arizona Corporation Commission or the FCC which provides telephone and/or private line services to the public, including the Department including, but not limited to, wire or fiber-optic cable used for voice or data transmission; and any State-issued telephone credit card.	DO 104
TEMPORARY APPOINTMENT	An appointment made for a maximum of 1,500 hours worked in any agency in each calendar year.	DO 512
TEMPORARY DUTY (TDY)	Those staff that remain in the same unit, but are temporarily required to change their shift and/or RDOs based on the unit's need to maintain a balanced roster.	DO 524
TEMPORARY PLACEMENT	An inmate's temporary assignment to a court or hospital.	DO 909
TEMPORARY REMOVAL	An authorized absence from an institution or a Community Release Center, in accordance with this Department Order.	DO 918
TEMPORARY WORK ASSIGNMENT (TWA)	Temporary reassignment to a different job, performing duties of compatible with health limitations (i.e., uniform staff). While working such an assignment an employee receives his/her regular rate of pay. TWAs shall exclude sole and/or direct control or supervision of inmates, Incident Command System (ICS) response, unit/yard control rooms, and housing unit control rooms.	DO 519
TEST OF ADULT BASIC EDUCATION (TABE)	An educational test battery which assesses basic reading, mathematics and language skills appropriate for adults. TABE tests to be administered are as follows: • Complete Battery - An educational test used for achievement and curriculum placement information, which provides all total and normative scores in Reading Vocabulary/Comprehension, Mathematical Computation/Concepts and Applications, Language Mechanics/Expression, and Spelling. • Survey Test - A test used at intake to derive normative educational information and which produces Total Reading, Total Math, Total Language and Total Battery scores. • TITLE I - Improving America's Schools Act (IASA), P.L.103-382, Title I, Part D. Inmates, under the age of 21 who do not have a HSE or high school diploma, and who are enrolled in Functional Literacy or HSE programs are eligible for Title I services.	DO 910

TESTING RATE	The number of random CDL drug and alcohol tests scheduled monthly to reasonably spread the tests throughout the year. The annual number of random CDL drug tests is 50% of the average pool population. The annual number of alcohol tests is 25% of the average pool population. The drug tests shall be randomly selected and then half of the drug test selections shall be randomly chosen to include an alcohol test.	DO 408
THREAT ASSESSMENT	The process used by the STG Threat Assessment Committee to document the security threat that a particular group, club, organization or gang may pose to a healthy, safe and secure prison environment for staff, inmates and the public.	DO 806
THRESHOLD	A cutoff value that differentiates between positive and negative results.	DO 709
TIGHT-FITTING FACE PIECE	A respiratory inlet covering that forms a complete seal with the face.	DO 404
TISSUE	Means all or a portion of the human body other than blood, an organ or an eye unless the blood, organ or eye is donated for the purpose of research or education. A.R.S. §36-841	DO 922
TISSUE BANK	Means a person that is licensed or regulated under federal or state law or is accredited as a tissue bank by a nationally recognized accrediting agency to engage in the recovery, screening, testing, processing, storage or distribution of tissue. A.R.S. §36-841	DO 922
TOOL	Any authorized instrument or part thereof used to repair, dismantle, install, create, manufacture, prepare, adjust, measure or gauge.	DO 712
TOOL CHIT	A metal or other durable tag for use on a shadow board identifying a tool that is out for repair or otherwise not present in the tool room/crib.	DO 712
TOOL CONTAINER	Any box or bag (pouch) used to transport/store tools.	DO 712
TOOL CONTROL OFFICER	The staff member(s) assigned the duty of accountability for tools.	DO 712
TOOL ROOM/CRIB(S)	A secure location to store all tools not in use.	DO 712
TRAINEE	A position at ACI to which inmates are assigned for the express purpose of developing skills in a particular area of expertise.	DO 903
TRAINING	A deliberate, planned, evaluated act based on job need or task analysis designed to improve certain skills of the trainee.	DO 509
TRAINING CREDIT	A unit of measure assigned to training activities based on length, complexity, level of difficulty, or other characteristics, as assessed by the Staff Development and Training Bureau Administrator.	DO 509
TRANSGENDER	A person who identifies with or expresses a gender identity that differs from the one which corresponds to the	DO 810

	person's sex at birth.	DO 811
TRANSITORY ROOM	Is a designated cell which may be used for temporary residency while awaiting room assignment. Rooms used for transitory purposes shall not be locked (voluntary residency).	DO 1006
TRANSPLANT HOSPITAL	A hospital that furnishes organ transplants and other medical and surgical specialty services required for the care of transplant patients. A.R.S. §36-841	DO 922
TRANSPLANT TEAM COORDINATOR	An employee of the organ procurement organization, tissue bank, an eye bank or storage facility that is licensed, accredited or approved under federal law or the laws of any state to engage in the recovery, screening, testing, processing, storage or distribution of human bodies or parts. A.R.S. §36-841(23)	DO 922
TRANSPORTATION VEHICLE	For the purpose of this Department Order, a transportation vehicle is defined as a sedan, bus (any size), passenger van, cargo van, box truck, or semi-tractor trailer.	DO 705
TRAVEL STATUS	A period during which an employee is conducting necessary state business away from the designated duty post with supervisory approval.	DO 405
TREATMENT 1.	Structured programs that engage the participant's intellect and emotions, employing generally-accepted therapeutic techniques of a non-medical nature common in the chemical dependency and recovery fields that are led by a professional trained to deliver such programs. Treatment programs have, as a basis, a written individual treatment plan for each participant, mutually developed by the participant and the counselor. Treatment programs may be comprised of several elements including group therapy, didactic instruction, written assignments, crisis intervention, structured residential settings with attendant behavioral expectations and limited individual therapy.	DO 917
TREATMENT 2.	For the purposes of this Department Order, structured programs employing standard therapeutic techniques common in the chemical dependency and recovery fields and led by a professional trained to deliver such programs. Treatment programs have as a basis a Mental Health Treatment Plan for each participant, mutually developed by participant and primary counselor. Treatment programs may be comprised of several elements, including group therapy, didactic instruction, written assignments, crisis intervention, structured residential settings with attendant behavioral expectations, and limited individual (intensive) therapy.	DO 1103
TREATMENT NEEDS ASSESSMENT	Medical, Mental Health, Work Based Education, Work Skills, Substance Abuse Treatment and Sex Offender Treatment.	DO 801
TRIED DETAINER	Certified document(s) issued by a demanding agency in another county, state or federal jurisdiction for parole/probation violations, unexpired portions of sentences, and/or new felony convictions.	DO 901 DO 1002 DO 1004
TUBERCULOSIS DISEASE	An air-borne chronic pulmonary and extra pulmonary infectious disease caused by mycobacterium tuberculosis. Multi drug-resistant TB is active TB disease caused by mycobacterium tuberculosis that is resistant to two of the most effective drugs prescribed for patients infected with TB.	DO 116 DO 1102

	• Active Disease: An individual may be considered to have active TB when that individual has a positive skin test and is identified as having symptoms consistent with TB, identified by Centers for Disease Control as productive cough, coughing up blood, weight loss, loss of appetite, lethargy, weakness, night sweats or fever, a positive chest x-ray, positive sputum cultures and may have a positive TB skin test. These individuals are placed on a four-drug regimen and can spread TB Disease. • Latent TB Infection: An individual with a positive reaction to the TB skin test indicates that the person has the TB bacteria in the body and/or that it has been controlled by the body's immune system. A person who has latent TB infection cannot spread the infection to others and usually has a negative chest x-ray and does not have TB symptoms. Preventive medication is recommended for six months.	
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UNAUTHORIZED BEHAVIOR	Any activity or contact with an inmate or an inmate's family that is unrelated to the employee's assigned duties and/or Department business.	DO 501
UNAUTHORIZED MATERIAL	Material that by its nature or content threatens or is detrimental to the security, safety, good order or discipline of the facility, or inmate rehabilitation, or, that is found to facilitate, encourage, incite, promote or instruct in criminal activity or unauthorized prison activity.	DO 914
UNAUTHORIZED PROPERTY	Items not inherently illegal that are considered contraband when possessed by an inmate or visitor within an institution. • Any item for personal use not cleared through staff assigned to process property, received from approved channels or purchased in an inmate store. • Any approved item, including a document that is found in an unauthorized location. • Any approved item that is in excess of the quantity allowed. • Approved items modified from original appearance or function. Includes repair, dismantling, cutting, tearing, numbering, lettering, drawing, painting or attaching decals/pictures to property. Modified property is unauthorized and may not be replaced for one year. • Any inmate property, per Blum v. State, previously accepted in the prison system, but subsequently disallowed by policy from an inmate's immediate possession.	DO 909
UNCLAIMED PROPERTY	Unauthorized property, seized or recovered property which has not been legally claimed by an inmate within 90 calendar days shall be considered contraband.	DO 909
UNCOVERED EMPLOYEES	Employees in uncovered at-will service. Uncovered positions include: • Uncovered Exempt FLSA-Exempt Positions: Appointed positions such as Deputy Director, Division Director/Assistant Director, Regional Operations Directors, Warden, Deputy Warden and some Administrator positions.	DO 524 DO 601

	• Uncovered FLSA-Nonexempt Positions: Appointed positions, such as some Executive Staff support positions.	
UNDER THE INFLUENCE	CDL drivers are exhibiting behavior and/or have a physical appearance and/or odor leading supervisory staff to believe they are impaired due to the use of alcohol, controlled substances, or prescription drugs.	DO 408
UNDUE HARDSHIP	An action that would require significant difficulty or expense, or that would fundamentally alter the nature or operation of a program, service or activity. "Significant difficulty" does not include the accommodation's impact on employee morale.	DO 108
UNEXPECTED DEATH	Death in which the cause of death is not immediately known or anticipated.	DO 1105
UNIFORM ALLOWANCE	Allocated funds issued to specified Correctional series personnel, to be used for the purchase, maintenance (includes routine cleaning and pressing, and repair of damaged uniforms that are caused by normal wear and age; uniforms shall be maintained to present a neat professional appearance at all times) and replacement of uniforms, including patches.	DO 309
UNINTENTIONAL	An act or failure to act, which is determined by the approving authority to not have been purposeful or deliberate.	DO 601
UNINTERRUPTED TIME IN SERVICE	Is time without a break in services. Armed forces activation, approved extended medical leave and FMLA are exempt.	DO 512
UNIT ALLOCATION	An allocation of institution funds reserved for each unit.	DO 303
UNIT RECORDS LIAISON	Staff designated by the Regional Operations Directors, Program Evaluation Administrators, Wardens, Deputy Wardens, and Bureau Administrators to coordinate the management of appropriate retention schedules and inventories.	DO 103
UNIVERSAL PRECAUTIONS	Safety procedures based on the assumption that all human blood and body fluids are considered to be infectious and are designed to eliminate or minimize exposure incidents.	DO 116
UNIVERSAL PRECAUTIONS (TB)	Safety procedures designed to eliminate or minimize exposure incidents involving TB, including hand-washing; proper use by employees of PPE (including HEPA respirators for high-risk procedures or other respirators approved by OSHA for low-risk procedures); transfer restrictions of inmates with confirmed or suspected TB until they have been medically evaluated and deemed non-infectious; requiring employees to require inmates with suspected or confirmed TB to wear surgical masks during transfer between protective environments; reporting TB cases as required by law; and directly observed therapy (watch the individual with TB disease and/or TB infection as they swallow their prescribed medications to ensure compliance with TB therapy). When the need to do so is identified by healthcare staff, employees are required to use HEPA respirators when they: • Enter isolation rooms or other rooms housing inmates with suspected or confirmed TB disease or active TB. • Perform high-hazard procedures on inmates who have suspected or confirmed TB disease. • Transport inmates.	DO 1102

UNMANNED AERIAL VEHICLE (UAV)	A UAV is defined as a powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a payload.	DO 714
UNMANNED AIRCRAFT SYSTEM (UAS)	- Includes a UAV, a ground-based controller, and a system of communications between the two. The flight of UAVs may operate with various degrees of autonomy: either under remote control by a human operator or autonomously by onboard computers.	DO 714
UNPROCESSED	A condition that results from the paper work addressing a particular issue being returned to an inmate without being assigned a case number or being processed in any manner.	DO 802
UNQUALIFIED	The status of an individual who has failed to achieve a passing score with an authorized Department firearm or has failed the proficiency test.	DO 510
UNSCHEDULED ABSENCE	When an employee is absent from work without prior authorization from a supervisor.	DO 525
UNSCHEDULED WORK HOURS	Work time that is in excess of daily scheduled hours. Depending upon the total hours worked and leave taken within a week, unscheduled work hours may become overtime or extra hours (or regular hours if scheduled work time is adjusted during the work week so that overtime or extra hours do not occur).	DO 512
UNSCHEDULED/ AFTERHOURS TRANSPORT	Any transfer of inmates not prescheduled by Central Office Movement. These inmates will not have a travel order entered in the MOVEMENT screen.	DO 705
UNSOLVED/COLD CASE	Is a homicide or a felony sexual offense that remains unsolved for one year or more after being reported to a law enforcement agency and that has no viable and unexplored investigation leads.	DO 608
UNTRIED DETAINER	Certified document(s) issued by a demanding agency in another county, state or federal jurisdiction containing information which is based on untried indictments, information or complaints.	DO 901 DO 1002 DO 1004
UPPER RESTRAINT	The application of a belly-chain and handcuffs.	DO 705
USE OF FORCE CONTINUUM	For the purpose of this Department Order, physical force shall be progressive and from the least amount of force possible to the maximum level permitted; commensurate with the circumstances of the incident. Employees are always authorized to protect themselves or a third party and to use self-protection techniques when necessary.	DO 1003
UTILITY SERVICE	Electricity, telephone, natural gas, liquid petroleum gas or cable television service delivered by a public or private utility, or by the Department, to employee housing.	DO 309

V		

VALIDATION	An objective process by which:
	
	• An inmate is determined to be, or to have been, an active member of an STG.
	
	• The level of involvement of an inmate in an STG is determined. See the STG Worksheet form.
	
	  • SUSPECTED STATUS - An inmate suspected of being an STG member and is being monitored pending validation of the 14 criteria contained in the STG Worksheet. The documented assignment of a minimum of two points in at least one criterion on the STG Worksheet is necessary.
	
	  • VALIDATED STATUS - An inmate that has accrued ten or more points in two or more validation criteria and has had the information presented before a Validation Hearing Committee.
	
	  • VALIDATED PENDING APPEAL - An inmate that has been validated by the Validation Hearing Committee and has elected to appeal the validation results to the Appeals Committee.
	
	  • VALIDATED PROCESS OF DEBRIEFING - An inmate that has been validated by the Validation Hearing Committee and has elected to renounce and participate in the debriefing program.
	
	  • VALIDATED ENROLLED – An inmate that has been validated by the Validation Hearing Committee and has elected to enroll and participate in the Step-Down Program Phases I through III.
	
	  • VALIDATED MONITORED - An inmate that has been validated by the Validation Hearing Committee and is participating in Phase IV of the Step-Down Program housed in Close Custody.
	
	  • VALIDATED COMPLETED - An inmate that has been validated by the Validation Hearing Committee and has completed Phase IV of the Step-Down Program and is housed in Close Custody Phase V.
	
	  • DEBRIEFED - An inmate that has successfully renounced and completed the debriefing program.
		DO 806

VAPING	For the purpose of this Department Order, is the act of using an electronic smoking device (e-cigarette) which emits vapor rather than smoke. This vapor is known to irritate those who are sensitive to environmental stimuli, such as those who are sensitive or allergic to smoke.	DO 109
VEHICLE CLASSIFICATION	A designation of a state vehicle's use or purpose, for such purposes as inventory control, records maintenance and evaluation of replacement requests, as follows: • Administrative - A compact, subcompact or intermediate vehicle used for administrative duties, such as for mail delivery and Community Corrections field supervision.	DO 405

	• Bus - A vehicle used to transport more than 16 occupants, including the authorized driver. • Facility Support - A vehicle used in the maintenance of Department facilities. • Transport - Any vehicle used to transport 15 or fewer occupants, including the authorized driver. • Management – An intermediate or full-size vehicle used by the Director, Deputy Director, Division Directors, Assistant Director, Regional Operations Directors, Wardens, Deputy Wardens, and Complex Majors. These vehicles may be assigned as domicile vehicles subject to the provisions outlined in Department Order #405, Vehicles/Vehicle Maintenance. • Security - A compact, subcompact or intermediate vehicle used within the institution for security purposes. • Special Purpose - A vehicle needed for special requirements, which does not fit another classification. This may include a heavy duty truck, tractor, forklift, scooter, fire truck, ambulance or trailer.	
VEHICLE MAINTENANCE	Activities performed on a vehicle to ensure it remains, or is repaired to be, safe and fully operational. • Corrective - Unscheduled maintenance consisting of equipment repair and replacement of parts at an institution or by an authorized vehicle service vendor, to remedy defects and return the equipment to a fully operational condition. This includes Warranty Repairs and OEM Recalls. • Driver - A casual inspection or observation of a vehicle, performed by the driver or by another person at the driver's request, to detect any obvious problems or malfunctions which may make the vehicle unsafe or prevent it from being driven. Inspection shall include tires, fluid levels, and lights. • Preventive - Systematic scheduled inspection and mechanical servicing of a vehicle, conducted at an institution or by an authorized vehicle service vendor, in compliance with manufacturer's recommended service schedule. Typically, service intervals are based upon a vehicle's service miles or service time.	DO 405
VEHICLE SERVICE COORDINATORS	Staff assigned or designated by Division Directors, Assistant Director, Wardens, Deputy Wardens, and Bureau Administrators to ensure assigned vehicles are properly maintained and accounted for.	DO 405
VERIFICATION	The confirmation of information, usually through a document, such as a paystub for employment, a contracted vendor's result for a urinalysis (U/A), a receipt from a treatment provider for attendance, a citation from a law enforcement agency, etc.	DO 1003
VERIFICATION / INVESTIGATION	The investigation of an applicant to verify if the application is true and correct, and whether the applicant is suitable.	DO 602
VERIFICATION HEARING	A hearing by a U.S. Federal Judge to verify an inmate's status to voluntarily return to their country of origin.	DO 1004
VERIFIED DRUG TEST RESULTS	A positive test result verified by the Medical Review Officer as containing evidence of one or more targeted drugs for which, in their opinion, there is no legitimate medical explanation.	DO 522
VERIFIED TEST	A drug test result or validity testing result from a Department of Health and Human Services (HHS) certified collection site/laboratory that has undergone review and final determination by the Medical Review Officer.	DO 408

VEXATIOUS GRIEVANT	An inmate who is found to have engaged in vexatious conduct in filing grievances. Vexatious conduct includes any of the following: • The filing of two or more grievances solely or primarily for the purpose of harassment; • The filing of two or more grievances without substantial justification, which includes groundless grievances and grievances filed not in good faith; or • The filing of two or more grievances making unreasonable, repetitive or excessive requests for information.	DO 802 DO 803
VICARIOUS LIABILITY	Refers to liability for the negligent or criminal acts of another person that is assigned to someone by law. Vicarious liability exists when liability is attributed to a person who has control over or responsibility for another who negligently causes an injury or otherwise would be liable. Whenever an agency relationship exists, the principal is responsible for the agent's actions.	DO 404
VICTIM	A person(s) against whom the criminal offense has been committed, including a minor, or if the person is killed or incapacitated, the person's spouse, parent, child, grandparent or sibling, any other person related to the person by consanguinity or affinity to the second degree or any other lawful representative of the person, except if the person or the person's spouse, parent, child, grandparent, sibling, other person related to the person by consanguinity or affinity to the second degree or other lawful representative is in custody for an offense or is the accused. A.R.S. §13-4401(19)	DO 1001 DO 512 DO 526
VICTIM ADVOCATE	A person who is employed or authorized by a public or private entity to provide counseling, treatment or other supportive assistance to crime victims. A.R.S. §13-4401(5)	DO 526
VICTIM SERVICES OFFICE	An office established by the Department to oversee the implementation of programs and procedures regarding crime victims' rights.	DO 523
VIDEO SEGMENT	One or more pieces of video taken from a single source of recording or multiple recordings for a single incident.	DO 105
VIOLENCE	Acts of aggression or abuse that causes or intends to cause criminal injury or harm. These acts include, but are not limited to, murder, rape, sexual assault, assault, and cruelty to animals. Graphic violence would include, but is not limited to, acts of violence that include amputation, decapitation, dismemberment, or mutilation maiming or disfigurement.	DO 914
VISITATION LIST	Each inmate's list of approved visitors, consisting of no more than 20 persons, including immediate family members, other relatives and friends.	DO 911
VISITOR	Any person that is not an Arizona Department of Corrections employee, contract employee or authorized volunteer.	DO 911
VOICE OVER INTERNET PROTOCOL (VOIP)	A communications protocol which allow for telephonic communication via the internet.	DO 102

VOLUNTARY ADMISSION	The admission of either a female or male inmate/offender to a Departmental mental health inpatient treatment facility or of a female to the Arizona State Hospital with the inmate/offender's informed consent.	DO 1103
VOLUNTEER	A person, at least 18 years old, who without compensation provides services to the Department. Volunteers may include students in internships or practicums. Volunteers serve at the pleasure of the Warden, Deputy Warden, Bureau Administrator, Administrator or designee of the area to which they are assigned and shall complete the required orientation and training prior to delivery of services. The following are not considered volunteers: • Individuals who are visiting an inmate • Guests of the institution, e.g., tour groups and public officials • Individuals who occasionally perform services while accompanied by Department staff, e.g., repairmen and choirs • Attorneys conducting official business • Contractors	DO 204 DO 522
VOLUNTEER COORDINATORS	Senior Chaplain or designated institutional staff members (when no Senior Chaplain is assigned) responsible for coordinating the volunteer appointment process.	DO 204 DO 522
VOLUNTEER SERVICES	Services provided without pay to the Department which may include any of the following activities: • Information and referral services • Job development and placement • Social education and survival skills instruction • Education services including remediation, tutoring and English as a second language • Consumer education services • Vocational training instruction • Family services • Substance abuse services • Recreation services • Music and drama instruction • Guidance, counseling and self-improvement programs • Arts and crafts programs • Inmate organization sponsorship • Pastoral services • Other volunteer services as approved by the Warden, Deputy Warden, Bureau Administrator or Administrator for the organizational unit which each represents	DO 204
W		
WARRANTY	Legally enforceable assurance of the duration of satisfactory performance or quality of a product of work.	DO 401

WATCH SWALLOW	The ingestion of medication by an inmate while being watched by a health care professional until the medication has been swallowed and followed by a mouth-sweep or mouth check to be certain the medication was actually swallowed.	DO 1103
WEAPONS	Weapons are defined in two categories: • Regular Weapons - Weapons used on a daily basis by transportation and/or perimeter staff. • Specialty Weapons - Weapons kept secured in the Armory.	DO 716
WELFARE AND BENEFIT (W&B) FUND	A special services account, which contains monies held in trust by the private prison facilities for the benefit, education and welfare of inmates.	DO 303
WIDE AREA NETWORK (WAN)	A networking system which covers a large geographic area and includes any computing device which may be permanently or temporarily integrated into a LAN.	DO 102
WILDLAND FIRE CREW	A team comprised of Department employees and inmates trained by and under an ISA to the DFFM, in conjunction with, the USFS to suppress wildland fires.	DO 918
WILDLAND FIRE CREW SERGEANT	A Department employee designated by the Warden to function as a liaison between the Department and the DFFM and the USFS.	DO 918
WITNESS	An employee who testifies under oath in a court of law as to what he or she has seen, heard, or knows.	DO 107
WORK	Work assignments to include WIPP, ACI, IGA, and ISA.	DO 903
WORK AREAS	All areas maintained by or for the use of a state agency, department, division or unit where employees or officers conduct official state business.	DO 111
WORK WEEK	For purposes of this Department Order, work week begins on Saturday at 12:01 a.m. and ends on Friday at 12:00 p.m.	DO 601
WORKDAY 1.	For the purpose of this Department Order, the day's employees are normally scheduled to work. Regular Days off and holidays do not count.	DO 519
WORKDAY 2.	For the purpose of this Department Order, a workday is Monday through Friday, 8:00 AM to 5:00 PM, including any time the employee is absent from work. State observed holidays are not included as workdays.	DO 802
WORKPLACE VIOLENCE	Any act of violence, which may include intimidation, threats, or placing a person in fear for their safety, and/or which actually causes physical injury, which occurs in a place of business or organization, or which is committed against a person or persons during the course of their employment. Any act of verbal or physical violence or acts that cause physical injury to occur within the course of a person's employment, which places a reasonable person in fear for his/her safety. Verbal abuse, harassment, physical acts of violence or acts that cause physical injury	DO 523

	which lead a person to fear for his/her safety and which occur during the course of employment.	
WORKSTATION	A microcomputer used by an individual to do his or her work. In a LAN, the term often distinguishes an individual user's PC from a PC used as a shared resource such as a file server.	DO 102
WRIT	A written judicial order to perform a specified act or giving authority to have a specified act done.	DO 902
WRITTEN EXERCISES	For the purpose of this Department Order, testing and evaluation tools used in the employment and selection process, which require applicants to provide written responses to a question.	DO 504
WRITTEN INSTRUCTIONS	The primary method for management to communicate its philosophy, intent, and expectations to employees, inmates and the public. The only written instructions authorized for development are DIs, DOs, Inmate Notifications, Technical Manuals, General Order/Post Orders, and Health Services Post Orders.	DO 101
WRITTEN REPRIMAND	Written disciplinary action administered by the approving authority that clearly defines the cause for such action, in what manner the employee's conduct was improper and that further disciplinary action may be taken if the employee's conduct or performance is not corrected.	DO 601
X		
Y		
YOUNG CHILD	A person from birth through six years of age.	DO 911
Z		