

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 1000</p> <p>RELEASES/COMMUNITY SUPERVISION</p>	<p>OPR:</p> <p>CC OPS</p>
	<p>DEPARTMENT ORDER: 1001</p> <p><i>INMATE RELEASE SYSTEM</i></p>	<p>SUPERSEDES: DO 1001 (10/25/02) DI 61 (12/05/97)</p>
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PURPOSE

This Department Order establishes procedures and guidelines by which all inmates committed to the Arizona Department of Corrections are released and ensures that proper notifications are made in accordance with applicable Arizona Revised Statutes and Department Order #1002, Inmate Release Eligibility System, and includes procedures for victim notification prior to release of, or upon escape by, an inmate; and it describes procedures for sex offender registration/notification to law enforcement authorities prior to release.

The above *Substantive Policy Statement* is advisory only. A *Substantive Policy Statement* does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this *Substantive Policy Statement* does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

APPLICABILITY

This Department Order refers only to the inmate release process. For the purpose of this Department Order, Offender Information Unit applies to those units located in Department Institutions and contract beds facilities, which, unless specifically identified otherwise, maintain inmate records and track inmate release eligibility dates. The Community Corrections Liaison (CCL) functions will be conducted by the Offender Information Unit (OIU) in contract beds and units without a CCL position.

PROCEDURES

1001.01 ARIZONA BOARD OF EXECUTIVE CLEMENCY (BOEC) HEARINGS

- 1.1 The Offender Services Bureau, Time Computation Unit (TCU), in accordance with Department Order #1002, Inmate Release Eligibility System, shall:
 - 1.1.1 Calculate and determine eligibility dates for BOEC (Board) hearings.
 - 1.1.2 Prepare certification lists for approval by the Time Computation Administrator or designee.
 - 1.1.3 Upon approval by the Time Computation Administrator or designee, forward the certification lists to the Arizona Board of Executive Clemency (Board). Certification lists may be obtained weekly from the Adult Information Management System (AIMS).
- 1.2 Within two work days of being notified by the Board that the preliminary agenda is available, the Offender Information Unit (OIU) Manager shall ensure:
 - 1.2.1 The agenda is reviewed.
 - 1.2.2 The TCU and the Board are advised of any discrepancies.
 - 1.2.3 The Correctional Officer (CO) IV is advised that the preliminary agenda is ready to print.
- 1.3 The CO IV shall submit the list and the Board Hearing Application, Form 1001-5, to the assigned CO III on the same day as received. A log shall be maintained for all applications received and Inmate Progress Reports, Form 1001-6, requested. AIMS shall be annotated appropriately.

- 1.4 The assigned CO III shall:
 - 1.4.1 Ensure that the Board Hearing Application is presented to and signed by the inmate within five days of receipt. If an inmate refuses to sign the application:
 - 1.4.1.1 Write "Refused to Sign" on the inmate signature line of the application.
 - 1.4.1.2 Date and witness the application.
 - 1.4.1.3 Forward the application to the OIU for processing.
 - 1.4.2 Ensure that the Board Hearing Application and an Inmate Progress Report are returned to the unit CO IV at the time the Inmate Progress Report is completed.
 - 1.4.3 Submit Inmate Progress Reports and Board Hearing Applications to the institution OIU staff, through the unit CO IV, within ten work days from receipt of the preliminary agenda.
- 1.5 The OIU staff shall:
 - 1.5.1 Update the appropriate AIMS screen indicating the date the Inmate Progress Reports and Board Hearing Applications are received.
 - 1.5.2 Annotate the information on the AIMS Parole Board Events screen.
 - 1.5.3 Forward the Inmate Progress Reports and Board Hearing Applications to the Board and indicate the date in the appropriate AIMS screen.
 - 1.5.4 Ensure the Central Office and/or Complex Security Threat Group (STG) Unit Manager is notified when a validated gang member is scheduled for a Board Hearing.
 - 1.5.5 Forward a copy of the Inmate Progress Reports and Board Hearing Applications to the Master Record File upon completion of the Board Hearings.
 - 1.5.6 Upon being notified by the Board that the final agenda is available, ensure that all affected units are provided a list of inmates to be heard and the date and time of the hearing.
 - 1.5.7 Forward the agenda to the Complex Disciplinary Hearing Officer (DHO).
 - 1.5.8 Notify the Board and the TCU of any changes to inmate eligibility any time prior to the hearing.
 - 1.5.9 Notify TCU when an inmate has been found guilty of a major disciplinary violation resulting in a placement into Class III status or has any active detainers.
- 1.6 The TCU shall verify the Class III action and/or determine the inmate's eligibility due to the detainer and, if applicable, prepare a Board of Executive Clemency Changes, Form 1001-8, for the Board's immediate action.
- 1.7 The unit Board Liaison shall coordinate and escort inmates and visitors to and from the Board hearings.
- 1.8 The Board shall notify the OIU of the final decision within ten work days from the hearing date. The Board has the sole discretion to grant, deny, rescind, revoke or reinstate a Board release.

- 1.9 Upon receipt of the results, the CO III shall ensure that the inmate is notified of the Board's decision. The pre-release packet shall be completed by the assigned CO III for inmates granted a release in accordance with Technical Manual #1001-TM-OPS and forward to Community Corrections Liaison (CCL).
- 1.10 CCLs shall:
 - 1.10.1 Ensure that the Inmate Progress Reports and Board Hearing Applications are prepared and submitted directly to the Board for releases eligible for Board hearings and that those releases appear before the Board.
 - 1.10.2 Ensure that the appropriate AIMS screen is updated with the accurate release type reversion on those releases granted a subsequent release type by the Board.
 - 1.10.3 Upon receipt of the results, the CCL shall ensure that the inmate is notified of the Board's decision.
 - 1.10.4 Process the disposition and ensure documents are signed.
 - 1.10.5 Notify TCU for AIMS update and release confirmation.

1001.02 ADMINISTRATIVE RELEASES

- 1.1 The TCU shall calculate and determine eligibility dates for administrative releases, as outlined in Department Order #1002, Inmate Release Eligibility System.
- 1.2 The names of all inmates eligible for an administrative release shall be automatically generated onto the AIMS Release Eligibility List screen (Tentative or Provisional Release Lists) 210 days prior to the actual release date. Daily changes to the AIMS Release Eligibility List may occur due to, but may not be limited to:
 - 1.2.1 Short-term offenders.
 - 1.2.2 Changes in custody.
 - 1.2.3 Placement and/or Rescission of Class III status.
 - 1.2.4 Forfeitures and/or Restorations.
 - 1.2.5 Additional Sentences and/or re-sentencing.
 - 1.2.6 Administrative decisions.
- 1.3 OIU staff shall print a 210 day and 60 day AIMS Release Eligibility List monthly to ensure that all inmates eligible for release are processed in a timely manner. Intake centers shall print a list daily.
 - 1.3.1 The TCU shall notify the appropriate OIU Manager of any changes to the Release Eligibility List that affect an inmate's release.
 - 1.3.2 The CO IV or designee shall run a caseload list batch report and/or AIMS Release Eligibility List monthly and notify the OIU Manager of any changes to custody and/or additional sentences.
 - 1.3.3 The OIU Manager, upon receipt of the information, shall advise the TCU of any changes that have occurred that may make the inmate immediately eligible or ineligible for release.

- 1.4 The OIU Manager shall ensure an Inmate Release Eligibility Identification System (Manual Release List) is established and maintained in accordance with Technical Manual #1001-TM-OPS.
- 1.5 Within three work days of printing the final AIMS Release Eligibility List, the OIU Manager shall determine the inmate's current location and ensure:
 - 1.5.1 There are no discrepancies between the printed list, the manual release list and the AIMS Release Date Calculation screen.
 - 1.5.2 Notification is made according to requests on the AIMS Detainer/Notification screen.
- 1.6 The assigned CO III shall submit a Release Packet for the Provisional Release as outlined in Department Order #1002, Inmate Release Eligibility System, for inmates with a date of offense between August 8, 1985 and December 21, 1993, who are eligible for a Provisional and/or Earned Release Credit Date (ERCD) Release.

1001.03 SPECIAL CASELOAD INMATES

- 1.1 Concurrent/Consecutive Custody (CC/CS) - The Interstate Agreement on Detainers (IAD) Deputy Compact Administrator shall ensure that the TCU Manager or designee and OIU Managers are notified when inmates in other State or Federal jurisdictions have filed for disposition of Arizona Charges. The TCU Administrator or designee and the OIU Manager shall maintain a log of IAD notifications for tracking purposes.
- 1.2 Upon disposition of Arizona charges, the IAD Deputy Compact Administrator shall ensure that the Agreement on Detainer; Form IX, Prosecutor's Report on Disposition of Charges, is forwarded to the TCU Manager.
- 1.3 Upon receipt of the certified sentencing court document, the TCU Administrator or designee shall:
 - 1.3.1 Contact the holding State or Federal Jurisdiction for physical location, anticipated release date and the other jurisdiction's identification number for the inmate.
 - 1.3.2 Forward the documents to the TCU Technician for entry into AIMS.
- 1.4 Upon completion of data entry, the TCU Technician shall forward the documents to the TCU Manager or designee for preparation of a Detainer or Notification letter, as applicable.
 - 1.4.1 The Detainer/Notification letter and a copy of the sentencing documents shall be forwarded to the holding State or Federal jurisdiction, with a copy of letter to the Sheriff for the sentencing County to place a "detainer" on the inmate.
 - 1.4.2 The original sentencing documents and a copy of the Detainer/Notification letter shall be forwarded to the Offender Services Bureau, OIU, for establishment of the inmate Master Record File and filing of the intake documents.
- 1.5 The TCU shall track release eligibility dates on all CC/CS custody caseload inmates and shall maintain a manual release list.
- 1.6 The TCU or OIU staff shall ensure that the Board is notified if the inmate is returned to Arizona custody or transferred to another jurisdiction if scheduled for a board hearing in accordance with Department Order #1002, Inmate Release Eligibility System.

- 1.7 If an inmate serving a concurrent sentence with another jurisdiction reaches a release eligibility date prior to or at the same time as the other jurisdiction, the TCU Administrator or designee shall:
 - 1.7.1 For all parole releases, ensure that a "Proclamation of Parole" is received from the Board.
 - 1.7.2 If applicable, forward a copy of the Parole Proclamation and/or the Conditions of Supervision and Release form to the Records Manager of the holding jurisdiction with a letter advising the holding jurisdiction to have the inmate sign the applicable form(s) and return the appropriate documents to the TCU Administrator or designee for processing.
 - 1.7.3 For all Administrative Releases, verify release eligibility, and ensure the Conditions of Supervision and Release is signed.
 - 1.7.4 Notify the Community Corrections Bureau of the release and provide a release program along with signed conditions and/or parole proclamations.
 - 1.7.5 Review the AIMS Personal History screen for DNA testing and, if applicable, advise Health Services of the need to coordinate the DNA testing with the other jurisdiction.
 - 1.7.6 Ensure fingerprint verification has been completed.
 - 1.7.7 Upon receipt of the approved program from the Community Corrections Bureau:
 - 1.7.7.1 Provide written notification to the holding jurisdiction's Records Manager of the inmate's type of release and effective date(s) of the release.
 - 1.7.7.2 Forward a copy of the written notification to the sheriff of the sentencing county to have the detainer dropped on the date that the inmate is released from the Arizona sentence.
 - 1.7.7.3 Authorize the other jurisdiction to drop the Arizona Detainer/Notification Request to be effective on the date that the inmate is released from the Arizona sentence.
- 1.8 Corrections Compact Inmates - If an inmate was transferred to another state under the Corrections Compact pursuant to a contractual agreement as outlined in Department Order #1004, Inmate Transfer System, the inmate's release dates and parole certification dates shall be monitored as if the inmate were incarcerated in the State of Arizona as outlined in Department Order #1002, Inmate Release Eligibility System.
 - 1.8.1 All releases for Arizona inmates in the Corrections Compact shall be coordinated through the Special Services Unit.
 - 1.8.2 All releases for non-Arizona inmates who have been accepted through the Corrections Compact into Department custody shall be the responsibility of the sending jurisdiction and shall be coordinated through the Special Services Unit.
- 1.9 Absconds - Offenders who abscond from Community Supervision shall be tracked by the Warrant Services Hearing Unit (WSHU).
 - 1.9.1 The WSHU shall:

1.9.1.1 Contact the TCU Administrator or designee on absconders who have been apprehended.

1.9.1.2 Coordinate revocation hearings with the Board for offenders who absconded from supervision and have been returned to Department custody.

1.9.2 Absconders who have been apprehended and sentenced to another jurisdiction shall be placed on the CC/CS Custody Caseload upon notification from the WSHU.

1001.04 RELEASE PROCEDURES – INSTITUTIONS

1.1 The TCU/ OIU Manager shall ensure an Inmate Release Eligibility Identification System (Manual Release List) is established and maintained as outlined in the 1001-TM-OPS Technical Manual. The CCL shall utilize a tracking system for completion of sex offender packets one year prior to release and release packets seven months prior to release.

1.2 Wardens shall ensure the eligible inmates receive either a Released Offender Identification Card or a Released Sex Offender Identification Card (Release Cards are valid for 30 days) upon release from Department custody as outlined in the 1001-TM-OPS Technical Manual.

1.3 Inmates with an ICE detainer or any other felony detainer or warrant are not eligible to receive a Release Offender Identification Card.

1.4 CO IV shall ensure that each CO III, regardless of the release type, tracks inmates releases who are required to have a complete sex offender packet and ensure the packet is submitted one year prior to release.

1.5 CO IV shall ensure that standard pre-release packets are submitted seven months prior to release.

1.6 Institutional Classification CO III's shall ensure compliance with statutory requirements in the identification of potential sex offenders as outlined in the Classification Technical Manual.

1.7 Release to Detainer - The inmate shall be released only to a verified Law Enforcement Agency on an Administrative/Board release.

1.7.1 The Law Enforcement Agency shall pick up the inmate on the detainer prior to a weekend release. A Release Memo "DO 1002, Authorization to Release to Court Order" shall be presented to and signed by the Agent of the Law Enforcement Agency attesting that the inmate will not be released from custody until they notify WSHU of inmate's pending release. The OIU shall ensure it is annotated in the appropriate AIMS screen.

1.7.2 If the Law Enforcement Agency with the detainer cannot pick up the inmate prior to an Administrative/Board type of release, the inmate must be released per Department Orders #1002, Inmate Release Eligibility System, and #1003, Community Corrections.

1.7.3 For an Out-of-State Detainer in which the inmate will not return prior to the Administrative/Board type of release, the OIU shall notify the assigned CO III that an ISC Packet is required as outlined in this Department Order. (See section 1001.07)

- 1.8 Interstate Compact Release - Upon release of an inmate with an approved ISC placement, the OIU supervisor or designee shall email an ISC Departure Notification to the ISC Unit no later than the close of business the same day of release. The email shall include:
 - 1.8.1 A scanned copy of the signed Conditions of Supervision that include specific reporting instructions as provided by ISC.
 - 1.8.2 Mode of travel, Date of Release, Name and relationship of the person who is picking up the inmate.
- 1.9 Medical and Mental Health Release Planners shall be involved in the release process to ensure continuity of care for inmates after release from Department custody.
 - 1.9.1 The CO III scheduling the inmate's release shall notify both Mental Health Release and Medical Release Planners to coordinate the inmate's continuity of care after release. This notification shall occur 90 days prior to the inmate's release date.
 - 1.9.1.1 The CO III shall ensure the recommendations and program arrangements made by the Mental Health Release and Medical Release Planners are provided to Community Corrections staff in advance of the inmate's release.
 - 1.9.1.2 The CO III, Mental Health and Medical Release Planners shall share all necessary information needed to assist in planing the successful release of the inmate.
 - 1.9.2 Mental Health Release Planners shall plan for all inmates with a mental health score of 3 or greater or for any inmate designated as Seriously Mentally Ill. Activities shall involve contact with the appropriate Regional Behavioral Health Authority (RBHA) to ensure inmates are fully assessed by the RBHA and resources addressing all facets of mental heath needs are arranged prior to the inmate's release.
 - 1.9.3 Medical Release Planners shall plan for all inmates with significant medical conditions requiring structured and immediate medical services upon release. Categories of inmates requiring medical release planning shall include:
 - 1.9.3.1 Inmates needing hospital, skilled nursing care, assisted living, physical rehabilitation placement or other residential placement to address specific medical needs.
 - 1.9.3.2 Inmates requiring immediate clinical services upon release, such as dialysis, chemotherapy, or surgical intervention.
 - 1.9.3.3 Inmates with chronic conditions such as HIV/AIDS requiring appointments and follow-up care to ensure that medications and treatments are continued without interruption.
 - 1.9.3.4 Inmates requiring established payment sources to ensure continuation of necessary medical care upon release. Examples may include inmates requiring skilled or assisted living services, or inmates requiring a payment source to continue necessary medication treatment.

1001.05 SEX OFFENDER PACKETS

- 1.1 The CO III shall review the AIMS Inmate Record and Institutional File on inmate's with a classification Sex Offender Status Code of A, B, C, D or E one year prior to the inmates release, regardless of release type. The review is to determine present, prior or out-of-state sex or sexually motivated offense convictions. The CO III shall:
 - 1.1.1 Prepare a Sex Offender Notification Information Sheet Checklist, Form 1001-3.
 - 1.1.2 Attach a Sex Offender Registration/Notification Requirements Form, 1001-1, and Addendum Form, if applicable, to the checklist.
 - 1.1.3 Submit the Sex Offender Notification Information Sheet Checklist, Sex Offender Registration/Notification Requirements form, and Addendum Form, 1001-1 (violators) to the CO IV for service and packet completion.
 - 1.1.4 Forward a copy to the Institutional File and Master Records File.
- 1.2 The CO IV, through the assigned CO III, shall forward the following packet to the CCL:
 - 1.2.1 Two current photographs (face) of each identified inmate attached to the Sex Offender Checklist. Completed sex offender packets shall include the following in designated sequence:
 - 1.2.1.1 Completed Sex Offender Notification Information Sheet Checklist, Form 1001-3.
 - 1.2.1.2 Completed Registration/Notification Requirements Form, 1001-1, and Addendum, if applicable, signed and dated by the identified inmate. If the inmate refuses to sign the forms:
 - 1.2.1.2.1 The CO III shall write "inmate refused to sign", on the inmate signature block. A second staff member shall sign and date as witness.
 - 1.2.1.2.2 The refusal to sign by the inmate shall not affect the release.
 - 1.2.1.3 Copies of Sentencing Documents, Pre-Sentence Investigation Reports to include the PSI criminal history information, and any other pertinent information.
 - 1.2.3 Forward two sex offender packets to the Sex Offender Coordination Unit (SOCU).
- 1.3 Upon receipt of the two sex offender packets the SOCU shall:
 - 1.3.1 Complete review of applicable documents and make the final determination of the inmate's sex offender status.
 - 1.3.2 Annotate sex offender status and applicable comments on designated AIMS screen.
 - 1.3.3 Maintain SOCU special purpose file for those designated sex offenders per statutory guidelines, and in compliance with established retention schedules.

1001.06 PRE-RELEASE PACKETS

- 1.1 Within 210 days prior to release of an inmate, the OIU shall:

- 1.1.1. Print an AIMS Tentative Release List for Administrative Releases.
- 1.1.2. Review the list on a month-by-month basis and compare it to the manual release list to ensure all inmates scheduled for release are identified and have been added or deleted as movement occurs.
- 1.1.3. Compare the release dates with the AIMS Release Date Calculation, the AIMS Offender Comments screen (such as the AIMS Audit Release Offender Comment or the AIMS Time Computation Offender Comment screens) and/or the manual release list to ensure accuracy and consistency.
- 1.1.4. Initiate an Institution Release Confirmation Report (IRCR) form and complete the verification process as outlined in Technical Manual #1001-TM-OPS.
- 1.1.5. Forward a copy of the Tentative Release list to:
 - 1.1.5.1. Complex Intake Processing and/or warehouse as applicable.
 - 1.1.5.2. Facility Health Unit Administrator.
 - 1.1.5.3. Appropriate Education Staff.
- 1.2. Within ten work days after the Board granted release, the Board Hearing Liaison shall:
 - 1.2.3. Access the Parole Board Hearing screen to ensure that all granted dispositions have been entered on AIMS.
 - 1.2.4. Forward a listing of the Board granted releases to the CO IV, who shall ensure that a release packet is prepared.
- 1.3. Within ten work days of receipt of a Board granted disposition or 210 days prior to an eligibility date for an Administrative release (see DEFINITIONS for specific releases) the inmate's assigned CO III shall ensure:
 - 1.3.3. Preparation of the Pre-Release Information Sheet, Form 1001-2, and the applicable pre-release packet as outlined in 1001-TM-OPS Technical Manual.
 - 1.3.3.1. The Pre-Release Information Sheet shall indicate the proposed primary, secondary and third placements.
 - 1.3.3.2. The addition of the secondary placement shall prevent any delay in the event that the primary placement is denied.
 - 1.3.3.3. All release packets shall include a street address and/or map with directions, a verified proposed sponsor, contact phone number if available. The packet shall not be processed if this information is not provided.
 - 1.3.4. The inmate has been interviewed and accepted into a residential program prior to forwarding the packet to Community Corrections for Board granted releases that require residential programs such as parole, home arrest and work furlough.
 - 1.3.4.1. Acceptance letter is received from authorized halfway houses from the Department approved list.
 - 1.3.4.2. Inmate has signed the Conditions of Supervision and Release and that a copy is included in the release packet.

- 1.3.4.2.1 If the inmate refuses to sign the conditions, the assigned CO III shall sign as a witness and the inmate shall not be released. The OIU Manager, or designee, shall send a copy of the refusal to the TCU, Community Corrections and to the Board if applicable.
 - 1.3.4.2.2 If inmate agrees to sign conditions, he or she shall be released.
 - 1.3.4.2.3 Conditions of Supervision and Release, which are set by the Community Corrections Bureau for inmates who are being released to a detainer, shall include a requirement that the inmate report to the WSHU Supervisor or designee within 24 hours of release from the detainer. The conditions shall specify the address, phone number and contact for reporting.
 - 1.3.5 Request an Arizona Crime Information Center and National Crime Information Center (ACIC/NCIC) check, and ensure that the results are annotated on the appropriate AIMS screen.
 - 1.3.6 Forward the release packet, to the CCL, who shall verify the contents and forward it to Community Corrections and note it into the appropriate AIMS screen.
 - 1.4 The Release Notification Services Unit shall send release notifications to victims and agencies in accordance with section 1001.06 of this Department Order.
 - 1.5 Prior to the release of an inmate(s), the assigned OIU staff shall:
 - 1.5.1 Within 30 days, notify the Business Manager of the inmate(s) being released.
 - 1.5.2 Within 30 days, notify Health Services of the inmate(s) being released.
 - 1.5.3 Within 30 days, access the AIMS Release Notification Screen and the AIMS Offender Comment Screen to confirm that victim and agency notifications have been sent. If notifications have not been sent, contact or notify the Victim Services Unit prior to releasing the inmate(s).
 - 1.5.4 30 days prior to release date, notify, if applicable, any agencies who have requested a hold or notification on the inmate.
 - 1.5.5 15 days prior to release date, notify the Community Corrections or Probation Office, as applicable, of the inmate(s) being released.
 - 1.5.6 15 days prior to release date, complete the Institutional Release Confirmation Report, Form 1001-7.
 - 1.5.7 Within 15 days of release, if the inmate is to be on a supervised release, ensure there is a valid release program and TCU release confirmation as outlined in Department Order #1002, Inmate Release Eligibility System.

- 1.5.8 If the inmate is being released to supervision without an approved placement, Within two work days of release, forward the signed conditions to the Community Corrections Bureau. The CO III, upon receipt, shall ensure that the special conditions prepared by the Community Corrections Bureau staff are signed by the inmate and forwarded to the OIU Manager prior to the inmate's release.
- 1.5.9 Ensure that a copy of the signed Special Conditions of Supervision and Release has been distributed to the inmate(s), the institutional(s) and the Master Record File(s).
- 1.6 The Warden or designee, upon receipt of the TCU verification, shall release the inmate to the specific approved release placement on the confirmed date of release.
 - 1.6.1 As applicable to the release conditions, the inmate shall be instructed to:
 - 1.6.1.1 Report to the designated Community Corrections office within one work day after release or by 1500 hours the day of release.
 - 1.6.1.2 Report to the committing County Probation Department upon release.
 - 1.6.1.3 Comply with applicable Sex Offender Registration requirements.
 - 1.6.2 An inmate shall, under normal conditions, be released on the appropriate release date. Under exceptional conditions, as in the case of a release to detainer, the release date may be postponed in order to arrange for transportation. The inmate cannot be held past the Administrative Release.
 - 1.6.3 The movement coordinator or the assigned staff shall enter the release movements onto the AIMS External Movement screen as outlined in Technical Manual #1001-TM-OPS.
 - 1.6.4 Health Services staff shall ensure:
 - 1.6.4.1 Any inmate who is released and is in need of medication is provided up to a maximum of a 30-day supply of the prescribed medication depending upon the type of drug.
 - 1.6.4.2 All inmates shall have DNA testing completed prior to release effective January 1, 2004 as outlined in Technical Manual #901-TM-OPS.
 - 1.6.5 Misdemeanor or felony warrants received by the OIU staff, after the inmate has been released, shall:
 - 1.6.5.1 Be forwarded to the assigned Community Corrections Officer for appropriate action. Notification of the inmate's status shall be provided to the sending jurisdiction if the inmate is on a supervised release.
 - 1.6.5.2 Be returned to the originating jurisdiction if the inmate is on an unsupervised release.

1001.07 INTERSTATE COMPACT PACKETS (ISC) - The following procedures shall be implemented for any inmate that requests and is eligible for an ISC transfer to another jurisdiction pursuant to Interstate Commission for Adult Offender Supervision (ICAOS) Rules.

1.1 The CO III shall:

1.1.1 Initiate the ISC Transfer Request Packet no earlier than 140 days prior to the inmate's earliest eligible release.

1.1.1.1 Transfer Requests shall not be denied to eligible inmates based upon release date time frames. Packets shall be processed and submitted at any time prior to the inmate's earliest eligible date.

1.1.1.2 In-state Pre-Release packets do not preclude an ISC Transfer request. In the event the ISC transfer is not accepted, the In-state Pre-Release packet will be processed. Pre-Release packets shall be submitted in accordance with section 1001.06.

1.1.1.3 The Transfer Request packet shall include all necessary documentation consistent with ICAOS Rule 3.107, Application for Transfer of Supervision.

1.1.1.4 Completed ISC Transfer Request packets shall be forward promptly to the complex CCL or designee for entry into the ICOTS system.

1.1.1.5 Incomplete packets that are returned for correction shall be completed promptly by the COIII and resubmitted to the CCL.

1.1.2 In the event that the detaining Out-of State Agency does not return the inmate prior to their ERCD, initiate the ISC Transfer Request packet upon notification by the OIU Manager, CCL or designee, as outlined in section 1001.04.1.6.3 of this Department Order regarding Out-of-State Detainers.

1.1.2.1 The Offender Application and Conditions of Supervision will be completed by the ISC Office due to the inmate's absence.

1.1.2.2 The Detainer ISC packet shall be forwarded to the CCL for submission to the ISC Office via ICOTS.

1.2 The CCL or designee shall:

1.2.1 Review the ISC Transfer Request packet prepared by the CO III to ensure compliance per ICAOS rules and Department written instructions.

1.2.1.1 Incomplete packets received from the CO III that do not meet ICAOS rules shall be returned to the CO III for prompt correction.

1.2.1.2 Completed Transfer Requests shall be entered into the ICOTS system and submitted to the Community Corrections ISC office.

1.2.2 Enter appropriate AIMS DT08 99 the same day of submittal into ICOTS and ISC Unit to include:

- 1.2.2.1 ISC Transfer Request packets submitted via ICOTS on (date). Include staff identifier initials.
- 1.2.2.2 ICOTS OFFENDER Number.
- 1.2.2.3 ICOTS CASE Number.
- 1.3 The Community Corrections ISC Supervisor, Deputy Compact Administrator (DCA) or designee shall.
 - 1.3.1 Review the Transfer Request packet received via ICOTS for completeness/accuracy. Incomplete Transfer Request packets shall be returned to the CCL via ICOTS for prompt correction and resubmission.
 - 1.3.2 Complete the appropriate AIMS entries to reflect the submittal of the Transfer request to the Receiving State. Transfer Request will be submitted no earlier than 120 days prior to the inmate's earliest eligible release date.
- 1.4 Contract Beds facilities and Phoenix Complex shall submit ISC Transfer Request packets to the Community Corrections Release Unit seven months prior to the inmate's earliest eligible release date.

1001.08 PRE-RELEASE PACK CONDITIONS

- 1.1 Inmates with a Date of Offense Prior to September 27, 1990 - The Director may request that the Board rescind the inmate's approved Board release if the inmate is found guilty of a major disciplinary violation.
 - 1.1.1 The Warden may determine whether a rescission will be requested and detain an inmate who is pending a major disciplinary violation until the outcome of the disciplinary hearing.
 - 1.1.2 Inmates who have been granted a Home Arrest Release shall:
 - 1.1.2.1 Adhere to any other conditions imposed by the court, board or supervising Home Arrest Officer.
 - 1.1.2.2 Comply with all other conditions of supervision contained in the Home Arrest Authorization and Conditions of Supervision.
 - 1.1.2.3 Remain on inmate status and shall be subject to all limitations of rights and movement of an inmate as outlined in Department Order #1002, Inmate Release Eligibility System.
- 1.2 Inmates With a Date of Offense Between September 27, 1990 And December 31, 1993 - Inmates who do not remain in an earning or parole eligible class status shall have their Board granted release rescinded as outlined in Department Order #1002, Inmate Release Eligibility System. Inmates who have been granted Home Arrest shall follow the Conditions of Supervision as outlined in 1.1.2.1 through 1.1.2.3 of this section.
- 1.3 Inmates with a Date of Offense Between August 13, 1986 and December 31, 1993 - The TCU shall calculate a parole ERCD for all inmates released on Parole status pursuant to ARS 31-412A, to include all release credits earned to date of PED or release.

- 1.3.1 Inmates who reach their ERCD while on Parole shall:
 - 1.3.1.1 Be terminated from parole supervision.
 - 1.3.1.2 Not be under the authority of the Board.
- 1.4 Inmates with a Date of Offense between September 27, 1990 and December 31, 1993-
Inmates cannot waive an ERCD release.
 - 1.4.1 Inmates on an ERCD release shall not be supervised by the Department.
 - 1.4.2 Inmates who have refused to sign Conditions of Supervision and Release for a Provisional Release and are eligible for an ERCD release shall be released on their ERCD.
 - 1.4.3 Inmates on a Provisional Release shall be automatically released from supervision on their ERCD, unless the Provisional Release is revoked or is pending revocation.
- 1.5 Inmates with a date of offense on/after January 1, 1994, who refuse to sign and abide by the Conditions of Supervision and Release prior to release on an ERCD to begin Community Supervision, shall not be released.
 - 1.5.1 An inmate who has reached their Sentence Expiration Date and has signed the Conditions of Supervision and Release shall be released to begin the term of Community Supervision with an approved program.
 - 1.5.2 If the inmate refuses to sign and agree to the Conditions of Supervision and Release prior to release on the Sentence Expiration Date, the inmate shall not be released and shall serve the term of Community Supervision in Department custody.
 - 1.5.3 If the inmate agrees to sign the conditions for release, he/she may be released to begin Community Supervision Time.
- 1.6 Inmates released under supervision by Community Corrections shall:
 - 1.6.1 Agree to and sign the Conditions of Supervision and Release.
 - 1.6.2 Accept any special release conditions imposed by the Department, which may include, but not be limited to:
 - 1.6.2.1 Participation in an outpatient or residential program offering drug and/or alcohol abuse treatment.
 - 1.6.2.2 Participation in an outpatient or residential mental health program.
 - 1.6.2.3 Assignment to the Community Correctional Center.
 - 1.6.2.4 Assignment to a private agency offering appropriate services through a contractual arrangement with the Department.

- 1.6.3 Remain in the State of Arizona unless arrangements have been made by the Interstate Compact Administrator for the transfer of supervision to another state, or it is determined by Community Corrections that the issuance of a travel permit is in the best interest of the releasee and/or the public.
- 1.7 Releasees on Home Arrest or Work Furlough status who automatically revert to Provisional Release status on their eligibility date may receive a Temporary Release to the Provisional Release regardless of their custody level prior to release.
 - 1.7.1 Releasees may receive a Temporary Release to the ERCD if the inmate:
 - 1.7.1.1 Is eligible, by statute, and meets criteria as outlined in Department Order #1002, Inmate Release Eligibility System.
 - 1.7.1.2 Has an acceptable, pre-approved release program that may include, but not be limited to, a residence, employment and/or training or educational program.
 - 1.7.2 Wardens may rescind any approved Temporary Release based upon sound correctional practice. Wardens shall notify the Assistant Director for Community Corrections and the institution OIU, who shall notify the TCU, of such actions.
 - 1.7.3 A releasee on Home Arrest, Work Furlough or Parole status who is pending a revocation shall not be eligible for automatic reversion to a Provisional Release and/or an ERCD.
- 1.8 When a releasee violates the Conditions of Supervision and Release, the Community Corrections Bureau Administrator may:
 - 1.8.1 Return the releasee to the institution.
 - 1.8.2 Request revocation of the release.
 - 1.8.3 Counsel releasee and monitor behavior.
- 1.9 The OIU staff shall release criminal alien inmates, who have a detainer and/or deportation orders, to the Immigrations Custom Enforcement (ICE) as outlined in Department Order #1002, Inmate Release Eligibility System.
- 1.10 The OIU staff shall release inmates to the Drug Offender Transition Program as outlined in Department Order #1002, Inmate Release Eligibility System.

1001.09 RELEASE PROCEDURES – COMMUNITY CORRECTIONS

- 1.1 Assigned Community Corrections staff, within three work days of receipt, shall log each release packet/sex offender packet/ISC packet on the AIMS Community Corrections Investigation/Reports screen, indicating the appropriate area of assignment such as the:
 - 1.1.1 Community Corrections Office, including Home Arrest.
 - 1.1.2 Interstate Compact for the Supervision of Community Corrections Offenders.
 - 1.1.3 Warrant Services Hearing Unit Manager, for release to detainees.
 - 1.1.4 Community Correctional Center (CCC).

- 1.1.5 Sex Offender Coordination Unit for determination of registration/notification and/or Sexually Violent Persons (SVP) requirements.
- 1.2 Assigned staff shall forward the packet to the assigned office/unit within one work day after the packet has been entered into the AIMS Community Corrections Investigation/Reports screen.
- 1.3 Assignment to Community Corrections /Field Services - Within two work days of receipt, the Community Corrections Office Supervisor shall assign the packet to a Community Corrections Officer for investigation. The assignment and due dates shall be entered on the AIMS Community Corrections Investigation/Reports screen. Due date must not exceed two days prior to the inmates release date.
 - 1.3.1 Upon receipt of the release packet, the Community Corrections Officer shall have a maximum of 15 work days in the Maricopa and Pima County areas, or a maximum of 30 work days in the regional areas, to investigate the release plan and complete the Pre-Release Investigation Report and Release Authorization, Form 1003-6. The pre-release investigation report shall be submitted to the Community Corrections Office Supervisor by the assigned due date for approval.
 - 1.3.1.1 The Community Corrections Office Supervisor may grant extensions in order to complete the pre-release investigations.
 - 1.3.1.2 Extensions of due dates shall be entered into AIMS.
 - 1.3.1.2.1 Due dates shall not exceed the inmate's earliest statutorily eligible release date to Community Supervision.
 - 1.3.1.2.2 The Community Corrections Bureau Administrator or designee shall approve any extensions.
 - 1.3.2 If an investigation results in a recommendation for denial of the release plan, the Community Corrections Officer shall notify the CO III.
 - 1.3.2.1 If no other placement(s) have been listed, the packet, with a copy of the denial report, shall be forwarded to the Community Corrections Release Unit.
 - 1.3.2.2 If another placement is listed, the Community Corrections Officer shall return the packet and denial report to the Community Corrections Release Unit for reassignment. AIMS shall be updated to show such reassignment.
 - 1.3.3 The Community Corrections Supervisor shall forward the Pre-Release Investigation Report within three work days of receipt to the assigned Community Corrections staff member for logging and final approval by the Community Corrections Bureau Administrator or designee.
 - 1.3.4 The Community Corrections Bureau Administrator or designee shall make the decision for release of the inmate to an approved community program.

- 1.3.5 Within two work days after final approval by the Community Corrections Bureau Administrator or designee for an offender's release to Home Arrest, the Community Corrections staff shall electronically request a final verification of the release confirmation from the TCU with the actual release date.
 - 1.3.5.1 The Community Corrections Bureau staff shall forward an authorization to release an inmate to the Home Arrest Program via e-mail to the housing Institution OIU Manager and the Community Corrections Office.
 - 1.3.5.2 The Director may request the Board to rescind an inmate's board approved release if the inmate is found guilty of a major disciplinary violation in accordance with section 1001.09 of this Department Order.
 - 1.3.5.3 The Warden may detain an inmate who is pending a major disciplinary violation until the outcome of the disciplinary hearing, to determine whether a rescission will be requested on board releases.
 - 1.3.5.4 The Warden may deny an inmate who is pending a major disciplinary violation until the outcome of the disciplinary hearing if the release is a Temporary Release (TR) or the Community Supervision Begin Date (CSBD).
- 1.4 Assignment to Interstate Compact Services – The Interstate Compact Administrator for the supervision of offenders shall ensure:
 - 1.4.1 The Interstate Compact Pre-Release Transfer Request packets are logged, and sent to the respective receiving jurisdictions no more than 120 days prior to the earliest release date or in compliance with ICAOS rules time frames.
 - 1.4.2 After receipt of an acceptance from the other jurisdiction, the pre-release investigation report is forwarded to the Community Corrections Bureau Administrator or designee via the release unit. Appropriate annotation is made on AIMS.
 - 1.4.3 If placement is denied by the other jurisdiction, the AIMS offender comments screen is annotated to indicate the denial and notification is made to the appropriate OIU manager who shall within 1 work day of receipt:
 - 1.4.3.1 Notify the appropriate CO III or CO IV.
 - 1.4.3.2 Notify the TCU of the denial via e-mail so that the inmate can be scheduled for a subsequent Board hearing if applicable.
- 1.5 Assignment to Warrant Services Hearing Unit - Within seven work days of receipt of a Concurrent/Consecutive Custody Case Release Request, or within 14 days prior to release eligibility date to a detainer, the Community Corrections Bureau Administrator or designee shall complete the Pre-Release Investigation Report and Authorization.
 - 1.5.1 A field investigation by the Warrant Services Hearing Unit is not required.

1.5.2 Within one work day after administrative approval, the assigned staff shall transmit a release authorization to the CC/CS Custody Case Manager or designee, as applicable, and update the AIMS screen within three days.

1.6 Community Corrections staff shall update the appropriate AIMS screen for offenders who have any change of status while under supervision. This includes return to custody, abscond, escape, and/or reversions from one release type to another.

1001.10 RELEASE NOTIFICATION

1.1 Victim Notification - Within 30 calendar days after receiving a completed and signed post-conviction notification request from the victim or the victim's lawful representative, the Office of Victim Services, Release Notification Unit shall mail the following to the victim:

1.1.1 A victim notification request acknowledgment.

1.1.2 A victim notification status change.

1.1.3 A listing of release types.

1.1.4 An AIMS-generated time computation chrono that informs the victim of the inmate's earliest release date, if the inmate's sentence exceeds six months.

1.1.5 A Release Notification Letter that informs the victim of the inmate's actual release date, if the inmate's sentence is 6 months or less.

1.1.6 An Office of Victim Services Brochure that informs the victims of their rights and the services provided by Office of Victim Services.

1.2 Victim Information - The Release Notification Services Unit shall file the following information as it is received and update the AIMS Release Notification screen:

1.2.1 The name, address and telephone number of courtesy notifications.

1.2.2 Changes of address or telephone number from any of the parties approved for courtesy notification.

1.2.3 Victim/lawful representative notification requests.

1.2.4 Victim/lawful representative notification status changes.

1.2.5 Correspondence pertaining to courtesy notification/victims or lawful representatives.

1.2.6 Requests from the victim, the family or household members who are denoted by the victim, to not receive inmate mail.

1.3 Agency Information - The OIU's, to include Reception Centers, shall ensure that the following information is recorded on the AIMS Release Notification screen.

1.3.1 Name, address and telephone number of sentencing judge(s).

1.3.2 Name, address and telephone number of arresting agency(s).

- 1.3.3 Name, address and telephone number of county attorney(s).
- 1.3.4 Court Record (CR) number, of all commitment and court information that corresponds with the information listed in, 1.3.1 through 1.3.3 above.
- 1.4 Inmate Information - The Release Notification Services Unit shall:
 - 1.4.1 Notify, in writing, the appropriate Warden of any requests submitted by the victim to "Not Receive Inmate Mail".
 - 1.4.2 Annotate in the Confidential section of the AIMS Offender Comments screen all requests to "Not Receive Inmate Mail".
- 1.5 Release Notification – Within 30 to 60 days, but no later than 15 calendar days prior to the post-conviction release of any inmate, or within 24 hours after a court-ordered release or the death of an inmate, the Release Notification Unit shall:
 - 1.5.1 Mail a Release Notification Letter to the victim and other approved courtesy notifications to the most current address shown for each on the AIMS Release Notification Screen.
 - 1.5.2 Mail a committing/arresting agency release notification letter to the committing court, the County Attorney of the committing county and the arresting agency.
 - 1.5.3 Ensure mailing information is accurately generated by the AIMS Release Notification Screen prior to mailing the notifications.
 - 1.5.4 Enter the date the letter was mailed, the release type and the release date on the AIMS Offender comment screen.
- 1.6 Escapes – When an inmate escapes, the Communications Center (communications) shall notify, by phone, the County Attorney and all victims listed on the AIMS release Notification screen immediately after the escape has been confirmed or upon entry of the escape on ACIC/NCIC .
 - 1.6.1 When an escapee is apprehended, Communications shall again notify the County Attorney and all victims listed on the AIMS Release Notification screen by phone.
 - 1.6.2 Within one work day, the Release Notification Unit shall provide written notification of an escape or apprehension to the County Attorney and all victims listed on the AIMS Release Notification screen.
- 1.7 Undeliverable Mail – If a Release Notification letter is returned the Release Notification Services Unit shall, prior to filing the letter, enter the reason for return on the AIMS Release Notification screen and, if the letter indicates:
 - 1.7.1 After attempting to contact the victim by phone to obtain a current address re-mail the letter to the victim.
 - 1.7.2 If the envelope provides a change of address, re-type the notification letter and mail to the current address.

- 1.7.3 Record the return of the letter on the Release Notification screen with the specific reason for it being returned.
- 1.8 Confidentiality – The address of the victim’s immediate family or lawful representative shall not be disclosed to anyone without the written consent of the victim, the victim’s immediate family, or lawful representative.
- 1.9 Release Prior to Notification – Inmates shall not be released prior to the 15 calendar day advance notice unless the release is a release notification exception. In such instances, the victim and other parties subject to notification shall be notified within 24 hours of the order to release.
- 1.10 Return to Custody Inmates – The Release Notification Services Unit shall, within five days of receiving notification that a released inmate has returned to Department custody for violation(s) of release conditions and/or returned from escape/abscond status, use certified mail to notify the victim of the inmate’s return. A subsequent Release Notification Letter shall be mailed upon determination of the inmate’s re-calculated release due to the violation.
- 1.11 Complaints From Victims – Victim complaints shall be handled as expeditiously as possible.
 - 1.11.1 The Release Notification Unit Manager shall handle the initial complaints.
 - 1.11.2 Unresolved complaints shall be elevated by the Release Notification Unit Manager, through the chain-of-command.
 - 1.11.3 Complaints of an urgent nature may be referred to the Office of Victim Services Administrator at any time.
 - 1.11.4 A log of all victim telephone calls shall be maintained and the calls annotated in the confidential section of the AIMS Offender Comment screen.
- 1.12 Notification Letters – Any new or modified letters of forms used for victim notification shall be forwarded to the Attorney General’s Office of Victim Services for review and retention. The Release Notification Unit Manager shall:
 - 1.12.1 Ensure the format of the letters accurately describes the intent and purpose.
 - 1.12.2 Ensure development and modification of Release Notification information is submitted to the Information Technology Services Bureau for correction and/or addition to the Automated Release Notification System.
 - 1.12.3 Track and maintain the letters and forms submitted to the Attorney General’s office and the Information Technology Bureau.

1001.11 SEX OFFENDER REGISTRATION/RELEASED SEX OFFENDER IDENTIFICATION CARDS

- 1.1 Upon identification of an inmate who is subject to sex offender registration/ community notification as required by ARS 13-3821 and ARS 13-3825,, the Sex Offender Coordination Unit (SOCU) Supervisor or designee shall:
 - 1.1.1 Prepare an Arizona Department of Public Safety (DPS), Sex Offender Registration Form, 802-04169 and identify in the upper left corner of the form whether the registration is an initial registration or an update registration.

- 1.1.2 Forward the registration form to the appropriate institution OIU Manager no more than ten working days prior to the inmate's anticipated release date.
- 1.2 The OIU Manager or designee shall ensure completion and dissemination of the DPS Sex Offender Registration Form within three business days of receipt from SOCU. For inmates requiring a release prior to the designated ten day period, OIU shall ensure the registration/release ID process is coordinated immediately and forward completed documents to SOCU and DPS prior to inmate's release from custody. All Sex Offender Registrations/ Sex Offender Release ID's shall be completed as follows:
 - 1.2.1 OIU documents Registrant's Home Street Address, release date and Community Corrections Officer contact information (if applicable) shall be completed on form prior to forwarding to Mug Photo Interface Authorized user for processing.
 - 1.2.2 Inmate's approved Community Correction's release program address shall be documented as the Registrant's Home Street Address for inmates with Community Supervision.
 - 1.2.3 "ADC-PRISON" shall be documented as the Registrant's Home Street Address for inmates released either without an approved Community Supervision residence or released without Department Community Supervision.
 - 1.2.4 Inmate's release date shall be documented in comment block on form.
 - 1.2.5 Community Corrections/Probation Officer contact information shall be documented in designated box if applicable.
 - 1.2.6 Prepared DPS form shall be forwarded to the MPI Authorized User for completion of the electronic Sex Offender Registration and Released Sex Offender ID Card.
- 1.3 The MPI Authorized User shall complete the Electronic Sex Offender Registration and Released Sex Offender ID Card in accordance with Identification Training on the Mug Photo Interface Subsystem, LIVESCAN, and FAST ID required annually.
 - 1.3.1 Transfer data from prepared DPS registration form onto LIVESCAN electronic form for all initial registrations.
 - 1.3.1.1 Registrant's Address and Release Date must be data provided from OIU on form (Not from inmate at time of registration).
 - 1.3.1.2 Update inmate's physical characteristics, if applicable.
 - 1.3.1.3 The Type 03 fingerprint card is required for all sex offender registrations.
 - 1.3.1.4 Fingerprints are required for all INITIAL registrations.
 - 1.3.1.5 Print completed registration form and present to the inmate for signature/date.
 - 1.3.1.6 After the inmate signs, indicate INITIAL registration date at the upper left corner of the form.

- 1.3.1.7 If inmate refuses to sign, write "Refused to Sign" on the Signature of Registrant line.
- 1.3.1.8 MPI authorized user must sign and date in the area marked "Registering Agency Office Use Only", witnessing inmate signature or refusal.
- 1.3.2 Update registrations require a completed registration form and MPI new sex offender record only. Fingerprints are not required.
 - 1.3.2.1 Fingerprints shall not be entered for update registrations only.
 - 1.3.2.2 The original prepared form received from OIU shall be completed by MPI authorized user by obtaining inmate signature, witnessing and dating form.
- 1.3.3 Create "New Sex Offender Record" in MPI for every initial and update registration.
 - 1.3.3.1 Ensure demographic data is entered.
 - 1.3.3.1.1 Enter designated Registered Sex Offender identifier (SO).
 - 1.3.3.1.2 ADC inmate number followed by (SO) shall be used.
 - 1.3.3.2 Complete "NOTES" entry to indicate Initial/Update Sex Offender Registration and Sex Offender ID completion.
 - 1.3.3.3 Capture inmate's photo (face). Inmate must be in BLUE Release shirt for photo.
 - 1.3.3.4 Print released sex offender ID card and immediately forward the completed registration form, fingerprint card, if applicable, and released sex offender ID to OIU for dissemination.
 - 1.3.3.5 The MPI Department record shall immediately be updated with Sex Offender Registration Photo and "NOTES" entry matching sex offender record entry.
- 1.4 OIU shall distribute copies as follows:
 - 1.4.1 Verify accuracy/completion and immediately fax a signed copy to DPS, Sex Offender Compliance Unit. Copies of Refusals to Register shall not be forwarded to DPS.
 - 1.4.2 Immediately fax completed copy to SOCU. Includes all completed registrations and refusals to register.
 - 1.4.3 Send a copy of completed registration/refusals to inmate's Master Record File.
 - 1.4.4 Mail the Registration Form with the original inmate/staff signatures and hard fingerprint card to DPS, Sex Offender Compliance Unit.

- 1.4.5 Provide copy of completed registration form and Released Sex Offender ID to the Inmate upon release from Department custody.
- 1.4.6 Annotate AIMS with date of completed registration and dissemination.
- 1.5 The Sex Offender Coordination Unit shall:
 - 1.5.1 Within three days of release, fax a copy of the signed registration form to the county sheriff in which offender is approved to reside.
 - 1.5.2 Retain a copy of the signed registration form and fingerprint card, in the inmate's SOCU special purpose file.
 - 1.5.3 Obtain a Verified Sex Offender Registration fingerprint cards from the Department Site AZAFIS Administrator or designee.
- 1.6 If the sex offender is to be supervised after release, ensure notification of the registration is made by faxing a courtesy copy of the registration document to the assigned Community Corrections Officer.
- 1.7 Ensure the offender's AIMS record is appropriately annotated.

1001.12 SEX OFFENDER NOTIFICATION

- 1.1 The Sex Offender Coordination Unit shall:
 - 1.1.1 Complete applicable Arizona Criminal Justice Information System (ACJIS) and Justice Web Interface (JWI) screens within 72 hours upon the release of an inmate from Department custody per statutory requirements.
 - 1.1.2 Provide designated information to the Department of Public Safety (DPS) for the purpose of community notification, to be made by local law enforcement.
 - 1.1.3 Provide applicable information, as available, to local law enforcement agencies for use in determining community notification. Ensuring every effort is made to maximize cooperation to ensure public safety.
 - 1.1.4 Enter the information on the appropriate AIMS screen.
- 1.2 Community Corrections Officer's shall:
 - 1.2.1 Ensure sex offenders subject to Registration/Notification have an approved placement prior to being released on a Provisional Release.
 - 1.2.2 Supervise sex offenders in accordance with established Community Corrections Tech Manual guidelines for the term of supervision.
 - 1.2.3 Assist the sex offender in locating a permanent residence, when the offender is released under supervision and does not have an approved placement.
 - 1.2.4 Notify the Sex Offender Coordination Unit of the approved address through AIMS entry and by phone or email when a permanent residence is obtained.
 - 1.2.5 During the intake process enter the offender's residence into designated AIMS screen.

- 1001.13 PRE-RELEASE PROCESS FOR SEXUALLY VIOLENT PERSONS (SVP)** - Pursuant to Arizona Revised Statute ARS §36-3701 (renumbered from ARS §13-4602, Effective 1998), inmates that have been convicted of crimes enumerated in ARS§ 36-3701, including all past and present convictions in Arizona and outside jurisdictions are subject to the Sexually Violent Persons review/referral process.
- 1.1 Classification staff shall Identify inmates with current and/or prior convictions enumerated in ARS 36-3701 and designate appropriate classification sex code.
 - 1.2 The complex CCL or designee shall establish a tracking system for completion of sex offender packets one year prior to release, as outlined in 1001.05 of this Department Order.
 - 1.3 One year prior to release, forward 2 Sex Offender Packets to the SOCU for every inmate designated a classification sex code of A, B, C, D or E, regardless of release type.
 - 1.4 SOCU shall complete review of Sex Offender Packet and identify inmates subject to the SVP review/referral process, pursuant to ARS §36-3701.
 - 1.4.1 Coordinate evaluation with designated mental health evaluator (psychologist, psychiatrist) and designated Department institutional mental health staff no more than 120 days prior to inmate's release from Department custody.
 - 1.4.2 Request/obtain mental health records and consent for SVP screening from institution mental health staff. Obtain and provide all available documentation designated per statute to mental health evaluator for determination of SVP criteria and possible further referral to county attorney.
 - 1.4.3 Provide all available documentation designated per statute to appropriate County Attorney/Attorney General upon completion of evaluation and recommendation of Mental Health Evaluator.
 - 1.4.4 Serve offender with SVP petition at designated location in accordance with court directive.
 - 1.4.5 Track caseload of SVP petitioned/ committed offenders until expiration of Department Community Supervision term.
 - 1.4.6 Coordinate transport/ transfer of Community Supervision offender to designated field Community Corrections Office if discharged from ACPTC prior to expiration of Department Community Supervision.
 - 1.5 Department Mental Health supervisor or designee shall:
 - 1.5.1 Obtain inmate's written consent/refusal on the Consent for SVP Screening form from SOCU, and return signed/witnessed form to SOCU per designated deadline date.
 - 1.5.2 Forward all specified records to SOCU per designated deadline date upon receipt of Mental Health Records Request memo from SOCU.
 - 1.6 Department Medical Records supervisor or designee shall, upon receipt of Continuity of Care Request memo from SOCU, forward all specified records to SOCU per designated deadline date.

- 1.7 Time Computation Unit Administrator or designee shall, upon request (email) from SOCU, provide an Audit of Release Dates by the designated deadline date.
- 1.8 Offender Information Unit, Central Office Supervisor or designee shall, upon request via e-mail from SOCU, provide a Prior Pack to SOCU by the designated deadline date.

1001.14 RELEASE VERIFICATION AUDIT

- 1.1 Release Verification Request - OIU staff shall request confirmation of the release dates, via e-mail, from the TCU according to the schedule on Attachment A, prior to the release of any inmate.
- 1.2 Home Arrest - Within two work days of approval by the Community Corrections Bureau Administrator or designee, the institution shall request verification of release eligibility by sending a release request by e-mail to the TCU. The TCU shall:
 - 1.2.1 Send a release confirmation via e-mail to the Community Corrections Bureau and the institution OIU as outlined in Technical Manual 1002-TM-OPS.
 - 1.2.2 Within two work days of receipt of the release approval from the Community Corrections Bureau, process the Home Arrest Release request.
- 1.3 Processing Institutional Requests - After receipt of the request for confirmation from the OIU, the TCU shall:
 - 1.3.1 Within two work days, annotate the AIMS Offender Comments screen.
 - 1.3.2 Within 15 work days, process all tentative release requests and dispositions granting parole or Board release to inmates. If the request for a release confirmation is after the parole or administrative release eligibility date, and if TCU staff can process the verification prior to the release date requested. The TCU and OIU staff shall establish an earlier release date.
 - 1.3.3 Within five work days, process Work Furloughs and Temporary Releases.
 - 1.3.4 Determine eligibility or ineligibility for a Provisional Release.
 - 1.3.4.1 If the inmate is ineligible for Provisional Release, determine if the inmate is eligible for an ERCD release.
 - 1.3.4.1.1 If the inmate is eligible for an ERCD release, enter the applicable code which indicates that the inmate is "ineligible for Provisional Release but eligible for ERCD release" on the AIMS Custody Classification screen.
 - 1.3.4.1.2 If the inmate is ineligible for an ERCD release, enter the applicable code which indicates that the inmate is "ineligible for Provisional Release and ERCD release," on the AIMS Custody Classification screen.
 - 1.3.4.2 After determining the release eligibility from Provisional Release to an ERCD or SED release:
 - 1.3.4.2.1 Recalculate the release eligibility dates.

1.3.4.2.2 Notify the institution of the recalculated release date via e-mail and reason for the denial.

1.3.4.2.3 Enter on the AIMS Audit Release Offender Comments screen the eligible release types and dates. The reason(s) for ineligibility and the recalculated release dates.

1.4 Final Release Eligibility Review - Within 15 work days prior to the inmate's scheduled release, the OIU staff shall:

1.4.1 Request an ACIC/NCIC check and make a final release eligibility review in accordance with Department Order #1002, Inmate Release Eligibility System, and Technical Manual 1001-TM-OPS.

1.4.2 Electronically notify the Security Threat Group Unit if the inmate to be released has an STG code of V (Validated); D (Debriefed); A (Pending Appeal); P (Pending Debrief); M (Enrolled in Step-down) and C (Completed Step-down). Information shall include:

1.4.2.1 The inmate's name and number.

1.4.2.2 The date and type of release.

1.4.2.3 The address the inmate is being released to, if available.

1.4.2.4 Any special release conditions or relevant information.

1.4.3 One work day prior to release, review the appropriate AIMS screens that could affect the inmate's release date as outlined in this Department Order.

1001.15 PRE-RELEASE PACKETS INMATE DISABILITY BENEFITS AND APPLICATION PROCESS - Inmates who meet criteria and are within 45 days of an eligible release may apply for Social Security Disability Benefits. The Social Security Administration is solely responsible for the determination of an inmate's eligibility for benefits.

1.1 Criteria - CO III shall use the following criteria to determine if an inmate is eligible to apply for benefits.

1.1.1 The inmate has a high Medical/Mental Health score based upon the Classification Profile.

1.1.2 The inmate was receiving disability benefits prior to incarceration.

1.1.3 The inmate would potentially be disabled (unable to maintain employment) for a minimum of 12 months after release.

1.1.4 The inmate will not be under the Mandated State Hospital Commitment after release.

1.2 Application Process - Processing an application earlier than 45 days prior to an inmate's release date may potentially jeopardize the application process due to federally mandated guidelines concerning the inmate's release status.

1.2.1 If the inmate is determined to meet the criteria, the CO III shall:

- 1.2.1.1 Contact the Social Security Administration Assistant Manager.
 - 1.2.1.2 Working with the Social Security Administration staff and the inmate, complete the application process by telephone.
 - 1.2.1.3 Make the arrangements to ensure that the application with the required signatures is mailed or faxed to the Social Security Administration.
- 1.2.2 After receipt of the application, the Social Security Administration shall contact the Department's Health Services Program Manager and request the medial documentation needed to substantiate the inmate's disability claim.
- 1.2.2.1 The type of disability will determine the type of medical records required for evaluation, for example; a physical disability requires one to two years of documentation, and a mental health disability requires up to five years of documentation.
 - 1.2.2.2 The application process may take an average of 60 to 120 days to complete.
- 1.3 Completion of the Application Process - The Social Security Administration is responsible for providing the inmate with the information needed to inquire on the status of their pending disability claim. If the inmate is approved for benefits, funds may be available within seven to tens days to the applicant or their representative payee.

IMPLEMENTATION

Within 90 days of the effective date of this Department Order the Division Director for Offender Operations shall ensure that the Inmate Release System Technical Manual is updated and distributed.

DEFINITIONS

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 Board of Executive Clemency within the institution.

COURTESY NOTIFICATIONS - Other than the victim, interested parties, whose signed, written request for notification have been approved by the Victim Notification Unit, Administrator or designee.

LAWFUL REPRESENTATIVE - A person designated by the victim or appointed by the court who acts in the best interest of the victim.

LIVESCAN - Equipment used to electronically capture and send fingerprints and demographic information.

MUG PHOTO INTERFACE SUBSYSTEM (MPI) - Equipment used to capture demographic information, capture photos and print identification cards.

POST-CONVICTION DATA - Arrest information without disposition if an interval of one year has elapsed from the date of arrest and no active prosecution of the charge is pending or information is disclosed that the police have elected not to refer the matter to a prosecutor or a prosecutor has not elected to commence proceedings or there is an acquittal or dismissal.

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.

PRE-RELEASE PACKET - Board and/or Administrative Conditions of Release and specified documents from an inmate's Institutional File that are forwarded to Community Corrections- Release Unit for investigation of an approved release placement.

RELEASE NOTIFICATION EXCEPTIONS - A legislative or executive action that requires the release of an inmate, or a group or classification of inmates, with less than fifteen calendar days advance notice.

SEX OFFENDER 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.

VICTIM - The person against whom the criminal offense was committed. If the person was killed or incapacitated, the victim's immediate family or other lawful representative is considered to be the victim, unless that person is in custody for an offense or is the accused.

{Original Signature on File}

Charles L. Ryan
Director

ATTACHMENT

Attachment A - Release Verification Schedule

FORMS LIST

1001-1 - Sex Offender Registration/Notification Requirements
1001-1 - Registro de Delincuente Sexual/Requisitos de Notification (Spanish Version)
1001-2 - Pre-Release Information Sheet
1001-3 - Sex Offender Notification Information Sheet/Checklist
1001-4 - Receipt of State Prisoner on Discharge from Arizona State Prison Complex
1001-5 - Board Hearing Application
1001-6 - Approved Travel Request
1001-7 - Institutional Release Confirmation Report
1001-8 - Board of Executive Clemency Changes
1001-9 - Detainer Letter
1001-10-Transition Program application

AUTHORITY

A.R.S. 13-3821 Sex Offender Registration
A.R.S. 13-3825 Sex Offender Community Notification
A.R.S. 36-3701 Sexually Violent Persons
A.R.S. Title 13, Criminal Code
A.R.S. 13-703, Repetitive Offenders, Definition

A.R.S. 13-704, Dangerous Offenders, Definition

A.R.S. 13-705, Dangerous Crimes Against Children; Definition

A.R.S. 31-233, Order for Removal; Purposes; Duration; Failure to Return

A.R.S. 31-251, Hard Labor Required of Prisoners; Labor Classification; Definitions

A.R.S. 31-252, Use of Prisoners in Public Works; Cooperative Prisoner Labor System; Definition

A.R.S. 31-411, Parole or Discharge; Conditions of Parole; Release Under Supervision of State Department of Corrections; Notice of Hearings; Exceptions

A.R.S. 31-412, Criteria for Release on Parole, Release; Custody of Parolees

A.R.S. 31-414, Absolute Discharge of Parolee; Effect; Notice to Victim

A.R.S. 31-433, Power of Governor to Grant Reprieves, Commutation and Pardons

A.R.S. 41-1604.06, Earned Release Credit Eligibility Certification; Classification; Appeal

A.R.S. 41-1604.07, Earned Release Credits; Forfeiture; Restoration; Definition

A.R.S. 41-1604.09, Parole Eligibility Certification; Classification; Appeal; Recertification; Applicability; Definition

A.R.S. 41-1604.10, Earned Release Credits; Forfeiture; Restoration; Applicability

A.R.S. 41-1604.11, Order for Removal; Purposes; Duration; Work Furlough; Notice; Failure to Return; Classification; Applicability

A.R.S. 41-1604.12 Community Correctional Centers

A.R.S. 41-1604.13, Home Arrest, Eligibility; Victim Notification; Conditions; Applicability

A.R.S. 41-1604.14 Release of Prisoners with detainees

A.R.S. 41-1604.15 Probation or other release non-eligibility

RELEASE VERIFICATION SCHEDULE

RELEASE TYPE	OFFENDER INFORMATION UNIT	TIME COMPUTATION UNIT CONFIRMATIONS
Tentative Releases	90 days prior to release	Within 60 days prior to release
Parole (Offenses between 8/13/86 and 12/31/93)	Upon receipt of approved program	Upon receipt of Board Disposition to obtain a ERCD Parole Expiration Date
Parole (Offenses Prior to 8/13/86)	Upon receipt of approved program	Within 15 days prior to release, to obtain a recalculated Parole Expiration Date.
Emergency Parole Offenses Prior to 1/1/94	Upon receipt of approved program	Upon receipt of request from Institution OIU with date to be released
Work Furlough Offenses Prior to 1/1/94	Upon receipt of approved program	Upon receipt of Board Disposition or within 15 days from date the Victim Notification Unit Administrator or designee sends out the letter.
Provisional Release	90 days prior to release	Within 30 days prior to release
Transition Program	Upon receipt of the approved application by Community Corrections notify Time Comp within one work day.	Upon receipt of the Institution's request for release confirmation be completed within two work days.

(Already processed through Time Computation Unit with the Release Date changed by any subsequent disciplinary or court actions)

Earned Release Credit	90 days prior to release	Within 60 days prior to release
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(ARS 41-1604.10 Prior TIS)
(ARS 41-1604.07 TIS)

(For Offenses Between 8/13/86 and 12/31/93)

Home Arrest	Not required	Forwarded to the Time Computation Unit by Community Corrections within 2 days after final approval
Community Supervision (TR) (ARS 31-233) Begins Date	90 days prior to release	Within 60 days prior to release
Absolute Discharge (ARS 31-414)	Not required	Upon receipt of Board Disposition
Absolute Discharge (ARS 13-603K) Offenses on or after 1/1/94	90 days prior to release	Within 60 days prior to release
Absolute Discharge <u>ARS 41-1604.10 D</u> Offenses prior to 1/1/94		
Absolute Discharge <u>ARS 41-1604.07 D</u> Offenses on or after 1/1/94		