Classification and Case Management of Offenders

I. Classification

A. Classification Standards (2-CO-4B-01, 4-4295, 4-ACRS-5A-01, 4-APPFS-2A-03)

1. The Department of Corrections (DOC) has established a comprehensive and uniform classification system, based on security and programmatic needs, for the supervision of incarcerated and supervised offenders.

2. Established procedures ensure the classification system of the department is an objective/descriptive system.

B. Parole Procedures

DOC will comply with the procedures established by the Pardon and Parole Board to provide equitable clemency consideration for offenders. The department has established procedures to ensure:

1. Information necessary to determine an appropriate docket date is provided to the staff members of the Pardon and Parole Board;

II. Case Management (4-4299, 4-4435, 4-ACRS-5A-07)

III. Records Management

A. Sentence Administration (4-4097)

B. Offender Records (2-CO-1E-01, 2-CO-1E-02, 4-4095, 4-ACRS-7D-08, 4-APPFS-3D-28)
2. Information regarding an offender's incarceration, which is required in determining clemency, is provided to the Pardon and Parole Board; (4-4304)

3. The preparation of parole programs; and (4-APPFS-2A-07)

4. The release of eligible offenders to parole supervision.

C. Transfers (4-4296, 4-4444, 4-ACRS-5A-06, 4-APPFS-2A-11)

In order to provide adequate security, supervision and programmatic opportunity compatible with each offender's individualized needs, the department has established uniform procedures for offender transfers, including emergency transfers.

II. Case Management (4-4299, 4-4435, 4-ACRS-5A-07)

A. The Department of Corrections case management responsibilities include:

1. Appropriate and timely classification of all offenders;

2. Providing crisis intervention;

3. Work assignments;

4. Programmatic activities;

5. Managing behavior;

6. Developing open communication between staff and offenders;

7. Appropriate assistance with reentry; and

8. Assisting with facility operations and offender development.

B. Other functions include documenting and communicating any behavior that may present a risk to the facility, staff, other offenders or the public in order to ensure appropriate action is taken to fulfill the department’s mission.

III. Records Management

The Department of Corrections ensures the length of confinement or supervision is calculated accurately, recorded and implemented in accordance with the order of the court and statutory requirements.

A. Sentence Administration (4-4097)

1. Standards for sentence administration are established to ensure
offenders under the jurisdiction of the department are incarcerated/supervised according to the order of the sentencing court.

2. Standards for sentence administration are established consistent with Gubernatorial Memorandum 2015-01.

3. Procedures for the foreign and domestic extradition process, the Interstate Agreement on Detainers, the application of statutory time credits and sentence sequencing are developed. (2-CO-4B-02, 4-APPFS-2A-16)

B. Offender Records (2-CO-1E-01, 2-CO-1E-02, 4-4095, 4-ACRS-7D-08, 4-APPFS-3D-28)

Procedures are established for:

1. The creation, organization, transfer, closure, review and preservation of offender records; (2-CO-1E-02, 2-CO-1E-09, 4-4096)

2. Offender access to records; (2-CO-1E-06, 4-4098, 4-ACRS-7D-11)

3. Assignment of a unique register number to all offenders; and

4. The appropriate release of offender information. (2-CO-1E-07, 2-CO-1E-08, 4-4099)

IV. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require written approval of the Board of Corrections.

This policy is effective as indicated.


Distribution: Policy and Operations Manual
Agency Website