

## State of Alabama **Department of Corrections**

Alabama Criminal Justice Center 301 South Ripley Street P. O. Box 301501 Montgomery, AL 36130-1501 (334) 353-3883



September 14, 2023

**OPR: COMMUNITY CORRECTIONS** ADMINISTRATIVE REGULATION 490 NUMBER

### COMMUNITY CORRECTIONS PROGRAM

### I. **GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the operation of a Community Corrections Program (CCP) as established by the Community Punishment and Corrections Act.

### II. **POLICY**

It is the policy of the ADOC to provide oversight and administration of the CCP. ADOC will use the CCP to target available resources to a community that has effectively and efficiently developed a plan to identify those offenders who can be diverted from the ADOC and be safely monitored in the local community under an appropriate level of supervision.

### III. DEFINITIONS AND ACRONYMS

- ADOC Diversion Candidate List: A computer generated list of inmates that are A. currently incarcerated within ADOC that may be eligible for placement within a local CCP.
- B. Annual Report: A compilation of documents submitted to the Joint Legislative Prison Oversight Committee and the Alabama Sentencing Commission demonstrating the effectiveness of diverting offenders from state and local correctional institutions.
- C. Community Corrections Program (CCP): The Alabama Community Punishment and Corrections Act ("the Act"), established pursuant to Alabama Code 1975 § 15-18-170 et seq., which provides for the creation of county approved community-based corrections programs for eligible offenders.
- End of Sentence (EOS): The date of successful completion of an offender's D. sentence.
- Escape: For the purpose of this regulation, the willful failure of an offender to E.

- remain within the extended limits of his/her confinement or to return to the place of confinement within the time prescribed.
- F. Form CREC 047, Receipt of Released Convict: An ADOC document which establishes and records the type of offenders released from ADOC. Also known as Form C-80.
- G. <u>Front-End Diversion</u>: An offender that is placed into an ADOC approved CCP at the time of sentence as an alternative to prison by the sentencing judge.
- H. <u>Institutional Diversion</u>: An inmate that is transferred from an ADOC institution to an ADOC approved CCP through an amended transcript or judge's order stamped by the county circuit clerk and issued by the sentencing judge.
- I. <u>Local Community Corrections Program Director (Local CCP Director)</u>:
  A person who administers the local CCP.
- J. <u>Violent Behavior</u>: For the purpose of this AR, the court may consider prior convictions and other acts not resulting in conviction or criminal charges and the offender's behavior while in state or county confinement.
- K. Voluntary Sentencing Standards Prison In/Out Worksheet: A worksheet developed by the Alabama Sentencing Commission and approved in Act 2006-312 by the Legislature, which is used to predict a recommendation of prison or non-prison for a felony offender convicted of a worksheet offense.

### IV. RESPONSIBILITIES

- A. The ADOC CCP Division Director is responsible for:
  - 1. Developing minimum standards, policies, and administrative rules for statewide implementation.
  - Developing and implementing an application process and procedure.
  - 3. Monitoring the CCP within the goals and mandates established by the Act.
  - 4. Conducting statewide public education programs concerning the purposes and goals as established in the Act.
  - 5. Submitting an annual report to the Joint Legislative Prison Oversight Committee of the Legislature and the Alabama Sentencing Commission. The annual report should include data showing the impact of the diversion of offenders by conviction, race, gender, and location of offender.

- 6. Providing technical assistance to local governments, authorities, nonprofit entities, and agencies, and local CCP advisory boards regarding development of a CCP.
- 7. Reviewing CCP plans and making recommendations to the ADOC Commissioner regarding the awarding of contracts or grants.
- 8. Conducting an audit and an annual evaluation of any CCP that receives contracts and / or grants to ensure program accountability.
- Reviewing invoices from Local CCP Directors submitted for payment.
- B. The Central Records Division Director/Designee is responsible for:
  - Maintaining and updating applicable records system on CCP offenders.
  - 2. Receiving, processing, and transmitting applicable reports and documents pertaining to potential and current CCP participants.
- C. The Accounting Division Director/Designee is responsible for:
  - 1. Ensuring prompt payment on properly submitted CCP invoices.
  - 2. Providing financial oversight and reporting activities required by applicable state laws or regulations.
- D. The Local CCP Director is responsible for:
  - 1. Ensuring that the CCP meets the requirements of the Act, this AR and any other ADOC policies.
  - 2. Ensuring that the ADOC approved Community Corrections Plan is followed.
  - 3. Maintaining and updating an annual Community Corrections Plan.
  - 4. Ensuring that a uniform accounting system is used that conforms to generally accepted accounting practices as directed by the Alabama State Chief Examiner of Public Accounts.
  - Ensuring that offenders assigned to the CCP are supervised according to clearly established written policies and procedures outlined in the annual CCP plan.
  - 6. Promoting Community Corrections and establishing good working relationships with the local CCPs, the ADOC, law enforcement agencies, judicial agencies, local attorneys, local government leaders, and the community.

7. Assessing offender needs and ensuring access to various programming, such as substance abuse treatment, vocational training, and educational classes.

### V. PROCEDURES

- A. Offender Guidelines:
  - 1. Front-End Diversions:
    - a. Eligible offenders include:
      - (1) Persons who, without this option, would be incarcerated in a ADOC facility.
      - (2) Revoked probation violators who do not have pending felony charges.
      - (3) Felony offenders who are not specifically excluded in paragraph V. A. 1. b.
    - b. Offenders with the following felony offenses are statutorily excluded:
      - (1) Murder;
      - (2) Kidnapping in the first degree;
      - (3) Rape in the first degree;
      - (4) Sodomy in the first degree;
      - (5) Arson in the first degree;
      - (6) Selling or trafficking in controlled substances;
      - (7) Robbery in the first degree;
      - (8) Sexual abuse in the first degree;
      - (9) Lewd and lascivious acts upon a child;
      - (10) Forcible sex crimes;
      - (11) Sex offenses involving a child as defined in §15-20A-4;
      - (12) Assault in the first degree if the assault leaves the victim permanently disfigured or disabled.

- (13) Burglary in the first degree [offense must be committed after January 30, 2016];
- (14) Manslaughter [offense must be committed after January 30, 2016];
- (15) A person who demonstrates a pattern of violent behavior.
- c. ADOC Form 490-A, *Diversion Checklist* shall be used to determine reimbursement for a qualified offender, who must score ten (10) or more points to be eligible for supervision reimbursement.
  - (1) The ADOC Form 490-A, *Diversion Checklist* must be submitted with the initial invoicing to be reimbursed by the ADOC.
  - (2) The ADOC Form 490-A, *Diversion Checklist* must be supported with criminal history documentation such as, but not limited to:
    - (a) Administrative Office of the Courts (AOC) documents:
      - 1. AR 01, Criminal Filing.
      - 2. OC 01, On-line Case Action Summary.
    - (b) Pre-Sentence Investigation (PSI) Report;
    - (c) Pre-Probation Investigation (PPI) Report;
    - (d) National Crime Information Center (NCIC) Report.
- d. The ADOC Form 490-A, *Diversion Checklist* shall not be required for reimbursement purposes if the Voluntary Sentencing Standards Prison In/Out Worksheet reflects that an eligible offender received a sentence to "ADOC at Community Corrections."
- e. To ensure payment, invoices must be accompanied by a transcript, or a copy of the court order signed by the sentencing judge.

### 2. Institutional Diversions:

- a. Offenders with the following felony or misdemeanor offenses are excluded by ADOC policy:
  - (1) Felony Offenders who are excluded in paragraph V. A. 1. b.
  - (2) Inmates who have current or prior convictions involving:

- (a) Death of a victim;
- (b) Kidnapping;
- (c) Sex Offenses;
- (d) Drug Trafficking or Manufacturing;
- (e) Illegal Sales of Controlled Substances;
- (f) Child Abuse/Molestation;
- (g) Child Pornography/Obscenity.
- (3) Inmates who are serving on an Escape conviction or who have escaped during the current incarceration.
- (4) Inmates assigned to Supervised Re-Entry Program (SRP), while actively participating in said program.
- (5) Inmates who have nine (9) or more major disciplinaries within the last two (2) years.
- (6) Inmates who are set to be released (EOS, probation) within sixty (60) days.
- b. A state incarcerated inmate may be approved by ADOC for participation in a CCP if the sentencing judge specifically orders placement in that CCP.
- c. The offender may transfer to another CCP if a presiding judge in the other county and the sentencing judge agree to the assignment. This arrangement is contingent on the receiving county's CCP plan accepting inmates originally sentenced in another county.
- d. The sentencing judge authorizes the inmate's participation in a local CCP by issuing an amended transcript or judge's order stamped by the circuit clerk to the ADOC Central Records Division.
- 3. The victim will be notified in accordance with the local CCP plan before an offender is sentenced to that CCP, as established in the Act.

### B. Program Guidance:

1. Participating CCPs under contract with the ADOC shall carry general liability insurance. The insurance coverage shall be in an amount sufficient to insure against loss resulting from bodily injury, death, or property damage. This coverage shall be subject to the limitations on recovery of damages contained in the Act, and any other immunity from civil liability,

- or defenses established under the Constitution of Alabama or any other section of the code or common law, to which said entities might be entitled.
- 2. In the event a "state inmate", as defined in the Act, develops a medical condition which, in the opinion of a physician licensed to practice medicine in Alabama, would require treatment, the cost of which would exceed two thousand dollars (\$2,000), then the Local CCP Director shall contact the ADOC CCP Director/Designee to arrange the offender's transfer to ADOC custody within three (3) days. The Local CCP Director shall forward an amended transcript or judge's order stamped by the circuit clerk transferring the offender to ADOC in order that medical treatment can be obtained.
- 3. When an offender assigned to a CCP dies, the Local CCP Director shall notify the ADOC CCP Director/Designee immediately. A death certificate or copy of the obituary from the local newspaper or online website shall be forwarded to the ADOC CCP Director within four (4) weeks of the death.
- 4. Counties are required to submit an updated CCP plan and an updated certificate of insurance. CCPs insured through the county shall provide verification of insurance coverage. The updated plan and certificate of insurance shall be submitted by September 1st of each fiscal year if there are changes to the previously approved plan. If there are no changes, the Local CCP Director shall indicate in writing and submit this information to the ADOC CCP Director.

### C. Diversion Intake and Transfers:

- 1. Front-End Diversions require the following actions:
  - a. The Local CCP Director/Designee shall check the AOC database for other charges or convictions and provide this information to the court prior to a judge sentencing an offender to the local CCP.
  - b. The circuit clerk should forward all transcripts of felony offenders sentenced to a CCP to the ADOC Central Records Division. The Central Records Division shall input the transcript information into the ADOC inmate data system and the Alabama Criminal Justice Information Center (ACJIC) data system.
  - c. The local CCP shall forward to the ADOC CCP Director copies of all signed judge's orders, which must be stamped by the circuit clerk, and state the length of supervision for the CCP offender.
- 2. Institutional Diversions require these transfer actions:
  - a. The ADOC CCP Director/Designee shall provide the Local CCP Directors with a monthly list of potential diversion candidates sentenced by county for their review.

- b. ADOC Central Records Division shall notify the ADOC CCP Director/Designee when the amended transcript or judge's order stamped by the circuit clerk's office has been received.
- c. The ADOC CCP Director/Designee shall notify the Local CCP Director that the inmate may be transferred to the program.
- d. The Local CCP Director/Designee shall notify by email the ADOC CCP Division and provide the following information:
  - (1) The name and relationship of the person who will transport the offender to the local CCP.
- e. The ADOC CCP Director or designee shall notify the ADOC Central Records Division and the releasing facility of the offender transfer information.
- f. The releasing facility will review the inmate's facility file to ensure that there are no new charges, detainers, or warrants. When new charges, detainers, or warrants are discovered, the releasing facility shall immediately contact the ADOC CCP Director/Designee.

  Movement of the offender to the local CCP shall be postponed until the issue is resolved by the ADOC CCP Director/Designee.
- g. ADOC facility staff shall explain the acceptance agreement prior to the inmate signing ADOC Form 490-C, *Community Corrections Program Acceptance Agreement*.

### D. Escape and Release Reporting:

- 1. If an offender escapes from a local CCP, the Local CCP Director shall immediately:
  - a. Notify the local law enforcement authority.
  - b. Verify that the escapee information has been entered in the NCIC database.
  - c. Email the completed ADOC Form 409-D, *Escape Report* to the ADOC Community Corrections Division.
  - d. Ensure that an escape warrant is issued.
- 2. When the Local CCP Director is notified that an <u>escapee has been</u> recaptured, he/she shall immediately email the completed ADOC Form 409-E, *Recapture Report* to CCP STAFF EMAIL@ALABAMAGOV.ONMICROSOFT.COM
- 3. Felony offenders assigned to the CCP are not allowed to go outside of the boundaries of the State of Alabama.

- 4. ADOC Central Records Division shall mail ADOC Form CREC 047, Receipt of Released Convict (also known as Form C-80) to the Local CCP Directors. ADOC Form CREC 047, Receipt of Released Convict (also known as Form C-80) is to be processed on the actual date of release and not before. The original ADOC Form CREC 047, Receipt of Released Convict (also known as Form C-80) with the inmate's signature is to be returned to the ADOC Central Records Division.
- 5. The Local CCP Director shall immediately notify the ADOC Central Records Division if an offender that is serving a community corrections sentence is released early or revoked by the sentencing judge.

### E. Funding Criteria:

- 1. The ADOC may contract with counties, authorities or other non-profit entities concerning initial program start-up costs, the costs of maintenance, and other associated program costs, as defined in the Act.
- 2. A local governmental authority receiving approval of its CCP plan may be eligible for direct financial contracts and/or grants.
- 3. A non-profit entity, other than a community correction authority, may be eligible to receive contracts and/or grants to carry out provisions of its approved CCP plan.
- 4. Any ADOC funds provided to a County-operated CCP shall comply with the state competitive bid law (Articles 2 and 3 of Chapter 16 of Title 41 of the Code of Alabama 1975) unless a specific purchase is exempt by virtue of the Code of Alabama 1975 § 41- 16-21. CCPs incorporated as Authorities or non-profit entities are exempt from the state competitive bid law pursuant to Code of Alabama 1975 § 15-18-179(i).
- 5. Funding will be allocated to those receiving approval of their CCP plans, based on the availability of funds provided to the ADOC.
- 6. The ADOC is authorized to utilize State Partnership Community Corrections Funds or State appropriated funds for CCP in the ADOC budget for awarding start-up funds (grants) and expansion grants to existing programs.
  - Start-up Funds: The criteria utilized for awarding start-up funds and the awarded amounts shall include, but is not limited to, the following:
    - (1) Availability of funds;
    - (2) Population of the county or circuit;
    - (3) Number of commitments to the ADOC on an annual basis

from that county or circuit;

- (4) Number of commitments in the current ADOC inmate population from that county or circuit that are eligible for the CCP;
- (5) Support from the county, or circuit; and
- (6) Ability and willingness of the judicial system to divert offenders to the CCP.
- b. Expansion Grant: The criteria utilized in awarding an expansion grant\_to an existing program shall include, but is not limited to, the following:
  - (1) Criteria outlined in paragraph V. E. 6. a. (1-6);
  - (2) Compliance with all related ADOC regulations, policies, procedures and directives;
  - (3) Participation in a performance-based evaluation when directed by the ADOC;
  - (4) Development of treatment programs that address the rehabilitation needs of the offenders;
  - (5) Demonstration of effectiveness in diverting eligible offenders from ADOC (front-end and institutional diversions); and
  - (6) Number of offenders in their CCP that meet ADOC criteria for reimbursement in the past twelve (12) months.
- 7. Awarded CCP funds may be used to acquire, renovate, and operate a facility to provide the programs and services developed in the approved CCP plan. Nothing in the Act shall prevent an entity eligible for funding from using common facilities and/or personnel and to share other overhead costs with county correctional or work release programs.
- 8. Administrative costs, excluding salaries, connected with the expenditures of approved CCP plan funds shall not exceed eight percent (8%) of the total expenditures.
- 9. Payment of funds to the CCP may be on a monthly basis. Should the ADOC undergo proration during the fiscal year, any funds for the approved CCP plan may also be prorated.
- 10. User fees may be assessed to defray the cost of administering the CCP. User fees paid by an offender shall not diminish the payment of restitution by the offender to the victim of the crime for which an offender was sentenced.

- 11. If the offender is assigned to a CCP work release program, the employer of an offender shall send the offender's wages directly to the local CCP. Distribution of the offender's wages shall be made as follows:
  - a. Twenty-five percent (25%) of the offender's gross wages shall be applied to costs incident to the offender's confinement, if applicable;
  - b. A minimum of an additional twenty percent (20%) shall be applied as detailed below:
    - (1) Ten percent (10%) to pay court costs, fines, court-ordered attorney fees, and other court fees or assessments.
    - (2) Ten percent (10%) to restitution.
  - c. The remainder of the offender's gross wages shall be credited to the offender's established CCP account. Funds may be paid out for dependent care, savings, and spending money. The local CCP Plan shall address modes of accounting and disbursement of these funds.
  - d. Any remaining funds on an offender's account shall be returned to him/her upon release from the CCP. The offender shall be responsible for the remainder of the court ordered costs and restitution.

### F. Payment Schedule:

- Offenders sentenced to the CCP Front-End Diversions and Institutional Diversions:
  - a. Shall be reimbursed at a rate of \$15.00 per day per offender.
  - b. Shall be reimbursed at a rate of \$20.00 per day for high-risk offenders if approved by the ADOC Community Corrections Division.

    Approval for the \$20 per day incentivized reimbursement rate shall be requested by the local CCP using ADOC Form 490-G, Offender Incentivized Reimbursement Qualification Request.
  - c. The reimbursement period shall not exceed a maximum of twenty-four (24) months, regardless of the offender's sentence.
- 2. Offenders that have met the ADOC Form 490-A, *Diversion Checklist*, been sentenced to probation, or have an "in" recommendation on a Voluntary Sentencing Standards Prison In/Out Worksheet, and placed under the supervision of the local CCP, shall be eligible for reimbursement from ADOC upon approval from ADOC Community Corrections.

### G. Invoice Reimbursements:

- ADOC Form 490-B, Reimbursement Invoice shall be submitted to the ADOC CCP Director/Designee by the 10th day of every month for the previous month on all eligible CCP offenders. The ADOC Form 490-B, Reimbursement Invoice received after the 10th day of the month may result in non-payment.
- 2. On new diversions, the following documentation is required with the ADOC Form 490-B, *Reimbursement Invoice*.:
  - a. ADOC Form 490-A, Diversion Checklist.
  - b. Supporting documentation of offender criminal history.
  - c. If the offender has been revoked from felony probation (technical violation), then only include the probation revocation report and a court transcript or a copy of the Judge's order placing the offender in the CCP.
- 3. If the Voluntary Sentencing Standards Prison In/Out Worksheet results in the offender being sentenced to "ADOC at Community Corrections", this worksheet shall be attached to the ADOC Form 490-B, *Reimbursement Invoice* instead of ADOC Form 490-A, *Diversion Checklist*.
- 4. An explanation shall be included for each offender who is no longer in the local CCP, specifically those that EOS, placed on probation, revoked, terminated, removed, or escaped from the local CCP.

### H. Uniform Accounting System:

- 1. All records of accounts and financial records of all funds received and expensed by grant(s), contract(s), or other federal, state, or local source(s) shall be subject to an annual audit by the Department of Examiners of Public Accounts, or the ADOC, or both.
- 2. The CCP shall be audited annually by the Department of Examiners of Public Accounts, or by an independent certified public accountant. The cost of such audit shall be paid for by the contracting entity. The completed audit shall be submitted to the ADOC CCP Division by March 31 following the previous fiscal year ending September 30th.
- 3. The CCP shall have adequate bond coverage for financial matters.
- 4. The CCP shall grant the ADOC access to all financial records related to the ADOC provided funds, upon request.
- 5. The CCP assets shall be held in the organization's name and not in an individual's name.

- 6. Assets shall be adequately safeguarded from the loss of fire, theft, damage, or misplacement.
- 7. Two (2) signatures are required for all financial matters including, but not limited to, check writing and investment of funds.
- 8. Fund deposits shall be made daily, or in a timely manner.
- 9. All accounts payable (bills) shall be paid in a timely manner and no later than thirty (30) days past due.
- 10. Bank accounts shall be reconciled promptly after receipt of the end of the month statement.
- 11. The Local CCP Director/Designee shall review completed bank account reconciliations.
- 12. There shall be adequate segregation of financial duties, e.g., receiving monies, depositing monies, writing checks, reconciling accounts, etc.
- 13. An adequate accounting system shall be in place to detail the account receivables from the ADOC and individuals.

### VI. <u>DISPOSITION</u>

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

### VII. FORMS

- A. ADOC Form 490-A, Diversion Checklist.
- B. ADOC Form 490-B, Reimbursement Invoice.
- C. ADOC Form 490-C, Community Corrections Program Acceptance Agreement.
- D. ADOC Form 490-D, Escape Report.
- E. ADOC Form 490-E, Recapture Report.
- F. ADOC Form 490-F, Request to Void Escape Report.
- G. ADOC Form 490-G, Instruction for completing the Offender Incentivized Reimbursement Qualification Request.
- H. ADOC Form 490-H, Offender Incentivized Reimbursement Qualification Request.

### VIII. <u>SUPERSEDES</u>

This Administrative Regulation supersedes AR 490, *Community Corrections Program*, dated September 11, 2007, and any changes.

### IX. PERFORMANCE

- A. Code of Alabama, 1975 § 12-25-30 et seq.
- B. Code of Alabama, 1975 § 14-1-1.1 et seq.
- C. Code of Alabama 1975 § 15-18-170 et seq.
- D. Alabama Regulatory Boards and Commission, Department of Examiner of Public Accounts.

John Q. Hamm Commissioner

Offender No	*******	10-Point Diversion Checklist fo	Today's Date:					
Date of Birt	ate of Birth: Last 4-Digits SSN:							
AIS #:			Sentencing Date:					
	0	FFENSE [excludes all presumptive offenses]	COUNTY	CASE #	POINTS	SUM		
Section 1—Choose Only One CURRENT FELONY CONVICTION	Class A	Statutorily Permitted Class A Felony  List:			7.5			
	Class B	Assault I [victim must not be permanently disabled]			7.5			
		[circle one] Robbery II or Burglary II			7.0			
		Statutorily Permitted Class B Felony  List:			5.0			
× ×	Class C	Robbery III			7.0			
£ 2		Assault II			6.0			
] =		Burglary III [§13A-7-7(a)(1-2)]			5.5			
tion 3		Statutorily Permitted Class C Felony  List:			3.5			
JRF		1	Current Felony Conviction ADD These Points 1.5					
s ប	Age at <u>Current Felony Conviction</u> ADD These Points							
		LIST OFFENSE	COUNTY	CASE #	POINTS	SUM		
Section Concur		1. 2.			1.5— Weapon			
Felo	ny	3.			Used or			
Convic	tions	5.			1.0—No			
		5.	Weapon					

	LIST OFFENSE	COUNTY	CASE #	POINTS	SUM	
Section 2 Concurrent	1.			1.5—		
	2.			Weapon		
	3.			Used		
Felony	4.			or		
Convictions	5.			1.0—No Weapon		
	6.		1 (1997)			
	1.					
Section 3	2.					
	3.			3.0—A		
Prior Felony	4.			2.5—B		
Convictions	5.			2.0—C		
	6.			1.5—D		
	7.					
	1.					
	2.					
Section 4	3.			0.5-1-5		
Misdemeanor	4.			1.0-6-9		
Convictions	5.			1.5—>9		
	6.					
	7.					
Section 5	Currently on State Felony Probation			2.0		
Section 6 Juvenile Record	Juvenile Record @ Alabama Department of Youth Service (DYS) since age 14 Documentation Required					

Qualified Diversions	Must Score 1	0 or More Points	/—TOTAL POINTS
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Note: List all case numbers—provide supporting documentation, such as AOC documents, FSI, OF N	cic report.
Remarks/Comments:	

ADOC Form 490-A 9-2023



### **COMMUNITY CORRECTIONS PROGRAM**

### REIMBURSEMENT INVOICE

### Date:

	Total Offenders		Number Probation Revocations =			Institutional Diversions =		Please Sort by Front-L	se Sort by Front-End, then Last Name, & Date of Entry			
			Number by 10-Point =			al Front-End Diversions =		Amount Invoiced =	\$	Total Invo	oiced =	s
			NAME	DATE	OF: mm/	dd/yyyy		REASON FOR	ORAS Date	DAYS	DAYS	AMOUNT
#	AIS	Last	First	Birth	Entry	Removal	Type Entry [Select ↓]	REMOVAL	[\$15 Offender's]	@ \$15	@ \$20	
1	No. of the last									SHERRE		\$
2												\$
3												\$
4												s
5												\$
6												\$
7												\$
8												\$
9												\$
10												\$
11							Y					S
12												S
13												s
14												\$
15												\$
16												\$
18												\$
19												\$
20												S

ADOC Form 490-B 9-2023



ADOC Form 490-C 9-2023

# COMMUNITY CORRECTIONS PROGRAM ACCEPTANCE AGREEMENT

MREC							
	, an inmate of the Alabama Department of ctions, agree to abide by the terms and conditions set forth in this agreement. I also stand that I am serving my state sentence through the Community Corrections Program.						
1.	I understand that I have been assigned, by the sentencing judge, to the Community Corrections Program (CCP)County.						
2.	. I understand that my assigned CCP will supervise me for the remainder of my sentence. I also understand that this is not an "end of sentence" (EOS) release.						
3.	. I agree to report within 24-hours to my assigned CCP.						
4.	. I agree to abide by all rules, regulations, and policies of the CCP and to fully participate in all treatment programs as directed by the CCP.						
5.	5. I agree not to purchase, have in my possession, nor consume alcoholic beverages or synthetic narcotics or drugs in any form, nor enter upon the premises of a drinking establishment (bar or tavern).						
6.	I agree to submit to random drug testing when directed by the CCP.						
7.	I understand that I will continue to earn good time, if applicable, and will EOS my sentence on CCP unless my behavior or other factors results in CCP revocation. I also understand that I will <b>not</b> be eligible for parole.						
8.	I understand and agree that I will be responsible for all medical and/or dental expenses. I understand that if I am hospitalized or receive emergency treatment, I, or a family member, will notify my assigned CCP Director immediately. Failure to do so will render me liable for all medical expenses incurred.						
9.	I understand that my willful failure to return to my approved residence or report to my assigned CCP as required will be considered an escape from confinement and is punishable as prescribed by law.						
I cert	ify that I have read, or had read to me, this agreement in its entirety, and that I fully estand and will abide by these terms and conditions.						
	·						
ADO	C Witness – Name & Signature Inmate's Signature/AIS Number						
acility	7: Date:						
Distribu	ion: Inmate Institutional File						

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### **COMMUNITY CORRECTIONS PROGRAM ESCAPE** Report

### Email only to: CCP\_STAFF\_EMAIL@ALABAMAGOV.ONMICROSOFT.COM

	Please Note	ADOC Does Not Ent	er Into AlaCo	p or NCIC		
Data	f Panart		Co	mmunity Correc	ctions Brog	aram
Date o	f Report	l	CO	mmunity Correc	Lions Prog	jrum
Name of Offende	r [F-M-L]:					
		T				
NS (6-#):			Race an	nd Sex:	DOB:	
Date of Escape:		Escape	: Warran	t Entered in NC	C: U	
DRAS Risk Level:	□ VERY HIGH □ HIGH	☐ MODERATE	□ LOW	Last Contact:	Date:	
erving Cases:				Core #		#
County	Case #	Case #		Case #	Cas	se #
emarks regardin	g Recapture:					
eporting Officer:	Name:	Phone	9:	Signature:		

### Email only to: CCP\_STAFF\_EMAIL@ALABAMAGOV.ONMICROSOFT.COM

\*\*\*\*Please Confirm Offenders Status with ADOC Website or Call one of our Staff\*\*\*\* Please Note ADOC Does Not Enter Into AlaCop or NCIC

Distribution: NCIC Unit - ADOC Central Records Division

ADOC Form 490-D

9-2023



### COMMUNITY CORRECTIONS PROGRAM **Recapture Report**

### Email only to: CCP\_STAFF\_EMAIL@ALABAMAGOV.ONMICROSOFT.COM

\*\*\*\*Please Confirm Offenders Status with ADOC Website or Call one of our Staff\*\*\*\* Please Note ADOC Does Not Enter Into AlaCop or NCIC

Date o	f Report		Communit	y Corrections Program	
Name of Offende	r [F-M-I]:				
rume of offende					
AIS (6-#):			Race and Sex:	DOB:	
Date of Escape:			Date of Recapture	p:	
Dute of Escape.					
Arrest Location:			Arresting Agency		
Current Custody I	Location/Age (Must be a county				
	inase se a councy	junj			
Pending Charges:					
Remarks regardin	na Pocanturo				
Kemarks reguran	ig necupture.				_
-					_
					_
-					_
				(3)	_
					_
					_
					_
Reporting Officer:	Name:		Phone:	Signature:	

### Email only to: CCP\_STAFF\_EMAIL@ALABAMAGOV.ONMICROSOFT.COM

\*\*\*\*Please Confirm Offenders Status with ADOC Website or Call one of our Staff\*\*\*\* Please Note ADOC Does Not Enter Into AlaCop or NCIC

Distribution: NCIC Unit - ADOC Central Records Division

ADOC Form 490-E

Reporting Officer:

9-2023



# COMMUNITY CORRECTIONS PROGRAM REQUEST TO VOID ESCAPE REPORT

## Email only to: CCP\_STAFF\_EMAIL@ALABAMAGOV.ONMICROSOFT.COM

**Attn: Community Corrections Division** 

Date of reques	t:		
TO: Al Terry, Direc	tor, Central Records Division,	Alabama Depart	ment of Corrections
Program:			
Director Name and Signature:			
Name of Offender [F	-M-L]:		AIS:
Date of Escape:		Date of Escape R	eport:
circumstance that in	ding the escape—the reason radicates the offender had not pital or in jail. The judge cance	escaped. Two co	ommon examples are the
Reporting Officer:	Name		Signature:

Distribution: Director—ADOC Central Records Division

ADOC Form 490-F 9-2023



### Instructions for Completing the Offender Incentivized Reimbursement Qualification Request

Authority: Alabama Community Punishment & Corrections Act of 1991, as amended in

2003 & 2015, section § 15-18-176.

### **Data Field Descriptions:**

- AIS # or number (Alabama Inmate Serial number): unique identification number assigned by the Central Records Division to each inmate upon receipt of a court transcript.
- 2. Case Planning Overview: [skip domains rated as low]
  - a. <u>Tier I [domain]-Specific Intervention</u>: indicate the type of intervention applied, such as T4C, MRT, or other ADOC approved evidence-based program. Also, indicate if external provider is used and attach documentation of external provider's qualifications to facilitate/instruct the program. For *Monthly Cost* indicate the amount the offender or program incurred. Annotate amount by offender (O) and/or CCP as (P). Indicate the *Start Date* and *Estimated Completion Date* from the offender's case plan.
  - b. <u>Tier II [domain]-Intervention or referral</u>: indicate the type of intervention or referral used as an intervention. Also, indicate if external provider is used and attach documentation of external provider's qualifications to facilitate/instruct the program. For *Monthly Cost* indicate the amount the offender or program incurred. Annotate amount by offender (O) and/or CCP as (P). Indicate the *Start Date* and *Estimated Completion Date* from the offender's case plan.
  - c. <u>Quality Supervision Contacts</u>: this section documents the two primary contact methods between the offender and case manager based on risk level.
  - d. <u>Number of Office Contacts Required</u>: indicate the number of times the offender is required to meet with the case manager in the office to review and document case progress—exclude office visits where the primary reason is only for drug testing and/or payment of fees.
  - e. <u>Number of Field Contacts Required</u>: indicate the number of case manager initiated field visit/check on the offender.
- 3. <u>Date of Assignment</u>: the transfer date to community corrections as indicated in the ADOC Inmate Management System.
- 4. <u>Date of ORAS Assessment</u>: indicate the date the assessment was conducted. Assessments dates are valid for a 6-month period, after which a re-assessment is required. Incentivized reimbursement qualification requires a current assessment.

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# Instructions for Completing the Offender Incentivized Reimbursement Qualification Request (continued)

- 5. <u>Mental Health Screening [Correctional Mental Health Screen]</u>: indicate date and negative or positive. If positive, indicate referral [urgent or routine] and status.
- 6. **Offender Name**: the name as indicated in the ADOC Inmate Management System.
- 7. ORAS/ARAS Score & Rating: indicate the score as a number and the rating as High or Very High. If a professional override is applied indicate Override Rating:\_\_\_\_\_.

  Note: include both ratings and attach override justification.
- 8. **ORAS level of Need**: indicate the level of need for each domain as high, moderate (mod), or low.
- 9. Required Documentation:
  - a. Copy of the most recent *ORAS CST Score Sheet*, within the last 180-days, and is annotated that has been reviewed by supervisor/peer reviewer.
  - b. If the High or Very High rating was due to an override, a statement of justification must be provided.
  - c. Provider and/or referral documentation must be provided and clearly indicates the intervention, who is facilitating/providing the services, and qualifications. Tier I cognitive behavioral interventions must specifically state the evidenced based program being delivered, who is delivering the program, and qualifications.
- 10. <u>Substance Abuse Screening [UNCOPE Substance Abuse Screen]</u>: indicate date and negative or positive. If positive, indicate referral and status.
- 11. Unlabeled Field for Notes: enter any comments as needed.



## COMMUNITY CORRECTIONS PROGRAM

## Offender Incentivized Reimbursement Qualification Request

	(For C	Offenders with an indic	cated (	ORAS Rating	g of High or	Very H	Tigh)	
Offender Name:				AIS: Date of Assignm			Date of Assignmen	t:
Mental Health Scree	ening [date & result	—indicate referral & sta	itus:	Substance Abuse Screening [date & result—indicate referral & status:				
ORAS Score & Rating:				Date of O	RAS Assess	ment:		
[Base score—overrion  Justification]	des require separate	attached statement of		[must be wi	ithin last 180-	-days]		
				e Level of  mod—low				
		TIER II Domains						Domains
Criminal History	Education, Employment, & Family	Family & Social Support	Neighborhood Problems		Substance Use		Peer Associations	these first Criminal Attitudes & Behavioral Problems
high—mod—low	high—mod—low	high—mod—low	high	-modlow	high-mo	dlow	high—mod-low	high—mod—low
Case Planning Overview  required for domains with Moderate or High Level of Need		Tier I—Specific Intervention Tier II—Intervention or Referra			Monthly Cost		Start Date	Estimated Completion Date
Peer Assoc Criminal Attitude: Proble	s & Behavioral							
Substanc	e Use							
Neighborhood			••••••			••••••		
Family & Soc	ial Support							
Education, Employ								
Quality Sup Conta Per month with o	ects	Number of Office Contacts Required:  [exclude if visit is for drug testing or payments only]					Required:	
						*		
Required Docu		☐ ORAS CST [must have supervise indicated]			w	☐ Pro	ovider Documentati	on
Submitting Director	0P+	☐ Justification Stateme	nt for P	Professional O		<u> </u>	ferral Documentatio	n
Suomanny Directo	<i></i>				ADOC App	orovat:		
[name, date, & sig	nature]				[name, date, & signature]			

ADOC Form 490-H

9-2023