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GOVERNOR

State of Alabama  
*Alabama Department of Corrections*

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Richard F. Allen  
COMMISSIONER

September 11, 2007

**ADMINISTRATIVE REGULATION  
NUMBER** 490

**OPR: COMMUNITY CORRECTIONS**

**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. DEFINITION(S) AND ACRONYM(S)**

- A. **ADOC Diversion Candidate List:** A computer generated list of inmates that are currently incarcerated within ADOC that may be eligible for placement within a local CCP.
- B. **Annual Report:** A compilation of documents submitted to the 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 1991 Community Punishment and Corrections Act, Alabama Code, 1975, §15-18-170 et al., as amended in 2003 (hereafter known as the *Act*), provides for the creation of county approved, community based, corrections programs for eligible offenders.
- D. **Diversion Checklist:** ADOC Form 490-A, *Diversion Checklist*, is an instrument utilized by the ADOC that is designed to measure whether those offenders with imposed sentences would have otherwise been incarcerated in and ADOC institution.
- E. **End of Sentence (EOS):** The date of successful completion of an offender's sentence.
- F. **Escape:** For the purpose of this regulation, the willful failure of an offender to remain within the extended limits of his / her confinement or to return to the place of confinement within the time prescribed.
- G. **Form C-80, State of Alabama Department of Corrections Receipt of Release Convict:** A document which establishes and records the type of offenders' released from the ADOC.
- H. **Front-End Diversion:** An offender that is placed into an ADOC approved CCP at the time of sentence as an alternative to prison by the sentencing judge.
- I. **Institutional Diversion:** 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.
- J. **Local Community Corrections Program Director (Local CCP Director):** A person who administers the local CCP.
- K. **Special Diversions:** An inmate that is eligible for Community Corrections placement under state law and sentenced to a state felony sentence prior to September 15, 2005, and in an ADOC institution or awaiting transfer to the ADOC.
- L. **Violent Behavior:** For the purpose of this regulation, 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.

- M. **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.
  2. 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 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.
  9. Reviewing invoices from Local CCP Directors submitted for payment.
- B. The Central Records Division Director / designee is responsible for:
1. 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.
  5. 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 an ADOC institution.
- (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) Assault in the first degree, if said assault leaves the victim permanently disfigured or disabled.
- (12) 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 must be submitted with the initial invoicing to be reimbursed by the ADOC.

(2) The ADOC Form 490-A must be supported with criminal history documentation such as, but not limited to:

(a) Administrative Office of the Courts (AOC) documents:

1. AR01, *Criminal Filing*

2. OC01, *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 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 “DOC 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 Intensive Restitution (SIR) Program, Pre-Discretionary Leave (PDL) Program or 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 the 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 (\$2,000.00), then the Local CCP Director shall contact the ADOC CCP Director / designee to arrange the offender’s transfer to the ADOC is 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 the 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 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 1<sup>st</sup> 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. The ADOC approved procedure for transferring an inmate from an ADOC institution to a local CCP is by an amended transcript or signed judge's order stamped by the circuit clerk and received by the ADOC Central Records Division.
- c. 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.
- d. The ADOC CCP Director / designee shall notify the Local CCP Director that the inmate may be transferred to the program.
- e. 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.
  - (2) The date and time of the transfer.
- f. The ADOC CCP Director or designee shall notify ADOC Central Records Division and the releasing institution of the offender transfer information.

- g. The releasing institution will review the inmate's institutional file to ensure that there are no new charges, detainers, or warrants. When new charges, detainers, or warrants are discovered, the releasing institution 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.
- h.. ADOC institutional staff shall explain the acceptance agreement prior to the inmate signing the 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. Fax the completed ADOC Form 409-A, *Escape Report*, to ADOC Central Records Division at (334) 353-9735 and to Staton Communications at (334) 567-0704.
  - d. Ensure that an escape warrant is issued.
2. When the Local CCP Director is notified that an escapee has been recaptured, he / she shall immediately fax the completed ADOC Form 409-B, *Recapture Report* to Staton Communications and Central Records Division at the numbers listed above.
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 Form C-80s to the Local CCP Directors. The Form C-80 is to be processed on the actual date of release and **NOT** before. The original 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); unless a specific purchase is exempt by virtue of the Code of Alabama, 1975, § 41-16-21. CCPs incorporated as Authorities or Nonprofit 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.
  - a. 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) Availability of resources being appropriated at the county, or circuit level;
- (6) Support from the county, or circuit; and
- (7) 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. (1-7);
- (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 the 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 from 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:

1. Offenders sentenced to the CCP **prior to April 1, 2007:**

- a. Front-End Diversions shall be reimbursed at the rate of:
- (1) \$15.00 per day per offender for the first six (6) months.
  - (2) \$10.00 per day per offender for the next three (3) months.
  - (3) \$5.00 per day per offender for the next fifteen (15) months.
  - (4) The reimbursement period shall not exceed a maximum of twenty-four (24) months, regardless of the offender's sentence.
- b. Institutional Diversions shall be reimbursed at the rate of:
- (1) \$10.00 per day per offender for the first six (6) months.
  - (2) \$5.00 per day per offender for the next eighteen (18) months.
  - (3) The reimbursement period shall not exceed a maximum of twenty-four (24) months, regardless of the offender's sentence.
- c. Special Diversions, which are offenders sentence dates prior to September 15, 2005, shall be reimbursed at the rate of:
- (1) \$15.00 per day per offender for the first three (3) months,
  - (2) \$10.00 per day per offender for the following six (6) months,
  - (3) \$5.00 per day per offender for the next fifteen (15) months.
  - (4) The reimbursement period shall not exceed a maximum of twenty-four (24) months, regardless of the offender's sentence.

2. Offenders sentenced to the CCP **after April 1, 2007**. Front-End Diversions and Institutional Diversions shall be reimbursed at the rate of:
  - a. \$15.00 per day per offender.
  - b. The reimbursement period shall not exceed a maximum of twenty-four (24) months, regardless of the offender's sentence.
3. Offenders that have meet the ADOC Form 490-A, *Diversion Checklist*, been sentenced to probation, and placed under the supervision of the local CCP **shall not** be eligible for reimbursement from ADOC; unless, the judge provides a letter stating he / she is placing the offender on probation in lieu of sentencing to the ADOC. The minimum reimbursement period for eligible probationers in the CCP is twelve (12) months.

G. Invoice Reimbursements:

1. An ADOC Form 490-B, *Reimbursement Invoice*, shall be submitted to the ADOC CCP Director / designee by the 10<sup>th</sup> day of every month for the previous month on **all** eligible CCP offenders. The ADOC Form 490-B received after the 10<sup>th</sup> day of the month may result in non-payment.
2. On **NEW** diversions, the following documentations is required with the ADOC Form 490-B:
  - 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 Judges order placing the offender on the CCP.
3. If the *Voluntary Sentencing Standards Prison In / Out Worksheet* results in the offender being sentenced to "DOC at Community Corrections", this worksheet shall be attached to the ADOC Form 490-B instead of the ADOC Form 490-A.

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 30<sup>th</sup>.
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 longer 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. DISPOSITION**

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

**VII. FORMS**

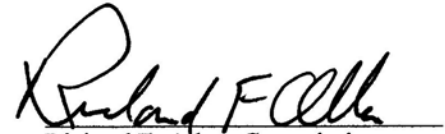
1. ADOC Form 490-A, *Diversion Checklist*.
2. ADOC Form 490-B, *Reimbursement Invoice*.
3. ADOC Form 490-C, *Community Corrections Program Acceptance Agreement*.

**VIII. SUPERCEDES**

This regulation supercedes AR 490, *Community Corrections Program*, dated January 28, 2003, and all changes.

**IX. PERFORMANCE**

- A. Code of Alabama, 1975, as amended, § 41-16-20 through 88.
- B. Code of Alabama, 1975, as amended, § 15-18-170 through 186.
- C. Alabama Regulatory Boards and Commission, Department of Examiner of Public Accounts.
- D. Legislative Act 2006-312, Voluntary Sentencing Standards Prison In / Out Worksheet.
- E. AR 409, *Escape Reporting and Processing*.
- F. AR 413, *Inmate Central Records File*.

  
Richard F. Allen, Commissioner

## COMMUNITY CORRECTIONS PROGRAM DIVERSION CHECKLIST

Offender's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ Sentencing Date: \_\_\_\_\_  
 AIS#: \_\_\_\_\_

<b>I. <u>Current Felony Conviction</u> (list only one):</b>	<b><u>Point Factor</u></b>		<b><u>Points</u></b>
a. Class A Felony:			
(1) Burglary I	7.50		a.(1) _____
(2) Other Allowable Class A Felonies	7.50		a.(2) _____
b. Class B Felony:			
(1) Assault I	7.50		b.(1) _____
(2) Robbery II	7.00		b.(2) _____
(3) Burglary II	7.00		b.(3) _____
(4) Theft of Property I	5.50		b.(4) _____
(5) Receiving Stolen Property I	5.50		b.(5) _____
(6) Distribution of Controlled Substance (No Sales)	5.00		b.(6) _____
(7) Forgery I	3.50		b.(7) _____
(8) Other Allowable Class B Felonies	5.00		b.(8) _____
c. Class C Felony:			
(1) Robbery III	7.00		c.(1) _____
(2) Assault II	6.00		c.(2) _____
(3) Burglary III	5.50		c.(3) _____
(4) Possession of a Controlled Substance or Marijuana	5.50		c.(4) _____
(5) Theft of Property II	4.50		c.(5) _____
(6) Receiving Stolen Property II	4.00		c.(6) _____
(7) Felony DUI	4.50		c.(7) _____
(8) Forgery II	3.00		c.(8) _____
(9) Other Allowable Class C Felonies	3.50		c.(9) _____
<b>II. <u>Concurrent Felony Convictions</u> (factor x number = total)</b>	<b><u>Point Factor</u></b>	<b><u># of Felonies</u></b>	<b><u>Points</u></b>
a. Weapon Involved	1.00	_____	II. _____
<b>III. <u>Prior Felony Convictions</u> (factor x number = total)</b>	1.50	_____	II.a. _____
a. Class A Felony*	3.00	_____	III.a. _____
b. Class B Felony*	2.50	_____	III.b. _____
c. Class C Felony*	2.00	_____	III.c. _____
<b>IV. <u>Victim Injury</u></b>	1.50		IV. _____
<b>V. <u>Age at time of Current Conviction</u></b>			
a. Less than 22	2.00		V.a. _____
b. 22 to 30	1.00		V..b. _____
c. Over 30	.50		V.c. _____
<b>VI. <u>Misdemeanor Convictions</u></b>			
a. 1 to 5	.50		VI.a. _____
b. 6 to 9	1.00		VI..b. _____
c. 10 or more	1.50		VI.c. _____
<b>VII. <u>Juvenile Record</u> (Incarcerated / involved since age 14)</b>	2.00		VII. _____
<b>VIII. <u>Current Felony Probation / Parole</u></b>	2.00		VIII. _____
			_____
			_____

(Must score 10 or more points) TOTAL POINTS \_\_\_\_\_

The Diversion Checklist must be supported with criminal history documentation, such as, AOC documents, Pre-Sentence or Pre-Probation Investigation and, if available, an NCIC Report.

- I. If there is more than one conviction, choose the most serious and enter points under Current Felony Conviction.
- II. Count Concurrent Felony Convictions and any additional current conviction(s). If a weapon was involved, the point factor is 1.50; if none, 1.00.
- III. If the offender has Prior Felony Convictions, categorize by Felony Class and \*include DC or CC case #s and county.
- IV. If there was a Victim Injury under the current felony conviction.
- V. Offenders Age at time of Current Conviction.
- VI. Number of current / prior Misdemeanor Convictions.
- VII. Provide documentation supporting Juvenile Record, if sentenced to / or incarcerated with DYS since age 14.
- VIII. If Current Felony Conviction committed while on Probation or Parole for a previous year offense, add 2.00.

Score FELONY YOUTHFUL OFFENDER using their Indicated Charge under appropriate Class of "Other Allowable Felonies"





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**COMMUNITY CORRECTIONS PROGRAM ACCEPTANCE AGREEMENT**

I, \_\_\_\_\_, an inmate of the Alabama Department of Corrections, agree to abide by the terms and conditions set forth in this agreement. I also understand 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) in \_\_\_\_\_ 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. Upon release from ADOC, I agree to report immediately 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. 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 not 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 certify that I have read, or had read to me, this agreement in its entirety, and that I fully understand and will abide by these terms and conditions.

\_\_\_\_\_  
ADOC Witness

\_\_\_\_\_  
Inmate's Signature / AIS Number

Distribution: Inmate Institutional File

Date: \_\_\_\_\_  
ADOC Form 490-C - September 11, 2007

ALABAMA DEPARTMENT OF CORRECTIONS

ESCAPE REPORT

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Escapee: \_\_\_\_\_ AIS#: \_\_\_\_\_ R/S: \_\_\_\_\_ DOB: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Scars / Identifying Marks: \_\_\_\_\_

Date of Escape: \_\_\_\_\_ Time of Escape: \_\_\_\_\_

Description of Clothing: \_\_\_\_\_ Custody Status: \_\_\_\_\_

Institution Escaped From: \_\_\_\_\_

Law Enforcement Agencies Notified: \_\_\_\_\_

Date and Time Law Enforcement Agencies Notified: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date Sentenced: \_\_\_\_\_ Crime: \_\_\_\_\_

County Sentenced From: \_\_\_\_\_ Term: \_\_\_\_\_

Details of Escape: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Official Reporting Escape: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Receiver of Report: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Deputy Comm. Of Ops: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Institutional Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

I & I Division: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comm. Corr. Prgm. Director: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Public Information Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Central Records Division: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Central Classification Div.: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

NIC#: \_\_\_\_\_ AIN#: \_\_\_\_\_

ALABAMA DEPARTMENT OF CORRECTIONS

RECAPTURE REPORT

Name of Inmate: \_\_\_\_\_ AIS#: \_\_\_\_\_ R/S: \_\_\_\_\_ DOB: \_\_\_\_\_

Escaped From: \_\_\_\_\_ Escaped Date: \_\_\_\_\_

Arrested By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Recapture: \_\_\_\_\_

Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Inmate Taken To: \_\_\_\_\_

Did Subject Surrender? \_\_\_\_\_ Was Violence Involved? \_\_\_\_\_ Was Subject Armed? \_\_\_\_\_

Additional Charges: \_\_\_\_\_

Explain the Circumstances of the Recapture: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Info. Received From: \_\_\_\_\_ With: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

Receiver of Report: \_\_\_\_\_ With ADOC Communications Division

Deputy Comm. Of Ops: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Institutional Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

I & I Division: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comm. Corr. Prgm. Director: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Public Information Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Central Records Division: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Central Classification Div.: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Institution Escaped From: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_