

Boulder County Community Corrections Board Policies and Procedures

The policies outlined in this manual are supplemental to the Boulder County Policies and Personnel manual. The Division Manager of Boulder County Community Justice Services – A Division of the Community Services Department and Community Corrections Board Chair have final authority on internal division policies that do not conflict with the adopted Boulder County policies, state or federal laws. All division personnel and representatives are expected to familiarize themselves with the content of this manual.

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Section 1.0 AUTHORITY AND GOVERNANCE

POLICY	To establish policies and procedures governing a Community Corrections Board to oversee the provision of Community Corrections services for Boulder County
SOURCE	Board of County Commissioners’ (BOCC) Adopting Resolution Colorado Revised Statutes C.R.S. §17-27-et.al, C.R.S. §17-27.1, C.R.S. §18-1.3-3
SCOPE	Community Corrections Board, Boulder County Commissioners, and Community Justice Services Division: Community Corrections Staff
APPROVED BY	Monica A. Rotner, Division Manager Community Justice Services (CJS) David Harrison, Community Corrections Board Chair
REVIEW HISTORY	November 2015; February 2015; January 2017; July 2018; February 2023

The authority of the Boulder County Community Corrections Board is to approve appropriate candidates, pursuant to CRS Title 17, Article 27, for placement in humane and constructive community-based alternatives to incarceration that reduces recidivism and increases the chances of reintegration to a productive life. The Full Board will select, set standards for, and monitor these alternative placement programs and facilities in conjunction with Community Corrections staff. The Full Board’s actions will balance appropriate alternative sentencing options in Community Corrections with the priority of addressing community safety. Consideration needs to be given to victims, the public at large, other residents, staff in the Community Corrections facilities, as well as the Community Corrections petitioner. Candidates will be referred to the Full Board for review of funding and placement in Boulder County, at the discretion of the 20th Judicial District, the Department of Corrections, and the Colorado State Parole Board. The Community Corrections Service Provider(s) will review the candidates for placement and have the right to deny placement in their facilities. Following a Service Provider(s) denial, the Full Board may still approve funding for an Out of County diversion placement. Candidates must be considered eligible for review once they are presented to the Full Board. The Full Board is not a sentencing body and is not responsible for determining whether a sentence has been fully served.

SEE ADDENDUMS in Section 9 of this document:

[ADDENDUM I: State Community Corrections Laws](#)

Body of legislation that governs the operations and funding of Community Corrections.

[ADDENDUM II: Boulder County Commissioners’ Resolution](#)

BOCC Resolution which provides authority to create and empower the Community Corrections Board and participation in the state’s Community Corrections program

[ADDENDUM III: Community Corrections By-laws](#)

The Community Corrections Board operating protocols.

[ADDENDUM IV: Executive Session](#)

Full Board executive session form.

[ADDENDUM V: Subcommittee and Full Board screening criteria](#)

List of types of cases reviewed by Subcommittee and Full Board

[ADDENDUM VI: Terminology Reference](#)

Definitions of many Community Corrections related terms.

Section 2.0 CANDIDATE ELIGIBILITY CRITERIA and REFERRAL (Pre-sentence and Post-sentence)

POLICY	To define eligibility criteria and referral process for Community Corrections funding for Diversion and Department of Corrections (DOC) candidates
SOURCE	Commissioners’ Adopting Resolution Colorado Revised Statutes C.R.S. §17-27-103 (5)
SCOPE	Community Corrections Service Providers, Community Corrections Board, and Community Corrections staff.
APPROVED BY	Monica A. Rotner, Division Manager CJS David Harrison, Community Corrections Board Chair
REVIEW HISTORY	February 2015; January 2017; July 2018; February 2023

2.1 Diversion Eligibility Criteria and Referral

2.1.1 The Diversion referral process is as follows:

- A District Court Judge will request a Presentence Investigation Report (PSI) and a Community Corrections screen for a diversion candidate convicted of a felony, *unless it is required to be a DOC sentence, pursuant to C.R.S. §18-1.3-406 (1), or a sentencing provision that requires a sentence to DOC.*
- Per the current process, Probation may contact Community Corrections staff to obtain the date the PSI is needed for the candidate to be screened prior to their sentencing date.
- The Community Corrections screening process will begin once Probation provides the PSI to Community Corrections staff. Community Corrections staff will forward the PSI to the Service Provider.
- The Service Provider will review the PSI to approve or deny placement in their facility. In the event of a Service Provider denial, the Full Board may still approve funding for an Out of County diversion placement.
- The Full Board or Subcommittee will review the PSI and any other documentation provided by probation, the victim, the candidate, or the candidate’s attorney to approve or deny funding.
- Neither the Subcommittee nor the Full Board shall consider screening any diversion candidate who is on escape status. When located, a candidate may be re-referred with updated paperwork. The Subcommittee and Full Board may choose to not review a candidate who has current warrants. Once the candidate’s warrants are cleared, the candidate may be referred again with updated paperwork.
- Legal residency status of candidates being considered is *not* under the purview of the Community Corrections Board

2.1.2 The following are eligible for Community Corrections funding based on statute:

- Candidates who have entered a plea to a felony or have been convicted of a felony, except for those who are convicted of a crime listed in C.R.S. §18-1.3-406, with a sentencing provision that requires a Department of Corrections sentence.
- Candidates sentenced for a probation violation on felony charges.

2.1.3 General Eligibility Considerations:

- Candidate requires a more structured environment or service not currently offered by other agencies
- Placement increases the likelihood that a candidate will pay victim restitution
- Placement enhances the probability of rehabilitation of a candidate
- Placement may stabilize employment
- Candidate has an identifiable need for alcohol, drug, mental health, domestic violence, offense specific, or other type of treatment services
- Candidate has ties to the community including family, residence, and job

2.1.4 More specifically, the Boulder County Community Corrections Board will consider Diversion candidates in the following circumstances:

- Has felony convictions and, if applicable, the District Attorney has waived the mandatory sentencing requirement
- Has been on felony probation and the probation was revoked for a serious violation of probation conditions.
- Has been sentenced to DOC and was brought back to court on a request for reconsideration and re-sentencing to Community Corrections (35b)
- Has other factors which increase the likelihood of a DOC sentence, such as:
 - PSI writer recommends DOC
 - Aggravating circumstances
 - Aggravated misdemeanor record
 - Extensive criminal history
 - Extensive Juvenile commitments/adjudications
 - Significant victim impact
 - High risk assessment scores

2.1.5 Out of County Referral Process

- Another county may request to have a candidate placed in a Community Corrections facility in Boulder County.
- The county requesting placement, where funding has already been approved, will contact Community Corrections staff to ask for a Community Corrections screen and provide the required paperwork (see [section 3](#) for required paperwork).
- Community Corrections staff will provide the paperwork to the Service Provider. The Service Provider will review the paperwork to approve or deny placement in their facility.
- If the Service Provider denies placement, neither the Full Board nor the Subcommittee will screen the candidate. Community Corrections staff will inform the requesting county the candidate has been denied for placement in Boulder County.
- If the Service Provider is willing to accept the candidate for placement, the referral will be reviewed by either the Full Board or Subcommittee to approve or deny placement in Boulder County. Community Corrections staff will inform the requesting county of the decision to accept or deny the candidate.

2.1.6 Out of County Non-Residential Transfers

- A candidate who has completed the residential portion of their Community Corrections sentence and is ready to transition to non-residential status may request to live in Boulder County and be supervised by a Boulder County Service Provider.
- The Out of County process detailed above will be followed for non-residential transfer requests.

2.2 Department of Corrections Eligibility Criteria and Referral

2.2.1 Transition eligibility criteria:

- The Executive Director of the Department of Corrections may transfer any transition candidate for Community Corrections review who is eligible pursuant to the following:
 - The candidate is not serving a sentence pursuant to C.R.S. §18-1.3-406 and is no more than 16 months from the parole eligibility date
 - If the candidate is serving a sentence pursuant to C.R.S. §18-1.3-406, then he or she is no more than 180 days from the parole eligibility date

2.2.2 Transition General Eligibility Considerations:

- The candidate does not have an active felony warrant or detainer
- The candidate has not refused Community Corrections placement
- The candidate has not engaged in significant unacceptable institutional behavior according to Colorado Department of the Correction Code of Penal Discipline (COPD)

2.2.3 Transition referral process:

- A transition candidate may request a Community Corrections screen, based on their sentence and guidelines in C.R.S. §18-1.3-406, and will submit the request through DOC.
- The Service Provider will screen the candidate for placement in their facility.
- If the Service Provider denies placement, neither the Full Board nor the Subcommittee will screen the candidate for funding.
- If the Service Provider is willing to accept the candidate for placement, the referral will be reviewed by either the Full Board or Subcommittee to approve or deny funding and placement in Boulder County. The Service Provider will provide the paperwork necessary for screening to Community Corrections staff.

2.2.4 Parole Eligibility Criteria

- The State Parole Board may refer any parole candidate for placement in Community Corrections.
 - Community Corrections placement may be made a condition of release on parole
 - Community Corrections placement may be a modification of parole, after release upon temporary revocation of parole
 - Community Corrections placement may be made to help provide stabilization for a candidate on parole, already in the community.

2.2.5 Parole referral process:

- A Community Parole Officer (CPO) may request a Community Corrections screen for a parolee.
- Depending on the reason for requesting a screen for a parole candidate, the CPO will first contact the Service Provider for placement approval. If timing is critical, the CPO may alert Community Corrections

staff and request the quickest date for a screen, in order to stabilize the client, while providing the specifics of the case.

- The CPO shall send the appropriate paperwork to the Service Provider for all Condition of Parole clients (COP). However, if a paroled client is in urgent need of stabilization, the CPO may send paperwork to both the Service Provider and Community Corrections staff.
- Information in a Parole referral, for a parolee already in the community, should include rationale for the referral, latest case notes, current whereabouts, and any other information that would help assess risk.
- If the Service Provider denies placement, neither the Full Board nor the Subcommittee will screen the candidate for funding.
- If the Service Provider is willing to accept the candidate for placement, the referral will be reviewed by either the Full Board or Subcommittee to approve or deny funding in Boulder County. The Service Provider will provide the paperwork necessary for screening to Community Corrections staff.

2.2.6 Intensive Supervision Program-Inmate status (ISP-I) Referral process

- Community Corrections placement may be made in consideration for ISP-I candidates.
- The CPO will provide the necessary paperwork to Community Corrections staff for screening.
- Information in an ISP-I referral should include rationale for the referral, latest case notes, current whereabouts and any other information that would help assess risk.

3.0 Candidate Referral: Diversion Screening and Referral

POLICY	Community Corrections Screening Process to identify Diversion cases appropriate for Community Corrections funding in Boulder County.
SOURCE	Commissioners Adopting Resolution Colorado Revised Statutes C.R.S. §17-27-103 (5)
SCOPE	Community Corrections Service Provider, Community Corrections Board and Community Corrections staff.
APPROVED BY	Monica A. Rotner, Division Manager CJS David Harrison, Community Corrections Board Chair
REVIEW HISTORY	November 2015; February 2015; January 2017; July 2018; February 2023

3.1 Requirements for Diversion referrals

- 3.1.1 Candidate referrals for Community Corrections placement require:
- A Presentence Investigation Report (PSI) from the Probation Department, unless waived by the Court (Colorado Rules of Criminal Procedure, Rule 32 and C.R.S. §16-11-102).
 - Referrals for such placement will be directed through the Probation Department’s Intake Unit and should not come directly through the court or attorneys.
- 3.1.2 An application for a diversion candidate referral must also include:
- For new referrals, an application must include the following items:
 - Application form completed by Probation
 - Level of Supervision Inventory (LSI) score (risk/need assessment)
 - Psycho-Sexual Evaluation (PSE) as appropriate
 - An updated memo for cases involving probation violations or new charges which may include a more recent LSI score
 - **Optional:** Other documentation which may include, but is not limited to: victim impact statements, statements from candidates, statements from families of candidates or victims, or statements submitted by the District Attorney or defense attorneys.
 - For cases previously reviewed by the Subcommittee or Full Board:
 - Any PSIs or reports generated since case was last reviewed (original materials will be supplied by Community Corrections staff).
 - An updated memo describing the chronology of events leading up to the present review
- 3.1.3 Out of County Diversion referrals
- Factors to be considered in determining whether to accept an Out of County placement include risk, motivations, victim proximity, peer group, bed availability, pro-social support, and ties to Boulder County, among others.
 - The required materials needed for an Out of County referral to be screened include, but is not limited to:
 - Application form (obtained from probation)
 - Pre-sentence Investigation (PSI)

- Risk/Need Assessment (LSI)
- Psycho Sexual Evaluation (PSE) as appropriate
- In cases referred for probation violations, an updated memo to the previous LSI can replace a new LSI
- Documents may also include victim, candidate, or family member statements, and additional materials as appropriate
- The defense attorney, or pro se candidate, for an out-of-county referral consideration, may present their case to the Full Board following the same procedures as described in “Full Board Process”.

3.2 Candidate Referral: Diversion Full Board Review Process

3.2.1 The Full Board normally meets on the second and fourth Tuesday of every month at 7:30 a.m., remotely, hybrid, or in person at the Justice Center, located at 6th and Canyon Street in Boulder, Colorado. The agenda will be posted outside of the CJS office prior to the Full Board meeting. Additionally, the agenda will be posted on the Community Corrections website. Meeting times will occasionally vary as a result of holidays or unforeseen circumstances

3.2.2 The Full Board will review diversion cases that meet criteria as well as diversion cases appealing a Subcommittee denial. Criteria for Full Board review may include, but is not limited to, the following:

- Convicted of one or more felony charges
- Convicted of a crime of violence
- Cases where the victim has initiated his or her rights under the Victim Rights Act (C.R.S. §24-4.1-301 through §24-4.1-305)
- Other cases that arise at the discretion of the chairperson or members of the Subcommittee
- Cases that involve sex offenses or felony domestic violence
- “High profile” cases, or cases attracting publicity or media attention
- See [Addendum V](#) for Subcommittee and Full Board screening criteria.

3.2.3 All materials must be included in the Full Board packets (as described in [Requirements for Diversion referrals](#)). Materials will be sent out to Full Board members, prior to the meeting, in accordance with CJS procedures. Additional relevant verbal information may be provided by any Full Board member, victims and/or their support, and candidates and/or their support.

3.2.4 All Full Board meetings are open to the public. Victim information is confidential. The Full Board may vote to go into executive session to discuss this information if there are guests or members of the public present at the meeting.

3.2.5 All Full Board regulations, to include Board composition and terms, quorum requirements, and voting rules, can be found in [Addendum III](#).

3.3 Diversion Screening Process

3.3.1 Community Corrections staff will send all relevant materials received from probation or private parties (including pro se) to Full Board members, prior to the meeting, in accordance with CJS procedures. Such information may include, but is not limited to:

- Application form completed by probation
- Pre-sentence Investigation (PSI)

- Level of Supervision Inventory Score (LSI – risk/need assessment)
- Psycho Sexual Evaluation (PSE) as appropriate
- An updated memo for cases involving probation violations which may include a more recent LSI score
- Other documentation which may include, but is not limited to, victim impact statements, statements from candidates, statements from family of candidates or victims, or statements submitted by the District Attorney or defense attorneys.

3.3.2 Full Board members review all materials in preparation for the Full Board meeting.

3.3.3 From time to time, due to unanticipated court scheduling, there may be a sentencing hearing held after a Subcommittee hearing but before the Full Board can next convene. In these instances, cases will be queued for Full Board review but may be subject to removal from the agenda due to court disposition of case continuance. In these cases, Community Corrections staff will make every effort to inform Full Board members of such a situation in as timely a manner as possible.

3.3.4 Full Board meeting presentation of cases proceeds as follows:

- Community Corrections staff will introduce the case.
- The defense attorney, or designee, has three (3) minutes to present to the Full Board the reasons a Community Corrections sentence would be appropriate. If a pro se candidate is present, he or she may speak to the Full Board for up to three (3) minutes.
- Family or other support, such as employers or friends of the candidate, who are present, may speak to the Full Board for up to three (3) minutes. If there is more than one person attending, they may choose to select a spokesperson(s) to speak for up to five (5) minutes about why the candidate would be a good fit for community placement. Additional time may be allotted for other family or support to speak, at the discretion of the Full Board chair.
- Victim(s) who are present may speak to the Full Board for up to three (3) minutes. If there is more than one person attending, they may choose to select a spokesperson(s) to speak for up to five (5) minutes about the case and the impact it has had on their lives. Victims may also address the Full Board by phone or provide a written statement. Additional time may be allotted for the victim, family or support, to address the Full Board at the discretion of the Full Board chair (see Victim's Right Act C.R.S. §24-4.1-301 through §24-4.1-305).
- Full Board members will be given an opportunity to present their views. The chair will determine the process for this discussion.
- Non-board members are not to participate in the Full Board discussion unless a Full Board member asks a direct question of them.
- The Full Board Chair, or designee, will call for a vote based on the voting rules of the Full Board as indicated in the By-Laws section of this document ([Addendum III, Article II Paragraphs C&D](#)).
- If the Full Board believes that additional information needs to be included, the case can be deferred for review if the bench and all parties agree to rescheduling the sentencing date (if needed).
- Community Corrections staff will record the number of approvals, denials, and abstentions and report this back to the court clerks, the Full Board, probation, and the Service Provider(s).

3.3.5 Approvals for funding by the Full Board are valid for up to six months from the date of approval. After the expiration of the six-month period, if the client has not been placed in Community Corrections, then he or she will need go back through the referral process.

3.3.6 The Full Board may defer any candidate if the paperwork is incomplete or more information is needed. Additionally, the Full Board may defer placement consideration for any candidate who would not likely be available to be placed within six months of the date consideration is requested. Examples could include candidates with existing sentences or pending charges in another jurisdiction.

3.4 Executive Sessions

3.4.1 In the event the review of a case includes confidential information, as specified by the Colorado Open Records Act C.R.S. §24-6-402, any Full Board member may request the Full Board go into executive session. In executive session, all non-Board members or staff must leave the room for the term of the executive session.

3.4.2 Criteria that justify a motion for going into executive session: **Confidential documents**. Consideration of documents that are protected from disclosure by the mandatory nondisclosure provisions of the Open Records Act C.R.S. §24-6-402(4)(c). The specific type of document is indicated below [Documents that are not public because they are “work product” or come within the “deliberative process” privilege alone cannot form the basis of an executive session, and another provision must be specified]:

- **Applications** for executive positions of persons who are not finalists (C.R.S. §24-72-204(3)(a)(XI)).
- **Criminal justice records**: Various records are excluded from disclosure. See C.R.S. §24-72-301, et seq. relating to criminal matters and juvenile records.
- **Disabled** - Licenses or other information indicating that a person is disabled (C.R.S. §24-72-204(3)(a)(XII)).
- **Letters of reference** (C.R.S. §24-72-204(3)(a)(III)).
- **Library and museum contributions** by private parties if restrictions are placed on them by the contributor (C.R.S. §24-72-204(3)(a)(V)).
- **Library records** disclosing the identity of a library user (C.R.S. §24-72-204(3)(a)(VII)).
- **Medical**, psychological and scholastic achievement data (C.R.S. §24-72-204(3)(a)(I)).
- **Personnel files**, except employment and severance agreements, which are public (C.R.S. §24-72-204(3)(a)(II)).
- **Public Facilities Users** - Addresses/phone numbers/personal financial information of past or present users of public facilities/utilities/recreational facilities unless requested by law enforcement (C.R.S. §24-72-204(3)(a)(IX)).
- **Sexual harassment** complaints and investigations (C.R.S. §24-72-204(3)(a)(X)).
- **Trade secrets**, privileged information, and confidential commercial, financial, geological, or geophysical data or social security number (C.R.S. §24-72-204(3)(a)(IV)).

3.4.3 Procedures for going into Executive Session:

- A motion and second by a Full Board member to request the matter be discussed in executive session.
- The identification of which criteria justifies the executive session.
- The Full Board votes for approval for the executive session.
- The Chair's announcement of the executive session and request for all non-Board members to leave the meeting.
- Chair calls to order the opening of the executive session and the identification of the subject to be discussed.
- Minutes will be recorded of the executive session.
- No decision can be made in executive session. When the discussion is exhausted, there will need to be a motion, second, and vote to go out of executive session and the resumption of the regular meeting.

3.5 Emergency Procedures and Community Corrections Operations

3.5.1 In the event of a federal or state declaration of emergency, the Board will follow the guidelines and recommendations of the appropriate authorities. If procedures need to be adjusted, the Board Chair, with the approval of the Board of County Commissioners, will approve a modified procedure.

3.6 Candidate Referral: Diversion Subcommittee Process

3.6.1 The selection authority may be wholly or partly vested by the Full Board in a screening subcommittee. The Subcommittee, if appointed, is called the **Community Corrections Subcommittee (SC)**.

3.6.2 The Full Board grants authority to the Subcommittee to review, approve or deny funding, and communicate with the Full Board through the Subcommittee Chairperson.

3.6.3 The Subcommittee will meet weekly to review and to approve or deny funding for diversion referrals.

3.6.4 The Subcommittee is comprised of three (3) voting members, designees from:

- Probation
- Community Corrections staff
- Boulder County Sheriff's Office – Jail

3.6.5 Community Corrections staff chairs the Subcommittee meeting.

3.6.6 Subcommittee voting is primarily based on information collected in the PSI and evidence-based risk/need substance abuse assessments as well as mental health and psychosexual evaluations.

3.6.7 Service provider(s) may attend Subcommittee meetings as an *ex officio* member to provide information and to route Subcommittee decisions to their program.

3.7 Diversion Subcommittee Screening Process

3.7.1 The Community Corrections Subcommittee will review nonviolent cases. These cases may include, but are not limited to, vehicle trespass, burglary, vehicular eluding, criminal impersonation, drug-related offenses, felony DUIs, and trespass. (See [Addendum V](#) for case screening criteria for Subcommittee)

3.7.2 The Subcommittee does not, as a matter of course, review "high profile" or highly publicized cases, cases involving physical or sexual assault/exploitation, menacing, or felony domestic violence. The Subcommittee also does not review cases in which victims, family, support, or pro se candidates wish to speak. (See [Addendum V](#) for case screening criteria for Subcommittee)

3.7.3 Subcommittee decisions do not require Full Board review, unless an appeal is made on behalf of the candidate. (See [Appeal Process](#) below).

3.7.4 Any member of the Subcommittee, after reading a case, may recommend the Full Board review the case, instead of a Subcommittee review. Community Corrections staff will transfer the case to the Full Board.

3.7.5 The deadline for receipt of referral materials will follow the current CJS procedures. From time to time, there may be a requirement to deliver referral materials to the Subcommittee earlier as a result of holidays or other timing constraints. The Subcommittee may accept referral materials after a deadline given extenuating circumstances due to court scheduling, documentation preparation, or evaluation results from other diversion programs.

3.7.6 Majority vote decides funding. A minority vote report may also be issued when there is not a unanimous vote. Votes resulting in a tie, due to an absent member or an abstention, will be referred to the Full Board for review.

3.7.7 Once a case has been reviewed, Community Corrections staff will notify defense attorneys, district attorneys, probation, district courts, and the Service Provider(s) of the voting results. Probation will notify pro se candidates of the Subcommittee decision to approve or deny funding.

3.7.8 Approvals for funding by the Subcommittee are valid for up to six months from the date of approval. After the expiration of the six-month period, if the client has not been placed in Community Corrections, then he or she will need to go back through the referral process again, subject to the administrative approval allowed in [Addendum V](#).

3.7.9 The Subcommittee may defer any candidate if the paperwork is incomplete or more information is needed. Additionally, the Subcommittee may defer placement consideration for any candidate who would not likely be available to be placed within six months of the date consideration is requested. Examples could include candidates with existing sentences or pending charges in another jurisdiction.

3.8 Diversion Appeals

3.8.1 A request to appeal a Subcommittee decision may be made by defense attorneys, district attorneys, or the pro se candidate, through Community Corrections staff.

3.8.2 Community Corrections staff will be responsible for communicating the current CJS appeal procedures, policies, Full Board expectations, and attendance requirements to the appealing party. The appealing party is responsible for all communication to the candidate. A pro se candidate is responsible for all communication and logistics regarding his or her personal appearance in front of the Full Board. When necessary, Community Corrections staff will coordinate security and safety measures required to accommodate pro se candidates.

3.9 Administrative Reviews

3.9.1 The Full Board grants authority to CJS staff to review and approve certain cases for funding that do not need a full review process (see [Addendum V](#) for case criteria).

4.0 Candidate Referral: CANDIDATE REFERRAL: Department of Corrections Candidates

POLICY	Identify candidates referred by the Colorado Department of Corrections (DOC) who are appropriate for placement in Boulder County Community Corrections programs
SOURCE	Commissioners Adopting Resolution Colorado Revised Statutes C.R.S. §17-27-106
SCOPE	Community Corrections Service Provider, Community Corrections Board and Community Correction staff.
APPROVED BY	Monica A. Rotner, Division Manager CJS David Harrison, Community Corrections Board Chair
REVIEW HISTORY	November 2015; February 2015; January 2017; July 2018; February 2023

4.1 Requirements for DOC referrals

4.1.1 Candidates referred by DOC may have been convicted of charges originating in Boulder County or another county in Colorado.

4.1.2 The Full Board should utilize a research-based decision-making process when reviewing all candidates [C.R.S. §17-27-103 (5)(a)], with the primary goal to ensure community safety. Candidates who are statutorily eligible will be referred by DOC for review. The Full Board is not responsible for determining when a DOC candidate is appropriate for referral nor for determining whether a sentence has been fully served.

4.1.3 Requirements for DOC referrals:

- The Department of Corrections shall forward to the Service Provider(s) a completed *Department of Corrections Community Referral Form*.

4.1.4 Transition referrals

- Referrals for such placement will be forwarded from DOC directly to the Service Provider(s).
- An application for a transition candidate referral must also include:
 - PSI, if available
 - Assessments, if available, to include Level of Supervision Inventory (LSI) score (risk/need assessment), CARAS, CTAP, etc.
 - Psycho-Sexual Evaluation (PSE) as appropriate
 - Offender Profile
 - Admission Data Summary (ADS), if available
 - Structured decision-making tool, completed by the Service Provider
 - **Optional** Other documentation which may include, but is not limited to: victim impact statements, statements from candidates, statements from families of candidates or victims, or statements submitted by the District Attorney or defense attorneys.

4.1.5 Condition of Parole Referrals

- The State Parole Board or a Parole Officer may refer any parole candidate for placement in Community Corrections, with the placement ordered as a condition of parole.
- Referrals for such placement will be forwarded from DOC directly to the Service Provider(s).
- Required materials:
 - PSI, if available
 - Assessments, if available, to include Level of Supervision Inventory (LSI) score (risk/need assessment), CARAS, CTAP, etc.
 - Psycho-Sexual Evaluation (PSE) as appropriate
 - Offender Profile
 - Admission Data Summary (ADS), if available
 - **Optional** Other documentation which may include, but is not limited to: victim impact statements, statements from candidates, statements from families of candidates or victims, or statements submitted by the District Attorney or defense attorneys.

4.1.6 Parole Referrals

- Occasionally, a Parole Officer will refer a candidate on parole status to the Service Provider(s) for residential placement (“halfway back”). The Service Provider(s) will review such a case and refer it to the Full Board or Subcommittee based on the case screening criteria (See [Addendum V](#) for Subcommittee and Full Board screening criteria).
- Referrals for such placement will be forwarded from DOC directly to the Service Provider(s).
- Information from the Parole Officer should include rationale for the referral, latest case notes, current whereabouts and any other information that would help assess risk.
- Required materials:
 - PSI, if available
 - Assessments, if available, to include Level of Supervision Inventory (LSI) score (risk/need assessment), CARAS, CTAP, etc.
 - Psycho-Sexual Evaluation (PSE) as appropriate
 - Offender Profile
 - Admission Data Summary (ADS), if available
 - **Optional** Other documentation which may include, but is not limited to: victim impact statements, statements from candidates, statements from families of candidates or victims, or statements submitted by the District Attorney or defense attorneys.

4.1.7 ISP-I Referrals

- If the Department of Corrections (DOC) wishes to refer a DOC candidate to Boulder County for community supervision under the Intensive Supervision Program-Inmate (ISP-I), the regional DOC Parole representative must submit the case to the Full Board for approval. The case will be sent to the Community Corrections staff in time to be distributed to the Full Board prior to the meeting. The DOC representative must present the case to the Full Board.
- Required materials:
 - PSI, if available
 - Assessments, if available, to include Level of Supervision Inventory (LSI) score (risk/need assessment), CARAS, CTAP, etc.
 - Psycho-Sexual Evaluation (PSE) as appropriate

- Offender Profile
- Admission Data Summary (ADS), if available
- **Optional** Other documentation which may include, but is not limited to: victim impact statements, statements from candidates, statements from families of candidates or victims, or statements submitted by the District Attorney or defense attorneys.
- If the DOC Parole Officer is not present to present the details of the case, the case will not be heard. Community Corrections staff will inform the DOC representative of the non-review.

4.1.8 35B referrals

- Applications for 35b, the state statute that allows candidates to be considered for sentence modification after they have been in DOC, must include the same documentation required for diversion cases. These cases will be processed in the same manner as diversion referrals from the court.
- Required materials:
 - A Presentence Investigation Report (PSI) from the Probation Department or any PSIs or reports generated since case was last reviewed (original materials will be supplied by Community Corrections staff).
 - An updated memo describing the chronology of events leading up to the present review
 - Level of Supervision Inventory (LSI) score (risk/need assessment)
 - Psycho-Sexual Evaluation (PSE) as appropriate
 - An updated memo for cases involving probation violations or new charges which may include a more recent LSI score
 - **Optional** Other documentation which may include, but is not limited to: victim impact statements, statements from candidates, statements from families of candidates or victims, or statements submitted by the District Attorney or defense attorneys.

4.2 Candidate Referral: DOC Full Board Review Process

4.2.1 The Full Board normally meets on the second and fourth Tuesday of every month at 7:30 a.m., remotely, hybrid, or in person at the Justice Center, located at 6th and Canyon Street in Boulder, Colorado. The agenda will be posted outside of the CJS office prior to the Full Board meeting. Additionally, the agenda will be posted on the Community Corrections website. Meeting times will occasionally vary as a result of holidays or unforeseen circumstances.

4.2.2 The Full Board will review DOC cases that meet criteria that may include, but is not limited to, the following:

- Convicted of one or more felony charges
- Convicted of a crime of violence
- Cases where the victim has initiated his or her rights under the Victim Rights Act (C.R.S. § 24-4.1-301 through § 24-4.1-305)
- Other cases that arise at the discretion of the chairperson or members of the Subcommittee
- Cases that involve sex offenses or domestic violence
- “High profile” cases, or cases attracting publicity or media attention
- See [Addendum V](#) for Subcommittee and Full Board screening criteria.

4.2.3 All materials must be included in the Full Board packets (as described above in [4.0.1, Requirements for DOC referrals](#)). Materials will be sent out to Full Board members, prior to the meeting, in accordance with CJS

procedures. Additional relevant verbal information may be provided by any Full Board member, victims and/or their support, and candidates and/or their support.

4.2.4 All Full Board meetings are open to the public. Victim information is confidential. The Full Board may vote to go into executive session to discuss this information if there are guests or members of the public present at the meeting.

4.2.5 All Full Board regulations, to include Board composition and terms, quorum requirements, and voting rules, can be found in [Addendum III](#).

4.3 DOC Screening Process

4.3.1 The Service Provider(s) serves as the initial screener for DOC referrals and determines if they will accept or deny the candidate. If the candidate is accepted, the Service Provider will forward the referral to CJS staff for funding review.

4.3.2 The Full Board may review candidates sentenced to the Department of Corrections for crimes which involve, but are not limited to:

- violence or bodily harm
- sexual assault or sex offenses
- “High profile” cases, or cases attracting publicity or media attention
- Cases where the victim has exercised their rights under the Victim Rights Act
- See [Addendum V](#) for complete case screening criteria for Full Board and Subcommittee

4.3.3 Community Corrections staff will send all relevant materials received from the Service Provider(s), DOC, or private parties (including pro se) to Full Board members, prior to the meeting, in accordance with CJS procedures. Such information may include, but is not limited to:

- Completed Department of Corrections Community Referral Form
- Pre-sentence Investigation (PSI)
- Psycho Sexual Evaluation (PSE) as appropriate
- Assessments, if available, to include Level of Supervision Inventory (LSI) score (risk/need assessment), CARAS, CTAP, etc.
- Offender Profile
- Admission Data Summary (ADS), if available
- Structured decision-making tool, completed by the Service Provider
- **Optional** Other documentation which may include, but is not limited to: victim impact statements, statements from candidates, statements from families of candidates or victims, or statements submitted by the District Attorney or defense attorneys.

4.3.4 Full Board members review all materials in preparation for the Full Board meeting.

4.3.5 If a case needs to be removed from the Full Board agenda, Community Corrections staff will make every effort to inform Full Board Members in as timely a manner as possible.

4.3.6 Full Board meeting presentation of cases proceeds as follows:

- Service Provider or Community Corrections staff will provide a brief summary of information at the Board's request.
- The defense attorney, or designee, has three minutes (3) to present to the Full Board why a Community Corrections option would be appropriate. If a pro se candidate is present, he or she may speak to the Full Board for up to three (3) minutes.
- Family or other support, such as employers or friends of the candidate, who are present, may speak to the Full Board for up to three (3) minutes. If there is more than one person attending, they may choose to select a spokesperson(s) to speak for up to five (5) minutes about why the candidate would be a good fit for community placement. Additional time may be allotted for other family or support to speak, at the discretion of the Full Board chair.
- Victim(s) who are present may speak to the Full Board for up to three (3) minutes. If there is more than one person attending, they may choose to select a spokesperson(s) to speak for up to five (5) minutes about the case and the impact it has had on their lives. Victims may also address the Full Board by phone or provide a written statement. Additional time may be allotted for the victim, family or support, to address the Full Board at the discretion of the Full Board chair (see Victim's Right Act C.R.S. §24-4.1-301 through §24-4.1-305).
- Full Board members will be given an opportunity to present their views. The chair will determine the process for this discussion.
- Non-board members are not to participate in the Full Board discussion unless a Full Board member asks a direct question of them.
- The Full Board Chair, or designee, will call for a vote based on the voting rules of the Full Board as indicated in the By-Laws section of this document ([Addendum III, Article II Paragraphs C&D](#)).
- If the Full Board believes that additional information needs to be included, the case can be deferred for review if the bench and all parties agree to rescheduling the sentencing date (if needed).
- Community Corrections staff will record the number of approvals, denials, and abstentions and report this back to the court clerks, the Full Board, probation, and the Service Provider(s).
- Community Corrections staff notify DOC of approval or denial, including the reason for denial.

4.3.7 The factors to be considered in the decision-making process concerning candidates being reviewed for community placement in Boulder County shall include, in no particular order and without limitation, the following:

- Community safety
- Mental health problems
- Suicide potential
- History of escapes or escape attempts
- Prior unsuccessful community placement(s)
- History of violent behavior
- Previous management problems in correctional facilities
- Likelihood of continued criminal behavior
- Criminal history
- Serious health care problems
- Ties to Boulder County
- Mitigating or extenuating circumstances related to the current offense
- Whether candidate is on their first or later statutory referral to Community Corrections
- Candidate risk and need assessments
- Services available to candidate for rehabilitation during incarceration

- Victim impact
- Mandatory release date
- The nature and circumstances of the current offense
- Length of the original sentence that has been served
- For Out of County referrals to specialized treatment programs, availability of bed space for specialized treatment programs at the time of referral

4.3.8 Approvals for funding by the Full Board are valid for up to six months from the date of approval. After the expiration of the six-month period, if the client has not been placed in Community Corrections, then he or she will need go back through the referral process.

4.3.9 The Full Board may defer any candidate if the paperwork is incomplete or more information is needed. Additionally, the Full Board may defer placement consideration for any candidate who would not likely be available to be placed within six months of the date consideration is requested. Examples could include candidates with existing sentences or pending charges in another jurisdiction.

4.4 Executive Sessions

4.4.1 In the event the review of a case includes confidential information, as specified by the Colorado Open Records Act C.R.S. §24-6-402, any Full Board member may request the Full Board go into executive session. In executive session, all non-Board members or staff must leave the room for the term of the executive session.

4.4.2 Criteria that justify a motion for going into executive session: **Confidential documents**. Consideration of documents that are protected from disclosure by the mandatory nondisclosure provisions of the Open Records Act C.R.S. §24-6-402(4)(c). The specific type of document is indicated below [Documents that are not public because they are “work product” or come within the “deliberative process” privilege alone cannot form the basis of an executive session, and another provision must be specified]:

- **Applications** for executive positions of persons who are not finalists (C.R.S. §24-72-204(3)(a)(XI)).
- **Criminal justice records**: Various records are excluded from disclosure. See C.R.S. §24-72-301, et seq. relating to criminal matters and juvenile records.
- **Disabled** - Licenses or other information indicating that a person is disabled (C.R.S. §24-72-204(3)(a)(XII)).
- **Letters of reference** (C.R.S. §24-72-204(3)(a)(III)).
- **Library and museum contributions** by private parties if restrictions are placed on them by the contributor (C.R.S. §24-72-204(3)(a)(V)).
- **Library records** disclosing the identity of a library user (C.R.S. §24-72-204(3)(a)(VII)).
- **Medical**, psychological and scholastic achievement data (C.R.S. §24-72-204(3)(a)(I)).
- **Personnel files**, except employment and severance agreements, which are public (C.R.S. §24-72-204(3)(a)(II)).
- **Public Facilities Users** - Addresses/phone numbers/personal financial information of past or present users of public facilities/utilities/recreational facilities unless requested by law enforcement (C.R.S. §24-72-204(3)(a)(IX)).
- **Sexual harassment** complaints and investigations (C.R.S. §24-72-204(3)(a)(X)).
- **Trade secrets**, privileged information, and confidential commercial, financial, geological, or geophysical data or social security number (C.R.S. §24-72-204(3)(a)(IV)).

4.4.3 Procedures for going into Executive Session:

- A motion and second by a Full Board member to request the matter be discussed in executive session.
- The identification of which criteria justifies the executive session.
- The Full Board votes for approval for the executive session.
- The Chair's announcement of the executive session and request for all non-Board members to leave the meeting.
- Chair calls to order the opening of the executive session and the identification of the subject to be discussed.
- Minutes will be recorded of the executive session.
- No decision can be made in executive session. When the discussion is exhausted, there will need to be a motion, second, and vote to go out of executive session and the resumption of the regular meeting.

4.5 Emergency Procedures and Community Corrections Operations

4.5.1 In the event of a federal or state declaration of emergency, the Board will follow the guidelines and recommendations of the appropriate authorities. If procedures need to be adjusted, the Board Chair, with the approval of the Board of County Commissioners, will approve a modified procedure.

4.6 Candidate Referral: DOC Subcommittee Process

4.6.1 The selection authority may be wholly or partly vested by the Full Board in a screening subcommittee. The Subcommittee, if appointed, is called the Community Corrections Subcommittee (SC).

4.6.2 The Full Board grants authority to the Subcommittee to review, approve or deny funding, and communicate with the Full Board through the Subcommittee Chairperson.

4.6.3 The Subcommittee will meet weekly to review and to approve or deny funding for referrals.

4.6.4 The Subcommittee is comprised of three (3) voting members, designees from:

- Probation
- Community Corrections staff
- Boulder County Sheriff's Office – Jail

4.6.5 Community Corrections staff chairs the Subcommittee meeting.

4.6.6 Subcommittee voting is primarily based on information collected in the PSI and evidence-based risk/need substance abuse assessments as well as mental health and psychosexual evaluations.

4.6.7 Service provider(s) may attend Subcommittee meetings as an *ex officio* member to provide information and to route Subcommittee decisions to their program.

4.7 DOC Subcommittee Screening Process

4.7.1 The Community Corrections Subcommittee will review nonviolent cases. These cases may include, but are not limited to, vehicle trespass, burglary, vehicular eluding, criminal impersonation, drug-related offenses, felony DUIs, and trespass. (See [Addendum V](#) for case screening criteria for Subcommittee)

4.7.2 The Subcommittee does not, as a matter of course, review “high profile” or highly publicized cases, cases involving physical or sexual assault/exploitation, menacing, or domestic violence. The Subcommittee also does not review cases in which victims, family, support, or pro se candidates wish to speak. (See [Addendum V](#) for case screening criteria for Subcommittee)

4.7.3 Subcommittee decisions do not require Full Board review.

4.7.4 Any member of the Subcommittee, after reading a case, may recommend the Full Board review the case, instead of a Subcommittee review. Community Corrections staff will transfer the case to the Full Board.

4.7.5 The deadline for receipt of referral materials will follow the current CJS procedures. From time to time, there may be a requirement to deliver referral materials to the Subcommittee earlier as a result of holidays or other timing constraints. The Subcommittee may accept referral materials after a deadline given extenuating circumstances due to court scheduling, documentation preparation, or evaluation results from other diversion programs.

4.7.6 Majority vote decides funding. A minority vote report may also be issued when there is not a unanimous vote. Votes resulting in a tie, due to an absent member or an abstention, will be referred to the Full Board for review.

4.7.7 Once a case has been reviewed, Community Corrections staff will notify defense attorneys, district attorneys, probation, district courts, and the Service Provider(s) of the voting results. Probation will notify pro se candidates of the Subcommittee decision to approve or deny funding.

4.7.8 Approvals for funding by the Subcommittee are valid for up to six months from the date of approval. After the expiration of the six-month period, if the client has not been placed in Community Corrections, then he or she will need to go back through the referral process again, subject to the administrative approval allowed in [Addendum V](#).

4.7.9 The Subcommittee may defer any candidate if the paperwork is incomplete or more information is needed. Additionally, the Subcommittee may defer placement consideration for any candidate who would not likely be available to be placed within six months of the date consideration is requested. Examples could include candidates with existing sentences or pending charges in another jurisdiction.

4.8 Administrative Reviews

4.8.1 The Full Board grants authority to CJS staff to review and approve certain cases for funding that do not need a full review process (see [Addendum V](#) for case criteria).

Section 5.0 VICTIM CONSIDERATION

POLICY	To comply with the Victim Rights Act (VRA).
SOURCE	Commissioners Adopting Resolution Colorado Revised Statutes C.R.S. §24-4.1-303, C.R.S. §24-4.1-302.5, C.R.S. §17-27-103.5
SCOPE	District Attorney’s Office of the 20 th Judicial, Community Corrections Board and Community Corrections staff.
APPROVED BY	Monica A. Rotner, CJS Division Manager David Harrison, Community Corrections Board Chair
REVIEW HISTORY	December 2015; February 2015; January 2017; July 2018; February 2023

5.1 VICTIMS RIGHTS

5.1.1 The Community Corrections Board shall comply with all requirements of the Victim Rights Act. Victims, their families, and/or their supporters, will be given three (3) minutes to speak for an individual and five (5) minutes to speak if there are two or more persons. Prior to the meeting, a written handout of instructions and expectations for presentations will be distributed to those speaking to the Full Board.

5.1.2 Rights the VRA guarantees:

- To be treated with fairness, respect, and dignity
- To be informed of and present for all critical stages of the criminal justice process
- To be free from intimidation, harassment, or abuse, and to have the right to be informed about what steps can be taken if there is any intimidation or harassment by a person accused or convicted of the crime, or anyone acting on the person’s behalf
- To be present and heard regarding bond reduction, continuances, acceptance of plea negotiations, and case disposition

5.1.3 All victims may provide information in writing, in person, or virtually to the Boulder County Community Corrections Board to review. In circumstances in which the victim would like to speak to the Full Board, but is unable to attend in person, the Full Board Chair and Community Corrections staff may consider a virtual appearance or telephone call into the meeting. All written information will be provided to Community Corrections staff, per CJS communication and then to the Full Board and/or Subcommittee when the agenda and cases are sent.

5.1.4 Victims will be given the opportunity to address the Full Board in writing, in person, virtually, or by telephone. If the victim chooses to address the Full Board verbally, the following guidelines will apply:

- Victim groups should select a spokesperson to represent the group, rather than presenting individually.
- Speakers will be limited to three (3) minutes total for an individual speaker, or five (5) minutes total for two or more persons, at the chair’s discretion.

- The victim may present any information he or she believes is important to the Full Board in making their decision. The Full Board's focus is on community safety, including the victim's safety, when considering placing a candidate in the community.
- Victims are encouraged, but not limited to, address the following questions during their presentations:
 - Do you think this candidate can be safely returned to the community; why or why not?
 - How has this candidate's actions affected you personally?
 - Do you think this candidate is a threat to harm you again; why or why not?

5.1.5 If notified by the District Attorney's office, probation office, or Colorado Department of Corrections, Community Corrections staff will provide victims with general information regarding Full Board meetings:

- Staff e-mail and phone contact information.
- Location, date, and time of Full Board meetings.
- Conditions of presentations given by victims.
- Format and general information regarding the meetings.

Section 6.0 Community Corrections Service Provider(s) Information

POLICY	To define the requirements from the Community Corrections Service Provider(s) to the Community Corrections Board.
SOURCE	Commissioners Adopting Resolution Colorado Revised Statutes C.R.S. § 17-27-103 (5)
SCOPE	Community Corrections Service Provider, Community Corrections Board and Community Corrections staff.
APPROVED BY	Monica A. Rotner, Division Manager CJS, David Harrison, Community Corrections Board Chair
REVIEW HISTORY	February 2015; January 2017; July 2018; February 2023

6.1 Referral Requirements

6.1.1 When Community Corrections staff receive a diversion or Out of County referral, they will forward the request to the Service Provider. The Service Provider will review the referral to determine if they will accept the candidate. The Service Provider will then inform Community Corrections staff of their decision within the requested timeframe.

6.1.2 After a Service Provider reviews and accepts a DOC referral, they will complete the structured decision-making tool and the summary sheet.

6.1.3 The Service Provider will forward the required paperwork (as described in [Requirements for DOC referrals](#)) to Community Corrections staff for Full Board or Subcommittee Review.

6.2 Program Placement of Clients

6.2.1 After a diversion candidate is approved by the Subcommittee or Full Board and sentenced to Community Corrections, a mittimus is completed by the court. The mittimus is sent to the Service Provider(s) as well as Community Corrections staff.

6.2.2 Once a DOC client is approved by the Subcommittee or Full Board and the client is ready to transfer to the halfway house, DOC will provide the Service Provider with an Executive Assignment Order or Parole Agreement/Directive.

6.2.3 Once a client enters the halfway house, the Service Provider(s) will enter the required information into the state's information and billing system, within the timeframe required.

6.2.4 The Service Provider will send monthly status or progress reports to Probation and DOC as requested.

6.2.5 A transfer from residential to non-residential, ISP, or Parole status, does not require further court or Board action. Notice will be given to the appropriate agencies when the transfer occurs, if the agency was not involved in the transfer process.

6.2.6 The Community Corrections statute C.R.S. § 17-27-103 (5), provides that both the Full Board and the Service Provider(s) may reject a candidate before or after placement.

6.3 Program Terminations

6.3.1 Once a client is terminated, the Service Provider(s) will enter the required termination information into the state's information and billing system, within the timeframe required.

6.3.2 The Service Provider will send termination reports to Probation and DOC as requested.

6.3.3 Community Corrections staff should be copied on all incident reports resulting in termination as well as termination reports for diversion, transition, and parole clients.

6.3.4 If a client is terminated due to an investigation resulting in a felony charge and the Service Provider later decides to re-accept the client, the Service Provider must obtain approval before the client may return to the program. The client will be reviewed based on the screening criteria located in [Addendum V](#) – Subcommittee and Full Board Screening Criteria.

6.3.5 If a client is terminated due to an investigation resulting in misdemeanor charges or charges are dismissed, or the client is terminated for a technical violation, the Service Provider does not need Full Board or Subcommittee approval to re-accept the client. The Service Provider will notify Community Corrections staff of their decision.

6.4 Board Reporting Requirements

6.4.1 Community Corrections staff and the Community Corrections Board will require reporting from the Community Corrections Service Provider(s). Community Corrections staff should receive all incident notifications provided to the Division of Criminal Justice (DCJ). Additionally, all escape notifications should be forwarded to Community Corrections staff.

6.4.2 The Service Provider will provide status updates to the Community Corrections Board at each Full Board meeting.

6.4.3 The Service Provider(s) will submit a written monthly report, no later than the 25th of each month, to Community Corrections staff regarding activities that occurred during the previous month that have impacted services. This report should include personnel issues, programming changes, and any other information pertinent to functioning.

6.4.4 The Service Provider(s) will provide monthly reports to Community Corrections staff, no later than the 15th of each month. Community Corrections staff will forward the reports to Full Board members. The monthly and fiscal year reports should information on the following items (Note: The report may contain client and Service Provider information which is considered confidential and should not be released):

- average beds available/average daily population
- breakdown of monthly intakes by current conviction
- number of males and females
- number of house technical violations for both diversion and DOC clients
- number of escapes for both diversion and DOC clients
- percentage of new law violations for diversion and DOC clients

- percentage of terminations in diversion and DOC clients
- percentage of successful completion in diversion and DOC clients

6.5 Program Documentation and Records Keeping

6.5.1 Community Corrections Service Provider(s) will provide agreed upon contracted services as identified in the Boulder County contract with the Colorado Department of Public Safety, Division of Criminal Justice. The Service Provider will make its program and services available to monitoring and evaluation consistent with requirements outlined in the current master contract.

6.5.2 Boulder County, through the Community Justice Services Division, will contract with Service Provider(s) for program services on a yearly basis in accordance with the regulations of Boulder County and the requirements of the Division of Criminal Justice, Office of Community Corrections. Service Provider(s) will be required to meet the standards specified in Colorado Community Corrections Standards.

6.5.3 The Community Corrections Board, through Community Corrections staff, in conjunction with the Office of Community Corrections, is responsible for evaluating contracted Community Corrections services. The Community Corrections Board shall delegate the responsibility for evaluation and monitoring to the Boulder County Community Corrections staff.

Section 7.0 MEDIA/COMMUNITY RELATIONS

POLICY	To provide guidelines for staff who are providing information to the media and/or the public at large.
SOURCE	Community Services Policy and Procedures: Press Releases and Publication Approvals
SCOPE	All Community Justice Services Division staff and Community Corrections Board Volunteers.
APPROVED BY	Monica A. Rotner, CJS Division Manager David Harrison, Community Corrections Board Chair
REVIEW HISTORY	February 2015; January 2017; July 2018; February 2023

7.1 MEDIA/COMMUNITY RELATIONS

7.1.1 The Division Manager of Community Justice Services serves as the Public Information Officer for the division and the Community Corrections Board. The Division Manager is responsible for all formal information and press releases relating to Community Justice Services and its’ policies, programming, and conditions, including the Community Corrections Board.

7.1.2 Employees and Full Board members receiving requests from the media concerning Community Justice Services shall forward all such requests to the Division Manager. If unavailable, the Community Services Department Director shall receive such requests.

7.1.3 All official and formal information, news statements on legislation or government policy affecting any purpose or function of Community Justice Services and the Community Corrections Board, and press releases referring to Community Justice Services and its’ policies, programming, conditions, and operations, will be issued only by the Division Manager of Community Justice Services or designees.

7.1.4 Official media requests to attend Community Corrections Board meetings shall be communicated to the Full Board Chair and the Community Justice Services Division Manager.

7.1.5 Requests for information from the public (other than the media), can be responded to by the appropriate Community Justice Services staff based upon the nature of the request, with consideration given to confidentiality concerns and the release of potentially sensitive information. Community Corrections Board members will not respond to public requests but instead refer any requests to the Division Manager or Community Corrections Administrator.

7.1.6 All public statements will agree with policies approved by the Board of County Commissioners and will be consistent with all policies on confidentiality.

Section 8.0 DEVELOPMENT AND REVISION OF POLICY AND PROCEDURE

PURPOSE	To facilitate consistency in the development and revision of Boulder County Community Corrections Board policies.
SOURCE	N/A
SCOPE	Boulder County Community Corrections Board, Community Justice Services Community Corrections staff, and Community Corrections service providers
APPROVED BY	Monica A. Rotner, CJS Division Manager David Harrison, Community Corrections Board Chair
REVIEW HISTORY	February 2015; January 2017, July 2018; February 2023

8.1 Development and Revision of Policy and Procedure

8.1.1 It is the policy of Community Justice Services that all general policies and program/unit policies and procedures will be reviewed at least annually and will have a uniform format.

8.1.2 The Community Corrections staff, with input from Full Board members, is responsible for compiling, issuing, and updating policies and procedures. This includes external policies, which affect the public and are usually mandated by statute, and internal policies, which affect CJS employees and volunteers.

8.1.3 The Community Corrections Policies and Procedures manual will be reviewed annually by CJS staff and they will bring any substantive changes to the Chair, Vice-Chair and/or Full Board.

8.1.4 All policies will be reviewed by the Policy and Procedure Subcommittee, consisting of Community Corrections staff and Full Board officers of the Community Corrections Board and approved by the Full Board prior to publication.

SECTION 9.0 Addendums

ADDENDUM I: State Community Corrections Laws

Community Corrections is designed to provide an alternative sentence between prison and probation, as well as a transitional setting for inmates being released from the DOC. Its admission process promotes community involvement. Participation in a Community Corrections program encourages the client to change his or her behavior, while allowing some privileges and access to the community.

Every Community Corrections placement requires approval by the referring agency (DOC, Parole Board or court), a community board in each judicial district, and the individual community program. A community board from another judicial district may contract with other boards or state governmental agencies to treat clients brought from another jurisdiction.

Each facility monitors the activities of the clients, oversees restitution and community service, assists clients in obtaining employment and/or education, provides vocational training, or engages in other rehabilitative endeavors. The clients are typically allowed to leave during the day to participate in their various programs but must reside in the facility when not engaged in work or other programs.

The usual course of conduct for a client is to proceed through the various levels of the facility. According to state standards, all Community Corrections providers offer similar levels of supervision and treatment. Progress is directly related to the client's favorable behavior. Eventually, the client can transition to a non-residential status, including ISP and Parole.

The following statutes and laws govern Community Corrections and Community Corrections Boards in Colorado:

C.R.S. §17-27-101	Legislative declaration
C.R.S. §17-27-102	Definitions
C.R.S. §17-27-103	Community Corrections Boards: establishment and duties
C.R.S. §17-27-103.5	Statements relating to a transitional referral to Community Corrections
C.R.S. §17-27-104	Community Corrections programs operated by units of local government, state agencies, or non-governmental agencies
C.R.S. §17-27-106	Escape from custody from a Community Corrections program
C.R.S. §17-27-108	Division of Criminal Justice in the Department of Public Safety: duties and Community Corrections contracts
C.R.S. §18-1.3-301	Authority to place offenders in Community Corrections programs

ADDENDUM II: Boulder County Commissioner's Resolution

RESOLUTION NO. 2014-33

A RESOLUTION CONFIRMING AND RATIFYING THE FORMATION AND CREATION OF THE BOULDER COMMUNITY CORRECTIONS BOARD ("BCCB") AND DELEGATING AUTHORITY TO THE BCCB TO ACT AS A COMMUNITY CORRECTIONS BOARD FOR THE 20TH JUDICIAL DISTRICT/BOULDER COUNTY CRIMINAL JUSTICE SYSTEM

WHEREAS, Article 27 of Title 17 of the Colorado Revised Statutes authorizes the establishment of community corrections programs to provide a broad range of correctional options for offenders, specifically provides for participation by local units of government in the creation and operation of community corrections facilities and programs, and authorizes counties to establish corrections boards and appoint their members; and

WHEREAS, in accordance with C.R.S. § 17-27-103(1), the Board of County Commissioners ("BOCC") desires to ratify the prior formation and creation of a community corrections board which is a functionally independent board, as described in C.R.S. § 17-27-103(1), and the county commissioners desire to ratify the delegation to such corrections board of any powers necessary to accomplish its purposes, except for those specifically reserved by the BOCC; and

WHEREAS, pursuant to C.R.S. § 17-27-103(4) a corrections board may establish and enforce standards of operation and monitor and oversee compliance with state and local standards; and

WHEREAS, pursuant to C.R.S. § 17-27-113(2) a county community corrections board shall have the right to accept, reject or reject after acceptance any offender placed by the department in any facility within the community where said placement is transitional, as defined in the Act.

NOW, THEREFORE, BE IT RESOLVED that:

1. The BOCC confirms the prior creation and establishment of a functionally independent community corrections board, known as the BCCB, pursuant to C.R.S. § 17-27-103(1), subject to the powers reserved by the BOCC contained in this resolution. The BOCC ratifies the actions taken by the BCCB prior to this resolution, and acknowledges that the BCCB has been duly organized.

2. The BCCB shall have at least 13 members appointed by the BOCC. The composition of the BCCB is set forth in the attached Bylaws. The BOCC shall make all appointments to the BCCB, both initially and when vacancies occur.

3. The BCCB shall oversee the community corrections programs for the 20th Judicial District/Boulder County criminal justice system and advise the Community Justice Services Division on Division policy related to community corrections. The BCCB is specifically

accomplished by budget requests being made to and approved by the BOCC according to law and County procedures and subject to lawful appropriations therefor. The BOCC shall not be required to provide funding despite requests to do so.

10. At least annually, the BCCB shall report in writing to the BOCC regarding its activities.

11. All client records and similar records made or obtained by the BCCB shall be maintained in accordance with County procedures and policies. As to those records, the BCCB shall respect all rights of privacy of individuals as required by the laws and regulations related thereto, and it shall obtain any necessary consent prior to disclosure of any information contained in such records. All records maintained by the BCCB shall be available for inspection by the BOCC without notice to ensure compliance with the terms herein.

ADOPTED this 24 day of April, 2014.

**BOARD OF COUNTY COMMISSIONERS
OF BOULDER COUNTY:**



Cindy Domenico
Cindy Domenico, Chair

Deb Gardner
Deb Gardner, Vice Chair

(Excused)
Elise Jones, Commissioner

ATTEST:

Cecilia G. Lacey
Clerk to the Board

ADDENDUM III: Community Corrections By-laws

Community Corrections Board By-Laws

Article I – Membership

The Community Corrections Board shall consist of up to fifteen (15) members to include up to nine (9) community members appointed by the Board of County Commissioners. The Board shall oversee the Community Corrections programs and advise on program policy. The board is authorized to make eligibility and funding decisions on clients for Article XXVI (CRS 17-27-101 *et seq*, Community Corrections Act) in the 20th Judicial District/Boulder County criminal justice system.

A. Composition

1. The District Attorney or designee from that office.
2. The Chief Public Defender or designee from that office.
3. The Chief Probation Officer for the Twentieth Judicial District or designee from that department.
4. The Sheriff or designee from that department.
5. A mental health professional from Mental Health Partners of Boulder County.
6. A DOC Parole representative or designee.
7. Nine (9) Community Members who are residents of Boulder County.

B. Terms

1. Those persons composing the membership of the Board shall serve at the pleasure of the Boulder County Board of Commissioners.
2. The length of time for community members to serve is 3 years with the option to reapply for up to nine years.
3. If any appointee is found by the Chair to be consistently absent from meetings, a recommendation shall be made to the BOCC by the Chair to assign an alternate or to request the member's resignation, with a replacement to be appointed by the BOCC. Consistently absent is defined as missing over 25% of the Full Board Meetings in a calendar year. Exceptions will be considered by the Chairperson of the Board.

C. Alternates

Community members may not appoint alternates to serve in their absence.

System Board members may send an alternate to represent their office at any given meeting, for the entirety of the meeting.

D. Vacancies

Citizen member vacancies shall be filled by the Board of County Commissioners.

Article II – Meetings

A. Regular Meeting

The Board shall convene at the call of the Chair. A notice of the meeting time, place, and agenda shall be provided to all members at least four days prior to all such meeting. All meetings shall be open to the public, except for executive session meetings, as provided by state statutes.

B. Public Posting of Full Board Agenda

The agenda for each full board meeting, including the names and docket numbers of all cases being reviewed, shall be posted outside of the CJS office prior to the Full Board meeting. Additionally, the agenda will be posted on the Community Corrections website, at least two business days prior to the meeting.

C. Special Meetings

Special meetings may be called by the Chair of the Board or shall be called upon consensus of seven or more other members of the Board. Only those subjects specifically listed on the special meeting agenda will be considered at that meeting. An agenda, together with time and place, of any special meeting must be provided to all the membership at least 24 hours prior to said meeting unless waived by the Chairperson.

D. Quorum

Eight (8) of the non-Chair members shall constitute a quorum for voting on cases at regular or special meetings. If a quorum is not present when the meeting is called to order, then any member of the Board may make a motion that the Chair will also vote and the meeting may proceed if the motion is seconded. If there is still not a quorum of eight (8) voting members, even with the addition of the Chair voting, then the Chair of the Board will decide on whether or not to proceed.

E. Voting

Decisions of the Board shall be determined by a majority vote of those members present and voting. In the event there are an even number of voting Board members, and a given vote results in a tie, the Chair who would not normally be voting, will cast the deciding vote. In the event the Chair is voting per the above paragraph C above (Quorum), the number of voting members is even, and a given vote results in a tie, then any Board member may motion that the then present Community Corrections Subcommittee representative will be asked to cast the deciding vote, if the motion is seconded. System Board alternates must vote for the entire meeting. If the Board member or alternate is the attorney of record or otherwise has a prior relationship with a client which would impact objective assessment of risk, that member should abstain from voting on that particular case. If the DA or defense attorney is assigned to a case being presented to the Board, they can have an alternate for the entire meeting or they can attend the meeting and abstain from the vote on that particular case.

Article III – Officers

Only community Board members may serve as elected or appointed officers. Officers shall be elected annually by the following process:

Nominations, acceptance and optional presentations will be held during the first CCB meeting in March.

A vote will be taken and Officers will be announced at the start of the meeting, effective immediately, for the next twelve months.

CJS Staff, System Board members and service provider personnel can be present but will not participate in the process or voting.

The term of Officers is for one calendar year, when the process will be repeated.

The Board shall have the following officers:

A. Chair

The Chair shall be elected by majority vote of the membership of the Board. The Chair shall:

1. Preside at all meetings
2. Perform all duties usually pertaining to the office.

B. Vice Chair

In the absence of the Chair, perform the duties of the Chair.

In the absence of the Chair and Vice Chair, a temporary Chair shall be appointed at, or just prior, to the meeting by the presiding Chair. Such appointee shall be a community Board member and shall preside at such meeting.

If a Chairperson resigns or requests a leave of absence that will exceed 60 days, a special election can be held to select an interim officer.

Article IV – Expense Compensation

Expenses incurred by the Board members are reimbursable for exceptional situations at the discretion of the Community Justice Services Division Manager.

Article V – Staff

The Manager of Community Justice Services shall be the primary liaison between the Board and the Department and shall determine staffing patterns to support the administration of Community Corrections funding and contracts.

Article VI- Amendments

The by-laws may be amended by a vote of two-thirds (2/3) of the membership of the Board. Prior notice of the proposed amendments shall be incorporated into the minutes and the amendments shall not be voted on until the next regularly scheduled meeting.

Article VII – Rules of Order

Unless otherwise indicated herein, the Board shall be governed by Robert’s Rules of Order.

Article VIII – Adoption

The by-Laws shall be adopted by a vote of two-thirds (2/3) of the members of the Board.

Article IX - Policy and Procedures review

The Community Corrections Policies and Procedures manual will be reviewed annually by CJS staff and they will bring any substantive changes to the Chair, Vice-Chair and/or Full Board. Any additions or changes will be voted upon by the board.

Article X - Leave of Absence for community board members

Community Board members may request a temporarily leave of absence for health reasons.

The member must express continuing commitment to the Board's mission and the resulting duties and responsibilities. Conditions include physical or mental impairment and are not to exceed (6) months. Conditions excluded include personal convenience and other external commitments. The requested duration must be contained within the community board member appointment period as authorized by the County Commissioners. The appointment period will remain 3 total years.

The process is as follows:

- a. A written request will be submitted to the Board Chair and CJS staff.
- b. The request, after review, will be presented to the Full Board and approval rendered by majority vote of those present.

ADDENDUM IV: Executive Session

PUBLIC MINUTES OF EXECUTIVE SESSION OF

(Name of Board)

(NOT Attorney/Client)

[Use this form in the written public minutes when the meeting is not taped and there is an executive session item discussed that is not attorney – client. The information on this form MUST BE READ AND ELECTRONICALLY RECORDED as part of the executive session.]

- At this public meeting held on _____, an executive session was called by a majority vote of the Board.
 - The matter that was discussed in executive session, in as much detail as possible without compromising the purpose for which the executive session was authorized, was:

The statutory citation that allows an executive session for this purpose was:

- Confidential documents:** Consideration of documents that are protected from disclosure by the mandatory nondisclosure provisions of the Open Records Act. 24-6-402(4)(c). The specific type of document is indicated below: [Documents that are not public because they are “work product” or come within the “deliberative process” privilege alone cannot form the basis of an executive session, and another provision must be specified]:
 - Applications** for executive positions of persons who are not finalists (24-72-204(3)(a)(XI)).
 - Criminal justice records:** Various records are excluded from disclosure. See 24-72-301, et seq. relating to criminal matters and juvenile records.
 - Disabled** - Licenses or other information indicating that a person is disabled (24-72-204(3)(a)(XII)).
 - Letters of reference** (24-72-204(3)(a)(III)).
 - Library and museum contributions** by private parties if restrictions are placed on them by the contributor (24-72-204(3)(a)(V)).
 - Library records** disclosing the identity of a library user (24-72-204(3)(a)(VII)).
 - Medical**, psychological and scholastic achievement data (24-72-204(3)(a)(I)).
 - Personnel files**, except employment and severance agreements, which are public (24-72-204(3)(a)(II)).
 - Public Facilities Users** - Addresses/phone numbers/personal financial information of past or present users of public facilities/utilities/recreational facilities unless requested by law enforcement (24-72-204(3)(a)(IX)).
 - Sexual harassment** complaints and investigations (24-72-204(3)(a)(X)).
 - Trade secrets**, privileged information, and confidential commercial, financial, geological, or geophysical data or social security number (24-72-204(3)(a)(IV)).
- Confidential matters:** Matters required to be kept confidential by federal or state law or rules and regulations. 24-6-402(4)(c). The specific citation to the statute or rule that is the basis for such confidentiality is _____.
- Executive session minutes:** Meeting to adopt last session’s minutes. 24-6-402(4).
- Negotiations** – determining positions and strategy relative to negotiations or directing negotiators. 24-6-402(4)(e).
- Personnel matters**, if specific to individual employees, unless the person who is the subject of the meeting has requested an open meeting. Executive session is not allowed for discussion of general personnel

policies, or discussion concerning any member of the Board, or any elected official or appointment of an elected official. 24-6-402(4)(f).

- Property:** Purchase, acquisition, sale, lease or transfer; real or personal. 24-6-402(4)(a).
- Security arrangements or investigations.** 24-6-402(4)(d).
- Students** – discussion of individuals where disclosure adversely affects them. 24-6-402(4)(h).
- Other:** _____ Statutory citation: _____.

ADDENDUM V: Subcommittee and Full Board Screening Criteria

This list, though not exhaustive, details the types of cases reviewed by each board. As noted previously, the Subcommittee can request any case be reviewed by the Full Board.

Full Board Cases

Arson
Burglary
Cases involving weapons
Cases with explosives involved
Cases with victims, family, friends who want to attend
Child abuse
Felony assault including SBI
Felony domestic violence cases
Hate crime acts
High profile cases
Homicide/manslaughter
Kidnapping
Retaliation against a victim/witness
Robbery
Sex offenses/child exploitation/child pornography
Stalking/emotional distress
Vehicular homicide/assault
Other crimes involving violence

Subcommittee Cases

Animal cruelty
Colorado Organized Crime Act (COCCA) cases
Criminal mischief/property crimes/vandalism
Drug possession, including dealers
Escape
Felony and multiple DUI/DWAI
ID theft/forgery/fraud/embezzlement
Impersonation
Motor vehicle theft
Securities fraud
Tax evasion
Theft/false information to pawnbroker
Trespass
Vehicular eluding

Other considerations

The following cases will be referred to the review body (Full Board or Subcommittee) based on the above criteria:

- Out of County referrals
- Community Corrections stipulations
- No prison stipulations
- Misdemeanor cases will not be considered in determining the review body

The Full Board grants authority to Community Corrections staff to review and administratively approve certain cases for funding that do not need a full review process. Community Corrections staff will notify the Chair of these approvals. These types of cases are as follows (although it is not an exhaustive list):

- Diversion cases where a Service Provider terminated a client on a technical violation only, reversed their decision and funding has expired.
- Funding for Out of County placement (diversion only) on Boulder charges.
- Multi-jurisdictional charges (diversion only) with Out of County placement.
- Prior funding approval expired before placement for Diversion of DOC candidates (within 1 year); if approval was more than 1 year ago, Community Corrections staff will get approval from the Board Chair.
- Parolees who need stabilized and are already in Boulder County

ADDENDUM VI: Terminology Reference

ABEL ASSESSMENT	An empirically-validated, comprehensive evaluation and treatment assessment system for clinicians to use with adult men and women with sexual behavior problems
ACRONYMNS	http://www.acronymatic.com/
ADD	Attention Deficit Disorder has many symptoms, one of which is impulse control.
ADJUDICATE	The judgment given as a result of a finding of guilty of the allegations of a juvenile petition.
ADS	Alcohol Dependence Scale provides a quantitative measure of the severity of dependence.
ADVISEMENT	The first hearing before a judge (in most cases), where an arrestee is informed of his rights and bond conditions for release from custody are set forth.
AFFINITY ASSESSMENT	An assessment of sexual interest designed to enable reporting the age and gender of sexual preferences.
ALFORD PLEA	A guilty plea, even though defendant denies responsibility, but admits that the prosecution's evidence, if presented, would establish guilt.
ANTABUSE	A drug (causes extreme discomfort when one drinks alcohol) used as an adjunct in the treatment of the alcoholism to encourage sobriety but is not a permanent or effective method of maintaining lifelong sobriety.
APPEAL	A request by either the defense or prosecution for the results of a completed trial be reviewed by a higher court. Or in the case of Community Corrections, a defense attorney, pro se defendant or District Attorney can appeal a case denied by the subcommittee, be reviewed by the Full Board.
ARRAIGNMENT	A court appearance where defendants are notified of their rights and the criminal charges the prosecutor has filed against them. At the arraignment, the defendant must enter a plea (guilty or not guilty).
ARREST	When a person is detained and held under authority of law.
ARTICLE 27	The authorizing legislation for Community Corrections boards and payment for diversion and transition placements (also called Senate Bill 4).
ASSESSMENT	Battery of diagnostic tools to assist in planning programs for Community Corrections clients.
ASSOCIATION	When used in Community Corrections board minutes, this refers to the Colorado Association of Community Corrections Boards (CACCB).
ASUS-R	Adult Substance Use Survey-Revised is designed to differentially screen and assess alcohol and other drug use involvement. It also measures the degree of disruption that results from the abuse of alcohol and drugs. The ASUS-R also provides a mental health screen, a scale that measures social

non-conformity, a scale that measures legal non-conformity, and scales that measures motivation, treatment readiness, defensiveness and resistance to self-disclosure.

BENCH WARRANT	Warrant issued by the court for the arrest of a person.
BIND OVER	Transfer from the jurisdiction of a lower court (county) to a higher court (district).
BOND	An obligation signed by an arrested person, with sureties, to secure his or her presence in court. An arrestee may be released on his or her own promise to return to court, personal recognizance bond, or by a licensed bondsman posting an agreement to pay a certain amount, bond; or by personally depositing money in cash, bail; or by encumbering property, property bond. The court may allow the amount of bail posted in cash to be a percent of the total amount of bail set. However, in the event of default, the entire amount set is forfeited and becomes due to the state.
BOP	Bureau of Prisons
BOULDER COUNTY BAR ASSOCIATION BAR MEDIA MANUAL	http://www.boulder-bar.org/bar_media_manual/glossary/16.1.html
BREATHALYZER	An instrument, blown into, that estimates a person's breath alcohol level that is not admissible in court.
BRIEF	A written or printed document prepared by counsel to file in court usually setting forth both facts and law in support of an Individual case.
BURDEN OF PROOF	In the law of evidence, the necessity or duty of affirmatively proving a fact or facts.
CACCB	Colorado Association of Community Corrections Boards
CARAS	Colorado Actuarial Risk Assessment Scale. The CARAS is a nine-item instrument which predicts the following events for those released from prison: re-arrest for crime, re-arrest for a violent crime and new court filing.
CCI	Coolidge Correctional Inventory. The CCI is a self-report psychological and neuropsychological inventory based on the current Diagnostic and Statistical Manual of Mental Disorders (DSM). It was created to be a cost-effective measure of psychological problems, memory problems, inattention, language dysfunction, adult ADHD and executive function deficits in correctional inmates and juvenile offenders.
CCIC	Colorado Crime Information Center. CCIC is a computerized information system established for all Colorado criminal justice agencies. It provides and maintains accurate and timely documented criminal justice information in an effort to prevent crime by enabling the rapid exchange of valid and complete information among criminal justice agencies.

CIRT	Community Intensive Residential Substance Abuse Treatment
CJIS	Criminal Justice Information Services. CJIS equips law enforcement, national security and intelligence community partners with the information needed to protect the security of the United States. It is the largest division in the FBI and includes the National Crime Information Center, Uniform Crime Reporting (UCR) and Fingerprint Identification.
CJS	Community Justice Services. CJS is a division of Boulder County Community Services which provides constructive community-based interventions, education, alternatives to incarceration and reparation to the community for criminal behavior. Community Corrections is one of these programs.
CLASS	<p>Criminal charges are defined by category and number representing their level of offense. The letter indicates the type of crime</p> <p>F= Felony Misd= Misdemeanor T = Traffic P=Petty</p> <p>1 is the most serious offense and ascending levels are less serious. For example, F1 is more serious than F2 and F2 is more serious than F3, etc.</p>
CLIENT	The term is often used by Community Corrections and probation to describe the person under their supervision or served by their programs (rather than terms such as criminal, offender, inmate or prisoner).
CMI	Correctional Management, Inc. (CoreCivic)
CMC	Case Management Classification
COALITION	When used in reference to Community Corrections, this usually refers to the Colorado Community Corrections Coalition, an organization of Community Corrections service providers.
CODE	Refers to <i>the Colorado Revised Statutes (CRS)</i> , a compendium of Colorado laws into chapter, table of contents and index, and promulgated by legislative authority. Frequently, the word "statute" is used interchangeably. When citing specific law, the abbreviation CRS is followed by the chapter, section, and paragraph, numbers of the specific law.
CODE OF PENAL DISCIPLINE	<p>The <i>body of</i> regulations governing the behavior of an inmate sentenced to the Department of Corrections. The COPD has authority over transitional inmates in Community Corrections, but not parolees.</p> <p>https://www.wcl.american.edu/endsilence/documents/inmate_conduct_doc_colorado.pdf</p>
COLORADO DEPT OF CORRECTIONS	https://www.colorado.gov/cdoc

**COLORADO
DIVISION OF
COMMUNITY
CORRECTIONS**

<http://dcj.occostate.co.us>

COMMIT

A legal action to confine a person in prison, a mental health facility or juvenile institution by lawful authority.

**COMMUNITY
CORRECTIONS
BOARD**

A group of community members, public officials and agency representatives appointed by the governing body of a unit of local government that is responsible for the review and approval of adult and juvenile clients in a community setting. CRS §17-27-102 uses the term "Corrections Board" and CRS §17-27-103 authorizes such boards to "establish and enforce standards for operation of (community correction programs), and the conduct of offenders, and shall establish *procedures for* screening offenders who are to be placed. . . the corrections board has the authority to accept, reject, or reject after acceptance the placement of any offender in its community correctional facility or program pursuant to any contract or agreement with the Department (of Public Safety) or a judicial district. . ."

**COMMUNITY
CORRECTIONS
PROGRAM**

A community-based program, which may be operated by a governmental unit or private agency that provides residential or non-residential accommodations and supervision for clients. It provides programs and services to aid clients in obtaining and holding regular employment, in enrolling in and maintaining academic courses, in participating in vocational training programs, in utilizing the resources of the community in meeting their personal and family needs and providing treatment and in participating in whatever specialized programs exist within the community.

**COMMUNITY
SERVICE**

This is a sentence or sentencing enhancer that requires the performance of work that contributes to the improvement of the community without the benefit of payment. Services may be provided to a non-profit organization or a unit of government. This is an alternative sentence and may be accompanied by other conditions such as probation, fines and rehabilitative treatment.

**CONCURRENT
SENTENCING**

Sentences for the conviction of more than one crime at which the sentencing judge allows the time of sentence for each conviction to be served together rather than successively.

**CONSECUTIVE
SENTENCING**

Sentences for two or more crimes which must be served with one sentence following the other (the opposite of concurrent sentences).

CONTEMPT OF

An act determined by a judge, to embarrass, hinder, or obstruct a court in COURT administration of justice or calculated to lessen its authority or dignity. Contempt pertains to two kinds of behavior: direct and indirect. *Direct* contempt is that committed in the immediate presence of the court. *Indirect* is the term chiefly used with reference to the failure or refusal to obey a lawful order of the court.

CONTINUANCE

A postponement of a trial or hearing to a later date which can be granted only by the court.

COP

Condition of Parole is set by the Colorado Board of Parole to ensure public safety through evaluation of inmate potential for re-integration into the community. The Board sets conditions of

parole for discretionary and mandatory parole releases in order to assist parolees in successful transition.

CORECIVIC	As of January 2017, CMI was purchased by CoreCivic to be the operating vendor of the LCTC facility. The vendor is a wholly-owned subsidiary and will continue doing business as CMI.
CORRECTIONS	Usually used in reference to the function and operations of the Colorado Department Corrections of (DOC) in their control and management of inmates sentenced to prison. This is also a general term for a wide variety of legal sanctions imposed by the court for the commission of a crime. They range from probation to a maximum-security prison, but generally involve some sort of restriction of movement on the convicted person.
COURT INFORMATION FOR 20TH JUDICIAL DISTRICT	https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=20
CRS	Colorado Revised Statutes. CRS are the legal code of Colorado , the codified general and permanent statutes of the Colorado General Assembly .
CWR	County Work Release. CWR is a correctional program under which inmates may leave jail unescorted to work at outside employment. Inmates may work and participate in community programs to aid in their transition back into the community upon release.
DAST	Drug Abuse Screening Test
DBS	Decisional Balance Scale
DCJ	Division of Criminal Justice (State) which is a division of the Department of Public Safety.
DD	Developmental Disability is a cognitive, emotional or physical impairment, especially one related to abnormal sensory or motor development that appears in infancy or childhood and involves a failure or delay in progression through normal developmental stages of childhood.
DEFENDANT	The person formally charged with a crime.
DF	Drug felony. New Colorado drug possession/distribution laws that apply to crimes committed on or after Oct 1, 2013. DF2, DF3 and DF4 convictions may be reduced to misdemeanor charges after successful completion of a sentence. DF1 convictions are guaranteed prison sentences and are not eligible for this reduction.
DISPOSITION	The final judicial outcome of a criminal proceeding consisting of an acquittal or dismissal; or a conviction or dismissal; or a conviction and sentence. Probation, Community Corrections and commitment to DOC are dispositions.
DIVERSION	The status of a client in Community Corrections which refers to a term in Community Corrections, imposed by the court, thereby “diverted” from a cell in a Department of Corrections prison. The type of sentence that involves a client who would otherwise be sentenced to prison, if a Community Corrections option did not exist.

DOC	Department of Corrections (State)
DOC Public Facilities	ACC - Arrowhead Correctional Center AVCF - Arkansas Valley Correctional Facility BVCC - Buena Vista Correctional Complex CCC - Colorado Correctional Center (Camp George West) CCF - Centennial Correctional Facility CSP - Colorado State Penitentiary CTCF - Colorado Territorial Correctional Facility DCC - Delta Correctional Center Department of Corrections Central Office DRDC - Denver Reception & Diagnostic Center DWCF - Denver Women's Correctional Facility FCF - Fremont Correctional Facility FMCC - Four Mile Correctional Center LCF - Limon Correctional Facility LVCF - La Vista Correctional Facility RCC - Rifle Correctional Center SCC - Skyline Correctional Center SCCF - San Carlos Correctional Facility SCF - Sterling Correctional Facility TCF - Trinidad Correctional Facility
DOC Private Facilities	BCCF - Bent County Correctional Facility CCCF - Crowley County Correctional Facility CMRC - Cheyenne Mountain Re-entry Center
DOC Contract Facilities	KCCC - Kit Carson Correctional Center
DOCKET	Each case is given a docket number with the year, class, and a sequential number. Example 2014CR592 (Felony), 2014M402 (Misdemeanor) 2014T98 (Traffic)
DOI	Department of Institutions (State)
DPO	District Parole Officers
DPS	Department of Public Safety (State)
DRC	Day Reporting Center
DRDC	Denver Reception and Diagnostic Center – A facility that is responsible for the intake process and evaluation of inmates prior to permanent placement. Evaluation includes medical, dental, mental

health, personal needs, academic and vocational. Based on evaluation, DRDC makes a custody level recommendation.

DUI	Driving Under the Influence of alcohol; more points than a DWAI
DUID	Driving Under the Influence of drugs.
DUR	Driving Under Revocation
DUS	Driving Under Suspension
DWAI	Driving While Ability Is Impaired: refers to alcohol; fewer points than DUI.
DYS	Division of Youth Services (State). Entity responsible for operating juvenile detention. CRS §19-2-203 formally creates DYC and places it within the Colorado Department of Human Services.
EARNED TIME	Time, usually in days, subtracted from a sentence that is awarded for certain activities the inmate undertook for self-improvement during incarceration.
ELECTRONIC HOME MONITORING	See HOME DETENTION
ER	Enhanced Risk is a <i>sentence enhancer</i> for certain crimes committed against at-risk victims (adults over the age of sixty or juveniles with a disability) who are entitled to added protection under the law. Because the at-risk victim is considered to be more vulnerable, the impact of the crime may be greater. The sentence will be more aggravated than if the crime were committed against a victim who was not considered at-risk.
FACILITY	The Community Corrections program site where Community Corrections services (such as residential treatment or non-residential services) are provided.
FED	Federal
FELONY	A crime more serious than a misdemeanor. Defined by the fact that they are punishable by prison sentences. The most serious type of offense defined by Colorado State laws which can result in imprisonment or death by execution
FEDERAL OFFENDER	A client in the halfway house who is making a transition to the community from a federal prison.
FORM 52J	The informal term for Department of Corrections Community Release Form 1250-52J which lists ten special identity issues, any of which may pertain to the inmate being referred to community placement.
FTA	Failure to appear for a court hearing.

FTP	Failure to pay.
GUARDIAN AD LITEM	A person appointed by the court to look after the interests of a juvenile or person deemed incompetent to manage his or her own affairs.
GOOD TIME	Time reduction credit usually calculated in days subtracted from a sentence for good behavior.
HOME DETENTION (ELECTRONIC HOME MONITORING)	A monitoring procedure that involves scheduling of activities and surveillance with an ankle bracelet.
HTO	Habitual Traffic Offender
IBAAP	Inmate Benefit Assistance Application Program. IBAAP oversees inmate’s applications for different types of assistance. The IBAA program communicates with the Social Security Administration, the Department of Health Care Policy and other agencies to determine if inmates meet eligibility requirements.
ICCS	Intervention Community Corrections Services. As of January 2020, ICCS is the operating vendor of the Boulder facility, previously known as BCTC.
INMATE	A person convicted of a crime and committed to serve their sentence in a place of incarceration (state prison or county jail). The exception is inmates placed in Community Corrections as a transitional placement.
INTERMEDIATE SANCTIONS	Alternatives to incarceration, such as electronic monitoring for in-home detention; any form of non-institutional corrections.
IOP	Intensive Outpatient program. IOPs are treatment programs for substance abuse and mental health issues and are a higher level of treatment than outpatient programs which may only be weekly.
ISP	Intensive Supervision. ISP refers to non-residential community supervision for probationers, DOC inmates, and parolees. ISP entails close monitoring of clients who live and work independently in the community. They must report frequently to their supervising agents and follow rules regarding curfew and limited non-work activities. They may also be placed on electronic home monitoring. DOC inmates and parolee cases are presented by our Vendor to the board. ISP Probation cases are presented by CJS staff
ISP-I	Intensive Supervised Parole Inmate (ISP-I) refers to an inmate who is on intensive supervised status but remains on inmate status with the Department of Corrections. The inmate may reside at home on an ankle monitor. Community Parole Officer presents these cases to the board.
ITC	Integrated Treatment Court. ITC is a combination of judicial oversight, intensive probation supervision and substance abuse and mental health treatment designed to increase public safety, reduce crime and promote client responsibility. The purpose of the ITC is to reduce substance abuse

among nonviolent substance abusing individuals and to increase the likelihood of successful rehabilitation through early, continuous, and intense judicially supervised treatment, mandatory periodic drug testing, community supervision, and use of appropriate sanctions and other rehabilitation services.

Adult Integrated Treatment (AITC) is designed for those who are failing to comply with sentences because of alcohol or drug abuse issues and who pose a risk to the community.

DUI Integrated Treatment Team (DITT) is designed for individuals with multiple convictions for DUI and/or DWAI. The purpose of the DITT is to help clients develop skills necessary for long-term sobriety.

Family Integrated Treatment Court (FITC) is designed for clients and families suffering from severe drug and alcohol addiction.

Dependency and Neglect Integrated Treatment Court is designed for drug and alcohol abusing parents whose child or children has/have been removed from the home by court order or as a result of a protective order imposed by the court.

JAIL TIME	Any time served in jail prior to and during a trial which may be applied to reduce the subsequent sentence in prison.
JBBS	Jail Based Behavioral Services. JBBS is a program in the jail that supports the Sheriff in providing screening, assessment and treatment for substance use disorders and co-occurring substance use and mental health problems in adults, age eighteen and older.
JI-R	Jesness Inventory-Revised. The JI-R is a self-reported measure of personality and psychopathology for adolescents and children with behavioral problems and with whom the potential for violence is a concern.
JPAY	JPAY is a company which provides services to family and friends of inmates, parolees and probationers. JPAY facilitates the sending of money, email, video visitation and music options and assists with other post-release services.
LEVEL SYSTEM	A motivational system used at the halfway house facilities to “promote” clients to higher levels that have increasingly more privileges.
LCTC	Longmont Community Treatment Center
LOOK ASSESSMENT	A tool that provides useful clinical/evaluative information about healthy and non-healthy sexual interest.
LSI	Level of Supervision Inventory – is a quantitative risk/need assessment instrument used to identify a person’s risk of committing criminal behavior and need for clinical services. The 54 items are based on legal requirements and include relevant factors needed for making decisions about risk and treatment.

MADD	Mothers Against Drunk Driving whose mission is to stop drunk driving, support the victims of this violent crime and prevent underage drinking.
MCMI	Millon Clinical Multiaxial Inventory. MCMI is a psychological assessment tool designed to provide information on psychopathology in adults, age eighteen and older with an eighth-grade reading level, who are seeking mental health services. The MCMI Correctional Report classifies a person's probable need with regard to mental health and substance abuse treatment and anger management.
MI	Motivational Interviewing consists of open-ended questions designed to strengthen a person's own motivation and commitment to change.
MISDEMEANOR	A less serious charge than a felony, generally punishable by a fine or term of up to 2-years in jail. For a list of types/classes of crimes, please see the Colorado Revised Statutes.
MITTIMUS or MITT	An official document, issued by the court after a finding of guilty, setting forth the conditions of the sentence to be imposed.
MRD	Mandatory Release Date is the date of discharge from a prison sentence in DOC. The inmate will then begin serving the parole portion of their sentence.
NCIC	National Crime Information Center – An electronic clearinghouse of crime data entered by criminal justice agencies that can be tapped into by every criminal justice agency nationwide twenty-four hours a day. NCIC helps criminal justice professionals apprehend fugitives, recover stolen property, identify terrorists and find missing people.
NON-RESIDENTIAL	This is the status of a client in a Community Corrections program during which the diversion client is supervised by facility staff, follows facility rules, but lives in his or her own residence, maintains a job and does not re-offend. This status usually comes at the end of a period of residential placement.
OBSTRUCTION OF JUSTICE	Intimidating or tampering with a witness or juror to influence their actions.
PACE	Partnership for Active Community Engagement. Pace is a collaborative outpatient program with Mental Health Partners of Boulder and Broomfield Counties, Boulder County Probation, Community Justice Services and the Boulder County Sheriff and is designed to assist individuals with mental illness, substance abuse issues and criminal behavior who are in the legal system.
PAROLE	The conditional release from prison of a person before the expiration of his or her sentence granted by the state parole board in which the client is under the supervision of a state parole officer. A parolee who has violated the terms of their parole may be regressed by the parole board to a Community Corrections program. In this situation, the parole board maintains jurisdiction over the client. (Note: Parolees are not inmates.)
PCL-R	Psychopathy Checklist- Revised (use to be Hare Psychopathy Checklist-Revised). The PCL-R is a psychological assessment tool most commonly used to assess the presence of sociopathy which is traditionally defined as a personality disorder characterized by enduring antisocial behavior,

diminished empathy and remorse and disinhibited behavior. It is an inventory of perceived personality traits and recorded behaviors.

PED	Parole Eligibility Date. PED is the date in an inmate's sentence when, as a result of the award of sentence reduction days, the individual is eligible for review by the parole board for parole release.
PEER 1	An intensive substance abuse program operated by the CU Health Services Center on the Ft. Logan campus.
PERJURY	Deliberate lying under oath which is a felony.
PLEA	In court, the defendant's formal response to the charges.
PLEA BARGAINING	The process by which the prosecutor, in consultation with the defendant and defense counsel, attempts to reach a compromise that satisfies the wishes of both sides.
POLYGRAPH	An instrument, used with operator interpretation, to estimate the veracity of individual's statements.
PPN	Promising Practice Network. PPN is an inventory of evidence-based, research-based practices and services.
PR BOND	Personal Recognizance Bond. A PR bond allows the release of an arrested person from jail by the judge based on the arrestee's promise to appear at a later date. This decision is based on the defendant's stability in the community and seriousness of the offense.
PRELIMINARY HEARING	The hearing given a person charged with a crime by a magistrate or judge to determine whether he or she should be held for trial. At a preliminary hearing, the prosecutor is required to provide evidence to establish that a crime occurred and that there is reason to believe the accused person committed the crime.
PRETRIAL CONFERENCE	A meeting between officers of the court, prosecutor, judge, and defense counsel to determine the outcome or method of a criminal proceeding.
PRETRIAL SERVICES	A variety of services provided to the officers of the court (i.e. judge, district attorney, and defense counsel) designed to facilitate the release from jail of arrestees prior to criminal case processing who show the greatest likelihood of appearing at future court hearings and not re-offending during court's processing of their case. The services can include arrestee evaluations for the offices of the court, bond release recommendations, jail release decision-making, and community supervision for released arrestees.
PROBATION	The release, under conditions of good behavior, of a person convicted of a crime, as an alternative to imprisonment and under supervision of a probation officer. In some cases, a short jail sentence or "work-release" program is included as a condition of probation. (Probationers are under the control of the sentencing court. Inmates and parolees are under the control of the executive branch of government.)

PSAP	Psychiatric Substance Abuse Program (formerly Circle).
PSE	Psychosexual Examination. A psychosexual court evaluation focuses on an individual's sexual development, sexual history, paraphilic interests, sexual adjustment and recidivism risk level.
PSI	Pre-sentence Investigation Report. The PSI, prepared by a probation officer for a judge prior to a felony sentencing, contains information regarding the current offense, the criminal and social history of the defendant, and often includes a sentencing recommendation.
PROGRAM	After assessment, the activities in a correctional program that are planned for a client.
PUBLIC LAW	Federal offenders are sentenced under these statutes.
RECIDIVISM	The return to criminal activity following an earlier conviction; a statistical measure of “failure” of persons previously convicted of a crime.
REGRESSION	The process of moving a client back in his or her program due to non-compliance.
RESIDENTIAL PROGRAM	A Community Corrections program that requires the client to live within the facility that will provide the program services and direct supervision of the client’s movement.
RESTITUTION	To “make the victim whole.” The amount of money to be assessed against the person that reflects his share of the actual monetary loss to the victim. Reimbursement for pain and suffering, time missed from work and other claims are handled through victim compensation and civil court.
REVOCAION	The court orders a revocation hearing when a probation violation has been reported and makes a decision whether to revoke the privilege of probation and resentence to a correctional facility, Community Corrections or to reinstate probation.
SCAO	State Courts Administrative Office
SCRAM	Secure Continuous Remote Alcohol Monitoring. SCRAM bracelets are worn around a person’s ankle and monitors for the presence of alcohol in sweat. SCRAM is a form of continuous alcohol monitoring with the benefit of not requiring frequent in-person check-ins to test for alcohol use.
SDD	Sentence Discharge Date. SDD is the date that an inmate or parolee’s sentence will terminate and all DOC supervision is done.
SENATE BILL 4	The authorizing legislation for Community Corrections boards, and payment for diversion and transition placement. (Also called Article 27.)
SENATE BILL 94	State statute which places funding at the county level for Juvenile Diversion practices.
SENATE BILL 1173	The legislation that intends to provide a consistent response to substance abuse at all points of the State’s criminal justice system, both in terms of initial assessment and post-conviction sanctions.

SERVICE PROVIDER	Service provider refers to a private corporation or governmental agency that has contracted to provide Community Corrections services. As of January 2020, the 20 th Judicial halfway house facilities and program management are provided by CoreCivic and ICCS.
SJD	State Judicial Department
SOA-R	Standardized Offender Assessment Revised. A collection of assessment tools which determine the level of substance abuse treatment for clients. It is comprised of Simple Screening Instrument Revised (SSI-R), the LSI (Level of Supervision score), Adult Substance Use Survey Revised (ASUS-R), and the Service/Treatment Recommendation Worksheet (TxRW).
SOCS	Stage of change scale
SOISP	Sex Offender Intensive Supervision Probation is the highest level of supervision available to probationers and is designed to minimize risk to the community and victim. This may include severely limited activities, daily contact between client and probation officer, monitored curfew, home visitation, employment visitation and monitoring, drug and alcohol screening, treatment referrals and monitoring, and payment of restitution.
SOMB	Sex Offender Management Board. The SOMB is a board in the Division of Criminal Justice that is charged with developing standards and guidelines for the evaluation, treatment and behavioral monitoring of persons convicted of sex offenses. It is comprised of members of the judiciary, department of corrections, law enforcement, public defender's office, criminal defense attorneys, department of public safety, district attorneys, polygraph examiners and licensed mental health professionals who have expertise in the treatment of persons convicted of sex offenses.
SOTIPS	Sex Offender Treatment Intervention and Progress Scale. The SOTIPS is measure of assessing risk, treatment, supervision needs and progress among adult males who have been convicted of one or more qualifying sexual offenses and who committed at least one of these offenses after the age of eighteen.
SSI-R	Simple Screening Instrument- Revised is a screen designed for use with clients receiving or seeking treatment for substance abuse.
STATIC-99R	A risk assessment for adult male convicted of sex offenses who are at least eighteen years of age; it is administered at the time of their release into the community.
STIPULATED SENTENCE	Prosecutor and defense agree in exchange for a guilty plea.
SUBCOMMITTEE	The subcommittee of the Community Corrections board.
SUBSISTENCE PAYMENT	A fee charged by a Community Corrections program to be collected from the client for services rendered to that client. The legislature sets the maximum daily subsistence fee.
SUHM	Substance Use History Matrix

SURETY BOND	An obligation, signed by an arrestee to insure his or her presence in court, that provides cash or property as collateral should the arrestee fail to appear for a court hearing.
SVP	Sexual Violent Predator is a person who has been convicted of or charged with a sexually violent offense against one or more victims. An SVP must be diagnosed with a mental abnormality or personality disorder that makes the person a danger to the health and safety of others in that it is likely that if not confined in a secure facility he or she will engage in sexually violent criminal behavior. A sexually violent offense refers to acts committed by force, violence, duress, menace, fear of immediate and unlawful bodily injury on the victim or another person or threatening to retaliate in the future against the victim or any other person, and that are committed on, before, or after the effective date of this article and result in a conviction or a finding of not guilty by reason of insanity. A diagnosed mental disorder includes a congenital or acquired condition affecting the emotional or volitional capacity that predisposes the person to the commission of criminal sexual acts in a degree constituting the person a menace to the health and safety of others. Predatory refers to an act that is directed toward a stranger, a person of casual acquaintance with whom no substantial relationship exists, or an individual with whom a relationship has been established or promoted for the primary purpose of victimization.
TC	Therapeutic Community. TC is a participative, residential, group-based therapy approach for treatment of long-term mental illness, personality disorders and alcohol/drug addiction.
TRANSITION	The status of an inmate in Community Corrections that provides for the transitional movement from a Department of Corrections prison to a Community Corrections facility before being placed on parole by the Parole Board. While in the community program, they remain under the Jurisdiction of the Department of Corrections (Inmates) and must abide by the DOC's Code of Penal Discipline.
UA	Urinalysis
VASOR	Vermont Assessment of Sex Offender Risk. VASOR is an instrument composed of two scales – one for re-offense and one for violence. The interaction of these two scales is considered important for determining an individual's overall risk.
Victim Prone	The degree of an individual's likelihood of victimization.
VSU	Victim Services Unit, a department of DOC.
WRIT	A written order from the court.
35B	The State statute that allows for consideration of sentence modification after a person has been in the Department of Corrections.
20TH JUDICIAL DISTRICT	The judicial district representing Boulder County.