

PROPOSAL TO THE CITY OF LITTLETON

ZONING

FOR

2135 WEST CHENANGO AVE LITTLETON, CO 80120

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APPLICATION

*City of Littleton

Staff Use Only FEE \$_____ CASE NUMBER:

CASE PLANNER:
General Planned Development Plan OFFICIAL APPLICATION FORM
• Applicant's submitting applications for the initial review shall submit directly to the Planning and Zoning Division in Community Development.
Project Name: Arapohoe County Residential Center
Pre-application Meeting Date: 9-25-14 Property Address or General Location 2135 W. Chenango Ave., Littleton CO 80120 Parcel Number (if existing at this time) 2077-09-3-00 012 Size of Parcel in Acres 3.5134
Applicant Information: Name (print): Arapahoe County Residential Center Contact (if different): Angic Riffe!
Contact (if different): Angic Riffe! Mailing Address: 2135 W. Chenango Ave. City, State, Zip: Littleton, Co, 80120 Phone 303-795-6915 x 207 Cell: 720-215-2201, Fax: 720-283-4430 E-mail: angie. riffel@cecintl. Com
Signature: Title Director
Date: 12-12-14
Is the applicant (above) the owner of the property? Yes X No (Check one) If no, please provide a typed sheet listing the property owners names with addresses and phone numbers. A FACH a signed and notarized statement from the owner stating that there is no objection to the application and that the applicant is authorized to act on behalf of the owner with respect to the above application type as stated in the City code
Is there a mortgage on the property? Yes X No (Check one) If yes, the applicant shall mail notice to the mortgage holder (s), if any, which summarizes the proposed zoning matter and includes the name, phone number of the City employee in charge of reviewing the matter. Said notice shall be sent by registered mail, return receipt requested. A copy of the notice and the original returned receipt shall be attached to the application.
Revised October 2012

Data and Information Sheet

Proposed Zoning Comparison Chart

Site Information: (complete where applicable)

Olfo milotticom	(compress many up)		
Zoning Requirements	Existing Zoning Dist.	Proposed Zoning Dist	ii.
Use (s)	I-1	10-1	Adjacent Lar
Min. Unobstructed Open Space	None	74%	North: Park
	Y		3

Parking Ratios

Per City Code

Min. Bldg Setbacks

None

See PD plan

Max. Bldg Height

15 ft

2	100116	2011.
Max. F.A.R (Commercial Uses)	3:/	35%
Max. Density (Residential Uses)	NA	NA

Adjacent Land Use Adjacent Zoning
City of
North: Park/open space B3 and Englewood
South Afice Warehouse I-I
East: office Warehouse I-1 + B3
West: fire training facility Englewood

Proposed Development Details: Please provide on a separate sheet data showing the effects of development for both the existing zone district and the proposed zone district. Such data shall include projected population, school age population, traffic generation, additional park land required and availability of city services. Unless the application is accompanied by a PD Plan or PDO Plan, such data shall be based on the maximum potential development permitted under the applicable existing and proposed zone districts.

Note: This application may be subject to additional processing fees required by referral agencies such as Colorado Geological Survey and Denver Water. Please contact these agencies for information concerning their fees.

A complete application form must accompany the required materials on the attached check list. Submitting an incomplete application may cause a delay in processing. If you have any questions, please call the Community Development Department at 303-795-3748.

Owner Information: Name (print): Community Education Centers Add Phone: 973-226-2900 E-mail:	ress: 35 Fairfield Place, West Caldwell, NJ 07006-6200 Fax: 973-740-1793
Engineering Consultant:	
Name (print): Address	
Phone:	Fax:
E-mail:	
Architect:	1.11.1.2.1.11.1.1.1.2.0.0.0
Name (print): Casey Haragna Address:	2000 W. Littleton Blvd. Littleton W 80/20
Phone: 303-738-8877	2000 W. Littleton Blvd., Littleton CO 80120 Fax: 303-738-2294
E-mail: Cadragna @intergrouparchitects	Com



Mr. Glen Van Nimwegen, AICP Department of Community Development City of Littleton 2255 West Berry Avenue Littleton, CO 80165

December 12, 2014

Dear Mr. Van Nimwegen,

Please accept this letter as a formal request to rezone our property located at 2135 West Chenango Avenue, Littleton Colorado. We are requesting to be rezoned from I-1 (light industrial) to PD-1 (planned development district). Arapahoe County Residential Center (ACRC) was previously owned by CiviGenics though is now owned by New Jersey based company known as Community Education Centers. I have worked with ACRC for twelve years and am currently employed as the Director.

Our Conditional Use Permit for our current location was approved in 2005 and again in 2010. Prior to our move the city of Littleton did have our address recognized as 2120 and 2124 W. Chenango Avenue. It was later discovered that the true address is 2135 W. Chenango Avenue.

On August 18, 2014, ACRC staff was honored to accept the American Correctional Association Accreditation (ACA) for our program. Our program went through an intensive two-day audit and the end results reflected we had complied with 100% of all mandatory and non-mandatory standards. The staff and residents take great pride in this accreditation.

I appreciate your time and consideration in this matter. ACRC will continue to serve the Littleton area in any way possible. If you need additional information do not hesitate to call.

Sincerely.

Angie Riffel Director



December 8, 2014

Re: Rezoning for Arapahoe County Residential Center

The following statement is being provided for the purpose of authorizing Angie Riffel of Arapahoe County Residential Center to submit and process an application to rezone our current property located at 2135 West Chenango Ave., Littleton, Colorado.

The Community Education Centers is the present owner of property known as Arapahoe County Residential Center. On behalf of Community Education Centers, Arapahoe County Residential Center is authorized to make application for the necessary approvals pertaining to the rezoning application.

Community Education Centers Arapahoe County Residential Center 2135 W. Chenango Ave. Littleton, CO 20120

Kevin Duckworth, Vice President of the Western Region

STATE OF COLORADO }
COUNTY OF ARAPAHOE }

Subscribed and sworn to before me by Kevin Duckworth, Vice President of the Western Region, city of Littleton, Colorado, on the 6th day of December, 2014.

My Commission expires: 3.13.17

WITNESS MY HAND AND OFFICIAL SEAL

KAYLA M NORTHRUP NOTARY PUBLIC STATE OF COLORADO NOTARY ID 20134044615 MY COMMISSION EXPIRES JULY 17, 2017

- Juga



December 12, 2014

To Whom It May Concern:

Arapahoe County Residential Center (ACRC) along with the 18th judicial Community Corrections Board completes a thorough acceptance process. When examining any potential women into our program there are two conditions ACRC staff members and the Community Corrections Board understand. The first condition is that we cannot exceed the amount of 206 female residents at the program. The second is that we cannot accept any female residents who are a convicted sex offender.

A purpose of this detailed acceptance process is to always consider public safety and therefore not accept a female resident who is considered an imminent threat to the community.

Sincerely,

Angie Riffel Director

DESCRIPTION AND USE OF PROPERTY/SITE DEVELOPMENT PLAN/FACILITY PICTURES

Location and classification of each included and adjacent zone district:

Address:	Zone District:
2135,2187 and 2189 W. Chenango Avenue (site)	1-1
2 129 W. Chenango Avenue	1-1
2115 W. Chenango Avenue	B-3
4915 S. Santa Fe Drive	1-1/B-3
2120 W. Chenango Avenue	1-1
4849 S. Santa Fe Drive	B-3
4760 S. Wyandot St.	I-1 (Englewood)

Existing land use and ownership both on site and on adjacent properties:

Address:	Land Use:	Ownership:
2135 W. Chenango Ave (site)	Correctional Facility	Arapahoe County Residential Center 35 Fairfield Place West Caldwell, NJ 07006-6206
2129 W. Chenango Ave	Office warehouse	Fox Tale Acres LLC 2129 W Chenango Ave Littleton, CO 80120-1049
2187 & 2189 W. Chenango Ave	Vacant	Arapahoe County Residential Center 35 Fairfield Place West Caldwell, NJ 07006-6206
2115 W. Chenango Ave	Warehouse	Cooper, Robert M 2115 W Chenango Ave Unit H Littleton, CO 80120-1069
4915 S. Santa Fe Drive	Office warehouse	Stevinson Automotive 1546 Cole Blve. #100 Lakewood, CO 80401
2120 W. Chenango Ave	Office warehouse	Orix Prime West Littleton, LLC 100 N. Riverside Plaza #1400 Chicago, IL 60606-1508
4849 S. Santa Fe Drive	Self Storage/ Rental Trucks	Twenty Five Sac Self Storage 1250 E. Missouri Avenue Phoenix, AZ 85014-2912
4760 S. Wyandot St. (Englewood)	Fire Training Facility	City of Littleton

Existing land use and zoning on all property lying within 500 feet but not immediately adjacent:

Address:	Land Use:	Zoning:
4829 S. Santa Fe Dr. (portion in Littleton)	Open Space/ Park	B-3
4829 S. Santa Fe Dr. (portion in Englewood)	Open Space/ Park	I-1 (Englewood)
2109 W. Chenango Ave	Warehouse	B-3
4901 S. Santa Fe Drive	Retail Sales	B-3
4925 S. Santa Fe Drive	Office warehouse	B-3
2275 W. Chenango Ave	Office warehouse	1-1
2270 W. Chenango Ave Englewood	Office warehouse	I-1

#	OWNER	ADDRESS	LAND USE	BUILDING USE
1	Community Education	2135 W. Chenango Ave	Correctional	Community
	Centers	Littleton, CO 801020	Facility	Corrections
2	Lynch, James D II	4615 S. Santa Fe Dr Englewood, CO 80110	Mixed Use	Special Purpose
3/4	Orix PrimeWest Littleton LLC	2120 W. Chenango Ave Littleton, CO 80120	Office warehouse	Vacant
4a	City of Littleton	4760 S. Wyandot St. Englewood, CO 80120	Fire Training Facility	Fire Training Facility
4b	Orix PrimeWest Littleton LLC	2270 & 2275 W. Chenango Littleton, CO 80120	Office warehouse	Vacant
5	Humane Society of the South Platte Valley	2129 W Chenango Ave Littleton, CO 80120	Office warehouse	Animal Shelter
6	Robert M & Mike L Cooper	2109 W. Chenango Ave Littleton, CO 80120	Commercial Warehouse General	Industrial
7	Jackson, David	4921 S. Santa Fe Littleton, CO 80120	Special Purpose	Auction House
8	Century Contractors Inc.	4901 S. Santa Fe Dr Littleton, CO 80120	Commercial	Shed Sales
9	Twenty-five Sac Self Storage Limited	4849 S. Santa Fe Dr. Littleton, CO 80120	Commercial Self Storage	Unfinished
10	Al Development Company	4849 S. Santa Fe Dr Littleton, CO 80120	Commercial Auto Salvage	Unfinished
11	South Suburban Parks	4829 S. Santa Fe Dr Littleton, CO 80120	Park and Open Space	None
12	Community Education Centers	2187 & 2189 W. Chenango Avenue	Vacant Unplatted Industrial	N/A
13	Colorado Water Conservation Board	No Site Address Englewood, CO	Vacant Unplatted Open Space	N/A
14	Ron Koch	Not Site Address	Landscaping Business	Landscaping Business





COMMUNITY EDUCATION

C E N T E R S

ARAPAHOE COUNTY RESIDENTIAL CENTER

OUTSIDE APPEARANCE OF FACILITY



North



SOUTH



EAST



WEST

CERTIFICATE OF OCCUPANCY/ COMMUNITY CORRECTIONS BOARD

Certificate of Occupancy City of Littleton

Department of Building Inspection

This certificate issued pursuant to the requirements of Section 110 of the International BuildingCode or Section R110 of the International Residential Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the City regulating building construction or use. For the following:

Use Classification: Civigenics Halfway House

Address: 2135 CHENANGO W AVE

Permit #: 15-164

Locality: BEG 565.23 FT E OF SW COR OF NW 1/4 OF

Owner: R & S BAKER COMPANY LLC

EAGLE CO 81631-1284

Code Edition:2003 IBC

Construction Type:III-B/SPKLRD

Occupancy Group I-1

Occupant Load:

Square Footage:

Sprinkler System Required Yes

Sprinkler System Provided: Yes.

Special Conditions undergd elec and plumbing 15-352

Issued: 1/3/2006

Inspected By:

Building Official Sanard St



Community Resources Department

Judicial Services

COMMUNITY SERVICE | COMMUNITY CORRECTIONS | PRETRIAL RELEASE SERVICES

6984 South Lima Street, Suite A Centennial, Colorado 80112-4031 Phone: 720-874-3350 Fax: 720-874-3371 www.arapahoegov.com

> DON KLEMME Director

December 9, 2014

The City of Littleton 2255 West Berry Avenue Littleton, CO 80165

RE: Arapahoe County Residential Center

On behalf of the Arapahoe County Community Corrections Board, 1 am writing in support of Arapahoe County Residential Center's (ACRC) request for Re-zoning.

The Arapahoe County Community Corrections Board has contracted with ACRC for several years to provide community corrections services. ACRC staff and management have always been cooperative and willing to meet requests of the Arapahoe County Community Corrections Board and participate in all Board meetings.

The Arapahoe County Community Corrections Board supports ACRC's commitment to public safety and its Women's Recovery Academy and dual-diagnosis program addressing the specialized needs of female offenders.

If you have any questions, please contact me at 720-874-3360.

Sincerely,

Brad Kamby

Arapahoe County Judicial Services

Division Manager



Community Resources Department

Judicial Services

COMMUNITY SERVICE # COMMUNITY CORRECTIONS | PRETRIAL RELEASE SERVICES

6984 South Lima Street, Suite A Centennial, Colorado 80112-4031 Phone: 720-874-3350 Fax: 720-874-3371 www.arapahoegov.com

> DON KLEMME Director

Memorandum

To: John J. Clancy, CEO Community Education Centers

From: Brad Kamby, Division Manager Arapahoe County Judicial Services

Date: July 18, 2014

Re: Community Corrections Contracts FY 14-15

Enclosed is your fully executed copy of the contract between the Arapahoe County Board of County Commissioners, on behalf of the Arapahoe County Community Corrections Board and Community Education Centers, operator of the Arapahoe County Residential Center (ACRC). The Board has approved ACRC's Facility Payment Annual Funding Plan that was submitted in compliance with provision 1.B. of this contract, and has approved the Annual Description of Services that was submitted in compliance with provision 2.B. of this contract.

Please let he me know if you have any questions.

Thank you.

COMMUNITY CORRECTIONS AGREEMENT FOR SERVICE FY 2014-2015

WHEREAS, the County has entered into a contract with the Colorado Department of Public Safety, Division of Criminal Justice, hereinafter referred to as the "State" to provide community corrections services pursuant to Title 17, Article 27, Section 103 and Title 18, Article 1.3, Section 301, C.R.S., as amended, during the State fiscal year 2014-15 and desires to subcontract with Arapahoe County Residential Center for the provision of such services.

NOW THEREFORE, subject to the terms and conditions, provisions, and limitations contained in this contract, the County and the Contractor agree as follows:

1. THE COUNTY SHALL:

A. Payment for Services.

- 1) Compensate the Contractor in accordance with the schedule in Paragraph 1.A.2. for community correctional services.
- During the period of the contract, upon receipt of proper billing from the Contractor as provided in paragraph 2.T. herein, payment shall be made at the following rates:

For **female residential transition** placements approved by the ACCCB at a daily rate of **\$41.34** per offender,

For **female residential diversion** direct sentence and diversion condition of probation placements approved by the ACCCB at a daily rate of **\$41.34 per offender**,

For **female diversion non-residential** placements approved by the ACCCB at no more than \$286.75 per month per offender, not to exceed **an average of \$6.03 per day per offender**,

For female residential parole placements approved by the ACCCB at a daily rate of \$41.34 per offender, and per diem supplements to provide specialized services, with prior approval by the State, for offenders with special needs.

- The Contractor shall not be paid for the first day of an offender's participation in a program, but shall be compensated for the last day of an offender's participation. The day an offender transfers from Residential to Non-Residential status, the Contractor shall be paid the residential daily rate, but shall not be compensated for non-residential expenses. The day an offender transfers from Non-Residential to Residential status, the Contractor shall be paid for non-residential expenses, but shall not be compensated for the residential daily rate.
- 4) The Contractor shall use no more than three percent (3%) of the total residential diversion allocation for condition of probation clients. This may be waived or modified, all or in part, by the State upon request by the Contractor.
- 5) Funds allocated in this Contract are for services rendered during the current contract period and cannot be used to pay for community corrections services provided in prior or future fiscal years.

- Any unexpended funds allocated or advanced to the Contractor by this contract shall be reverted to the County.
- The daily rates specified herein are based upon the daily rates stated in the Allocation Letter provided by the Colorado Department of Public Safety, Division of Criminal Justice (DCJ) at or about the time of contracting. If the daily rates are subsequently changed or amended by the DCJ then this contract shall automatically be amended to reflect the new daily rates as indicated by the DCJ. The County shall provide contractor written notice of any such changes or amendments to the daily rates.
- Facility Payment & Annual Funding Plan. In an effort to advance the Colorado General Assembly's B. intent to mitigate staff turnover and advance the implementation and sustainability of evidence-based approaches to improve outcomes in community corrections, the Contractor may receive additional Facility Payments totaling no more than \$95,000. The Contractor shall submit a written plan to the County and the State specifying how the Contractor will utilize the Facility Payments to 1) increase case management staff to ensure a ratio of at least one (1) full-time case manager for every twenty (20) clients; 2) raise the average pay and employer-paid benefits of case management staff members by at least ten percent (10%); and 3) raise the average pay and employer-paid benefits of security staff members by at least ten percent (10%). Employer-paid benefits shall include only the actual cost of medical, dental, vision, retirement, disability, and life insurance benefits. Employer-paid benefits shall not include costs for payroll taxes, sick time, vacation time unemployment insurance, workers compensation insurance, or other costs that are required but not listed above. The Contractor is encouraged to exceed these minimum requirements. The Contractor may submit, in writing, a formal Request for Exemption from one or more of the above listed requirements. Any Request for Exemption shall include a written Alternative Funding Plan that specifies the Contractor's proposed use of the funds. The Contractor's Alternative Funding Plan shall focus on initiatives that advance the intended use of the funds, such as reaching and maintaining compliance with the Prison Rape Elimination Act (PREA); and implementing evidence-based policy and practices to fidelity that focus on reducing offender risk and recidivism as set forth by the National Institute of Corrections' (NIC) Eight Guiding Principles for Risk and Recidivism Reduction. The County shall pay the Contractor fifty percent (50%) of the annual Facility Payment allocation following approval of the Contractor's written plan by the County and the State. The first payment shall not be distributed unless and until the plan satisfies the aforementioned intent of the use of funds. The remaining fifty percent (50%) shall be paid to the Contractor on or after the date on which the County and the State can verify that the funds have been invested as required by this provision. Facility Payments to the Contractor may be withheld in whole or in part if the Contractor fails to comply with all or part of this provision.
- C. Funds for Treatment Support Services. The County shall allocate a portion of the funds for treatment support services, which were allocated to the County by the State to the Contractor, to be directed toward dual diagnosis treatment for diversion, transition, and condition of parole offenders placed in the Contractor's program. The County shall notify the Contractor in writing of the amount of treatment support services funds allocated by the County to the Contractor by August 1, 2014. The County shall notify the Contractor on a monthly basis of the amount of available funds. The County may increase or decrease the allocation of treatment support services funds to the Contractor at the discretion of the County. The County shall notify the Contractor, in writing, thirty (30) days prior to any increase or decrease in the amount of treatment support services funds allocated to the Contractor.
- D. <u>Subcontracts</u>. Contractor may subcontract for ancillary services, such as mental health treatment, education, etc. with any private agency or unit of local government for the purpose of rendering such services to offenders provided, however, that any subcontractors shall comply with the terms and provisions of this contract and all applicable sections of Title 17, Article 27, Section 103 and Title 18, Article 1.3, Section 103, C.R.S., as amended. Any reference in this agreement to "Contractor" shall also apply to its subcontractors providing services pursuant to Title 17, Article 27, and Title 18, Article 1.3, Section 103, C.R.S., as amended.

- E. Payment for Travel. The County shall reimburse the Contractor for travel at the rate allowed by State Fiscal Rules, when such travel is requested by the Department of Corrections (DOC) or approved by the State for the purpose of transporting offenders. The Contractor agrees that any and all travel to DOC correctional facilities shall be coordinated by DOC prior to the Contractor being reimbursed. The Contractor shall provide the County and the State with travel reports setting forth the date of travel, mileage, destination and offenders transported.
- F. <u>Payments for Leaves of Absence</u>. Pay for the following leaves of absence at the full per diem rate, as authorized and approved by DOC or the State Judicial Branch (SJB):
 - "Pass or furlough" based on a privilege to leave the facility to an approved location for up to forty-eight (48) hours.
 - "Off-grounds leave" for the purpose of which is to conduct a hearing or assessment regarding the continuation of the offender in community corrections, for a maximum allowable period of three (3) days.
 - 3) "Emergency leave" caused by and limited to a serious life-threatening incident in the offender's immediate family, subject to a maximum period of seven (7) days, to be reimbursed at fifty percent (50%) of the regular per diem rate.
- G. <u>Limitation of Payments and Liabilities</u>. The County shall not assume liability for any deficiency that the Contractor may incur in the operation of its program nor for any debts or expenditures incurred by the Contractor other than as specifically stated above, contingent upon appropriation by the County. In addition, the Contractor understands and agrees that the obligation of the County to make payments for services rendered or costs incurred by the Contractor is contingent upon receipt of funds from the DCJ adequate to make such payment.
- H. Non-compliance. The County retains the option to withhold funds when the County determines that the program or facilities of the Contractor are not in compliance with this contract. Over-payments made by the County shall be recoverable by the County from the Contractor, and may be recovered by way of off-set from future payments.

2. THE CONTRACTOR SHALL:

- A. <u>Approval</u>. Be approved by the local community corrections board in their jurisdiction and operate pursuant to Title 17, Article 27, and Section 18-1.3-301, C.R.S., as amended.
- B. Annual Description of Services. The Contractor shall submit an annual plan to achieve compliance with the Colorado Community Corrections Standards for the provision of Services to 1) offenders referred by the Department of Corrections (DOC); 2) offenders referred by the State Judicial Branch (SJB); 3) offenders referred by the State Board of Parole; or 4) offenders referred by the SJB pursuant to Section 19-2-907 (1) (b), Section 19-2-908, and Section 19-2-910, C.R.S. as amended. The annual plan shall also include the Contractor's plan to implement specific evidence-based programs and practices to fidelity. The plan shall be submitted to the Arapahoe County Community Corrections Board (ACCCB) for review and approval by July 11, 2014. In performing the services, the Contractor shall ensure that the following requirements, in addition to all others imposed by the Contract, are satisfied:
 - The Contractor shall inform the County of whether offender referrals are accepted or rejected within a reasonable time.
 - 2) The Contractor shall assess the basic literacy skills of each offender within 10 working days of the offender's admission. If the offender is found to be illiterate, literacy classes shall be made part of the offender's personalized supervision plan.
 - 3) If the offender does not have a GED or High School Diploma, the Contractor shall make GED preparation classes and testing a part of the offender's personalized supervision plan.

- 4) The following on-site services shall be made available and provided at no cost to the residents, but may be subject to administrative override: Narcotics Anonymous and/or Alcoholics Anonymous, Employment/Job Counseling, and Budget Counseling.
- 5) The following on-site services shall be made available to the residents, but may be subject to administrative override: GED Preparation, Parenting, and Cognitive Restructuring. The Contractor may charge residents up to \$25.00 per person per session. Residents shall not be denied these services based on an inability to pay.
- 6) Any request or proposal for an override shall be with the written approval of the Arapahoe County Judicial Services Division Manager prior to any services being supplemented, or denied to a resident.
- 7) Through the initial offender assessment, and as determined in the personalized supervision plan, should specialized services be needed, such services shall be provided either on-site or off-site to include, but not limited to, the following: Sex Offender Treatment, Mentai Health Treatment, Substance Abuse Treatment, and Domestic Violence Treatment.
- C. Implementation of Research-Based Interventions. In an effort to advance evidence-based policy and practices, the Contractor shall focus on reducing offender risk and recidivism as set forth by the National Institute of Corrections' (NIC) Eight Guiding Principles for Risk and Recidivism Reduction. The Contractor shall work with the Division of Criminal Justice (DCJ) and the County to implement the Behavioral Shaping Model and Reinforcement Tool (B.SMART) to respond to offenders' program violations and to provide structured incentives to offenders who exhibit pro-social behavior. Additionally, the Contractor shall work with the DCJ and the County to implement the Progression Matrix to develop criteria for offenders to progress through the residential level system before being released to non-residential status or the Intensive Supervision Inmate Program. The Contractor shall implement the B.SMART and Progression Matrix as scheduled by the DCJ in cooperation with the County and the Contractor. The Contractor may implement other specific evidence-based practices in lieu of the B.SMART and Progression Matrix with prior written approval of the County. Evidence-based practices that may be implemented in lieu of the B.SMART and Progression Matrix shall focus on reducing risk and recidivism as set forth by NIC's Eight Guiding Principles for Risk and Recidivism Reduction.
- D. Staff Training and Development. The Contractor shall develop knowledge and expertise regarding the implementation of the B.SMART, the Progression Matrix, and evidence-based policies and practices focused on reducing offender risk and recidivism as set forth by the National Institute of Corrections' (NIC) Eight Guiding Principles for Risk and Recidivism Reduction. The Contractor shall ensure that its staff is provided with adequate, ongoing training necessary to implement and sustain fidelity to the B.SMART, the Progression Matrix, and other NIC Principles that the Contractor may utilize in its delivery of services to offenders placed in its residential and/or non-residential programs. If the Contractor is authorized by the County to implement specific evidence-based practices in lieu of the B.SMART and Progression Matrix, the Contractor shall develop knowledge and expertise regarding the implementation of such policies and practices and ensure that its staff is provided with adequate, ongoing training necessary to implement and sustain fidelity to such practices. The Contractor shall ensure that its staff is provided adequate, ongoing training specific to supervising the offender population(s) it accepts into its residential and non-residential programs. Such training shall include, but not be limited to, curriculum that is designed to assist staff in recognizing the signs and symptoms of mental illness and in developing skills to react appropriately to situations involving offenders with mental illness.
- E. Long-term Strategic Plan to Implement Specialized Treatment Programs. In order to best serve the needs of the 18th Judicial District the Contractor, in cooperation and consultation with the Arapahoe County Community Corrections Board (ACCCB), shall develop a strategic business plan to develop and implement programming designed to serve offender populations with levels of criminogenic needs that necessitate specialized supervision and residential treatment. Examples of programming that the Contractor should focus on implementing include, but are not limited to, Therapeutic Communities for substance abusing offenders; Intensive Residential Treatment programs for Page 4 of 13

substance abusing offenders; Residential Dual Diagnosis Treatment programs; and specialized programing for sex offenders. The ACCCB shall assist and support the Contractor in seeking funding sources for the development and implementation of specialized programming. The Contractor shall submit its long-term strategic plan to the ACCCB for review by October 31, 2014.

- E. Utilization of Funds for Treatment Support Services. The Contractor shall utilize the funds for treatment support services, which were allocated to the ACCCB by the Division of Criminal Justice, to be directed towards substance abuse and dual diagnosis treatment for diversion, transition, and condition of parole offenders placed in the Contractor's program. The specific treatments that are authorized uses of the treatment support services funds include: Weekly Outpatient Substance Abuse Therapy, Enhanced Outpatient Substance Abuse Therapy; Intensive Outpatient Substance Abuse Therapy; Relapse Prevention; Mental Health Evaluations; Psychiatric Care Appointments; Psychotropic Medications; Addictions Medications (excluding Antabuse or other monitoring medications); Individual Psychotherapy; and Group Dual Diagnosis Therapy; and other support services that may be authorized by DCJ. The Contractor shall identify qualifying offenders according to the Colorado Criminal Justice Mental Health Screen for Adults (CCJMHS-A), the Standardized Offender Assessment-Revised (SOA-R), and clinical assessments documenting the needs for individual or group therapy, psychiatric care, psychotropic medications, or addictions medications (excluding Antabuse or other monitoring medications). The treatment support services funds shall be used only at treatment programs that are licensed and approved by the Colorado Division of Behavioral Health. Treatment support services funds for transition and condition of parole clients shall be used at Approved Treatment Providers (ATP) according to policy and practice of the Colorado Department of Corrections. The Contractor shall submit billing for services received by each individual offender to the County on a monthly basis utilizing the billing form authorized by the DCJ.
- G. Standards. The Contractor shall meet, maintain, and comply with all applicable guidelines or standards as provided in Title 17, Article 27, Section 103 and Title 18, Article 1.3, Section 103, C.R.S., as amended, and the "Colorado Community Corrections Standards", as revised or amended. Non-compliance with any applicable guidelines or standards may result in reduction of compensation rates as specified in paragraph 1.A.2; implementation of a corrective action plan developed in conjunction with a professional consultant with subject matter expertise in Colorado community corrections, at the expense of the Contractor; implementation of an increased staffing pattern; cessation of offender placements in the program; imposition of other intermediate sanctions as deemed appropriate by the Arapahoe County Community Corrections Board and/or the State; implementation of a competitive bid process to consider alternate program providers; or termination of the contract.
- H. <u>Conformance with Law</u>. The Contractor shall at all times during the term of this contract adhere to all applicable federal laws, state laws, local laws, health, safety, fire, building, and zoning requirements as they currently exist and may hereafter be amended.
- Victim Rights Act. The Contactor shall comply with Section 24-4.1-302.5, Section 24-4.1-303 and Section 24-4.1-304 C.R.S., as amended, commonly known as the Victim Rights Act and enabling legislation.
- J. Americans with Disabilities Act. The Contractor shall comply with all applicable titles of the Americans with Disabilities Act (Public Law 101.336) and submit documentation as required by the County and/or the State to demonstrate compliance with this Act. The Contractor shall demonstrate compliance by ensuring that reentry services are both architecturally and programmatically accessible.
- K. Prison Rape Elimination Act. The Contractor shall comply with community confinement standards of the Prison Rape Elimination Act (United States Department of Justice DOJ 28 CFR Part 115).
- L. <u>Client Files.</u> The Contractor shall maintain individual files for each offender participating in their program as required by DOC/SJB. The individual files shall be maintained in a secure area, in a locked file cabinet or safe. Such files and criminal history records shall be maintained and Page 5 of 13

disseminated pursuant to federal and state regulations.

- M. Reports. The Contractor shall provide timely, prompt, and accurate reports as are or may be required by the State, DOC, SJB, or the County during the period of the contract, which include but are not limited to statistical reports, caseload data, required entries into the Community Corrections Information and Billing computer system, survey questionnaires, and other records documenting the types of services provided and the identity of the individual offenders receiving such services. Computerized termination forms and related offender data must be completed by program staff, as prescribed by the State, for each offender served, and shall be completed in accordance with the requirements of the State.
- N. Review and Inspection. The Contractor shall allow the State, DOC, SJB, Health Department employees or an authorized representative of the County to inspect, with or without notice, the facilities, fiscal and program files, other records, and services provided by the Contractor to determine compliance with this contract.
- O. <u>Fugitive Reporting System.</u> Pursuant to Section 17-27-104(11), C.R.S., the Contractor shall ensure that any probable escape of any offender funded pursuant to this contract is reported by program staff providing services through this contract in the manner prescribed by the State. In addition, program staff shall, within twenty-four (24) hours of any offender being reported as an escapee, provide the County with a written report describing the circumstances of the offender escape. Program staff shall also, in a monthly report to the County, provide a list of all offenders reported as escapees during the reporting period.
- P. <u>Supervision of Offenders.</u> The Contractor shall provide 24-hours-a-day, seven-days-a-week staff supervision of the offenders assigned to the residential facility as specified in the "Colorado Community Corrections Standards".
- Q. <u>Unannounced Facility Inspections.</u> The Contractor shall ensure that program administration conducts a minimum of one (1) unannounced facility inspection during a swing shift, graveyard shift, or weekend shift, no less than every ninety (90) days during the term of this contract. Each unannounced facility inspection must include a formal headcount. The Contractor shall document the results of each unannounced facility inspection and submit such documentation to the County within twenty-four (24) hours of each inspection.
- R. Incident Notification. The Contractor shall notify the County within twenty-four (24) hours of any emergency or critical incident as listed: medical emergency requiring hospitalization of an offender; facility riot; fire; natural disaster; hostage situation; arrest of an offender for any new offense; death of an offender; media contact; use of force; illegal weapon possession; major disruption of program operations; major equipment malfunction; any incident that may affect operations and/or the safety of the public; any ethical or professional misconduct of program personnel as described in the Colorado Community Corrections Standards, as revised or amended; any program employee being investigated by law enforcement for, or arrested or charged with any criminal conduct, including DUI, DWAI, Minor in Possession, or petty offenses related to the Possession of Drug Paraphernalia or small amounts of marijuana. The Contractor shall, within seventy-two (72) hours of initial notification, submit a written report to the County detailing the incident. If the incident involves program personnel, the written report must include the employment status of the individual(s) involved.
- S. <u>Media Spokesperson</u>. The Contractor shall designate a specific individual to be its spokesperson to respond to media inquiries. The Contractor shall submit to the County, in writing, the name, title, and contact information for its spokesperson. The Contractor shall, at the request of the County, meet with the Arapahoe County Communications Services Department to review and discuss practices for responding to media inquiries.
- Method of Billing. The Contractor shall bill the County for services provide in such form and in such manner as the County and/or Sate may require. The billing period shall be the first day of each month to the last day of each month. The Contractor shall submit bills to the County no later than Page 6 of 13

the 5th day of the month following the end of the billing period. Billing shall be submitted through the Community Corrections Information and Billing system and/or, at the sole discretion of the State, on a Community Corrections Billing form provided to the Contractor by the State for that purpose. The State reserves the right to modify billing procedures. The Contractor shall report the total billable program costs to the County and the State within three (3) days after the end of the fiscal year. The State or the County may require the Contractor to provide an estimate of final year-end expenditures anytime within sixty (60) days prior to the end of the fiscal year.

- U. Additional Services. The Contractor shall obtain prior written approval from the State and the County before providing any additional billable services or evaluations not provided for by the terms and conditions of this contract. If services are provided by the Contractor which exceed the maximum total payment as described in Paragraph 1.A.2., neither the State nor the County is liable for reimbursement. Should additional funding become available, the State or County may, at their own option, choose to reimburse beyond the amount specified in Paragraph 1.A.2.
- V. Reimbursement by Client. The Contractor may charge each offender participating in a residential program the reasonable costs of the services not covered by State payments pursuant to the annual legislative appropriation. The charges may be, but are not required to be, collected on an ability to pay basis, but shall not exceed seventeen dollars (\$17.00) per day while in residential placement. Offenders shall not be charged subsistence while in jail or in the hospital. Offenders in non-residential placement may be charged up to 40% of the amount billed to the State as described in paragraph 1.A.2., but shall not exceed an average of three dollars \$3.00 per day while in non-residential placement. Each offender shall be issued receipts for fees collected. Any fees assessed to offenders in excess of the amounts listed in the legislative appropriation for subsistence must be approved in advance by the State and the County. This includes voluntary and incidental expenditures by offenders that do not constitute fees that are universally assessed to all offenders.
- W. <u>Absence Due to Arrest.</u> The Contractor shall notify DOC/SJB immediately if the Contractor knows an offender has been arrested and/or is in the custody of a federal, state, or local police authority, respectively. The County shall compensate the Contactor at full rate for the day the offender is arrested, and at fifty percent (50%) of the regular per diem rate for up to seven (7) days for maintaining the availability of a position during the offender's absence.
- X. <u>Unauthorized Absence.</u> The Contractor shall notify DOC/SJB, through the appropriate parole/probation officer, within two (2) hours after an offender is discovered to be absent from an approved location or activity without authorization. The Contractor shall keep the offender's bed available for a period not to exceed one (1) day during the offender's unauthorized absence if DOC/SJB notifies the Contractor that it does desire to have the bed kept available. The County shall compensate the Contractor at full rate only on the day the offender escapes.
- Y. <u>Authorized Leaves of Absence.</u> All Contractor authorized offender leaves of absences from Contractor facilities of over seventy-two (72) hours will require notification and approval of the supervising probation officer. The location and presence at all residence areas for offenders on leave or furlough from Contractor supervision will be physically verified and documented by Contractor personnel, identifying time, date and person making the verification.
- Access to Medical Services. Policy and procedures of the Contractor shall specifically prohibit any restriction or constraint of offenders' movement or efforts to attend to their legitimate medical or dental needs. If a medical emergency occurs, the Contractor shall immediately notify the referring State agency (DOC or SJB). The County shall compensate the Contractor at the full rate for the day on which an offender is placed in a hospital, and at 50% of the regular per diem rate for up to seven (7) days for holding a bed available during the hospitalization of an offender, unless the referral State agency notifies the County and the Contractor otherwise.
- AA. <u>Emergency Disaster Management Plan (EDMP).</u> The Contractor shall, in cooperation with the County, develop an Emergency Disaster Management Plan that provides a contingency response in the event of a disaster or other emergency for all residential and non-residential offenders. If the Contractor accepts sex offenders into its program the EDMP plan shall include a specific plan for Page 7 of 13

registered sex offenders that is consistent with conditions of sex offender supervision and registration requirements. The EDMP shall provide a plan for transportation, housing, and supervision of offenders in the event of fire, flood, weather event, mandatory evacuation or other man-made or natural disaster.

- BB. Record Retention. The Contractor shall retain all books, records, and other documents of any part pertaining to this agreement for seven (7) years after final payment, and allow any person duly authorized in writing by the State or the County to have full access to and a right to examine and copy any of the above materials during such period.
- CC. <u>Insurance</u>. The Contractor shall obtain and maintain in full force and effect at all times during the term of this agreement, insurance in the following kinds and amounts:
 - Standard Worker's Compensation and Employer Liability as required by State statute, including occupational disease, covering all employees on or off the work site, acting within the course and scope of their employment.
 - 2) Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows: (a) \$1,000,000 each occurrence; (b) \$1,000,000 general aggregate; (c) \$1,000,000 products and completed operations aggregate; and (d) \$50,000 any one fire. If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to the County a certificate or other document satisfactory to the County showing compliance with this provision.
 - 3) Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.
- DD. Additional Insured. The County and the State shall be named as additional insured on all Commercial General Liability and Automobile Liability Insurance policies. The Contractor shall attach a copy of the additional insured endorsement, establishing such additional insured status. No payments to the Contractor will be made until this additional insured endorsement is received.
- EE. <u>Primacy of Coverage.</u> Insurance coverage required by of the Contractor shall be primary over any insurance or self-insurance program carried by the County or the State.
- FF. <u>Policy Cancellation</u>. The above insurance policies shall include provisions preventing cancellation or non-renewal without at least thirty (30) days prior notice to the County and the State.
- GG. <u>Subrogation Waiver.</u> All insurance policies in any way related to this Contract and secured and maintained by the Contractor as required herein shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against the County of the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- HH. Certificates. The Contractor shall provide certificates showing insurance coverage required hereunder to the County and the State within seven (7) business days of the Effective Date of this Contract. No later than fifteen (15) days prior to the expiration date of any coverage, the Contractor shall deliver to the County and the State certificates of insurance evidencing renewal thereof. In addition, upon request by the County or State at any other time during the term of this contract, the Contractor shall, within ten (10) days of such request, supply the County or State evidence satisfactory to the County or State of compliance with the insurance requirements of this contract.
- II. <u>Confidentiality of Records.</u> The Contractor shall comply with all laws regarding confidentiality of offenders' records. Any request for information, including but not limited to offenders' records, shall be referred by the Contractor to DOC/SJB and the County.

- JJ. <u>Drug Tests.</u> The Contractor shall perform periodic chemical tests as defined in the "Colorado Community Corrections Standards" at times that cannot be predicted by the offender to determine the use of drugs by offenders in the Contractor's residential and non-residential program.
- KK. <u>Fiscal Accounting of Clients.</u> The Contractor shall maintain an accurate fiscal accounting of the earnings of all offenders assigned to their program or facility including, but not limited to: gross earnings, net earnings, federal, state and local taxes paid, amount of restitution agreed to and paid, savings account, subsistence charged and collected, and any other outstanding financial obligations.
- LL. <u>Information Provided.</u> The Contractor shall provide information upon request of the appropriate DOC/SJB officers or County regarding the activities and adjustment of offenders assigned to their program. The Contractor shall maintain and make available to DOC/SJB and the County ongoing data regarding employment, alcohol abuse, drug abuse, psychological programs and treatment, vocational or educational needs and service, re-arrest or other criminal activity, and court imposed fines and restitution and make timely entries of such data into the Community Corrections Information and Billing computer system, as the State may require.
- MM. <u>Documentation.</u> All court ordered action (e.g., restitution), treatments, or services provided within the Contractor's service delivery capability or through Contractor referral will be documented in writing identifying offender attendance or compliance, the time and date of action, and the name of witnessing Contractor person.
- NN. Progress Reports. By the end of each month, the Contractor shall prepare a written progress report for each offender. Copies of the report shall be sent to the SJB/DOC if required by the SJB/DOC. Termination reports shall be submitted in the same manner to the SJB/DOC. In the event of unscheduled termination, the client progress report shall be provided within one (1) week after termination. The progress report shall include: 1) offender name; 2) sentencing judge; 3) period of placement; 4) actual termination date; 5) reason for termination; 6) listing of employment, schooling or training attended with outcome comments listed for each listing; 7) listing of rule infractions with action taken on each infraction; 8) summary of income earned, taxes paid, family support, personal subsistence and restitution paid; 9) listing of services or treatment provided, duration of services or treatment and outcome comments; and 10) designation of residence location after release from community corrections.
- OO. <u>Fiscal Audit and Verification of Line Item Expenses.</u> All fiscal and expositive records and reports associated with this contract shall be subject to audit review with or without notice by the DOC,SJB/DCJ, Health Department Employees and the County. The Contractor shall provide to the State and/or the County an independent financial audit report which covers the agency's fiscal year relevant to the contract period as required by the State and/or the County.
- PP. Notification of Ownership Changes (Governmental Entities Exempt). The Contractor shall notify the County and the State in writing within thirty (30) days after becoming aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records. The Contractor shall also notify the State and the County in writing within thirty (30) days whenever changes to asset valuations or any other cost changes have occurred, or are certain to occur, that results in changes in asset valuation that exceeds \$5,000, caused by a change in ownership. The Contractor shall also maintain current, accurate and complete inventory records of assets and their costs; provide the County and the State or their designated representatives ready access to the records upon request; ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after any ownership changes; and retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before any ownership change.
- QQ. <u>Public Contracts for Services.</u> The Contractor certifies, warrants, and agrees that it does not knowingly employ or Contract with an illegal alien who will perform work under this Contract and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this contract, through participation in the E-Verify Program or the State

program established pursuant to CRS § 8-17.5-102(5)(c). The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a Subcontractor that fails to certify to Contractor that the Subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract. Contractor: a) shall not use the E-Verify Program or State program procedures to undertake pre-employment screening of job applicants while this contract is being performed; b) shall notify the Subcontractor and County within three (3) days if Contractor has actual knowledge that a Subcontractor is employing or contracting with an illegal alien for work under this Contract; c) shall terminate the subcontract if a Subcontractor does not stop employing or contracting with the illegal alien within three (3) days of receiving the notice; and d) shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to CRS § 8-17.5-102(5), by the Colorado Department of Labor and Employment. If the Contractor participates in the State program, the Contractor shall deliver to the County and the State, a written notarized affirmation, affirming that the Contractor has examined the legal work status of such employee, and shall comply with all of the other requirements of the State program. If the Contractor fails to comply with any requirement of this provision or CRS § 8-17.5-101 et seq., the County may terminate this Contract for breach, and, if so terminated, the Contractor shall be liable for damages.

3. MUTUAL PROVISIONS:

- A. <u>Effective Dates.</u> The period of this contract shall be from July 1, 2014, through June 30, 2015.
- B. <u>Assignment</u>. The rights and duties arising under this contract shall not be assigned or delegated without the prior written consent of the County.
- C. <u>Breach</u>. A breach of this contract shall not be deemed to be a waiver of any subsequent breach or default of the contract.
- D. <u>Third-Party Beneficiary</u>. The enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the County and the Contractor, and nothing contained in this contract shall give or allow any claim or right of action whatsoever by any other or third person. It is the express intent of the parties to this contract that any person receiving services or benefits under this contract shall be deemed an incidental beneficiary only.
- E. Independent Contractor. The Contractor is rendering services as an independent contractor, not as an employee, and shall be accountable to the State and the County for the ultimate results of its actions but shall not be subject to the direct supervision and control of the State except as otherwise provided herein. Neither the Contractor nor any agent, employee, or servant of Contractor shall be or shall be deemed to be an employee, agent, or servant of the State or the County. Contractor shall pay when due all required employment taxes and income tax withholding, shall provide and keep in force worker's compensation (and show proof of such insurance) and unemployment compensation insurance in the amounts required by law, and shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and the subcontractors during the performance of this contract.
- F. Modification. This contract consists of 1) this document; 2) Contractor's Annual Funding Plan submitted and approved by the County and the State in compliance with 1.B. herein marked as Exhibit "A"; 3) Contractor's Annual Description of Services submitted in compliance with 2.B. herein marked as Exhibit "B"; and 3) proof of adequate insurance coverage in compliance with 2.CC. herein marked as Exhibit "C". In the event there are any inconsistencies, ambiguities, or omissions between this document and the Contractor's Exhibit "A", Exhibit "B" or Exhibit "C".

This contract is intended as the complete integration of all understanding between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever, unless embodied herein in writing. No subsequent novation, renewal, addition, deletion or other amendment hereto shall have any force or effect unless embodied in a written contract executed and approved pursuant to the State of Colorado fiscal rules.

G. <u>Notice</u>. Any notice provided for in this contract shall be in writing and served by personal delivery or by registered or certifled mail, return receipt requested and postage prepaid, at the addresses listed below under the signature of each party to this contract, until such time as written notice of a change of address is given to the said parties.

4. SPECIAL PROVISIONS:

- A. <u>Termination for Default or for Convenience of the County</u>. The performance of work under this contract may be terminated by the County in accordance with this clause in whole or from time to time in part:
 - Whenever the Contractor shall be in default in the performance of the contract in accordance with its terms (including in the term "default" any such failure by the Contractor to make progress in the prosecution of the work hereunder as endangers such performance), and shall fail to cure such default within a period of ten (10) days (or such longer period as the County may allow) after receipt from the County of such notice specifying the default; or
 - 2) Whenever for any reason the County shall determine that such termination is in its best interest, upon giving the Contractor thirty (30) days prior written notice of termination:
 - 3) Any such termination shall be effected by delivery to the Contractor of the Notice of Termination specifying whether termination is for the default of the Contractor or for the convenience of the County, the extent to which performance or work under the contract is terminated, and the date upon which such termination becomes effective. If after notice of termination of this contract for default under "1" above, it is determined for any reason that the Contractor was not in default (pursuant to "1"), the Notice of Termination shall be deemed to have been issued under "2" above, i.e., interests of the County, and the rights and obligations of the parties hereto shall, in such event, be governed accordingly.
 - 4) After receipt of a Notice of Termination and except as otherwise directed by the County, the Contractor shall:
 - Stop work under the contract on the date and to the extent specified in the Notice of Termination;
 - Place no further orders or sub-contracts for materials, services or facilities, except as may be necessary for completion of such portion of work under the contract as is not terminated;
 - Terminate all orders and sub-contracts to the extent that they relate to the performance of work terminated by the Notice of Termination;
 - d) With the approval or ratification of the County, settle all outstanding liabilities and claims arising out of such terminated orders and sub-contracts, the cost of which would be reimbursable in whole or in part, in accordance with the provisions of the contract;
 - e) Complete performance of such part of the work as shall not have been terminated by the Notice of Termination; and
 - f) Take action as may be necessary or as the County may direct, for the protection and preservation of the property related to the contract which is in the possession of the Contractor and in which the County has or may require an interest.
- B. <u>Fund Availability.</u> The Contractor recognizes that this contract is funded by an appropriation from the State of Colorado, which is administered by the County. In the event of non-funding or reduced funding, this contract may be terminated immediately. Upon such termination, the County shall only be responsible for payment, out of remaining State funds, if any, for diversion, residential, non-

residential and transition residential community corrections services provided up to the time of the Notice of Termination.

In addition, pursuant to Section 29-1-110, C.R.S., as amended, any financial obligations of the County payable as set forth hereinafter after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. This agreement may be terminated on July 1 of the first fiscal year for which funds are not appropriated. The County shall provide the Contractor written notice of such non-appropriation.

- C. <u>Indemnification</u>. To the extent authorized by law, the Contractor shall indemnify, save and hold harmless the State and the County, its elected officials, officers, directors, employees and agents, against any and all claims, damages, debts, injuries, judgments, liabilities and court awards including costs, expenses and attorney fees incurred as a result of any act or omission by the Contractor, or its employees, agents, subcontractors, or assignees. The Contractor's obligation to indemnify shall survive the completion of services and the termination of this contract.
- D. <u>Non-exclusivity</u>. The Contractor acknowledges and agrees that this contract for community corrections services is a non-exclusive contract. The County may contract with other providers of community corrections services to provide similar services as provided by the Contractor. The County makes no representations regarding the level of services to be demanded of the Contractor during the term of this contract.
- E. <u>Enforceability</u>. If any provision of this contract shall be determined to be unenforceable, the remaining provisions of this contract shall remain intact, and in full force and effect.

F. General.

- The laws of the State of Colorado and rules and regulations issued pursuant thereto shall be applied in the interpretation, execution and enforcement of this contract. Any provision of this contract whether or not incorporated herein by reference which provides for arbitration by any extra judicial body or person or which is otherwise in conflict with said laws, rules and regulations shall be considered null and void. Nothing contained in any provision incorporated herein by reference which purports to negate this or any other special provision in whole or in part shall be valid or enforceable or available in any action at law whether by way of complaint, defense or otherwise. Any provision rendered null and void by the operation of this provision will not invalidate the remainder of this contract to the extent that the contract is capable of execution.
- 2) At all times during the performance of this Contract, the Contractor shall strictly adhere to all applicable federal and state laws, rules and regulations that have been or may hereafter be established.
- The signatories hereto aver that they are familiar with CRS 18-8-301, et. seq., (Bribery and Corrupt Influences) and CRS 18-8-401, et. seq., (Abuse of Public Office), and that no violation of such provisions is present.
- 4) The signatories aver that to their knowledge, no state employee has a personal or beneficial interest whatsoever in the service or property described herein.
- 5) No State or other public funds payable under this contract shall be used for the acquisition, operation, or maintenance of computer software in violation of United States copyright laws or applicable licensing restrictions. The Contractor hereby certifies that, for the term of this contract and any extensions, the Contractor has in place appropriate systems and controls to prevent such improper use of public funds.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day first above written. County: Contractor: **Board of County Commissioners** Community Education Centers, Inc. County of Arapahoe State of Colorado IRS Identification Number. Don Klemme, Director ancy Community Resources Department Pursuant to Resolution #_ Community Education Centers, Inc. 35 Fairfield Place West Caldwell, NJ 07006 DONALD KLEMME, COMMUNITY RESOURCES DIRECTOR, ON BEHALF OF THE BOARD OF ARAPAHOE COUNTY COMMISSIONERS PURSUANT TO RESOLUTION NO. 140095 Chair, Arapahoe County Community

Corrections Board 6984 S. Lima St., Suite A Centennial CO 80112

AUDITS

American Correctional Association

ACCREDITATION REPORT



Commission on Accreditation for Corrections

Community Education Centers Inc. Arapahoe County Residential Center Littleton, Colorado

The mission of the Commission on Accreditation for Corrections is to upgrade and improve practices and conditions in adult and juvenile correctional facilities and programs through an accreditation process which is founded on a commitment to accountability, professionalism and respect for basic human rights and which recognizes sound and effective correctional practices, while striving towards excellence in the field of corrections.

206 North Washington Street, Suite 200 • Alexandria, Virginia 22314 703 • 224 • 0000 Fax: 703 • 224 • 0010

WWW.ACA.ORG

August 18, 2014

Community Education Centers Inc. Arapahoe County Residential Center Littleton, Colorado

Congratulations!

It is a pleasure to officially inform you that the Arapahoe County Residential Center was accredited by the Commission on Accreditation for Corrections at the American Correctional Association 2014 August Conference on August 18, 2014 in Salt Lake City, Utah.

Your accreditation represents the satisfactory completion of a rigorous self-evaluation, followed by an outside review by a team of experienced, independent auditors.

Every profession strives to provide a high quality of service to society. To know that you, your staff, and other officials are complying with the requirements of the accreditation process is indeed a statement of a high level of commitment to the staff and persons under your care.

On behalf of the American Correctional Association and the Commission on Accreditation for Corrections, thank you for your commitment to the corrections profession and to the accreditation process.

Sincerely,

Luis Spencer, Chairperson

Luis Spencer

Commission on Accreditation for Corrections

206 North Washington Street, Suite 200 • Alexandria, Virginia 22314 703 • 224 • 0000 Fax: 703 • 224 • 0010

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For Immediate Release

Arapahoe County Residential Center Awarded National Accreditation

Luis Spencer, Chairperson of the Commission on Accreditation for Corrections (CAC), and Kathy Black-Dennis, Director of Standards and Accreditation, American Correctional Association recently announced the accreditation of the Arapahoe County Residential Center. The award was presented in conjunction with the American Correctional Association 2014 Congress of Correction on August 18, 2014 in Salt Lake City, Utah.

In presenting the award, Luis Spencer, Chairperson of the CAC, and Christopher Epps, President of the American Correctional Association (ACA), complimented the facility on their professional level of operation and their success in completing the accreditation process. The agency is one of over 1,500 correctional organizations currently involved in accreditation across the nation.

The accreditation program is a professional peer review process based on national standards that have evolved since the founding of the Association in 1870. The standards were developed by national leaders from the field of corrections, law, architecture, health care, and other groups who are interested in sound correctional management.

ACA standards address services, programs, health care and security operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health, and safety of staff and offenders. Standards set by ACA reflect practical up-to-date policies and procedures and function as a management tool for agencies and facilities throughout the world.

The three-year accreditation award granted to the Arapahoe County Residential Center does not signal the end of their involvement in the accreditation process. During the award period, staff will work to improve any deficiencies identified during the audit and maintain continuous compliance with the standards.

206 North Washington Street, Suite 200 - Alexandria, Virginia 22314 703 - 224 - 0000 Fax: 703 - 224 - 0010 www.aca.org

Congratulations on your accreditation award! You are now a member of the elite in achieving correctional excellence. The certificate you have received is but a small symbol of the enormous dedication and commitment demonstrated by each and every member of your staff to the accreditation process, and I urge you to display it prominently as a continual reminder of the level of professionalism achieved. This is just the beginning of your journey, however, for the true test of excellence is the test of time. It is critical that your operation be able to sustain this achievement over time and be constant through both prosperity and adversity.

Achieving American Correctional Association Accreditation means you have demonstrated your dedication to getting the job done right, and that you are holding your agency to a higher standard.

Thank you for your commitment to the American Correctional Association and the standards and accreditation process.

Kathy Black-Dennis, Director Standards and Accreditation

American Correctional Association

Overview of the American Correctional Association

The American Correctional Association is the oldest and most prestigious correctional membership organization in the United States. Founded in 1870, ACA currently represents more than 20,000 correctional practitioners in the United States and Canada. Members include all levels of staff from a wide variety of correctional disciplines and programs as well as professionals in allied fields and representatives from the general public. In addition, the Association represents the interests of 74 affiliated organizations whose goals, while similar to those of ACA, focus on specialized fields and concerns within the realm of corrections.

At its first organizational meeting held in Cincinnati, Ohio, in 1870, the Association elected then-Ohio governor and future U.S. President, Rutherford B. Hayes, as its first president. The *Declaration of Principles* developed at that first meeting became the guidelines for correctional goals in both the United States and Europe.

Since that time, ACA has continued to take a leadership role in corrections and work toward a unified voice in correctional policy. In recent years, one of the Association's major goals has been the development of national correctional policies and resolutions of significant issues in corrections. These policies are considered for ratification at the Association's two annual conferences and ratified policies are then disseminated to the field and other interested groups. ACA has also had a major role in designing and implementing professional standards for correctional practices, as well as methods for measuring compliance with those standards.

The Association conducts research and evaluation activities, provides training and technical assistance, and carries out the regular responsibilities of any professional membership organization, including a full publications program. The Association's two annual conferences, held in varying cities across the nation, attract more than 5,000 delegates and participants each year from the 50 states, U.S. territories, and several foreign countries.

Membership in ACA is open to any individual, agency, or organization interested in the improvement of corrections and the purposes and objectives of the Association. Members include the majority of state, local, provincial, and territorial correctional agencies; individual correctional institutions and local jails, pretrial programs and agencies, schools of criminal justice in colleges and universities, libraries; and various probation, parole, and correctional agencies. Most of ACA's members are employed at the federal, state, and local levels. Members also include more than 200 volunteers affiliated with these agencies as administrators or as members of advisory boards and committees.

Organizational Purposes of the American Correctional Association

Among the most significant purposes of the Association as outlined in its Constitution, are:

To promote the coordination of correctional organizations, agencies, programs, and services to reduce fragmentation and duplication of effort and increase the efficiency of correctional services on a national basis.

To develop and maintain liaisons and a close working relationship in America with national, regional, state, and local associations and agencies in the correctional, criminal justice, civic, and related fields for mutual assistance and the interchange of ideas and information, and to extend and strengthen cooperative working relationships with similar associations and agencies on the international level.

To develop and promote effective standards for the care, custody, training, and treatment of offenders in all age groups and all areas of the correctional field: detention facilities and services, institutions and other facilities for juvenile and adult offenders, probation, parole, community residential centers, and other community-based programs and services.

To conduct studies, surveys, and program evaluations in the correctional field, and provide technical assistance to correctional organizations, departments, institutions, and services.

To publish and distribute journals and other professional materials dealing with all types of correctional activities.

To promote the professional development of correctional staff at all levels.

In carrying out these purposes, ACA sponsors programs for policy analysis, demonstration, and research. ACA also provides testimony, consultation, publications, conferences, workshops, and other activities designed to stimulate constructive action regarding correctional problems.

Standard and Accreditation

Perhaps ACA'S greatest influence has been the development of national standards and the accreditation process. ACA standards address services, programs, and operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health, and safety of staff and offenders. Standards set by ACA reflect practical up-to-date policies and procedures and function as a management tool for over 1,500 correctional agencies in the United States.

Organizational Structure of the American Correctional Association

Executive Committee

The Executive Committee is composed of the elected officers of the Association - president, vice president, treasurer, two Board of Governors' members, the immediate past president, the president-elect, and the ACA executive director. The Executive Committee meets at least quarterly and exercises most of the powers of the Board of Governors during the intervals between meetings of the board.

Board of Governors

ACA's bylaws vest control of the Association with an 18-member elected Board of Governors composed of the officers of the Association and five at-large members. To ensure the interdisciplinary nature of the Association, board members must represent the following areas:

At-Large Citizen (not employed in corrections)
Correctional Administration (Adult)
Correctional Administration (Juvenile)
Institutions (Adult)
Institutions (Juvenile)
Probation (Adult)
Probation (Juvenile)
Parole or Post-Release Supervision (Adult)
Community Programs (Adult)

Community Programs (Juvenile)
Aftercare or Post-Release Supervision
(Juvenile)
Detention (Adult)
Detention (Juvenile)
At-Large (Ethnic Minority) (3)
Education
Member At-Large

Delegate Assembly

The Delegate Assembly is composed of delegates from the professional affiliates, geographical chapters, membership at-large, Board of Governors, past presidents of ACA, and representatives of each military service. The Delegate Assembly can establish policy, define Association positions on broad social and professional issues, and determine major programs and legislative priorities. They meet at least twice annually, at the Winter Conference and Congress of Correction.

Committees

The majority of the Association's activities take place through committees. Each committee chair reports to the Association's Board of Governors at least twice a year. In this way, the Association collectively benefits from the involvement and contribution of the hundreds of individuals who function on the various committees. Ad-hoc committees are appointed by the president of the Association.

The current committees and councils are:

Committee on Affirmative Action

Committee on Constitution and Bylaws

Committee on International Relations
Committee on Congress Program Planning
Committee on Legal Issues
Committee on Correctional Awards
Committee on Membership
Committee on Military Affairs
Council of Professional Affiliates
Council of Dual-Membership Chapters and
State and Geographical Affiliates
Nominating Committee

Council on Professional Education
Credentials Committee
Research Council
Eligibility Committee
Resolutions & Policy Development
Comm
Committee on Ethics
Standards Committee
Legislative Affairs Committee

Affiliates and Chapters

Affiliates and state chapters are major features of the Association's structure. They represent professional, regional, and state groups across the United States and Canada. Affiliates and chapters contribute to the professional development of all members by providing consultation in their respective areas of interest and by participating in seminars and workshops at ACA's annual conferences.

The following affiliates and chapters are currently associated with ACA:

Alabama Council on Crime and Delinquency Alston Wilkes Society American Assn for Correctional Psychology American Correctional Chaplains Association American Correctional Food Service Association American Correctional Health Services Assn American Institute of Architects American Jail Association American Probation and Parole Association Arizona Probation, Parole, and Corrs Assn. Association for Corrl Research and Info Mgmt Assn of Paroling Authorities, International Assn of State Correctional Administrators Assn of Women Executives in Corrections International Assn of Correctional Officers Iowa Corrections Association Juvenile Justice Trainers Association Kansas Correctional Association Kentucky Council on Crime and Delinquency Louisiana Correctional Association Maryland Criminal Justice Association Michigan Corrections Association Middle Atlantic States Correctional Association Minnesota Corrections Association Missouri Corrections Association

National Association of Adult and Juvenile State Corrections Mental Health Directors National Assn of Blacks in Criminal Justice National Association of Juvenile Corrl Agencies Oregon Criminal Justice Association Parole and Probation Compact Administrators Association Pennsylvania Assn of Probation, Parole, and Corrections Prison Fellowship South Carolina Correctional Association Tennessee Corrections Association Association on Programs for Female Offenders Central States Correctional Association Colorado Correctional Association Connecticut Criminal Justice Association Correctional Association of Massachusetts Correctional Accreditation Managers Assn Correctional Education Association Correctional Industries Association Family and Corrections Network Florida Council on Crime and Delinquency Illinois Correctional Association Indiana Correctional Association

International Assn of Corrl Training Personnel International Community Corrections Assn National Association of Probation Executives National Coalition for Mental and Substance Abuse Health Care in the Justice System National Correctional Recreation Association National Council on Crime and Delinquency Nation Juvenile Detention Association Nebraska Correctional Association Nevada Correctional Association New Jersey Chapter Association New Mexico Correctional Association New Mexico Correctional Association New York Corrections and Youth Sycs Assn

North American Association of Wardens & Superintendents
North Carolina Correctional Association
Ohio Correctional and Court Svcs
Association
Texas Corrections Association
The Salvation Army
Utah Correctional Association
Virginia Correctional Association
Volunteers of America
Washington Correctional Association
Wisconsin Correctional Association

Major Activities of the American Correctional Association

Legislation

The American Correctional Association is involved with all major issues affecting corrections today. Members and ACA staff maintain close working relationships with committees of the U.S. Congress and all federal agencies and groups whose decisions affect correctional policy. Expert testimony on a wide range of correctional issues is prepared for congressional committee and subcommittee hearings, and recommendations are provided to federal administrative agencies.

To ensure that the concerns and issues of the corrections profession are represented in proposed legislation and public policy, ACA's legislative liaison is addressing legislative and government concerns that will impact the corrections profession. ACA has established partnerships between chapters and affiliates and other national policy making organizations to present a strong collective voice for correctional reform throughout the world.

Professional Development

The purpose of the Association's Professional Development Department is to plan, promote, and coordinate professional development through training seminars, workshops, and published materials including curriculums, resource guides, and monographs.

ACA's training plan calls for a variety of professional development activities. Nationally advertised workshops cover topics such as training for trainers, management training, community-based employment programs, and stress management. On-site workshops for state and local departments of corrections are offered in curriculum development, supervision, communications, and report-writing skills.

The *Training for Correctional Staff Trainers* workshops further the skills of correctional professionals qualified to initiate and deliver training. These workshops also enable agencies to comply with national standards for accreditation and ensure that training is jobrelated and professionally developed and presented.

The department also offers correspondence courses to further professional development. More than 6,000 correctional personnel have completed or are in the process of completing ACA's self-instruction training program for correctional officers. This program, developed under the auspices of the National Institute of Corrections, provides 40 hours of basic training in accordance with ACA standards. A score of at least 80 percent on the comprehensive examination must be attained to achieve certification.

The Association has similar courses available for correctional supervisors, juvenile caseworkers, and food service employees. Additional courses which cover report writing skills, correctional management skills, legal issues for probation and parole officers, and legal issues for correctional officers are also available.

Publications

As one of the leading publishers of practical correctional publications, ACA produces books, videos, and lesson plans. Among the wide ranging subjects available are management, community, security, counseling, law, history, and health. These excellent resources for career advancement appeal to practitioners and scholars alike. Directories for every major sector of corrections are also published by ACA.

The following is just a few of the many publications that ACA offers:

Corrections Today is the major corrections magazine in the United States. Published seven times a year, it focuses on the interests of the professional correctional employee and administrator. Articles include reports of original research, experiences from the field, discussion of public policy, and the perspectives of prominent practitioners and academicians.

On the Line is published five times a year and contains national and local news of interest to the criminal justice professional.

Corrections Compendium Newsletter publishes cutting-edge information about the corrections environment. Survey information is compiled from 52 U.S. and 14 Canadian correctional systems.

The Juvenile and Adult Directory has been published since 1939. A revised edition of the directory is released each January. This publication is the only up-to-date, comprehensive directory of all U.S. and Canadian juvenile and adult correctional departments, institutions, agencies, and paroling authorities.

The National Jail and Adult Detention Directory was first published in 1978. It is a source of information concerning jails. The directory, published every two years, attempts to list all jails in the United States that house offenders or detainees for more than 48 hours.

The Probation and Parole Directory, updated every two years, provides over 500 pages of information regarding federal, state, and county adult and juvenile probation, parole and aftercare systems in the United States. It includes statistics on caseloads, expenditures, and personnel.

The State of Corrections, formerly The Proceedings, includes the events of both the Congress of Correction and the Winter Conference. Published since 1870, it includes selected speeches and panel presentations concerning the latest thoughts and practices in the criminal justice field.

Correctional standards are the most significant improvement in correctional programming. As the basis for accreditation, they give administrators a nationally recognized system for upgrading and improving their correctional services. The Association currently publishes over 20 manuals for every correctional discipline.

To aid in the development of policy with relation to accreditation, Guidelines for the Development of Policies and Procedures are available for adult correctional institutions, adult parole authorities/adult probation and parole field services, adult local detention facilities, adult community residential services, juvenile detention facilities, and juvenile training schools.

Conventions

ACA hosts two national conventions each year that attract more than 5,000 professionals from all aspects of corrections; the Winter Conference held in January, and the Congress of Correction, held in August. These events include a variety of workshops, exhibits, and seminars devoted to addressing topics specific to the corrections profession.

Contracts and Grants

The American Correctional Association has a history of successful grant and contract management and administration. ACA has completed contracts and grants of more than \$30 million. These diverse initiatives, which are funded through federal and private sources, add to the technical expertise and knowledge of the organization as well as to the total field of corrections.

Standards and Accreditation

Perhaps ACA's greatest influence has been the development of national standards and the accreditation process. ACA standards address services, programs, and operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health, and safety of staff and offenders. Standards set by ACA reflect practical up-to-date policies and procedures and function as a management tool for over 1,200 correctional agencies in the United States.

Overview of the Commission on Accreditation for Corrections

The Commission on Accreditation for Corrections (CAC) is a private, nonprofit organization established in 1974 with the dual purpose of developing comprehensive, national standards for corrections and implementing a voluntary program of accreditation to measure compliance with those standards.

The Commission was originally developed as part of the American Correctional Association. In 1979, by joint agreement, the Commission separated from the Association in order to independently administer the accreditation program. Between 1978 and 1986, the organizations shared the responsibility for developing and approving standards and electing members of the Commission. On November 7, 1986, the Commission on Accreditation for Corrections officially realigned itself with the American Correctional Association.

The Commission meets at least twice each year. The responsibility of rendering accreditation decisions rests solely with this board. The members of the Commission represent the full range of adult and juvenile corrections and the criminal justice system. They are elected from the following categories:

National Association of Juvenile Correctional Agencies (1 representative)

Council of Juvenile Correctional Administrators (1 representative)

Association of State Correctional Administrators (2 representatives)

National Sheriffs' Association (2 representatives)

American Jail Association (1 representative)

North American Association of Wardens and Superintendents (1 representative)

International Community Corrections Association (1 representative)

American Probation and Parole Association (1 representative)

Association of Paroling Authorities International (1 representative)

National Juvenile Detention Association (1 representative)

American Bar Association (1 representative)

American Institute of Architects (1 representative)

National Association of Counties (1 representative)

Correctional Health (Physician) (1 representative)

Juvenile Probation/Aftercare (1 representative)

Adult Probation/Parole (1 representative)

At-Large (17 representatives)

Citizen At-Large (Not in Corrections) (1 representative)

Association Staff

Accreditation activities are supported by the staff of the American Correctional Association, Standards and Accreditation Department, under the leadership of the director of the department. Standards and Accreditation Department staff is responsible for the daily operation of the accreditation program. Agencies in the process have contact primarily with the accreditation specialist responsible for their state or agency.

Auditors

Over 600 corrections professionals in the United States have been selected, trained, and employed on a contract basis by the Association. These individuals perform the field work for the Association which includes providing assistance to agencies working toward accreditation, conducting on-site audits of agencies to assess compliance with standards and confirming that requirements are met, and monitoring to ensure maintenance of the conditions required for accreditation. Teams of auditors, referred to visiting committees or audit teams, are formed to conduct standards compliance audits of agencies seeking accreditation and reaccreditation.

Auditors are recruited nationally through announcements in prominent criminal justice publications and at major correctional meetings. Affirmative action and equal employment opportunity requirements and guidelines are followed in the recruitment of auditors. All auditors employed by the Association have a minimum of three years of responsible management experience, have received a recommendation from an agency administrator, and have demonstrated knowledge in the substantive area(s) in which they are employed to assist the Association. In addition, all auditors must successfully complete the Association's auditor training and be members of the ACA in good standing.

Standards Development

Development of the ACA standards began in 1974 with an extensive program of drafting, field testing, revising, and approving standards for application to all areas of corrections. Since then, over 1,200 correctional facilities and programs have adopted the standards for implementation through accreditation, and many others have applied the standards informally themselves.

In the development of standards, the goal was to prescribe the best possible practices that could be achieved in the United States today, while being both realistic and practical. Steps were taken to ensure that the standards would be representative of past standards development efforts, reflect the best judgment of corrections professionals regarding good corrections practice, recognize current case law, and be clear, relevant, and comprehensive. The standards development and approval process has involved participation by a wide range of concerned individuals and organizations. Twenty-three manuals of standards are now used in the accreditation process:

Standards for the Administration of Correctional Agencies Standards for Adult Parole Authorities
Standards for Adult Probation and Parole Field Services Standards for Adult Correctional Institutions
Standards for Adult Local Detention Facilities
Standards for Small Jail Facilities
Standards for Electronic Monitoring Programs
Standards for Adult Community Residential Services
Standards for Adult Correctional Boot Camps
Standards for Correctional Industries
Standards for Core Jails

Standards for Correctional Training Academies

Standards for Juvenile Community Residential Facilities

Standards for Correctional Facilities

Standards for Juvenile Detention Facilities

Standards for Juvenile Day Treatment Programs

Standards for Juvenile Correctional Boot Camps

Standards for Therapeutic Communities

Standards for Small Juvenile Detention Facilities

Standards for Performance-Based Health Care in Adult Correctional Institutions

Certification Standards for Health Care Programs

Standards for Adult Correctional Institutions (in Spanish)

The standards establish clear goals and objectives critical to the provision of constitutional and humane correctional programs and services. The standards include the requirement for practices to promote sound administration and fiscal controls, an adequate physical plant, adherence to legal criteria and provision of basic services. Basic services called for by the standards include the establishment of a functional physical plant, training of staff, adoption of sanitation and safety minimums, and provision of a safe and secure living environment. In offering specific guidelines for facility and program operations, the manuals of standards address due process and discipline, including access to the courts, mail and visitation, searches, and conditions of confinement of special management offenders.

The standards are systematically revised to keep pace with the evolution of different correctional practices, case law, and after careful examination of experiences, applying them over a period of time and circumstances. The ACA Standards Committee, which includes membership from the Commission on Accreditation for Corrections, is responsible for standards development and revision.

The ACA publishes biannual supplement to the standards with updated information and clarifications until new editions of standards manuals are published. Each supplement addresses standards interpretations, deletions, revisions, and additions for all manuals of standards issued by the Standards and Accreditation Department.

Suggestions and proposals for revisions to the standards from the field and interested others are encouraged. The Standards and Accreditation Department has developed a standards proposal form specifically for this purpose. The standards proposal form can be obtained from the Standards Supplement, the ACA website, or Standards and Accreditation Department staff (Appendix A). Proposals should be submitted via the ACA website.

Accreditation Process Descriptions

For over 120 years, the American Correctional Association has been the only national body involved in the development of standards for the correctional field. ACA standards are supported by ACA's Standards and Accreditation Department and the Commission on Accreditation for Corrections, which is the evaluating and certifying body for accreditation. The department is responsible for the administration of accreditation and ongoing development of correctional standards.

The accreditation process is a voluntary program for all types of correctional agencies. For these agencies, accreditation offers the opportunity to evaluate their operations against national standards, to remedy deficiencies, and to upgrade the quality of programs and services. The recognized benefits of such a process include: improved management; a defense against lawsuits through documentation; demonstration of a "good faith" effort to improve conditions of confinement; increased accountability and enhanced public credibility for administrative and line staff; a safer and more humane environment for personnel and offenders; and the establishment of measurable criteria for upgrading programs, staffing, and physical plant on a continuous basis.

A major component of the accreditation process is the standards compliance audit conducted by a visiting committee. The purpose of the audit is to measure operations against the standards, based on documentation provided by the agency.

The Visiting Committee Report

The results of the standards compliance audit are contained in the visiting committee report, a document prepared by the visiting committee chairperson. The report is distributed to the agency administrator and members of the visiting committee. This report is also submitted to the Commission on Accreditation for Corrections for consideration at the accreditation hearing.

The following information is usually contained in the visiting committee report:

Agency and Audit Narrative

The agency narrative includes a description of program services, a description of physical plant, number of offenders served on the days of the audit, a summary significant incidents and consent decrees, class action lawsuits and/or judgments against the agency/facility, if applicable. The audit narrative, prepared by the visiting committee chairperson, describes audit activities and findings. The narrative examines issues or concerns that may affect the quality of life and services in an agency or facility. Quality of life issues include areas such as staff training, adequacy of medical service, sanitation, use of segregation and detention, reported and/or documented incidences of violence and crowding in institutions, offender activity levels, programming and provision of basic services. The audit narrative also contains comments as a result of staff and offender interviews, and a detailed explanation of all noncompliant and not applicable standards.

Agency Response

The agency has three options for standards found in noncompliance: a plan of action; an appeal; or a waiver request.

A **plan of action** is a detailed statement of tasks to be performed in order to achieve compliance with a standard found in noncompliance at the time of the audit. The plan of action designates staff responsibilities and timetables for completion.

An appeal is the agency's attempt to change the visiting committee's decision on a standard. The result of a successful appeal is a change in the status of the standard and a recalculation of the compliance tally.

A waiver may be requested when noncompliance with a standard does not adversely affect the life, health, or safety of staff and offenders and when quality of life conditions compensate for the lack of implementation of a plan of action. The granting of a waiver by the Commission waives the requirement for submitting a plan of action; however, it does not change the noncompliant finding.

A discretionary compliance request is when there are circumstances in which agencies choose not to comply with a particular standard for a variety of reasons. These reasons include:

- An unwillingness to request funds from a parent agency or funding source.
- A preference to satisfy the standard/expected practice's intent in an alternative fashion.
- An objection from a parent agency, higher level government official or funding source to the nature of the standard/expected practice.
- A clear policy in place at a higher level that is contrary to the requirements of the standard/expected practice.
- An existing provision in a collective bargaining agreement that makes compliance impossible (without bargaining with the employees' union to effect such a change).

Auditor's Response

This section contains the visiting committee's final reply to all responses received from the agency and includes comments regarding the acceptability of plans of action, appeals, and waivers.

Accreditation Hearings

The Commission on Accreditation for Corrections is solely responsible for rendering accreditation decisions and considers an agency's application at its next regular meeting following completion of the visiting committee report. The Commission is divided into panels that are empowered to reach and render accreditation decisions. These panels hear the individual application for accreditation and include a quorum of at least three Commissioners which includes the panel hearing chairperson. Agencies are notified in writing of the date, time, and location of the hearings by Standards and Accreditation Department Staff.

The panel hearing is the last step in the process. With the panel chairperson presiding, panel members discuss issues and raise questions relative to all aspects of agency operations and participation in the process. The information presented during the hearing and in the visiting committee report is considered by the panel members in rendering accreditation decisions.

The agency is invited to have a representative at the hearing and, in most cases, one or more individuals attend. When special conditions warrant, the visiting committee chairperson or a member of the visiting committee also may be asked to attend the hearings. When this occurs, the auditor provides information to help clarify controversial issues and responds to questions and concerns posed by panel members.

Attendance by any other parties (i.e. media representatives, public officials, or personnel from agencies other than the applicant) occurs only with the permission of the applicant agency. In these cases, the applicant agency representatives and panel members discuss procedures to be followed before commencement of the hearing.

Conduct of Hearings

The panel schedule provides ample time for review of each individual agency pursuing accreditation. Hearings are conducted by the panel chairperson in accordance with established procedures. Panel proceedings require that a formal vote be taken on all final actions, i.e., agency appeals, waiver requests, and the final accreditation decision of the Commission. All panel proceedings are tape-recorded to assist in preparing minutes of the hearings. Panel activities generally occur as follows:

- Applicant agency representatives are requested by Standards and Accreditation Department staff to be on-call to allow for scheduling flexibility.
- A designated waiting area is usually provided for this purpose.
- When the panel is ready to review the agency, the Standards and Accreditation Department staff representative notifies agency representative(s).
- The hearing opens with an introduction by the panel chairperson.
- The agency representative is asked to give a brief description of the

program.

- If a visiting committee member is present at the hearing, the panel chairperson may request that the auditor present an account of the visit, focusing on matters particularly pertinent to the decision or specific panel actions. In some cases, however, the panel may wish to call on the visiting committee member only to request additional information at different points during the hearing.
- The panel chairperson leads a standard by standard review of noncompliance issues. The agency representative presents information relative to their request for waivers, plans of action, appeals, and discretionary compliance requests. The agency may also present additional materials, including photographs or documentation, for review by the panel.
- Following the agency presentation, the chairperson has the option of calling the panel into executive session to consider the information provided, determine findings, and make an accreditation decision. Whether or not panel deliberations occur in the presence of agency personnel or in executive session varies from panel to panel, considering the preference of panel members and the sensitivity of issues to be discussed regarding the application.

In final deliberations, the Commission panel:

- Ensures compliance with all mandatory standards and at least 90 percent of all other standards.
- Responds with a formal vote to all appeals submitted by the applicant agency.
- Responds with a formal vote to all request for waivers, discretionary compliance, and plans of action submitted by the applicant agency.

At this time, the panel also:

- Assures that an acceptable plan of action will be submitted for every non-compliant standard, including those standards for which appeals of non-compliance and waiver requests have been denied by the panel. In judging the acceptability of plans of action, the panel ensures that all of the information requested on the form is provided. Furthermore, the feasibility of plans to achieve compliance is considered, including specific tasks, time frames, and resource availability (staff and funding) for implementing proposed remedies.
- Addresses to its satisfaction any concerns it has with visiting committee comments about the quality of life in the facility or program, patterns of non-compliance, or any other conditions reviewed by the panel relating to

the life, health, and safety of residents and staff.

For each application, a roll call vote to award accreditation, extend an agency in Candidate or Correspondent Status, or deny accreditation is conducted. The options for final action available to the panel are outlined in the next chapter.

If the panel has deliberated in executive session, agency representatives are invited back into the meeting and informed of the panel's final decision and actions or recommendations on all other issues raised by the applicant. If accreditation has not been granted, the chairperson discusses with agency personnel specific reasons for the decision and the conditions of extension in Candidate or Correspondent Status and procedures for appeal.

Accreditation Decisions

Three decisions relative to the accreditation of an agency are available to panels:

- Three-year accreditation award based on sufficient compliance with standards, acceptance of adequate plans of action for all non-compliant standards and satisfaction of any other life, health, and safety conditions established by the panel. The balance of the contract must be paid in full in order to receive a certificate of accreditation.
- Extension of the applicant agency in Candidate Status (initial accreditation only) for reasons of insufficient standards compliance, inadequate plans of action, or failure to meet other requirements as determined by the panel. The Commission may stipulate additional requirements for accreditation if, in its opinion, conditions exist in the facility or program that adversely affect the life, health, or safety of the offenders or staff. Extension of an applicant in Candidate Status is for period of time specified by the panel and for identified deficiencies if in the panel's judgment, the agency is actively pursuing compliance.
- Probationary Status is determined when the panel specifies that compliance levels are marginal, there is a significant decrease in compliance from the previous audit (in the case of reaccreditation), or there are quality of life issues that would indicate continued monitoring. While an award of accreditation is granted, a monitoring visit must be completed and the report presented at the next meeting of the Commission. The cost for a monitoring visit is borne by the agency at a rate of cost plus 25%. The agency does not have to appear before the Commission for the review of the monitoring visit report. If they choose to do so, all related travel expenses are borne by the agency. Specific expectations for removal from probation are outlined.
- Denial of accreditation removes the agency from Accredited Status (in the case of reaccreditation) and withdraws the agency from the accreditation program. Situations such as insufficient standards compliance, inadequate plans of action, failure to meet other requirements as determined by the panel or quality of life issues may lead to the denial of accreditation, it is

withdrawn from the process and is not eligible to re-apply (as an applicant) for accreditation status for a minimum of six months from the date of that panel hearing. The Commission will explain the process for appeal.

The agency receives written notification of all decisions relative to accreditation after the hearing.

Appeal Process

The accreditation process includes an appeal procedure to ensure the equity, fairness, and reliability of its decisions, particularly those that constitute either denial or withdrawal of Accredited Status. Therefore, an agency may submit an appeal of any denial or withdrawal of accreditation.

The basis for reconsideration is based on grounds that the decision(s) were:

- Arbitrary, capricious, or otherwise in substantial disregard of the criteria and/or procedures promulgated by the Commission.
- Based on incorrect facts or an incorrect interpretation of facts.
- Unsupported by substantial evidence.
- Based on information that is no longer accurate.

The reasonableness of the standards, criteria, and/or procedures for the process may not serve as the basis for reconsideration. The procedures for reconsideration are as follows:

- The agency submits written request for reconsideration to the Director of Standards within 30 days of the adverse decision stating the basis for the request.
- The Executive Committee of the Commission, composed of the officers of the Commission, reviews the request and decides whether or not the agency's request presents sufficient evidence to warrant a reconsideration hearing before the Commission. The agency is notified in writing of the Executive Committee's decision.
- If the decision is made to conduct a hearing, the hearing is scheduled for the next full Commission meeting and the agency is notified of the date.
- The agency, at its option and expense, has the right of representation, including counsel.
- Following the hearing held before the Commission, the decision, reflecting a majority opinion, is made known to the agency immediately.
- Pending completion of the reconsideration process, the agency maintains its

- prior status. Until a final decision has been reached, all public statements concerning the agency's accredited status are withheld.
- Following completion of the reconsideration process, any change in the status of an agency is reflected in the next regularly published list of accredited agencies.

Accredited Status

The accreditation period is three years, during which time the agency must maintain the level of standards compliance achieved during the audit and work towards compliance of those standards found in non-compliance. Regular contact with Standards and Accreditation Department staff should also be maintained.

Annual Report

During the three year accreditation period, the agency submits an annual report to the Standards and Accreditation Department. This statement is due on the anniversary of the accreditation (panel hearing) date and contains the following information:

Current standards compliance levels – This includes any changes in standards compliance since accreditation, listing on a standard-by-standard basis any standard with which the agency has fallen out of compliance or achieved compliance.

Update of plans of action – A progress report is included with respect to plans of action submitted to the hearing panel, indicating completion of plans resulting in compliance with standards and revised plans reflecting the need for additional time, funds, and/or resources to achieve compliance.

Significant Events- A report is made of events and occurrences at the agency during the preceding year that impact on standards compliance, agency operation, or the quality of services provided by the agency. This might include:

- A change in the agency administration and/or major staffing changes mission change or program revisions.
- Mission change or program revisions.
- Changes in the offender population, including number of offenders or general offender profile.
- Physical plant renovations, additions, or closing.
- Any major disturbances, such as extended periods or lock-down, employee work stoppages, etc.
- Any significant incident to include allegations of physical/sexual abuse.
- A death from other than natural causes.

Standards and Accreditation Department staff review the annual report received from the agency and respond to clarity issues or request additional information if necessary.

In addition to submission of the annual report, the agency is responsible for notifying Standards and Accreditation Department staff of any major incident, event, or circumstances

that might affect standards compliance. This notice must be provided to the Standards and Accreditation Department immediately following the event. For example, an agency must notify the Standards and Accreditation Department if it is the subject of a court order, has a major disturbance, escape, physical/sexual abuse (to include allegations), employee work stoppage, death from unnatural causes, or experiences a major fire or other disaster. It it the responsibility of the accredited agency to inform Standards and Accreditation Department staff or provide them with copies of news articles, special reports, or results of investigations that address conditions that affect standards compliance.

Finally, the Standards and Accreditation Department may request that the agency respond to public criticism, notoriety, or patterns of complaint about agency activity that suggests failure to maintain standards compliance. The Standards and Accreditation Department may conduct an on-site monitoring visit to the agency to verify continued compliance.

Monitoring Visits

Monitoring visits to agencies in Accredited Status are conducted by an ACA auditor(s) in order to assess continuing compliance with the standards. A monitoring visit may be conducted at anytime during the accreditation period, with advance notice to the agency. The determination of need for a monitoring visit is based on:

- Compliance levels, findings, and recommendations by the Commission on Accreditation for Corrections during the hearing.
- Incidents or events reported by the agency in its annual report.
- Problems indicated by adverse media reports or correspondence received by Standards and Accreditation Department staff, disturbances at the agency, or special investigations.

The length of the visit varies depending on the number of standards or special issues that must be addressed during the visit. The visits are conducted similar to standards compliance audits, but on a reduced scale. Monitoring visits are charged to the agency at a rate of cost plus twenty-five percent.

Activities, as a general rule, involve a review of all mandatory standards, all standards found in non-compliance at the time of accreditation, and any other concerns identified by the Commission. The visit also involves a tour of the agency and interviews with staff and offenders to ensure maintenance of the requirements of accreditation. It concludes with an exit interview during which the auditor informs the agency staff of the findings of the visit.

Following the visit, the auditor prepares a monitoring visit report that addresses findings of the visit. The report includes a list of standards reviewed, explanation of non-compliance findings, results of the tour and interviews with agency staff and offenders, and discussion of any issues believed to be relevant to the agency's accreditation. The report, as with others prepared by auditors, is reviewed and sent to the agency by Standards and Accreditation staff.

When a monitoring visit to the agency reveals deficiencies in maintaining compliance levels that existed at the time of accreditation, or less than 100 percent compliance with mandatory standards, the agency prepares a response providing explanation of the problems indicated in the report. When the agency has failed to maintain compliance with all mandatory standards, the monitoring visit report and the agency response are submitted to the Commission on Accreditation for Corrections for review during a regular hearing. Agency representatives are advised of the date, time, and location of the review, and are invited to attend. At the discretion of the Commission, the agency may be placed in probationary status and a revisit conducted to determine if deficiencies have been corrected.

Revocation of Accreditation

If the Commission panel believes that an agency's failure to maintain continuous compliance with certain standards is detrimental to life, health, and safety of residents and staff, the Commission may place an agency on probation. Probationary status last for a specific period of time designated by the Commission at its next regularly schedule meeting. The Commission again reviews the program and considers removing the probationary status or revoking accreditation. When the agency corrects the deficiencies within the probationary status period and the corrections have been verified and accepted, the agency resumes its status as an accredited agency. An agency that does not satisfactorily correct the deficiencies may be withdrawn from accreditation.

Another condition that may result in a rehearing and consideration of revocation is following a significant event in an agency (i.e. major disturbance, death from other than natural causes or allegations of physical/sexual abuse of offenders). Failure to notify the Standards and Accreditation Department in a timely manner may result in suspension of the agency's accreditation. Once ACA is notified of the major event, the Director of Standards and Accreditation may consult with the Executive Committee of the Commission, who may request a monitoring visit. If a visit is warranted, ACA will notify the agency and a date will be established with the concurrence of the facility. The monitoring visit will take place within 14 days of this notification. The monitoring visit report will be sent to the Director of Standards within 7 days of the monitoring visit and then forwarded to the Executive Committee of the Commission. Following review of the report, a determination will be made by the Executive Committee as to whether revocation of accreditation is warranted. Prior to any rehearing, agency representatives will be notified, so that any issues may be addressed and responded to in writing.

Accreditation is revoked for the following reasons:

- Failure on the part of the agency to adhere to the provisions on the contract.
- Failure on the part of the agency to maintain continuous compliance with the standards at levels sufficient for accreditation.
- Intentional misrepresentation of facts, lack of good faith, or lack of deliberate speed or a concerted effort to progress in the accreditation process, including the implementation of plans of action.

- Failure to notify ACA of significant incidents in the annual report to the Commission.
- Adverse conditions of confinement that affect the life health, and/or safety of staff and offenders.
- Failure to comply with the conditions of probation or suspension.

Standards and Accreditation Department staff notify the agency in writing of the specific reasons identified by the Commission for the revocation hearing. Agencies may appeal the decision of the Executive Committee to the full board of the Commission on Accreditation for Corrections. Appeals must be submitted within 30 days. The agency may apply to reenter the process 180 days after the revocation of accreditation.

Expiration of Accredited Status

Accreditation is granted for a three year period. Unless the agency has applied for reaccreditation and completed activities in the process required for reaccreditation, the Commission withdraws the agency from Accreditation Status after this three year period.

For agencies in Accredited Status that are seeking subsequent accreditation, administrative extensions of Accredited Status may be granted under certain conditions. For example, relocation of the facility, staff turnover, and major renovations often warrant an extension. In these cases, a written request to the Director of Standards and Accreditation is required, outlining the reasons for extending the accreditation period. Agencies that fail to successfully complete an audit within the three year period, or do not receive an extension prior to their expiration date, are withdrawn from Accredited Status.





Visiting Committee Report and Hearing Minutes

CONFIDENTIALITY

The American Correctional Association and the Commission on Accreditation for Corrections do not disclose to external parties specific information contained in this Accreditation Report or information discussed in the Accreditation Hearing. The Association encourages all participating agencies to provide information to the media about their accreditation activities, including disclosure of the Self-Evaluation and Accreditation Report.

COMMISSION ON ACCREDITATION FOR CORRECTIONS PANEL ACTION REPORT

Salt Palace Convention Center Salt Lake City, Utah

August 17, 2014

Community Education Centers Inc. Arapahoe County Residential Center

Littleton, Colorado

Agency Representatives: Angie Riffel, Director

Gerald McCormac, Deputy Director of Quality

Management

Tina Price, Director of Quality Management

Panel Members: Elias Diggins, Chairperson

Dr. Lester Lewis Justin Jones Angela Goehring

Staff: John Dowdy

Panel Action

No panel action required

Accreditation Panel Decision

Moved: Commissioner Jones Seconded: Commissioner Goehring

Three-Year Accreditation: Yes

Accreditation Vote Yes No

Commissioner Diggins
Commissioner Lewis
Commissioner Jones

Final Tally

Mandatory 100% Non-Mandatory 100%

COMMISSION ON ACCREDITATION FOR CORRECTIONS STANDARDS COMPLIANCE REACCREDITATION AUDIT

Community Education Centers Inc. Arapahoe County Residential Center Littleton, Colorado

May 5-6, 2014

VISITING COMMITTEE MEMBERS

Rick Hart, Chairperson Correctional Consultant 809 Belair Circle Benton, Arkansas 72015 (501) 672-6754 rickh1948@yahoo.com

Alfred (Buzz) Wood Correctional Consultant 335 North Main Street Sharon, Massachusetts 02067 (781) 983-2970 bwood1957@gmail.com

A. Introduction

The audit of the Arapahoe County Residential Center, Littleton, Colorado, was conducted on May 5-6, 2014 by the following team: Rick Hart, Chairperson and Alfred (Buzz) Wood, member.

B. Facility Demographics

Rated Capacity: 206 Actual Population: 86

Average Daily Population for the last 12 months: 95.3

Average Length of Stay: 208

Security/Custody Level: Minimum Security/Custody

Age Range of Offenders: 18 to 65+

Gender: Female Full-Time Staff: 19

4 Administrative, 2 Support, 5 Program, 8 Security, 0 Other

C. Facility Description AND Program Description

The Arapahoe County Residential Center (ACRC) is an adult residential re-entry program located at 2135 West Chenango Avenue, Littleton, Colorado. Littleton is a suburb of Denver, Colorado and the location is approximately eight miles from Denver's city center. The Arapahoe County Residential Center is operated by Community Education Centers Inc. (CEC), a for profit corporation with headquarters in West Caldwell, New Jersey. CEC provides residential re-entry and in-prison treatment services to approximately 30,000 offenders in 18 different states.

The physical plant consists of a single one-story wood frame structure of approximately 26,550 Sq. Ft. The building was constructed in the late 1960s, but was extensively renovated in 2006. Community Education Centers assumed management of the center on May 1, 2007. The facility opened in 1985 and was to supply local criminal justice agencies with a sentencing alternative. The facility continues to serve that purpose.

A conditional use permit from the city of Littleton provides a rated capacity of 206 residents. However, the facility does not operate near capacity and the average daily population over the last twelve months is 95.3. At the time of the audit the actual population was 86. Arapahoe County Residential Center houses female offenders only.

The facility is equipped with a commercial kitchen, dining room, security station, staff offices and ample programming space. Residents are housed in dorm-style units. There are three large resident rooms housing 16-18 each and one, two person room. The majority of rooms house between 4-12 residents each.

The facility receives offenders from three primary referral sources; 18thth Judicial District, Colorado Department of Corrections and Colorado State Parole Board (through Colorado Department of Corrections staff).

Offenders received from the 18th Judicial District are referred to as "direct sentenced" or "diversion" clients and are serving their sentence in the community rather than prison. Offenders received from the Colorado Department of Corrections are referred to as "transition" clients and are minimum custody inmates approaching their anticipated release date. Offenders referred by the Colorado State Parole Board are technical parole violators. There is no separation of offenders of each group in the housing areas.

Programming at ACRC is designed to facilitate each offender's transition from incarceration to independent, productive community living. All residents participated in the "Women's Correctional Recovery Academy," a program specifically designed for female offenders re-entering society. The academy curriculum is based on cognitive restructuring theory and is performance based. All able offenders are expected to seek and maintain full-time employment. Parole violators are not eligible for employment until after spending 30 days at the facility. At the time of the audit over 76% of those eligible for employment were gainfully employed. The program uses a level system based on the time in the program and resident behavior. Many of the residents are release on intensive parole supervision after completing approximately 208 days in the program. The mission of Arapahoe County Residential Center is "to provide a healthy, drug-free, safe and secure environment within which we will provide treatment and education services that focus changing addictive and criminal behaviors. We provide our participants with the knowledge and skills necessary to lead a productive lifestyle prior to reintegration into their communities."

D. Pre-Audit Meeting

The team met on May 3, 2014, in Englewood, Colorado, to discuss the information provided by the Association staff and the officials from Arapohoe County Residential Center.

The chairperson divided standards into the following groups:

Standards # 4-ACRS 1A-01 through 4C-24 to Rick Hart, Chairperson Standards #4-ACRS-5A-01 through 7F-10 to Alfred (Buzz) Wood, Member

E. The Audit Process

1. Transportation

The team was escorted to the facility by Gerald McCormac, Deputy Director of Quality Management, Community Education Centers.

2. Entrance Interview

The audit team proceeded to the conference room where we met with Angie Riffel, Director Arapahoe County Residential Center (ACRC). The team expressed the appreciation of the Association for the opportunity to be involved with (ACRC) in the accreditation process. Other management staff were invited in to attend the formal entry meeting.

The following persons were in attendance:

Kevin Duckworth, Vice President of the Western Region William Waid, National Food Service Director Raul Perez, Regional Food Service Director Emily Bottoms, Deputy Director of the Western Region Gerald McCormac, Deputy Director of Quality Management Angie Riffel, Director Stephanie Jurasek, Interim Director/ Case Manager Coordinator Matthew Brandt, Operations Coordinator

It was explained that the goal of the visiting team was to be as helpful and non-intrusive as possible during the conduct of the audit. The chairperson emphasized the goals of accreditation toward the efficiency and effectiveness of correctional systems throughout the United States. It was explained that the mandatory standards would be reviewed first, after the tour of the facility was completed. The audit schedule was also discussed at this time.

3. Facility Tour

The team toured the entire facility from 8:30 to 10:15. The following persons accompanied the team on the tour and responded to the team's questions concerning facility operations:

Gerald McCormac, Deputy Director of Quality Management Angie Riffel, Director Stephanie Jurasek, Interim Director/ Case Manager Coordinator Matthew Brandt, Operations Coordinator

If facility notices were posted throughout the facility please make a note of this. ACA facility notices were posted throughout the facility in areas frequented by staff, residents and visitors alike. If they were not posted please note that you did not observe any of the facility notices of upcoming audit posted throughout the facility.

4. Conditions of Confinement/Quality of Life

During the tour, the team evaluated the conditions of confinement at the facility. The following narrative description of the relevant programmatic services and functional areas summarizes the findings regarding the quality of life.

Security:

Security is the primary responsibility of the 8 Residential Supervisors. Security shifts are 5:00 a.m. to 5:00 p.m. and 5:00 p.m. to 5:00 a.m. The audit team found the all staff to be alert, focused and well trained. A minimum of four random counts are conducted on each of the two security shifts. In the event of security shortages, the Operations Coordinator and occasionally a case manager will fill in. Two staff is required to man security every day. Each offender is required to submit to random drug screening (urinalysis) a minimum of twice per month. Residents undergo a property search and alcohol testing upon their return to the facility. Prior to departing the facility and upon re-entering the facility, residents are responsible for signing in/out. All movements, locations and expected time of arrivals are recorded electronically. A software program, SecurManage System, provides late arrival reports for any offender that does not return at the specified time. If an offender is two hours or more hours late in reporting back to the facility, the resident is considered to be on escape status. The SecurManage System is also used to record medications, urinalysis, Breathalyzer testing and search results. Verification checks are made to ensure residents released to the community are in their proper place. A total of 22 surveillance cameras are used to monitor common areas of the facility. Cameras are not placed in resident These cameras are recorded on a DVR and can be retrieved in an investigation. The security program at ACRC appears effective and is appropriate for the custody/security level of the facility. The facility was quiet and orderly during the entire audit.

Environmental Conditions:

The facility is centrally heated and air conditioned. All areas of the facility exceeded standards related to lighting and air circulation. The required number of showers, wash basins, toilets and urinals exceeded standard requirements. Smoking is permitted in a designated area outside the facility and the audit team found no evidence of smoking inside the facility.

The facility has a rated capacity of 206, but operates well below capacity. Rooms 18-20-24 were vacant at the time of the audit due to a leaky roof. The vacant rooms were clean and checked daily. There is no evidence of crowding. Resident living areas are extremely clean and well organized. Pay phones had been removed and the residents were able to us a courtesy phone to conduct their day to day business. Motivational posters are displayed throughout the facility and enhance the overall positive environment.

Sanitation:

The audit team found a high level of cleanliness/sanitation in all areas of the facility. There was a clean smell throughout the entire facility. A comprehensive housekeeping plan is in place and followed. Residents in the program are all assigned housekeeping chores and participate in duties of a "chore closet" to keep the facility clean. Upon completion, chore assignments are assessed by staff. Residents also participate in weekly "GI" or deep cleaning of the facility. Mops, mop buckets, brooms etc. were clean and functional. It is clear that cleanliness is a regular order of business at ACRC.

Fire Safety:

The fire authority having jurisdiction is Littleton Fire Rescue located approximately ½ mile away. A recent annual inspection was conducted. All areas of the facility, including storage areas, are sprinkled. There is a fully functioning automated fire alarm system. Peripheral devices include fire extinguishers, emergency lighting, pull stations, exiting signs/lights, manual pull stations and an Ansel fire suppression system in the kitchen. Peripheral devices are appropriately placed and fully functional. The fire alarm control panel is monitored 24X7 and automatically notifies the local fire department in the event of an alarm. All elements of the fire alarm system and peripheral devices are checked and tested annually or according to manufacturer's requirements. Evacuation drills are conducted monthly and on each shift at least quarterly with both staff and residents attesting to participating in a regular fire drill. Exiting was well marked and clear of any obstructions. All mattresses and pillows were approved for flame/smoke retardance. There was no evidence of smoking inside the facility. The minimal flammable materials that are used are well controlled. The overall fire safety program provides a safe environment.

Food Service:

The facility has a fully equipped kitchen and a spacious dining room. The facility employs two full-time cooks and provides three meals daily to the resident population. The kitchen is inspected annually by the Tri-County Health Department and is in full compliance with sanitation codes. Daily temperature checks of refrigerator and food storage areas are conducted and were found to be in compliance with recommended ranges.

A four week cycle menu, approved by a licensed CEC dietician is followed. Religious and therapeutic diets are provided as needed. The audit team ate a noon meal which consisted of a turkey sandwich, soup, chips, peaches, and a Kool-Aid type drink. The meal was found to be adequate in terms of portion size. The meal was well presented and quite acceptable in terms of taste. The meal selections followed the posted menu.

Medical Care:

Arapahoe County Residential Center does not provide on-site medical treatment, except for emergency situations. All staffs are trained in CPR/First Aid and a fully functioning AED is readily available.

Residents are responsible for addressing medial services and related expenses through a community provider. Residents are provided unimpeded access to health care by completing a "medical special pass." The facility has a written agreement with Swedish Hospital for emergency care. Prescription medications are stored in a secure location. Staff monitors ingestion of the medication. Medications received and taken are recorded electronically in the Secure Manage System. There is a pill count at each time a resident takes their medication and monthly audits are conducted. Residents are permitted to carry approved over the counter including inhalers. An approved list of over approved over the counter medications is provided to residents.

Recreation:

On-Site recreational opportunities are generally limited to board games and television viewing. Residents are encouraged to take outside passes to access recreational activities in the community. The audit team recognizes the need for additional recreation opportunities and encouraged the facility to pursue acquisition of exercise equipment and outside games that could be safely played in the courtyard.

Religious Programming:

A non-denominational worship service is provided on Sunday evenings. There are two bible study groups weekly. Residents on Level II or above are able to request a pass to attend the spiritual service of their choice. Every effort is made to accommodate all religious faiths. Offenders are required to bring back a service bulletin as proof of their attendance.

Offender Work Programs:

All residents are assigned chores at the facility. In addition, all able residents are expected to work full-time (32 hour minimum) in the community. A daily subsistence fee of \$17 is mandated by the State of Colorado. Program requirements also include restitution, court ordered fees and support payments. Residents are required to pay treatment fees to third party treatment providers. Treatment fees are paid directly to the provider. At the time of the audit, 71% of those eligible for employment in the community were employed.

Academic and Vocational Education:

Residents who have not completed high school or who do not have a GED are required to work toward achieving their GED by attending one pre-GED class per week during non-work hours. Arapahoe County College provides GED preparation and testing. Vocational training is provided through "Denver Green Jobs" and "Empowerment", a vocational training program for women.

Social Services:

Programming is based on the results of a SOA=R a standardized assessment. All residents are required to participate in the Women's Correctional Recovery Academy. The academy is based on the cognitive-re-structuring theory and is facilitated by trained ACRC staff. During the audit, the team observed a phase one class where 8 residents were attending and another phase II class with 12 residents attending. Academy participants attend the following classes: Substance Abuse, Employment, Relationship Issues, Self-Esteem, Core Skills for Success, Parenting, Anger Management, Wellness, Gang Intervention, GED, Relapse Prevention, Victim Empathy, and Health and Wellness. Offenders in need of treatment choose from a list of third party providers that have been approved by the State of Colorado. Treatment options include drug/alcohol treatment, sex offender treatment, anger management, domestic violence and preventing relapse.

With the exception of mental health counseling, residents are required to pay for third party treatment programs. Payment is made directly to the third party vendor. Mental health treatment is generally provided free to residents through Arapahoe/Douglas Mental Health.

Visitation:

Visitation is provided on Saturday's Sundays and holidays from 9-11, and 2-4. Visitors can attend one visitation session only, but can visit on both Saturday and Sunday. All children may visit their parent resident. Offenders are encouraged to maintain ties with their families and special visits are arranged as needed. Regular passes to home may be earned thru a merit system.

Library Services:

The facility maintains a small selection of books in each day room. Residents are encouraged to obtain passes to the local library. Access to a law library is available through the local library, Colorado State Law Library, or on-line. Residents are permitted access to these resources as needed. There is an online computer that is available for their regular use and job hunting.

Laundry:

There are two laundry rooms available on-site. There were a total of 6 washers and 7 dryers. Two of the dryers were out of order at the time of the audit, but a call to a repair man had been scheduled. Laundry hours are posted. Indigent offenders are provided free access to laundry equipment until they are self-sufficient. Linens are to be laundered weekly and this is closely monitored by staff. Residents may also do their laundry at home or their sponsor's home, while on pass.

F. Examination of Records

Following the facility tour, the team proceeded to the conference room to review the accreditation files and evaluate compliance levels of the policies and procedures. The facility has no notices of non-compliance with local, state, or federal laws or regulations.

1. Litigation

Over the last three years, the facility had no consent decrees, class action lawsuits or adverse judgments.

2. Significant Incidents/Outcome Measures

The Significant Incident Summary and Outcome Measures worksheets for 2013 are consistent with a minimum security facility.

3. Departmental Visits

Team members visited the following departments to review conditions relating to departmental policy and operations:

Department Visited	Person(s) Contacted
Security Office	Cheyene Walker Renae Steinback
Food Service/Kitchen	Audra Gardner
Classrooms	Courtney Freeman Lauren Martines
Dayroom	
Courtyard	
Administrative Offices	Joline Martinez
	Matt Brandt

4. Shifts

The team visited with both shifts during their regular shift times. The auditors met with all staff at the facility and observed them doing their counts, dispensing medication and inventorying them, interacting with residents, searching residents and conducting shift change. It was apparent that both the leadership and all staff were committed to the jobs and this facility's operation.

5. Status of Previously Non-compliant Standards/Plans of Action

The team found that there were no previously non-compliant standards.

G. Interviews

During the course of the audit, team members met with both staff and offenders to verify observations and/or to clarify questions concerning facility operations.

1. Offender Interviews

During the two days, the Audit Team interviewed fifteen residents. The comments of the residents was positive towards the facility overall. The programs received very positive reviews with a number of residents stating that the programs were helping them to turn their lives around. There were positive comments toward the staff and that the staff was always available to talk to the residents. There were no major complaints regarding the food other than receiving bologna two days in a row. All of the residents stated that they felt safe in the facility.

2. Staff Interviews

During the two days, the Audit Team interviewed eighteen staff members consisting of administrative staff, programs staff, security staff and support staff. All the staff interviewed spoke very positive towards the parent organization (CEC). The programs staff, security staff and support staff spoke highly of the Director and administration. They stated that the Director and her staff are there to help and assist where needed. All of the staff showed great pride in what they do and the morale is above average.

H. Exit Discussion

The exit interview was held at 12 noon in the classroom with Kevin Duckworth and 15 staff in attendance.

The following persons were also in attendance:

Kevin Duckworth, Western Region Vice President Tina Price, Director of Quality Management William Wade, National Food Service Emily Bottoms, Deputy Director of the Western Region Raul Perez, Regional Food Service Directors Gerald McCormac, Deputy Director of Quality Management Angie Riffel, Director ACRC Elizabeth Ramirez, Director Tooley Hall Stephanie Juresek, Case Manager Coordinator Matthew Brandt, Operations Coordinator Joline Martinez, Administrative Coordinator Audra Gardner, Kitchen Manager Courtney Freeman, Program Counselor Courtney Gaston, Program Counselor Renee Hurtado, Program Counselor Emie Alders, Program Counselor Renae Steinbach, Resident Manager

The chairperson explained the procedures that would follow the audit. The team discussed the compliance levels of the mandatory and non-mandatory standards and reviewed their individual findings with the group.

The chairperson expressed appreciation for the cooperation of everyone concerned and congratulated the facility team for the progress made and encouraged them to continue to strive toward even further professionalism within the correctional field.

COMMISSION ON ACCREDITATION FOR CORRECTIONS

AND THE

AMERICAN CORRECTIONAL ASSOCIATION

COMPLIANCE TALLY

Manual Type	Adult Community Residential Services, 4th Edition		
Supplement	2012 Standards Supplement		
Facility/Program	Arapahoe County Residential Center		
Audit Dates	May 5-6, 2014		
Auditor(s)	Rick Hart Chairman/Alfred "Buzz" Wood Member		
	MANDATORY	NON-MANDATORY	
Number of Standards in Manual	33	221	
Number Not Applicable	0	21	
Number Applicable	33	200	
Number Non-Compliance	0	0	
Number in Compliance	33	200	
Percentage (%) of Compliance	100%	100%	

- Number of Standards minus Number of Not Applicable equals Number Applicable
- Number Applicable minus Number Non-Compliance equals Number Compliance
- Number Compliance divided by Number Applicable equals Percentage of Compliance

COMMISSION ON ACCREDITATION FOR CORRECTIONS

Community Education Centers Inc. Arapahoe County Residential Center Littleton, Colorado

May 5-6, 2014

Visiting Committee Findings

Non-Mandatory Standards

Not Applicable

Standard #4-ACRS-1A-14

MALE AND FEMALE OFFENDERS DO NOT OCCUPY THE SAME SLEEPING ROOM.

FINDINGS:

Arapahoe County Residential Center (ACRC) houses females only-single gender.

Standard #4-ACRS-2A-05

WHEN BOTH MALES AND FEMALES ARE HOUSED IN THE FACILITY, AT LEAST ONE MALE AND ONE FEMALE STAFF MEMBER ARE ON DUTY AT ALL TIMES.

FINDINGS

ACRC houses females only-single enter

Standard #4-ACRS-2A-06

IF EMPLOYEE'S CONTRACTS ARE GOVERNED BY CIVIL SERVICE OR UNIONS, PROCEDURES PROVIDE FOR PROVISIONAL APPOINTMENTS TO ENSURE THAT SHORT-TERM PERSONNEL, BOTH FULL-TIME AND PART-TIME, CAN BE AVAILABLE DURING EMERGENCIES.

FINDINGS:

ACRC employees are not governed by civil service or unions.

Standard #4-ACRS-2A-13

THE ELECTRONIC MONITORING PROGRAM HAS A SYSTEM OF ACCOUNTING FOR AN OFFENDER AT ALL TIMES, INCLUDING VERIFICATION OF ACTIVITIES, REPORTING OF TARDINESS AND/OR ABSENCE FROM REQUIRED SERVICES OR ACTIVITIES, AS WELL AS OTHER PROGRAM VIOLATIONS.

FINDINGS:

ACRC does not have an electronic monitoring program.

Standard #4-ACRS-2A-14

ACCESS TO COMPUTER EQUIPMENT IS LIMITED TO AUTHORIZED PERSONNEL WITH SECURITY CODES. ADEQUATE POWER AND COMMUNICATION BACKUP SYSTEMS PROVIDE CONTINUOUS, UNINTERRUPTED OPERATIONS.

FINDINGS:

ACRC does not have an electronic monitoring program.

Standard #4-ACRS-2A-15

ANY INTERRUPTION IN SERVICE IS DOCUMENTED AND REPORTED TO THE AUTHORITY HAVING JURISDICTION.

FINDINGS:

ACRC does not have an electronic monitoring program.

Standard #4-ACRS-2A-16

A DETAILED WRITTEN OFFENDER SCHEDULE IS DEVELOPED AND SIGNED BY A STAFF MEMBER AND THE OFFENDER.

FINDINGS:

ACRC does not have an electronic monitoring program.

Standard #4-ACRS-2A-17

PROVISIONS ARE MADE FOR THOSE WHO ARE UNABLE TO PAY PROGRAM COSTS.

FINDINGS:

ACRC does not have an electronic monitoring program.

Standard #4-ACRS-2C-04

MANUAL OR INSTRUMENT INSPECTION OF BODY CAVITIES IS CONDUCTED ONLY WHEN THERE IS REASON TO DO SO AND WHEN AUTHORIZED BY THE FACILITY ADMINISTRATOR OR DESIGNEE.

FINDINGS:

Body cavity searches are prohibited by policy.

Standard #4-ACRS- 2C-05

INSPECTION OF BODY CAVITIES IS CONDUCTED IN PRIVATE BY HEALTH-CARE PERSONNEL.

FINDINGS:

Body cavity searches are specifically prohibited by policy.

Standard #4-ACRS-4C-14-1 ADDED JANUARY 2003.

WHERE NURSING INFANTS ARE ALLOWED TO REMAIN WITH THEIR MOTHERS, PROVISIONS ARE MADE FOR A NURSERY, STAFFED BY QUALIFIED PERSONS, WHERE THE INFANTS ARE PLACED WHEN THEY ARE NOT IN THE CARE OF THEIR MOTHERS.

FINDINGS:

ACRC does not have a mother-infant program.

Standard #4-ACRS-4C-17

IF TREATMENT IS PROVIDED BY HEALTH-CARE PERSONNEL OTHER THAN A PHYSICIAN, DENTIST, PSYCHOLOGIST, OPTOMETRIST, PODIATRIST, OR OTHER INDEPENDENT PROVIDER SUCH TREATMENT IS PERFORMED PURSUANT TO WRITTEN STANDING OR DIRECT ORDERS BY PERSONNEL AUTHORIZED BY LAW TO GIVE SUCH ORDERS.

FINDINGS:

ACRC neither provides medical treatment nor contracts with an independent provider.

Standard #4-ACRS-4C-18

IF THE FACILITY PROVIDES MEDICAL TREATMENT, PERSONNEL WHO PROVIDE HEALTH-CARE SERVICES TO OFFENDERS ARE QUALIFIED. DUTIES AND RESPONSIBILITIES OF SUCH PERSONNEL ARE GOVERNED BY WRITTEN JOB DESCRIPTIONS APPROVED BY THE HEALTH AUTHORITY. VERIFICATION OF CURRENT CREDENTIALS AND JOB DESCRIPTIONS ARE ON FILE IN THE FACILITY. APPROPRIATE STATE AND FEDERAL LICENSURE, CERTIFICATION OR REGISTRATION REQUIREMENTS, AND RESTRICTIONS APPLY.

FINDINGS:

ACRC does not provide medical treatment.

Standard #4-ACRS-4C-19

IF THE FACILITY PROVIDES MEDICAL TREATMENT, OFFENDERS MAKE MEDICAL DECISIONS WITH INFORMED CONSENT. ALL INFORMED CONSENT STANDARDS IN THE JURISDICTION ARE OBSERVED AND DOCUMENTED FOR OFFENDER CARE.

FINDINGS:

ACRC does not provide medical treatment.

Standard #4-ACRS-4C-22

IF MEDICAL TREATMENT IS PROVIDED BY THE FACILITY, ACCURATE HEALTH RECORDS FOR OFFENDERS ARE MAINTAINED SEPARATELY AND CONFIDENTIALLY.

FINDINGS:

ACRC does not provide medical treatment.

Standard #4-ACRS-4C-23

IF MEDICAL TREATMENT IS PROVIDED BY THE FACILITY, THE METHOD OF RECORDING ENTRIES IN THE RECORDS, THE FORM AND FORMAT OF THE RECORDS, AND THE PROCEDURES FOR THEIR MAINTENANCE AND SAFEKEEPING ARE APPROVED BY THE HEALTH AUTHORITY.

FINDINGS:

ACRC does not provide medical treatment.

Standard #4-ACRS-4C-24

IF MEDICAL TREATMENT IS PROVIDED BY THE FACILITY, FOR OFFENDERS BEING TRANSFERRED TO OTHER FACILITIES, SUMMARIES OR COPIES OF THE MEDICAL HISTORY RECORD ARE FORWARDED TO THE RECEIVING FACILITY PRIOR TO OR AT ARRIVAL.

FINDINGS:

ACRC does not provide medical treatment.

Standard #4-ACRS-5A-26

THE FACILITY'S LOCATION FACILITATES ACCESS TO AND THE USE OF COMMUNITY-BASED SERVICES, RESOURCES, AND PUBLIC TRANSPORTATION. [NEW CONSTRUCTION ONLY]

FINDINGS

ACRS is not new construction.

Standard #4-ACRS-6A-04-1 ADDED JANUARY 2002.

THE ASSIGNMENT OF APPROPRIATELY TRAINED INDIVIDUALS TO ASSIST DISABLED OFFENDERS WHO CANNOT OTHERWISE PERFORM BASIC LIFE FUNCTIONS IS PROVIDED.

FINDINGS:

ACRC does not receive residents who cannot perform basic life functions.

Standard #4-ACRS-7A-02

A SOLE PROPRIETOR OPERATING A FACILITY IS ABLE TO DOCUMENT THAT NECESSARY LEGAL MEASURES HAVE BEEN TAKEN TO PROVIDE CONTINUITY OF SERVICE IN THE EVENT OF BANKRUPTCY, INCAPACITATION, RETIREMENT, OR DEATH.

FINDINGS:

ACRC is not owned by a sole proprietor.

Standard #4-ACRS-7D-29

WHERE A COMMISSARY OR CANTEEN IS OPERATED FOR OFFENDERS, CANTEEN FUNDS ARE AUDITED INDEPENDENTLY FOLLOWING STANDARD ACCOUNTING PROCEDURES. AN ANNUAL FINANCIAL STATUS REPORT IS AVAILABLE AS A PUBLIC DOCUMENT.

FINDINGS:

ACRC does not operate a commissary or canteen.

Significant Incident Summary

This summary is required to be provided to the chair of your audit team upon their arrival. The information contained on this form will also be summarized in the narrative portion of the visiting committee report and will be incorporated into the final report. It should contain data for the last 12 months; indicate those months in the boxes provided. Please type the data. If you have questions on how to complete the form, please contact your regional manager.

Facility: Arapahoe County Residential Center

Year: 2013

·	F • • • • · · · · · · · · · · · · ·		Contract Con										
Incidents		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Marc h	April
Assault: Offenders/ Offenders*	Types (sexual**, physical, etc.)	0	0	0	0	0	0	0	0	0	0	0	0
	With Weapon	0	0	0	0	0	0	0	1	0	0	0	0
	Without Weapon	0	0	0	0	0	0	0	0	0	0	0	0
Assault: Offender/ Staff	Types (sexual**, physical, etc.)	0	0	0	0	0	0	0	0	0	0	0	0
	With Weapon	0	0	0	0	0	0	0	0	0	0	0	0
	Without Weapon	0	0	0	0	0	0	0	0	0	0	0	0
Number of Forced Moves Used***		0	0	0	0	0	0	0	0	0	0	0	0
Disturbances****		None	None	None	None	None	None	None	None	None	None	None	None
Number of Times Chemical Agents Used		0	0	0	0	0	0	0	0	0	0	0	0
Number of Times Special Reaction Team Used		0	0	0	0	0	0	0	0	0	0	0	0
Four/Five Point	Number	2	4	4	4	7	2	1	5	1	3	4	1
Restraints	Type (chair, bed, board, etc.)	None	None	None	Disci pline	(3) Enfor ceme nt of Facili ty Rules	None	None	None	None	None	None	None
Offender Medical Referrals as a Result of Injuries Sustained													
Escapes	Attempted	0	0	0	1	3	0	0	0	0	0	0	0
	Actual	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Substantiated Grievances (resolved in favor of	Reason (medical, food, religious, etc.)	0	0	0	0	0	0	0	0	0	0	0	0
offender)	Number	0	0	0	0	0	0	0	0	0	0	0	0

	Deaths	Reason (violent, illness, suicide, natural)	0	0	0	0	0	0	0	Î	0	0	0	0
L		Number	0	0	0	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	0	0	0



^{*}Any physical contact that involves two or more offenders

**Oral, anal or vaginal copulation involving at least two parties

***Routine transportation of offenders is not considered Aforced@

****Any incident that involves four or more offenders. Includes gang fights, organized multiple hunger strikes, work stoppages, hostage situations, major fires, or other large scale incidents

		ACRC/ACRS Outcome Measure Worksheet Date: 4-30-14	2013	
Standard	Outcome Measure		Value	Calculated O.M
1A	(1)	Number of worker compensation claims filed for injuries that resulted from the physical environment in the past 12 months	0	
	divided by	Average number of Full-Time Equivalent staff positions during the past 12 months	21	0.00%
	(2)	Number of illnesses requiring medical attention as a result of the physical environment of the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the past 12 months	95	0.00%
	(3)	Number of physical injuries or emotional trauma requiring treatment as a result of the physical environment of the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(4)	Number of sanitation or health code violations identified by external agencies in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
1B	(1)	Number of accidents resulting in property damage in the past 12 months	0	
	divided by	total number of miles driven in the past 12 months unless otherwise noted	6,466	0.00%
	(2)	Number of accidents resulting in injuries requiring medical treatment for any party in the past 12 months	0	
	divided by	total number of miles driven in the past 12 months unless otherwise noted.	6,466	0.00%
	(3)	Amount (\$) of damage from vehicle accidents in the past 12 months.	\$0.00	
	divided by	total number of miles driven in the past 12 months unless otherwise noted.	6,466	\$0.00

1C	(1)	Number of emergencies, caused by forces external to the facility, that result in property	0	
		damage in the past 12 months.		
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(2)	Number of injuries, caused by forces external to the facility, requiring medical attention that results from emergencies in the past 12 months.	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(3)	Number of times that normal facility operations were suspended due to emergencies caused by forces external to the facility in the past 12 months.	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(4)	Number of hours that facility operations were suspended due to emergencies caused by forces external to the facility in the past 12 months	0	
	divided by	Number of emergencies caused by forces external to the facility.	0	0.00
	(5)	Number of emergencies that were not caused by forces external to the facility that resulted in property damage in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(6)	Number of injuries requiring medical attention that result from emergencies that were not caused by forces external to the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(7)	Number of times that normal facility operations were suspended due to emergencies that were not caused by forces external to the facility in the past 12 months.	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(8)	Number of hours that facility operations were suspended due to emergencies that were not caused by forces external to the facility in the past 12 months.	0	

	divided		0	0.00%
	by	Number of emergencies.		010011
	(9)	Number of injuries requiring medical treatment resulting from fires in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(10)	Number of fires that resulted in property damage in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(11)	Amount (\$) of property damage from fire in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	\$0.00
	(12)	Number of code violations cited in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(13)	Number of incidents involving toxic or caustic materials in the past 12 months	1	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	1.05%
	(14)	Number of incidents of inventory discrepancies during the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
2A	(1)	Number of incidents in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(2)	Number of physical injuries or emotional trauma requiring treatment as a result of the incidents in the past 12 months.	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(3)	Number of unauthorized offender absences from the facility in the past 12 months	38	
	divided by	Average Daily Offender Population for the Past 12 Months	95	39.86%
	(4)	Number of times facility did not report offender absence to the responsible jurisdiction within the established time.	1	
	divided by	Number of unauthorized offender absences	38	2.63%

	(5)	Number of instances of unauthorized access to the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
2B	(1)	Number of instances in which force was used in the past 12 months.	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(2)	Number of times that staff use of force was found to have been inappropriate in the past 12 months.	0	
	divided by	number of instances in which force was used	0	0.00%
	(3)	Number of offender grievances filed alleging inappropriate use of force in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
	(4)	Number of grievances alleging inappropriate use of force decided in favor of offender in the past 12 months.	0	
	divided by	number of grievances alleging inappropriate use of force filed	0	0.00%
	(5)	Number of injuries requiring medical treatment resulting from staff use of force in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	0.00%
2C	(1)	Number of incidents involving contraband in the past 12 months	10	
	divided by	Average Daily Offender Population for the Past 12 Months.	95	10.49%
	(2)	Number of weapons found in the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(3)	Number of controlled substances found in the facility in the past 12 months	3	
	divided by	Average Daily Offender Population for the Past 12 Months	95	3.15%
2D	(1)	Number of incidents involving keys in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(2)	Number of incidents involving tools in the past 12 months	0	

	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
3A	(1)	Number of rule violations in the past 12 months	1890	
	divided by	Average Daily Offender Population for the Past 12 Months	95	19.83
	(2)	Number of offenders terminated from the facility due to rule violations in the past 12 months	90	
	divided by	Average Daily Offender Population for the Past 12 Months	95	94.41%
4A	(1)	Number of documented offender illnesses attributed food service operations in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(2)	Number of offender grievances about food service decided in favor of the offender the past 12 months	0	
	divided by	Number of offender grievances about food service in the past 12 months.	1	0.00%
	(3)	Number of violations cited by independent authorities for food service sanitation in the past 12 months	0	
4B	(1)	Offender grievances regarding offender access to personal hygiene decided in favor of the offender in the past 12 months	0	
	divided by	Number of offender grievances about access to personal hygiene in the past 12 months	1	0.00%
4C	(1)	Number of suicide attempts in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(2)	Number of offender suicides in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(3)	Number of offender grievances regarding access to health care in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(4)	Number of offender health care access complaints that are found to have merit in the past 12 months	0	
	divided by	Number of offender grievances regarding access to health care in the past 12 months	0	0.00%

	(5)	Number of court suits filed against the facility challenging access to health care in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(6)	Number of health care access court cases decided against the facility in the past 12 months	0	
	divided by	Number of court suits filed against the facility challenging access to health care in the past 12 months	0	0.00%
5A	(1)	Number of offenders who are employed upon release in the past 12 months	89	
	divided by	Number of offenders released in the past 12 months	118	75.42%
	(2)	Number of offenders who move into permanent housing upon release in the past 12 months	114	
	divided by	Number of offenders released in the 12 months	118	96.61%
	(3)	Number of offender substance abuse tests for which the results were positive in the past 12 mos.	99	
	divided by	Number of tests administered in the past 12 months	3520	2.81%
	(4)	Total number of offenders who successfully completed the program in the past 12 months	118	
	divided by	Number of offenders who left the program in the past 12 months	208	56.73%
	(5)	Number of offenders who showed improvement as measured by the objective assessment instrument prior to release in the past 12 months	117	
	divided by	Number of offenders released in the past 12 months	118	99.15%
	(6)	Number of offenders who were arrested while in residence in the past 12 months	4	
	divided by	Daily Offender Population for the Past 12 Months	95	4.20%
6A	(1)	Total number of offender grievances in the past 12 months, regarding: (a) access to court; (b) mail or correspondence; (c) sexual harassment; (d) discipline; (e) discrimination; (f) protection from harm	0	

	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(2)	Number of offender grievance (see a through e above) decided in favor of offenders in the past 12 months	0	
	divided by	Total number of grievances filed in the past 12 months	26	0.00%
	(3)	Total number of offender court suits alleging violation of offender rights filed against the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(4)	Number of offender court suits alleging violation of offender rights decided in favor of offenders in the past 12 months	0	8.
	divided by	Total number of offender suits filed in the past 12 months	0	0.00%
6B	(1)	Number of offender grievances regarding discrimination in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(2)	Number of offender grievances regarding discrimination resolved in favor of offenders in the past 12 months	0	
	divided by	Total number of offender grievances filed regarding discrimination in the past 12 months	0	0.00%
	(3)	Number of grievances resolved in favor of offenders in the past 12 months	4	
	divided by	Average Daily Offender Population for the Past 12 Months	95	4.20%
	(4)	Number of grievances resolved in favor of offenders in the past 12 months	4	
	divided by	Total number of grievances filed in the past 12 months	26	15.38%
6C	(1)	Number of disciplinary incidents resolved informally in the past 12 months	384	
	divided by	Average Daily Offender Population for the Past 12 Months	95	4.03
	(2)	Number of formal offender disciplinary decisions that were are appealed in the past 12 months	29	
	divided by	Total number of disciplinary decisions made in the past 12 months	1892	1.53%

	(3)	Number of appealed disciplinary decisions decided in favor of the offender in the past 12 months	12	
	divided by	Total number of disciplinary decisions made in the past 12 months	1892	0.63%
	(4)	Number grievances filed by offenders challenging disciplinary procedures in the past 12 months	2	
	divided by	Average Daily Offender Population for the Past 12 Months	95	2.10%
	(5)	Number of disciplinary-related grievances resolved in favor of the offender in the past 12 months	1	
	divided by	Total number of disciplinary-related grievances filed in the past 12 months	2	0.00%
	(6)	Number of court suits filed against the facility regarding discipline in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(7)	Number of court cases regarding discipline decided against the facility in the past 12 months	0	
	divided by	Total number of court decisions regarding discipline decided in the past 12 months	0	0.00%
	(8)	Number of rule violations in the past 12 months	1890	
	divided by	Average Daily Offender Population for the Past 12 Months	95	19.83
	(9)	Number of offenders terminated from the facility due to rule violations in the past 12 months	90	
	divided by	Average Daily Offender Population for the Past 12 Months	95	94.41%
6D	(1)	Number of offenders released in the past 12 months who made regular payments toward their restitution obligations	178	
	divided by	Number of offenders who had restitution obligations in the past 12 months	882	20.18%
	(2)	Number of offenders who satisfy their court cost/fines obligations in the past 12 months	4	
	divided by	Number of offenders who had court cost/fine obligations in the past 12 months	219	1.83%
	(3)	Total amount of restitution paid by offenders in the past 12 months	\$81,876.48	

	divided	Average Daily Offender Population for the	0.5	\$
	by	Past 12 Months	95	858.84
	(4)	Total number of hours of community service donated by offenders in the past 12 months	249	
	divided by	Average Daily Offender Population for the Past 12 Months	95	2.61
	(5)	Total number of offenders who participated in restitution in the past 12 months	89	100
	divided by	Total number of offenders housed in the past 12 months	204	43.63%
	(6)	Total number of offenders who participated in community service work in the past 12 months	31	
	divided by	Total number of offenders housed in the past 12 months	204	15.20%
	(7)	Total number of offenders who participated in victim awareness programs in the past 12 months	148	
	divided by	Total number of offenders housed in the past 12 months	204	72.55%
	(8)	Total amount of restitution paid by offenders in the past 12 months	\$81,876.48	
	divided by	Total number of offenders housed in the past 12 months	204	\$ 401.36
	(9)	Total number of hours delivered by offenders who participated in community service work in the past 12 months	249	
	divided by	Total number of offenders housed in the past 12 months	204	1.22
7A		None		
7B	(1)	Total number of years of staff members' education as of the end of the last calendar year	30.5	
	divided by	Number of staff at the end of the last calendar year	20	14
	(2)	Number of staff who left employment for any reason in the past 12 months	11	
	divided by	Number of full-time equivalent staff positions in the past 12 months	21	52%
	(3)	Total number of credit hours in course relevant to their facility responsibilities earned by staff participating in higher education in the past 12 months	0	
	divided by	Number of full-time equivalent staff positions in the past 12 months	21	0.00

	(4)	Number of professional development events attended by staff in the past 12 months	39	
	divided by	Number of full-time equivalent staff positions in the past 12 months	21	184.98%
7C	(1)	Number of incidents in which staff were found to have acted in violation of facility policy in the past 12 months	8	
	divided by	Number of full-time equivalent staff positions in the past 12 months	21	37.94%
	(2)	Number of staff terminated for conduct violations in the past 12 months	3	
	divided by	Number of full-time equivalent staff positions in the past 12 months	21	14.23%
	(3)	Number of offender grievances attributed to improper staff conduct which were upheld in the past 12 months	0	
	divided by	Number of offenders grievances alleging improper staff conduct filed in the past 12 months	12	0.00%
	(4)	Number of offender grievances attributed to improper staff conduct which were upheld in the past 12 months	0	
	divided by	Average Daily Population for the past 12 months	95	0.00%
	(5)	Where staff are tested, the number of staff substance abuse tests failed in the past 12 months	0	
	divided by	Number of staff substance abuse tests administered in the past 12 months	33	0.00%
7D	(1)	Net amount of budget shortfalls or surplus at the end of the last fiscal year (budget less expenditures)	(\$4,400)	
	divided by	Budget for the past 12 months	\$516,525	-0.85%
	(2)	Number of material audit findings by an independent financial auditor at the conclusion of the last audit	0	
	(3)	Number of grievances filed by offenders regarding their records or property in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(4)	Number of offender grievances (records/property) decided in favor of offenders in the past 12 months	0	

	divided	Total number of offender grievances		
	by	(records/property) in the past 12 months	0	0.00%
	(5)	Number of objectives achieved in the past		
		12 months	3	
	divided		o	37.50%
	by	Number of objectives for the past 12 months	8	37.30%
	(6)	Number of program changes made in the past 12 months	1	
	divided	Number of program changes recommended	1	0.00%
	by	in the past 12 months	1	0.0076
7 E	(1)	Number of grievances filed by staff in the past 12 months	0	
	divided by	Number of full-time equivalent staff positions in the past 12 months.	21	0.00%
	(2)	Number of staff grievances decided in favor of staff in the past 12 months	0	17.50
	divided by	Total number of staff grievances in the past 12 months	0	47.62%
	(3)	Total number of years of staff members' experience in the field as of the end of the last calendar year	42	
	divided	Number of staff at the end of the last		
	by	calendar year (e.g. Average number of years experience)	20	2.10
	(4)	Number of staff termination or demotion hearings in which the facility decision was upheld in the past 12 months	3	
	divided by	Number of staff termination or demotion hearings requested in the past 12 months	0	0.0%
7 F	(1)	Total number of hours of volunteer service delivered by members of the community in the past 12 months	272	
	divided by	Average Daily Offender Population for the Past 12 Months	95	2.85
	(2)	Total number of individual community members who provided voluntary service in the past 12 months	120	
	divided by	Average Daily Offender Population for the Past 12 Months	95	1.26
	(3)	Total number of complaints filed by media regarding access to information in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%

			-	
	(4)	Total number of positive statements made by media regarding the facility in the past 12	0	
	divided by	months Average Daily Offender Population for the Past 12 Months	95	0.00%
	(5)	Total number of complaints from the community in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	95	0.00%
	(6)	Total number of hours of community service work delivered by offenders in the past 12 months	249	
	divided by	Average Daily Offender Population for the Past 12 Months	95	2.61
OPT	(1)	Number of offenders released in the past 12 months who are employed for six months after release		
	divided by	Number of offenders released in the past 12 months		0.00%
	(2)	Number of offenders released in the past 12 months who continue substance abuse treatment for six months after release		
	divided by	Number of offenders released in the past 12 months		0.00%
	(3)	Number of offenders released in the past 12 months who support themselves for six months following their release		
	divided by	Number of offenders released in the past 12 months		0.00%
	(4)	Number of offenders released in the past 12 months who are convicted or adjudicated for a felony crime within 6 months after release		
	divided by	Number of offenders released in the past 12 months		0.00%
	(5)	Number of offenders released in the past 12 months who are convicted or adjudicated for a misdemeanor crime within 6 months after release		
	divided by	Number of offenders released in the past 12 months		0.00%
	(6)	Number of offenders released in the past 12 months who are convicted or adjudicated for a felony crime within 6 months after release		18
	divided by	Number of offenders released in the past 12 months		0.00%

	(7)	Number of offenders released in the past 12 months who are convicted or adjudicated for a misdemeanor crime within 12 months after release	
11 11.	divided by	Number of offenders released in the past 12 months	0.00%

Performance-Based Standards for Adult Community Residential Services **Outcome Measures Worksheet** Outcome Calculated Standard Numerator / Denominator Value Measure O.M Number of worker compensation claims filed for injuries that resulted 1**A** (1) from the physical environment in the past 12 months Average number of Full-Time Equivalent staff positions during the divided by past 12 months Number of illnesses requiring medical attention as a result of the (2) physical environment of the facility in the past 12 months Average Daily Offender Population divided by for the past 12 months Number of physical injuries or emotional trauma requiring (3) treatment as a result of the physical environment of the facility in the past 12 months Average Daily Offender Population divided by for the Past 12 Months

Number of sanitation or health code

violations identified by external

Number of accidents resulting in

property damage in the past 12

total number of miles driven in the

past 12 months unless otherwise

Number of accidents resulting in

injuries requiring medical treatment for any party in the past 12 months Total number of miles driven in the

past 12 months unless otherwise

Amount (\$) of damage from vehicle

accidents in the past 12 months.

agencies in the past 12 months

Average Daily Offender Population

for the Past 12 Months

months

noted

noted.

(4)

(1)

(2)

(3)

1B

divided by

divided by

divided by

	divided by	Total number of miles driven in the past 12 months unless otherwise noted.		
1C	(1)	Number of emergencies, caused by forces external to the facility, that result in property damage in the past 12 months.		
	divided by	Average Daily Offender Population for the Past 12 Months.		
	(2)	Number of injuries, caused by forces external to the facility, requiring medical attention that results from emergencies in the past 12 months.		
	divided by	Average Daily Offender Population for the Past 12 Months.		
	(3)	Number of times that normal facility operations were suspended due to emergencies caused by forces external to the facility in the past 12 months.		
	divided by	Average Daily Offender Population for the Past 12 Months.		
	(4)	Number of hours that facility operations were suspended due to emergencies caused by forces external to the facility in the past 12 months		
	divided by	Number of emergencies caused by forces external to the facility.		
	(5)	Number of emergencies that were not caused by forces external to the facility that resulted in property damage in the past 12 months	I	
	divided by	Average Daily Offender Population for the Past 12 Months.		
	(6)	Number of injuries requiring medical attention that result from emergencies that were not caused by forces external to the facility in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months.		

	(7)	Number of times that normal facility operations were suspended due to emergencies that were not caused by forces external to the facility in the past 12 months.	
	divided by	Average Daily Offender Population for the Past 12 Months.	
	(8)	Number of hours that facility operations were suspended due to emergencies that were not caused by forces external to the facility in the past 12 months.	
	divided by	Number of emergencies.	
	(9)	Number of injuries requiring medical treatment resulting from fires in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months	
	(10)	Number of fires that resulted in property damage in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months.	
	(11)	Amount (\$) of property damage from fire in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months.	
	(12)	Number of code violations cited in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months.	
	(13)	Number of incidents involving toxic or caustic materials in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months.	
	(14)	Number of incidents of inventory discrepancies during the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months.	
2A	(1)	Number of incidents in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months.	

	(2)	Number of physical injuries or emotional trauma requiring treatment as a result of the incidents in the past 12 months.		
	divided by	Average Daily Offender Population for the Past 12 Months.		
	(3)	Number of unauthorized offender absences from the facility in the past 12 months	1	
	divided by	Average Daily Offender Population for the Past 12 Months		
	(4)	Number of times facility did not report offender absence to the responsible jurisdiction within the established time.		
	divided by	Number of unauthorized offender absences		
	(5)	Number of instances of unauthorized access to the facility in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months.		
2B	(1)	Number of instances in which force was used in the past 12 months.		
	divided by	Average Daily Offender Population for the Past 12 Months.		
	(2)	Number of times that staff uses of force was found to have been inappropriate in the past 12 months.		
	divided by	number of instances in which force was used		
	(3)	Number of offender grievances filed alleging inappropriate use of force in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months.		
	(4)	Number of grievances alleging inappropriate use of force decided in favor of offender in the past 12 months.		
	divided by	number of grievances alleging inappropriate use of force filed		

		Number of injuries requiring	1	
	(5)	Number of injuries requiring medical treatment resulting from staff use of force in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months.		
2C	(1)	Number of incidents involving contraband in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months.		
	(2)	Number of weapons found in the facility in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(3)	Number of controlled substances found in the facility in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
2D	(1)	Number of incidents involving keys in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(2)	Number of incidents involving tools in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
3A	(1)	Number of rule violations in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(2)	Number of offenders terminated from the facility due to rule violations in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
4A	(1)	Number of documented offender illnesses attributed food service operations in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(2)	Number of offender grievances about food service decided in favor of the offender the past 12 months		

		DY 1 C CC 1		
	divided by	Number of offender grievances about food service in the past 12		
	arvided by	months.		
	(3)	Number of violations cited by independent authorities for food service sanitation in the past 12 months	1	
4B	(1)	Offender grievances regarding offender access to personal hygiene decided in favor of the offender in the past 12 months		
	divided by	Number of offender grievances about access to personal hygiene in the past 12 months		
4C	(1)	Number of suicide attempts in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(2)	Number of offender suicides in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(3)	Number of offender grievances regarding access to health care in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(4)	Number of offender health care access complaints that are found to have merit in the past 12 months		
	divided by	Number of offender grievances regarding access to health care in the past 12 months		
	(5)	Number of court suits filed against the facility challenging access to health care in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(6)	Number of health care access court cases decided against the facility in the past 12 months		
	divided by	Number of court suits filed against the facility challenging access to health care in the past 12 months		

		T		7
5A	(1)	Number of offenders who are employed upon release in the past 12 months		
	divided by	Number of offenders released in the past 12 months		
	(2)	Number of offenders who move into permanent housing upon release in the past 12 months	I	
	divided by	Number of offenders released in the 12 months		
	(3)	Number of offender substance abuse tests for which the results were positive in the past 12 mos.		
	divided by	Number of tests administered in the past 12 months		
	(4)	Total number of offenders who successfully completed the program in the past 12 months		
	divided by	Number of offenders who left the program in the past 12 months		
	(5)	Number of offenders who showed improvement as measured by the objective assessment instrument prior to release in the past 12 months		
	divided by	Number of offenders released in the past 12 months		
	(6)	Number of offenders who were arrested while in residence in the past 12 months		
	divided by	Daily Offender Population for the Past 12 Months		
6A	(1)	Total number of offender grievances in the past 12 months, regarding: (a) access to court; (b) mail or correspondence; (c) sexual harassment; (d) discipline; (e) discrimination; (f) protection from harm		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(2)	Number of offender grievance (see a through e above) decided in favor of offenders in the past 12 months		

			1
	divided by	Total number of grievances filed in the past 12 months	
	(3)	Total number of offender court suits alleging violation of offender rights filed against the facility in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months	
	(4)	Number of offender court suits alleging violation of offender rights decided in favor of offenders in the past 12 months	
	divided by	Total number of offender suits filed in the past 12 months	
6B	(1)	Number of offender grievances regarding discrimination in the past 12 months	11 11
	divided by	Average Daily Offender Population for the Past 12 Months	
	(2)	Number of offender grievances regarding discrimination resolved in favor of offenders in the past 12 months	
	divided by	Total number of offender grievances filed regarding discrimination in the past 12 months	
	(3)	Number of grievances resolved in favor of offenders in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months	
	(4)	Number of grievances resolved in favor of offenders in the past 12 months	
	divided by	Total number of grievances filed in the past 12 months	
6C	(1)	Number of disciplinary incidents resolved informally in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months	
	(2)	Number of formal offender disciplinary decisions that were are appealed in the past 12 months	

	divided by	Total number of disciplinary decisions made in the past 12 months	
	(3)	Number of appealed disciplinary decisions decided in favor of the offender in the past 12 months	
	divided by	Total number of disciplinary decisions made in the past 12 months	
	(4)	Number grievances filed by offenders challenging disciplinary procedures in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months	
	(5)	Number of disciplinary-related grievances resolved in favor of the offender in the past 12 months	
	divided by	Total number of disciplinary-related grievances filed in the past 12 months	
	(6)	Number of court suits filed against the facility regarding discipline in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months	
	(7)	Number of court cases regarding discipline decided against the facility in the past 12 months	
	divided by	Total number of court decisions regarding discipline decided in the past 12 months	
	(8)	Number of rule violations in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months	
	(9)	Number of offenders terminated from the facility due to rule violations in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months	
6D	(1)	Number of offenders released in the past 12 months who made regular payments toward their restitution obligations	

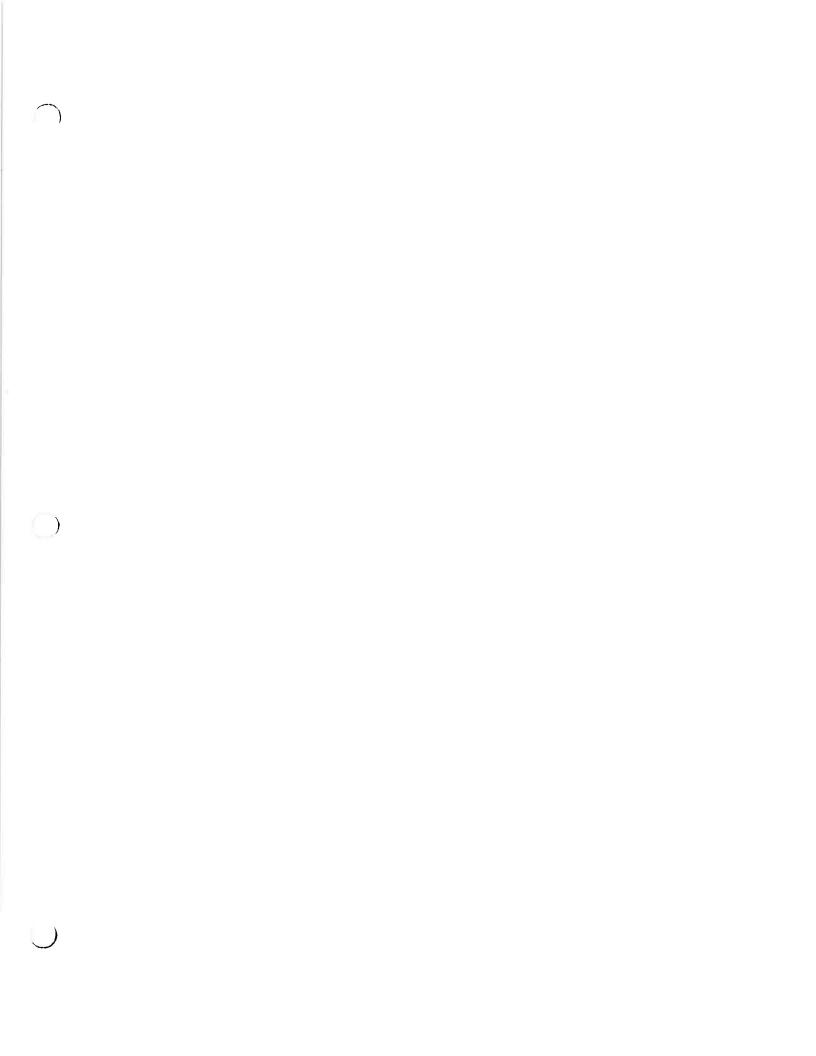
7A		10110	v=	
7.4	divided by	Total number of offenders housed in the past 12 months None		
	(9)	Total number of hours delivered by offenders who participated in community service work in the past 12 months		
	divided by	Total number of offenders housed in the past 12 months		
	(8)	Total amount of restitution paid by offenders in the past 12 months		
	divided by	Total number of offenders housed in the past 12 months		
	(7)	Total number of offenders who participated in victim awareness programs in the past 12 months		
	divided by	Total number of offenders housed in the past 12 months		
	(6)	Total number of offenders who participated in community service work in the past 12 months		
	divided by	Total number of offenders housed in the past 12 months		
	(5)	Total number of offenders who participated in restitution in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(4)	Total number of hours of community service donated by offenders in the past 12 months		
	divided by	Average Daily Offender Population for the Past 12 Months		
	(3)	Total amount of restitution paid by offenders in the past 12 months		
	divided by	Number of offenders who had court cost/fine obligations in the past 12 months		
	(2)	Number of offenders who satisfy their court cost/fines obligations in the past 12 months		
	divided by	Number of offenders who had restitution obligations in the past 12 months		

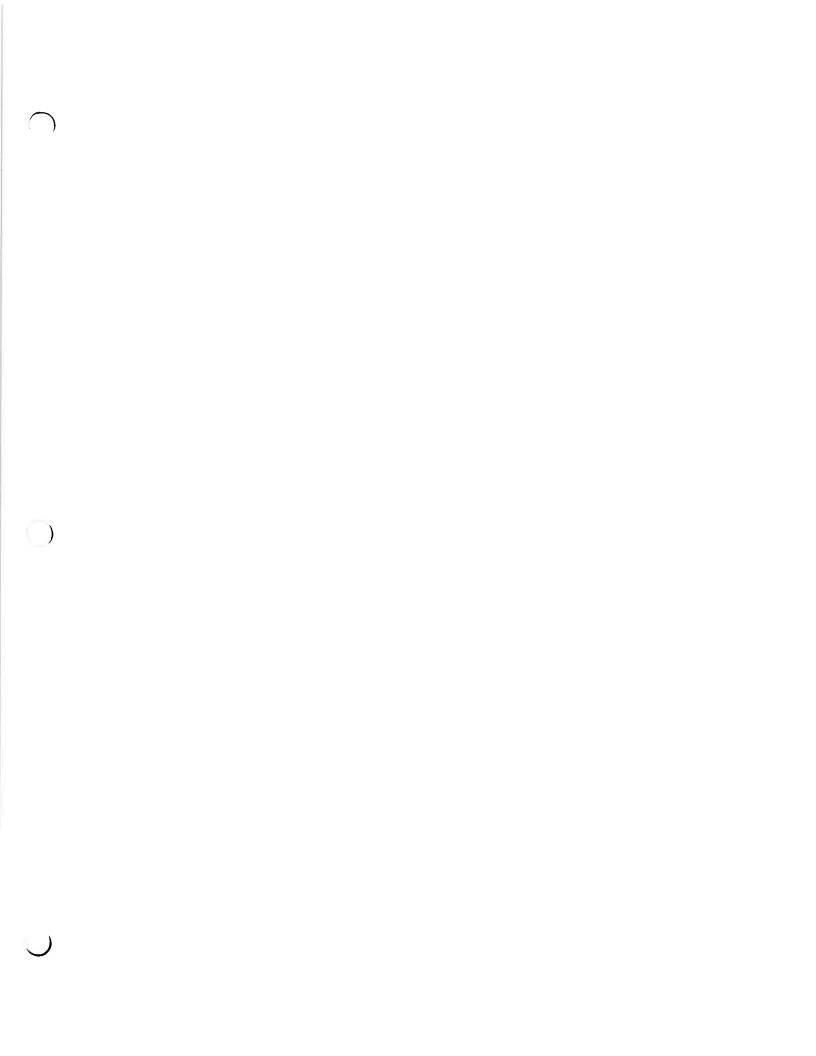
		Total number of years of staff		
	(1)	members' education as of the end of		
	(1)			
		the last calendar year		
	divided by	Number of staff at the end of the last		
		calendar year		
	(2)	Number of staff who left		
		employment for any reason in the	1	
		past 12 months		
	divided by	Number of full-time equivalent staff		
	divided by	positions in the past 12 months		
		Total number of credit hours in		
		course relevant to their facility		
1	(3)	responsibilities earned by staff		
		participating in higher education in		
		the past 12 months		
	1: .: 1 11	Number of full-time equivalent staff		
	divided by	positions in the past 12 months		
		Number of professional		
	(4)	development events attended by		
		staff in the past 12 months		
		Number of full-time equivalent staff		
	divided by	positions in the past 12 months		
		Number of incidents in which staff		
		were found to have acted in		
7C	(1)	violation of facility policy in the		
	1	past 12 months		
	-	Number of full-time equivalent staff		
	divided by	positions in the past 12 months		
		Number of staff terminated for		
		conduct violations in the past 12		
	(2)	months		
	divided by	Number of full-time equivalent staff		
		positions in the past 12 months		
		Number of offender grievances		
	(3)	attributed to improper staff conduct		4 1
		which were upheld in the past 12		100
		months		
		Number of offenders grievances		
	divided by	alleging improper staff conduct filed		
		in the past 12 months		
		Number of offender grievances		0.11
	(4)	attributed to improper staff conduct		the same of the last
		which were upheld in the past 12		
		months		

	divided by	Average Daily Population for the past 12 months	
	(5)	Where staff are tested, the number of staff substance abuse tests failed in the past 12 months	
	divided by	Number of staff substance abuse tests administered in the past 12 months	
7D	(1)	Net amount of budget shortfalls or surplus at the end of the last fiscal year (budget less expenditures)	7-1
	divided by	Budget for the past 12 months	
	(2)	Number of material audit findings by an independent financial auditor at the conclusion of the last audit	
	(3)	Number of grievances filed by offenders regarding their records or property in the past 12 months	
	divided by	Average Daily Offender Population for the Past 12 Months	
	(4)	Number of offender grievances (records/property) decided in favor of offenders in the past 12 months	
	divided by	Total number of offender grievances (records/property) in the past 12 months	
	(5)	Number of objectives achieved in the past 12 months	
	divided by	Number of objectives for the past 12 months	
	(6)	Number of program changes made in the past 12 months	
	divided by	Number of program changes recommended in the past 12 months	
7E	(1)	Number of grievances filed by staff in the past 12 months	
	divided by	Number of full-time equivalent staff positions in the past 12 months.	
	(2)	Number of staff grievances decided in favor of staff in the past 12 months	
	divided by	Total number of staff grievances in the past 12 months	

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	(3)	Total number of years of staff	- 1	
		members' experience in the field as		
		of the end of the last calendar year		
	divided by	Number of staff at the end of the last		
		calendar year (e.g. Average number		
		of years experience)		
		Number of staff termination or		
	(4)	demotion hearings in which the		
	(4)	facility decision was upheld in the		
		past 12 months		
		Number of staff termination or		
	divided by	demotion hearings requested in the		
	,	past 12 months		
		Total number of hours of volunteer		
7F	(1)	service delivered by members of the		
	(-)	community in the past 12 months		
		Average Daily Offender Population		
	divided by	for the Past 12 Months		
		Total number of individual		
		community members who provided	1	
	(2)	voluntary service in the past 12		
		months		
		Average Daily Offender Population		
	divided by	for the Past 12 Months		
		Total number of complaints filed by		
	(2)	media regarding access to		
	(3)	information in the past 12 months		
		Average Daily Offender Population		
	divided by	for the Past 12 Months		
		Total number of positive statements		
	(4)	made by media regarding the facility		
	(4)			
		in the past 12 months		
	divided by	Average Daily Offender Population		
		for the Past 12 Months		
	(5)	Total number of complaints from		
		the community in the past 12	į.	
		months		
	divided by	Average Daily Offender Population		
		for the Past 12 Months		
		Total number of hours of		
	(6)	community service work delivered		
		by offenders in the past 12 months		Name and Address of the Owner, where the Owner, which is the Owner, where the Owner, which is the Ow
	divided by	Average Daily Offender Population		
	divided by	for the Past 12 Months		

OPT	(1)	Number of offenders released in the past 12 months who are employed for six months after release	
	divided by	Number of offenders released in the past 12 months	
	(2)	Number of offenders released in the past 12 months who continue substance abuse treatment for six months after release	
	divided by	Number of offenders released in the past 12 months	
	(3)	Number of offenders released in the past 12 months who support themselves for six months following their release	
	divided by	Number of offenders released in the past 12 months	
	(4)	Number of offenders released in the past 12 months who are convicted or adjudicated for a felony crime within 6 months after release	
	divided by	Number of offenders released in the past 12 months	
	(5)	Number of offenders released in the past 12 months who are convicted or adjudicated for a misdemeanor crime within 6 months after release	1,000
	divided by	Number of offenders released in the past 12 months	
	(6)	Number of offenders released in the past 12 months who are convicted or adjudicated for a felony crime within 6 months after release	4 - 1 - 2
	divided by	Number of offenders released in the past 12 months	
10-	(7)	Number of offenders released in the past 12 months who are convicted or adjudicated for a misdemeanor crime within 12 months after release	
	divided by	Number of offenders released in the past 12 months	





COMMISSION ON ACCREDITATION FOR CORRECTIONS STANDARDS COMPLIANCE REACCREDITATION AUDIT

Community Education Centers Arapahoe County Residential Center Littleton, CO

May 6-7, 2008

VISITING COMMITTEE MEMBERS

Ken Burger, Chairperson Correctional Consultant 3189 County Home Road Marion, IA 52302 (319) 558-8360

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A. Introduction

The audit of the Arapahoe County Residential Center, Littleton, Colorado was conducted on May 5-6, 2008, by the following team: Ken Burger, Chairperson and Dan Hix Member.

B. Facility Demographics

Rated Capacity: 206 Actual Population: 190

Average Daily Population for the last 12 months: 177

Average Length of Stay: 6 months Security/Custody Level: Minimum

Age Range of Offenders: 18 years old to 56 years old

Gender: Female Full-Time Staff: 43

8 Administrative/Support, 14 Program, 17 Security, 4 Other

C. Facility Description

The Arapahoe County Residential Center is located at 2135 West Chenango Avenue Littleton, Colorado, approximately eight miles from the central business district of Denver. The center is operated by Community Education Centers Inc. (CEC) of Roseland, New Jersey. The corporation is governed by a Board of Directors and its President who serves as Chief Executive Officer.

The Mission Statement reads as followed:

"To provide a healthy, drug-free, safe and secure environment within which we will provide treatment and education services that focus on changing addictive and criminal behavior. We provide our participants with the knowledge and skills necessary to lead a productive lifestyle prior to reintegration into their communities."

The center is housed in a converted warehouse with a total square footage of 26,548. The facility has a commercial kitchen, dining room, security station, staff officers, programming space and housing units. Residents are housed in dormitory units.

For the past 12 months the average population has been 177 residents with a capacity of 206. ACRC provides residential and non-residential services to adult female offenders in the 18th Judicial District, Department of Corrections, and Community Return to Custody (parole revocation) and out of county jurisdictions.

The facility was first opened in 1985 to give the sheriff departments and county/state

government sentencing alternative. The center has been in operation for the past 23 years helping in the placement of female offenders back into the community. In 1998, ACRC began a new program within the field of Community Corrections- Recovery Academy for Woman.

Throughout the facility there are posters encouraging residents to have a positive thought and behavior process. Some of the messages state:

Be the Kind of Person You Would Want to Be Surrounded By Become Teachable
Accept Responsibility For Your Choices
Ask For Help
Positive Thinking Needs Daily Practice
Imagine Living a Good Life
Create a Positive Support System
Risk Being Optimistic
Take Different Actions. Get Better Results

D. Pre-Audit Meeting

The team met on May 4, 2008 in Denver, to discuss the information provided by the Association staff and the officials from Arapahoe County Residential Center.

The chairperson divided standards into the following groups:

Standards # 4-ACRS-1A-01 to 4-ACRS 4-C-24 to Ken Burger, Chairperson Standards # 4-ACRS-5A-01 to 4-ACRS-7F-10 to Dan Hix, Member

E. The Audit Process

1. Transportation

The team was escorted to the facility by Debra Mobley-Sadler, Program Director.

2. Entrance Interview

The audit team proceeded to the office of Debra Mobley-Sadler, Program Director. The team expressed the appreciation of the Association for the opportunity to be involved with Arapahoe County Residential Center in the accreditation process.

Debra Mobley-Sadler escorted the team to the conference room where the formal entry meeting was held.

The following persons were in attendance:

Debra Mobley-Sadler

Anne Locke

Kevin Duckworth

Chris Petrozzi

Dave Warren

Angie Riffel

Annie Holestine Jennifer Cordova **Facility Director**

Accreditation Manager

Regional Director

QA Manager for the Region

Assistant Director

Case Management Coordinator

Operations Coordinator Training Coordinator

It was explained that the goal of the visiting team was to be as helpful and non-intrusive as possible during the conduct of the audit. The chairperson emphasized the goals of accreditation toward the efficiency and effectiveness of correctional systems throughout the United States. The audit schedule was also discussed at this time.

Debra Mobley-Sadler welcomed the audit committee and offered her support and the support of her staff during our visit. The attendees then introduced themselves and stated their role in the operation of the center.

3. Facility Tour

The team toured the entire facility from 8:15 a.m. to 9:30 a.m... The following persons accompanied the team on the tour and responded to the team's questions concerning facility operations:

Debra Mobley-Sadler

Facility Director

Anne Locke

Deputy Accreditation Manager

Dave Warren

Assistant Director

Angie Riffel

Case Management Coordinator

Annie Holestine

Operation Coordinator

Jennifer Cordova

Training Coordinator

4. Conditions of Confinement/Quality of Life

During the tour, the team evaluated the conditions of confinement at the facility. The following narrative description of the relevant programmatic services and functional areas summarizes the findings regarding the quality of life.

Security

The level of security is what one would expect in an community residential center. The Residential Officer's office is located near the entrance used by the resident population as they enter and leave the facility. All residents are required to sign in and out each time they enter or leave the building. Breath testing is required each time a resident enter the facility as part of the sign in process. In

addition they are given a pat search and any back-packs or other items they have are searched.

There is 17 security staff who work 12 hour shifts with rotating days off and those interviewed reported they like the work schedule over the 8 hour work day. The center has 23 cameras located throughout the building. The monitor is located in the Operations Department and monitored by security staff. Management staff also has access to monitor the cameras through their individual computers.

Environmental Conditions

Arapahoe County Residential Center is clean and well maintained with the residents being involved in the daily cleaning activities. Temperature ranges were well within a comfort zone and the noise levels were low throughout the facility. A qualified staff member inspects Heating and air conditioning units monthly and the areas were clean and dust free. A licensed exterminator visits the center on a monthly basis and deals with any issues regarding pest control. The housing units are equipped with the required number of showers, washbasins and toilets in compliance with ACA Standards. In the housing units residents are required to take care of their personal space and keep their property in the storage space provided. The units were extremely clean and well organized.

Sanitation

The audit committee was impressed with the high level of sanitation throughout the facility, including the housing units and grounds. During the tour we noted the common areas, floors and corridors were will maintained, clean and free of any dirt. It was obvious to the audit committee the staff and residents pay attention to sanitation and take pride in maintaining a clean facility.

The bathroom and shower facilities are temperature controlled with hot and cold running water and were extremely clean and well maintained. The resident population has access to the bathrooms 24 hours a day.

We did not observe any trash containers that needed to be emptied and we were told this is done daily.

Fire Safety

Fire protection is provided by means of smoke detectors and fire extinguishers throughout the facility. Fire drills are conducted in all areas of the center on a monthly basis and during the audit we participated in a fire drill during the afternoon. All staff interviewed knew what to do in case of a fire and had received fire extinguisher training. Security Central monitors the fire alarm system and conducts annual inspections as required by the local fire department. In the case of a fire the sprinkler system is activated and the fire department is

automatically notified and responds. Residents interviewed reported fire drills are conducted each month and vary on the time of day and on different shifts. The fire extinguishers, hood suppression, fire alarms are inspected and maintained on a regular basis. All exit signs were unobstructed and evacuation plans posted in all areas of the facility. The emergency lights in the hallways and living units were checked and found to be operational.

Food Service

The center provides the food service and maintains a clean and well organized kitchen and storage areas. Refrigerators, freezers and the dishwasher temperatures were all in compliance with ACA Standards. The temperatures in the dry storage areas were in compliance and all items were stored on shelves or raised platforms. There is a rotation system to ensure all food items are used by their expiration date and all containers of food were dated and labeled.

While at the facility we eat an evening meal and it was good in both taste and presentation. In talking with the residents at meal time, they reported the food was good and the portions adequate. The kitchen provides three meals a day and late meals are available for the residents off grounds during meal times. The resident population assists with the serving and cleaning duties but do not help in the meal preparation or cooking

Medical Care

Arapahoe County Residential Center does not provide medical or dental care onsite and residents are encouraged to see a physician/dentist in the community when they are in need of medical/dental attention. Residents are responsible for all their medical/dental expenses.

Medications are kept in the Residential Manager's area and given to the residents at pill-line. Staff monitors the residents taking the medication to ensure they only take the prescribed amount. Residents are permitted to sign-out additional doses when they are going to be away from the facility on furlough or to work-school.

Recreation

The center has a Day Room that is available to the residents from 6:00 a.m. to 11:00 p.m. daily. The room has tables and chairs where residents can play cards or board games and there is also a television and computers for their use.

Residents can check-out of the facility to a recreational center, gym, or athletic club in the community and there is a recreational center within walking distance.

Religious Programming

The center allows residents to attend religious activities in the community and tries to accommodate all denominational services. If a religious diet is required it is the responsibility of the resident to inform staff so arrangements can be made. The facility encourages residents to practice their faith of choice during their stay at the center.

Offender Work Programs

As part of the orientation program residents talk with staff to answer any questions regarding employment and discuss financial obligations while at Arapahoe County Residential Center. All residents are required to seek full-time employment. Program requirements include financial obligations that must be met such as paying rent, restitution, court-ordered fees and support payments. If a resident has not secured full time employment after two weeks, they will be placed on a work/therapy hold until a full time job is found and verified by the case manager.

In talking with the residents we found that most of them were employed and many of them working in the service industry. They also reported they had little difficulty finding employment and most of them were meeting their financial obligations. Some even reported they were able to establish a saving account for when they are released from the center. Residents are required to receive approval from their case manager before they are able to quit their employment.

Academic and Vocational Education

The center encourages all residents to attend educational classes especially those without a high school diploma or GED. Residents are able to attend classes during their non-work time and there is a part-time GED teacher on site. The teacher conducts pre & post GED testing. A community college in the area conducts GED testing and during the past year approximately 20 residents have received their GED.

Social Services

All residents of the Arapahoe County Residential Center participate in the Woman's Correctional Recovery Academy. This is a recovery based treatment approach to substance abuse and crime that is specifically designed for the female offenders re-entering society. The structured, content, and methods of the Academy are determined by empirically proven principles of effective programming. The curriculum focuses on the attitudes and behaviors among female offenders/addicts that often lead to relapse to alcohol and other drugs.

In addition the participants attend the following classes:

Substance Abuse

Employment

Relationship Issues

Self-Esteem

Core Skills for Success

Parenting Techniques

Anger Management Gang Intervention

Wellness GED

Relapse Prevention

The goal of the Academy is to provide residents with the tools they need to increase their success in the community with their family's assistance. All residents develop a comprehensive continuing recovery plan prior to their release.

The center employees 7 Case Managers and 1 Case Manager Team Leader and 1 Non Residential Case Manager.

Visitation

The center maintains a regulated visitor program where residents are able to maintain a relationship with their family and friends. During the orientation process each resident gives a list of visitors they would like to have approved on their visiting list. All visitors must have a background check completed and be on an approved visiting list before they are allowed in the center. The visiting room is open on Saturday, Sunday and holidays from 9:00 a.m. to 6:00 p.m. When visitors arrive at the center they report to the Operations Desk and sign the visitors log at the duty station. A visit may be terminated if staff notes any violation of facility rules or guidelines by the visitor or the resident.

Special visits may be approved if persons travel a long distance, attorney-client relationship, clergy, law enforcement or social service agencies. The only time a resident may receive a visit from someone not on their approved visiting list is when authorized by the Case Manager.

Library Services

A small library is located in the day room and has a selection of books for resident use. Library services are available in the community and residents can obtain a pass to visit the local library during their free time

Laundry

The center has two laundry rooms that are opened from 6:00 a.m. to 11:00 p.m. Indigent residents are able to use the laundry for free until they become self-sufficient.

F. Examination of Records

Following the facility tour, the team proceeded to the conference room to review the accreditation files and evaluate compliance levels of the policies and procedures. The

facility has zero notices of non-compliance with local, state, or federal laws or regulations.

1. Litigation

Over the last three years, the facility had no consent decrees, class action lawsuits or adverse judgments.

2. Significant Incidents/Outcome Measures

Based upon the audit committee's professional judgment and experience, we found the facility to be well managed and the daily operations were to our satisfaction. When walking through the facility and talking with staff, it was evident they have a genuine interest in their job assignments and the work they are doing for the Community Education Center. The audit committee reviewed the Significant Incidents Summary and did not feel there were any deficiencies and incidents were handled with concern for staff and residents. Incident reports were completed in a timely manner and required a supervisory review.

3. Departmental Visits

Team members revisited the following departments to review conditions relating to departmental policy and operations:

Department Visited

**Person(s) Contacted

Director

Debra Mobley-Sadler

Operations Coordinator

Annie Holestine

Dietary Department

Connie Kobielusz

4. Shifts

a. Day Shift

The team was present at the facility during the day shift from 7:00 a.m. to 7:00 p.m. The security staff work 12 hour shifts, 4 days a week with 4 days off. All staff interviewed stated they like the work schedule and the 4 days off. The staff interviewed had a positive attitude and liked working at Arapahoe County Residential Center. They reported they are supported by management and had director access to a supervisor when needed. The audit committee spent some time at the control desk observing Residential Supervisors performing their duties. This is a very busy area and staff must multi-task in order to meet the demands of the position. All staff did an outstanding job in performing their duties and were professional in their interactions with residents. We also observed pill line and the medications were dispensed without incident. The center has a computer

program to track and log medications that was one of the best systems that we have seen.

b. Evening/Night Shift

The team was present at the facility during the evening shift from 7:00 p.m. to 8:00 p.m. The audit committee was impressed with the staff members we encountered and they had a good working knowledge of their duties and job responsibilities. They were professional in performing their duties and were eager to talk with the audit committee and answer our questions.

5. Status of Previously Non-compliant Standards/Plans of Action

This was the initial audit for Arapahoe County Residential Center.

G. Interviews

During the course of the audit, team members met with both staff and offenders to verify observations and/or to clarify questions concerning facility operations.

1. Offender Interviews

While at the center the audit committee interviewed 18 residents and found them to be satisfied with their present status. They reported they are treated fairly and staff is available to assist them when needed. There were no complaints and most offenders felt fortunate to be serving their sentence at the facility. Fire drills are conducted on a monthly basis and all residents knew what to do in case of a fire.

2. Staff Interviews

During our audit the committee interviewed 12 staff members. In talking with staff they expressed their appreciation for the work they are doing and believe they are making a difference in the lives of some of the residents. There were some comments regarding the salary base and they would like to see an increase in the rate of pay. Four of the staff members interviewed had been on the job less than a year and report they only received 8 hours of training before being placed on a post. The training they received was observing co-workers at the control desk their first day of employment and the training was from their co-workers. Many of the staff like working in corrections and plan on making it a career.

H. Exit Discussion

The exit interview was held at 1:30 p.m. in the classroom with Debra Mobley-Sadler, Director.

The following persons were also in attendance:

Debra Mobley-Sadler

Angie Riffel

Dave Warren

Annie Holestine

Michelle Wilczek

Ann Locke

TinaDeVico-Price

The chairperson explained the procedures that would follow the audit. The team discussed the compliance levels of the mandatory and non-mandatory standards and reviewed their individual findings with the group.

The chairperson expressed appreciation for the cooperation of everyone concerned and congratulated the facility team for the progress made and encouraged them to continue to strive toward even further professionalism within the correctional field.

COMMISSION ON ACCREDITATION FOR CORRECTIONS

AND THE

AMERICAN CORRECTIONAL ASSOCIATION

COMPLIANCE TALLY

Manual Type	Adult Community Residential Services, 4th Edition		
Supplement	2006 Standards Supplement		
Facility/Program	Arapahoe County Residential Center		
Audit Dates	May 5-6, 2008		
Auditor(s)	Ken Burger, Chairperson; Dan Hix, Member		

	MANDATORY	NON-MANDATORY
Number of Standards in Manual	35	217
Number Not Applicable	0	19
Number Applicable	35	198
Number Non-Compliance	0	1
Number in Compliance	35	197
Percentage (%) of Compliance	100 %	99.5 %

- Number of Standards minus Number of Not Applicable equals Number Applicable
- Number Applicable minus Number Non-Compliance equals Number Compliance
- Number Compliance divided by Number Applicable equals Percentage of Compliance

COMMISSION ON ACCREDITATION FOR CORRECTIONS

Community Education Centers
Arapahoe County Residential Center
Littleton, CO

May 6-7, 2008

Visiting Committee Findings

Non-Mandatory Standards

Non-Compliance

Standard # 4-ACRS-7B-14

ALL NEW FULL-TIME EMPLOYEES RECEIVE 40 HOURS OF ORIENTATION TRAINING BEFORE UNDERTAKING THEIR ASSIGNMENTS. ORIENTATION TRAINING INCLUDES, AT A MINIMUM, THE FOLLOWING:

- A HISTORICAL PERSPECTIVE OF THE FACILITY
- FACILITY GOALS AND OBJECTIVES
- PROGRAM RULES AND REGULATIONS
- JOB RESPONSIBILITIES
- PERSONNEL POLICIES
- OFFENDER SUPERVISION
- REPORT PREPARATION

THE EMPLOYEE SIGNS AND DATES A STATEMENT INDICATING THAT ORIENTATION HAS BEEN RECEIVED.

FINDINGS

Full-time staff had not received 40 hours of orientation training before being assigned to a post. The audit committee interviewed four staff who had been hired within the past year and all reported they did not received 40 hours of training before undertaking their assignment. They all report on their first day of employment they were assigned to observe the control desk and the second day they were assigned to begin working at the desk. Their co-workers answered their questions and provided any guidance needed. The facility could not produce accurate documents reflecting 40 hours of orientation training.

A new policy "Training and Staff Development" went into effect 3/24/08, 12 days prior to our visit. The new policy states "new employees to CEC shall receive a minimum of forty (40) hours and a maximum of fifty-six (56) hours of new employee orientation during their first two weeks of employment and an additional forth (40) hours of on-the-

job training prior to completing their ninety (90) day orientation period and undertaking their assignment."

COMMISSION ON ACCREDITATION FOR CORRECTIONS

Community Education Centers
Arapahoe County Residential Center
Littleton, CO

May 6-7, 2008

Visiting Committee Findings

Non-Mandatory Standards

Not Applicable

Standard # 4-ACRS-1A-14

MALE AND FEMALE OFFENDERS DO NOT OCCUPY THE SAME SLEEPING ROOM.

FINDINGS

The Arapahoe County Residential Center dose not house male offenders.

Standard # 4-ACRS-2A-05

WHEN BOTH MALES AND FEMALES ARE HOUSED IN THE FACILITY, AT LEAST ONE MALE AND ONE FEMALE STAFF MEMBER ARE ON DUTY AT ALL TIMES.

FINDINGS

The Arapahoe County Residential Center dose not house male offenders.

Standard # 4-ACRS-2A-06

IF EMPLOYEE'S CONTRACTS ARE GOVERNED BY CIVIL SERVICE OR UNIONS, PROCEDURES PROVIDE FOR PROVISIONAL APPOINTMENTS TO ENSURE THAT SHORT-TERM PERSONNEL, BOTH FULL-TIME AND PART-TIME, CAN BE AVAILABLE DURING EMERGENCIES.

FINDINGS

Employees of the Arapahoe County Residential Center is privately owned and is not governed by civil services or unions.

Standard #4-ACRS-2A-13

THE ELECTRONIC MONITORING PROGRAM HAS A SYSTEM OF ACCOUNTING FOR AN OFFENDER AT ALL TIMES, INCLUDING VERIFICATION OF ACTIVITIES, REPORTING OF TARDINESS AND/OR ABSENCE FROM REQUIRED SERVICES OR ACTIVITIES, AS WELL AS OTHER PROGRAM VIOLATIONS.

FINDINGS

The Arapahoe County Residential Center does not have an electronic monitoring program.

Standard #4-ACRS-2A-14

ACCESS TO COMPUTER EQUIPMENT IS LIMITED TO AUTHORIZE PERSONNEL WITH SECURITY CODES. ADEQUATE POWER AND COMMUNICATION BACKUP SYSTEMS PROVIDE CONTINUOUS, UNINTERRUPTED OPERATIONS.

FINDINGS

The Arapahoe County Residential Center does not have an electronic monitoring program.

Standard # 4-ACRS-2A-15

ANY INTERRUPTION IN SERVICE IS DOCUMENTED AND REPORTED TO THE AUTHORITY HAVING JURISDICTION.

FINDINGS

The Arapahoe County Residential Center dose not have an electronic monitoring program.

Standard # 4-ACRS-2A-16

A DETAILED WRITTEN OFFENDER SCHEDULE IS DEVELOPED AND SIGNED BY A STAFF MEMBER AND THE OFFENDER.

FINDINGS

The Arapahoe County Residential Center does not have an electronic monitoring program.

Standard # 4-ACRS-2A-17

PROVISIONS ARE MADE FOR THOSE WHO ARE UNABLE TO PAY PROGRAM COSTS.

FINDINGS

The Arapahoe County Residential Center does not have an electronic monitoring program.

Standard # 4-ACRS-4C-07

EACH NEWLY ADMITTED RESIDENT WHO WAS NOT TRANSFERRED FROM A CORRECTIONAL FACILITY UNDERGOES A MEDICAL EXAMINATION WITHIN 14 DAYS OF ADMISSION.

FINDINGS

The Arapahoe County Residential Center only receives residents from a correctional facility

Standard # 4-ACRS-4C-14-1

WHERE NURSING INFANTS ARE ALLOWED TO REMAIN WITH THEIR MOTHERS, PROVISIONS ARE MADE FOR A NURSERY, STAFFED BY QUALIFIED PERSONS, WHERE THE INFANTS ARE PLACED WHEN THEY ARE NOT IN THE CARE OF THEIR MOTHERS.

FINDINGS

The Arapahoe County Residential Center does not have a program for infants to remain with their mothers.

Standard # 4-ACRS-4C-17

IF TREATMENT IS PROVIDED BY HEALTH-CARE PERSONNEL OTHER THAN A PHYSICIAN, DENTIST, PSYCHOLOGIST, OPTOMETRIST, PODIATRIST, OR OTHER INDEPENDENT PROVIDER SUCH TREATMENT IS PERFORMED PURSUANT TO WRITTEN STANDING OR DIRECT ORDERS BY PERSONNEL AUTHORIZED BY LAW TO GIVE SUCH ORDERS.

FINDINGS

The Arapahoe County Residential Center does not provide any health care or other independent provider.

Standard # 4-ACRS-4C-18

IF THE FACILITY PROVIDES MEDICAL TREATMENT, PERSONNEL WHO PROVIDE HEALTH-CARE SERVICES TO OFFENDERS ARE QUALIFIED. DUTIES AND RESPONSIBILITIES OF SUCH PERSONNEL ARE GOVERNED BY WRITTEN JOB DESCRIPTIONS APPROVED BY THE HEALTH AUTHORITY.

VERIFICATION OF CURRENT CREDENTIALS AND JOB DESCRIPTIONS ARE ON FILE IN THE FACILITY. APPROPRIATE STATE AND FEDERAL LICENSURE, CERTIFICATION OR REGISTRATION REQUIREMENTS, AND RESTRICTIONS APPLY.

FINDINGS

The Arapahoe County Residential Center does not provide medical personnel.

Standard # 4-ACRS-4C-19

IF THE FACILITY PROVIDES MEDICAL TREATMENT, OFFENDERS MAKE MEDICAL DECISIONS WITH INFORMED CONSENT. ALL INFORMED CONSENT STANDARDS IN THE JURISDICTION ARE OBSERVED AND DOCUMENTED FOR OFFENDER CARE.

FINDINGS

The Arapahoe County Residential Center does not provide any medical treatment.

Standard # 4-ACRS-4C-22

IF MEDICAL TREATMENT IS PROVIDED BY THE FACILITY, ACCURATE HEALTH RECORDS FOR OFFENDERS ARE MAINTAINED SEPARATELY AND CONFIDENTIALLY.

FINDINGS

The Arapahoe County Residential Center does not provide any health care.

Standard # 4-ACRS-4C-23

IF MEDICAL TREATMENT IS PROVIDED BY THE FACILITY, THE METHOD OF RECORDING ENTRIES IN THE RECORDS, THE FORM AND FORMAT OF THE RECORDS, AND THE PROCEDURES FOR THEIR MAINTENANCE AND SAFEKEEPING ARE APPROVED BY THE HEALTH AUTHORITY.

FINDINGS

The Arapahoe County Residential Center does not provide any health care.

Standard # 4-ACRS-4C-24

IF MEDICAL TREATMENT IS PROVIDED BY THE FACILITY, FOR OFFENDERS BEING TRANSFERRED TO OTHER FACILITIES, SUMMARIES OR COPIES OF THE MEDICAL HISTORY RECORD ARE FORWARDED TO THE RECEIVING FACILITY PRIOR TO OR AT ARRIVAL.

FINDINGS

The Arapahoe County Residential Center does not provide any health care.

Standard # 4-ACRS-6A-04-1

THE ASSIGNMENT OF APPROPRIATELY TRAINED INDIVIDUALS TO ASSIST DISABLED OFFENDERS WHO CANNOT OTHERWISE PERFORM BASIC LIFE FUNCTIONS IS PROVIDED.

FINDINGS

The Arapahoe County Residential Center does not receive residents who can not perform basic life functions.

Standard # 4-ACRS-7A-02

A SOLE PROPRIETOR OPERATING A FACILITY IS ABLE TO DOCUMENT THAT NECESSARY LEGAL MEASURES HAVE BEEN TAKEN TO PROVIDE CONTINUITY OF SERVICE IN THE EVENT OF BANKRUPTCY, INCAPACITATION, RETIREMENT, OR DEATH.

FINDINGS

The Arapahoe County Residential Center is not a sole proprietor.

Standard # 4-ACRS-7D-29

WHERE A COMMISSARY OR CANTEEN IS OPERATED FOR OFFENDERS, CANTEEN FUNDS ARE AUDITED INDEPENDENTLY FOLLOWING STANDARD ACCOUNTING PROCEDURES. AN ANNUAL FINANCIAL STATUS REPORT IS AVAILABLE AS A PUBLIC DOCUMENT.

FINDINGS

The Arapahoe County Residential Center does not operate a commissary or canteen.

COLORADO DEPARTMENT OF PUBLIC SAFETY



Colorado Department of Public Safety Division of Criminal Justice

Report of Audit Findings & Recommendations

for

Arapahoe County Residential Center

Prepared by:
The Division of Criminal Justice
Office of Community Corrections
March 2009

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AUTHORITY

The Division of Criminal Justice (DCJ) is mandated to conduct performance audits through the following:

- Statutory authority pursuant to C.R.S. §17-27-108 (2)(b);
- Section T in the contract established between the Board of Arapahoe County Commissioners (Board)
 and the State of Colorado, with subcontractor responsibilities incorporated in the contract between the
 Board and its local programs.

REPORT DISTRIBUTION

Pursuant to C.R.S. §17-27-108 (2)(b), copies of this report have been distributed to Arapahoe County Residential Center (ACRC), the Department of Corrections, Division of Adult Parole, Community Corrections and Youthful Offender System, the Arapahoe County Community Corrections Board, and the Eighteenth Judicial District Probation Department.

PURPOSE, METHODOLOGY & SCOPE

The Colorado Department of Public Safety's Division of Criminal Justice/Office of Community Corrections (DCJ/OCC) initiated this full audit of the ACRC residential program in an effort to determine the facility's compliance with the *Colorado Community Corrections Standards* (C.C.C.S.), as revised in July 2007. When appropriate, required changes and recommendations regarding compliance with the *Standards* are provided.

Audit procedures include tests of documentary evidence, data analysis, observations and internal control review, as well as interviews and discussions with program management, program staff and offenders.

Compliance with C.C.C.S. was tested in the following areas:

- Personnel
- Management Control
- Security
- Facilities
- Case Management

Audit Notice Date	5/28/08
Dates of on-site visit	6/9/08 - 6/13/08
Date Scope	6/1/06 - 6/13/08
Number of case files requested	18
Number of case files provided	18

MEASUREMENT

Compliance with the Standards is described at four levels:

Very Satisfactory (95% - 100%)
Satisfactory (85% - 94%)
Needs Improvement (70% - 84%)
Unsatisfactory (69% or below)

Standards compliance ratings of 95% or above will not be addressed in the report. Compliance with other Standards is addressed more extensively within the body of the report. Some Standards may not have been sufficiently reviewed to determine compliance or non-compliance, or the Standard may not apply to the program. In such cases, an "N/A" will be noted on the chart. In some cases, there may be brief observations noted within the text of the audit report.

PROGRAM OVERVIEW

The Arapahoe County Residential Center (ACRC) is a for-profit residential facility within the Eighteenth Judicial District. ACRC provides residential services to female offenders. All offenders are required to attend the in-house program known as the Recovery Academy. Issues addressed include: substance abuse recovery, criminal thinking and behavior, life skills, parenting issues and health and wellness. ACRC appears to foster a unique balance between nurturing and behavior adjustment.

As indicated in the Compliance Summary on pages 5-7, the program rated *Very Satisfactory* in 79% of the standards tested; 13% were *Satisfactory*; 8% tested at the *Needs Improvement* level; and 0% were rated as *Unsatisfactory*.

ACRC COMPLIANCE SUMMARY

Standard	% Compliance	Very Satisfactory (95-100%)	Satisfactory (85-94%)	Needs Improvement (70-84%)	Unsatisfactory (69% or below)	
2-010 Personnel Policies		√				
2-040 Background Check	88		1			7
2-050 Personnel File		1				
2-051 Employee Medical Records	100	1				
2-060 Performance Appraisals	86		. 1			7
2-070 Ethical Relationships		1				
2-080 Notification of Criminal Conduct	NA					
2-100 Staff Orientation Training	100	1				
2-110 Staff Annual Training		1				
2-120 Ancillary and Administrative Traming		1				
2-130 Training Events		1				
2-140 Case Manager Education	100	1				
2-150 Program Administrator Education	100	1				
2-151 Security Staff Education	100	1				
2-152 Staff Age Requirement	100	1				
2-160 Voluntoers	NA					
3-010 Policy and Procedure Manual		V				
3-020 Monthly Staff Meetings			√			8
3-040 Written Response To Referral Agencies		1				
3-060 Program Compliance		1				
3-070 Receiving Offenders	100	7				
1-080 Supervision of Sex Offenders	NA					
3-090 Victim Notification		7				
3-100 DNA Testing	100	1				
3-120 Disciplinary Hearings		1				
3-130 Grieyance/Appeals Procedure				1		8
3-140 On/Off Grounds Count		٧				
3-150 Referral Agency Reports			√			8
3-160 Offender Time Credits	100	1				
3-170 Incident Notification	NA					
3-180 Systematic File Review	100	√				
B-190 Self-Audits of Operations and Programming			1			8
3-200 Organized Information Collection		1				
3-210 Documentation		1				
3-230 Administrative Review		- i				
4-010 Offender Advisement		V				
4-020 Intake Interview			V			9
1-030 Health Inventory	87		1			9
4-040 Medication		1				
4-050 Staff Response To Medical Emergencies		,				
4-060 First Aid/CPR Certification		- i				
4-070 Offender Property	100	7				
4-080 Substance Abuse Testing		1				

Standard	% Compliance	Very Satisfactory (95-100%)	Satisfactory (85-94%)	Needs Improvement (78-84%)	Unsatisfactory (69% or below)	Report Page #
4-090 Confirming Positive Len Results	100	1				
4-100 Entry Urine Samples	93		1			9
4-110 Interim Urine Samples	99	1				
4-120 Exit Urine Samples	88		1			9
4-130 BA's and UA's For Alcohol		1				
4-140 Record Keeping For Substance Abuse Testing		1				
4-160 Kandom Off-Site Monstoring	80			√		10
4-161 Job Search Accountability				1		10
4-170 Passes		1				10
4-171 Furloughs	NA					
4-180 Surveillance Of Offenders		1				
4-190 Use of Physical Force	5	,				
4-200 Random Headcounts		- i				
1-210 Recording Authorized Absences			V			10
4-229 Contrabund				1		11
4-240 Security Staff Staffing Pattern		7				
4-260 Escape	100	,				
5-030 Flame Retardant Mattress and Pallow		1				
5-060 Storage of Hazardous Materiala	15	i				
5-070 Conducting Fire Drills		1				
5-080 First Aid Manual and Medical Supplies		1				
5-090 Minimum Floor Space		1				
5-100 Separate Space		1				
5-110 Visitation Space		1				1
5-120 Toilets, Basins, Showers		1				
5-130 Health and Sanitation Codes		1				
5-140 Access to Nutritional Meals	0	1				
5-150 Property and Safety	II.	1				
5-160 Housecleaning Assignments	R .	1				
5-170 Offender Bedding		1				
6-010 Case Record		1				
6-020 Separate Medical Files		1				0
6-040 Release of Information		1				
6-050 Storage of Case Records		1				
6-060 Assignment of Case Manager		1				
6-070 Weekly Meetings	99	1				
6-080 Chronological or Progress Notes		1				
6-090 Assessments				1		12
5-100 Supervision Plan	8			1		12
6-110 Review of Offender Progress	90		1			12
6-120 Movement of Offenders	100	1				
6-130 Employment Services	100	1				
6-140 Educational Review	100	i				
6-160 Referrals to Qualified Trentment Providers			1			12
6-170 Termination/Transfer Summary	100	1				

Ständard	% Compliance	Very Satisfactory (95-100%)	Satisfactory (85-94%)	Needs Improvement (70-84%)	L'asatisfactory (69% or below)	Report Page #
6-180 Offender Budget	1000	1				
6-190 Financial Transactions	100			V		13
6-191 Limited Power of Attorney	100	1				
6-200 Restitution		1				
6-201 Plused Restitution Collection		1				
6-202 Child Support Enforcement		1				
6-210 Contract Approval	NA					
6-220 Driving Privileges	NA					
RS	dia dia	70 7956	12 1390	7 896	0 056	

Colorado Community Corrections Standards Section 2-000

Personnel Standards

Standards Addressed	Compliance Rating	% Compliance (if applicable)
2-040 Background Check	Satisfactory	88%
2-060 Performance Appraisals	Satisfactory	86%

FINDINGS

Background check

Seven of the eight (88%) personnel files contained background checks conducted in a timely manner.

• 2-060 Performance Appraisals

Six of seven (86%) personnel files requiring an annual performance appraisal were compliant. The performance appraisal of the one non-compliant file was not dated.

RECOMMENDATION

ACRC should ensure that all employee background checks are conducted in a timely manner and employee performance appraisals are completed at least annually.

Colorado Community Corrections Standards Section 3-000

Management Control Standards

Standards Addressed	Compliance Rating	% Compliance (if applicable)
3-020 Monthly Staff Meetings	Satisfactory	
3-130 Grievance/Appeal Procedure	Needs Improvement	
3-150 Referral Agency Reports	Satisfactory	
3-190 Self-Audits of Operations and Programming	Satisfactory	

FINDINGS

• 3-020 Monthly Staff Meetings

Few of the staff meeting minutes included specific issues regarding offenders (for example, attitude, program adjustment, responses to sanctions).

• 3-130 Grievance/Appeals Process

Documentation reflected that the grievance officer responded to many grievances more than a month after they were originally submitted.

• 3-150 Referral Agency Reports

ACRC was significantly behind in disseminating termination reports to DCJ as required by the Standards.

• 3-190 Self-Audits of Operations and Programming

While evidence of quarterly internal programmatic audits was found; improvements in the self-auditing process of the random off-site monitoring standard would significantly increase *Standards* compliance.

REQUIRED CORRECTIVE ACTION No. 1:

ACRC must respond to offender grievances in a timely manner.

RECOMMENDATION

ACRC should develop methods to ensure that all offender termination reports are submitted to DCJ in a timely manner. With the implementation of the Community Corrections Information and Billing (CCIB) database, all offender statistical data is now collected within this web-based system.

ACRC should improve self-audits of operations and programming by modifying the auditing of off-site monitoring records.

Colorado Community Corrections Standards Section 4-000

Security Standards

Entry Paperwork Standards

Standards Addressed	Compliance Rating	% Compliance (if applicable)
4-020 Intake Interview	Satisfactory	
4-030 Health Inventory	Satisfactory	

FINDINGS

• 4-020 Intake Interview

At the time of offender entry, the program does not always document the race of the offender as required by the *Standards*. The remaining average offender advisement compliance rate across the various relevant forms was 100%.

• 4-030 Health Inventory

The required Health Inventory was completed in 13 of the 15 (87%) files reviewed. One inventory was late and another was missing.

RECOMMENDATION

ACRC should revise offender intake materials to include documentation of the offender's race.

ACRC should ensure that all Health Inventory screens are dated and filed in the offender case file.

Drug and Alcohol Testing Standards

Standards Addressed	Compliance Rating	% Compliance (if applicable)
4-100 Entry Urine Samples	Satisfactory	93%
4-120 Exit Urine Samples	Satisfactory	88%

FINDINGS

• 4-100 Entry Urine Samples

Of the 15 required entry UAs in our sample, 14 (93%) were completed appropriately and on time. The remaining entry UA was not completed.

• 4-120 Exit Urine Samples

Of the eight offenders for whom an exit UA was required, seven were compliant (88%). The remaining exit UA was not completed.

RECOMMENDATION

ACRC should improve alcohol-testing practices by ensuring that all exit urine samples for offenders successfully discharged or transferred are completed as required by the *Standards*.

ACRC should improve drug and alcohol testing practices by ensuring that all entry UAs are completed within 12 hours upon admission to the program.

Whereabouts Monitoring Standards

Standards Addressed	Compliance Rating	% Compliance (if applicable)
4-160 Random Off-Site Monitoring	Needs Improvement	80%
4-161 Job Search Accountability	Needs Improvement	
4-210 Recording Authorized Absences	Satisfactory	

FINDINGS

• 4-160 Random Off-Site Monitoring

Of the 30 months reviewed, 100% (30) had the required two work verifications and 60% (18) had the required two pass verifications. Of the 131 weeks reviewed, 80% (105) met the requirement that each offender be monitored at least once each week. The average of these three percentages results in an overall compliance score of 80%.

• 4-161 Job Search Accountability

Program documentation indicated that ACRC monitors offenders on job search by requiring offenders to obtain signatures from contact people at each job search location (i.e., the interviewer should sign the offender's job search form). Reportedly, program staff then verifies these signatures by phone contact. Little evidence that program staff was performing these verifications was found.

• 4-210 Recording Authorized Absences

The current programming in ACRC's SecurManage system causes significant overlapping of the offender log sheet, making it difficult to read. Some signatures were illegible or missing.

REQUIRED CORRECTIVE ACTION No. 2:

ACRC must improve offender-monitoring practices by:

- A. Increasing oversight and internal auditing of monitoring activities.
- B. Consistently verifying offender job search practices as required by ACRC's policy.

RECOMMENDATION

ACRC should repair the sign-in and sign-out overlapping issue and ensure that all signatures are present and legible.

Facility Security Standards

Standards Addressed	Compliance Rating	% Compliance (if applicable)
4-220 Contraband	Needs Improvement	

FINDINGS

• 4-220 Contraband

The program does not often document which rooms are searched, making it difficult to determine whether each room is being searched regularly. In addition, ACRC's program documentation practices do not account for all items confiscated by program staff and their dispositions.

REQUIRED CORRECTIVE ACTION No. 3:

ACRC must improve facility security by ensuring that searches of all kinds, including those of visitors, rooms, offenders and the grounds surrounding the facility are documented appropriately.

Colorado Community Corrections Standards Section 6-000

Case Management Standards

Assessment and Treatment Standards

Standards Addressed	Compliance Rating	% Compliance (if applicable)
6-090 Assessments	Needs Improvement	
6-100 Supervision Plan	Needs Improvement	
6-110 Review of Offender Progress	Satisfactory	
6-160 Referrals to Qualified Treatment Referrals	Satisfactory	

FINDINGS

• 6-090 Assessments

Some of the files contained incomplete TxRW assessments. Some were missing the final treatment level conclusions and reasoning for the difference in step 7 and step 8. Most of the remaining assessments were complete and timely.

• 6-100 Supervision Plan

Of the fifteen case files reviewed, thirteen (87%) contained a supervision plan that was timely. Supervision plans were not always consistent with offenders' assessed criminogenic and treatment needs as required by the *Standards* and state statute.

• 6-110 Review of Offender Progress

Ninety percent of the required reports were located and timely completed. Some of the existing reports contained little information regarding the qualitative aspects of the offender's progress in the program and in treatment.

• 6-160 Referrals to Qualified Treatment Providers

Some treatment provider progress reports for the offenders in our sample were missing. Some of the remaining reports did not contain adequate information regarding an offender's individual treatment progress.

REQUIRED CORRECTIVE ACTION No. 4:

To provide assessment and treatment of offenders in accordance with the Colorado Community Corrections Standards, ACRC must:

- A. Retrain case management staff in the implementation of the TxRW assessment tool.
- B. Create individualized written supervision plans for each offender that properly address assessed criminogenic needs, and specifically note the appropriate level of substance abuse treatment.
- C. Complete supervision plans in a timely manner.

RECOMMENDATION

ACRC should complete monthly progress reports that measure the offender's progress against the supervision plan, to include treatment plan revisions when needed. In addition, ACRC should maintain complete and up-to-date records of treatment from internal and external providers.

Offender Finance Standards

Standards Addressed	Compliance Rating	% Compliance (if applicable)
6-190 Financial Transactions	Needs Improvement	

FINDINGS

• 6-190 Financial Transactions

Monthly financial statements were located for 93 of the 105 (89%) cumulative months reviewed. Final offender financial transactions were not completed at the time of termination for most case files.

REQUIRED CORRECTIVE ACTION No. 5:

ACRC must develop a method to provide final financial statements to offenders at termination.

PROGRAM OVERVIEW

<u>PROGRAM OVERVIEW</u>

The Arapahoe County Residential Center (ACRC) is operated by Community Education Centers Inc., 35 Fairfield Place, West Caldwell, New Jersey 07006 (973) 226-2900. Community Education Centers assumed management of ACRC in 2006.

ACRC is a residential and non residential correctional program receiving placements from the Arapahoe County Corrections Board, Department of Corrections and Out of County jurisdictions. All out of county placements are reviewed by the Arapahoe County Board.

The facility is located in Arapahoe County, Colorado, in the City of Littleton, approximately eight miles from the central business district of Denver.

ACRC is a converted warehouse with a commercial kitchen, a security station, programming office, living and dinging areas. Residents are housed in dorm-style units.

However, depending on referral-source needs, the facility is capable of house 206 resident while maintaining Colorado Community Correction Residential Standards and the American Correctional Association Standards.

ACRC is currently authorized by a Conditional Use Permit renewable every five years by the City of Littleton. The use permit defines ACRC as a community correction facility with the added capacity to serve sheriff's departments. ACRC meets the requirements of referring agencies as well as city codes and ordinances. We are requesting to be rezoned from the Light Industrial to a Planned Development District. Our current building structure and property does not require any new development.

The original concept, when the facility opened in 1985, was to supply the Sheriff Departments and County/ State government with a sentencing alternative. ACRC has supplied these programs for the past 25 years. In 1998, ACRC began a new program within the field of Community Corrections—The Correction al Recovery Academy for Women. Transitional and Diversion clients are still placed with ACRC as a sentencing alternative; however, a Recovery Academy for Women has been implemented as of June 1, 1998.

Correctional Recovery Academy

The Correctional Recovery Academy (CRA) is a program designed to help women lent the basic skills needed for every day living. ACRC's focus is on a Women's Academy and will strive to meet a need within the community for a program that will help reduce recidivism of women. There are four phases in the Academy—each being approximately four weeks in length. Phase I groups introduce the Key Terms and Concepts that will be used through all phases in addition to several orientation groups, the Core Skills, and Job Skills. Phase II teaches the Principles of Recovery, communication skills, problem solving techniques, substance abuse education, and Health and Wellness for Women. In Phase III, participants will learn parenting skills and the Facts of Life Sequence as well as a variety of topics focused on changing criminal addictive thinking patterns. Finally in Phase IV is the last phase focusing on Relational Issues, Sexual Recovery, and preparing for the transition back to "home life". Phase IV incorporates everything learned throughout the phases and encourages real-life proactive of all the skills.

Residents are required to attend four-one hour sessions each week. In addition to attending the groups, participants are required to complete various homework assignments, pass a written test to complete each phase, maintain a positive attitude, and maintain full time employment to successfully complete the Recovery Academy.

Referral Process

The Director or designee screens each referral to the program with the assistance of the Arapahoe County Corrections Board to ensure that community safety, safety of residents, and the safety of staff are not jeopardized.

ACRC places female offenders referred by district courts for diversion placement including out-of-county, transitional placements from the Colorado Department of Corrections, and Community return to Custody Facility (CRCF) placements for females who have technically violated parole and are revoked to a CRC F program by the parole board.

To decide if a referral is appropriate, the Director or designee considers the offender's risks and needs in the following areas: criminal history, disciplinary convictions, escape history, programming needs such as substance abuse and mental health, conduct at prior facilities, and custody issues.

Because of the increased in-house programming and on-site clinical contract staff, ACRC accept serious mentally ill offenders who are not able to function in the community. The Arapahoe/ Douglas Mental Health Network has worked closely with ACRC with treating the female offenders for mental health and drug and alcohol issues. There are currently two ADMHN employees that complete case management as well as treatment duties. These employees conduct individual sessions a as well as daily groups. These groups focus on chemical dependency outpatient that is two days a week for three hours daily. They also do relapse prevention that is once a week for one and on half hours. They also complete a seeking safely group once a week at one hour and a bipolar group.

The approval process for high-risk diversion offenders begins by referring case records directly to the ACRC program. These records are evaluated and the offender is interviewed. The program has the right to accept or reject the case. If accepted, the case

is referred to the Community Corrections Full Board, made up of professional criminal justice community and lay citizens appointed by the County Commissioners. The board has the right to accept or reject the case. If both the program and the board accept the case, the sentencing court may sentence the offender to the program. During residency, the Arapahoe county Probation Department oversees the case. Transition community corrections referrals have similar safeguards. The referral is initiated by the Department of Corrections through offender classification system. Offenders who receive a "community corrections" classification (the lowest risk/ need classification possible) and who meet legal requirements are referred to the program in the community in which the case originated or in which parole release is the destination. Both the program and the board must accept the case prior to transfer. A DOC Parole Liaison also supervises the resident's progress.

Intake Process

Upon arrival to ACRC, each resident will complete an initial "Intake" with security staff. The resident signs paperwork, reads and is tested over the programming rules and regulations, is assigned to a room and tours the facility. The resident is immediately assigned a case manager who will complete a programming intake within two working days as well as determine the risk factor by completing all Standardized Offender Assessments such as the Level of Supervision Inventory (LSI), the Simple Screening Inventory (SSI), the Adult Substance Use Survey (ASUS), the Treatment Recommendations Worksheet (TxRW), and the Colorado Criminal Justice Mental Health Screen-Adult (CCJMHS-A). The resident will immediately begin attending academy groups, GED classes if necessary, and job preparation.

Security

Residential Managers (security staff) monitor the security station twenty-four hours a day and seven days per week. During peak hours, coverage is expanded accordingly. The security department regulates daily activity by approving movement in/out of the facility, taking calls for location changes, monitoring work schedules, conducting drug and alcohol screening, random phone verifications, hourly head count, random room searches, pat searches, report writing, and intervene when necessary in emergency situations.

Additionally, the Residential Managers alert case managers of behavioral changes to prevent difficulties or steer the resident into appropriate counseling or training programs.

Case Management

Case management is one of the main focal points of the resident's programming at ACRC. Each resident is staffed by the case management team with the help of the liaison from the referral agency to decide on programming requirements such as substance abuse and/or mental health treatment, medication services, and possibly additional vocational training. Residents are immediately referred to in-house programs such as the recovery

academy, GED classes, AA support groups and consumer credit counseling. Case managers verify all employment and monitor progress in the areas of work and treatment. A complete case file is maintained on all residents to hold all documentation including legal information as well as program progress. Audits are conducted on all case files to ensure that all standards and procedures are met.

Case managers also emphasize the importance of developing support systems outside the program that will continue when they are released from the program. Integration into the community will be achieved primarily through physical, vocational, and social integration into mainstream community activities, housing, jobs and relationships with non-criminal pees and family members. The goal can ultimately be realized only if residents themselves exercise full control over the services and supports they need, whether provided by peers or professionals.

The resident's are not permitted to drive while at ACRC. They utilize the transit system including the light rail system and the RTD busses. They are required to obtain full time employment which is no less than thirty five hours a week.

Non-Residential Population

Once a diversion resident successfully completes the residential portion of the program, supervision may continue on a non-residential status if approved by the probation department and the sentencing court. Typically, this transfer takes place between four to eight months after placement in the residential program. The resident will remain on a non-residential status through out the remainder of her sentence if she remains program compliant.

Non-Residential cases are required to maintain responsible behavior to include approved housing arrangements, full time employment, and adherence to court-ordered conditions. Residents must meet contact requirements with case manager as set forth by the Division of Criminal Justice (DCJ) standards to include telephone, home visits, job checks, office visits, and drug and alcohol screening.

SecurManage

The Arapahoe County Residential Center implemented the use of SecurManage into our program in 2006. SecurManage is a web-based software package that provides everything needed to mange a residential community corrections facility, SecurManage tracks and manages all aspects of the resident's stay in the facility. The program utilizes many features such as case notes, resident tracking process, medications, facility shift log, headcounts, and financial management of the offender.

Summary

The Arapahoe County Residential Center prides itself in that residents are held accountable for all behaviors while treated with respect. The role of each department, although different, helps to create a "community" atmosphere where residents are given the tools to learn pro-social attitudes and behaviors.

The Management Team consists of the Director, The Case Manger Coordinator, the Operations Coordinator, and the Administrative Coordinator who meet weekly to discuss areas of concern. The Management Team meetings are open to all staff members once per month who are always encouraged to attend. ACRC strives to involve all staff in the constant evolving of the facility and is always seeking out methods of improvement by review of policies/procedures, etc.

We also are very proud because on two occasions the Division of Criminal Justice (DCJ) approached ACRC staff members and requested ACRC to pilot two new tools which would be used in all facilities state wide. In 2012 we successfully piloted and implemented a Progression Matrix which is a tool that focuses on criminogenic needs as well as a structured level system. Currently we are piloting the Behavioral Shaping Model and Reinforcement Tool (B-SMART). The B-SMART tool is a structured incentive and sanction tool.

Women's Correctional Recovery Academy

Phase I

Day 1- Hour 1: Key Terms and Concepts; Every Lie is a Prison Hour 2: Inner Self vs. Habit Self; Addiction and Recovery

Day 2- Hour 1: Affirming; Asserting Hour 2: Brainstorming; Calming

Day 3- Hour 1: Danger-Spotting; Focusing Hour 2: Humanizing; Prioritizing

Day 4- Hour 1: Resourcing; Self-Listening Hour 2: Tension-Sensing; Forecasting

Day 5- Hour 1: Giving and Receiving Feedback Hour 2: Communication "I" Statements; Roadblock to Body Language

Day 6- Hour 1: Handshaking; Resume Writing Hour2: Interviewing Skills

Day 7- Hour 1: Job Search/Career Clusters; Self-Presentation Hour 2: Honesty at Work

Day 8- Hour 1: View-Switching; Courtesy and Honesty Open Most Doors Hour 2: Put Recovery First; Balance Works Best

Phase II

Day 1- Hour 1: Learn to Deal Hour 2: Learn By Practice

Day 2- Hour 1: Goals and Dreams Hour 2: Achieving Dignity; Giving Respect Gets Respect

Day 3- Hour 1: Wellness For Women; Substance Abuse and Pregnancy; Addiction, Relapse and the Body Hour 2: Physiological Effects of Alcohol and Other Drugs; Pain and Prescription Drugs

Day 4- Hour 1: Handling the Green Drug Hour 2: Women in the Workplace

Day 5- Hour 1: Avoid Your Triggers; Craving Triggers and Traps Hour 2: Warning Signs

Day 6- Hour 1: Don't Feed Your Monsters; Slip Stoppers Hour 2: No Taste Tests!

Day 7- Hour 1: Old Friends; New Friends Hour 2: Rejoyment

Day 8- Hour 1: Life is Not Fair; You Can Make Things Better or Worse Hour 2: Challenge, Excitement, Danger; Respect Life

Phase III

Day 1- Hour 1: Think it Through; Stick to Your Structure

Hour 2: Self-Assessment

Day 2- Hour 1: Motherhood and Recovery

Hour 2: Child Abuse/Effective Parenting; Parenting Teens

Day 3- Hour 1: Physiology of Anger

Hour 2: Denial-part 1 and 2

Day 4- Hour 1: Identifying High Risk Situations

Hour 2: Managing Anxiety and Tension in High Risk Situations-part I

Day 5- Hour 1: Sexual Respect

Hour 2: Sexual Recovery; HIV Education

Day 6- Hour 1: Untold Pain

Hour 2: Remember the Past; Everything You Do Matters

Day 7- Hour 1: Guilt Kills

Hour 2: Letting It Go; Make the Moment Count

Day 8- Hour 1: Say it Right; Hear it Right

Hour 2: Reaching Agreement

Phase IV

Day 1- Hour 1: Boundaries and Assertiveness

Hour 2: Roots, Roles, and Relationships

Day 2- Hour 1: Healthy Relationships

Hour 2: The Family Process in Addiction (Co-Dependency); Everyone Wants Love and Respect

Day 3- Hour 1: Keepin' On; Perseverance Beats Most Odds

Hour 2: Using Help; Reach Out and Open Up

Day 4- Hour 1: Criminal Addictive Thinking I and II;

Hour 2: Getting Over; Get Even or Get Ahead

Day 5- Hour 1: Your First Days Out; Release Preparation Activity Checklist (RePac)

Hour 2: Step Slow and Steady; The More You Can Do the More You Can Get

Day 6- Hour 1: Preparing for Home Life; You Can't Escape Responsibility

Hour 2: Family Ties; Character is Catchy

Day 7- Hour 1: Building a Support System

Hour 2: New Groups; Be a Member

Day 8- Hour 1: Life Balance

Hour 2: Use of Personal Time; Relapse Prevention Plan-Personal Recovery Plan

PUBLIC NOTICES

AFFIDAVIT OF PUBLICATION

State of Colorado County of Arapahoe)ss

This Affidavit of Publication for the Littleton Independent, a weekly newspaper, printed and published for the County of Arapahoe, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each week, for 1 successive week(s), the last of which publication was made the 25th day of December A.D., 2014, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.

for the Littleton Independent

State of Colorado)

County of Arapahoe

)ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Gerard Healey, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on this 25th day of December A.D., 2014.

My Commission Expires 10/12/16

Notary Public.

Public Notice

CITY OF LITTLETON PUBLIC HEARING NOTICE ZONING MATTER

NOTICE IS HEREBY GIVEN THAT THE FOLLOWING PUBLIC HEARING WILL BE HELD BY THE CITY OF LITTLETON AT THE CITY CENTER, 2255 WEST BERRY AVENUE, LITTLETON, COLORADO: TO CONSIDER AN APPLICATION TO REZONE APPROXIMATELY 3.5 ACRES FROM I-1, LIGHT INDUSTRIAL DISTRICT TO PD-I PLANNED DEVELOPMENT DISTRICT AND THE ARAPAHOE COUNTY RESIDENTIAL CENTER GENERAL PLANNED DEVELOPMENT PLAN CONCERNING PROPERTY LOCATED AT 2135 WEST CHENANGO AVENUE. APPROVAL OF THE REZONING AND GENERAL PLANNED DEVELOPMENT PLAN WILL ALLOW FOR A COMMUNITY CORRECTIONS FACILITY. ALL THOSE WISHING TO BE HEARD SHOULD BE PRESENT AT THE TIME AND PLACE STATED BELOW: FOR MORE INFORMATION, CALL THE LITTLETON PLANNING DIVISION AT 303-795-3748.

PLANNING BOARD PUBLIC HEARING AT 7:00 P.M. ON January 12, 2015

APPLICANT: Arapahoe County Residential Center

CITY STAFF CONTACT: jdickinson@littletongov.org

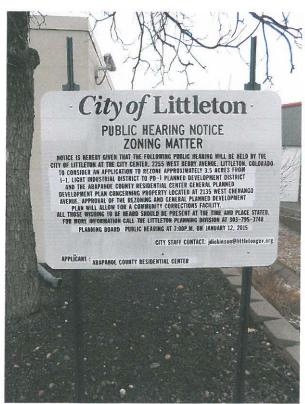
Legal Notice No.: 55656

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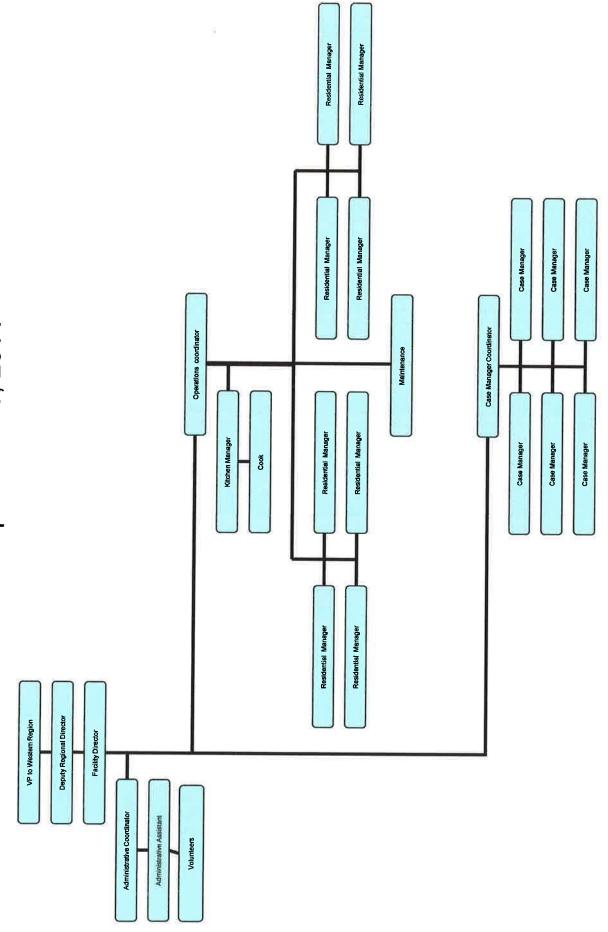






SNAP SHOT OF ONE DAY AT ACRC

Arapahoe County Residential Center September 25, 2014



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Monday Tuesday Wednesday 1-Dec 3-Dec 3-D		ll Friday	5-Dec	0500-1700 Day Shift 1 1700-0500 Night Shift 1	12-Dec	0500-1700 Day Shift 2 1700-0500 Night Shift 2	19-Dec	0500-1700 Day Shift 2 1700-0500 Night Shift 2	26-Dec	0500-1700 Day Shift 2 1700-0500 Night Shift 2		
Monday		Thursday	4-Dec	0500-1700 Day Shift 2 1700-0500 Night Shift 2	11-Dec	0500-1700 Day Shift 2 1700-0500 Night Shift 2	18-Dec	0500-1700 Day Shift 2 1700-0500 Night Shift 2	25-Dec	0500-1700 Day Shift 2 1700-0500 Night Shift 2		
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		Sunday		2 Employees Per Shift	7-Dec	0500-1700 Day Shift 1 1700-0500 Night Shift 1	14-Dec	0500-1700 Day Shift 1 1700-0500 Night Shift 1	21-Dec	0500-1700 Day Shift 1 1700-0500 Night Shift 1	28-Dec	0500-1700 Day Shift 2 1700-0500 Night Shift 2



ARAPAHOE COUNTY RESIDENTIAL CENTER

2135 W. CHENANGO AVE., LITTLETON, COLORADO 80120 (303) 795-6975 (FAX) 730-3809

Angie Riffel DIRECTOR

Case Manager Schedules December 1, 2014

Emmi Adler:

Academy Group PM Monday's – 1200 to 2030 Academy Group AM Tuesday, Wednesday, Thursday – 0730 to 1600

Renee Hurtado:

Academy Group AM Thursday's – 0730 to 1600 Academy Group PM Tuesday's and Wednesday's – 1200 to 2030

Cheyenne Walker:

Academy Group PM Monday's, Thursday's – 1200 to 2030 Academy Group AM Wednesday 0730 to 1600

Kimberly Owens:

Academy Group AM Monday's – 0700 to 1600 Academy Group PM Tuesday's, Thursday's – 1200 to 2030

Marissa Garcia:

Academy Group AM Monday's, Tuesday's – 0730 to 1600 Academy Group PM Wednesday's – 1200 to 2030



COMMUNITY EDUCATION

C E N T E R S

ARAPAHOE COUNTY RESIDENTIAL CENTER

Resident Employer December 9, 2014

Employers	Number	of Clients	Employers	Number of C	lients
Aloha Dental Color	rado	1	AMB Facility Ser	vices	1
Aramark (Coors Fi	eld)	1	Aramark (Pepsi	Center)	1
Arby's		1	ARC		1
Bears Car Wash		3	Camp Bow Wow	/	2
Clear Creek Consu	ılting	2	Colorado Nut Co	ompany	1
Colorado Windshie	eld	2	Conservation Co	onstruction	1
Continental Cleane	ers	1	Country Buffet		1
Denny's		2	East West Medic	cal Clinic	1
Einstein Bros		1	Freddy's Frozen	Custard	3
Garbanzo Mediterra	anean Grill	3	Golden Corral		1
Goodwill		7	I Нор		2
Jack and Grill		1	Las Fuentes		1
Little Caesar's		1	M. A, Mortenson		1
McDonalds		11	P.F. Changs		1
Pizza Hut		1	Renaissance Pai	nt Remodeling	1
Sally Beauty Supply	y	1	Salvaggios		1
Smashburger		1	Sonic		1
Standage Market R	esearch	1	Stone Creek Cafe	é	1
Subway		1	Taco Bell		2
Toys R Us		2	Tucker, Albin and	l Associates	1
Village Inn		2	Waste Managem	ent Recycling	1



ARAPAHOE COUNTY RESIDENTIAL CENTER

Position Held by Residents

Cashier	8
Cleaner	1
Construction	2
Cook	2
Custodian	1
Dental Assistant	1
Detailer	3
Dog Watcher	2
Food Prep	25
Food Prep Hostess	25 3
Hostess	3
Hostess	3
Hostess Manager Receptionist	3 1 1
Hostess Manager Receptionist Sales	3 1 1 6

PROPERTY OWNERS INFORMATION



OWNERSHIP & ENCUMBRANCE REPORT

Attn: Angie Rissel

Company: Arapahoe County Residential Center

Address: 2135 W. Chenango Ave. Littleton, CO 80120

Phone: (303) 795-6975

Fax: (000) 000-0000

Order No.: H124513

Effective Date: November 18, 2014

Fee: \$5.00

Tax ID No.: 2077-09-3-00-012

Ownership as shown on the last conveyance disclosed by Public Records:

Warranty Deed recorded November 1, 2006 at Reception No. <u>B6155641</u>

Property Address: 2135 W Chenango Ave Littleton, CO 80120

Legal Description according to the last conveyance disclosed by Public Records:

Warranty Deed recorded November 1, 2006 at Reception No. <u>B6155641</u>

Recorded Deeds of Trust, Mortgages or Other Encumbrances:

Deed of Trust recorded November 1, 2006 at Reception No. <u>B6155642</u>
Certificate of Redemption recorded December 16, 2009 at Reception No. <u>B9135371</u>
Certificate of Redemption recorded December 16, 2009 at Reception No. <u>B9135373</u>
Certificate of Redemption recorded January 12, 2010 at Reception No. <u>D0003048</u>
Certificate of Redemption recorded December 22, 2010 at Reception No. <u>D0133160</u>
UCC Financing Statement recorded December 1, 2011 at Reception No. <u>D1118218</u>

Judgments or Liens:

No open Judgments found.

NOTE: This report is for the applicant's sole use and benefit. The information contained in this report has been taken from the public records without reference to, or examination of, instruments which purport to affect the real property. The Company's liability under this report is limited to the fee paid. No other representations or indemnities are made.

HINC&LEY ALLEN SNYDER 15CO FLEET CENTER PROVIDENCE, RI 02903 ATTN: SANDRA MACK



WARRANTY DEED



THIS DEED, dated this 31 day of Ucto BER, 2006, between CORFAC L.L.C. duly organized and existing under and by virtue of the laws of the State of Bollofaldo and FACCOR, LLC duly organized and existing under and by virtue of the laws of the State of tolorado. Grantors and ARAPAHOE COUNTY RESIDENTIAL CENTER, INC., Grantee, whose legal address is 100 Locke Drive, Marlborough, Massachusetts 10752.

WITNESS, that the Grantors, for and in consideration of the sum of Four Million Dollars and No cents (\$4,000,000.00), the receipt and sufficiency of which is hereby acknowledged, have granted, bargained, sold and conveyed, and by these presents do grant, bargain, sell, convey and confirm unto the Grantee, its successors and assigns forever, all the real property, together with improvements, if any, situate, lying and being in the County of Arapahoe and State of Colorado, described as follows: N. # = \$400.00

SEE ATTACHED EXHIBIT "A" INCORPORATED HEREIN BY REFERENCE

Also known by street and number as: 2134 West Chenango Avenue, Littleton, Colorado Assessor's schedule numbers: 2077-09-3-00-058; 2077-09-3-00-012; 2077-09-3-00-059

TOGETHER with all and singular the hereditaments and appurtenances thereunto belonging, of in anywise appertaining, the reversion and reversions, remainder and remainders, rents, issues and profits thereof, and all the estate, right, title, interest, claim and demand whatsoever of the Grantors, either in law or equity, of, in and to the above bargained premises, with the hereditaments and appurtenances;

TO HAVE AND TO HOLD the said premises above bargained and described, with the appurtenances, unto the Grantee, its successors and assigns forever. The Grantors, for themselves, their successors and assigns, do covenant, grant, bargain and agree to and with the Grantee, its successors and assigns, that at the time of the ensealing and delivery of these presents, they are well seized of the premises above conveyed, have good, sure, perfect, absolute and indefeasible estate of inheritance, in law, in fee simple, and have good right, full power and lawful authority to grant, bargain, sell and convey the same in manner and form as aforesaid, and that the same are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, encumbrances and restrictions of whatever kind or nature whatsoever, except:

SEE ATTACHED EXHIBIT "B" FOR PERMITTED EXCEPTIONS TO TITLE.

The Grantors shall and will WARRANT AND FOREVER DEFEND the above bargained premises in the quiet and peaceable possession of the Grantee, its successors and assigns, against all and every person or persons lawfully claiming or to claim the whole or any part thereof.

MIN WITNESS WHEREOF, the Grantors have executed this deed on the date set forth above.

SELLERS:

CORFAC L.L.C.

A Nevada Limited Liability Company

BY: NAME TITLE:

TITLE:

FACCOR, LLC

A Nevada Limited Liability Company

COUNTY OF COOK
The foregoing instrument was acknowledged before me this day of day of day of CORFAC L.L.C., A Nevada Limited Liability Company.
WITNESS MY HAND AND OFFICIAL SEAL.
My commission expires: Notary Public OFFICIAL SEAL MARY E. HANRAHAN NOTARY PUBLIC, STATE OF ILLINOIS MY COMMISSION EXPIRES 4-8-2008
STATE OF
The foregoing instrument was acknowledged before me this 30 day of CCTOBEC, 2006 by Lavin as Wander of FACCOR, LLC, A Nevada Limited Liability Company.
WITNESS MY HAND AND OFFICIAL SEAL.
My commission expires: 4-8-2007 Notary Public
OFFICIAL SEAL }

OFFICIAL SEAL
MARY E. HANRAHAN
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 4-8-2008

EXHIBIT A

LEGAL DESCRIPTION

Parcel A:

That part of the Northwest ¼ Southwest ¼ of Section 9, Township 5 South, Range 68 West of the 6th P.M., described as follows:

Beginning at the Southwest corner of said Northwest ¼, Southwest ¼;

Thence South 89°52' East, along the South line of said Northwest ¼ Southwest ¼, a distance of 565.23 feet;

Thence North 00°08' East a distance of 260.0 feet to the true point of beginning;

Thence South 89°52' East parallel with the South line of said Northwest ¼ Southwest ¼ a distance of 163.0 feet;

Thence North 00°08' East a distance of 340.4 feet to a point on the North line of the tract described in Book 1911 at Page 27;

Thence North 85°00' West a distance of 97.6 feet to the Northwesterly corner of the tract described in Book 1911 at page 27;

Thence South 27°10' West a distance of 144.61 feet;

Thence South 00°08' West a distance of 220.0 feet, more or less, to the Point of Beginning, County of Arapahoe,

State of Colorado.

Parcel B:

That part of the Northwest ¼ Southwest ¼ of Section 9, Township 5 South, Range 68 West of the 6th P.M., described as follows:

Beginning at the Southwest corner of said Northwest 1/4 Southwest 1/4;

Thence South 89°52' East along the South line of said Northwest ¼ Southwest ¼ 565.23 feet to the true point of beginning;

Thence North 00°08' East 260.0 feet to the Southwest corner of that tract of land described in Deed recorded July 07, 1971 in Book 1939 at Page 43;

Thence South 89°52' East 163.0 feet along the South line of said tract in Book 1939 at Page 43, to the Southeast corner thereof;

Thence South 00°08' West 260.0 feet to the South line of said Northwest 1/4 Southwest 1/4

Thence North 89°52' West along said South line 163.0 feet to the Point of Beginning, except the South 20 feet and the West 20 feet thereof.

County of Arapahoe,

State of Colorado.

File Number: 75180140OTP Stewart Title of Colorado - Denver Division Attached Legal Description Page 1 of 2

Parcel C:

That part of the Northwest ¼ Southwest ¼ of Section 9, Township 5 South, Range 68 West of the 6th P.M., being more particularly described as follows:

Beginning at the Southwest corner of said Northwest ¼ Southwest ¼;

Thence South 89°52' East along the South line of said Northwest ¼ Southwest ¼, a distance of 728.23 feet;

Thence North 00°08' East, a distance of 260.0 feet to the true point of beginning;

Thence North 00°08' East, a distance of 340.4 feet;

Thence South 85°00' East a distance of 213.4 feet to the Northwest corner of property described in Book 1798 at Page 31;

Thence South 12°02' West, a distance of 190.3 feet;

Thence South 77°04' East a distance of 23.0 feet;

Thence South 13°07' West, a distance of 124.9 feet;

Thence North 89°52' West a distance of 165.0 feet more or less to the true point of beginning, Together with a non-exclusive easement for ingress and egress to and from said land over the immediate 10 feet of land lying South of the center line as described in Easement Agreement recorded February 07, 1969 in Book 1798 at Page 311,

County of Arapahoe,

State of Colorado.

EXHIBIT B

Terms, conditions, provisions, obligations and easements, contained in Easement Agreement, recorded February 7, 1969, in Book 1798, at Page 311.

Terms, conditions, provisions, obligations and easements, contained in Decree, recorded February 7, 1969, in Book 1798, at Page 313.

Easement and Restrictions for City Ditch Water-Drainage as contained in Deed recorded July 7, 1971, in Book 1939, at Page 43.

An easement for permanent roadway and incidental purposes as granted to City of Littleton by an instrument recorded July 6, 2005 at Reception Number B5099257.

Terms, conditions, provisions, obligations and easements, contained in Revocable License, recorded August 3, 2005, at Reception Number B5114386.

The effect upon the subject property imposed by the Arapahoe County Residential Center Site Development Plan, recorded August 5, 2005, at Reception Number B5115686.

The effect upon the subject property imposed by the Arapahoe County Residential Center - Final SDP, recorded February 21, 2006, at Reception Number B6021754.

Water rights, claims or title to water.

Matters shown on ALTA/ACSM Land Title Survey, prepared by Sittema Properties, dated October 13, 2004, to wit:

- a.) Encroachment of steel building, wood fence and shed over the Northwestern portion of subject property, as shown.
- b.) Right of Way for South Wyandot Street.
- c.) Apparent Easement for Overhead Utilities.
- d.) Dirt Road over the Northeasterly portion of subject property.
- e.) Encroachment of Fence into South Wyandot Street

When recorded, return to:

Brownstein Hyatt & Farber, PC 201 Third Street, N.W., Suite 1700 Albuquerque, New Mexico 87102 Attention: Perry Bendicksen

Arapahoo County Clark & Recorder, Nancy A. Doty

Reception #: B6155642

Pages Recorded: 24
Date Recorded: LL/1/2006 7:34:15 AM

DEED OF TRUST, FIXTURE FILING AND SECURITY AGREEMENT

THIS DEED OF TRUST, FIXTURE FILING AND SECURITY AGREEMENT (hereinafter called "Deed of Trust") is made as of the 1st day of October, 2006, by ARAPAHOE COUNTY RESIDENTIAL CENTER, INC., a Colorado corporation, whose mailing address and whose chief executive office (or residence if such party is an individual without an office) is located at 100 Locke Drive, Marlborough, Massachusetts 01752, hereinafter called "Grantor," to the Public Trustee of the County of Arapahoe, State of Colorado ("Trustee") for the benefit of Wells Fargo Bank, N.A., a national banking association, whose mailing address is 213 Court Street, Suite 703, Middletown, Connecticut 06457, hereinafter called "Beneficiary." This Deed of Trust is the Deed of Trust referred to in the Trust Indenture of even date (as amended or modified from time to time, the "Indenture") between Grantor and Beneficiary. Any capitalized terms used but not otherwise defined herein shall have the same meanings as set forth in the Indenture.

WITNESSETH:

ARTICLE 1

GRANTING CLAUSE; WARRANTY OF TITLE

- Grantor hereby irrevocably grants, bargains, sells, and conveys to Trustee, in trust, with power of sale, for the use and benefit of Beneficiary, all of Grantor's present and future estate, right, title and interest in and to that real property and all buildings and other improvements now thereon or hereafter constructed thereon (the "Premises"), in the County of Arapahoe, State of Colorado, described on Schedule A attached hereto and by this reference made a part hereof, together with all of the following which, with the Premises (except where the context otherwise requires), are hereinafter collectively called the "Property":
 - (a) All appurtenances in and to the Premises;
 - All water and water rights, ditches and ditch rights, reservoir and (b) reservoir rights, stock or interests in irrigation or ditch companies, minerals, oil and gas rights, royalties, lease or leasehold interests owned by Grantor, now or hereafter used or useful in connection with, appurtenant to or related to the Premises;



- (c) All right, title and interest of Grantor now owned or hereafter acquired in and to all streets, roads, alleys and public places, and all easements and rights of way, public or private, now or hereafter used in connection with the Premises;
- (d) All machinery, equipment, fixtures and materials now or at any time attached to the Premises together with all processing, manufacturing and service equipment and other personal property now or at any time hereafter located on or appurtenant to the Premises and used in connection with the management and operation thereof;
- (e) Any and all insurance proceeds, and any and all awards, including interest, previously and hereafter made to Grantor for taking by eminent domain of the whole or any part of the Premises or any easements therein;
- (f) All existing and future leases, subleases, licenses and other agreements for the use and occupancy of all or any portion of the Premises and all income, receipts, revenues, rents, (excluding room rents), issues and profits arising from the use or enjoyment of all or any portion of the Premises; and
- (g) Any and all "proceeds" of any of the foregoing, which term "proceeds" shall have the meaning given to it in the Uniform Commercial Code, as amended, (the "Code") of the State in which the Premises is located (collectively, the "Proceeds") and shall additionally include whatever is received upon the use, lease, sale, exchange, transfer, collection or other utilization or any disposition or conversion of any of the foregoing, voluntary or involuntary, whether cash or non-cash, including proceeds of insurance and condemnation awards, rental or lease payments, equipment and inventory.
- 1.2 Grantor warrants that it is well and truly seized of a good and marketable title in fee simple to the Premises, that it is the lawful owner of the rest of the Property, and that, except for those matters approved by Beneficiary and specifically described on Schedule B to the title insurance policy insuring this Deed of Trust (hereinafter called the "Permitted Exceptions"), the title to all the Property is clear, free and unencumbered; Grantor and its successors and assigns shall forever warrant and defend the same unto Beneficiary, its successors and assigns, against all claims whatsoever.

GRANTOR FURTHER REPRESENTS, WARRANTS, COVENANTS AND AGREES AS FOLLOWS.

SCHEDULE A

to DEED OF TRUST, SECURITY AGREEMENT AND FIXTURE FILING

Legal Description

Parcel A:

That part of the Northwest 1/4 Southwest 1/4 of Section 9, Township 5 South, Range 68 West of the 6th P.M., described as follows:

Beginning at the Southwest corner of said Northwest 1/4 Southwest 1/4;

Thence South 89°52' East along the South line of said Northwest 1/4 Southwest 1/4, a distance of 565.23 feet;

Thence North 0°8' East, a distance of 260.0 feet to the True Point of Beginning;

Thence South 89°52' East parallel with the South line of said Northwest 1/4 Southwest 1/4, a distance of 163.00 feet;

Thence North 0°8' East, a distance of 340.4 feet to a point on the North line of the tract described in Book 1911 at Page 27;

Thence North 85°0' West, a distance of 97.6 feet to the Northwesterly corner of the tract described in Book 1911 at Page 27;

Thence South 27°10' West, a distance of 144.61 feet;

Thence South 0°8' West, a distance of 220.00 feet, more or less, to the point of beginning.

Parcel B:

That part of the Northwest 1/4 Southwest 1/4 of Section 9, Township 5 South, Range 68 West of the 6th P.M., described as follows:

Beginning at the Southwest corner of said Northwest 1/4 Southwest 1/4;

Thence South 89°52' East along the South line of said Northwest 1/4 Southwest 1/4 565.23 feet to the True Point of Beginning;

Thence North 0°08' East 260.0 feet to the Southwest corner of that tract of land described in Deed recorded July 7, 1971 in Book 1939 at Page 43;

SCHEDULE A

Order Number: 75180140 LR

LEGAL DESCRIPTION

Parcel A:

That part of the Northwest 1/4 Southwest 1/4 of Section 9, Township 5 South, Range 68 West of the 6th P.M., described as follows:

Beginning at the Southwest corner of said Northwest ¼, Southwest ¼;

Thence South 89°52' East, along the South line of said Northwest 1/4 Southwest 1/4, a distance of

Thence North 00°08' East a distance of 260.0 feet to the true point of beginning;

Thence South 89°52' East parallel with the South line of said Northwest ¼ Southwest ¼ a distance of 163.0 feet;

Thence North 00°08' East a distance of 340,4 feet to a point on the North line of the tract described in Book 1911 at Page 27;

Thence North 85°00' West a distance of 97.6 feet to the Northwesterly corner of the tract described in Book 1911 at page 27;

Thence South 27°10' West a distance of 144.61 feet;

Thence South 00°08' West a distance of 220.0 feet, more or less, to the Point of Beginning. County of Arapahoe,

State of Colorado.

Parcel B:

That part of the Northwest 1/4 Southwest 1/4 of Section 9, Township 5 South, Range 68 West of the 6th P.M., described as follows:

Beginning at the Southwest corner of said Northwest 1/4 Southwest 1/4;

Thence South 89°52' East along the South line of said Northwest 1/4 Southwest 1/4 565.23 feet to the true point of beginning:

Thence North 00°08' East 260.0 feet to the Southwest corner of that tract of land described in Deed recorded July 07, 1971 in Book 1939 at Page 43;

Thence South 89°52' East 163.0 feet along the South line of said tract in Book 1939 at Page 43, to the Southeast corner thereof;

Thence South 00°08' West 260.0 feet to the South line of said Northwest ¼ Southwest ¼ Thence North 89°52' West along said South line 163.0 feet to the Point of Beginning, except the South 20 feet and the West 20 feet thereof,

County of Arapahoe,

State of Colorado.

r: 75120140 rt Title of Colorado - Derroy Division Attached Legal Description Page I of 2

SKLD LM 10.11.1.14 AR 6155643-2006.005



ARAPAHOE COUNTY RESIDENTIAL CENTER

December 10, 2014

Wells Fargo Trustee 213 Court Street, Suite 703 Middleton, CT 06457

Dear Trustee:

This letter serves as notice to inform you that Arapahoe County Residential Center is submitting an application to be rezoned from light industrial to a planned development district. The Arapahoe County Residential Center has been operating as a Community Corrections program since 2005. Our hearing with the Littleton Planning Commission is scheduled for January 15, 2015 at 7:00pm. The City Employee in charge of reviewing the matter is Jan Dickinson and she can be reached at 303-795-3748.

Sincerely,

Angie Riffel

Director

Arapahoe County Residential Center

303-795-6975 x 207

Angie.riffel@cecintl.com

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON D	ELIVERY	
 Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse 	A. Signature	☐ Agent☐ Addressee	
 so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	B. Received by (Printed Name)	C. Date of Delivery	
1. Article Addressed to: Well's Fargo Try Stee	D. Is delivery address different from item 1? ☐ Yes If YES, enter delivery address below: ☐ No		
213 Court Street, Scite 76. Middle ton, CTOG 457	3. Service Type Certifled Mall® □ Priority Mail Express™ □ Registered □ Return Receipt for Merchandise □ Insured Mall □ Collect on Delivery		
3.1	4. Restricted Delivery? (Extra Fee)	☐ Yes	
Article Number (Transfer from service label)			



6 8141	U.S. Postal ServiceTM CERTIFIED MAILTM RECEIPT (Domestic Mail Only; No Insurance Coverage Provided) For delivery information visit our website at www.usps.com
1570 0000 0051 4187	Postage \$ 0.49 0179 Certified Fee \$3.30 27 Return Receipt Fee (Endorsement Required) Restricted Delivery Fee (Endorsement Required) Total Postage & Fees \$ 6.49 12/10/2014 Sent To \$ 100 12/10/2014

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