

COMMISSIONERS:  
 STAN VANDERWERF (CHAIR)  
 CAMI BREMER (VICE-CHAIR)

HOLLY WILLIAMS  
 CARRIE GEITNER  
 LONGINOS GONZALEZ, JR.

**COLORADO**

**JUSTICE SERVICES DEPARTMENT**  
 VETERAN SERVICES ~ JUSTICE SERVICES

**Community Corrections Board (CCB)**  
**December 20, 2022, 12:15 p.m. - 1:45 p.m.**  
**Meeting Agenda**

Regional Development Center, 2<sup>nd</sup> Floor Hearing Room, 2880 International Circle, Colorado Springs 80910  
 Or join virtually via TEAMS: [Click here to join the meeting](#); Email for the invitation: dianefrost@elpasoco.com  
 Or call in (audio only): 1-719-283-1263. Phone Conference ID: 203 947 145#

<u>Item</u>	<u>Presenter</u>	<u>Recommended Action</u>
1. <b>Call Meeting to Order</b> a) Transition Inmate Referral Information	Chair Mark Allison	Information
2. <b>Attendance</b> a) Introduction of members and guests b) Requests for excused absences	Chair	Roll Call
3. <b>Case Review</b> a) VRA Statements b) Discussion and Balloting	Tiffany Weaver Chair	Information Balloting
4. <b>Approval of Minutes</b> a) Ratify meeting minutes for November 15 <sup>th</sup> and the electronic meeting minutes of November 2 <sup>nd</sup> , 9 <sup>th</sup> , 23 <sup>rd</sup> , and 30 <sup>th</sup> 2022.	Chair	Vote
5. <b>Program Reports</b> a) ComCor, Inc. (CCI) b) Community Alternatives of El Paso County (CAE)	Mark Wester Gwen Barlow	Information Information
6. <b>Monthly Reports</b> a) SFY23 Financial Report b) Provider Termination Reports c) Staff Report	Christine Burns Christine Burns Christine Burns	Information Information Information
7. <b>Old Business</b>		
8. <b>New Business</b> a) Community Corrections Notification Checklists	Christine Burns	Information
9. <b>Case Review - Ballot Results</b>	Chair	Information
10. <b>Board / Staff Comments</b>	Chair	Comments
11. <b>Adjournment</b>		

**Next meeting date: Tuesday, January 17, 2023, at 12:15 p.m.**

## **Community Corrections Board**

### **Agenda Item Summary**

**Agenda Item Title:** Transition Inmate Referral Information  
**Agenda Date:** December 20, 2022  
**Agenda Item Number:** 1-a  
**Presenter:** Mark Allison, Community Parole Supervisor  
**Information:** X

**Endorsement:**

**Background Information:**

Mark Allison, Community Parole Supervisor, to discuss the Transition Inmate Referral packets, the types of information included, and why it is important in the decision-making process.

**Recommended Motion:**

N/A

4<sup>th</sup> Judicial District Community Corrections Board (CCB)  
MINUTES  
November 15, 2022

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Board Members: Rose Roy, Lori Griffith, Mark Allison, Judge Rotolo, Brent Nelson, Billie Ratliff, James Allen, Judith McCollum, Kirsten Swenson, Ryan Graham, Mike Pitt, Ashleigh Pratt

Excused absences: Mark Morgan and Jim Reid

Unexcused absences: None

Staff Present: Peter Carey, Christine Burns, Daniel Huddleston, Tiffany Weaver, Diane Frost, and Terry Sample

Guests present: Mark Wester and Sean Foster

1. Rose Roy, Chair, called the meeting to order at 12:15 pm. The Board meeting was held with Board members attending either virtually or in person.
  - a. **Study Session:** Rose Roy, Judge Chad Miller, Lori Griffith, Sean Foster, Mark Wester, and Mark Allison presented information to the board about how board decision-making affects each of their organizations (Public Defender, 4<sup>th</sup> Judicial District and County Courts, Probation, Facilities, Department of Corrections and Parole). Board members were advised to look at the Plea Agreements and the Summary of Supervision and answer the question, “Can this person be safely supervised in the community,” a denial is a loss of a sentencing option, usually leaving only release to the community under probation or a Department Of Corrections (DOC) sentence; and that in the facilities there is a level of care with legal accountability and treatment. Brent Nelson called for a future discussion on how to mitigate revictimization, and Mark Allison stated he would follow up.
2. **Attendance:** The Board Vice-Chair called roll. Judith McCollum requested an excused absence for December 20th.
3. **Case Review:**
  - a. **VRA Statements:** Registered victims in proposed client cases (Lambert and Zimmerle) addressed the board.
  - b. **Discussion and Balloting:** Balloting was opened.
4. **Approval of the Minutes:** Lori Griffith moved, and Mike Pitt seconded to approve the meeting minutes for October 18, 2022, and the electronic meeting minutes for October 5<sup>th</sup>, 12<sup>th</sup>, and 26<sup>th</sup>, 2022. The motion passed unanimously by roll call vote.

**Kirsten Swenson left the meeting at 1:05 pm.**

## 5. Program Reports:

- a. **ComCor, Inc. (CCI)**: Mark Wester reported for CCI. He stated that for the month of October, they had 263 residents, of which there were 96 Diversion, 88 Transition, 10 Condition of Parole, three Condition of Probation, 29 in Intensive Residential Treatment, four in Residential Dual Diagnosis Treatment, and 13 in CRP. CCI had 30 successful (73.2%) and 12 negative (26.8%) terminations; they had 7 escapes (17.1%) and 4 house/technical violations (9.8%). Mr. Wester reported that residents paid \$4,551.88 in Child Support payments and \$6,471.50 in restitution costs. He shared that they had a 71.0% employment rate, a 4.1% UA positive rate, and that they had 47 diversion client referrals, and 45 transition client referrals. Mr. Wester stated that CCI experienced an ex-client showing up at the facility suffering an overdose. Staff witnessed this and performed life-saving measures; the ex-client did live. Mr. Wester recognized the professionalism of the CCI staff.
- b. **Community Alternatives of El Paso (CAE)**: Sean Foster reported for CAE. He stated that for the month of October 2022, CAE had 157 clients; of which 58 were Diversion and 98 were Transition; that they had 45 clients on non-residential status; that they had 10 Diversion, 18 Transition admissions, and six moved to Non-Residential status; that they had 13 successful (48.1%) terminations and 14 negative (51.9%) terminations; that they had 9 escapes that were up from last month; that have two security staff vacancies and one administrative staff vacancy; that they had a 79.1% employment rate and an 8% UA positive rate; and that they had 37 diversion client referrals and 35 transition client referrals. CAE has increased its testing for Spice (K2). Mr. Foster stated there were three medical emergency incidents. There was one residential death on October 1; staff did life safety measures. The case is under investigation. Mr. Foster stated that in October, all Case Managers, Case Management Supervisor, and Assistant Director Programs attended SOMB 101 training. Additional cameras were installed inside and outside the facility to assist with potential PREA or Security issues.

## 6. Monthly Reports:

- a. **SFY23 Financial Report**: Christine Burns reported that the current expected expenditure for SFY23 should be at 33.33%; that CAE was at 25% expended, representing 8.07% underspent; and that ComCor Inc. was at 37% representing 3.97% overspent.
- b. **Provider Termination Report**: Christine Burns reported that for the month of October 2022, ComCor, Inc. had a 73.17 Positive Termination/Successful termination rate, a 17.07% unauthorized absence rate, and a 9.76 technical violation termination rate. She reported that Community Alternative of El Paso County had a 33% unauthorized absence rate, house technical violations at a 19% rate, and a successful program completion rate of 48%.
- c. **Staff Report**: Christine Burns reported that the Division of Criminal Justice (DCJ) released the Residential Community Corrections Referral Numbers for the first quarter of SFY23;

that DCJ has released its October 2022 Newsletter; that staff requested support from DCJ to provide PREA notification and investigation training; and that the search for a new Community Corrections Program Manager continues.

**7. Old Business: None**

**Judge Rotolo left the meeting at 1:24 pm.**

**8. New Business:**

- a. Community Corrections Allocation Update: Pete Carey stated that the County is looking to form a Community Corrections Authority, which would include an intergovernmental agreement with Teller County; that the authority would be responsible for contracts and Allocations; that this concept has been approved by the Division of Criminal Justice and the BOCC; that the next step is Teller County Board of County Commissioner approval.
- b. ComCor, Inc. - KPI Program: Mark Wester presented the Key Performance Indicators (KPI) required by the Division of Criminal Justice, Office of Community Corrections. ComCor, Inc's key performance indicators will include staff retention and staff training metrics. KPI data collection will begin December 1, 2022, and through November 30, 2023, and will be results driven to determine performance-based contracting allocations.

**Rose Roy moved, and Judith McCollum seconded to approve the Division of Criminal Justice (DCJ), ComCor, Inc's KPI Program. The motion passed unanimously by roll call vote.**

- c. CAE - KPI Program: Sean Foster presented the Key Performance Indicators (KPI) required by the Division of Criminal Justice, Office of Community Corrections. CAE's key performance indicators will include staff retention and staff training metrics. KPI data collection will begin December 1, 2022, and through November 30, 2023, and will be results driven to determine performance-based contracting allocations.

**Lori Griffith moved, and Rose Roy seconded to approve the Division of Criminal Justice (DCJ), CAE's KPI Program. The motion passed unanimously by roll call vote.**

**9. Case Review – Ballot Results:** Results of the ballot were read.

**10. Board/Staff Comments:**

**11. Adjournment:** Chair Rose Roy adjourned the meeting at 1:45 p.m.

Respectfully submitted,

4<sup>th</sup> Judicial District Community Corrections Board (CCB)  
MINUTES  
November 15, 2022

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Christine Burns, Justice Service Division Manager

Confirmed:

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Rose Roy, Chair  
El Paso County Community Corrections Board

**El Paso County Community Corrections Board**  
**Ballot of November 15, 2022**  
**MANDATORY BOARD REVIEW**

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on December 20, 2022.

<b>Accept</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
PETERSON, AUSTIN	23-0479	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	10	3	2
ALVAREZ-PEREZ, MIGUEL	23-0480	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	9	4	2
TISCHER, JONATHAN A	23-0482	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	7	6	2
DUNCAN, SARAH E	23-0483	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	12	1	2
FULLERTON, COLEE V	23-0487	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	12	1	2
BARRON, TIMOTHY J	23-0490	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	9	3	3
ARROYO, ANGEL M	23-0492	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	9	4	2
SANDOVAL, MICHAEL A	23-0496	C	<input type="checkbox"/>	<input type="checkbox"/>		CAE	11	2	2
THOMAS, JEREMY J	23-0497	C	<input type="checkbox"/>	<input type="checkbox"/>		CAE	10	3	2

<b>Pulled</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
TAFOYA, JASON P	23-0494	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	0	0	0

**El Paso County Community Corrections Board**  
**Ballot of November 15, 2022**  
**MANDATORY BOARD REVIEW**

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<b>Reject</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
NOESKE, DENNIS	23-0476	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	4	9	2
JAMES, JEFFREY	23-0477	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	10	2
GRIFFIN, JESSICA	23-0478	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	10	2
WILSON, TYRICE A	23-0481	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	4	9	2
NEWELL, JOHNE B	23-0484	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	3	10	2
CASTANEDA, PAUL M	23-0485	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	4	9	2
NGUYEN, CINDY T	23-0486	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	6	7	2
GLENN, DEVON K	23-0488	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	8	2
CORNETT, JOSHUA M	23-0489	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	6	7	2
GUERRERO-MARTINEZ, ALBERT A	23-0491	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	4	9	2
PICKETT, WILLIAM N	23-0493	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	2	10	3
WALTERS, JESSE W	23-0495	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	3	10	2
LAMBERT, DEVIN	23-0498	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	2	9	1
SANTIAGO, JOSHUA I	23-0499	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	1	9	2
ZIMMERLE, JAMES M	23-0500	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	3	8	1

**Legend:**  
**CAE = Community Alternatives of El Paso County**  
**CCI = ComCor, Inc.**  
**C = Condition of Parole with or without IRT**  
**D = Diversion Residential and NonResidential**  
**T = Transition with or without IRT**



El Paso County Community Corrections Board  
Electronic Screening Minutes  
November 2, 2022

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Staff present: Daniel Huddleston  
Others present: Tiffany Weaver

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The meeting was called to order at 1:00 p.m.

**1. Ballots:** Daniel Huddleston tabulated ballots.

Meeting was adjourned at 1:10 p.m.

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Respectfully submitted,

*Daniel Huddleston*

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Daniel Huddleston  
Community Corrections Specialist

Confirmed:

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Rose Roy, Chair  
El Paso County Community Corrections Board

**El Paso County Community Corrections Board**  
**Ballot of November 02, 2022**  
**MANDATORY BOARD REVIEW**

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on December 20, 2022.

<b>Accept</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
ALVAREZ, NOE	23-0428	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	9	5	1
CARPENTER, TYRONE	23-0432	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	10	3	2
REEVES, CALEB J	23-0434	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	12	2	1
MACKLIN, BROOKE F	23-0436	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	8	6	1
AGUIRRE, FERNANDO	23-0437	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	7	6	2
GRANT, MADELYN J	23-0438	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	13	1	1
SALAS NUNEZ, JUAN FERNANDO	23-0442	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	10	4	1
JEALOUSOFHIM, TLANA G	23-0445	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	11	3	1
MCKELLIP, LANCE A	23-0447	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	9	5	1
GARCIA, JOHNNY G	23-0450	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	11	3	1

<b>Reject</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
HENCE, AUNDRIS	23-0426	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	11	1
BERNARD, VLADIMIR	23-0427	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	4	10	1
STOUGH, KESHA	23-0429	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	5	9	1
EDWARDS, LELA	23-0430	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	5	9	1
SANCHEZ, ALICIA	23-0431	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	7	7	1
ELLIS-GILLIAM, SKYLER J	23-0433	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	9	1
WILLIAMS, MARK A	23-0435	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	4	10	1
HARRIS, BRETT W	23-0439	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	5	8	2
ERICKSON, JAMIE	23-0440	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	6	8	1
HASKINS, JOSEF T	23-0441	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	1	13	1
ABUNANTAMBUEL, ABDULATIF K	23-0443	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	5	9	1
DUNVILLE, JOHN G	23-0444	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	6	8	1
SANCHEZ, GABRIEL M	23-0446	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	2	12	1
SPARROW, JOHN M	23-0448	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	6	8	1
THORBOURNE, JORGE R	23-0449	I	<input type="checkbox"/>	<input type="checkbox"/>		ISP	7	7	1

El Paso County Community Corrections Board  
Electronic Screening Minutes  
November 9, 2022

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Staff present: Daniel Huddleston  
Others present: Tiffany Weaver

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The meeting was called to order at 1:00 p.m.

**1. Ballots:** Daniel Huddleston tabulated ballots.

Meeting was adjourned at 1:30 p.m.

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Respectfully submitted,

*Daniel Huddleston*

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Daniel Huddleston  
Community Corrections Specialist

Confirmed:

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Rose Roy, Chair  
El Paso County Community Corrections Board

**El Paso County Community Corrections Board**  
**Ballot of November 09, 2022**  
**MANDATORY BOARD REVIEW**

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on December 20, 2022.

<b>Accept</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
HATHCOAT, JASON	23-0451	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	12	0	1
ROBERTS III, DAVID	23-0452	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	7	5	1
POLSON, SCOTT	23-0455	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>		IRT	8	4	1
CHAVEZ, JOSE E	23-0459	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	10	2	1
MATTHEWS, CREIGHTON J	23-0461	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	10	2	1
BARON, DAVE M	23-0462	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	9	3	1
MARSHALL, ANTHONY J	23-0464	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	9	3	1
WHITE, FRANKIE M	23-0469	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	8	4	1
BARNES, JACK D	23-0470	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	9	3	1
PARKER, JOSEPH A	23-0472	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	7	5	1
SALAZAR, RAYMOND J	23-0473	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	8	4	1

<b>Reject</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
PEREZ, ANGEL	23-0453	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	9	1
FUENTES, CHRISTEPHER	23-0454	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	5	7	1
COPEN, ORESTES KYLE	23-0456	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	4	8	1
WILLIAMS, MYLES	23-0457	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	9	1
CROFFUT, BRITTANY	23-0458	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	9	1
COLLINS, GREGORY A	23-0460	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	7	1
DOWEN, LEONARD F	23-0463	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	3	9	1
MAGANA, CHRISTOPHER T	23-0465	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	2	10	1
PENA, ANGEL	23-0466	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	5	7	1
GARNIER, JEREMY D	23-0467	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	6	6	1
BOBIAN, MICHAEL C	23-0468	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	5	6	2
GONZALES, DENNIS F	23-0471	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	1	11	1
ATENCIO, ALAN	23-0474	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	5	7	1
GALLAGHER, JONAS D	23-0475	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	4	8	1

El Paso County Community Corrections Board  
Electronic Screening Minutes  
November 23, 2022

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Staff present: Daniel Huddleston  
Others present: Tiffany Weaver

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The meeting was called to order at 11:00 a.m.

**1. Ballots:** Daniel Huddleston tabulated ballots.

Meeting was adjourned at 11:20 a.m.

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Respectfully submitted,

*Daniel Huddleston*

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Daniel Huddleston  
Community Corrections Specialist

Confirmed:

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Rose Roy, Chair  
El Paso County Community Corrections Board

**El Paso County Community Corrections Board**  
**Ballot of November 23, 2022**  
**MANDATORY BOARD REVIEW**

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on December 20, 2022.

<b>Accept</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
BYARD, AUSTIN	23-0501	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	10	2	1
WALKER, CEDRIC	23-0502	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	11	1	1
LARSON, JEFFERY	23-0504	D	<input type="checkbox"/>	<input type="checkbox"/>	10th	CAE	10	2	1
MANN, BRIAN	23-0506	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	9	3	1
DENISON, KAITLIN	23-0509	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>		IRT	10	2	1
GARCIA, JOSEPH A	23-0514	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	10	2	1
REGALADO, JOSEPH A	23-0515	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	8	4	1
PORTER, ROBERT	23-0522	I	<input type="checkbox"/>	<input type="checkbox"/>		ISP	9	3	1
ARCHULETA, TIMOTHY R	23-0523	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	10	2	1
BURNETT, DEVON P	23-0524	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	9	3	1
KELLY, DANIEL J	23-0525	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	11	1	1

<b>Reject</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
MERCADO, TROY	23-0503	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	4	8	1
DURICHEK, MARY	23-0505	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	5	7	1
MILLER, JADE	23-0507	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	4	8	1
ATHERTON, TERRANCE	23-0508	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	4	8	1
SHARKEY, WILLIAM	23-0510	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	6	6	1
WEEKS, AMY	23-0511	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	9	1
DAVIS, PHILIP C	23-0512	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	4	8	1
QUIGLEY, ANTHONY R	23-0513	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	2	10	1
BARNICK, MICHAEL J	23-0516	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	4	8	1
SAMORA, JASON M	23-0517	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	7	1
PORTERFIELD, DAVID R	23-0518	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	7	1
MARTINEZ, BILL A	23-0519	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	6	6	1
MOORE, HILARY S	23-0520	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	6	6	1
DOUCETTE, XAVIER A	23-0521	I	<input type="checkbox"/>	<input type="checkbox"/>		ISP	5	7	1

El Paso County Community Corrections Board  
Electronic Screening Minutes  
November 30, 2022

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Staff present: Daniel Huddleston  
Others present: Tiffany Weaver

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The meeting was called to order at 1:00 p.m.

**1. Ballots:** Daniel Huddleston tabulated ballots.

Meeting was adjourned at 1:12 p.m.

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Respectfully submitted,

*Daniel Huddleston*

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Daniel Huddleston  
Community Corrections Specialist

Confirmed:

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Rose Roy, Chair  
El Paso County Community Corrections Board

**El Paso County Community Corrections Board**  
**Ballot of November 30, 2022**  
**MANDATORY BOARD REVIEW**

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on December 20, 2022.

<b>Accept</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
RILEY, ZACHARY	23-0527	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	12	0	2
TAYLOR, ANDREW	23-0528	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	9	3	2
WAGONER, MATTHEW	23-0529	C	<input type="checkbox"/>	<input type="checkbox"/>		IRT	11	2	1
ALVAREZ, ROCKY	23-0530	D	<input type="checkbox"/>	<input type="checkbox"/>	10th	CAE	11	2	1
KIPLINGER, JESSICA	23-0531	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	7	6	1
WALLACE, KYLE	23-0532	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	10	3	1
BERRY, JAMES	23-0533	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	11	2	1
GALLEGOS, PORFILIO F	23-0535	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	7	6	1
ALLEN, WILLIAM	23-0536	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	9	4	1
WYNN, JASON W	23-0537	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	8	5	1
PERDUE, REGINALD E	23-0538	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	8	5	1
DICKERSON, CHRISTOPHER	23-0539	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	11	2	1
SWAUGER, CHRISTINA M	23-0541	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	8	5	1
WARD, JOSHUA M	23-0542	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	8	5	1
LOPEZ, ROMAN R	23-0545	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	7	6	1
VERNON, ALEXANDER	23-0547	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	12	1	1
COOK, PATRICK D	23-0548	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	12	1	1
LOGAN, DUSTIN	23-0550	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	11	1	2

<b>Pulled</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
REDBIRD, LATOYA M	23-0546	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI		4	10



**El Paso County Community Corrections Board**  
**Ballot of November 30, 2022**  
**MANDATORY BOARD REVIEW**

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on December 20, 2022.

<b>Reject</b>									
<b>Offender Name</b>	<b>CCD #</b>	<b>Referral</b>	<b>IRT</b>	<b>WRP</b>	<b>JD</b>	<b>Provider</b>	<b>Approve</b>	<b>Reject</b>	<b>Abst</b>
HOLSTEAD, ROBERT	23-0526	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	4	9	1
NUTZ, MICHAEL	23-0534	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	5	7	2
ESTRADA, MICHAEL J	23-0540	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	4	9	1
HAZLETT, SEAN R	23-0543	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	5	7	2
NELSON, TYLER J	23-0544	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	6	7	1
MERCILLIOTT, STEVEN M	23-0549	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	8	1

**Legend:**  
**CAE = Community Alternatives of El Paso County**  
**CCI = ComCor, Inc.**  
**C = Condition of Parole with or without IRT**  
**D = Diversion Residential and NonResidential**  
**T = Transition with or without IRT**

## Community Corrections Board

### Agenda Item Summary

**Agenda Item Title:** Program Report / ComCor, Inc. (CCI)

**Agenda Date:** December 20, 2022

**Agenda Item Number:** 5-a

**Presenter:** Mark Wester, Director, CCI

**Information:** X

**Endorsement:**

#### **Background Information:**

Program to provide insight and information on facility, demographics, admissions and terminations, facility staffing, activity, and other notable information.

#### **Recommended Motion:**

N/A

## ComCor, INC. (CCI) VENDOR REPORT

Month	Nov	YEAR	2022
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Facility Capacity:	263
DCJ Allocation:	234

FACILITY DEMOGRAPHICS					
Diversion:	93	IRT:	24	Diversion Out of District:	15
Transition:	94	RDDT:	3		
Condition of Parole:	10	CRP:	14		
Condition of Probation:	2	Non CRP SO:	16		
Non-Residential:	31	Criteria Cases:	141		

FINANCIAL FEES	
Total Financial Fees	Total
Child Support	\$5,283.16
Restitution	\$5,836.10

ADMISSIONS						Specialized Treatment			
	Diversion	Transition	Condition of Parole	Condition of Probation	Non-Residential:	Intensive Residential Treatment (IRT)	Residential Dual Diagnosis (RDDT)	Community Responsibility Program (CRP)	Total
Total	11	15	2	3	10	9	1	4	55

TERMINATIONS					Specialized Treatment Terminations			Non-Residential Terminations	
	Diversion	Transition	Condition of Parole	Condition of Probation	Intensive Residential Treatment (IRT)	Residential Dual Diagnosis (RDDT)	Community Responsibility Program (CRP)	Total	Non-Residential
Successful	4	10	0	1	7	1	0	23	4
Negative	8	4	3	1	6	1	0	23	0
<b>Total</b>	<b>12</b>	<b>14</b>	<b>3</b>	<b>0</b>	<b>13</b>	<b>2</b>	<b>0</b>	<b>46</b>	<b>4</b>

PROGRAM TERMINATIONS			
Termination Reasons	Total	Percentage	Non-Residential Termination Reasons
Successful Program	23	50.0%	4
Client Status Change - <i>(Transfer to Another CC, Transfer to IRT, Reject After Accept.. - See CCIB)</i>	3	NA	0
Negative	23	50.0%	0
Escape	15	32.6%	0
House/Technical Violations	8	17.4%	0
Committed New Crime - During Placement	0	0.0%	0
Warrant/Pending Crime - Prior to Placement	0	0.0%	0

FACILITY STAFFING				
Staffing	Budgeted FTE's	New Hires	Terminated	Vacant FTE
Security	33.2	1.6	2	5
Case Management	21	0	0	2
Treatment Staff	9	1	0	1
Admn	9	0	0	0
Support Staff (Other)	9	0	0	1
Non-Residential	2.4	0.4	0	0

NOTIFICATIONS & INCIDENT/CRITICAL REPORTS						PROGRAM UPDATE		
Type	Diverson	Transition	COPr	COP	Total	Type	Current Month Rate	Previous Month Rate
New Criminal Offense	0	0	0	0	0	Employment Rate	68.0%	71.0%
Assault	0	0	0	0	0	UA Positive Rate	2.3%	4.1%
Fighting	0	0	0	0	0	Raw UA Data		
Possession of Dangerous Drugs	0	0	0	0	0	Total/Positive	1500 / 35	1500 / 62
Positive Urinalysis	17	10	4	4	35	Type	Current Month Count	Previous Month Count
<i>Unauthorized Absence: Escape - Confirmed Less than 2 hours - Late return</i>	Escape	6	4	2	3	Client Grievances	9	10
	Sanctions	48	26	3	9	Citizen Complaints	0	0
Medical Emergency	5	2	2	0	9	IRT Waitlist	12	2
Health Related Outbreak (Bed Bugs, COVID, FLU, etc.)	5	1	3	0	9	Dual Supervision	0	0
Death	0	0	0	0	0			
PREA Allegation	1	0	0	0	1			
Use of Force	0	0	0	0	0			
<b>TOTAL</b>	<b>82</b>	<b>43</b>	<b>14</b>	<b>16</b>	<b>155</b>			

Diversion Criteria Referrals			Diversion Auto Referrals			Total Referrals
Referrals	Approved	Denied	Referrals	Approved	Denied	
7	5	2	12	12	0	19
Transition Criteria Referrals			Transition Auto Referrals			Total Referrals
Referrals	Approved	Denied	Referrals	Approved	Denied	
42	35	7	8	8	0	50

Jenner Behan  
 \_\_\_\_\_  
 Director Signature/Designee

12/12/2022  
 \_\_\_\_\_  
 DATE

**PACE Audit**

1. Strategy: Enhance case management ranks and training to improve client skill training and outcomes. SKILL TRAIN - FACTOR 4	
<b>STAFF DEVELOPMENT:</b>	<ul style="list-style-type: none"> <li>• Redeveloped new hire training to include more hands on training with the opportunity to practice the skills learned prior to being released to a facility. Facility managers are taking a greater role in new hire training as well. We are providing a full week of training and a shadowing period for consistent performance.</li> <li>• ComCor has created a competency team that will increase staff effectiveness in both PACE and CORE</li> </ul>
2. Strategy: Review and enhance level system with measurable and objective components to increase transparency and consistency of client reinforcement and progression. (Developing and utilizing a level system (5-1) with measurable components creates transparency and consistency in client movement and reinforcement through earned privileges)	
<b>PROGRAM DEVELOPMENT:</b>	<ul style="list-style-type: none"> <li>• We have continued to refine our Program Matrix process to maintain a high level of transparency and fidelity to the model created by DCJ.</li> <li>• We're revising our policies on extra duty hours</li> </ul>
<b>3950 RENOVATION:</b>	Renovation at the 3950 location has been stopped.

**CORE Security Audit**

<b>CS-010: Random Headcounts &amp; Facility Walkthroughs</b>	We have Placed Narcan in every restroom in the facilities that we monitor and check & amnesty boxes have been built.
<b>CS-042: Job Search</b>	We continue to work with our vocational case manager, who assists clients with resume's, interview guidance and open positions. She continues to create and maintain relationships with local businesses, who hire our clients.
<b>CS-060: Substance Testing Process</b>	<ul style="list-style-type: none"> <li>• We have contracted with a new urinalysis testing company to have the capacity to test for a wide range of commonly abuse drugs such as fentanyl and prescription medications such as gabapentin.</li> <li>• We completed a U.A snapshot for all clients, which accounted for six more substance positive U.A's</li> </ul>
<b>OMA-020: Milieu Management</b>	We have moved back to 12 hour shifts at both facilities allowing for more staff saturation in the tech offices.

**Additional Comments:**  
 ComCor Inc completed the online audit portion for PREA accreditation. On Site audit will be conducted on December 20th, & 21st.

## **Community Corrections Board**

### **Agenda Item Summary**

**Agenda Item Title:** Program Report / Community Alternatives of El Paso County (CAE)

**Agenda Date:** December 20, 2022

**Agenda Item Number:** 5-b

**Presenter:** Gwen Barlow, Assistant Director, Programs, CAE

**Information:** X

**Endorsement:**

#### **Background Information:**

Program to provide insight and information on facility, demographics, admissions and terminations, facility staffing, activity, and other notable information.

#### **Recommended Motion:**

N/A

## COMMUNITY ALTERNATIVE OF EL PASO COUNTY (CAE) VENDOR REPORT

Month	November	YEAR	2022
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Facility Capacity:	155
DCJ Allocation:	220

FACILITY DEMOGRAPHICS					
Diversion:	63	IRT:	0	Diversion Out of District:	3
Transition:	91	RDDT:	0		
Condition of Parole:	1	CRP:	1		
Condition of Probation:	0	Non CRP SO:	3		
Non-Residential:	47	Criteria Cases:	100		

FINANCIAL FEES	
Total Financial Fees	Total
Child Support	\$490.00
Restitution	\$1,035.00

ADMISSIONS						Specialized Treatment			
	<u>Diversion</u>	<u>Transition</u>	<u>Condition of Parole</u>	<u>Condition of Probation</u>	<u>Non-Residential:</u>	Intensive Residential Treatment (IRT)	Residential Dual Diagnosis (RDDT)	Community Responsibility Program (CRP)	<b>Total</b>
Total	12	12	0	0	4	0	0	0	<b>28</b>

TERMINATIONS					Specialized Treatment Terminations				Non-Residential Terminations
	<u>Diversion</u>	<u>Transition</u>	<u>Condition of Parole</u>	<u>Condition of Probation</u>	Intensive Residential Treatment (IRT)	Residential Dual Diagnosis (RDDT)	Community Responsibility Program (CRP)	<b>Total</b>	<u>Non-Residential</u>
Successful	5	10	0	0	-	-	-	<b>15</b>	<b>1</b>
Negative	2	8	0	0	-	-	-	<b>10</b>	<b>1</b>
<b>Total</b>	<b>7</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>2</b>

PROGRAM TERMINATIONS			
<u>Termination Reasons</u>	<u>Total</u>	<u>Percentage</u>	<u>Non-Residential Termination Reasons</u>
<b>Successful Program</b>	15	60.0%	1
<b>Client Status Change -</b> <i>(Transfer to Another CC, Transfer to IRT, Reject After Accept.. - See CCIB)</i>	1	NA	0
<b>Negative</b>	10	40.0%	0
Escape	9	36.0%	0
House/Technical Violations	1	4.0%	0
Committed New Crime - During Placement	0	0.0%	1
Warrant/Pending Crime - Prior to Placement	0	0.0%	0

FACILITY STAFFING				
<u>Staffing</u>	Budgeted FTE's	New Hires	Terminated	Vacant FTE
Security	31	2	3	2
Case Management	12	1	0	1
Treatment Staff	0	0	0	0
Admn	6	0	0	1
Support Staff (Other)	7	0	1	1
Non-Residential	0	0	0	

NOTIFICATIONS & INCIDENT/CRITICAL REPORTS						PROGRAM UPDATE		
Type	Diverson	Transition	COPr	COP	Total	Type	Current Month Rate	Previous Month Rate
New Criminal Offense	0	0	0	0	0	Employment Rate	78.7%	79.1%
Assault	0	0	0	0	0	UA Positive Rate	7.9%	8.0%
Fighting	0	0	0	0	0	Raw UA Data		
Possession of Dangerous Drugs	0	0	0	0	0	Total/Positive	755/60	787/63
Positive Urinalysis	10	16	0	0	26	Type	Current Month Count	Previous Month Count
Unauthorized Absence: Escape - Confirmed Less than 2 hours - Late return	Escape	2	7	0	0	Client Grievances	12	2
	Sanctions	9	8	0	0	Citizen Complaints	0	0
Medical Emergency	3	12	0	0	15	Dual Supervision	0	0
Health Related Outbreak (Bed Bugs, COVID, FLU, etc.)	1	3	0	0	4			
Death	0	0	0	0	0			
PREA Allegation	0	0	0	0	0			
Use of Force	0	0	0	0	0			
<b>TOTAL</b>	<b>25</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>71</b>			
<b>Diversion Criteria Referrals</b>			<b>Diversion Auto Referrals</b>					
<u>Referrals</u>	<u>Approved</u>	<u>Denied</u>	<u>Referrals</u>	<u>Approved</u>	<u>Denied</u>	<u>Total Referrals</u>		
34	30	4	28	28	0	62		
<b>Transition Criteria Referrals</b>			<b>Transition Auto Referrals</b>					
<u>Referrals</u>	<u>Approved</u>	<u>Denied</u>	<u>Referrals</u>	<u>Approved</u>	<u>Denied</u>	<u>Total Referrals</u>		
23	8	15	4	4	0	27		

Sean Foster  
Director Signature/Designee

12/13/2022  
DATE



**PACE Audit**

Areas of Focus: STAFF DEVELOPMENT:SD-070, SD-090 and SD-100 Train all staff in the areas of MI/SOA-R/Staff Impact and Progression Matrix	
<b>Fidelity Specialist and Case Manager Supervisor to measure staff progress via observation and auditing of case plans.</b>	In November, four Case Managers and Case Management Supervisor had training for Sex Offender specific, VASORS and SOTIPS. In November Case Management Supervisor reviewed fifty-two files. There were ten files that had major concerns, which were address with that Case Manager. The other files were all minor corrections. The end of November, all Case Managers, Case Management Supervisor, Assistant Director Programs and the Facility Director, had a Community of Practice with DCJ on LSI scores. In October, all Case Managers, Case Mangement Supervisor and Assistant Director Programs attended SOMB 101 training.

Skill Development with Directed Practice: Staff to demonstrate milieu management for effective role modeling and responsivity.	
<b>Fidelity Specialist and Case Manager Supervisor to measure staff progress via observation and auditing of case plans.</b>	During management rounds, both Security and Case management staff were observed having meaningful contacts with the resident population. Staff were engaged in conversations that were both empowering and meaningful.

**CORE Security Audit**

<b>Search and Contraband Training for staff: Scheduled and Completed Training *CS-30 Contraband</b>	Security practices are being reviewed to ensure consistency between shifts.
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<p><b>*CS Substance Use Monitoring Drug Interdiction Events and Outcomes: Security Manager and Fidelity Specialist observations, audits, findings and actions taken.</b></p>	<p>We have increased our testing for Spice(K2). Security staff are now carrying narcan on them. Five total Narcan kits are available on each shift. On August 15th, a K9 searched the facility common areas and all living areas. The K9 alerted on a few bunks which were searched. Nothing was found.</p>
<p><b>*CS Client Monitoring : Random off-site monitoring of job search, work, pass and furlough activity CS* 50 Recording Authorized Absences *Client Supervision - CS Facility Checks</b></p>	<p>We are receiving good feedback from the residents in regards to the Glympse location app. It is being utilized to assist with whereabouts checks.</p>
<p><b>Fidelity Specialist and Case Manager Supervisor observations, audits, and actions taken.</b></p>	

<p><b>Additional Comments:</b></p>	
<p>KPI compliance processes are in the planning process.</p>	

## Community Corrections Board

### Agenda Item Summary

**Agenda Item Title:** SFY23 Financial Report  
**Agenda Date:** December 20, 2022  
**Agenda Item Number:** 6-a  
**Presenter:** Christine Burns, Justice Services Division Manager  
**Information:** X

#### **Endorsement:**

#### **Background Information:**

Pursuant to Article III Section 5 of the El Paso County Community Corrections Board (CCB) By-Laws, the Board is responsible for monitoring and overseeing compliance with state and local standards. To ensure fiscal responsibility of the local contracts, the Board has requested a monthly financial report that explains all expenditures, by service type, for the local service providers.

El Paso County continues to work with the Department of Public Safety / Office of Community Corrections on matters related to contracting and allocation.

The billing documents (invoicing) for the November billing cycle have been completed.

#### **Recommended Motion:**

N/A

Nov-22

COMCOR, INC. (CCI)

	<i>Total SFY23 Contract</i>		TOTAL YTD Expenditure	% Contract Expended
	\$ 6,418,735.71			
Residential	\$ 5,423,935.58	\$	(2,676,957.53)	41.71%
Condition of Probation IRT	\$ 370,493.25	\$	(89,918.80)	1.40%
Non-Residential	\$ 167,306.88	\$	(46,962.98)	0.73%
Correctional Treatment	\$ 161,000.00	\$	(15,958.18)	0.25%
Facility Payment	\$ 296,000.00	\$	(148,000.00)	2.31%
<b>Total YTD Expenditure</b>		\$	<b>(2,977,797.49)</b>	<b>46.39%</b>
<b>Percent Actual Expended</b>				
<b>Expected YTD Per Contract</b>				<b>41.67%</b>
<b>Percent Under/Over (-)</b>				<b>-4.73%</b>
<b>Total Balance in Contract</b>		\$	<b>3,440,938.22</b>	

<i>Expected YTD Expenditures Per Contract</i>	<i>Actual YTD Expenditure</i>	<i>Actual YTD \$ Under / (Over) Against Expected</i>	<i>% Under / Over (-) against expected</i>	
\$ 2,259,973.16	\$ 2,676,957.53	\$ (416,984.37)	-18.45%	Inmate Housing
\$ 154,372.19	\$ 89,918.80	\$ 64,453.39	41.75%	Cond. Of Probation IRT
\$ 69,711.20	\$ 46,962.98	\$ 22,748.22	32.63%	Non-Residential
\$ 67,083.33	\$ 15,958.18	\$ 51,125.15	76.21%	Correctional Treatment

4th Judicial District - Community Corrections Program Revenue and Expenditures  
SUMMARY OF ALLOCATION EXPENSES  
SFY23 July 1, 2022 - June 30, 2023

ComCor, Inc.			ACTUAL INVOICING RECEIVED FROM TO VENDOR						TOTAL FIRST HALF
	Allocated Amount From DCJ/EPC	Actual Expenditure YTD from 7/1/22 to 10/31/2022	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	
Community Corrections Inmate Housing	\$ 5,423,935.58	\$ 2,678,957.53	\$ 525,186.86	\$ 532,901.25	\$ 522,581.58	\$ 551,848.85	\$ 544,438.99	\$ -	\$ 2,678,957.53
Community Corrections - COProbation IRT IH	\$ 370,493.25	\$ 89,918.80	\$ 18,711.35	\$ 17,679.80	\$ 17,007.25	\$ 18,071.90	\$ 18,448.50	\$ -	\$ 89,918.80
Community Corrections - Non-Residential Div.	\$ 167,306.88	\$ 46,962.98	\$ 8,188.07	\$ 8,729.43	\$ 6,293.31	\$ 12,045.26	\$ 11,706.91	\$ -	\$ 46,962.98
Community Corrections Correctional Treatment	\$ 161,000.00	\$ 15,958.18	\$ 1,792.50	\$ 2,830.00	\$ 2,915.00	\$ 2,470.00	\$ 5,950.68	\$ -	\$ 15,958.18
Community Corrections Facility Payments (FP)	\$ 298,000.00	\$ 148,000.00	\$ -	\$ -	\$ 148,000.00	\$ -	\$ -	\$ -	\$ 148,000.00
Option Allocation #1		\$ -							\$ -
Option Allocation #2		\$ -							\$ -
	\$ 6,418,735.71	2,977,797.49	\$ 553,878.78	\$ 562,140.48	\$ 696,797.14	\$ 584,436.01	\$ 580,545.08	\$ -	\$ 2,977,797.49
	Contract Amount Remaining		Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL SECOND HALF
Community Corrections Inmate Housing	\$ 2,746,978.05		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Corrections - COProbation IRT IH	\$ 280,574.45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Corrections - Non-Residential Div.	\$ 120,343.90		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Corrections Correctional Treatment	\$ 145,041.82		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Corrections Facility Payments	\$ 148,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Option Allocation #1	\$ -								\$ -
Option Allocation #2	\$ -								\$ -
<b>REMAINING FUNDS IN ALLOCATION</b>	<b>\$ 3,440,938.22</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Expected Expenditure Total Allocation (Monthly)	\$	510,227.98
Actual Expenditure Total Allocation (Current Month)	\$	584,436.01
% Expected Expenditure (To Date)		41.67%
% Actual Expenditure (To Date)		46.39%
% Under / (Over) Spent		-4.73%

Expected YTD Expenditures Per Allocation	Actual YTD Expenditure	Actual YTD \$ Under / (Over) Against Expected	% Under / Over (-) against expected	
\$ 2,259,973.16	\$ 2,676,957.53	\$ (416,984.37)	-18.45%	Inmate Housing
\$ 154,372.19	\$ 89,918.80	\$ 64,453.39	41.75%	Cond. Of Probation IRT
\$ 69,711.20	\$ 46,962.98	\$ 22,748.22	32.63%	Non-Residential
\$ 67,083.33	\$ 15,958.18	\$ 51,125.15	76.21%	Correctional Treatment
\$ 148,000.00	\$ -	\$ 148,000.00	100.00%	Facility Payment

Nov-22

GEO REENTRY GROUP/ COMMUNITY ALTERNATIVES OF EL PASO COUNTY (CAE)

	<i>Total SFY23 Contract</i>		TOTAL YTD Expenditure	% Contract Expended
	\$ 5,846,563.74			
Residential	\$ 5,370,256.86	\$	(1,600,094.00)	27.37%
Non-Residential	\$ 167,306.88	\$	(77,008.05)	1.32%
Correctional Treatment	\$ 161,000.00	\$	(63,913.00)	1.09%
Facility Payment	\$ 148,000.00	\$	(74,000.00)	1.27%
<b>Total YTD Expenditure</b>		\$	<b>(1,815,015.05)</b>	<b>31.04%</b>
Percent Actual Expended				
Expected YTD Per Contract				41.67%
Percent Under/Over (-)				10.62%
<b>Total Balance in Contract</b>		\$	<b>4,031,548.69</b>	

<i>Expected YTD Expenditures Per Contract</i>	<i>Actual YTD Expenditure</i>	<i>Actual YTD \$ Under / (Over) Against Expected</i>	<i>% Under / Over (-) against expected</i>	
\$ 2,237,607.03	\$ 1,600,094.00	\$ 637,513.03	28.49%	Inmate Housing
\$ 69,711.20	\$ 77,008.05	\$ (7,296.85)	-10.47%	Non-Residential
\$ 67,083.33	\$ 63,913.00	\$ 3,170.33	4.73%	Correctional Treatment

4th Judicial District - Community Corrections Program Revenue and Expenditures  
SUMMARY OF ALLOCATION EXPENSES  
SFY23 July 1, 2022 - June 30, 2023

Community Alternatives of El Paso County			ACTUAL INVOICING RECEIVED FROM TO VENDOR						TOTAL FIRST HALF
	Allocated Amount From DCJ/EPC	Actual Expenditure YTD from 7/1/22 to 10/31/2022	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	
Community Corrections Inmate Housing	\$ 5,370,256.86	\$ 1,600,094.00	\$ 343,978.00	\$ 328,501.00	\$ 302,103.00	\$ 312,622.00	\$ 312,890.00	\$ -	\$ 1,600,094.00
Community Corrections - Non-Residential Div.	\$ 167,306.88	\$ 77,008.05	\$ 15,906.10	\$ 16,098.90	\$ 15,189.45	\$ 14,740.40	\$ 15,073.20	\$ -	\$ 77,008.05
Community Corrections Correctional Treatment	\$ 161,000.00	\$ 63,913.00	\$ 12,494.00	\$ 15,655.00	\$ 13,291.00	\$ 12,227.00	\$ 10,246.00	\$ -	\$ 63,913.00
Community Corrections Facility Payments	\$ 148,000.00	\$ 74,000.00	\$ -	\$ -	\$ 74,000.00	\$ -	\$ -	\$ -	\$ 74,000.00
Option Allocation #1		\$ -							\$ -
Option Allocation #2		\$ -							\$ -
	\$ 5,846,563.74	1,815,015.05	\$ 372,378.10	\$ 360,254.90	\$ 404,583.45	\$ 339,589.40	\$ 338,209.20	\$ -	\$ 1,815,015.05
	<b>Allocation Amount Remaining</b>								<b>TOTAL SECOND HALF</b>
Community Corrections Inmate Housing	\$ 3,770,162.86		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Corrections - Non-Residential Div.	\$ 90,298.83		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Corrections Correctional Treatment	\$ 97,087.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Corrections Facility Payments	\$ 74,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Option Allocation #1	\$ -								\$ -
Option Allocation #2	\$ -								\$ -
<b>REMAINING FUNDS IN ALLOCATION</b>	<b>\$ 4,031,548.69</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Expected Expenditure Total Allocation (Monthly)	\$	474,880.31
Actual Expenditure Total Allocation (Current Month)	\$	339,589.40
% Expected Expenditure (To Date)		41.67%
% Actual Expenditure (To Date)		31%
% Under / (Over) Spent		10.62%

Expected Expenditures Per Allocation	Actual YTD Expenditure	Actual YTD \$ Under / (Over) Against Expected	% Under / Over (-) against expected	
\$ 2,237,607.03	\$ 1,600,094.00	\$ 637,513.03	28.49%	Inmate Housing
\$ 69,711.20	\$ 77,008.05	\$ (7,296.85)	-10.47%	Non-Residential
\$ 67,083.33	\$ 63,913.00	\$ 3,170.33	4.73%	Correctional Treatment
\$ 74,000.00	\$ -	\$ 74,000.00	100.00%	Facility Payment

## **Community Corrections Board**

### **Agenda Item Summary**

**Agenda Item Title:** Provider Termination Reports - November 2022

**Agenda Date:** December 20, 2022

**Agenda Item Number:** 6-b

**Presenter:** Christine Burns, Justice Services Division Manager

**Information:** X

#### **Endorsement:**

#### **Background Information:**

Pursuant to Article II of the El Paso County Community Corrections Board (CCB) By-Laws and section 4a of Colorado Revised Statute 17-27-103, as amended, local community corrections boards are responsible for making assessments on the number of offenders who have an unauthorized absence from custody. The data is based on reports prepared by the Community Corrections staff pursuant to Section 11 of the Colorado Revised Statute 17-27-104.

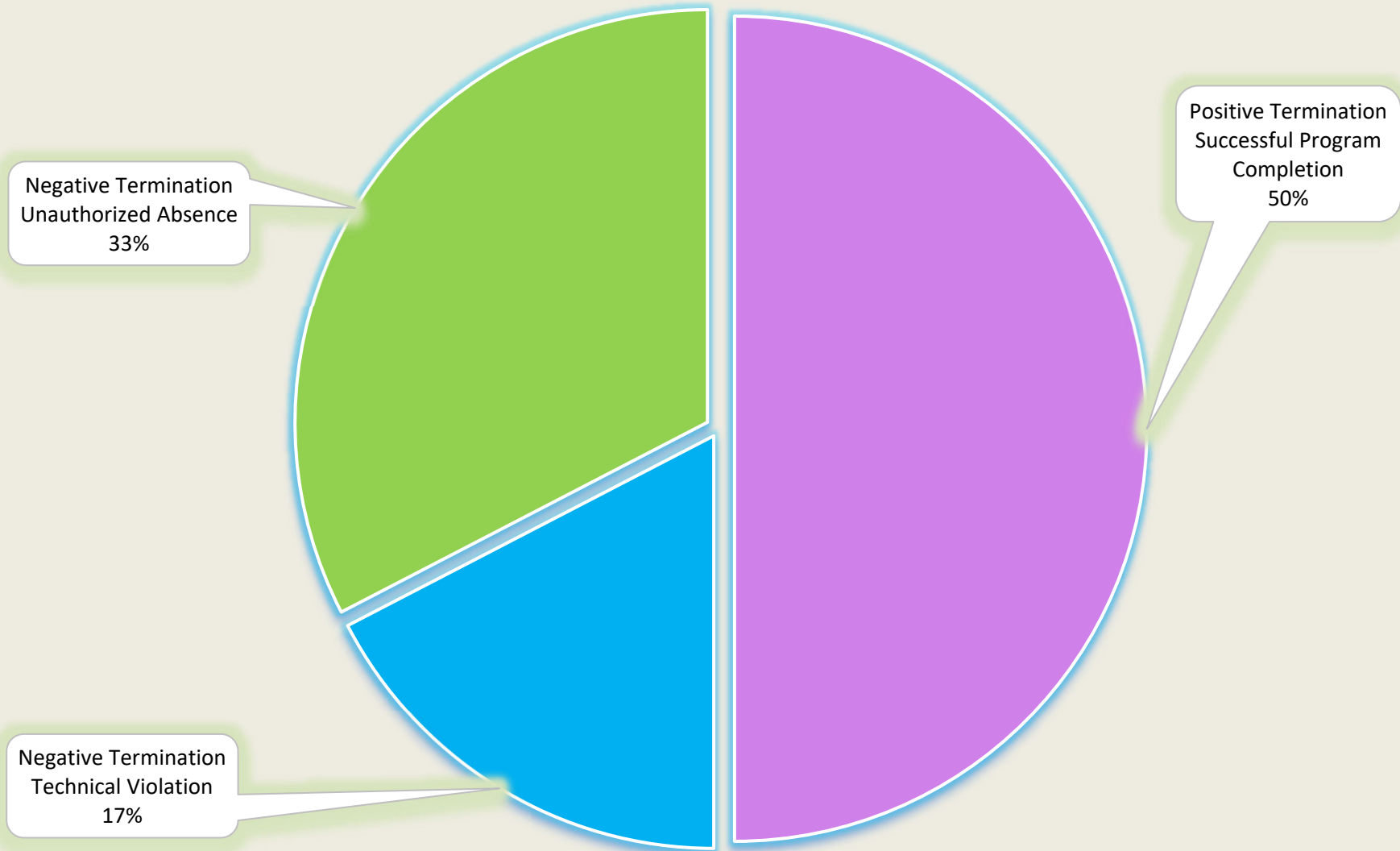
The attached Provider Termination Reports are for November 2022.

#### **Recommended Motion:**

N/A

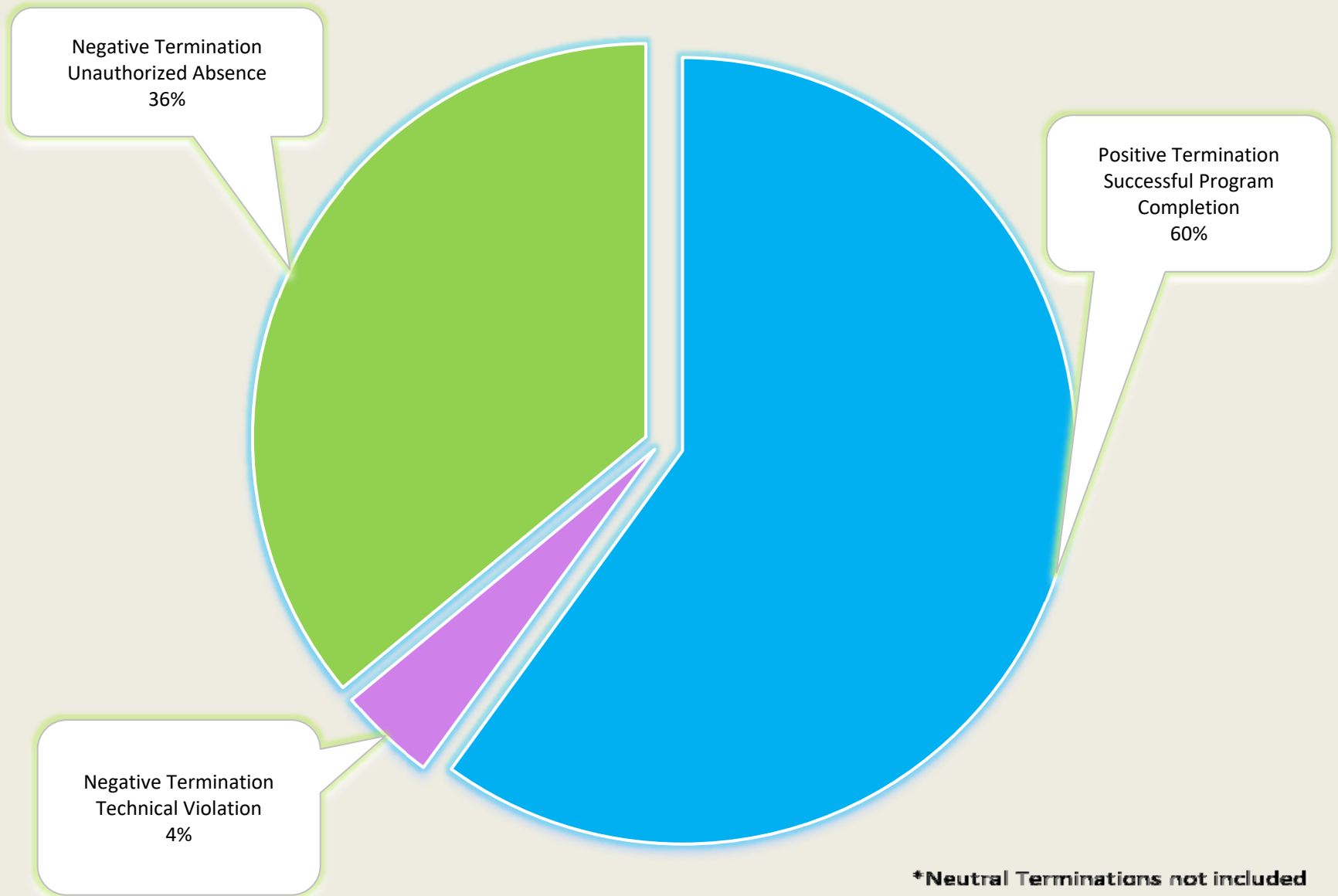


## ComCor, Inc. Residential Terminations - November 2022



**\*Neutral Terminations not included**

## CAE Residential Terminations - November 2022



**\*Neutral Terminations not included**

## Community Corrections Board

### Agenda Item Summary

**Agenda Item Title:** Staff Report – December 2022

**Agenda Date:** December 20, 2022

**Agenda Item Number:** 6-c

**Presenter:** Christine Burns, Justice Services Division Manager

**Information:** X

#### Endorsement:

#### Background Information:

Staff to provide insight and information on various upcoming events, activities, and/or information otherwise not specifically covered as a separate agenda item. Topics covered under this agenda item will generally consist of the following:

- Upcoming events impacting community corrections services
  - Notable activities staff members are involved in and/or pursuing
  - Information not otherwise captured as a separate Community Corrections Board agenda item
1. We are pleased to announce the hiring of MaCain Hildebrand as the Community Corrections Program Manager. MaCain will begin on December 27, 2022.
  2. The Community Corrections Authority will administer contracts with the Division of Criminal Justice and vendors. The Intergovernmental Agreement establishing the Authority was approved by both El Paso County and Teller County Board of County Commissioners. The next steps include Commissioners from El Paso and Teller Counties selecting community representatives to serve as Community Corrections Authority directors. Selection is anticipated to take place toward the beginning of the year, followed by a formal meeting of the Authority.
  3. Staff thank the board for their generous and continued service to community corrections and the justice-involved community. The challenges faced and successes achieved in 2022 have made us a more resilient program. Please accept our sincere gratitude for your work on the Community Corrections Board.
  4. Happy holidays, and we wish you and yours a safe, healthy, and prosperous new year!

## **Community Corrections Board**

### **Agenda Item Summary**

**Agenda Item Title:** Community Corrections Notification Checklists

**Agenda Date:** December 20, 2022

**Agenda Item Number:** 8-a

**Presenter:** Christine Burns, Justice Services Division Manager

**Information:** X

**Endorsement:**

#### **Background Information:**

In collaboration with vendors, probation and parole, staff has created checklists to support the provider notification process. The checklists are attached.

In 2023, staff plan to collaborate with key stakeholders to revise the provider notification process matrix.

#### **Recommended Motion:**

N/A



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# DIVERSION NOTIFICATION CHECKLIST

El Paso County Community Corrections (EPC): [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)

Division of Criminal Justice (DCJ): [cdps\\_dcj\\_occ@state.co.us](mailto:cdps_dcj_occ@state.co.us)

Probation Community Corrections Liaison: [traci.kinsey@judicial.state.co.us](mailto:traci.kinsey@judicial.state.co.us)

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## 1. TERMINATION: TECHNICAL VIOLATION, NEW CRIMINAL ACTIVITY, OUTSTANDING WARRANT/PENDING CRIME

---

- Probation Form: Notification of Violation Report (one notice required on **each case**)
  - State within the Probation form in the comment section or provide an attachment that include:
    - Client Service Type (Residential or Non-Residential)
    - Release Reason - Why the client was terminated from the program?
    - Released to who?
    - If law enforcement involvement – date of pickup or incident description
    - If new crime committed for what
- Send to the El Paso County (EPC), [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send to the Probation Department Community Corrections Liaison, [traci.kinsey@judicial.state.co.us](mailto:traci.kinsey@judicial.state.co.us)

## 2. SUCCESSFUL TERMINATION

---

- Probation Form: Petition and Order to Terminate Direct Sentence to Community Corrections (one notice required on **each case**)
  - State within the Probation form in the comment section or provide an attachment that include:
    - Client service type (Residential or Non-Residential)
    - DCJ Earned Time Credit
- Send to the El Paso County notification, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send to the Probation Department Community Corrections Liaison, [traci.kinsey@judicial.state.co.us](mailto:traci.kinsey@judicial.state.co.us)

## 3. UNAUTHORIZED ABSENCE

---

- EPC Incident Notification Report
  - All case numbers
  - Sentencing Date
  - Arrival date at the facility
  - Client Service Type (residential, non-residential, IRT, or COPr)
  - Detail description of the incident

- Facility Escape Packet must include:
  - Escape/COPr Checklist Form
  - Absconder Report or Field Sheet
  - Fugitive Report Form
- Send the Facility Escape Packet to Colorado State Patrol, [cdps\\_pueblocomm@state.co.us](mailto:cdps_pueblocomm@state.co.us)
- Send the EPC Incident Notification Report and Facility Escape Packet to El Paso County, [csdccr\\_notifications@elpasoco.com](mailto:csdccr_notifications@elpasoco.com)
- Direct Sentence Clients ONLY - Send the EPC Incident Notification Report and Facility Escape Packet to the Probation Department Community Corrections Liaison, [traci.kinsey@judicial.state.co.us](mailto:traci.kinsey@judicial.state.co.us)
- COPr & COPr-IRT Clients ONLY - Send the EPC Incident Notification Report and Facility Escape Packet to the assigned Probation Officer

---

#### 4. REJECT AFTER ACCEPT (RAA)

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- Probation Form: Notice of Rejection After Acceptance (one notice required on **each case**)
  - State within the Probation form in the comment section or provide an attachment that include:
    - Date of RAA
    - Description of why the client is being rejected after accept
- Send to the El Paso County, [csdccr\\_notifications@elpasoco.com](mailto:csdccr_notifications@elpasoco.com)
- Send to the Probation Department Community Corrections Liaison, [traci.kinsey@judicial.state.co.us](mailto:traci.kinsey@judicial.state.co.us)

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#### 5. PETITION FOR EARLY TERMINATION

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- Probation Form: Petition and Order for Early Termination of Community Corrections Sentence (one notice required on **each case**)
  - State within the Probation form in the comment section or provide an attachment that include:
    - Client Service Type (Residential or Non-Residential)
    - Requested early termination date
    - Reason for early termination
- Send to the El Paso County, [csdccr\\_notifications@elpasoco.com](mailto:csdccr_notifications@elpasoco.com)
- Send to the Probation Department Community Corrections Liaison, [traci.kinsey@judicial.state.co.us](mailto:traci.kinsey@judicial.state.co.us)
- After Judicial accepted for early termination, Probation Department Community Corrections Liaison would forward the accepted and/or rejected petition to EPC, [csdccr\\_notifications@elpasoco.com](mailto:csdccr_notifications@elpasoco.com) and to the appropriate Facility Case Manager.

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#### 6. DEATHS

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- Probation Form: Special Report Death (one notice required on **each case**)

- DCJ Critical Incident Form (All section must be completed)
- Send the DCJ Critical Incident Form to DCJ, [cdps\\_dcj\\_occ@state.co.us](mailto:cdps_dcj_occ@state.co.us)
- Send the DCJ Critical Incident and Special Report to El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send the DCJ Critical Incident and Special Report to the Probation Department Community Corrections Liaison, [traci.kinsey@judicial.state.co.us](mailto:traci.kinsey@judicial.state.co.us)
- Autopsy Report – when received send to EPC, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)

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## 7. COPR-IRT & COPR SUCCESSFUL & UNSUCCESSFUL TERMINATION OR TRANSFERS

---

- Facility Termination Letter on facility letterhead (must include)
  - All case numbers
  - Sentencing Date
  - Arrival date at the facility
  - Client Service Type
  - Release Reason - Why the client was terminated from the program?
  - Released to who?
  - Termination Date
- Send Facility Letter to El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send Facility Letter to the assigned Probation Officer

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## 8. ADMIN REVIEW

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- Facility Admin Review Letter on facility letterhead (must include)
  - All case numbers
  - Client Service Type (residential, non-residential, IRT, or COPr)
  - Reason for acceptance or denial
    - If re-accepted into the program, provide what the clients expectations would be back into the program
    - If denied, give detailed reasons why the client was denied
- Send Facility Admin Review Letter to El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send Facility Admin Review Letter to the specific court division

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## 9. TRANSFER (NON-RES, IRT, RDDT, COPR, REGRESSION)

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- Facility Transfer Letter (must include)
  - All case numbers
  - Sentencing Date
  - Arrival date at the facility
  - Client Service Type (residential, non-residential, IRT, or COPr)
  - Transfer Reason - Why the client was transferred?

- Transferred to who?
- Transfer Date
- Send to El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send to the Probation Department Community Corrections Liaison, [traci.kinsey@judicial.state.co.us](mailto:traci.kinsey@judicial.state.co.us)

## 10. CCC-020: INCIDENT NOTIFICATION AND RESOLUTION

---

- DCJ Incident Notification Form (Must complete ALL sections)
  - All case numbers
  - **Description of incidents:** Notification must clarify the status of the incident and any action(s) being taken to resolve the situation, in addition to any information relevant to the status or outcome of the incident at the time of resolution.
    - The occurrence of any communicable disease that poses a significant threat to staff or clients;
    - Any criminal offense alleged to have been committed by a client or staff member on or off grounds;
    - Any altercation, on or off grounds, involving a client and resulting in injury and/or law enforcement involvement;
    - The death of a client;
      - Autopsy Report – when received send to the EPC notification email address [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
      - Send Incident Notification to appropriate court division and/or probation
    - Use of force by a staff member;
    - Any event that has compromised or may compromise the provision of supervision and safe care, including but not limited to: damage to the facility, employee strike, interruption in food service, and/or protracted interruption in utilities;
    - Any event that has the potential for media coverage;
    - Occurrences in which a client, staff or visitor is transported by ambulance, treated in an emergency department or admitted to a hospital due to serious bodily injury, **overdose** or there is a significant risk to loss of life.
- Any additional information obtained after the initial notification, such as upon a client's return to the facility or during follow-up(s), should be detailed within the report. This report should also indicate where the incident stands at resolution.
- Send to the El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send to the DCJ, [cdps\\_dcj\\_occ@state.co.us](mailto:cdps_dcj_occ@state.co.us)

## 11. PREA INCIDENT

---

- Initial notification: Immediately by phone or email to DCJ PREA Coordinator and EPC
- Written Allegation (initial report must be sent via email within 24 hours of the incident) - The notification must clarify the status of the incident and any action being taken to resolve the situation (i.e. notifying law enforcement, internal investigation, etc.)
  - Summary of the allegation
  - Status of the incident
  - All parties involved
  - Date of the Incident



- Action being Taken to resolve
- Was Law Enforcement Notified or involved?
- Internal Investigation?

After the initial 24-hour reporting period, a final report shall be sent upon completion of the investigation. The report can be amended as new information is provided and/or as law enforcement/internal investigations continue. It is important to note that this includes alleged incidents and those that are unsubstantiated/unfounded. Send any amendments to the report to DCJ and EPC.

- Final Investigation Report (on facility letterhead) – due one business day following completion of facility investigation
- After Action Report (on facility letterhead) – Due within 30 Days
- Notify El Paso County in every step, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Notify DCJ PREA Coordinator in every step, [jeff.jorden@state.co.us](mailto:jeff.jorden@state.co.us)

## 12. EARN TIME CREDIT (STATUTE 18-1.3-301)

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- Submit Earn Time Credit Form 30 days prior to submitting the successful termination from the program
- Send to the Probation Department Community Corrections Liaison, [traci.kinsey@judicial.state.co.us](mailto:traci.kinsey@judicial.state.co.us)



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# TRANSITION/COP NOTIFICATION CHECKLIST

El Paso County Community Corrections (EPC): [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)

Division of Criminal Justice (DCJ): [cdps\\_dcj\\_occ@state.co.us](mailto:cdps_dcj_occ@state.co.us)

Parole Liaison: [lauren.kenebrew@state.co.us](mailto:lauren.kenebrew@state.co.us) and/or [matthew.alvarado@state.co.us](mailto:matthew.alvarado@state.co.us)

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## 1. TERMINATION FOR TECHNICAL VIOLATION – CODE OF PENAL DISCIPLINE (COPD) NEEDED

---

- DOC Termination Notice – Unable To House Safely Form (*COPD needed*)
- EPC Incident Notification Report:
  - Arrival to the facility
  - Client Service Type (Transition, COP, or ISP-i)
  - Termination Date
  - Release Reason - Why the client was terminated from the program?
  - Released to who?
  - If law enforcement involvement – date of pickup or incident description
  - If new crime committed for what?
- Send to El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send to Parole Liaison, [lauren.kenebrew@state.co.us](mailto:lauren.kenebrew@state.co.us) and/or [matthew.alvarado@state.co.us](mailto:matthew.alvarado@state.co.us)

## 2. TERMINATION FOR TECHNICAL VIOLATION – NO COPD NEEDED

---

- DOC Termination Notice – Technical Violation Form (*no COPD needed*)
- EPC Incident Notification Report:
  - Arrival at the facility
  - Client Service Type (Transition, COP, or ISP-i)
  - Termination Date
  - Release Reason - Why the client was terminated from the program?
  - Released to who?
  - If law enforcement involvement – date of pickup or incident description
  - If new crime committed for what?
- Send to El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send to Parole Liaison, [lauren.kenebrew@state.co.us](mailto:lauren.kenebrew@state.co.us) and/or [matthew.alvarado@state.co.us](mailto:matthew.alvarado@state.co.us)

## 3. SUCCESSFUL TERMINATION

---

- Facility Termination Letter (on letterhead)

- DOC Number
- Arrival at the facility
- Client service type (Transition, COP, IRT, or ISPi)
- Termination date
- Send to El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send to Parole Liaison, [lauren.kenebrew@state.co.us](mailto:lauren.kenebrew@state.co.us) and/or [matthew.alvarado@state.co.us](mailto:matthew.alvarado@state.co.us)

#### 4. UNAUTHORIZED ABSENCE

---

- DOC Termination Notice – Unauthorized Absence Form (COPD needed)
- EPC Incident Notification Report:
  - DOC number
  - Arrival at the Facility
  - Client Service Type (Transition, COP, IRT, or ISPi)
  - Description of the unauthorized absence
  - Termination Date
- Facility Escape Packet which includes:
  - Escape Checklist Form
  - Absconder Report or Field Sheet
  - Fugitive Report Form
- Send the Escape Packet to Colorado State Patrol, [cdps\\_pueblocomm@state.co.us](mailto:cdps_pueblocomm@state.co.us)
- Send to El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send to Parole Liaison, [lauren.kenebrew@state.co.us](mailto:lauren.kenebrew@state.co.us) and/or [matthew.alvarado@state.co.us](mailto:matthew.alvarado@state.co.us)

#### 5. REJECT AFTER ACCEPT (RAA)

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- DOC Termination Notice – Reject After Acceptance Form (NO COPD needed) – Must Complete ALL Sections
- Send to:
  - El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
  - DOC, [michelle.fleckenstein@state.co.us](mailto:michelle.fleckenstein@state.co.us)
  - Parole Liaison, [lauren.kenebrew@state.co.us](mailto:lauren.kenebrew@state.co.us) and/or [matthew.alvarado@state.co.us](mailto:matthew.alvarado@state.co.us)

#### 6. TRANSFER (IRT, RDDT, COP, REGRESSION WITHIN THE FACILITY)

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- Facility Transfer Letter (on Letterhead)
  - DOC Number
  - Arrival at the Facility
  - Client Service Type (Transition, COP, IRT, or ISPi)
  - Transfer Reason - Why the client was transferred?

- Transferred to who?
  - Transfer Date
- Send to El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)

## 7. CCC-020: INCIDENT NOTIFICATION AND RESOLUTION

---

- DCJ Incident Notification Form (Must complete ALL sections)
- DOC Number
  - **Description of incidents:** Notification must clarify the status of the incident and any action(s) being taken to resolve the situation, in addition to any information relevant to the status or outcome of the incident at the time of resolution.
    - The occurrence of any communicable disease that poses a significant threat to staff or clients;
    - Any criminal offense alleged to have been committed by a client or staff member on or off grounds;
    - Any altercation, on or off grounds, involving a client and resulting in injury and/or law enforcement involvement;
    - A death of a client;
      - Send the Incident Notification to DOC, [michelle.fleckenstein@state.co.us](mailto:michelle.fleckenstein@state.co.us)
      - Send the Incident Notification to Parole Liaison, [lauren.kenebrew@state.co.us](mailto:lauren.kenebrew@state.co.us)
      - Autopsy Report – when received send to the EPC notification email address [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
    - Use of force by a staff member;
    - Any event that has compromised or may compromise the provision of supervision and safe care, including but not limited to: damage to the facility, employee strike, interruption in food service, and/or protracted interruption in utilities;
    - Any event that has the potential for media coverage;
    - Occurrences in which a client, staff or visitor is transported by ambulance, treated in an emergency department or admitted to a hospital due to serious bodily injury, **overdose** or there is a significant risk to loss of life.
- Any additional information obtained after the initial notification, such as upon a client's return to the facility or during follow-up(s), should be detailed within the report. The report should also indicate where the incident stands at resolution.
- Send to the El Paso County, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Send to DCJ, [cdps\\_dcj\\_occ@state.co.us](mailto:cdps_dcj_occ@state.co.us)

## 8. PREA INCIDENT

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- Initial notification: Immediately by phone or email to DCJ PREA Coordinator and EPC
- Written Allegation (initial report must be sent via email within 24 hours of the incident) - The notification must clarify the status of the incident and any action being taken to resolve the situation (i.e. notifying law enforcement, internal investigation, etc.)
- Summary of the allegation
  - Status of the incident
  - All parties involved
  - Date of the Incident
  - Action being Taken to resolve

- Was Law Enforcement Notified or involved?
- Internal Investigation?

After the initial 24-hour reporting period, a final report shall be sent upon completion of the investigation. The report can be amended as new information is provided and/or as law enforcement/internal investigations continue. It is important to note that this includes alleged incidents and those that are unsubstantiated/unfounded. Send any amendments to the report to DCJ and EPC.

- Final Investigation Report (on letterhead) – due one business day following completion
- After Action Report – Due within 30 Days
- Notify El Paso County in every step, [csdccb\\_notifications@elpasoco.com](mailto:csdccb_notifications@elpasoco.com)
- Notify DCJ PREA Coordinator in every step, [jeff.jorden@state.co.us](mailto:jeff.jorden@state.co.us)
- Send to Parole Liaison, [lauren.kenebrew@state.co.us](mailto:lauren.kenebrew@state.co.us) and/or [matthew.alvarado@state.co.us](mailto:matthew.alvarado@state.co.us)