

## NOTICES OF SUBSTANTIVE POLICY STATEMENT

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### ARIZONA DEPARTMENT OF CORRECTIONS

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

System of Written Instructions, Department Order 101: Public Access, 101.14

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised November 5, 1998

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to written instructions. It describes methods by which the public has access to Department policies.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: William S. Eichelberger, Administrator

Address: Policy and Research Bureau  
1645 West Jefferson  
Phoenix, AZ 85007

Telephone: (602) 542-3691

Fax: (602) 542-4193

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Anyone wishing to obtain a copy of this document should contact the Policy and Research Bureau at the address or phone number listed in #5 for current information on copying costs. The Arizona Department of Corrections policies may be directly accessed on the Internet at [www.adcprisoninfo.az.gov](http://www.adcprisoninfo.az.gov).

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### ARIZONA DEPARTMENT OF CORRECTIONS

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Americans with Disabilities Act (ADA) Compliance, Department Order 108

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised April 21, 1997, April 17, 1998, and April 17, 2000

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to compliance with the ADA. It requires that all candidates, employees, contractors, visitors and prisoners are provided barrier-free access to facilities, services, programs and activities, consistent with reasonable accommodation and security requirements.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

*Arizona Administrative Register*  
**Notices of Substantive Policy Statement**

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This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Smoking and Tobacco Regulations, Department Order 109

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to smoking and use of smokeless tobacco products by employees, inmates, visitors, volunteers, contractors and vendors. It establishes regulations that contribute to healthier and safer environments for inmate housing areas, employee work environments, and members of the public visiting Department facilities.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

It is a revision of one or more former policies and was issued in a new policy manual as part of a new system of written instructions.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Civil Rights of Institutionalized Persons Act Compliance, Department Order 120

Notices of Substantive Policy Statement

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

November 29, 1999, revised February 2, 2001

**3. Summary of the contents of the substantive policy statement:**

This policy attachment is the written expression of the Department's current response to insuring the safety and dignity of female inmates. Every allegation of abuse or inappropriate relationships with female inmates is thoroughly investigated, and sustained allegations will result in disciplinary action, up to dismissal, and criminal prosecution, if appropriate. The backgrounds of new workers are investigated before they may work with female inmates, and they must undergo specialized training.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a replacement for Director's Instruction #113, dated June 12, 1999.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA DEPARTMENT OF CORRECTIONS

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Information Release, Department Order 201

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised July 15, 1997, June 11, 1998, and March 3, 2001

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to providing public access to information. The policy specifies how the Department responds to media requests for information; specifies that the public has access to information to the fullest extent possible, restricted only by the need to conserve resources and protect privacy and confidentiality; and provides guidelines for reimbursement and collection of fees for documents requested by the general public.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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*Arizona Administrative Register*  
**Notices of Substantive Policy Statement**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Public Access - Tours and Board Hearings, Department Order 202

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised April 21, 1997, November 1, 1999 and April 16, 2001

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to allowing public access into prison facilities. It establishes guidelines for public access to institutions and private prisons as part of an authorized tour or attendance at a Board of Executive Clemency hearing and specifies criteria for approving or denying access to a prison for these purposes.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Research Projects, Department Order 203

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to research projects by persons other than Department employees. This policy provides guidelines for public and private agencies, professional researchers and graduate students to obtain Department approval for conducting research about prisoners or Department programs, services, management techniques and/or administrative practices; describes procedures for conducting approved research projects; and prohibits all human medical, pharmaceutical and cosmetic research or experimentation.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

*Arizona Administrative Register*  
**Notices of Substantive Policy Statement**

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This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Volunteer Services, Department Order 204

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, with revisions on April 21, 1997, July 15, 1997, September 1, 1997, December 29, 1999, April 17, 2000, January 24, 2001, and July 9, 2001

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to volunteers. It describes procedures for private citizens to participate as volunteers within the Department and its prisons for the purpose of assisting in the operation of existing programs.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Contractor Security, 205

*Arizona Administrative Register*  
**Notices of Substantive Policy Statement**

---

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised October 10, 2000

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to security procedures for contractors. It describes how contractors and their employees are screened before they are allowed to enter a prison facility and specifies security-related criteria for denying a person access.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Recruitment and Hiring, Department Order 504

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised January 17, 1997, April 21, 1997, October 17, 1997, January 5, 1998, June 11, 1998, July 1, 1998, November 17, 2000, and December 17, 2001

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to standardized recruitment and hiring processes for Department staff. It describes the procedures for recruiting and hiring Correctional Officers and other staff; the medical/physical and other pre-employment requirements for qualifying as a Correctional Officer; and application and employment policies for the Student Intern Program.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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*Arizona Administrative Register*  
**Notices of Substantive Policy Statement**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Searches, Department Order 708

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised July 19, 1999

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to measures to control entry of contraband items into prisons to maintain a safe, secure and orderly environment for staff, inmates and visitors. It describes the search procedures for persons who enter prison grounds, and their property; prescribes penalties for visitors who are found to possess contraband items; and describes appeal procedures for persons who are suspended or denied visitation after a search procedure.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Inmate Death or Hospitalization Notification/Disposition, Department Order 711

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised December 26, 1996, and April 6, 1998

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response for notification of the hospitalization or death of prisoners. It explains procedures for notifying next-of-kin upon the hospitalization or death of an inmate in the Department's custody and for burial/cremation of a deceased inmate when the body is unclaimed and/or responsible parties are unable to pay.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

*Arizona Administrative Register*  
**Notices of Substantive Policy Statement**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Aircraft Intrusions, Department Order 714

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised January 8, 1999

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to intrusions into airspace over prisons. It describes actions that prison staff may take to protect staff, prisoners and the occupants of the intruding aircraft when unidentified aircraft intrude onto institutional property, or into airspace above an institution.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Inmate Records Information/Court Action, Department Order 901

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised September 4, 1996, January 14, 1997, June 12, 1999, and March 23, 2001

**3. Summary of the contents of the substantive policy statement:**

*Arizona Administrative Register*  
**Notices of Substantive Policy Statement**

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This policy is the written expression of the Department's current response to maintaining and providing access to prisoner records. It outlines how offender information is controlled for accuracy, how to request information on offenders, and how the Department provides information to requesters.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Inmate Religious Activities/Marriage Requests, Department Order 904

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised January 17, 1997, August 18, 1997, March 23, 1998, August 3, 1999, April 17, 2000, July 31, 2000, November 17, 2000, and March 1, 2001

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to visitation between religious leaders and prisoners to provide inmates access to religious activities, materials and other legitimate requirements of their faith; and, if approved, to marry in accordance with state law.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

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## NOTICE OF SUBSTANTIVE POLICY STATEMENT

### ARIZONA DEPARTMENT OF CORRECTIONS

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Inmate Recreation/Arts and Crafts, Department Order 906

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

July 6, 1998, revised March 4, 1997, and July 30, 2001

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to procedures under which prison inmates may participate in arts and crafts and sell their products to the public through the Arizona Prison Arts & Trades Outlet.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

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## NOTICE OF SUBSTANTIVE POLICY STATEMENT

### ARIZONA DEPARTMENT OF CORRECTIONS

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Inmate Mail/Property and Stores, Department Order 909

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised November 7, 1996, August 1, 1997, October 11, 1999, April 17, 2000, December 19, 2000, March 1, 2001, September 10, 2001, and November 5, 2001

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to inmate property ownership and correspondence with inmates. It specifies that inmates are encouraged to correspond through the mail with whom they choose, subject to the limitations outlined in this policy; describes the types of mail that may be sent to inmates and the methods of screening inmate mail for security purposes; describes procedures for maintaining the confidentiality of legal mail to and from inmates; and lists the types and amounts of property that inmates may possess.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Inmate Visitation, Department Order 911

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised April 21, 1997, January 5, 1998, November 29, 1999, May 3, 2000, and October 21, 2001

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to inmate visitation. It describes procedures that permit family members, attorneys and agents of an attorney, and other persons to visit inmates.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Inmate Phone Calls, Department Order 915

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 12, 1996, revised September 27, 1996, January 5, 1998, and December 19, 2000

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to inmate telephone use. It describes the process for making/receiving personal and emergency calls; and describes monitoring and tape-recording procedures for personal calls.

*Arizona Administrative Register*  
**Notices of Substantive Policy Statement**

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**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: William S. Eichelberger, Administrator

Address: Policy and Research Bureau  
1645 West Jefferson  
Phoenix, AZ 85007

Telephone: (602) 542-3691

Fax: (602) 542-4193

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Anyone wishing to obtain a copy of this document should contact the Policy and Research Bureau at the address or phone number listed in #5 for current information on copying costs. The Arizona Department of Corrections policies may be directly accessed on the Internet at [www.adcprisoninfo.az.gov](http://www.adcprisoninfo.az.gov).

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Inmate Release System, Department Order 1001

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 1996, revised January 17, 1997, June 11, 1998, October 13, 1999, and November 17, 2000

**3. Summary of the contents of the substantive policy statement:**

This policy is the written expression of the Department's current response to releasing inmates from custody. It includes procedures for victim notification prior to release of, or upon escape by, an inmate; and it describes procedures for sex offender registration/notification to law enforcement authorities prior to release.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: William S. Eichelberger, Administrator

Address: Policy and Research Bureau  
1645 West Jefferson  
Phoenix, AZ 85007

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**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

ADA Notification Requirements, Director's Instruction #39

*Arizona Administrative Register*  
**Notices of Substantive Policy Statement**

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**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

April 1, 1997

**3. Summary of the contents of the substantive policy statement:**

This policy attachment is the written expression of the Department's current response to public requests for reasonable accommodation under the Americans with Disabilities Act (ADA), which should be made as early as possible. State entities no longer require that requests for accommodations be made at least 72 hours before meetings.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new policy.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: William S. Eichelberger, Administrator

Address: Policy and Research Bureau  
1645 West Jefferson  
Phoenix, AZ 85007

Telephone: (602) 542-3691

Fax: (602) 542-4193

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Anyone wishing to obtain a copy of this document should contact the Policy and Research Bureau at the address or phone number listed in #5 for current information on copying costs. The Arizona Department of Corrections policies may be directly accessed on the Internet at [www.adcprisoninfo.az.gov](http://www.adcprisoninfo.az.gov).

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Sexually Violent Persons, Director's Instruction #61

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

December 5, 1997

**3. Summary of the contents of the substantive policy statement:**

This policy attachment is the written expression of the Department's current response to ARS 13-1402, which is referred to as the Sexually Violent Person statutes. The Department may refer an inmate to the County Attorney of the county in which the inmate was convicted for determination of the inmate's status as a sexually violent predator, and, if appropriate, civil commitment to the State Hospital.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new policy.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: William S. Eichelberger, Administrator

Address: Policy and Research Bureau  
1645 West Jefferson  
Phoenix, AZ 85007

Telephone: (602) 542-3691

Fax: (602) 542-4193

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Anyone wishing to obtain a copy of this document should contact the Policy and Research Bureau at the address or phone number listed in #5 for current information on copying costs. The Arizona Department of Corrections poli-

*Arizona Administrative Register*  
**Notices of Substantive Policy Statement**

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cies may be directly accessed on the Internet at [www.adcprisoninfo.az.gov](http://www.adcprisoninfo.az.gov).

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ARIZONA DEPARTMENT OF CORRECTIONS**

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Sexually Violent Persons, Director's Instruction #142
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
April 28, 2000
- 3. Summary of the contents of the substantive policy statement:**  
This policy attachment is the written expression of the Department's current response to ARS 31-252, which defines the parameters under which the Department of Corrections may provide inmate labor to public and private nonprofit entities for community betterment projects.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a new policy.
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: William S. Eichelberger, Administrator  
Address: Policy and Research Bureau  
1645 West Jefferson  
Phoenix, AZ 85007  
Telephone: (602) 542-3691  
Fax: (602) 542-4193
- 6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**  
Anyone wishing to obtain a copy of this document should contact the Policy and Research Bureau at the address or phone number listed in #5 for current information on copying costs. The Arizona Department of Corrections policies may be directly accessed on the Internet at [www.adcprisoninfo.az.gov](http://www.adcprisoninfo.az.gov).