

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(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

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, 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, with revisions dated January 17, 1997
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.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
This policy is a revision of 1 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:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-3691
FAX Number: (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:
Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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
3. Summary of the contents of the substantive policy statement:
The policy is the written expression of the Department's current response to intrusions into airspace over prisons. It describes actions that state 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 policy is a revision of 1 or more former policies and was issued in a new policy manual as part of a new system of written instructions.

Notices of Substantive Policy Statements

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

Name: Bill Eichelberger, Administrator

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

Telephone: (602) 542-3691

FAX Number: (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:

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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 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, with revisions dated December 26, 1996

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

This policy is the written expression of the Department's current response to notification of the death of prisoners. It explains procedures for notifying next-of-kin upon the 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 policy is a revision of 1 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:

Name: Bill Eichelberger, Administrator

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

Telephone: (602) 542-3691

FAX Number: (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:

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF CORRECTIONS

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

Site Selection, Department Order 402

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

Notices of Substantive Policy Statements

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

This policy is the written expression of the Department's current response to selecting the locations of new prison facilities. It describes how the Department responds to facilities' planning, modification, expansion, construction, and capital outlay; and ensures contact with legislative, school district, business, and neighborhood representatives or associations prior to any site inspection in compliance with A.R.S. § 41-1609.02, Establishment of Private Prison Facilities; Notice; Hearing.

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

This policy is a revision of 1 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:

Name: Bill Eichelberger, Administrator

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

Telephone: (602) 542-3691

FAX Number: (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:

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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

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 security procedures for contractors. It describes how contractors and their employees are screened before they are allowed to enter a state prison and specifies security-related criteria for denying a person access to a state prison.

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

This policy is a revision of 1 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:

Name: Bill Eichelberger, Administrator

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

Telephone: (602) 542-3691

FAX Number: (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:

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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, and revisions on April 21, 1997
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 policy is a revision of 1 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:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-3691
FAX Number: (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:
Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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, 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:
This policy is a revision of 1 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:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-3691

Arizona Administrative Register
Notices of Substantive Policy Statements

FAX Number: (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:

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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, with revisions dated January 17, 1997

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

This policy is the written expression of the Department's current response to releasing prisoners 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:

It is a revision of 1 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:

Name: Bill Eichelberger, Administrator

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

Telephone: (602) 542-3691

FAX Number: (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:

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF CORRECTIONS

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

Inmate Marriage, Department Order 913

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 marriage by prisoners. It includes procedures for prisoners to marry persons of the opposite sex, provided that the marriage is legal, would not pose a risk to the safe, secure, and orderly operation of the Department, and would not jeopardize public safety.

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

It is a revision of 1 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:

Name: Bill Eichelberger, Administrator

Notices of Substantive Policy Statements

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

Telephone: (602) 542-3691

FAX Number: (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:

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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, with revisions on April 21, 1997

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 prisoners in state prisons.

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

It is a revision of 1 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:

Name: Bill Eichelberger, Administrator

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

Telephone: (602) 542-3691

FAX Number: (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:

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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 and Property, 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, with revisions dated November 7, 1996

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

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

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

It is a revision of 1 or more former policies and was issued in a new policy manual as part of a new system of written instructions.

Notices of Substantive Policy Statements

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

Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-3691
FAX Number: (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:

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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, with revisions dated September 4, 1996, and January 14, 1997

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

This policy is the written expression of the Department's current response to prisoner records. It specifies the types of information about prisoners and the Department that are available for public inspection; the types of information that are confidential; the methods by which information may be inspected; and the costs for copies.

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

It is a revision of 1 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:

Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-3691
FAX Number: (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:

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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

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

This policy is the written expression of the Department's current response to searches of people entering prisons. It describes the search procedures for persons who enter state prison grounds, and their property; prescribes penalties for visitors who are found to

Arizona Administrative Register
Notices of Substantive Policy Statements

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:
It is a revision of 1 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:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-3691
FAX Number: (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:
Copies of the policy may be obtained from the person listed in number 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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, with revisions dated January 17, 1997, and April 21, 1997
3. Summary of the contents of the substantive policy statement:
This policy is the written expression of the Department's current response to hiring Correctional Officers. It describes the procedures for recruiting and hiring Correctional Officers and other staff; the medical and physical requirements 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:
It is a revision of 1 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:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-3691
FAX Number: (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:
Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF CORRECTIONS

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Inmate Telephone Access, Director's Instruction #27

Notices of Substantive Policy Statements

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, with revisions dated September 27, 1997
3. Summary of the contents of the substantive policy statement:
This policy is the written expression of the Department's current response to prisoner telephone use. It provides procedures for prisoners to designate persons to whom they wish to make telephone calls; describes the process for making/receiving personal, emergency and legal calls; and describes monitoring and tape-recording procedures for personal calls.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
DI #27 is a revision of Management Order # 89, dated August 27, 1996.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-3691
FAX Number: (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:
Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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: Attachment H - Executions - Public Information Handout.
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 dated January 17, 1997, and April 21, 1997
3. Summary of the contents of the substantive policy statement:
This policy is the written expression of the Department's current response to public access to executions. This document provides information and specifies procedures for visitation restrictions for prisoners segregated pending an execution; admission and conduct of witnesses to an execution; and crowd control procedures during an execution.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
It is a revision of 1 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:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone Number: (602) 542-3691
FAX Number: (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:
Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

Notices of Substantive Policy Statements

NOTICE OF AGENCY 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
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:
It is a revision of 1 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:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 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:
Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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
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:
It is a revision of 1 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:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-3691
FAX Number: (602) 542-4193

Notices of Substantive Policy Statements

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

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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
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 state prisons. 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 at state prison for these purposes.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
It is a revision of 1 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:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007
Telephone: (602) 542-3691
FAX Number: (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:
Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

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, with revisions dated April 21, 1997
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:
It is a revision of 1 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:
Name: Bill Eichelberger, Administrator
Address: Policy and Research Bureau
1645 West Jefferson
Phoenix, Arizona 85007

Notices of Substantive Policy Statements

Telephone : (602) 542-3691

FAX Number: (602) 542-5399

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

Copies of the policy may be obtained from the person listed in question 5 at a charge of 10 cents per page.