



POLICY AND PROCEDURE MANUAL

Section: Evaluations
 Title: Screening Process and Acceptance Criteria
 Number: 522.3

POLICY INFORMATION

Original Effective Date: 10/29/86
 Revision Dates: 06/26/2007

STANDARD REFERENCES

Source:	Reference:
DCJ	3-030, 3-050, 3-060, 3-070

3-030: The program shall establish written screening criteria or guidelines for the acceptance or rejection of offenders referred by state criminal justice agencies and the transfer of offenders between residential and non-residential supervision. Copies of the criteria or guidelines shall be provided to the local community corrections board, the Department of Corrections, the Division of Criminal Justice, the Chief Probation Officer for each Judicial District referring offenders, and the Chair of the State Parole Board. Subsequent changes to those criteria or guidelines shall be provided, in writing, to all agencies affected by the change within thirty days of such issuance.

Discussion/Definitions: *The criteria or guideline provide referral agencies with information regarding offenders acceptable for placement. The criteria also more clearly define a program's target population, providing opportunities to specialize programming to supervise and serve that population. The criteria or guidelines governing acceptance should include, but not be limited to: types of information to be gathered and reviewed on applicants prior to admission; specific criteria for acceptance; and procedures to be followed when accepting or not accepting referrals.*

3-050: The program shall have screening criteria that prohibit discrimination on the basis of ethnicity, primary language, color, religion, creed, disability, sexual preference or national origin.

3-060: The program shall comply with special conditions as required by the referring agency or community corrections board.

3-070: The program shall receive an offender only if:

- a. The local community corrections board has approved the placement or the offender meets board eligibility requirements; and
- b. A court order has been issued specifying the offender's sentence to community corrections; or
- c. An Executive Assignment Order (EAO) has been issued from the Department of Corrections; or
- d. A copy of the Parole Agreement/Order (PAO) or modification specifying the placement in community corrections has been issued.

PURPOSE: To provide a consistent approach for screening clients for acceptance to community placement in accordance with state statutes and legislative intent and to most effectively serve client needs while ensuring community safety during the evaluation process, provide reference for cross training and training new personnel.

SCOPE: This procedure applies to all referrals (Diversion, Transition, Federal) to Larimer County Community Corrections and all department personnel.

RESPONSIBILITY: The Community Corrections Director is responsible for the overall implementation of the evaluation procedures. Program managers and all Residential and Community Supervision and Court Services staff are responsible for daily operations consistent with the following procedures. The LCCCD Advisory Board is mandated to establish procedures to accept, reject or reject after acceptance a placement of any offender into the department's facility or program.

SPECIFIC REQUIREMENTS: LCCC Advisory Board Criteria for Acceptance or Rejection of Offender. The LCCC shall not discriminate on the basis of sex, handicap, race, creed or national origin.

PROCEDURE:

I. DIVERSION:

- A. The Court Services Specialist will complete the Level of Supervision Inventory with each local Diversion client to gather personal history and criminal background information. All completed and scored intakes will be filed in the client files.
- B. The Court Services Specialist shall obtain a recent photograph of each client. Clients on bond will be photographed by the Court Services Specialist. Photos of clients in custody may be obtained from the Larimer County Detention Center via accessing the Tiburon website.
- C. The Court Services Specialist shall complete a Release of Information form in accordance with the guidelines defined in the Confidentiality policy. All completed Release of Information forms will be maintained in the client file located in the filing cabinet
- D. The Court Services Specialist shall determine whether a Presentence Report has been completed by the Probation Department and obtain a copy of the report when completed.
- E. The Court Services Specialist shall contact the Larimer County Sheriff's record department, Pretrial Release Services and Fort Collins Police record department for previous local legal contacts. The Court Services Specialist will provide the client's name and date of birth to each agency or obtain criminal records from the Probation Department.
- F. The Court Services Specialist shall check the District Attorney record files for the Eighth Judicial District for prior or pending felony cases the client is or has been involved in or from the department's NCIC line.
- G. The Court Services Specialist shall gather out-of-state records from the National Crime Information Center (NCIC) through the department's office computer and/or through the offices of Probation and Parole or obtain criminal records from the Probation Department.
- H. The Court Services Specialist shall gather treatment records and supervisory data from mental health agencies, substance abuse agencies, offices of Probation and Parole, or any other applicable community service agencies that the client has present or had previous contact, if needed.
- I. The Court Services Specialist shall obtain the Incident Report from the District Attorney's file, from arresting law enforcement agency by contacting the respective agency's record department, or from the Probation Department.
- J. The Court Services Specialist shall consult with family, employer or pertinent others when applicable/practical.
- K. The Court Services Specialist may request for psychological testing if warranted by the client's past or current behaviors, nature of their past or current criminal offenses, or additional information is needed to make the determination of appropriate placement.
- L. The Court Services Specialist shall obtain input regarding client and recommendations from the District Attorney and the Defense Attorney if applicable/practical.

- M. The Court Services Specialist shall provide ongoing information-gathering sessions only until sufficient information has been gathered to make a decision to accept or reject.
- N. The Court Services Specialist shall present information to the Selections Committee.

II. TRANSITION (includes Federal clients):

- A. The Court Services Manager will distribute the case material provided by the transferring authority, to the Court services specialists according to the number of Diversion clients under evaluation.
- B. The court services specialist will check agency files on local clients to determine if there is any other pertinent information available.
- C. The court services specialist may contact the DOC Institution of Residence, Parole Officer or any other community-based supervisory office as applicable/practical.
- D. The court services specialist will present information to the Selections Committee.

III. The department will receive an Adult Diversion or Transition offender only if:

- A. The local Community Corrections Board has approved the placement or the offender meets board eligibility; and
- B. A court order or mittimus has been issued specifying the offender's sentence or;
- C. A transfer order has been issued from the Department of Corrections; or
- D. A copy of the Parole Agreement/Order specifying the placement in Community Corrections has been issued.

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