

**CHAPTER: 900**  
**Inmate Programs and Services**

**DEPARTMENT ORDER:**  
**923 – Sex Offender Education and  
Treatment Program**

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**IP&R**

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**ACCESS**

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# Arizona Department of Corrections Rehabilitation and Reentry



**Department Order Manual**

A handwritten signature in black ink, appearing to be "David Shinn", written over a horizontal line.

David Shinn, Director

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## **PURPOSE**

This Department Order establishes standards and processes by which the Sex Offender Education and Treatment Program (SOETP) administers education and treatment programs to meet the needs of inmates convicted of sex offenses pursuant to the Arizona Revised Statutes (A.R.S.), Chapter 13.

## **APPLICABILITY**

This Department Order is applicable to all inmates housed in both Department institutions and private prison facilities.

## **PROCEDURES**

### **1.0 PROGRAM ADMISSION**

- 1.1 Eligibility - Medium Custody inmates convicted of sex offense(s) as outlined in Department Order #801, Inmate Classification, may be eligible to be enrolled in the program.
  - 1.1.1 Correctional Officer IVs shall, utilizing the High Target List and the Priority Ranking Report, email a list of potential participants to the SOETP counselor.
    - 1.1.1.1 Inmates referred to participate must:
      - 1.1.1.1.1 Be eligible for Medium Custody placement.
      - 1.1.1.1.2 Have Mental Health and Medical scores of 3 or lower.
      - 1.1.1.1.3 Have an Earned Release Date in no fewer than 13 months.
      - 1.1.1.1.4 Have met Functional Literacy requirements.
  - 1.1.2 Inmates identified as needing SOETP, who refuse participation, shall complete the Refusal to Program, Form 809-1.
  - 1.1.3 Inmates moved to a unit to participate in SOETP who subsequently refuse to do so shall be moved to another unit as soon as possible. The Arizona Correctional Information System (ACIS) shall be annotated as a Program Refusal.
- 1.2 Enrollment Process – Inmates meeting SOETP eligibility requirements shall complete the Consent for Assessment and Treatment, Form 923-2 and the Initial Intake Screening, Form 923-3.
- 1.3 Admission – Upon receipt of the enrollment documents, a member of the SOETP staff shall interview the inmate to complete an intake assessment.

### **2.0 EDUCATION AND TREATMENT PROGRAMS - The SOETP staff shall:**

- 2.1 At a minimum, receive training in:
  - 2.1.1 Therapy techniques.
  - 2.1.2 Behavior analysis.

- 2.1.3 Safety considerations.
- 2.1.4 Ethical responsibilities.
- 2.2 In a one-on-one session, explain to all potential inmate participants how SOETP will relate to them individually and any potential negative impact.
- 2.3 Conduct and document the inmate participant's daily activities to include, at a minimum, the following:
  - 2.3.1 Measurable goals and objectives
  - 2.3.2 Types of treatment to be provided to sex offenders
    - 2.3.2.1 Treatment files shall be secured in a locked file cabinet, except when in use by designated staff, and in accordance with Department Order #901, Inmate Records Information and Court Action.
  - 2.3.3 Behavioral guidelines for participants
  - 2.3.4 Individual and group counseling
  - 2.3.5 Self-help programs
  - 2.3.6 Additional programs deemed necessary by the SOETP staff
- 2.4 Maintain inmate participants and program confidentiality.

### **3.0 SOETP DISCHARGE**

- 3.1 SOETP staff shall initiate the discharge process when an inmate participant:
  - 3.1.1 Completes a SOETP program.
  - 3.1.2 Has a pending release date.
  - 3.1.3 No longer meet requirements.
  - 3.1.4 Exhibits behavior violating SOETP behavior guidelines or threatens the safe and secure operation of the unit, the inmate's personal safety, or the safety of others.
- 3.2 When an inmate meets discharge criteria, the SOETP staff shall review the inmate's progress and determine the appropriate discharge status.
  - 3.2.1 SOETP staff shall complete a program summary report to indicate the inmate's progress and further treatment needs as applicable.
  - 3.2.2 The discharge status shall be entered into ACIS.

### **4.0 PROGRAM REPORTS AND EVALUATION**

- 4.1 The Counseling and Treatment Services Administrator or designee shall annually report to the Assistant Director for Inmate Programs and Reentry or designee the following:
  - 4.1.1 Program services delivered

- 4.1.2 Progress toward goals and objectives
- 4.1.3 Recommendations for the following year’s program
- 4.2 The Assistant Director for Inmate Programs and Reentry or designee, shall evaluate the SOETP at the end of each fiscal year to determine:
  - 4.2.1 The success of the program as a whole.
  - 4.2.2 Identification of additional data to be collected and analyzed in the future.
  - 4.2.3 Goals and objectives for the following year.

## **IMPLEMENTATION**

The Assistant Director for Inmate Programs and Reentry shall ensure the Counseling and Treatment Services Administrator:

- Updates and maintains a Technical Manual that addresses, at a minimum, SOETP, assessment of inmates with sex offense convictions and continuity of care after their release from Department custody.
- Ensures each unit SOETP updates and maintains operational procedures specific to their institution, in compliance with this Department Order.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms for the following:

- Sex Offender

## **FORMS LIST**

923-2, Consent for Assessment and Treatment  
923-3, Initial Intake Screening

## **AUTHORITY**

A.R.S. § 13-705, Dangerous Crimes Against Children; Sentences; Definitions  
A.R.S. § 13-1401, Definitions  
A.R.S. § 13-1404, Sexual Abuse; Classification  
A.R.S. § 36-3701, Definitions