

### 3. **SCREENING COMMITTEE MEMBERSHIP AND DUTIES**

The purpose of the following is to specify the membership, duties, policies and procedures, used by the Screening Committee in their review of referrals.

#### **Representative Agencies:**

There will be a designated representative from each of the following agencies: Adams County Probation, Adams County Social Services, Mental Health Field, Law Enforcement, Colorado Department of Corrections (**DOC**) Division of Community Corrections/Adult Parole, Drug/Alcohol Specialist, a representative for Commerce City and a rotating member of the Adams County Community Corrections Board (**ACCCB**).

The Adams County Community Corrections Administration Department (**CCAD**) will be the facilitating and advisory entity in the screening process. Employees of the CCAD will be non-voting members of the committee. A member of the Screening Committee will be the back-up facilitator in the absence of the CCAD.

#### **Duties:**

To review all referrals meeting the established Screening Committee criteria to determine acceptance or denial of the referral for community corrections placement.

#### **3.1 Policies and Procedures:**

- a. A quorum of five members is required and the acceptance or denial decision will be made by majority vote. Each member of the committee will have one vote, even if the agency for which they work has referred the client. Each member may designate an alternate to attend any specific meeting, or designate his proxy to another member attending the meeting. Such designation must be made to the CCAD prior to the meeting orally or in writing.
- b. The decision of the Screening Committee will be ratified by the ACCCB at their next meeting. The court will continue to act on the recommendation of the screening committee to avoid any delays in sentencing. In case of a tie vote, the ACCCB will make the final decision. The ACCCB will also make all funding decisions for out-of-county placements.
- c. Public Defenders, private attorneys, or District Attorneys will not be allowed to present cases to the Committee. However, they will be allowed to submit written documentation for consideration.
- d. *Pursuant to SB10-159 written statements from the offender, when received with a transitional referral from the DOC, will be considered during the placement review. Statements can include information regarding the offender's transition plan, community support and pertain to appropriateness of placement. There will be no obligation of the*

*ACCCB or the Screening Committee to obtain any statements or to postpone a review subject to receipt of the written documents.*

*An offender may designate a person other than the offender to submit a written statement on the offender's behalf. This information (can include the same information as above) and will be considered at the time of review if received prior to placement review. The ACCCB or Screening Committee will have no obligation to hold a review for written statements to be submitted.*

*Offenders, their families or their designees will not be allowed to give oral statements on the offender's behalf to the ACCCB or the Screening Committee on a transitional referral for community corrections placement.*

- e. Only the CCAD, the Screening Committee, and a representative(s) from the service provider(s) will be allowed to be present at the time of the review. There will be an exception made for a victim who requests to be present pursuant to §§ 24-4.1-301 – 304 and per Board policy 6.7 and 6.8. An exception may also be made by the CCAD for those instances where an agency requests personnel to be present for training purposes.
- f. All information received in the referral process will be accessible to the Screening Committee for review.
- g. The Committee may make recommendations to the Court or the DOC as to sentencing recommendations or specific problems to be addressed while the offender is in the community corrections facility.
- h. The Service Provider(s) may accept any DOC or Diversion client for emergency placement at their discretion. Such acceptance shall be conditional only and shall be fully reviewed at the next Screening Committee meeting following placement.
- i. The Screening Committee will not reconsider their accept/deny decision unless the party requesting a “reconsideration” of the decision provides significant new information. Significant new information is considered to be: when inaccurate or incomplete criminal history information was presented at the time of the initial screening; if a psychological or offense specific evaluation is now available; or when a District Court Judge desires and authorizes a request for the Screening Committee to reconsider their decision. The CCAD will have the authority to determine if the new information meets the established criteria above.

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