

ARIZONA FAMILY MEMBERS

# Behind |||||| Bars

Difficult questions children ask...  
and answers that might help



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a Caregiver's Guide  
to Arizona's criminal justice system  
from arrest to release

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KARE FAMILY CENTER OF THE ARIZONA'S CHILDREN ASSOCIATION  
PIMA PREVENTION PARTNERSHIP AND THE AZ STARS COLLABORATION

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Difficult questions children ask...  
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***Arizona Family Members Behind Bars: Difficult questions children ask...and answers that can help*** is a caregiver's guide to Arizona's criminal justice system from arrest to release. This Guide is dedicated to caregivers who work hard every day to take responsibility for protecting, nurturing, and meeting the emotional needs of children of incarcerated parents.

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*Arizona's Children Association  
and the Pima Prevention Partnership*

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# Greetings Caregivers and Family Members of Children of Incarcerated Parents

The KARE Family Center of Arizona's Children Association and the Pima Prevention Partnership's AZ STARS Collaboration are pleased to offer this resource manual to guide you in helping children understand and cope with the impact of having a parent or other loved one arrested and imprisoned.

Currently, Arizona leads the Western states in the rate of incarceration, resulting in more than 176,000 Arizona children with a parent in jail or prison, or on probation or parole. Tens of thousands more have experienced the trauma of having an incarcerated parent during in their lifetime.

Life is not easy for children who have experienced the trauma of parental arrest and who have been deprived of parents' attention and care. They may be victims of physical, emotional, or sexual abuse and sometimes are deprived of the gift of conscientious parenting when parents engaged in criminal lifestyles prior to imprisonment. Whether they reside with the non-incarcerated parent, with a relative or in foster care with strangers, daily life can become confusing and stressful. Shame and feelings of guilt or humiliation often prevent children from revealing their true family status. Schools, law enforcement authorities, medical facilities, the behavioral health system and other institutions that interact with the families are also impacted when children of incarcerated parents are in the service population.

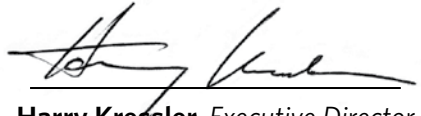
We hope that agencies who come in contact with caregivers of these vulnerable children will also welcome this resource manual. Children want to be heard. Unanswered questions and worries can cause hidden pain and sometimes depression, as well as unexpected responses to even the most simple requests from an adult. With express permission, this manual borrows extensive language from a similar manual created by the Montana Alliance of Families Touched by Incarceration (MAFTI). Arizona resource information has been added, along with children's drawings contributed by children of the incarcerated served at the KARE Family Center.

Thank you for letting us accompany you in your journey to help children find the answers to their questions. May it lead to wisdom and healing - for you and for them.



**Laurie Melrood**, *Director*

KARE FAMILY CENTER,  
A PROGRAM OF ARIZONA'S CHILDREN  
ASSOCIATION AND CASEY FAMILY  
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**Harry Kressler**, *Executive Director*

PIMA PREVENTION PARTNERSHIP  
AND THE AZ STARS COLLABORATION

January 2011

# What Is the Pima Prevention Partnership's AZ STARS Collaboration?

The Pima Prevention Partnership (PPP)'s Arizona STARS Collaboration is a group of individuals and institutions which have been working together for over ten years on behalf of children of incarcerated parents in the State of Arizona. Currently the group is funded under the U.S. Department of Health and Human Services Mentoring Children of Prisoners program and Public/Private Ventures' Amachi Mentoring Coalition Project to provide mentoring and support services for children of incarcerated parents in five Arizona counties (Pima, Pinal, Maricopa, Yavapai, and Coconino).

The PPP's Arizona STARS Collaboration completed the Arizona Children of Incarcerated Parents Bill of Rights Project, a comprehensive statewide needs assessment and planning process to inform the implementation of system and program improvements to reduce risk factors for Arizona's children of incarcerated parents. The Bill of Rights Project was one of 14 conducted across the U.S. with technical assistance from Soros Foundation Fellow DeeAnn Newell. The focus was on reducing traumas associated with parental arrest, addressing existing delays in behavioral health services, providing support for caregivers and promoting awareness of the needs of this largely invisible, yet highly vulnerable, population of children.

At the behest of the Governor's Office of Children, Youth and Families (GOCYF), the Bill of Rights Project was conducted by the Pima Prevention Partnership (PPP) in collaboration with leaders from GOCYF, the Arizona Department of Economic Security, Arizona Department of Corrections, Prison Fellowship Ministries-Arizona, Arizona's Children Association, Arizona Department of Education, and more than sixty other state and regional groups. This effort was funded by the Arizona Parents Commission. The full report is available at [www.thepartnership.us/STARS](http://www.thepartnership.us/STARS).

The Pima Prevention Partnership's Arizona STARS Collaboration is committed to furthering the recommendations of the Bill of Rights project including those which call for mentoring and support services and a resource directory for service providers and families caring for children of incarcerated parents.

## What Is the KARE Family Center?

The KARE Family Center is a multi-resource center for relatives raising children in Tucson, Arizona, with KARE Center programs in Phoenix, and Yuma, Arizona. The programs are supported by Arizona's Children Association in collaboration with Casey Family Programs, Arizona Field Office. Since 2003, as a partner in Pima Prevention Partnership's STARS Mentoring Program, KARE has provided support and assistance to hundreds of children and relative caregivers impacted by incarceration of a family member. Mentoring of youth as well as therapeutic arts and writing classes for children 5 - 12, have helped many youth gain skills and confidence in coping with parental incarceration. In addition, the Program also provides prison transportation and visit orientation so that families may visit incarcerated loved ones. For information, call 520-323-4476, see our website at [www.arizonaschildren.org](http://www.arizonaschildren.org) (under "permanency" on the menu), or [www.casey.org](http://www.casey.org). Write [kares@arizonaschildren.org](mailto:kares@arizonaschildren.org).

# How to Use this Manual

If you suddenly have become Mom or Dad to your three grandchildren while their parents sit in jail, charged with manufacturing dangerous drugs, this manual is for you. If you are a foster parent grasping for answers for the five year old who cries at night because Mommy went off to prison for ten years, this manual is for you. Maybe the police came to your house last week, arrested your husband in connection with an armed robbery, and led him away in handcuffs as your child stood on the porch screaming “Daddy, daddy.” You are among a unique group of caregivers for children whose parents or other family members have been thrust into the criminal justice system for a few days, a year, a decade, or maybe longer. Now the children are in acute crisis. They need answers when it seems as though no answers exist. There are no one-size-fits-all answers for difficult questions your child will ask, because families and their circumstances are so unique. Read our questions and answers, see the similarities in what you are hearing, and we believe that you will certainly come up with an answer that is right for you and your child. Information for you, the caregiver, is in black type. Possible answers for children are in *colored type and quote marks (“”)*.

The answers are designed for very young children. Older children and teenagers will have an easier time understanding the criminal justice process, and will have different questions.

We have divided this manual into the various stages of the criminal justice system, from arrest to release. Universal questions are those a child will likely ask over and over as the family member progresses through the criminal justice system.

A flow chart *Sequence of Events in a Criminal Prosecution* and the *Criminal Justice Process* are included here on page 35. The resources list on page 59 points you to a wealth of free information on the Internet. The Family and Corrections Network (FCN), for example, offers an entire library of information for caregivers. We realize that not everyone has access to the Internet from home. Try your local library computer or ask a friend to print some of this information for you. Information and books are also available in the KARE Family Center’s Greyson Lee Bennett Library in Tucson. Brochures with community resource listings, *Are You Taking Care of Someone Else’s Child*, are also available in Spanish and English for Maricopa and Pima Counties from the Pima Prevention Partnership.



# 10 TIPS for Caregivers

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By Ann Adalist-Estrin, Children of Prisoners Library, Family and Connections Network.  
Copyright 2003. Used by permission.

## **1. Talk about feelings with children.**

*“You look sad. Are you missing Daddy?” Or, “When you get that angry at little things I wonder if you are also angry at your Mom for going to jail?” or, “I wish your dad could have seen you play ball tonight and I bet you do too.”*

**2. Be as honest with children as possible.** *“Mommy won’t be coming home for a very long time. It will be four more birthdays (or two more summer vacations).”*

**3. Remember to keep your feelings separate from each child’s.** *“We feel different things about this. I am angry at your dad and don’t really want to see him but I want you to go because he’s your Dad and you love him.”*

**4. Set up family discussion times.** Tuesday night is the family *“meeting.”* Or Wednesday night is *“Let’s wait for dad’s call tonight and talk about how we are all doing with this.”* Or Saturday morning’s breakfast is a *“prison and jail talk is off limits”* time, a moment of relief to those who need a break from the subject.

**5. Talk about the family’s choice to tell others or keep it a secret from certain people.**

**6. Let children know why the choice is necessary.** Provide plenty of opportunity to talk about it at home.

**7. Encourage children to write or talk to their parents whenever possible.**

**8. Help children to start a picture or story that their parent adds onto,** then the child adds on, and so on and so on by mailing it back and forth.

**9. Read with your children.** Encourage your library to include books and pamphlets about children of prisoners in its collection.

**10. Get support and help for the children and yourself...** through friends, clergy, or counselors.

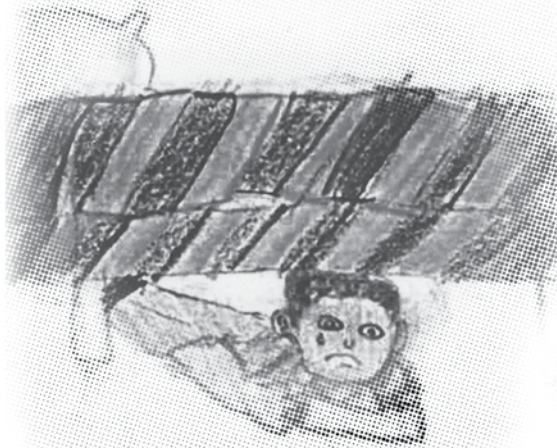
## List of Free FCN Brochures

Here is a list of other free FCN (Family and Corrections Network) brochures available on the internet at:

<http://www.fcnetwork.org/cpl/cplindex.html>

Conversations - Questions Children Ask  
Risk and Protection  
Visiting Mom or Dad  
Jail and Prison Procedures  
Communication Tips for Families  
Caring for Children of Prisoners  
Questions from Caregivers  
What do Children of Prisoners Need?  
Impact of Parental Incarceration  
Common Stress Points  
Different Children/Different Behaviors  
Tips for Fostering Trust & Safety  
The Caregiver's Situation

**SHE DIDN'T  
COME HOME...**



**SO THE KID HID UNDER THE  
BED FOR A WHILE.**

# 10 Questions a Child Might Ask About...



## INTRODUCTION

We have included here a few of the common questions a child will ask when the parent is in jail, prison, or in a community corrections placement such as a drug/alcohol treatment program. Our answers are suggestions. You can tailor them to fit your unique circumstances.

### **1. Where is my family member?**

Adults often sugarcoat information about family members who have committed crimes because they want to protect children from the painful truth. Lying to a child is seldom a good idea. The truth has a way of coming out. A lie revealed by someone else may cause the child to doubt the caregiver whom (s)he desperately needs to trust. Telling a child that the family member works in another city, state, or country, is away at college, overseas in the military, or in the hospital will increase their anxiety. Why doesn't (s)he ever come to see me? Will (s)he die? Is (s)he already dead?

The child will see that other children whose parents are away see them once in awhile. Without accurate information, a child might believe matters are worse than they are.

### **2. Why is (s)he there?**

*"Your family member is there because (s)he committed a crime and has to pay the consequences."*

### **3. When will (s)he be coming home?**

Release dates are seldom certain. It's probably best not to give the child a firm date on which a loved one will come home. There are too many variables. For example, a family member who is eligible for a parole hearing might tell the caregiver that (s)he is getting out of prison soon, but the parole board might not grant parole.

*"We don't know for sure but we do know that (s)he will not be home this Christmas." "The judge will decide today if your family member can come home."* This is appropriate in cases where the family member received a prison sentence with a parole eligibility restriction:

*"(S)he will not be coming home until you are all grown up, but you can visit."*

#### **4. When can I see my family member?**

In most cases, family members can visit in jail, prison or other correctional facilities. The Arizona Department of Corrections (ADC) supports the connection between children and their parents if contact is safe and appropriate for the child. The best answer is one that gives the child a specific time to look forward to, but only if you are sure.

*“The jail staff said we could come tomorrow. We will visit right after you get home from school.”*

*“Every prison has different rules about visiting. I will call Monday and find out the rules.”*

*“The prison is a long way from here. We won’t be able to visit until spring break.”*

*“We will have a car in May. We can go then.”*

*“You can’t visit right now, but (s)he might write to you. Would you like to write a letter or draw a picture for your family member?”*

#### **5. Can I touch my family member?**

If the family member committed a crime against any child, (s)he may have restricted contact. Most often, however, parents and children may have limited physical contact during visits in jail, prison, and other correctional facilities.

*“You can sit on her lap and (s)he will read you a story.”*

*“(S)he will hug and kiss you like always.”*

*“(S)he will be behind glass so you will not be able to touch him. You can talk to him/her on a telephone at the prison.”*

#### **6. What will happen to me?**

*“We don’t know yet where you will stay while your family member is in jail/prison. We will make sure you are safe.”*

*“You will stay with me until (s)he comes home.”*

*“Your grandparents will take care of you and your brothers until your family member comes home.”*

If a child must be separated from siblings, tell him/her that they will be with adults who will try to keep them safe too. Some siblings separated during a parent’s incarceration are never reunited. Perhaps a caregiver is able to care for an infant but not school-age children. Avoid dates for a reunion (tomorrow, Saturday, etc.) unless you are sure.

## **7. Is my family member okay?**

A child who watches TV might have a distorted view of jail, court, and prison as dangerous, noisy places where people are sometimes hurt or even killed. They will experience fear, anxiety, sadness, and perhaps guilt or shame about their loved one behind bars. Usually these stereotypes about the criminal justice system are not true, but injury or death of a family member is possible.

*“Your family member has food and water, a warm place to sleep, and comfortable clothes. The people who work in the jail/prison/treatment center work hard to make sure that everyone is safe.”*

## **8. What will (s)he do there?**

*“Your family member will have rules to follow. (S)he might go to school to learn how to obey laws, be less angry, stop using alcohol or illegal drugs, and be a better parent. (S)he will eat, sleep, exercise, and talk with other people.”*

## **9. Does (s)he blame me? Is it my fault?**

*“It is not your fault that your family member committed a crime. (S)he is paying the consequences now.”*

In domestic violence situations, the child might have called the police, or been the reason an adult called the police.

*“You did the right thing by calling the police because your family member might have hurt you or someone else.”*

## **10. Does (s)he still love me?**

Most parents love their children regardless of their current circumstances.

*“Your family member will always love you. (S)he might be angry right now, but (s)he still loves you.”*

If you do not believe this is true in your situation, your answer will need to be more creative.

*“Sometimes people who commit crimes are very mixed up and they don’t know how they feel about anyone.”*

## **11. Is it okay if I feel confused, scared, sad, or angry?**

*“All feelings are okay. Sometimes it helps to talk to other people like a friend or trusted adult about your feelings.”*

### **12. Is it okay if I still love my family member?**

Children who have undergone the worst physical, sexual, or emotional abuse imaginable often still love the family member. Resist the temptation to tell the child that the family member is a bad person who does not deserve love. This can create more confusion and trauma.

*“Yes, it is okay that you love your family member.”*

### **13. Is it okay if I don’t love my family member anymore?**

*“Yes it is, and it is also okay for you to have different feelings about this later.”*

### **14. What can I do to help my family member?**

*“Everyone in the family needs to love and support each other by helping with chores at home and trying hard to be a good brother or sister.”*



# 10 QUESTIONS a Child Might Ask When a Family Member Is Arrested

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## INTRODUCTION

The arrest of a family member is an immediate crisis like a house fire, car accident, serious illness, or death in the family. Children will probably react to the immediate event with fear, panic, and shock. This situation will be worse if police arrive with their guns drawn, handcuff the family member, or if there is a struggle. Adults also will be in crisis and possibly unavailable as support for the children. Depending on family dynamics, the children might be overlooked entirely. The arrest of one or both parents robs children of their sense of security. Police or social workers may take them from the home and place them in foster care. If the parents produced methamphetamines in the home, the children may be stripped, bathed, dressed in unfamiliar clothes, and assessed by medical experts who are strangers to them. Children need physical safety, reassurance, information, an introduction to new routines, support, kindness, and adult encouragement to ask questions. Caregivers must not expect children to hold the family together or to postpone their grief. If the children or other family members are victims (domestic abuse or incest, for example), the children will have mixed emotions. They might feel relief that the assaults will stop. They might feel guilty for reporting the crime or for not being able to stop the assaults. The family member might blame them for the arrest. They may be confused and sad. Children often love their parents even if those parents abuse them. Depending on what they have learned at home, children might see the police as the bad guys.

### **1. What happened?**

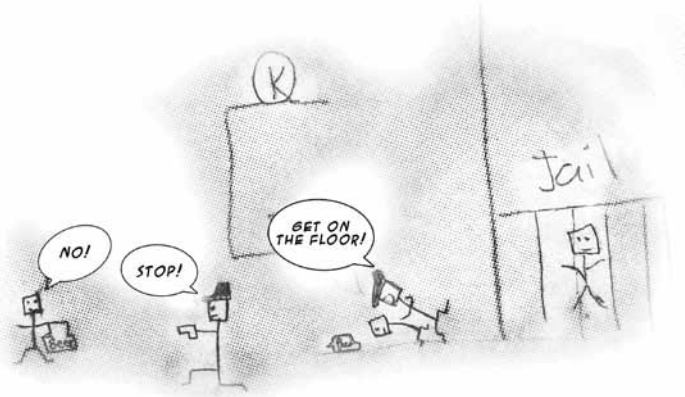
*“Someone thinks your family member broke an important rule (or law).”*

*“Your family member was arrested. That means the police took him to jail so they can talk about this more and figure out what really happened.”*

### **2. Why did the police tie my family member up?**

*“When people are arrested, they might become angry and frightened. Sometimes they try to run away, even if it means hurting someone. The police put on handcuffs to make sure that your family member does not run away or hurt anyone. They will take off the handcuffs when they get to jail.”*





### **3. What did my family member do?**

Explaining any crime to a child can be difficult. Keep it simple for now. Provide no more information than the child can understand.

*"They think he stole something."*

*"They think he broke a window and went into someone else's house without asking."*

If the family member is accused of murder, assault, or rape, simplify it for the time being. If (s)he goes to trial or is convicted, you can provide the child with more details.

*"They think (s)he hurt someone else."*

If the arrest involves manufacture and/or sale of dangerous drugs, the child could have been in imminent danger.

*"Your parents are not able to keep you safe right now, so you are going to stay with me for awhile."*

### **4. Will I ever see my family member again?**

This is another tough question. Although the child will probably be reunited with the arrested family member, this is an uncertain and dangerous time for everyone.

*"You will see your family member again, but it might not be very soon. We will have to wait and see."*

### **5. Is my family member safe?**

If the family member left home in handcuffs, the child may be very anxious about safety. Also, they might have seen violence on TV associated with arrest and jail.

*"The people who are in charge of the jail try very hard to keep everyone safe."*

If you know that the child trusts the police, explain that police officers run the jail. Otherwise, try telling the child that people who run the jail have been to school to learn how to keep people safe.

## 6. What will happen to my family member in jail?

*“When your family member gets to jail, the police will ask lots of questions, and maybe take a picture. Your family member will stay in a small room with bars, called a cell. (S)he might share a cell with at least one other person. People in jail each have a small bed called a cot, with blankets and a pillow. Everyone in jail dresses the same in uniforms that look like pajamas or the clothes painters wear. They have three meals a day.”*

## 7. When will (s)he come home from jail?

Immediately after arrest, no one knows when the family member will be released. It is best not to guess or make promises. People who are arrested seldom come home until they have been to court.

*“We don’t know yet. Your family member will talk to a judge. The judge listens to everyone and then decides if your family member can come home soon or if (s)he has to stay in jail for awhile.”*

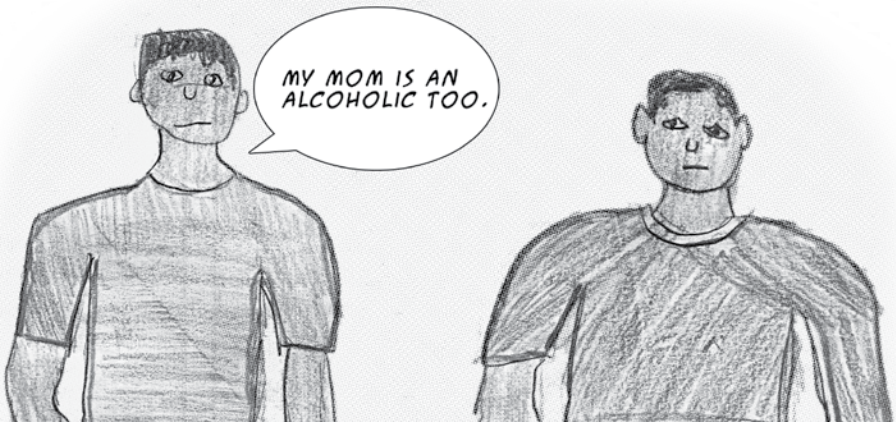
You can add information if law enforcement or the court provides it.

*“We know that (s)he will not be able to come home tonight or tomorrow night.”*

## 8. Is it my fault my family member was arrested?

Especially if the arrest followed violence at home, children might think it is their fault. What they really want to know is whether anyone blames them for the arrest.

*“It is not your fault. The police arrested your family member because (s) he might have broken an important rule called a law. Arrest can be a consequence for adults who don’t follow laws.”*



**9. What if I do something wrong? Will I go to jail too?**

*"If you do something wrong you might have a consequence like a time-out or not riding your bike for three days."*

*"When you get older you could go to jail if you commit a crime. Teachers and other trusted adults can explain right and wrong to you, and how laws work, so you won't commit a crime."*

**10. My family member said (s)he didn't do it. Did (s)he lie about this?**

*"We don't know yet. Your family member will have a chance to explain to the judge what happened. This might take a long time."*

Courts sometime schedule hearings months down the road, especially if the family member's lawyer requests delays. The family member might not come home at all during this time.

*A six year old little girl is angry, hurt and confused. Both her parents are incarcerated. She is having problems in school. She hits and kicks other children. When asked why, she states, "My mommy did something bad and went to prison. If I am bad they will send me there too and we can be together."*



## INTRODUCTION

After arrest, the family member (now called a suspect) will go to court more than once and possibly many times. The court process will be a time of great uncertainty for children and the entire family.

No one knows how long the court process will take or what will happen next. It could be weeks, months, or even years before the family member is convicted or set free. The family member might not come home at all during this time.

At the first court hearing, the judge will appoint a lawyer for your family member and may set a bond amount (sometimes called bail). If (s) he pays the bond, (s)he can go home between court hearings. Most suspects plead not guilty at first even if they committed the crime.

The family member might admit to the crime later or plead guilty to lesser charges in exchange for a lighter sentence (plea bargain). If your family member does not plead guilty, (s)he will have a trial.

Caregivers must use caution when deciding whether or not to take young children to court. Evidence against the family member can be traumatic and possibly harmful for children to hear. They love the family member but strangers will be making disturbing accusations. Consider the child's age, developmental level, and temperament. The suspect may not be allowed to have physical contact with the child in court. If the crime was committed against the child, (s)he will have different emotions. Even if the child is a victim, (s)he probably loves the family member and might feel responsible for the arrest. Children may have seen court events on TV in which the judge shouts at the accused person. They need reassurance that the judge and police are working to stop abuse and violence.

### **1. What is court?**

*“Court is where a judge listens to your family member and other people. The judge tries to find out what happened, and make a fair decision about what will happen next.”* If the judge does not grant bond, or the family member cannot afford the bond, the child will have more questions.

## **2. Could my family member come home if we had more money?**

*“The judge thinks it would be best right now for your family member to stay in jail until people figure out what happened.”*

“It is not your fault that we do not have more money.”

If the family member bonds out of jail:

## **3. Are they letting my family member pay money to come home?**

*“They are letting your family member come home for awhile because (s) he promised to go back and see the judge later. (S)he will get the money back later when (s)he keeps the promise. If your family member breaks the promise, (s)he will lose the money and may go back to jail.”*

Some children will be curious and want to go to court, while others will be terrified at the thought. Court is difficult for most adults, and they may not be emotionally available to the child. Court generally is not a good place for young children.

They have probably seen court portrayed on TV as abusive and violent, with people shouting at each other. Assure the child the family member will be safe.

## **4. Can I go to court too?**

*“You will not be going to court. Court is for adults. People will be talking about the crime they think your family member committed. You will stay home with (caregiver). The judge will find out the truth.”*

*“You would have to sit still and be quiet for a long time. We will stay home. Maybe we can read a book.”*

If the child is the victim of the family member’s crime or a witness to the crime, (s)he might have to testify. In these cases, lawyers will meet with the child in advance to explain things and attempt to create a comfortable environment and possibly let the child see the courtroom before the trial.

**Note:** If you observe lawyers talking to a child witness or interacting with a child witness in a way you think is inappropriate, you may put your concerns in a letter and send copies of the letter to the lawyers for both sides of the case (keep a copy for yourself). If you are uncomfortable writing to the lawyers about it, you may send your letter to the judge in the case (keep a copy for yourself).

## **5. Why do I have to go to court? I'm scared.**

*“The judge wants to ask you some questions about what happened. I will be right there with you. Just tell the truth. It’s okay if you don’t remember everything. The judge will make sure that you are safe. He will not hurt or yell at you.”* If the caregiver is a parent, grandparent, or other family member, (s)he might have to go to court as a witness. Children will fear that this other loved adult will disappear.

## **6. Will they make you (the caregiver) stay in jail too?**

*“No. I am going to court because the judge asked me to tell what I know about your family member and the crime people say (s)he did. I will not have to stay long or go to jail. I will be home in time to read you a story tonight.”* If the child goes to court, (s)he will have questions about everything. Read on...

## **7. Why do people have guns? Will they kill us?**

*“They wear guns and badges because they are police officers (or sheriff deputies). They will not kill anyone. Their job is to make sure people are safe in court.”*

## **8. Why are people saying mean things about my family member?**

*“Some people are saying those things because they believe your family member committed a crime. That does not mean it’s true. We don’t know yet.”*

Most suspects enter into a plea bargain. This means the family member agrees to plead guilty if the prosecutor will drop some of the charges or reduce them to something less serious. For example, (s)he might plead guilty to possession of drugs if the prosecutor will drop the charges of manufacturing drugs. In exchange for the guilty plea, the family member can expect a lighter sentence.

The alternative to a plea bargain is a trial at which the prosecutor must prove to a jury that the suspect committed the crime.

Even if a judge or jury does not convict the family member, life may not return to normal. Some members of the community will assume the criminal charges were true even if the prosecution did not prove them. Arrest and court events make headlines. The family member may lose

his job. Neighbors and co-workers may eye the family with suspicion. If the family member victimized his spouse and children, a not-guilty verdict may be traumatic.

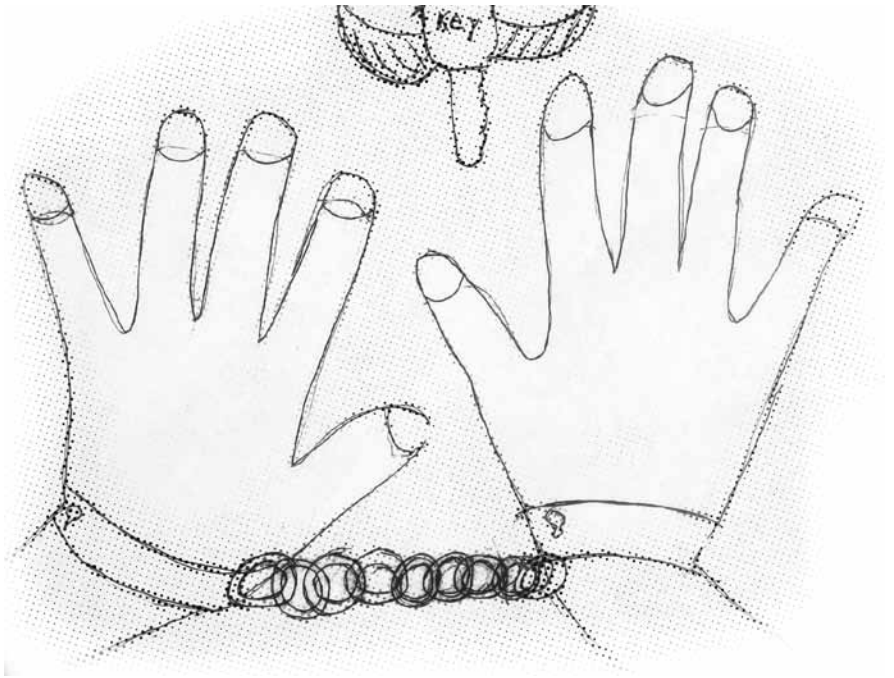
**9. He did not do it, so why don't people like us?**

*"Sometimes people are unfair. They believe your family member committed a crime because someone said he did. The judge decided he didn't do the crime."*

**10. He hurt us, so why did they let him go?**

*"Sometimes even judges can't figure out what really happened."*

*"We don't know why and we may never know why. Right now we will do everything we can to keep you safe."*



*A twelve year old boy is sad. His Dad is in jail. The boy feels it is his fault. He called the police because his Dad was hitting his Mom. He thought they'd just make him stop, but they handcuffed Dad and took him away. Now he's not coming home. The boy just knows it's his fault. He no longer views police as people who help. They are now the "bad guys."*

## INTRODUCTION

Conviction means the family member was found guilty of a crime. Perhaps (s)he admitted to the crime as charged, or to lesser charges through a plea bargain. Perhaps the case went to trial, and the jury found the family member guilty.

Conviction is another time of crisis for the family members as they face the probability that a loved and trusted adult did such a thing. People sometimes are wrongfully convicted, but denial becomes more difficult with a conviction. The convicted person might appeal the conviction, which extends the uncertainty and postpones acceptance.

Regardless of the circumstances, the child's life will be changed forever by a conviction. If another family member is the victim, the child might feel relief about the conviction, but (s)he will also feel sadness, betrayal, confusion, and probably guilt and shame. (S)he will miss this family member regardless of how bad things were.

### **1. My family member said (s)he didn't do it, so did (s)he tell a lie?**

*"Sometimes people are afraid to tell the truth, so they lie. Sometimes people commit crimes, and we cannot always understand why."*

### **2. Does it mean (s)he lied about other things?**

*"No. Lying about this crime does not mean your family member lied about other things."*

### **3. Is it my fault (s)he is not coming home?**

*"It is not your fault/our fault that your family member hurt you/us. It was his/her fault and (s)he has to have consequences."*

### **4. Why can't my family member tell the judge that (s)he is sorry and then come home?**

*"When people make small mistakes, like a child sneaks a cookie, (s)he can apologize and that's the end of it. When an adult breaks a law, they have bigger consequences. This was a very serious crime because it hurt other people."*

*"The burglary victims are afraid to leave the house now."*



*“The person who was shot died and can’t go home to his children.”*

**5. My family member said someone else helped him commit the crime. What happened to them?**

*“The other person will also have consequences.”*

*“The judge decided that the other people did not do this.”*

**6. Will my family member do this again?**

*“We don’t know. Your family member will have to decide if (s)he will obey the laws from now on. People will help him understand why what (s)he did was wrong. They will help him stop drinking/using drugs so maybe (s)he won’t commit more crimes.”*

*“We will work hard to keep you safe so your family member cannot hurt you again.”*

**7. Where are the people (s)he hurt?**

*“People who are hurt when someone breaks the law are called victims. The victims are going to be okay.”*

*“The victim died, and her family is very sad.”*

*“The people who lived in the house that was burglarized are okay, and your family member is going to pay them back for the things (s)he stole.”*

**8. Will the victims hurt us?**

*“The victims are very angry at your family member, but not at you. Remember that it is not your fault that (s)he committed a crime.” “We will keep you safe. They will not hurt you.”*

**9. What will happen next?**

Avoid predicting what will occur, even if the defense attorney has asked for a light sentence. A surprise at sentencing could cause the child to mistrust adults later. It’s best never to tell a child that the family member might come home soon.

*“Your family member will have to stay in jail until the judge decides what the consequences will be. Consequences are called a sentence. We don’t know yet what the judge will decide.”*

**10. Can I tell the judge we need my family member back?**

*“Most judges understand that children need their parents. However, one of the consequences for breaking a law is that your family member will have to be away from you. It is sad but true that you have to suffer because your family member committed a crime.”*

## INTRODUCTION

In Arizona, judges, not juries, almost always determine the punishment, even following jury trials. In fact, a common jury instruction warns jurors not to consider the question of punishment when deciding a defendant's guilt or innocence. In a very few situations, juries do take part in sentencing decisions. For example, in capital punishment cases in Arizona, a judge cannot impose the death penalty in a jury trial unless the jury recommends death rather than life in prison.

Sometimes, the law a defendant is charged with violating identifies the punishment. For example, a statute identifying specific behavior as a misdemeanor might go on to state, "For a first-time offense, an offender may be fined not more than \$1,000 or imprisoned for not more than six months, or both."

Other laws that define crimes might describe particular behavior as a misdemeanor or felony without specifying the punishment. In this situation, the punishment can be found in a separate statute that sets forth the punishment either for that particular misdemeanor (or felony), or, in some states, for all misdemeanors.

Often, however, sentences aren't listed in statutes or court rules. If you want to find out what the punishment is likely to be if someone is convicted, you might take the following steps: Pay a private defense attorney for an hour of consultation. An experienced defense attorney can often make accurate predictions as to likely punishment. Talk to an attorney from the public defender's office.

People convicted of the same or similar crimes receive similar sentences. Some states (Arizona included) have "mandatory sentences," which require judges to impose specific and identical sentences on all defendants who violate those laws. Mandatory sentencing laws are a response by state legislatures to their perception of the public's desire to end judicial leniency and treat alike all people who break the same law. Federal law used to prescribe mandatory sentences; these are now used more like guidelines.

More commonly, criminal statutes do not carry mandatory sentences. Rather, judges can take a number of factors into account when deciding on an appropriate punishment. For instance, judges may consider the defendant's past criminal record, age, and sophistication; the circumstances under which the crime was committed; and whether the defendant genuinely feels remorse. In short, mandatory sentence laws "fit the punishment to the crime," whereas judges prefer to "fit the punishment to the offender."

If the judge has discretion to determine the sentence, the defense may bring to a judge's attention an infinite number of factual circumstances that may move the judge to impose a lighter sentence. The following are examples of such circumstances (called "mitigating" factors):

*The offender has little or no history of criminal conduct.*

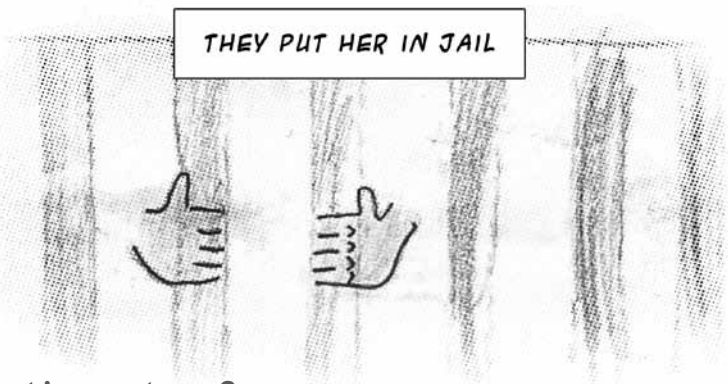
*The offender was an accessory to the crime (helped the main offender) but was not the main actor.*

*The offender committed the crime when under great personal stress; for example, he or she had lost a job, was late on rent, and had just been in a car wreck.*

*No one was hurt, and the crime was committed in a manner that was unlikely to have hurt anyone.*

Just as mitigating circumstances can sway a judge to lessen a sentence, "aggravating" circumstances can compel a judge to "throw the book at" an offender. A previous record of the same type of offense is the most common aggravating factor. Other aggravating circumstances grow out of the way a crime was committed, as when an offender is particularly cruel to a victim. Sometimes, laws themselves specify aggravating factors, such as the use of a weapon.

An attorney can ask for an alternative sentence. Lesser sentences can include suspended sentences, probation, restitution (victim compensation), and community service. Diversion programs, available to some defendants charged with misdemeanors involving drugs or alcohol, also may be available.



### **1. What is a sentence?**

*"A sentence is the consequence your family member will have for committing a crime. A sentence includes punishment such as jail or prison. Your family member might have to pay some money too."*

### **2. Who decides what happens to my family member?**

*"The judge and lawyers will listen to a lot of people like the police, lawyers, your family member, and the people who were hurt - the victims - before the judge decides the sentence. The judge will probably order your family member to receive help for problems (drinking, drugs, anger, etc.) and attend a special school to learn how to obey the law. "*

### **3. Can I tell the judge that I want my family member to come home?**

*"Sentencing decisions are made by adults. One of the consequences for committing a crime is that you and your family member might not get to live together for awhile/a long time. You may miss your family member. It is sad that you have a consequence because you didn't do anything wrong."*

Note: The caregiver might help the child write a letter to the judge or draw a picture as a way to express feelings.

### **4. My family member said (s)he wouldn't do it again, so why can't (s)he come home?**

*"When an adult commits a crime, the consequences are much bigger than when a child breaks a rule. Your family member needs help learning how to follow the law."*

### **5. Why did my family member get to come home the last time? (In instances of a deferred or suspended sentence)**

*"Last time the judge gave your family member another chance to follow the*

*law. (S)he committed another crime. Now (s)he has more consequences. (S)he needs more help."*

**6. My family member said (s)he would be coming home soon.**

*"Sometimes adults don't tell a child something bad is going to happen because they don't want the child to be afraid or sad. It's too bad your family member promised (s)he would come home soon because the judge is the one who decides."*

**7. Why doesn't the judge like my family member?**

*"The judge must decide what is best for your family member. Sometime consequences are the best thing for someone who commits a crime. This helps them learn how to behave themselves. Sometimes people need to be punished for hurting others. This does not mean the judge doesn't like your family member."*

**8. Other people do the same thing. Why don't they get sentenced?**

*"People do not always get caught for committing a crime. It is not okay to do something wrong, even if you don't get caught. Most people who commit crimes will get caught."*

**9. Will my family member be killed?**

**Note:** The state of Arizona does have the death penalty. If your family member was sentenced to death by a jury, they will go to death row. Any person sentenced to death has an automatic appeal process which can take many years. Arizona utilizes lethal injection. We would suggest you contact a child psychologist, a grief and loss support group or an organization involved with issues surrounding the death penalty for more information on explaining a death sentence to a child.

*"No. Being killed is not a consequence for committing the crime your family member committed. Your family member will have consequences that (s)he will not like, but (s)he will not be killed."*

**10. Will the judge let him hurt us again?**

*"The judge will make rules for your family member to follow. The rules the judge makes for your family member are meant to keep you safe. We will do all we can to keep you safe."*

## INTRODUCTION

In most cases, a prison sentence will be another immediate family crisis, the worst-case scenario. Until now, adults and children in the family could hope for a better outcome such as a suspended sentence, deferred imposition of sentence, or a prison alternative. Now it is certain that the family member won't be coming home any time soon.

On the other hand, if the family member committed crimes against the children or other adults in the family, a prison sentence guarantees a respite from the hurt, perhaps permanently, and might be a relief.

Prisons and jails are similar in appearance but they have different purposes. Jails are temporary holding facilities operated by cities, counties, and tribal governments. Suspects go to jail after arrest and before a court hearing or trial if they are not granted bond (or bail).

Incarcerated people are called inmates. Prisons in Arizona are larger secure facilities designed for felony offenders serving longer sentences. Prisons have more treatment, education and exercise options than jails. Arizona Department of Corrections' administrative offices are in Phoenix.

If the child is the victim, (s)he will have different questions.

### **1. When can I see or talk to my family member?**

*"I will find out what the visiting rules are and help you to see him."* Visiting rules are different for each jail and state prison. Sheriff's offices or tribal governments can provide jail-visiting rules. Because prison visiting rules can change, we are not including them in this manual. See the phone listings for these facilities.

### **2. When is my family member coming home?**

Be careful not to give a child a firm date because prison release dates can change for many reasons, including parole (early release) or new criminal charges (extended stay). If you are reasonably certain when the sentence will end, try using a reference date that is important to the child.

*“We believe (s)he might come home after two summers,” or “after three birthdays,” or “when you are 12 years old.”*

### **3. Will my family member be safe?**

*“People who work at the prison are called correctional officers. They are much like police officers. They work very hard to make sure that your family member and the other inmates are safe. You will be safe when you visit.”*

NOTE: Prisons in Arizona do not use the outdated term “guard” anymore because it has negative connotations. Today’s correctional officers are trained professionals who do more than “guard” the inmates. Caregivers can compare them to police officers.

### **4. Where will my family member sleep?**

*“Your family member will sleep in a bed sort of like a camp cot in a small room with bars on the door, called a cell. (S)he will probably share a cell with at least one other person, sometimes called a cellie.”*

### **5. What will (s)he wear?**

*“Inmates wear identical uniforms that look like doctor or nurse “scrubs.” They also have socks and shoes, provided by the prison.”*

### **6. What will (s)he eat?**

*“The prison serves three meals a day on trays in a cafeteria similar to the one you have at school. Some inmates eat meals in their cells. Inmates can also buy snacks from a prison store called a commissary.”*

### **7. How will my family member spend his/her time in prison?**

*“People read books, write letters, and go outside or to a gym for exercise. They attend classes that help them learn how to obey rules, be better parents, stop drinking alcohol or taking drugs, and be less angry. Most prisons have classes for inmates who want to earn their high school degree.”*

### **8. What will it be like to visit prison?**

Every prison is different. You will be informed about the rules in advance. This is a general answer to help children envision the visit and perhaps lessen their fear:

*“You will be with me (or other adult caregiver) the entire time. Before we go, the prison will tell us what we can wear and what we can and cannot bring into the prison. Going into the prison will be sort of like going through airport security (if the child has been to an airport). We will be required to*

clear a metal detector and may be subject to a sniff search by drug detection dog behind a protective screen. We are subject to these types of search to ensure the safety and security of the prison, employees, inmates and the public. Even ADC employees are subject to search when entering a secure prison perimeter. We will visit in a special room with tables and chairs. Most prison visiting rooms have books and toys for children to enjoy. Your family member will meet us there."

### 9. Will anyone hurt us?

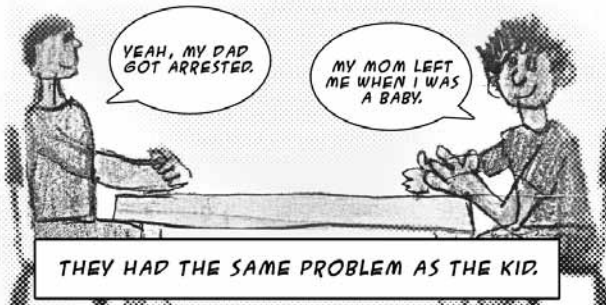
Public safety is the top priority at ADC correctional facilities. Staff will take any action necessary to protect visitors, other staff, and inmates. Visits include some risks, which staff members will explain to visitors. Young children probably do not need to be told that a prison visit involves risk.

*"The people who work at the prison will keep us safe. You will not be left alone at any time in the prison. It might be scary at first to be in a prison but no one will hurt us."*

### 10. What if I do something wrong? Will I have to go to prison?

*"If you do something wrong you will have a consequence like "time out" or not riding your bike for three days."*

**A young 7 year old and his brother, who is 9, have different fathers and live with their grandmother because their Mom is in prison. The 7 yr. old's father is also in prison. The boys are close. They are the one constant in each others lives. Then one day, the 9 year old's father comes from out of state. He wants to take his son back home with him. He leaves and his younger brother feels all alone in the world. He wonders why his dad doesn't love him enough to stop doing bad things and why his father doesn't come and take him home.**





# 10 QUESTIONS a Child Might Ask When a Family Member Is on Probation or Parole *(Community Supervision)*

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## INTRODUCTION

It is not necessary for children to learn the difference between parole and probation.

Probation is generally an alternative to incarceration, but it can come before (or instead of incarceration) or after a term of incarceration. The probation departments that supervise those on supervised probation are divisions of the various Counties and County Courts that sentence people to probation. Although some offenders who violate rules of probation are remanded by the courts to ADC. ADC does not supervise probation or probationers.

Parole is an old term and is actually only granted to those who were sentenced under the laws in effect prior to "Truth in Sentencing" (TIS) or "mandatory sentencing" laws. Arizona still has inmates who are eligible for or granted parole by the Board of Executive Clemency (BOEC), which is a separate agency, and ADC staff will supervise those people.

The vast majority of offenders are sentenced under "TIS". These inmates must serve 85% of their sentence before they are eligible for any discretionary release (their community supervision begin date [CSBD], formerly called their temporary release, or "TR") or their mandatory release. Once released, they are no longer called inmates, but are referred to as offenders. If released under supervision, called community supervision, they are supervised by Community Corrections Officers (CCO's). Although many still call this parole and the CCO's Parole Officers (PO's), this is not accurate.

Some offenders received enhanced supervision (called IPS or Intense Supervision Program) as part of their sentence. IPS is the Judge's decision and managed by the probation department of the county.

Usually probationers and people released to community supervision must refrain from alcohol and illegal drugs, and stay out of bars and casinos. They cannot contact their victims or travel outside designated supervision areas without a permit. The judge typically orders probationers and

parolees to hold jobs, pay fines and fees including victim restitution, and participate in various types of treatment and programming.

### **1. What will my family member be like when (s)he gets out of prison?**

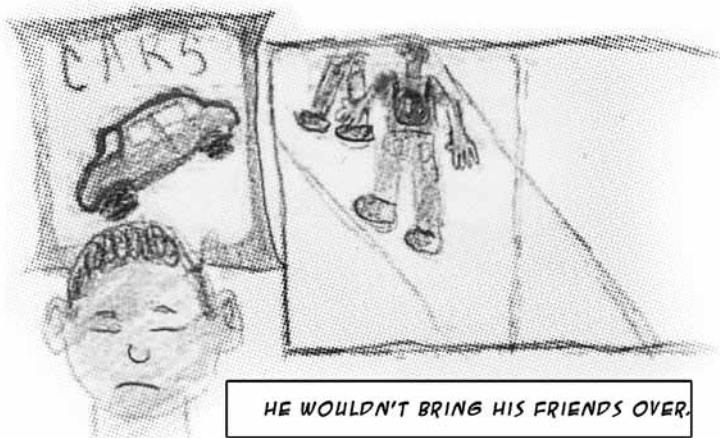
*“Your family member is used to living in a small cell and obeying many rules, eating what they give him to eat, and wearing prison clothes. It will take awhile for him or her to adjust to being home. We will all have to get used to being a family again. People will help you with this.”*

### **2. What will happen to my family member on probation/parole?**

Parole or probation after a time in prison:

*“Because your family member committed a crime and had to be in prison, now (s)he must prove to people that (s)he can follow the rules. (S)he will meet (daily, weekly or monthly) with a probation and parole (P&P) officer to make sure he is following the rules.”*

Sentenced to probation with no prison: *“The judge decided that your family member can come home instead of going to prison. (S)he will have special rules to follow, including a meeting every week/month with a probation and parole (P&P) officer who enforces the rules.”*



### **3. What does a P&P officer look like?**

*“P&P officers look just like other people. They can be men or women. They are like police officers except that they don’t wear uniforms. They have badges and sometimes they carry guns. A P&P officer might come to your home sometimes to make sure your family member is following the rules. If you are afraid or don’t feel safe with your family member, you can tell the P&P officer and (s)he will help you.”*

### **4. Will the same P&P officer always come to our house?**

*“The officer might change sometimes. Even if the P&P officer changes, you will be safe when (s)he is in your home.”* A child will probably experience many disappointments when a loved one is bound by travel, time, and activity restrictions. You might try focusing on the positive aspects of community supervision instead of prison.

### **5. Why can’t my family member come to my ball game, go shopping with me, or take us to Grandma’s for Thanksgiving?**

*“Your family member is lucky to be at home instead of in prison, but (s)he has many rules to follow. One of the rules is that (s)he cannot leave town (or the county) without special permission. I’ll go to your ball game/shopping with you. Maybe Grandma can come here for Thanksgiving.”*

### **6. Why can’t we have a hamburger at (the local restaurant and bar)?**

*“We talked about how your family member gets in trouble when he drinks alcohol (or gambles). One of the rules says that (s)he cannot go places where (s)he might be tempted to drink or play the machines. Our old restaurant has a casino. Let’s make hamburgers at home/get the hamburgers to go/try another restaurant that doesn’t serve alcohol.”*

### **7. How long does probation (or parole) last?**

*“The judge decided that your family member will be on probation for 10 years. That means you will be in high school.”*

*“Your family member will be finished with parole when you are 13 years old.”*

### **8. What will happen if my family member breaks a rule of probation?**

*“The P&P officer would have to decide what to do. Sometimes a family member can have another chance but he has to agree not to get in any more trouble. If (s)he breaks the rules again, a judge might have to decide whether to send your family member to prison.”*

**9. My family member drank some beer and they took him or her back to jail. What will happen?**

*"We don't know yet. Sometimes people on probation (or parole) go to a special program for a few months to learn how to stop drinking alcohol. Your family member knows the rules and (s)he made a bad choice. (S)he will have consequences."*

**10. Why doesn't my family member have enough money to buy my new ballet slippers?**

*"The judge told your family member that he must pay for the damage he caused when he ran into the other people's car. One of the people was hurt in the wreck and because it was your family member's fault, he will be paying the doctor bills. These bills are some of the consequences."*

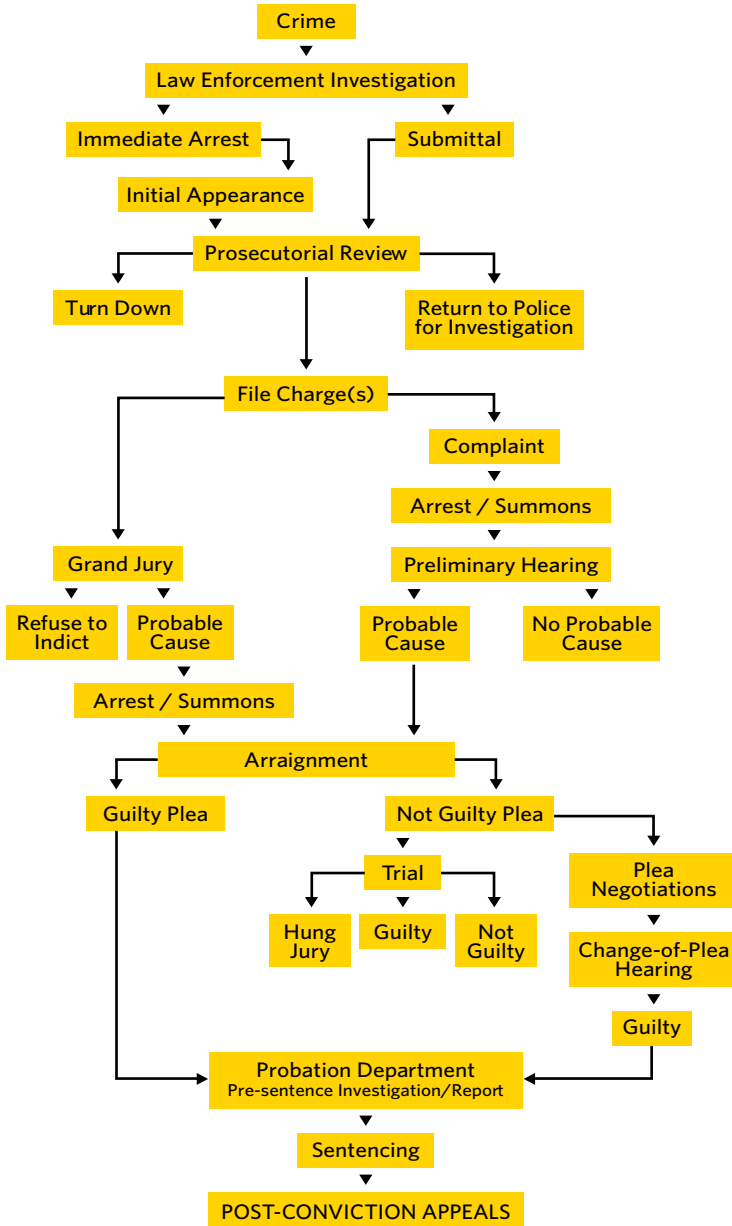
*A brother and sister 9 and 11 are devastated. Their Mom told them she was coming home and wanted to be a family again. She got out of prison in another state and was given an interstate compact to be able to do her parole here in Arizona. Out of the blue she decided to stay where she was with an abusive boyfriend and his child. The children don't understand. Why would she abandon them yet again?*

WHEN MY MOM WAS ARRESTED,  
CPS (CHILD PROTECTIVE SERVICES) CAME  
AND TOOK US AWAY...



# Sequence of Events in a Criminal Prosecution

The following information outlines the process and sequence of events in the process of criminal prosecution.



## **Arrest and Initial Appearance**

Within 24 hours of an arrest, a person accused of committing a crime must be taken before a magistrate (City Court Judge or Justice of the Peace). This is called an Initial Appearance. The purpose of this hearing is to establish conditions of release, inform the accused of the charges, and appoint counsel if necessary. Depending on the type and severity of the crime, the Magistrate will decide if the person should be held in jail, released after posting a cash or bail bond or released on their own recognizance or promise to appear. Sometimes accused persons are released to third parties or Pretrial Services for pretrial supervision.

## **Determination of Probable Cause**

After the accused person has had an initial appearance and conditions of release have been established, a hearing or meeting is scheduled to determine if there is sufficient evidence (probable cause to justify a trial. Probable cause can be determined in two ways, either by Preliminary Hearing or by Indictment by the Grand Jury.

## **Preliminary Hearing**

A Preliminary Hearing is heard by either a Magistrate of a Superior Court judge sitting as a Magistrate for purposes of the Preliminary Hearing. Evidence is presented as to the probability that a crime was committed and whether it was probably committed by the person accused.

If the Magistrate determines probable cause, the accused is bound over and held to answer the charges in Superior Court and an "information" or charging document is filed in the Superior Court. If no probable cause is determined, the charges are dismissed and the person is released. Arizona rules require that a person accused of committing a crime must have a preliminary hearing within 10 days if he is in custody, or within 20 days if he is released, unless the Grand Jury makes an earlier determination of probable cause.

## **Grand Jury Proceedings**

The Grand Jury is composed of sixteen people taken from the regular juror pool. Instead of being impaneled to sit for a trial, they are given the responsibility of determining probable cause on felony charges. Grand Jurors are impaneled for 120 days and meet twice a week to hear cases. Facts of the case are presented to the panel by a Deputy County Attorney, police officers, and witnesses.

After hearing the evidence, they meet in the absence of the officers, attorneys, and witnesses, and if they decide there is probable cause, a "True Bill" or Indictment (charging document) is returned. If the Grand Jury determines there is not enough evidence, a "No Bill" is returned. The case can be re-presented to the Grand Jury at any time.

When the Grand Jury is finished hearing cases for one day, they appear before a Superior Court Judge who will hear each case read by the Grand Jury foreperson who indicates if the case was "True Billed." The Judge will give the case a Superior Court case number and assign it to a division. At this point, the Superior Court has jurisdiction, and either a Notice of Supervening Indictment, Summons, or Warrant is issued to cause the accused to appear for Arraignment. Court appointed lawyers are made at the initial court appearance of the person accused, either within 24 hours of arrest or upon appearance in court on a summons. Attorney fees may be assessed by the Court to offset the cost of the defense.

### **Arraignment**

An accused's first appearance in Superior Court is called an Arraignment. At this hearing a plea of not guilty is entered to all charges contained in the Indictment and a denial as to any allegations that may have been attached.

The person accused is notified of the next court appearance date (Case Management Conference), the division the case has been assigned to, and is warned that failure to appear at future hearings could result in a warrant being issued and the proceedings occurring in the absence of the person accused.

### **Case Management Conference**

Fifty (50) days after arraignment, a Case Management Conference will be held. At this conference the Court will explore the possibility of a non-trial disposition, and may, at the request of the attorney of the person accused, participate in settlement negotiations. Guilty plea hearings are often scheduled at this time. If the case cannot be resolved without a trial, the Court will set a Pretrial Conference and order a Joint Pretrial Statement to be filed.

### **Pretrial Conference**

A Pretrial Conference is generally held thirty (30) days after the Case Management Conference. All attorneys are required to meet and jointly

file a Joint Pretrial Statement with the Court setting forth all anticipated witnesses, defenses and motions and any issues which remain in dispute. This statement must be signed by the prosecutor and defense attorneys and filed no later than four (4) days before the conference.

## **Trials**

In most criminal cases the Defense Attorney and the Deputy County Attorney will negotiate a Plea Agreement in which the accused person will plead to all, or some, of the original charges, or to lesser charges agreeable to the parties involved.

If no plea agreement is reached, the case will proceed to trial. If there is a trial, then victims, witnesses, law enforcement officers, and expert witnesses can be subpoenaed (summoned) to testify before the judge, or a jury, who will decide the accused person's guilt or innocence.

## **Sentencing**

If there is a finding of guilty (by plea or by trial), the Court will set a time for sentencing. Generally, the date will be within four (4) weeks for those in custody, and five (5) to six (6) weeks for those out of custody. If there is a reasonable possibility the person accused will receive prison time, the State may request that the Court order the accused be taken into custody after either a guilty plea or a finding of guilt at trial.

The Court will order the preparation of a pre-sentence report by the Adult Probation Department. The report provides information concerning the offense, and the accused's criminal, social, educational, employment, and mental health history. The report will also provide statements from the person accused and victim(s), and an evaluation by the investigating officer.

Either party may request a hearing to present aggravating or mitigating factors before sentencing. Additionally, the accused, the victim, and other interested parties may submit letters for the Court's consideration prior to sentencing.

## **Probation**

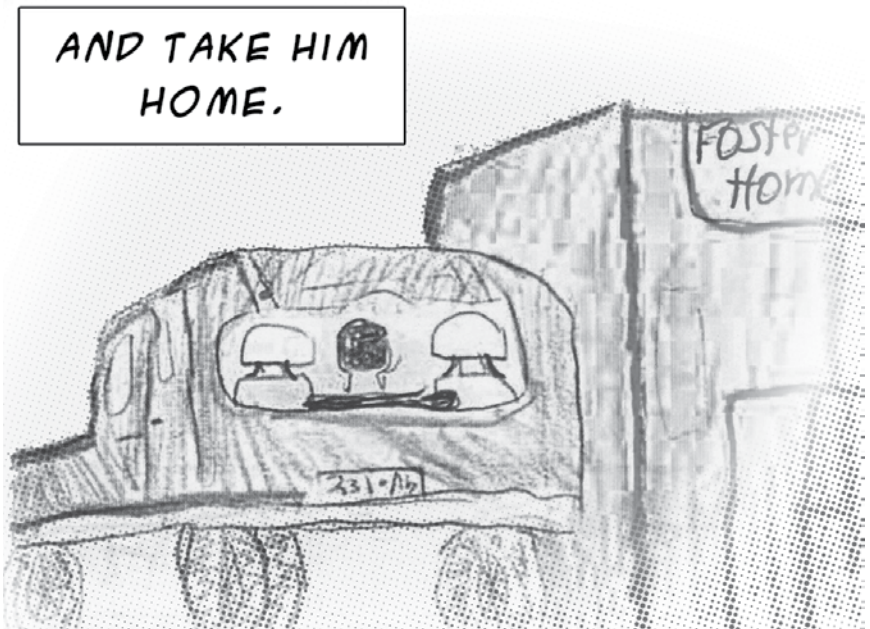
Following a person's Change of Plea or conviction at trial, the Court instructs the person to report to the Adult Probation Department for the development of a pre-sentence investigation. Probation officers conduct investigations to assist the Court in determining an appropriate sentence.



If probation is granted, it may occur under various levels of supervision. The most common level of supervision requires the person accused to report in person as directed, file monthly written reports, make monthly payments of fines and fees, participate in counseling as directed, maintain employment, and not violate any state, federal, or local laws.

Additionally, the conditions may include requirements for community service, educational programs, mental health counseling, alcohol abstinence and/or antabuse, electronic monitoring, jail, and other conditions that are deemed appropriate.

An individual requiring a greater level of supervision may be placed on "Direct" (a more structured program for individuals with substance abuse problems), or "Intensive" Probation Supervision, the most restrictive supervision. Specialized caseloads also provide greater levels of supervision and focus on addressing the needs of the sex offender, seriously mentally ill, special learning population, and drug offenders.





# Contact Information:

ADC ADDRESSES & PHONE NUMBERS: At the time of this printing the following phone numbers are the frequently requested phone numbers for the Arizona Department of Corrections. If you do not know whom to call please contact the **Constituent Services/Inmate Family & Friends Office**. If you are calling within the state: **602-364-3945** or you can call toll-free **866-333-2039**.

## CENTRAL OFFICE CONTACT INFORMATION

1601 W. Jefferson, Phoenix, AZ 85007

Main Number .....	602-542-5546
Community Supervision Bureau (Probation/Parole).....	602-771-5700
Constituent Services/Inmate Family & Friends	
In-state.....	602-364-3945
Toll-free.....	866-333-2039
Time Computation Unit.....	602-542-1870

## MAILING ADDRESSES AND TELEPHONE NUMBERS:

ADC OPERATED IN-STATE PRISONS:

MAILING ADDRESSES AND TELEPHONE NUMBERS

Mail sent to an inmate must have the inmate's full legal name, ADC number, assigned ASPC facility and full mailing address of the facility.

**Example:** *Jane Doe # 11111*

*ASP Perryville*

*Lumley Unit*

*P.O. Box 3300- 0904*

*Goodyear, AZ 85395*

## ASPC-DOUGLAS

P.O. Box 3867

Douglas, AZ 85608

Main Number 520-364-7521

MOHAVE CDU P.O. Box 5002 Douglas, AZ 85608

MARICOPA UNIT P.O. Box 5000 Douglas, AZ 85608

GILA UNIT P.O. Box 5003 Douglas, AZ 85608

MOHAVE UNIT P.O. Box 5002 Douglas, AZ 85608

EGGERS UNIT P.O. Box 5001 Douglas, AZ 85806

PAPAGO UNIT P.O. Box 5005 Douglas, AZ 85608

**ASPC - EYMAN**

P.O. Box 3500 Florence, AZ 85232

Main Number 520-868-0201

COOK UNIT P.O. Box 3200 Florence, AZ 85232

SMU I P.O. Box 4000 Florence, AZ 85232

MEADOWS UNIT P.O. Box 3300 Florence, AZ 85232

SMU II P.O. Box 3400 Florence, AZ 85232

RYNNING UNIT P.O. Box 3100 Florence, AZ 85232

**ASPC - FLORENCE**

P.O. Box 629 Florence, AZ 85232

Main Number 520-868-4011

CENTRAL UNIT P.O. Box 8200 Florence, AZ 85232

NORTH UNIT 1 P.O. Box 7000 Florence, AZ 85232

NORTH UNIT 2 P.O. Box 8000 Florence, AZ 85232

NORTH UNIT 3 P.O. Box 7200 Florence, AZ 85232

EAST UNIT P.O. Box 5000 Florence, AZ 85232

PICACHO UNIT P.O. Box 7 Picacho, AZ 85241

SOUTH UNIT P.O. Box 8400 Florence, AZ 85232

**ASPC - FLORENCE, GLOBE**

P.O. Box 2799 Globe, AZ 85502

Main Number 928-425-8141

**ASPC - LEWIS**

P.O. Box 70 Buckeye, AZ 85326

Main Number 623-386-6160

BACHMAN UNIT P.O. Box 3500 Buckeye, AZ 85326

MOREY UNIT P.O. Box 3300 Buckeye, AZ 85326

BARCHEY UNIT P.O. Box 3200 Buckeye, AZ 85326

RAST UNIT P.O. Box 3600 Buckeye, AZ 85326

BUCKLEY UNIT P.O. Box 3400 Buckeye, AZ 85326

STINER UNIT P.O. Box 3100 Buckeye, AZ 85326

**ASPC - PERRYVILLE**

P.O. Box 3000 Goodyear, AZ 85395

Main Number 623-853-0304

CDU P.O. Box 3000-0901 Goodyear, AZ 85395

SANTA CRUZ UNIT P.O. Box 3200-0903 Goodyear, AZ 85395

LUMLEY UNIT P.O. Box 3300-0904 Goodyear, AZ 85395

SANTA MARIA UNIT P.O. Box 3400-0905 Goodyear, AZ 85395  
PIESTEWA UNIT P.O. Box 3600 Goodyear, AZ 85395  
SAN PEDRO UNIT P.O. Box 3100-0902 Goodyear, AZ 85395  
SANTA ROSA UNIT P.O. Box 3500 Goodyear, AZ 85395

### **ASPC - PHOENIX**

P.O. Box 52109 Phoenix, AZ 85072  
Main Number 602-685-3100  
ALHAMBRA/FLAMENCO P.O. Box 52109 Phoenix, AZ 85072  
ASPEN/SPU P.O. Box 52110 Phoenix, AZ 85072

### **ASPC - SAFFORD**

896 South Cook Road Safford, AZ 85548  
Main Number 928-428-4698  
GRAHAM UNIT 896 South Cook Road Safford, AZ 85548  
TONTO UNIT 896 South Cook Road Safford, AZ 85548

### **ASPC - SAFFORD, FORT GRANT**

896 South Cook Road Safford, AZ 85548  
Main Number 928-828-3434

### **ASPC - TUCSON**

P.O. Box 24400 Tucson, AZ 85734  
Main Number 520-574-0024  
CATALINA UNIT P.O. Box 24409 Tucson, AZ 85734  
CIMMARRON UNIT P.O. Box 24408 Tucson, AZ 85734  
CDU UNIT P.O. Box 24405 Tucson, AZ 85734  
MANZANITA UNIT P.O. Box 24401 Tucson, AZ 85734  
MINORS UNIT P.O. Box 24404 Tucson, AZ 85734  
SANTA RITA UNIT P.O. Box 24406 Tucson, AZ 85734  
RINCON UNIT P.O. Box 24403 Tucson, AZ 85734  
WINCHESTER UNIT P.O. Box 24407 Tucson, AZ 85734

### **SOUTHERN ARIZONA CORRECTIONAL RELEASE CENTER (SACRC)**

1275 West Star Pass Blvd. Tucson, AZ 85713  
Main Number 520-884-8541

**ASPC - WINSLOW**

2100 S. Highway 87 Winslow, AZ 86047  
Main Number 928-289-9551  
CORONADO UNIT 2100 S. Highway 87 Winslow, AZ 86047  
KAIBAB UNIT 2100 S. Highway 87 Winslow, AZ 86047

**ASPC - WINSLOW, APACHE UNIT**

P.O. Box 3240 St. Johns, AZ 85936  
Main Number 928-337-4845

**ASPC - YUMA**

P.O. Box 8909 Yuma, AZ 85349  
Main Number 928-627-8871  
CHEYENNE UNIT P.O. Box 8939 San Luis, AZ 85349  
DAKOTA UNIT P.O. Box 8940 Yuma, AZ 85349  
COCOPAH UNIT P.O. Box 8910 San Luis, AZ 85349

**CONTRACTED PRIVATE IN-STATE PRISONS: MAILING ADDRESSES AND TELEPHONE NUMBERS****CENTRAL ARIZONA CORRECTIONAL FACILITY**

P. O. Box 9600 Florence, AZ 85232  
Main Number 520-868-4809  
Family Assistance (request by department)

**ASP - FLORENCE WEST**

P.O. Box 9200 Florence, AZ 85232  
Main Number 520-868-4251  
Family Assistance (request by department)

**ASP - KINGMAN**

P.O. Box 3939 Kingman, AZ 86402  
Main Number 928-565-2460  
Family Assistance (request by department)

**MARANA COMMUNITY CORRECTIONAL TREATMENT FACILITY**

12610 West Silverbell Road Marana, AZ 85653  
Main Number 520-682-2077  
Family Assistance (request by department)

## NAVAJO COUNTY JAIL-HOLBROOK

P.O. Box 668

Holbrook, AZ 86025

Main Number 928-542-4050

Family Assistance (request by department)

## ASP - PHOENIX WEST

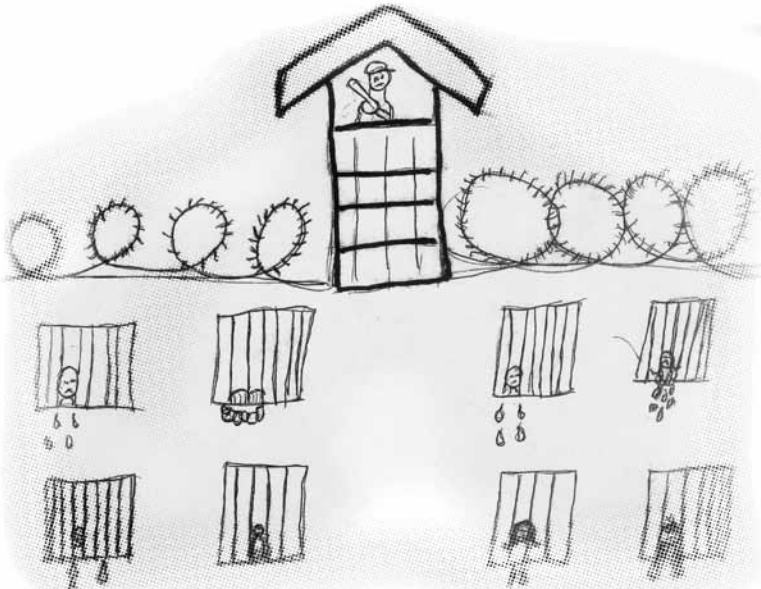
P.O. Box 18640 Phoenix, AZ 85005

Main Number 602-352-0350 x250

Family Assistance (request by department)

## Community Corrections

The Community Corrections Bureau works in cooperation with the Arizona Department of Corrections' Time Computation Unit in reviewing inmates to determine approval of a temporary release (up to a 90-day early release), and the accuracy of projected release dates. For a list of Community Corrections offices please visit the ADC website at: [www.azcorrections.gov](http://www.azcorrections.gov) or call (602) 771-5700. If you know your loved one will be on parole upon release, and you want to talk with their parole officer you can contact the parole office nearest the residence to which the parolee will be released.



# Information for Families of Immigrants Detained by the Immigration and Customs Enforcement Service (ICE)

Recent laws in Arizona and other states have impacted the number of birth parents and relatives detained by Immigration and Customs Service (ICE). While it is difficult to experience incarceration of a family member, a predictable process exists for locating the arrested or incarcerated individual. The detention of persons without adequate documentation to show their legal right to be in the United States adds complexity because the processes of detention, hearings and deportation are less known to citizens. Detainees can potentially be moved and removed without notification to attorneys or family members. Often it is helpful to consult an attorney or a legal rights organization for assistance in locating a detained family member.

## **If you need information following the arrest or detention by ICE of an immigrant family member, call:**

Florence Immigrant and Refugee Rights Project (se habla español)  
2601 N. Pinal Parkway  
PO Box 654  
Florence, AZ 85232  
Phone: 520-868-0191  
Fax:: 520-868-0192  
Email: firrp@firrp.org

The Florence Project provides and coordinates free legal services and related social services to indigent men, women and unaccompanied minor children detained in Arizona by immigration removal proceedings. The Project strives to ensure that individuals have access to legal counsel, that they understand their rights under immigration law, and are treated humanely and fairly by our judicial system,

**If you are detained by the Immigration Service and need advice as to how to locate a child removed by Child Protective Services because you were detained, the Florence Project has produced a manual, available in English and soon to be released in Spanish that may help clarify your rights:**

[Protecting Your Parental Rights: A Resource for Immigrant Detainees](#)



with Child Custody Issues in Arizona. The Florence Immigrant and Refugee Rights Project, February 2010

## **Immigration Detention Centers in Arizona:**

### **Florence Service Processing Center**

3250 N. Pinal Parkway  
Florence, AZ 85232  
520-868-5862

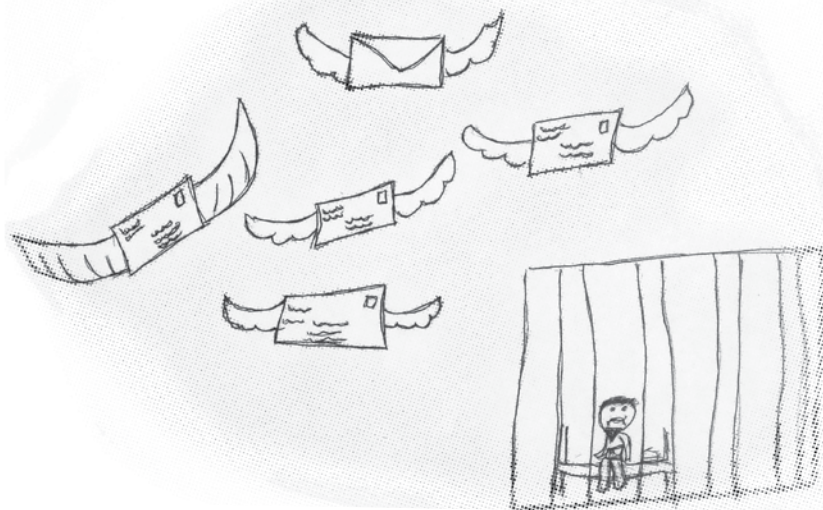
The Florence Detention center is a 422-bed ICE-owned detention facility. The Florence Detention Center provides secure detention of adult detainees 18 and over who are in administrative removal proceedings or are awaiting deportation from the United States. For more details, see manual at <http://www.ice.gov/pi/dro/facilities/florence.htm>

### **Phoenix Field Office**

Eloy Detention Center  
1705 E. Hanna Rd.  
Eloy, AZ 85231  
520-464-3000

The Eloy facility is a 1500 bed temporary detention center for individuals who are waiting for their immigration status to be determined or who are awaiting repatriation (deportation to a home country). ICE works together with Corrections Corporation of America (CCA) to administer the operations of this facility.

For more details, see <http://www.ice.gov/pi/dro/facilities/eloy.htm>



## Visitation and Communication with Inmates

The following information about visitation and communication has been compiled from the Arizona Department of Corrections website: [www.azcorrections.gov](http://www.azcorrections.gov).

An inmate may visit with identified family members, friends, and clergy who have been selected by the inmate and pre-approved by ADC to visit.

These individuals are also allowed to receive telephone calls from the inmate if they:

- Are on the inmate's approved visitation/telephone list, and*
- Are willing to accept collect telephone calls.*

Inmates may not have a telephone card or cell phone and do not have access to email.

Every newly committed inmate completes and submits a *Visitation List*, identifying up to 20 individuals they would like to have visit them. Before being allowed to visit, however, an individual selected by an inmate must complete an *Application to Visit an Inmate, Form 911-4*, and be approved by ADC. The inmate may send an *Application to Visit an Inmate, Form 911-4*, to each person listed on the Visitation List or the individual may

access an application at the “Application to Visit an Inmate” link at [www.azcorrections.gov](http://www.azcorrections.gov). The form must be fully completed (including any criminal background history), signed by the potential visitor and returned by mail to the Visitation Office at the inmate’s assigned Unit.

Applications for minors must be signed by the minor’s parent or guardian. Completed applications will **not** be accepted from the inmate. Visitors are allowed on only one inmate visitation list at a time; unless more than one immediate family member is incarcerated. *Victims will not be approved to visit.*

Upon receipt of the *Application to Visit an Inmate, Form 911-4*, Department staff will complete a background check for the individual submitting the application. It takes approximately 60 days to complete the process and to officially approve or deny the visitor. If your visitation application or privileges are denied or suspended, you will be sent a letter from the Deputy Warden’s office. To appeal the decision, you must respond in writing to the Warden within 10 workdays from the date you receive the letter. If the reason for denial is based on the criminal background check, staff cannot divulge this information to you. To obtain the information, you must contact your local law enforcement agency to request your background history.

All Legal visits shall be conducted in accordance with Department Order #902, Inmate Legal Access to the Courts. As noted in Department Order #915, Inmate Phone Calls, inmates may include foreign consulates on their Visitation List. See the “ADC Policies” link at [www.azcorrections.gov](http://www.azcorrections.gov).

The hours for visitation and inmate telephone access will vary based upon the inmate’s Unit and the inmate’s Earned Incentive Program Phase Level. For current information, contact the PRISON UNIT where the inmate is housed (see the “Prison Complexes” link at [www.azcorrections.gov](http://www.azcorrections.gov).) An inmate is responsible for knowing what their current EIP status and phase level is. The inmate should communicate this information to you prior to arranging for visits.

### **Visitation Guidelines**

Complete visitation rules and regulations are listed in Department Order 911, Inmate Visitation, which may be accessed through the Department’s website, under the “ADC Policies” link at [www.azcorrections.gov](http://www.azcorrections.gov), or in the

Public Access Manual available in a Prison Administration area, Monday through Friday (holidays excluded), from 7:30 a.m. to 5:00 p.m. For a fee, a copy may also be obtained from the ADC Policy Unit by calling (602) 771-5600. To enhance visitation, Department Order 911, Attachment C, Visitor Guidelines, provides basic information concerning proper identification, dress code requirements, searches, allowable property, and visitor conduct. Inmates are responsible for providing a copy of the attachment to prospective visitors when mailing the "Application to Visit an Inmate."

Visitation regulations do not change often, but are subject to change without prior notice.

### **Visitor Personal and Property Searches**

All persons, their personal belongings, and vehicles are subject to search on Department property. Persons refusing to submit to search will be denied visitation, required to leave Department property immediately and are subject to subsequent suspension of visitation privileges. K-9 alerts will result in suspension of visiting privileges. Contraband is any item considered a detriment to the safety, security, and orderly operation of the Unit. Contraband is not allowed on State property and includes but is not limited to:

- Any item which could be used as an aid to escape
- Any item which could be used to disguise or alter an inmate's appearance
- Any item of clothing or other item(s) for personal use or consumption that is not preauthorized through security or the unit's property room
- Cameras, video, audio or other related equipment
- Weapons or ammunition of any type
- Illegal drugs or drug paraphernalia
- Alcoholic beverages (empty or full)
- Ladders, rope, cable, power tools, wire cutters, rakes, etc.

### **Visitor Identification**

Visitors must present photo identification (ID) upon entering the visitation checkpoint. Acceptable forms of ID are:

- Valid driver's license
- Military identification card
- Passport
- Official photo identification card of any State or Federal agency
- Immigration and customs enforcement document

## **Dress Code**

- All clothing shall be clean, worn in good repair, be non-offensive and within the bounds of common decency.
- Visitors are prohibited from wearing any brown-colored clothing that resembles the clothing worn by Department security staff, including khaki-colored clothing, solid light tan or light brown-colored shirts or dark brown-colored pants or slacks.
- Visitors shall not wear any article of clothing fabricated with spandex-like material, or clothing that is orange color.
- Skirts and dresses shall be knee-length, when standing. Slits in skirts and dresses shall not extend above mid-thigh when seated.
- Shorts shall be knee-length, when standing. Jogging shorts, cut-offs, or hip huggers are prohibited.
- Sheer, see-through and/or open-netted clothing is prohibited.
- Sleeveless tops/shirts or dresses; tank, tube, and halter tops; tops that are strapless; tops that allow display of bare midriff; mesh clothing; body suits; "muscle" shirts; and swimsuits are prohibited.
- Tops of clothing shall be no lower than the person's collarbone in the front and back.
- Undergarments and shoes shall be worn at all times. Visitors should be aware if they choose to wear an under-wire brassiere, it may not clear metal detector which will result in visitation denial.

## **Allowable Property**

- Personal identification
- Prescription medication, in the original container, and only in the limited amount needed during the visitation period
- One unopened package of cigarettes, a flameless electric lighter shall be located in the designated smoking section of the visitation area
- A maximum of \$20.00 in coins in a clear plastic bag/container per visitor, to purchase items from the vending machines
- One engagement/wedding ring, one religious medallion, one wristwatch, and one pair of earrings or two observable body-piercing adornments
- Two vehicle keys or one key and a vehicle remote control entry device
- Infant items:
  - One handheld baby carrier per infant, strollers or carriers on wheels will not be permitted
  - One clear-plastic diaper bag per infant, which may only contain: one diaper for each hour of visitation; one change of baby clothing; one blanket no larger than 4 ft. x 4 ft.; one

unopened container of baby wipes; one small tube of diaper rash medication; one baby bib; one small plastic spoon used to feed an infant; three clear-plastic baby bottles of milk/formula or equivalent-size unopened, commercially-sealed containers of juice; four small plastic containers of soft or baby food; and one baby pacifier

- Inmates may not receive packages, products, or stamps from visitors. Funds for an inmate's trust account may not be brought into visitation. See handbook for information on sending money for an inmate's use.

### **Visitor Checklist**

- Confirm that the inmate has not been transferred and has visitation privileges.
- Bring valid identification (ID).
- If you have made special arrangements with the facility, call before leaving to be sure that plans for your visit have been made and are in place.
- Check clothing and jewelry for compliance with visiting regulations.
- Visitors should be aware if they choose to wear an under-wire brassiere, it may not clear metal detector which will result in visitation denial.
- If you are bringing a child and are not the legal guardian or parent, you must have a notarized statement from the child's parent or legal guardian with you (and any other requested documents).
- Before leaving home, check your vehicle for contraband and/or hazardous items. This includes, but is not limited to: implements of escape, drug paraphernalia, intoxicants, poisons, any items that pose a danger to others, weapons such as knives, scissors, or firearms and any item used to show a gang affiliation. Remove these items before entering the correctional facility grounds.
- Arrive on the designated day during scheduled visiting hours.
- Do not bring with you into the premises: purses, wallets, cell phones, and electronic devices.
- Lock your car.
- Do not leave any minor children in the car.
- Do not bring any contraband onto state property and into the facility.
- Do not bring anything into the visitation area to give to the inmate. Inmates are not permitted to take anything from the area.

## **Frequently asked questions:**

### ***Why am I no longer on an inmate's visitation list or able to receive telephone calls from him or her?***

Removal of individuals from an inmate's visitation/telephone list is usually at the request of an inmate. You may contact the CO III at the inmate's assigned Prison Unit for further clarification. For contact information see "Prison Complexes" link at [www.azcorrections.gov](http://www.azcorrections.gov).

### ***Who is available, other than visitation staff, if an issue arises while I am at visitation?***

The on-site Duty Officer or the Shift Commander is available should you need to discuss an issue that the visitation staff cannot address. If your visitation has been terminated, you must leave immediately. The Preliminary Notice of Visitation Suspension given to you by the staff provides the explanation for the termination and encourages you to contact the Deputy Warden of the inmate's assigned Prison Unit the following Monday to discuss the situation.

### ***Why do the vehicle searches, canine barrier screens, and registration for visitation take so long?***

The Department understands it can take longer on some days than others to clear the visitation process. Thoroughness during the visitation process helps to safeguard visitors, staff, and inmates so everyone can have an enjoyable visit.

### ***Do the Prison Units have VCR/DVD/TV or playground equipment to occupy children?***

In units where budget, space and staffing allow, some accommodations are provided for children. Visitors and inmates are responsible for the conduct of young children and minors, and are required to monitor and exercise responsible supervision of them during the visit.

### ***Why does it take so long for an inmate to receive telephone access?***

An individual has to be approved on an inmate visitation list, which takes approximately 60 days, before telephone access is granted. In order for inmate collect calls to go through, there cannot be any type of block on your phone.

### **How many calls can an inmate make?**

Inmates are afforded restricted access to telephones consistent with the inmate's security classification and EIP phase level and the Prison Unit's physical limitations. This determines the number of calls and the length of each call an inmate may make in a week. Inmates are aware of their telephone privileges. Telephones used for inmate personal calls are equipped with monitoring and recording devices. Calls may be terminated without prior notice during an institutional emergency. During an institutional emergency scheduled telephone calls will be canceled for the duration of the emergency.

### **How do I contact the inmate if there is a family emergency, such as a serious illness, injury, or death?**

During regular business hours, contact the CO III or Chaplain at the inmate's Prison Unit. After 5:00 p.m. or on weekends and holidays, contact the Shift Supervisor at the inmate's Prison Unit. Be prepared to provide specific information that will assist with verifying the emergency prior to notifying the inmate (e.g. name, relationship, law enforcement agency or hospital). Inmates are generally provided an opportunity to call their family after verification of the emergency.

### ***What kinds of phone calls are not allowed?***

Calls for any person not on the inmate's Approved Visitation List. Calls that are relayed from the number called to another number (i.e., third party calls). Credit card calls. Calls to 800 and 900 phone numbers. Any hook-up that is broadcast live, including radio or television. Any call placed for an inmate that involves charges shall require prior approval from the Warden or designee.

### **Inmate Mail**

An inmate may send and receive mail, keep personal property, and purchase items at the inmate store.

Any person may mail general correspondence such as letters, greeting cards, and post cards to an inmate. All incoming mail is opened and inspected for contraband and unauthorized materials.

Mail may **not** include:

- Packages
- Products
- Contraband



- Cell phones or electronic devices
- Cash, coins, personal checks of any kind\*
- Unused postage stamps
- Stickers, labels, address labels or decorative stamps
- Photos where the non-photo side can be separated (Polaroid's).
- Photos that are sexually explicit, sexually suggestive or contain nudity
- Photos of other inmates
- Unknown foreign substances and/or powders
- Oils, perfumes or personal property items
- Lottery tickets or games of chance
- Tax forms
- Battery operated greeting cards, or greeting cards of excessive size (larger than 8.5" by 11")
- Unused Greeting cards, stationary, pens/pencils and envelopes
- Used postcards
- Bookmarks
- Candy, gum, or any food items
- Art, crafts and hobby supplies
- Other unauthorized items as determined by ADC

*\*ADC maintains all money received on behalf of an inmate or earned by an inmate in an inmate trust account. For information on mailing money to an inmate for deposit into the inmate's trust account see handbook.*

*There is no limit on the number of letters an inmate may receive or send in a week. An indigent inmate, one whose account balance is \$12.00 or less and has not exceeded this amount during the previous 30 days, may send three letters per week by first class mail without charge. Inmates do not have access to email.*

*In order to deliver mail to an inmate, the sender must address the correspondence as follows:  
Inmate's Assigned Prison and Unit\**

*Inmate's Full Legal Name and ADC Number P.O. Box (mailing address) of the Unit City, State and Zip Code*

*(\*NOTE: Due to security concerns, ADC staff will not disclose the unit in which an inmate is housed. Until the inmate provides unit information to you, you may send inmate mail to the complex address without the unit information.)*

*Mail that is not addressed as shown above cannot be delivered to an inmate and will be returned to the sender. Inmates may receive prepaid publications mailed directly from the publisher/retailer. The contents of these publications are subject to inspection. All incoming publications are opened and inspected.*

## **Frequently asked questions:**

### ***Why does ADC staff read an inmate's mail?***

ADC mail room staff is required to open all mail and inspect it for contraband. The mail may be read if there is a reasonable belief that the inmate is using the mail to further a crime, avoid ADC regulations or other written instructions. Additionally, close and maximum security inmates are subject to having their mail read in its entirety or in part.

### ***Who can I talk to about lost, stolen, or confiscated property?***

Contact the Deputy Warden at the inmate's assigned Prison Unit for further clarification. For contact information see the "Prison Complexes" link at [www.azcorrections.gov](http://www.azcorrections.gov).

### ***What clothing items are inmates allowed?***

ADC issues all State clothing items, including boxer shorts, socks, underwear, T-shirts, bras, smocks, pants, and work boots as well as lined coats during the winter months. An inmate may purchase additional sets of clothing items from the inmate store. Upon release, the inmate may not take these clothing items home.

### ***What items can be purchased at the inmate store?***

Inmates may purchase items such as hygiene products, vitamins and supplements, food, candy, soda, bottled water, instant coffee, writing supplies, postage stamps, greeting cards, playing cards, tobacco products, chess/checker sets, clothing, and electronic devices including televisions, desk lamps and electric razors. For a complete listing of items an inmate is allowed to purchase, according to their spending limits and custody level, you can refer to the table in Department Order 909 Inmate Property.

Each inmate has a Correction Officer III (COIII), usually called their counselor, assigned to them. You can call the prison unit to find out the name of the COIII for your incarcerated loved one. The phone call will be transferred from the unit's main number to the counselor's line. This booklet has the numbers for every unit within the Department of Corrections and Arizona County and Tribal Jails. The inmates' DOC # is always required when a person is calling for information about anything to do with the inmate. You must call during normal working hours, 8-5. Many times you will need to leave a message on voicemail.

In addition, you may contact the Family and Friends Liaison by email [IFFLiaison@azcorrections.gov] or telephone 602-364-3945 or in-state toll-free 1-866-333-2039.

**Arizona County and Tribal Jails** (At the time of printing, these contact numbers are correct but may be subject to change)

**Note:** County sheriffs and tribal governments usually oversee local jails. Some counties and tribes do not have jails or they share with other jurisdictions. Here is a listing of all county sheriff 's offices and tribal governments. People at these numbers can answer questions about visitation and provide directions to the facilities.

**County Sheriff's Offices:**

Apache	St. Johns	(928) 337-4321 / (800)-352-1850
Cochise	Bisbee	(520) 432-9505 / (800) 362-0812
Coconino	Flagstaff	(928) 774-4523 / (800)-338-7888
Gila	Globe	(928) 425-3231
Graham	Safford	(928) 428-3141
Greenlee	Morenci	(928) 865-4149
La Paz	Parker	(928) 669-6141
Maricopa	Phoenix	(602) 876-1801
Mohave	Kingman	(928) 753-0753 / (800) 522-4312
Navajo	Holbrook	(928) 524-4785
Pima	Tucson	(520) 351-4600 / (520) 351-4900
Pinal	Florence	(800) 420-8689
Santa Cruz	Nogales	(520) 761-7869
Yavapai	Prescott	(928) 771-3260
Yuma	Yuma	(928) 783-4427

**Tribal Administration Phone Numbers**

Cocopah Indian Tribe	Somerton	(928) 627-2102
Colorado River Indian Reservation	Parker	(928) 669-9211
Fort McDowell Yavapai Nation	Phoenix	(480) 837-1091
Gila River Indian Community	Sacaton	(520) 215-4471
Havasupai Tribe Reservation	Supai	(928) 448-2731
Hopi Indian Reservation	Kykotsmovi	(520) 448-2731
Hualapai Tribal Nation	Peach Springs	(928) 769-2216
Kaibab Paiute Tribe	Fredonia	(928) 643-7245
Navajo Nation	Window Rock	(928) 871-6000
Pascua Yaqui Tribe	Tucson	(520) 883-5000

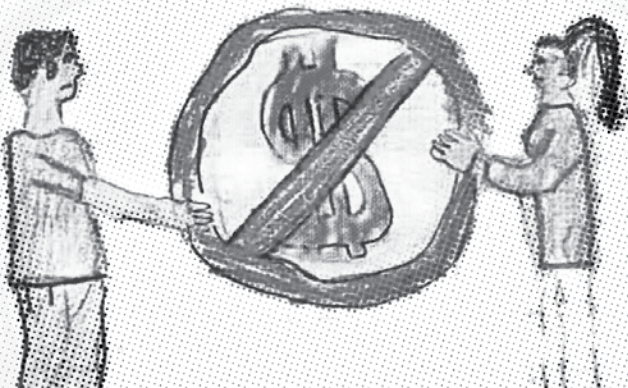
Salt River Pima-Maricopa  
Indian Community  
San Carlos Apache Tribe  
Tohono O'odham  
White Mountain Apache Tribe

Scottsdale (480) 362-7400  
San Carlos (928)475-3213  
Tucson (520) 792-2099  
Fort Apache (928) 338-4346  
1-877-338-9628  
Camp Verde (928) 567-3649

Yavapai Apache Indian Reservation

***Visiting my Dad is disturbing. I want to visit my Dad. When I visit him it's good. But I have to wait a long time and am not allowed to bring any toys. It's like 300 miles and takes a longtime to get there. I can play games when I get there but when I get there I have to wait. Then they call you and you go into another room and wait some more. And finally I get to go into a big cafeteria room. When we sit, they call my Dad and when he comes in it feels nice. We visit three hours or two, I think. I'm going next week, I think. I miss him.***

**HIS MOM  
WAS BROKE.**



## Internet Resources

*We cannot vouch for the accuracy of the content of the following websites, nor do we take a position on that content. If you do not have access to the internet, try your local library or ask a friend to print materials from a home computer.*

### **Arizona Department of Corrections:**

<http://www.azcorrections.gov/index.aspx>

### **Pima Prevention Partnership**

#### **“Arizona Children of Incarcerated Parents**

#### **Bill of Rights Project Report and Recommendations”:**

[http://www.starsmp.org/PDFs/report\\_bill\\_of\\_rights.pdf](http://www.starsmp.org/PDFs/report_bill_of_rights.pdf)

### **Family and Corrections Network (FCN) including the Children of Prisoners Library at:**

[www.fcnetwork.org/cpl/cplindex.html](http://www.fcnetwork.org/cpl/cplindex.html)

This site features 18 free pamphlets that can be printed and distributed.

### **Prison Talk: An online community for families of prison inmates:**

[www.prisontalk.com/](http://www.prisontalk.com/)

### **How to Explain Jails and Prisons to Children**

#### **Oregon Department of Corrections:**

[http://www.oregon.gov/DOC/PUBAFF/docs/oam/explaining\\_prison\\_booklet.pdf](http://www.oregon.gov/DOC/PUBAFF/docs/oam/explaining_prison_booklet.pdf)

### **Hope House Resources for Children of Prisoners:**

<http://www.hopehousedc.org/resources/>

### **Incarcerated Parents and Their Children. Bureau of Justice Statistics.**

<http://www.fcnetwork.org/reading/childstats.html>

### **Mentoring Children of Prisoners**

[http://www.mentoring.org/find\\_resources/caregiverschoice/](http://www.mentoring.org/find_resources/caregiverschoice/)

# Acknowledgments

Nikki Byrd, Coordinator for the Children of the Incarcerated Program at KARE Family Center in Tucson compiled and revised this manual to highlight resources available to Arizona families of incarcerated. Laurie Melrood, Director, KARE Family Center-Tucson, and Claire Scheuren, Deputy Director, Pima Prevention Partnership, reviewed and edited the text. Howard Wine, Attorney Pima County Public Defender's Office reviewed the text for legal accuracy. Charles Flanagan, Deputy Director Arizona Department of Corrections, Caroline Isaacs, Director, American Friends Service Committee Arizona Office; (Tucson) and Maggie Allen, Technical Assistance Manager, MCP Support Center, also reviewed the text and provided helpful suggestions.

The comic book drawings in this handbook were created by children of incarcerated parents in the Shooting STARS program at the KARE Family Center in Tucson for The Comic Book Project, an arts-based literacy and learning initiative headed by Teachers College, Columbia University. The comic book was produced in partnership with Arts Reach of Tucson and funded by the Armstrong McDonald Foundation. Shooting STARS is sponsored by the Pima Prevention Partnership/AZ STARS Mentoring Project through funding from the U.S. Department of Health and Human Services/ACYF. Commentary was also created by children of the incarcerated in the Shooting STARS program.

Many thanks to Marty Smith and the Montana Alliance of Families Touched by Incarceration (MAFTI) for allowing us to use their publication as a comprehensive content resource.

Funds for publication of this manual have been generously provided by Pima Prevention Partnership AZ STARS, HHS Grant #90CV0493/01; Amachi Mentoring Coalition Project through Public/Private Ventures' Grant #2009-SC-B9-0118 from the Office of Juvenile Justice and Delinquency Prevention; and the Armstrong McDonald Foundation.

Published by:

The KARE Family Center and the Pima Prevention Partnership

## KARE Family Center



The KARE Family Center is a multiservice “one stop shop” for relatives raising children in Tucson, Arizona. Since 2003, in collaboration with Pima Prevention Partnership and their STARS Mentoring Program, KARE has provided support and assistance to hundreds of children and relative caregivers affected by incarceration of a family member. Mentoring and university-based pen pal programming, as well as therapeutic arts and writing classes for children 5 - 12, have helped many youth gain skills and confidence in coping with parental incarceration. The KARE Family Center is a collaboration of Arizona’s Children Association and Casey Family Programs, Arizona Field office.

For information:

Call 520-323-4476

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## Pima Prevention Partnership



**Pima Prevention  
Partnership**



Established in 1991, the non-profit Pima Prevention Partnership (PPP) serves as an international provider of evidence-based prevention, intervention and treatment services. In Arizona, PPP maintains

accredited charter schools and licensed prevention and treatment services. For all of its clients across the state, the nation and the Pacific Region, PPP provides grant writing, strategic planning and program evaluation. Based in Tucson and Phoenix, Arizona with a branch office in the Marshall Islands. PPP continually develops and shares evidence-based solutions with non-profits, government agencies and Native American tribes. The PPP coordinates a series of initiatives to support children of incarcerated parents and their caregivers across the state of Arizona: AZ STARS Mentoring for children of prisoners and the Arizona Statewide Amachi Mentoring Coalition: mentoring and support services; resource directories for caregivers; and training for mentees, caregivers, and providers. For additional information on how to match your child of an incarcerated parent with a responsible adult mentor, please contact:

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For copies or additional information about this publication, please call (520) 323-4476 (KARE Center) or 1-877-312-1368 (Pima Prevention Partnership).

## **The National Bill of Rights for Children of the Incarcerated\***

Every child with a parent in prison (or alternatives to prison) has the following rights:

1. *To be kept safe and informed at the time of my parent's arrest;*
2. *To be heard when decisions are made about me;*
3. *To be considered when decisions are made about my parent;*
4. *To be well-cared for in my parent's absence;*
5. *To speak with, see, and touch my parent;*
6. *To support as I face my parent's incarceration;*
7. *To not be judged, blamed or labeled because my parent is incarcerated;*
8. *To have a lifelong relationship with my parent.*



\*The Bill of Rights for Children of Incarcerated Parents was written in 2003 by Californians Nell Bernstein, (journalist and author) and Gretchen Newby (a practitioner serving children of prisoners), outlining the principles needed to ensure the wellbeing of these highly at-risk children.