

BY LAWS

OF THE

EL PASO COUNTY
COMMUNITY CORRECTIONS
BOARD
(EPC CCB)

Adopted by Resolution 97-58-General-20 February 10, 1997

Amended by Resolution 97-345 General-75 September 29, 1997

BY-LAWS OF THE
EL PASO COUNTY COMMUNITY CORRECTIONS BOARD

Article I
Name and Principal Office

Section 1. Name: The name of the entity shall be the El Paso County Community Corrections Board, hereinafter referred to as "The Board."

Section 2. Principal Office: The principal office of The Board shall be ~~326 S. Tejon St., Suite 115-105 E. Vermijo Ste. 410~~ P. O. Box 2007 Colorado Springs, CO. 80901.

Article II
Purpose

Pursuant to §17-27-103, C.R.S., as amended, the County of El Paso through the El Paso County Board of Commissioners, has created the El Paso County Community Corrections Board:

1. To act for El Paso County in all matters relating to the creation or operation of community corrections facilities or programs;
2. To function as an advisor to the El Paso County Board of County Commissioners in all matters relating to El Paso County's participation in the Colorado State Community Corrections Program;
3. To act as a functional Board in the exercise of those duties and responsibilities identified in §17-27-101, *et seq.*, C.R.S. as those of a Community Corrections Board.

Article III
Powers and Duties

General

The El Paso Community Corrections Board will perform as both an Advisory and Functional Community Corrections Board for the County of El Paso. They will review all matters relating to community corrections, advise the County government on actions to be taken to accomplish the mandated responsibilities of The Board, and act for the citizens of El Paso County to:

"Ensure the protection of the Community"

“Safeguard the rights of our residents”

“Provide for the needs of the offenders who will be supervised under this program”

Specific

- Section 1. The Board shall make recommendations to the Board of County Commissioners concerning contracts between the State of Colorado for the use and benefit of the Department of Public Safety, Division of Criminal Justice and El Paso County, and the Federal Bureau of Prisons, if applicable, concerning placement of offenders in community corrections programs within the territorial limits of El Paso County.
- Section 2. The Board shall recommend to the Board of County Commissioners reception of grants from public or private sources and receive court-authorized expense reimbursement related to community corrections.
- Section 3. The Board shall recommend to the Board of County Commissioners a community corrections program provider or providers to contract with the County to provide services and supervision of offenders, subject to the approval of the Board of County Commissioners. Any and all requests for proposals or contracts of whatsoever kind recommended by the Board shall be coordinated, controlled and administered by the El Paso County Department of ~~Community Corrections~~ **Justice Services**.
- Section 4. To recommend to the Board of County Commissioners standards for the operations of any community corrections program or programs. Such standards may exceed, but shall not conflict with, standards established for community corrections programs by the Division of Criminal Justice of the State Department of Public Safety.
- Section 5. The Board shall monitor, in coordination with state and local agencies, community corrections programs and oversee compliance with state and local standards.
- Section 6. The Board shall recommend to the Board of County Commissioners acceptance and rejection standards concerning offenders and shall provide, in writing, acceptance criteria and screening procedures to each referring agency.
- Section 7. The Board shall recommend to the Board of County Commissioners conditions and guidelines for the conduct of offenders placed within any community corrections program and to provide written copies of such conditions and guidelines to offenders placed in community corrections programs.
- Section 8. The Board shall recommend to the Board of County Commissioners criteria for rejection of offenders after they have been accepted in a community corrections program, and to provide an administrative review, if the referring agency does not provide such review, relating to such rejection after acceptance. Notice of

rejection of an offender who had been previously accepted shall be in writing to the referring agency and the administrator of the community corrections program in which the offender is placed.

- Section 9. The Board shall consult with officials of state and criminal justice agencies to improve local community corrections services.
- Section 10. The Board shall advise the Board of County Commissioners and the El Paso County Sheriff concerning work release matters which shall be administered, according to established County purchasing policies, solely by the El Paso County Sheriff.
- Section 11. The Board shall establish and implement a process and review those offenders recommended for placement in the community corrections facilities and programs operating within the boundaries of the County of El Paso, by the Colorado Department of Corrections and the sentencing Courts of the State of Colorado.

Article IV **Membership**

- Section 1. Membership of The Board shall be appointed by the Board of County Commissioners of El Paso County, CO.
- Section 2. As a minimum members shall include at least nine (9) individuals to include:
- The Sheriff of El Paso County or his designated representative or alternate
 - The District Attorney for the Fourth Judicial District or her designated representative or alternate
 - The Chief Probation Officer of the Fourth Judicial District or his designated representative or alternate
 - The Manager of Parole Operations for the Colorado Department of Corrections or his designated representative or alternate
 - A Mental Health Professional or designated alternate
 - Four (4) citizen volunteers of the community representing a cross section of the Community to include: educators, business persons, clergy and criminal justice practitioners.
- Section 3. The citizen volunteer members shall serve for terms of three (3) years. Members of the Board shall serve at the pleasure of the Board of County Commissioners and may be removed at any time and shall comply with and be subject to the provisions of El Paso County Board Resolution 96-57 General 24 and Resolution 97-325 General 72 concerning El Paso County Advisory Boards.
- Section 4. Each member shall be entitled to one vote in all Board decision-making actions.

Article V

Officers

- Section 1. The Board shall organize and elect a Chair and Vice Chair annually at the first scheduled meeting in February and may fill vacancies in such offices from time to time at any regular or special meeting. In the absence of the Chair and Vice Chair at a regular Board meeting, the Board shall elect a Chair pro tempore.
- Section 2. Chair - The Chair will serve a term of one (1) year. The chair shall preside at all meetings of The Board and shall call special meetings when deemed necessary. The Chair will act as spokesperson for The Board and will designate committees to perform the work of The Board when necessary.
- Section 3. Vice-Chair - The Vice-Chair will be elected by The Board and serve a term of one (1) year. The Vice-Chair will perform the functions of the Chair in the absence of the Chair.

Article VI

- Section 1. (Schedule)
The Board shall meet as needed to perform their functions. It is the prerogative of the Chair to call special meetings as required.
- Section 2. (Notice)
The time and place of regular meetings of The Board shall be communicated to its members at least four (4) days prior to the regular meetings. Special meetings shall require at least forty-eight (48) hours prior notification. Notice of meetings shall be posted in compliance with the Colorado Open Meetings Law, §24-6-401, *et seq.*, C.R.S.
- Section 3. (Public Meetings)
All regularly scheduled meetings of The Board shall be open to the public. During the course of such meetings, The Board may go into executive session and close the meeting to the public, to discuss any matter deemed inappropriate for the public review through a two-thirds majority vote of the members present.
- Section 4. (Special Sessions)
The Chair may call special training or work sessions of The Board. Board decisions affecting public well-being shall not be formalized in such sessions, but accomplished in The Board's regularly scheduled public meetings. In all matters relating to public meetings, The Board will comply with the Colorado Open Meetings Law. §24-6-401, *et seq.*, C.R.S.
- Section 5. (Quorum)
A quorum for the purposes of continuing The Board's business shall consist of no less than fifty per cent (50%) of appointed members.
- Section 6. (Voting)

Only Board members shall vote on Board issues. Alternates will only vote when the member or designated representative is not present.

Section 7. (Attendance)

More than three (3) consecutive months of unexcused absences by a Board member at a regularly scheduled Board meeting, will initiate a review by the Chair, who shall have the discretion to petition the El Paso County Board of County Commissioners for a new appointment.

Section 8. (Governance)

The governance of The Board's meetings shall be adapted from Robert's Rules of Order.

Section 9. (Agenda)

The conduct of the business of The Board meetings shall be pursuant to a formal agenda to be distributed with the meeting announcement. Requests for items to be placed on the agenda should be directed to the Chair or ~~Manager of Community Corrections~~ **Director of the Department of Justice Services** at least four (4) days prior to a regularly scheduled meeting. The agenda may be changed at the discretion of the Chair or by a majority vote of the declared quorum.

Section 10. (Minutes and Records)

There shall be minutes of all regular meetings of The Board, and said minutes of the meeting shall be approved by the members of The Board at its next regular meeting. Copies of the minutes shall be forwarded to Board members prior to the next scheduled meeting. Minutes and records of The Board shall be open to the public and subject to the Colorado Open Records Act. §24-72-201, *et seq.*, C.R.S.

Article VII

Staff Support

Staff support to the Board will be provided from the resources of the ~~Manager of the Department of Community Corrections~~ **Director of the Department of Justice Services**.

Article VIII

These By-laws may be amended by a two-thirds affirmative vote of the entire Board, after a proposed amendment has received one (1) reading at a regularly scheduled Board meeting. Proposed amendments shall be distributed to Board members at least ten (10) days preceding the meeting at which the first reading will take place. Any amendment to the By-laws must be approved by the Board of County Commissioners.

Article VIX **AMENDMENTS**

Section 1. Resolution 97-345 General 75 9/29/97:

Membership is expanded to include the following if they choose to participate upon invitation:

- A representative from the Colorado Springs Police Department
- A representative from the Public Defender's Office
- A representative from the El Paso County County Court
- A representative from the 4th Judicial District District Court
- A representative from Teller County
- Two additional citizen representatives

Reviewed and Accepted February 10, 1997

EL PASO COUNTY COMMUNITY CORRECTIONS BOARD

{S} Willis E. Alexander

CHAIR

BOARD OF COUNTY COMMISSIONERS OF EL PASO COUNTY

{S} Jeri C. Howells

CHAIR