

**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 El Paso County Community Services Department, 2002 Creek Crossing, Colorado Springs, CO 80905.

**Article II
Purpose**

Pursuant to §17-27-103, C.R.S., as amended, El Paso County 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 C.R.S.17-27-101, *et seq.* as those of a Community Corrections Board.

**Article III
Powers and Duties**

General

The Board will perform as both an Advisory and a Functional Community Corrections Board for El Paso County. It 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, the State Department of Corrections, 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 Community Services Department.
- Section 4. The Board shall 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 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.

Section 11. Additional duties of the Board shall include, but not be limited to, providing annual reports to the El Paso County Board of County Commissioners.

Article IV Membership

Section 1. Membership of the Board shall be appointed by the El Paso County Board of County Commissioners.

Section 2. At a minimum membership shall include the following:

- The Sheriff of El Paso County or his / her designated representative or alternate
- The Sheriff of Teller County or his / her designated representative or alternate
- A representative from the Colorado Springs Police Department
- The District Attorney for the Fourth Judicial District or his / her designated representative or alternate
- A representative from the Public Defender's Office
- The Chief Probation Officer of the Fourth Judicial District or his / her designated representative or alternate
- The Manager of Parole Operations for the Colorado Department of Corrections or his / her designated representative or alternate
- A representative from the El Paso County Court
- A representative from the 4th Judicial District Court
- A Mental Health Professional or designated alternate
- Six (6) citizen volunteers from El Paso and Teller Counties representing a cross section of the community including, but not limited to, educators, business persons, clergy and criminal justice practitioners. Citizen members will have no alternate.

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 Schedule

Section 1. The Board shall meet as needed to perform their functions but no less than once per month. It is the prerogative of the Chair to call special meetings as required.

Section 2. The time and place of regular and committee meetings of the Board shall be communicated to its members at least seven (7) days prior to such meetings. Special meetings shall require at least forty-eight (48) hours prior notification. Notice of regular and committee meetings shall be posted in compliance with the Colorado Open Meetings Law, C.R.S. 24-6-401, *et seq.*

Section 3. All meetings of the Board shall be open to the public. During the course of such meetings and upon the affirmative vote of two-thirds of the members present, the Board may go into executive session and close the meeting to the public for those purposes set forth in § 24-6-402(4), C.R.S.

- Section 4 The Chair may call special training or work sessions of the Board. All such sessions shall be open to the public. No formal decisions may be made at such sessions but direction may be given to staff by the Board.
- Section 5 A quorum for the purposes of continuing the Board's business shall consist of no less than fifty one percent (51%) of filled member positions.
- Section 6 Only Board members shall vote on Board issues. Alternates will only vote when the member or designated representative is not present. Any affirmative action by the Board requires a simple majority vote of the members present. A tie vote will constitute a rejection.
- Section 7 More than four (4) consecutive unexcused absences from regularly scheduled Board meetings or more than two (2) consecutive unexcused absences from regular scheduled in-person Board meetings by a Board member 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 The governance of the Board's meetings shall be adapted from Robert's Rules of Order.
- Section 9 The conduct of the business of 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 Director of the Community Services Department or designated staff at least seven (7) 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 There shall be minutes of all regular meetings of the Board, and said minutes 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, C.R.S. 24-72- 201, *et seq.*
- Section 8 No Board member shall receive, or be lawfully entitled to receive, any pecuniary profit from the operations of the Board and in no event and under no circumstances shall any part of the assets of the Board, if any, whether principal, income or accumulations, be paid as salary or compensation to, or be distributed to, or inure to the benefit of, any of the Board members or their successors, or any person or his heirs or personal representatives who shall contribute any money or other property to the Board; provided, however, (a) that reasonable compensation may be paid

to any agent or employee of the Board for services rendered in effecting one or more of the purposes of the Board, and (b) that any Board member may, from time to time, be reimbursed for his or her actual or reasonable expenses incurred in connection with the administration of the affairs of the Board.

Article VII Staff Support

Staff support to the Board will be provided from the resources of the Community Services Department.

Article VIII

Proposed amendments to these By-laws may be made 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.