



# Colorado Springs Police Department Standard Operating Procedure

## DL-1020-40 Community Corrections Section 1000 – Patrol Functions

Effective Date: 11/22/2021  
Supersedes Date: 8/3/2009

---

### **.01 Purpose**

The purpose of this directive is to specify procedures concerning the Colorado Springs Police Department's (CSPD) interaction with community corrections agencies.

### **.02 Cross Reference**

[GO 760 Physical Arrest](#)  
[P1-23 Wanted Persons/Vehicles](#)

### **.03 Definitions**

*This space intentionally left blank.*

### **.04 Procedure**

Community Corrections of the Pikes Peak Region, Inc. (COMCOR) and Community Alternatives of El Paso County (CAE) are minimum-security, alternative correctional facilities, that operate several programs for persons under court sentence for felony and misdemeanor offenses. Certain special procedures will be followed when responding to calls relating to escape and to contraband materials.

As community corrections agencies (currently COMCOR and CAE) accept a variety of classes of inmates from several jurisdictional levels. Specific charges and procedures may vary, not only according to the nature of the offense, but also the conditions or orders by which the inmate was placed at the facility.

Police agencies are required by law to provide transportation of COMCOR/CAE clients to the county jail when they are terminated from the programs. Generally, this duty is placed on the local law enforcement agency in which the facilities are located. The CSPD must provide this

transportation service, while at the same time making the best use of its staffing and the availability of resources.

## **Unauthorized Absences**

When the management of COMCOR or CAE determines a resident is considered to be on unauthorized absence status, the police department will be notified. The officer assigned to work the Police Operations Center (POC) duty desk (POC1, POC2 and POC3), will have the primary responsibility in investigating unauthorized absences.

The duty desk officer will be responsible for contacting the correctional technician on duty, via telephone, which includes arranging for the correctional technician sending them the escape packet via email.

In receiving such a report, the duty desk officer will initiate an offense report charging C.R.S. § 18-8-208 Escape. If the escapee is a PR-bonded defendant, the officer will also charge C.R.S. § 18-8-212 Violation of Bail Bond. Officers will expedite the completion of the report and the charging documents (e.g., summons, probable cause affidavits, e-warrant, etc.).

## **Personnel Under Department of Corrections/Youth Offender Services Supervision**

The only exception to this process is if the client is under the supervision of the Department of Corrections (e.g., parole, etc.) or Youth Offender Services. In those cases, COMCOR/CAE staff will not report the escape to the department, instead notifying the community parole officer and/or the DOC command post regarding any and all escapes from their respective programs.

Officers should take steps to identify whether or not the client is a Department of Corrections of Youth Offender Services client. This can include a careful review of the paperwork provided by the correctional technician for any reference of a parole officer and by running the client's name through NCIC/CCIC.

## **Room Inspection**

In order to charge someone with unauthorized absence, personnel must visually inspect the escapee's living quarters to confirm they are not present. To accomplish this, the correctional technician will be asked to inspect the escapee's room and their personal affects.

## **Evidence Recovery**

Any contraband or any evidence relating to the escape (e.g., letters, notes, etc.) will be initialed and dated by the correctional technician. A cover officer will be dispatched to the scene to recover

and subsequently process any items of evidence. Additional evidence to the documents listed above will be processed separately.

## **Personal Property**

The escapee's personal property will remain in the custody of the COMCOR/CAE facility.

## **Reporting Requirements**

As the charge of unauthorized absence has different punishments depending upon the classification of crime for which the escapee was sentenced, it is essential that the narrative of the report contain all the following elements:

- The charge, statute number, and class of offense for which the escapee was convicted
- The court and judge who imposed the sentence
- The sentencing date and date of placement at COMCOR/CAE
- The specific information about when the escapee signed out, when they were due back, and grounds for determining that they were on escape status

The following documents will be provided to the officer by the correctional technician, via email. The officer will scan and attach the following to their offense report, as well as placing the paperwork into evidence:

- A copy of the escapee's Mittimus ("Judgment of Conviction; Sentence and Order to Sheriff") or "Release or Commitment from El Paso County Jail."
- Field Sheet – personal information sheet with a picture Check In/Out log
- Notice of escape statutes (COMCOR/CAE will retain a copy and will give the officer the original, signed by the escapee).
- "COMCOR/CAE Rules" or "Work Release Rules," as appropriate (COMCOR will retain a copy and will give the officer the original, signed by the escapee).
- Field sheet or personal information sheet containing the name, description, and a photograph of the escapee.
- Check in/out logs

Officers are responsible for ensuring the paperwork is completed correctly.

## **Charging Documents**

If the escapee had been sentenced to COMCOR/CAE on a crime listed in C.R.S. § 24-4.1-302(1) or a crime of violence as described in C.R.S. § 18-3.1-406 the officer will complete a typed probable cause affidavit containing the necessary elements of the charge listed. The officer will place a pickup for the escapee.

If the escapee had been sentenced to COMCOR/CAE on a misdemeanor, or a felony not listed in C.R.S. § 24-4.1-302(1) or a crime of violence as described in C.R.S. § 18-1.3-406, the officer will complete a summons for escape.

Officers will also attach a copy of the notarized probable cause affidavit to the report

If an immediate arrest is not made, the investigating officer will make a formal pickup for the escapee.

When the escapee is arrested for felony unauthorized absence, the arresting officer will be responsible for completing a Preliminary Procedure (Prelim) form.

Subsequent investigation into felony charges of unauthorized absence will be handled by the divisional investigations unit. Misdemeanor escape cases, in which no immediate arrest is made, will be the responsibility of the investigating officer.

## **Returning Escapees**

If the escapee returns to the facility after the police department has been notified of the escape, a case report will still be taken and the previous procedures followed. The escapee will then be arrested and booked at the detention facility.

## **Searches for and Recovery of Contraband**

COMCOR/CAE will notify the police department whenever contraband has been found on the premises. In addition, COMCOR/CAE personnel may request police assistance to safeguard staff members in searching for or seizing contraband.

If a search is conducted, the COMCOR/CAE staff will conduct it. The officer's function is to provide safety, and to maintain order, not to direct or participate in the search itself.

If contraband as defined by statute is located, the officer will adhere to the following processes:

- Recover the contraband and process it as evidence.

- Initiate a report for "Introducing Contraband in the First Degree" C.R.S. § 18-8-203 or "Introducing Contraband in the Second Degree" C.R.S. § 18-8-204, as appropriate. The criteria for each of these charges is defined by statute and in the COMCOR/CAE facilities' rules.
- Obtain from the correctional technician the original forms, "COMCOR/CAE Rules" and "Notice of Contraband Statutes" signed by the inmate upon admission to the facility.
- The correctional technician will initial and date these documents and make copies for COMCOR/CAE files. The documents will be processed as evidence separately from the contraband materials.
- Arrest the inmate, charge them with the appropriate degree of the contraband statutes, and book him/her into the detention facility on a preliminary hearing sheet.

Subsequent investigation will be done by the appropriate investigative personnel.

An escapee's personal property will be left at and under the care of COMCOR/CAE personnel.

### **Response to Reports of Criminal Activity**

The department will respond to calls for service in which a possible violation of the law has been or is being committed at one of the facilities. For narcotics related crimes, COMCOR/CAE staff will provide drug-testing kits to assist officers in identifying suspected narcotics (e.g., cocaine, methamphetamine, and marijuana).

Additionally, COMCOR/CAE staff has agreed to sign complaints in cases of other disturbances.

### **Immediate Transports**

The CSPD will respond to emergency situations at COMCOR/CAE for the purpose of providing transport services under the following circumstances:

- Court orders requiring the immediate violation of clients
- Clients that pose an imminent risk of escape
- Clients posing an imminent risk of physical threat to themselves or others
- Certain populations that pose a danger to the community, to include sex offenders and domestic violence offenders

Emergency transports from work-release facilities will require the approval of the facility or program manager. Additionally, any emergency violations will require COMCOR/CAE staff approval.

Mental health issues do not qualify as emergency transports unless the officer at the scene (if called) determines the individual to be a threat to themselves or others.

## **Routine Transports**

In order to relieve the overburdening of resources, the department and COMCOR/CAE have entered into the following agreement as it relates to the routine transportation of clients:

- All routine "work-release" violators will be transported by the El Paso County Sheriff's Office
- All routine Department of Corrections clients will be transported by the Department of Corrections

The department will assist in the transportation of diversion clients from COMCOR/CAE facilities. These transports will be scheduled and conducted Monday through Friday. The transports will be scheduled when the facility's staffing allows for a more expedient response.