



COLORADO

Department of Corrections

Arkansas Valley Correctional Facility

MANAGEMENT PLAN/ QUARTERLY REPORT

FISCAL YEAR

2023-2024

Quarter: ☐ 1ST ☐ 2ND ☐ 3RD ☒ 4TH

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EXECUTIVE SUMMARY

Arkansas Valley Correctional Facility (AVCF) opened in August 1987. The facility is located four miles west of Ordway and 40 miles east of Pueblo. AVCF has 332,928 total square feet (sq. ft.) of building space which includes 181,524 sq. ft. of offender living unit space, and 151,404 sq. ft. of administrative support space. AVCF has been successfully accredited by the American Correctional Association since 1996, passing its most recent national accreditation audit in March, 2022. Additionally, AVCF successfully passed its third National PREA Audit in February, 2022.

AVCF is a Level III facility that manages a diverse population consisting of 1,089 medium custody offenders in a dry cell environment, having only 16 Restrictive Housing cells. AVCF houses offenders who are engaged in various programs designed to address offender criminogenic needs and therefore prepare them for successful reintegration into society by reinforcing positive life choices. These programs include Re-Entry, Sex Offender Treatment and Management Program (SOTMP), drug and alcohol, cognitive skills programs, general education programs, vocational education, apprenticeship programs, and college courses.

The facility manages a Protective Custody Unit (PC) which currently houses up to 136 offenders identified as having significant custody issues, and therefore cannot be placed in a general population setting. AVCF operates a R.E.S.T.O.R.E. (Reformative and Engaging System of Transitional Opportunities for Re-entry) pod in Living Unit 2 for high risk offenders who will be released from prison within the next 12 months. This pod houses 55 offenders who are participating in programs tailored to assist with re-entry. This unit prioritizes re-entry preparation supported by the in-reach and integration of community partners behind the walls support community release. Many courses are facilitated to include Above Recovery, Beyond Thinking, Seven Habits on the Inside, Moral Reconation Therapy (MRT), Positive Thinking, Reach One, Teach One, and CrossFit. Additional courses are provided covering a variety of employment and business opportunities. Other courses are also offered covering personal wellness and financial literacy and all courses are supported via community partnerships, family and reunification, and incentives. Efforts are also made to bring in outside resources that can provide information in regards to employment, education, housing, medical and mental health care, etc. which will be beneficial to offenders upon their release. Examples of these in-reach programs include Regional Accountability entity, Supplemental Nutrition Assistance Program (SNAP), Second Chance, Incarcerated Veterans Transition Program, WAGEES Vendors and Breakthrough.

AVCF is committed to providing our staff of 325 (approximately) with a structured learning environment to foster dynamic future leaders for the Department of Corrections. The Leadership Team at AVCF continues to work with its staff to maintain a safe and secure environment, while modeling professional behavior, in an effort to serve as role models for the offender population and encourage offenders to make positive behavioral changes by holding them accountable for their actions. Methods employed include an emphasis on thoroughly investigating each incident prior to disciplinary charges and sanctioning offenders to Loss of Privileges (LOP). When appropriate, offenders are placed on Restricted Privileges (RP) as an alternative to COPD charges. In addition, Immediate Accountability Resolutions (IAR's) are

encouraged to address low-level rule infractions when appropriate. These measures have reduced the average number of offenders in restrictive housing.

The Arkansas Valley Correctional Facility operates on an annual budget of approximately \$4,818,365 in Operating funds and \$24,908,983 in Personal Services funds for a total yearly budget of \$29,727,348. These figures include all areas of the facility and are split out as follows:

	Personal Services	Operating
Superintendents	\$ 839,886	\$ 128,091
Housing/Security	\$15,718,879	\$ 114,371
Food Service	\$ 1,910,717	\$1,292,652
Laundry	\$ 208,803	\$ 82,534
Maintenance	\$ 1,867,372	\$ 386,853
Labor	\$ 404,403	\$ 4,833
Education	\$ 1,331,349	\$ 36,500
Recreation	\$ 994,186	\$ 4,283
Case Management	\$ 1,527,576	\$ 9,843
Training	\$ 105,812	\$ 4,291
Offender Pay		\$ 170,709
Utilities		\$1,844,000
Medical Services		\$ 45,127
Mental Health		<u>\$ 2,376</u>
Total	\$24,908,938	\$4,126,463

ADMINISTRATIVE SERVICES

Administrative Services consists of approximately 33 staff and encompasses Litigation, PREA, ADA, the Facility Information Office, Policy, COPD, Emergency Management, Training, Case Management, Intel, Visiting, Mailroom and Temporary Aids.

The case management department is responsible for all classification processes for the facility offender population. Case management utilizes the Colorado Transitional Accountability Plan (CTAP) to improve information sharing and to guide offender progress from initial sentencing through final release from state custody. CTAP provides for comprehensive, individualized case planning. Case Planning Coaches continue to coach and mentor case managers regarding the development of SMART goals and objectives. AVCF case managers are also trained in Motivational Interviewing and employ these skills while communicating with offenders, scoring their risk assessments, and developing case plans.

Because AVCF is an outlying facility, the majority of staff training needs are provided at AVCF Training Center utilizing certified staff instructors. AVCF staff work closely with neighboring facilities to collaborate with instructors and students for specialized training.

The RESTORE (Reformative, engaging system of transitional opportunities for Re-Entry) Unit at AVCF opened in July 2015. Self-help programs are being offered to the

offenders in the unit to aid in a successful community re-entry. Resources are being sought to advise offenders about housing, employment opportunities, federal/state/local programs, etc. to assist with their transition into the community. RESTORE offenders also have the opportunity for extra visiting time with family and friends as well as monthly family reunification events to further develop positive and supportive relationships prior to release. The RESTORE case manager works closely with RESTORE offenders, other case managers, facility medical and mental health staff, and community resources to assist with meeting their re-entry needs.

CLINICAL SERVICES

The clinic provides 24-hour nursing coverage to decrease unnecessary emergency medical transports. Clinical staff provides medical care to offenders through provider sick call, chronic care clinic, nurse sick call, and utilizing outside consults when appropriate. The staffing for the Clinical Services Department consists of 33 employees, including a physician, a dentist, mid-level providers, nursing staff, and mental health clinicians.

Behavioral Health at AVCF offers many groups and programs to the offenders. Mental Health holds anger management, STEPPS, Dialectical Behavioral Therapy, CALM, PTSD, WRAP and more. Drug and Alcohol holds two phases of strategies for self-improvement and change. SOTMP for general population offenders will consist of Maintenance group. Treatment is provided for qualified PC offenders based on level of risk and individual treatment needs.

On a monthly basis, the Clinical Services Department sees, on average, the following number of offenders in each area listed below:

- Mental Health Contacts: 503
- Psych clinic: 84
- Dental: 85
- Chronic Care Clinic: 107
- Provider sick call: 60
- SOTMP: 6

CUSTODY/CONTROL

The AVCF Custody/Control Department handles day-to-day operations for the offender population while monitoring local and national trends in corrections, and effectively implementing departmental changes. Custody/Control services our stakeholders by utilizing professional staff to provide for the operation of critical systems, documentation and auditing of systems performance, response to emergencies, program support, and management of access and egress to facility property. The staffing for Custody/Control consists of approximately 170 employees, which includes a manager, administrative assistant, living unit staff, and security staff.

AVCF has six dry cell Living Units. Living Unit 2 A pod, the RESTORE Unit, houses offenders in the last 24 months of their sentence. In Living Unit 2, the first tier of C

Pod is designated for Arrival and Orientation of all incoming offenders. Living Unit 3 is designated to house offenders in the Incentive Living Program. Living Unit 4, A Pod is designated for offenders in the Restoring Promise program. Living Unit 6 B and C pod houses offenders assigned to Protective Custody (PC) status. Living Units 1, 2, 3, 4, 5 and 6 (A pod) are general population units.

SPECIALIZED

Unit Two - A & O, RESTORE

Unit Three - Incentive Unit

Unit Four - Restoring Promise in A Pod

Unit Six - Protective Custody Unit (B/C pod only)

As a way to separate offenders with potential custody issues, AVCF manages the offenders from the 1, 2, 3 side separately from the 4, 5, 6 side.

AVCF has a Restrictive Housing Unit that consists of 16 wet cells. Because of the limitations to housing disruptive offenders at AVCF, we pride ourselves on offender accountability through effective communication. We strive to handle each incident at the lowest level needed for resolution while maintaining safety and security.



PHYSICAL PLANT

The Maintenance Department at AVCF provides maintenance services for approximately 332,928 sq. ft. of occupied building space and 460 acres of property, to include a range (pistol/shotgun and rifle) and obstacle course. Maintenance strives to maximize available resources by self-performing many projects that may normally be considered “contractor” work. The staffing for the Maintenance Department consists of 21 employees that have expertise in the areas of plumbing, electrical, electronics, HVAC, Life Safety, welding, concrete work and general maintenance.

Projects planned for 2023-2024 include a new facility-wide Hot water heating distribution piping system, new chilled water lines and domestic waterlines underground. This is estimated to be a 2-year project. There will be another project being performed the same time as the aforementioned which will be the ADA project for all the living units. The main focus of this project is to remodel all the bathrooms. Replacement of all housing units’ drain, waste and vent piping will be addressed during

the ADA Project. Also scheduled is the expansion of the existing canteen service room which will include room for sorting canteen in a secured location and will provide for warehouse life safety changes. This project will begin once Maintenance returns to normal staffing. Currently the Central Boiler Plant is in the process of rebuilding all three boilers. Boiler 2 has been rebuilt and the contractor is in the processes of rebuilding boiler 3. The facility is hoping to have at least two boilers (prefer three) running before going into the winter. Boiler 1 parts for rebuild have been order and we are waiting on delivery of them. Maintenance will continue to grow the new honey bee program which is currently on its third year. The facility is currently working on more energy saving ideas to reduce power usage. At the top of the list is the repair of all leaking underground heating and cooling lines. The facility will continue to divert waste from its waste stream creating savings in the waste management service contract. New cameras will be placed in areas of the facility that have minimal coverage to improve safety and security, to include Medical.

PROGRAMS DEPARTMENT

The Programs Department at Arkansas Valley Correctional Facility works in conjunction with Clinical Services, Legal Services and a host of outside volunteers and organizations to provide a wide variety of educational, recreational and self-improvement opportunities for the offender population. Our Programs Department is continually evolving to provide the offenders with current and relevant skills that will aid in their success upon re-entry. The opportunities they are provided also aim to improve their behavior and quality of life while incarcerated. The staffing for the Programs Department consists of approximately 50 employees assigned to food service, laundry, education, recreation, and religious services.

The Education Department provides a comprehensive program that is available to all eligible offenders. This program consists of educational philosophy and goals, communication skills, general education, basic academic skills, GED preparation, special education, vocational education, post-secondary education, and other educational programs that are consistent with the needs of the AVCF offender population.

The Laundry Department processes more than 56,000 pounds of offender laundry each month. Three times per day, the Food Service Department provides our entire population of offenders with balanced meals. They provide over 1,500 variations of medical and religious diets

ARKANSAS VALLEY CORRECTIONAL FACILITY FACILITY DESCRIPTION

As of July 1, 2023

Offender Custody Level/Mix:	Classification		Numbers	Percentage
	Close		5	0.5%
	Medium		1024	96.7 %
	Minimum Restrictive		29	2.71%
	Minimum		1	0.1%
Physical Plant:	AVCF was built in 1987. It has a mixed custody population [REDACTED]			
Special Needs Offenders:	Identified as sex offenders: S-5 (excluding those with L qualifier)		367	34.6%
	Violent offenders:		651	61.5%
	Identified as having gang affiliations:		508	48%
	Diagnosed with a mental illness (OMI) (P-3 and P4)		462	43.6%
	Serving life sentence without parole		136	12.8%
	ADA designated offenders		145	13.7%
	Offenders with an M code of 3 or higher		440	41.5%
	Offenders identified with a developmental disability		7	0.7%
Offender Assignments:	Academics/Vocational	118	Offender Rep	2
	Canteen	4	Pre-Release	34
	Drug & Alcohol	0	Programs - Other	12
	Food Service	117	Recreation	67
	Intensive Labor Program	1	SOTMP	0
	Laundry	12	Unassigned	195
	Maintenance	46	Unit and Area Porters	319
	Mental Health	0	Unit OCA's	31
	Mental Health Peer Asst	11	Warehouse	3
			Total Assignments	972
Academic Programs:	• ABE • ABE II • Pre GED • GED • Special Education			
Career and Technical Education Programs:	• Carpentry • Computer Information Systems • Culinary Arts • Customer Service • Electrical Engineering • Foundations in Career and Technical Education • Welding			
Cognitive Behavioral Training:	• Seven Habits on the Inside • Sharpening the Saw • Pre-Release • Moral Reconation Therapy • Speed of Trust • Parents on a Mission			
Clinical Services/Treatment:	• Chronic care • Specialty clinics • X-ray • Routine sick call • Twice daily med-lines			

	• Dental • Optometry • Mental Health • Drug and Alcohol • Sex Offender Treatment • Annual Offender Education • Telehealth and Telepsych
Actual Unassigned	• 195
Food Service:	AVCF provides nutritionally balanced meals to all offenders three times daily.
Laundry:	AVCF provides laundry services and delivery to all offenders assigned to AVCF.

ARKANSAS VALLEY CORRECTIONAL FACILITY GOALS AND STRATEGIES, 2023-2024

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
1		Decrease the staff vacancy rate by 3%					
	1.1	Expand the AVCF Staff Committee to solicit retention, ideas, and address concerns with line staff.	Medium	Admin Services Manager	7/1/23	6/30/24	No

Action Step 1.1 Status:

1st Qtr: There are currently 7 members and meet once a month

2nd Qtr: There are currently 9 members and meet once a month

3rd Qtr: There are currently 12 members and meet once a month

4th Qtr: There are currently 12 members.

Number of members involved in the staff committee:

Qtr. 1	Qtr. 2	Qtr.3	Qtr. 4
21	27	36	36

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
	1.2	Actively participating in staff recognition on a regular basis.	Medium	Program's Manager	7/1/23	6/30/24	No

Action Step 1.2 Status:

1st Qtr: No events have taken place for regular staff recognition.

2nd Qtr: Steps taken for employee of the quarter recognition have taken place and the staff website is currently being developed.

3rd Qtr: The staff titler system became functional and displayed during January in the AVCF Roll Call Room.

4th Qtr: Staff were recognized as employees of the quarter for the first 3 quarters of 2023-2024. Employee appreciation week took place in May.

Number of communications of staff recognition:

Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
0	0	21	18

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
	1.3	Re-work the Facility Training Officer (FTO) program to enhance effectiveness. Conduct confidential surveys during 90-day management follow-up to ensure the viability of the program.	High	Custody Control Manager	7/1/23	6/30/24	No

Action Step 1.3 Status:

1st Qtr: The FTO program is currently being looked at and the Staff committee will meet with the management team to go over new ideas

2nd Qtr: Several follow up meetings have taken place and a staff committee is developing a process for FTO criteria, training content, and FTO selection process. AVCF Training Coordinator Newman has done a great job in a timely manner coordinating the FTO programs progress.

3rd Qtr: FTO Committee is in process of developing an application announcement for AVCF staff interested in becoming an FTO. This will include development of qualifications and interview process for the FTO program. Lt. Newman is taking lead with FTO.

4th Qtr: FTO program on temporary hold per HQ.

<u>Percentage of surveys completed by new hires:</u>				<u>Overall performance scores of surveys (scale of 1-5):</u>			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
0	0	0	0	0	0	0	0

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
2		Sustain reductions in the one-year return rate below the CY 18-20 average of 17%					
	2.1	Maintain and enhance current programs that build skills that enhance successful re-entry for the offender.	Medium	Program's Manager	7/1/23	6/30/24	No

Action Step 2.1 Status:

1st Qtr: Breakthrough held graduation for 27 offender graduates in December. Servicios de la Rasa was on grounds for in-reach. Restoring Promise continued in-reach meetings with VERA and MILPA staff to continue progressing towards their goals.

2nd Qtr: VERA and MILPA were on grounds on Nov 15-16th to hold in-reach meetings and trainings with staff and offenders. One offender participated in the Unconscious Bias training via Google Meets with DOC staff and offenders from all facilities.

3rd Qtr: VERA and MILPA started a new cohort of new mentor and new staff trainings that occur twice a week for 5 weeks. 15 offenders and staff completed the training in March. One offender participated and in and completed Unconscious Bias facilitator training put together by Franklin Covey based at LCF.

4th Qtr: The Fair Chance Alliance provided an in-reach program to 30 offenders. VERA continued in reach with a site visit on May 15-16.

<u>Number of programs that assist with re-entry skills:</u>				<u>Number of offenders that completed a program:</u>			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
9	9	9	12	27	46	11	38

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency
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							Yes/No
	2.2	To work with RESTORE to hold at least 2 job fairs or hiring events for the offenders.	Medium	Admin Services Manager	7/1/23	6/30/24	No

Action Step 2.2 Status:

1st Qtr: Hiring event was conducted for WAGES

2nd Qtr: Two hiring events were conducted for WAGES

3rd Qtr: Two hiring events were conducted for WAGES

4th Qtr: Two hiring events were conducted for WAGES

<u>Number of job fairs/hiring events held for offenders at AVCF:</u>					<u>Number of offenders that participated in a job fair/hiring event:</u>			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4		Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
1	2	2	2		39	39	81	46

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
	2.3	Parole simulator events will be held quarterly.	High	Admin Services Manager	7/1/23	6/30/24	No

Action Step 2.3 Status:

1st Qtr: Parole simulator event conducted in visiting.

2nd Qtr: Parole simulator event conducted in visiting.

3rd Qtr: Parole simulator event conducted in visiting.

4th Qtr: No parole simulator event conducted in this quarter.

<u>Number of parole simulator events held for offenders at AVCF:</u>					<u>Number of offenders that participated in Parole simulator event:</u>			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4		Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
1	1	1	0		26	17	13	0

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
3		Complete a review of agency practices and operational infrastructure, including at least ten of the steps outlined below:					
	3.1	Support HQ in the Legacy system replacement (prioritizing EOMIS and UKG)	Medium	Custody Control Manager	7/1/23	6/30/24	No

Action Step 3.1 Status:

1st Qtr: Captain Hext has been directly involved in this process. All schedules and individual staff info required for the UKG system has been provided. Training for supervisors is planned once the system has been finalized and ready for implementation. To date the UKG system has been set back with a start date in Jan of 2024.

2nd Qtr: Follow up from Qtr 1 includes provision of additional info pertaining AVCF staff and schedules for UKG system. Cpt. Hext and assigned supervisors are in continued collaboration with the UKG development team. Update includes a new start date of Jan 2024.

3rd Qtr: Time keeping hardware installed in main entry of AVCF. Staff are currently signing in and out of the system via the kiosk and on a hard copy sign in sheet. Cpt. Hext has provided a roll out of UKG for AVCF supervisors. With a future presentation planned for the AVCF Management team. Supervisors are currently navigating the system and discovering various methods to best utilize the system. Information is being shared to assist in development of the UKG process.

4th Qtr: Currently staff are utilizing the kiosk located in main entry to punch in and out of the facility. Supervisors are utilizing UKG and DCIS at this time to manage time keeping for employees.

Number of facility technology system upgrades:

Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
0	1	1	0

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
	3.2	Support HQ in the Facility Upgrade Process Improvement (security equipment; mail scanners).	High	Custody Control Manager	7/1/23	6/30/24	No

Action Step 3.2 Status:

1st Qtr: Mail scanner system has been provided and placed in AVCF mailroom for use. New security equipment is being replaced as needed. 1st qtr purchases included items for audio / video recording devices, research of upgraded Taser systems, and ballistic vests for transport staff.

2nd Qtr: Mail scanners are still in service however some issues have been reported by AVCF mail room staff pertaining to the effectiveness of the mail scanner with larger size mail letter packages.

3rd Qtr: Major Gonzales is participating in a committee to assist in implementation of a soft restraint system for the CDOC in collaboration with the CDOC Emergency Manager Major Olson.

4th Qtr: Mail scanner still in use no new issues reported.

<u>Number of upgrades completed:</u>			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
1	0	0	0

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
	3.3	Support HQ in Fleet updates (Electric buses, Charging stations, and incarcerated workforce opportunities)	Medium	Physical Plant Manager	7/1/23	6/30/24	No

Action Step 3.3 Status:

1st Qtr: Nothing to report.

2nd Qtr: Nothing to report.

3rd Qtr: Nothing to report.

4th Qtr: Offenders are detailing the fleet vehicles as needed.

<u>Number of facility vehicles upgraded:</u>			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
0	0	0	30

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
	3.4	Support HQ in the Implementation of the new Offender Communication System (Securus tablet's comprehensive solution)	Medium	Program's Admin V	7/1/23	6/30/24	No

Action Step 3.4 Status:

1st Qtr: Contractors were on grounds in September to transition phone service provider.

2nd Qtr: Contractors were on grounds December 11th from Securus to teach visiting staff how the new software/hardware works. Video visits are now functional in the visiting room.

3rd Qtr: Securus staff continue to be escorted as needed for them to accomplish their system installation to provide contracted services.

4th Qtr: Securus tablets were issued facility wide in May.

<u>Number of components brought online:</u>			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
1	1	0	1

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required
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							Contingency Yes/No
	3.5	Support HQ in Incarcerated Pay & Employment Strategies by ensuring MPS employment quota stays above 80%.	Medium	Admin Services Manager	7/1/23	6/30/24	No

Action Step 3.5 Status:

1st Qtr: An average of 83.6% of job positions available were occupied in this quarter.

2nd Qtr: An average of 79.9% of offenders were employed this quarter.

3rd Qtr: An average of 82.5% of offenders were employed this quarter.

4th Qtr: An average of 84.2% of offenders were employed this quarter.

<u>Percentage of offenders employed:</u>				<u>Number of unfilled job assignments:</u>			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
83.57%	79.87%	82.50%	84.17%	529	594	544	492

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
	3.6	Support HQ in Evaluation of departmental footprint (utilization, water rights, building use).	Medium	Physical Plant Manager	7/1/23	6/30/24	No

Action Step 3.6 Status:

1st Qtr:

2nd Qtr: The facility recycles all cardboard, tin cans, copper, stainless steel and aluminum weekly. All scrap steel in maintenance work is recycled. Water lost through the hot water supply loop has been reduced to zero by fixing an underground water leak. Lead lights were added inside the facility. Facility is 100% LED. Central Boiler Plant boiler efficiency was increased by reprogramming the boiler control system.

3rd Qtr: We continue to keep temperatures lower in unoccupied areas resulting in energy savings. Door closure equipment has been replaced as needed which improves the loss of heat during the heating season. Window tinting has been completed in numerous areas to eliminate thermal gain which helps during the cooling season. Another heat loop leak was repaired.

4th Qtr: Underground heat loop repairs continue. Recycling of all material is ongoing. Watering in the Bee yard has discontinued because of the loss of the bees. Replacement of the Water Tank altitude valve will greatly help in

preventing the tank from over flowing which will create a lot of water conservation. All sprinkler lines have been repaired which will also help in water conservation. Reloading the operational program and repairs to the headworks at the waste water building will help to conserve power by keeping the equipment from running when not needed. Rebuild of the diesel pumps at the Central Plant will improve fuel consumption conservation. Replacement of sewage ejection pumps was performed and are more efficient units which will aid in power consumption.

Number of work projects that aid in the reduction of facility footprint:			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
0	7	6	11

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
	3.7	Support HQ in a comprehensive wellness strategy and a focus group with CO Wins.	Medium	Program's Admin V	7/1/23	6/30/24	No

Action Step 3.7 Status:

1st Qtr: HQ on grounds to discuss the new Cordico Wellness app with staff in September.

2nd Qtr: No event happened with comprehensive wellness with CO Wins.

3rd Qtr: No event happened with comprehensive wellness with CO Wins.

4th Qtr: Freedom Reads library was added to staff respite room. Cigna staff were on grounds to do wellness checks for staff in May.

Number of staff surveys in regards to Wellness opportunities:				Number of staff wellness opportunities:			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
0	0	0	0	1	0	0	2

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency
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							Yes/No
	3.8	Support HQ in a reevaluation of divisional organization reporting structures, communications and workflows (i.e. rightsizing position allocation and finding digital efficiency)	Medium	Program's Manager	7/1/23	6/30/24	No

By sending any findings and recommendations to HQ:

Action Step 3.8 Status:

1st Qtr: Administrative office spaces were re-allocated to improve work communications and workflows.

2nd Qtr: Previously AVCF used to create a monthly newsletter, this has been replaced with a staff titler system that allows real time updates and is digitally more efficient for staff to create.

3rd Qtr: Nothing to report.

4th Qtr: Nothing to report.

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
	3.9	Support HQ in comprehensive internal and external communication channels. (i.e. staff Google site and staff titler).	Medium	Program's Admin V	7/1/23	6/30/24	No

Action Step 3.9 Status:

1st Qtr: Discussions held on creating a staff Google site and staff titler. No hardware has been acquired as of the end of the first quarter.

2nd Qtr: Staff website is currently being developed and steps are being taken to install the staff titler system.

3rd Qtr: Staff titler went live during January.

4th Qtr: Staff titler continues to see an increase in usage. This has been very well received by staff.

Number of new messages posted on the staff titler:			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
0	0	76	70

Goal #	Action Step	Strategies	Priority	Lead Person	Start Date	End Date	Resources Required Contingency Yes/No
	3.10	Support HQ in ways to expand broadband access in collaboration with P3 (Public-Private- Partnerships).	Medium	Physical Plant Manager	7/1/23	6/30/24	No

Action Step 3.10 Status:

1st Qtr: Nothing to report

2nd Qtr: Nothing to report

3rd Qtr: Nothing to report.

4th Qtr: Nothing to report.

<u>Identify number of facility partners that need Broadband access:</u>			
Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
0	0	0	0

Priority Guidelines

1. Urgent - Impacts major DOC systems and carries a sense of urgency with management.
2. High - Has a high impact on DOC systems and will result in improvements in efficiency, effectiveness, or personnel morale.
3. Medium - Will have a moderate impact on system efficiency and effectiveness.
4. Low - Would be valuable to Department but could be delayed for higher priority issues.

AVCF RESTORE Measures - Fiscal Year 2023-2024													
Re-Entry Measures	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Total number of offenders assigned to each facility's <i>RESTORE</i> Living Unit during the month.	20	20	30	13	24	21	19	5	10	24	23	22	N/A
Total offenders assigned to facility <i>RESTORE</i> Living Unit since inception.	1587	1607	1637	1650	1674	1685	1704	1709	1719	1743	1766	1788	N/A
Total # of <i>RESTORE</i> Unit beds filled at end of month.	35	37	37	37	57	57	60	60	60	61	60	60	N/A
Total moderate/high/very high-risk offenders housed in <i>RESTORE</i> Unit at end of month.	40	41	34	35	34	34	34	34	34	34	34	34	N/A
Number of offenders released to the community from the <i>RESTORE</i> Unit.	3	3	11	4	6	7	7	4	3	6	3	3	60
Number of offenders released to the community from the facility.	8	18	16	8	17	20	17	16	14	19	12	18	183
Number of in-reach functions during the month.	0	0	1	0	0	0	1	2	0	0	1	2	7
Number of offenders reached through in-reach services during the month.	0	0	27	0	0	0	42	68	0	0	30	52	219
Number of facilitated family contact/ re-unification events during month.	0	0	1	0	0	0	0	0	0	0	0	0	1
Number of classes/services delivered to <i>RESTORE</i> Offenders during the month (not including Pre-Release).	12	18	18	16	2	0	1	5	0	0	0	0	72
Number of Transitional Release Plans completed during the month.	9	12	9	14	2	2	10	10	0	0	11	19	98
Number of classes/services delivered to <i>RESTORE</i> Offenders since inception.	390	408	426	442	444	444	445	450	450	450	450	450	N/A

OPERATIONS

1. MAJOR DEVELOPMENTS/ACCOMPLISHMENTS

(Narrative)

Operations: This section includes operational data and information related to the facility/subprogram. It is updated on a quarterly basis and forwarded to the appropriate assistant director and the budget office. The Office of Performance Planning and Continuous Improvement will make all Management Plans/Quarterly Reports available electronically for review.

Major Developments/Accomplishment: This section should include:

- 1) A summary of goals and strategies completed during the last quarter, including cost savings, ongoing costs, etc. The strategy number should also be referenced.
- 2) A brief list of major developments/accomplishments in each administrative unit that have a significant impact on operations for the facility.
- 3) Any significant events or accomplishments related to citizen satisfaction.

ADMINISTRATIVE SERVICES

July

- A fast track hiring event was held at AVCF Tuesday July 18, 2023.
- The State Fire Marshal was on grounds Wednesday July 5, 2023 to inspect the new fire system. AVCF passed the inspection.
- On July 8th, Recreation held a Holiday event in the inner compound for offenders. Popcorn and snow cones were provided.
- Warden Fairbairn attended a CLA conference in Vail, Colorado on Tuesday, July 11, 2023.
- Trinidad State College LiAnn Richardson came to visit that facility and talk with all the college offenders.
- AVCF Education staff James Beauchamp, David Eggert, Eric Reed, Cory Robinette, Jason Torgler, Deni Montano, and Doug Arnold attended the Colorado Association for Career & Technical Education annual conference held in Loveland, CO July 17th-20th.
- Major Cory Burket assisted with a PREA audit at TCF July 25 & 26th.

August

- Employee council held a breakfast burrito sale on Wednesday, August 9th.
- Jack Zeller, the Retention Engagement & Advocacy Leaders (REAL) Advocate was on grounds on August 9th and August 15th to visit our facility and solicit participation in a retention survey, and hear feedback on any recruitment or retention suggestions from staff.
- The facility held its annual Strategic Planning meeting on Wednesday, August 16, 2023. Forty-eight employees from all areas of the facility were in attendance.
- Monthly Operations meeting was held on Thursday, August 31, 2023.
- Employee Engagement committee meeting was held on Wednesday, August, 30, 2023.
- Sydha Yoga participants were on grounds August 23, 2023 for a seminar held in recreation/gym.
- Executive staff, to include Scott Dauffenbach, Melissa Smith, and Matt Hansen were on grounds on Tuesday August 29th. Along with several representatives from VERA, MILPA, and the Idaho Department of corrections to observe the Restoring Promise program. They spoke with both offenders and staff that are involved in the RP program.

- Warden Fairbairn, Associate Warden Coleman, and Deputy Director of Prisons Dauffenbach, attended an award presentation at the Ordway Fire department on August 30, 2023. Where members of the Crowley County Fire department were presented with AVCF coins as a thank you for their assistance with an employee injury that occurred at AVCF.
- Mr. Fairbairn and Mr. Coleman attended the Global Leadership Summit August 2-4, 2023.
- Training for the new mailroom scanners took place on August 21-23. Representatives from Trinidad, La Vista, and San Carlos facilities were in attendance.
- AVERT held a combined training event with Bent and Crowley County Correctional Facilities on Friday, August 18, 2023.
- An armed transport refresher class was held August 23 & 24th.

September

- Guy Edmonds, from CPO foundation was on grounds on September 6th.
- AVCF Employee council started their green chili sale and began roasting chilies on Thursday September 14, 2023.
- Stephanie Bueno, from the Wellness team, was on grounds on September 18th to educate staff about the new wellness App and services offered to staff and their families.
- Warden Fairbairn, Associate Warden Coleman, and Deputy Director of Prisons Dauffenbach, attended an award presentation at the Rocky Ford Fire department on September 5, 2023. Where members of the Rocky Ford Fire department were presented with AVCF coins as a thank you for their assistance with an employee injury that occurred at AVCF.
- Capt. R. Aragon, Lt. B. Camp, and Life Safety K. Doak attended the Security Internal Auditor Training class on September 13, 2023 which was held at Denver Women's Facility.
- September 27th, AVCF hosted an ERT/SORT team appreciation day. Eighteen teams from across the state competed in several events. A steak lunch was provided for all that participated. AVCF team #1 was the winner overall. Each team represented at the event took back to their facility a wooden carved U.S. flag with their facility's name on it.

October

- Warden Fairbairn met with select staff and offenders about opening up a tattoo shop at AVCF.
- Monthly Operations meeting was held Thursday, October 26.
- Staff Committee meeting was held Wednesday, 10/26 to discuss such things as a staff Titler system to be implemented, the Revamping of the FTO program at the facility, and other staff concerns.
- Janet Smith (AIC) and Patricia Wagner were on grounds on October 4th, 2023. They were on grounds to assist with two offenders to learn to use their blind man canes properly
- Wednesday October 4, 2023 a Fast Track event was held at the AVCF training center. There were fourteen people that showed up to the event, six are waiting for job offers, five are in backgrounds and three selected either Limon or Pueblo facilities.
- AVCF management team met with OIG and the 16th Judicial District Thursday October 12, 2023.
- Members of the AVCF management team attended the funeral for Christine Guerin Sandoval on Monday October 9, 2023.
- October 16-18, Compliance Coordinator, Laura Torgler, was at CSP conducting a MOCK audit with compliance coordinators from other facilities to test out the new audit instruments that are being compiled by the coordinators.
- Capt. Laz Mendoza was at Crowley County Correctional Facility October 24-26 assisting with an audit.

November

- Case manager interviews were held on Wednesday November 1, 2023. Two candidates were selected, Margo Ricken and Dustin Tilley.
- Margo Ricken promoted to case manager and was pinned on November 7, 2023 during the 8am roll call.
- SCF staff came to AVCF and reviewed the exercise equipment form the PC exercise yard and took it to SCF.
- Compliance coordinator Laura Torgler spent November 13-16 at Sterling Correctional Facility for a mock audit to test out the new audit tool.
- Warden Fairbairn met with Richard Vaughan, the WINS Steward for Arkansas Valley Correctional Facility, on Tuesday November 14, 2023.
- Administrative Service Manager Cory Burket attended a PREA Compliance Meeting at Headquarters November 17, 23.
- A Taser class for new users was held at the AVCF training center Nov 20 & 21st. There were eleven staff members from AVCF and nine staff from other facilities.
- Deni Montano reported to HQ Prison Programs office on November 27, 2023.
- Donna Garrett promoted from CSTS I in the boiler house to a case manager at Trinidad Correctional Facility. Her pinning was November 1, 2023 during 8am roll call. C/M II Juana Rodriguez was in attendance to pin Ms. Garrett.
- AVCF hosted a presenter's class from Wednesday November 1, 2023 through Friday November 3, 2023. About 30 total employees that attended this training from other facilities.

December

- The Warden met with the Associate Director of Programs Leigh Burrows to discuss a possible contract for a tattoo instructional course on Tuesday December 26, 2023. Ms., Burrows is looking into options on a contract for the course. A committee meeting is scheduled for Tuesday January 9, 2024 to further discuss health department code and licensing requirements for the facility. A meeting was not held in December due to committee participants being on annual leave.
- The management team and the Employee council hosted the annual Employee Holiday dinner for all shifts on Wednesday, December 13, 2023.
- AVCF staff raised \$670 to help a local family during the Christmas season.
- Warden Mark Fairbairn participated in the Shop with a Cop at the Walmart in Pueblo West on Sunday, December 10, 2023.
- On December 16, 2023 SECURUS staff were at AVCF.
- Annual training for shotgun and rifle were held out at the Training Center Friday December 15, 2023.
- Warden Fairbairn meet with COWINS representative Richard Vaughan Tuesday December 19, 2023.
- On Wednesday December 20, 2023 multiple contractors did a walk through with the Physical Plant manager and staff to bid on the upcoming ADA shower project.
- Jacob Lofgren was at AVCF on December 13, 2023 to due a Health Inspection of the Food Service area.
- Interviews for the SRC position were conducted on Friday, December 15, 2023. Desirae Harper has been promoted to Staff Resource Coordinator affective 1/1/2024.

January

- Jack Zeller, the Regional Real team advocate, visited the facility January 4, 2024 during graveyard shift from 1am-3am.
- Riki Quintero from the Wellness team stopped by the facility January 4, 2024 and spoke with staff and the management team.
- Warden Fairbairn met with staff and inmates that are part of the tattoo shop committee on Tuesday January 9, 2024. Life Safety has talked to the county health department and they do not have an issue with providing a license to the facility and stated that they would even waive the \$100 application fee. Life Safety will work with the inspector to come to the facility to find which area would be best and most feasible to meet the licensing requirements. The plan is for the committee to look at areas in the facility and find which areas they will present to the county inspector for approval. [REDACTED] and staff have begun an initial proposal for the Executive Team

that includes procedures and approval process for individual tattoos. Tool Control has joined the committee to begin to look at procedure for issue and disposal of needles and Class A tools. Warden Fairbairn also spoke with Leigh Burrows in regards to a possible contract with an instructor to provide vocational training to those interested in working in the shop.

- Staff Committee meeting was held on January 16, 2024. Discussing issues and concerns of staff in the facility.
- FTO committee met with the management team on January 24 to discuss the progress of the new FTO program.
- Employee council meeting was held on January 11, 2024 to discuss upcoming events at the facility. To include ideas for fund raising and gift ideas for upcoming employee appreciation in May, as well as the election of officers this year.
- Monthly Operations meeting was held on January 25, 2024. With each department giving updates regarding their areas and upcoming events.
- Warden Fairbairn attended a meeting with HSA at Headquarters Tuesday January 23, 2024.
- ACVF hosted a Defense Tactics Instructor recertification class out at the Training Center. Class started Tuesday January 16, 2024 and ran through Friday January 19, 2024.
- AVCF ERT team received a team award, as part of a collaborative action, for their response to Crowley County Correctional Facility disruption in January 2023.
- On January 22, 2024 to January 24, 2024 AVCF hosted an ASHI T4T (training for trainers) class. This class was instructed by Capt. Michael E. Jaquez, ASHI IT, and was attended by Sgt. Wayne Burns (AVCF), C/O Michael Pena (AVCF), Sgt. Moraima Marquez (AVCF), C/O Alexandria Tobin (AVCF), Sgt. Gage Montoya (TCF) and Sgt. Josh Wilson (TCF). All new ASHI training candidates successfully completed the course and co-instructed an ASHI class at AVCF on January 25, 2024.

February

- AVCF's Employee Council held a breakfast food sale on February 8, 2024 for all the employees.
- A Valentine's Day fundraiser "I Love You Roses" was held during the month by the Employee Council, with delivery on 02/13 and 2/14/24.
- On February 14, 2024 Channel 9 News were on grounds to conduct interviews for Breakthrough.
- Stacy Hess and Steven Doane meet with management on Monday February 12, 2024 regarding the RESTORE program.
- Major Cory Burket was at CSP February 5-7 and CCF February 7-9 to help in the facilities PREA Audit.
- Captain Hext, Captain Tobin, and a few other supervisors, spent the day in Colorado Springs at Headquarters in training for the new time clock system (UKG).
- Compliance Coordinator, Laura Torgler, was at HQ/CTA on February 15-16th for a compliance meeting and a NCCHC information Session.
- On February 21st, Captain Lorenzo Tobin was presented with a facility coin for his participation and PREA presentation at the Wardens meeting.
- Laura Torgler attended Security Auditor Training at HQ on February 22, 2024.

March

- Employee council held their monthly meeting on March 7, 2024.
- The Employee Council held a food sale for staff on March 13th, 2024.
- AVERT had their monthly tracking training day Friday March 22, 2024.

- CTA students were on grounds March 20 & 21 to attend the introduction for the students to the facility.
- Graduation for Basic Training Class 564 was Friday March 8, 2024. AVCF had four new correctional officers, a Teacher, and a Dental Assistant graduate from this class. Teacher Eric Reed attended graduation and met with the new staff.
- Executive Employee Council chair, along with other members conducted interviews for the Departments Employee of the Year on March 11th and 12th.
- Executive Employee Council chair, Heather Mondragon, met with Deputy Executive Director, Meredith McGrath, and others via Google Meet on March 14, 2024 to discuss new ideas for the Executive Employee Council.
- AVCF had their Security Audit March 26-28, 2024. This included 4 security auditor trainees from AVCF. Sgt. Andrew Rodrigues, Sgt. John Salinas, Sgt. Daniel Gallegos-Sauceda, and Compliance Coordinator Laura Torgler.
- Lt. Sera Gonzales taught an Intel class at an academy on March 13, 2024.
- BT class 565 graduated on Friday March 29, 2024. AVCF had five total Correctional Officers graduate from this class.

April

- OHR provided Supervisor Training, at Arkansas Valley Correctional Facility on April 22 and 23, 2024.
- Annual Training for Rifle and Shotgun took place on Monday April 15, 2024 at the training center and ASHI was held on Tuesday the 16th.
- For Administrative Professional Day, April 24, the management team cooked a BBQ meal to thank all Administrative Assistants for their hard work though out the year.
- Jack Zeller, the Regional REAL team advocate, and Stephanie Tiffany from the IG's office made a visit to AVCF. Touring the facility and talking with staff.
- Employee of the quarter awards went to; Sgt. Bradley Dickerson for the 1st quarter, Programs Christopher Delbrey for the 2nd quarter, and CM Monica Terrones for the 3rd quarter.
- AVCF had its annual Health Inspection on April 3rd & 4th. Jacob Lofgren from the Health department was on grounds.
- Interviews for a CSTS I in food service were held on Monday April 15, 2024. Alanna Beise was selected for this position.
- Sgt. Ciana Doss retired on April 30th after 28 years for service in DOC/AVCF.

May

- Monthly Operations meeting was held on May 22, 2024. With each department giving updates regarding their areas and upcoming events.
- May 5-11 was Employee appreciation week. Staff were given snack packs, and provided with meals cooked by the management team. Melissa Smith was on grounds May 9, 2024 to visit with staff and help in serving food.
- On May 14th, Kathryn Adamo, the Cigna Onsite Health Coach, was at AVCF to talk to staff, and answer any questions.
- Guy Edmonds, Colorado Representative for the Correctional Peace Officers Foundation, was at AVCF on Thursday, May 30, 2024. He set up in the lobby area with information to share with staff regarding the Colorado Peace Officers Foundation.
- On Wednesday, May 1, 2024 at approximately 4:00 p.m. the AVCF Life Safety Officer and Security Specialist completed a full-scale exercise with staff from the Crowley County Fire Department. As part of this drill, a volunteer fire brush truck was allowed onto the facility grounds to conduct rounds behind Living Units I-4 and UC Health Air Services responded, landed, and staged as directed by the fire department 1st responders.

- Parole board was held at AVCF on May 16, 2024.
- SECURUS tablet distribution started Wednesday May 15, 2024. The Property Sergeant supervised the distribution process and updated the Shift Commander as each pod was completed.
- Interviews were conducted on May 23rd for an open position in Transportation.
- Cathy O'Neal transferred from Crowley County Correctional Facility to AVCF as a Pre-Release case manager. Rebecca Gribble from AVCF transferred to CCCF as their pre-release case manager.
- On May 29th and May 30th, 2 groups of CTA students from BT class 568 toured AVCF. With approximately 30 students in each group.

June

- On June 3rd & 4th AVCF had a PREA assessment of the facility. Major Casey Warner acted as the chairperson for this assessment.
- Parole Board took place on June 13th with approximately 35 offenders.
- Engagement & Advocacy Leaders ("REAL") Advocate Jack Zeller visited AVCF on June 21, 2024 to circulate with staff to hear their feedback on any recruitment or retention suggestions.
- Parole board was held on June 13th, 2024 here at AVCF with approximately 35 offenders participating.
- Case Manager Monica Terrones retired after 25 years of service with DOC.

CUSTODY CONTROL

July

- AVCF had 15 correctional officers graduate from BT class 553 Wednesday July12, 2023. They all will report to post August 1, 2023. Staff continue to work extra shifts to cover vacancies.

August

- AVCF had their Vulnerability Assessment August 7-11th. An out briefing was held Friday August 11, 2023 with the Management Team.
- AVERT held a combined training event with Bent and Crowley County Correctional Facilities on Friday, August 18, 2023.
- Sergeant interviews were held on Tuesday, August 22, 2023. Three AVCF officers were promoted: Jarred Zumwalt, Angel Palmer-Morales, and Nathaniel Hale with a report date of September 1, 2023.
- An armed transport refresher class was held August 23 & 24th.

September

- Capt. R. Aragon, Lt. B. Camp, and Life Safety K. Doak attended the Security Internal Auditor Training class on September 13, 2023 which was held at Denver Women's Facility.
- September 27th, AVCF hosted an ERT/SORT team appreciation day. Eighteen teams from across the state competed in several events. A steak lunch was provided for all that participated. AVCF team #1 was the winner overall. Each team represented at the event took back to their facility a wooden carved U.S. flag with their facility's name on it.
- Dim Light shoot started Tuesday September 12, 2023 and ended Friday September 15, 2023 at 0600 hours.

October

- The Facility was on modified operations on October 17, 2023 due to Living Unit 6 Compliance shakedown.
- Thursday October 19, 2023 AVCF had two new AVERT members graduate from the ERT academy. Associate Warden Coleman attended the graduation.
- Friday October 20, 2023 AVCF Crisis negotiation team held a combined training with Trinidad and Pueblo teams. The management team provided hamburgers and hotdogs for the teams.
- Lieutenant A. Lopez and Sergeant B. Dickerson attended the FBI 40-Hour Basic Hostage Negotiator Course this week in Fort Collins.

November

- AVCF PC Unit was reassigned to Sterling. Facility operations and staffing adjusted to facilitate the processing of all PC offender property, search units, process all offenders in collaboration with CTU, SCF, and Offender Services.
- AVCF Recreation staffing pattern was adjusted as a result of the PC move to SCF. Two PC escort positions were reassigned to the transportation area of AVCF.
- AVCF FTO program continues to develop with the collaboration of a staff committee and the management team. AVCF Training Coordinator Newman has produced a lot of progress in a short amount of time. Staff appear to have a high level of buy in with the Program.
- AVCF was put on modified operations and AVERT was activated Wednesday 11/22/23 for a facility search of Living Unit 6 B & C pods for possible drugs due to intel from the Office of Inspector General.

December

- Sergeant interviews were held on Thursday December 7, 2023. AVCF's New Sergeants include Ronnie Good, Nickoles Morgan, and Joshua Ayala Soto.
- A shake down of Living Unit 4 was conducted on Thursday December 14, 2023. A tattoo motor, drugs, drug paraphilia and miscellaneous contraband were found.
- Two new correctional officers arrived to the facility on Friday December 15, 2023 and started orientation with Lt. Newman.

January

- Three new Sergeants were promoted on January 2, 2024. Sgt. Nickoles Morgan, Sgt. Joshua, AyalaSoto, and Sgt. Ronnie Good.
- As of January 15, 2024 Chloe, Teakell-Deherrera will be the Custody Control Admin Assistant III.
- AVCF was on modified operations January 17th and 18th for the conversion of tokens to the new offender ID cards. Joe Golob and one other canteen employee were on grounds to complete this task.

February

- UKG research and collaboration continues with Cpt. Hext as the AVCF representative. Tentatively the UKG system is planned to go live 1 March.
- Time keeping kiosk placed in main entry for staff to begin familiarization with the new system.

March

- UKG went live 1 March as planned. Staff are utilizing the kiosk located in main entry to clock in and out of the facility. A hard copy sign in sheet is also being utilized in this stage of the time keeping transition.
- On Saturday March 2, 2024 AVERT was activated to respond to a fire in Bent County.

- Sergeant interviews were held Thursday March 7, 2024. AVCF's newest sergeant selected is Sarah Schulz with the effective date of April 1st, 2024.
- Sgts. Hutchins and Ybarra were recognized for their role in the discovery of dangerous contraband (cell phone) (Dangerous Drugs) Living Unit 6 on March 12, 2024.
- Officer Ashla Moyers has been appointed as the Main Entry Officer effective April 1st, 2024.
- Sgt. Hopkins successfully completed a precision shooter course hosted by CDOC Armory and S.O.R.T. In attendance were multiple agencies and is a very challenging course with a low success rate. Sgt. Hopkins represented AVCF and the Department of Corrections through excellent training and performance.

April

- OHR provided Supervisor Training, at Arkansas Valley Correctional Facility on April 22 and 23, 2024.
- Sgt. Doss retired from CDOC.

May

- Sgt. A. Beise was pinned on May 1 for her promotion to CSTS I in Food Service.
- AVERT was activated on May 15th and 16th to respond to Trinidad Correctional Facility to help search living units and transport offenders.
- CIRT was on grounds for employees to speak with following an offender death that occurred on May 19, 2024.
- Sergeant interviews were held on May 22 for transfers and May 29th for in-house staff.
- AVCF was on modified operations May 23, 2024 for compliance searches of Living Units 1 & 3. Special teams from Limon, Trinidad, and Centennial were on grounds to assist AVCF with this operation.

June

- Pod Breaching is being coordinated with OEM SORT to provide training for staff.
- UOF Admin side being coordinated for AVCF Supervisors, Duty Officers, Managers wishing to attend.

PHYSICAL PLANT

July

- Engineering and Architectural design continues for the Living units' showers and hot and cold-water line replacements projects.

August

- Engineering and Architectural design continues for the Living units' showers and hot and cold-water line replacements projects.

September

- Engineering and Architectural design continues for the Living units' showers and hot and cold-water line replacements projects.

October

- A gas line was unintentionally damaged on 10/30/23 while digging with a back hoe behind Living Unit 4. As a result, the gas line had to be shut off to stop the gas flow and so repairs may be done. The gas line was repaired and turned back on at 2230. This incident created overtime for Physical plant staff.

November

- Repairs are complete to Boilers number 3 and number 2. They are online and are running with in tolerances.
- Currently not losing any water underground on the heat loop according to the tracking instruments.

December

- Contractor is currently working on repairs to Boiler #1.
- Contractor walk through to bid on Living Unit Shower Project.
- Window tinting has been completed in numerous areas to decrease the amount of thermal loading happening in the buildings which will become an increase in energy savings.

January

- The ADA Shower Project went out to bid.
- Central Heating Plant is currently running on two boilers and the third boiler is in the process of being re-built.
- Permanent Mezzanine steps have been installed in the warehouse.
- Full altitude valve failure for the above ground water tank has happened. Facility is running in full bypass from Crowley County Water District. There is currently no interruption in water service to the facility. New valve has been purchased and facility is prepping for valve replacement. This is a major project and will take some time to complete.

February

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March

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May

- The ADA Shower Project mandatory walk through was on the 8th of May and the non-mandatory walk through was on the 17th of May. The mandatory Utility Lines replacement was also on the 17th of May.
- Central Heating Plant Boiler number one is still in the repair phase hoping to be complete by the end of June.
- We continue the process of prepping for the altitude valve replacement.

- The repairs to the old soft water system have been completed allowing soft water to be mixed with domestic water resulting in the reduction of corrosion build up in all equipment and piping. This outdated system will eventually be replaced during the utilities line project.

June

- The ADA Shower Project is scheduled to start sometime in August if the material order for the project arrives.
- Central Heating Plant Boiler number one is repaired but is in the tuning phase.
- We continue the process of prepping for the altitude valve replacement.
- The repairs to the old soft water system have been completed allowing soft water to be mixed with domestic water resulting in the reduction of corrosion build up in all equipment and piping. This outdated system will eventually be replaced during the utilities line project.
- Jeff Ortiz, from maintenance department, retired after 26 years of DOC service

PROGRAMS

July

- AVCF is establishing a facility-based GRAACE Alliance group. Offenders and staff at AVCF have been invited to apply. Upon receiving applications from interested persons, the group will be formed in collaboration with the facility management team and the Incarceration and Reentry subcommittee and a regularly meeting schedule established. Further work will be completed to ensure Alliance members have the opportunity to participate in the various subcommittee activities.
- Trinidad State College LiAnn Richardson came to visit that facility and talk with all the college offenders.
- AVCF Education staff James Beauchamp, David Eggert, Eric Reed, Cory Robinette, Jason Torgler, Deni Montano, and Doug Arnold attended the Colorado Association for Career & Technical Education annual conference held in Loveland, CO July 17th-20th. During the annual CACTE Conference, an opening session was presented by the Pillsbury House Theatre. The purpose of the session was to uncover root causes for discrimination, inequity, and prejudices that can occur in the classroom, workforce, and public
- The Restore program has begun moving furniture and equipment into the living unit for the offenders.
- An emotional support canine program is slated to begin in August. Programs and education are currently working with HQ to select a primary and secondary handler. The maintenance department is currently preparing an area for the canine.
- Restoring Promise (RP) continues to increase pro-social activities and has added a French language course alongside the existing Spanish language course and CDL familiarization sessions.
- Two offender Mentors within RP were issued SecureBooks to support the activities of the unit.
- RP is currently exploring the possibility of adding access to Khan Academy and making plans for a large event in August.
- Recreation conducted a food sale (ice cream and popcorn) in conjunction with a concert for 4th of July and a separate food sale (ice cream).
- The iLive program has been restarted. It is a 12-week program that supports pro-social behaviors and communication between staff and offenders.
- The 7 habits program is working with Jeff Carney on certifying facilitators for “Speed of Trust” and “Sharpening the Saw” and on the Spanish language translation of the 7 habits curriculum.

- The AVCF Educational Opportunity Center (EOC) is up and running in the AVCF Academics area. This area is used as a quiet place for tutoring, studying, and small group work. Furniture to include upholstered chairs and lounge area tables were purchased by HQ to make the room more comfortable and inviting during use.
- AVCF had a water main break in the Vocational Education area on 7/25/2023. This was repaired by maintenance, but the repairs needed to set for 24 hours, causing Voc-Ed classes to canceled for 7/26/2023.
- On July 27th, the Deacons Prison Ministry Softball team visited AVCF for a softball game against offenders.
- The AVCF Lifer's Group has collected donations from the AVCF population to donate school supplies to local schools. Last year donations were made to four local school districts totaling over \$3,000. This month they collected more funds that have yet to be totaled. The group will be donating school supplies to Fowler School District, Manzanola School District, and Crowley County School district with delivery scheduled for the first half of August.
- On July 8th, Recreation held a Holiday event in the inner compound for offenders. Popcorn and snow cones were provided.

August

- Interviews were conducted on Friday August 4, 2023 for the K-9 support handlers.
- AVCF's Emotional Support Canine was delivered to the facility on August 16th. She is a black lab puppy named "Badger". Her handlers are Shawn Souva (primary) out of LU 3 and Dante Rodriguez (secondary) out of Living Unit 4. Our program has three liaisons who have volunteered to help with the program as needs arise. They are Brittany Wheaton, Scott Grasmick, and Alex Tobin.
- 7 Habits on the Inside had fourteen offenders graduate Wednesday, August 9th. Cake and refreshments were provided.
- Offenders with the Lifer Support Group took donations from the AVCF offender population doing three rounds of donations and received a total of \$4,200.69. School supplies that were delivered to the elementary schools of Fowler, Manzanola and Crowley counties on Friday, August 18, 2023. The event was a total success along with the collaboration with staff, offenders and administration. Staff Sponsors are Capt. Walter Hext and Sgt. Veronica Salinas.
- AVCF is establishing a facility-based GRAACE Alliance group. Offenders and staff at AVCF have been invited to apply. Upon receiving applications from interested persons, the group will be formed in collaboration with the facility management team and the Incarceration and Reentry subcommittee and a regularly meeting schedule established. Further work will be completed to ensure Alliance members have the opportunity to participate in the various subcommittee activities.
- Collaborated with CTCF to outline the selection and format of facility based GRAACE Alliance group. Scheduling meeting with the subcommittee for incarceration and Reentry. We have been receiving applications from staff and offenders to be a part on the committee (approximately 25 offenders and 4 staff)
- Executive staff, to include Scott Dauffenbach, Melissa Smith, and Matt Hansen were on grounds on Tuesday August 29th. Along with several representatives from VERA, MILPA, and the Idaho Department of corrections to observe the Restoring Promise program. They spoke with both offenders and staff that are involved in the RP program.

September

- Woodmen Valley Chapel hosted a Yard Event in the inner compound of AVCF on Saturday, September 16, 2023. In which, they provided food for the entire facility, offenders and staff.
- Food service has reached out to the local farms to inquire of purchasing produce from them.
- An outdoor Labor Day concert was held on September 2 & 3rd. Offenders also sold sno-cones and popcorn at this event.
- Restoring Promise held Mentor Candidate interviews Thursday September 7, 2023.
- On September 10th the Restoring Promise unit held a popcorn sale.
- Pre-release /RESTORE hosted Servicios de la Raza In Reach on September 13, 2023. Jennifer Roybal, Lucas Salas, Stephen DeHerrera, and Jimmy Chacon came in.
- Breakthrough held a graduation event on September 19, 2023. With approximately 50 guests attending the event, and graduating 27 offenders in the program.
- A Parole Simulation was held on 9/23/2023. Twenty-six offenders took part in this event.
- Restoring Promise held an event on September 28, 2023. The purpose of this event is to bond, decompress, while planning and strategizing for a productive year. Thirteen mentors, C/M Terrones, and Mental Health participated in this event. This also included a Zoom Call with Vera and Milpa.
- Librarian Tech III interviews were held on 9/11/2023. CO I Raegan Iovinella, was selected for the position with a start date of October 1, 2023.
- Food service, Captain Michael Jaquez attended the Associates of Correctional Food Service and Affiliates (ACFSA) September 18 to the 21st in Virginia.
- Interviews were held for the CSTS I in Food Service were conducted. Lakendrick Hawkins was selected for the position with October 1 as a report date.
- AVCF is establishing a facility-based GRAACE Alliance group. Offenders and staff at AVCF have been invited to apply. A meeting has been scheduled for Friday, October 8, 2023. Further work will be completed to ensure Alliance members have the opportunity to participate in the various subcommittee activities.

October

- The Culinary Arts program has opened up the snack shop for employees to be able to purchase food items during their work day.
- The Woodmen Valley chapel held on Monday October 9, 2023 from 6 pm to 9 pm met with several pre-selected men from AVCF and conducted short interviews. This was about the impact the "Chosen" series in the lives of these men. Director of renowned documentaries Mitch Wright conducted the interviews.
- Wednesday October 4, 2023 Above! Recovery had a graduation ceremony.
- Saturday October 14, 2023 Redemption Road Fitness Foundation hosted a fundraising event for Community Parole Officer Christine Guerin Sandoval's family. The CrossFit event was hosted at Crossfit Decimate.
- Regional Librarian Molly Bassford visited the Library on Wednesday Oct. 4th
Graduation will take place in the visiting room at 12 noon on Thursday, October 26, 2023. To celebrate all of our GED, Vocational, and College Graduates from this past year. LiAnn Richardson from Trinidad State College conferred the degrees for the college graduates. Leigh Burrows from Prison Programs was also in attendance. There were 15 Computer Information Systems graduates; 14 Foundations Graduates; 13 Foundations/Electrical graduates; 13 Customer Service graduates; 1 GED graduate; 1 TUMI; and 3 Trinidad State graduates.
- Recreation held a Pie sale for the offender population. Pies were distributed to the offenders on October 25 & 26th.
- An implementation meeting was held October 6th between AVCF Management and GRAACE staff to help facilitate the process of moving forward with the GRAACE and how AVCF can improve the culture from an EDI perspective.
- Applications are being collected until October 30th for anyone interested in becoming involved with the GRAACE committee.

November

- AVCF is currently exploring the idea of opening an offender-run tattoo shop to help mitigate the spread of blood borne diseases inside the facility. A multi- disciplinary team has been assembled to include the facility Health Services Administrator (HSA), Life Safety Officer (LSO), a Correctional Officer who used to work in a tattoo shop, an offender who used to be a licensed tattoo artist, and another offender who was a licensed barber and the facility Warden. They held their first meeting in November and identified objectives to start a proposal for Executive Staff to review. Currently the HSA and LSO are working to identify health and safety regulations that would need to be met. The Correctional Officer is working to identify licensing regulations and policy that would need to be amended. The Warden and Associate Director of Education are planning to meet to see if a vocational program could be started. The end goal would be to mitigate the spread of diseases inside the facility and give offenders an opportunity to learn a trade that could provide income for them upon release. The committee will meet again in December to review progress and identify any new objectives that need to be met.
- The week on November 13th, AVCF's Staff Titler was up and running.
- The FTO program committee presented their idea for a new FTO program to the staff employee committee and the management team on November 8, 2023.
- Bianca McCarl from DMV2GO was on grounds on November 20, 2023, eighteen offender participated in this program . .
- CTAP CM II Auditors were at AVCF on November 8, 23 to meet the Case Management Team.
- Dr. Ott was at AVCF for a Veteran Affairs Visit on November 21, 2023 in which 21 offenders participated
- Cameron Crowe, Jennifer Roybal, and Lucas Salas from Servicios de Raza were on grounds on November 8, 2023 for an informational session with those in Restoring Promise.
- Crossfit volunteer, Audrey Jaksich, came in on November 11 to participate in a Crossfit workout.
- VERA and MILPA (Brandon Fletcher, Eli Gonzales, Ivan Lucas, Jan Bindas-Tenney, and Marissa Milan) were on grounds for a site visit November 15th and 16th.
- Cameron Crowe, LidiaDiaz Espinoza, and Stephen DeHerrera from Servicios de Raza were on grounds on November 30, 2023 for a financial informational session with those in Restoring Promise.
- Programs Administrator, Doug Arnold, has been in touch with the staff interested in becoming part of the GRAACE Alliance Group. The staff will be meeting soon to go through offender applications to make their selections for the committee.
- On November 9 Offender Micha Woody participated in Unconscious Bias training via google meet with DOC staff and offenders from all over the state.

December

- On Friday, December 8, 2023, AVCF hosted a Woodmen Valley Christmas Event in Recreation. Woodmen Valley had approximately fifty volunteers on grounds for the event and to assist in coordinating activities. Offenders with a signed media release form will be allowed to attend this event. Attending offenders received a gift bag with a few Woodmen gifts.
- On December 2, Audrey Jaksich and Andrea Fatjo attended the CrossFit workout.
- A Breakthrough Alumni event was held on December 6, 2023. There were 50 offender and volunteer participants.
- On December 7, 2023 AVCF held a graduation for 25 offenders that completed The 7 Habits on the Inside program. Pastor Howie Close was the honored guest speaker. Cake and refreshments were provided after the ceremony.

- Sunday December 17, 2023 AVCF Recreation hosted a Powerlifting event in the gym. Pat Duran brought in the weight lifting equipment for this event.
- December 22nd & 23rd, Recreation held a holiday concert. Offenders received hot cocoa and candy canes.
- Above Recovery had a graduation celebration on December 27, 2023.
- Recreation held a 2-day food sale event on December 27th & 28th for the Above Recovery program.
- Restoring Promise had a New Year's breakfast celebration on Friday, December 29, 2023.

January

- Wednesday January 3, 2024 Lt. Gonzales had her first gang disengagement class graduation. There were nine members that graduated.
- C/M Hackler conducted an OCA class on January 11, 2024. All 10 of the offenders that attended passed the class.
- Jessica Weimer has moved into the position of food service admin Assistant III.
- Programs Administrator, Doug Arnold, has been in touch with the staff interested in becoming part of the GRAACE Alliance Group. The staff met for the first time on Friday, January 26, 2024.

February

- On February 6, 2024, Manager's from across the state met virtually to discuss RF2 CrossFit and worked on ways to align the program goals and processes between facilities.
- 9 News was on grounds to interview Breakthrough Participants and staff
- Restoring Promise started training new staff and mentors to fulfill their roles within the living unit.
- Breakthrough held their kickoff event in the gymnasium on February 27th. 60 offenders and 43 volunteers attended the event.
- Food Service Capt. Jaquez, Lt. J. Trujillo, and Laundry Supervisor Lt. S. Frazier attended auditor training for the food service and laundry areas at HQ on 2/15/2024.

March

- Parole board was held on March 14th. There were 37 offenders that participated this month.
- Tom Gore with Red Rocks Community College was at AVCF on 3/12 and 3/13 to teach an OSHA class in Vocational South Education areas. Twenty-five offenders were signed up for the class. There were 19 completions on the class.
- LiAnn Richardson from Trinidad State College on grounds to meet with PELL students.
- Restoring promise had a graduation for all the mentors and staff that completed their Restoring Promise training over the past five weeks.
- Programs Administrative Assistant interviews were also held on Thursday March 7, 2024. Karla Lopez-Alvarez was selected for this position, effective April 1st, 2024.
- Programs Administrator, Doug Arnold, was in attendance to an EDI training session at Limon Correctional Facility on March 1, 2024.

April

- Staff from Freedom Reads Library Group were on grounds at AVCF on April 4th to stage and install 17 libraries in all AVCF housing units. One library/bookshelf will be installed per pod, except Living Unit 4 A-pod. Media was also on grounds talking photographs. Approximately 12 Freedom Reads Library staff were on grounds.
- Freedom reads also donated books to AVCF staff to add to the staff library.

- AVCF held their Parole Board on Thursday, April 11, 2024 with 35 offenders scheduled to be seen.
- A classical music concert was performed in the gym Monday April 15, 2024 for the offenders.
- On April 12, 2024 Programs Administrator V Mr. Arnold attended the Colorado Creative Art Exhibition at the State Capital. AVCF has two offenders, from the incentive living unit, participated- [REDACTED]

May

- Monica Chambers, Nancy Lewis, Mary McGhee, all from Northstar were on grounds May 2, 2024.
- Estevan Medina came into be the guest speaker for the STG gang disengagement on May 1.
- On Friday, Saturday, and Sunday May 3rd, 4th and 5th Woodmen Valley Chapel will be conducting a men's retreat at AVCF in Academics for approximately 60 Offenders.
- Ofonzo Staton & Ivan Lucas, from Restoring Promise were on site May 14th & 15th.
- Angela Cummings, from Victim Services Unit hosted an apology letter writing workshop for offenders on May 2.
- Rick Dryer from the Fair Chance Alliance meet with approximately 30 offenders Wednesday May 15, 2024.
- Brittany Wheaton graduated on 5/17/24 with her Adult Basic Education Authorization from Red Rocks Community College. Graduating during the same ceremony were Offenders Hector Castillo and Lou Russo.
- M. Skalberg presented the program, Starting Over on the Inside for approximately 30 offenders on May 17th and May 24th.
- DMV 2 GO was on grounds on May 20th with 11 offenders participating in that activity.
- Pueblo Community College staff were on grounds on 5/21/24 to meet with Second Chance Pell students.
- On 5/21/24 HQ staff Deni Montano was on grounds for the Canine Program Monthly visit.
- RF2 CrossFit members had a meeting with Pat Duran and Kalena Rodriguez from Lift the Yard to discuss upcoming events with the community partner.
- Recreation held a Memorial Day weekend concert on May 25th and May 26th for the offender population in the inner compound.

June

- Major Arnold visited ACC and the CCI canine program to gain insight into their programming and to collaborate to improve AVCF's emotional support canine program.
- Unconscious Bias training took place remotely from LCF to AVCF to train the AVCF UB core group members.
- On June 10, 2024, Rocky Mountain PBS was on grounds to interview three artists who are representing AVCF at the Unchained Voices Art Show at the Boulder Public Library. One of the artists is also displaying his work in the State Capitol Rotunda.
- On June 12, 2024, AVCF held its bi-annual graduation ceremony. 62 vocational graduates, 8 GED graduates, and 6 Second Chance Pell Graduates were recognized.
- On June 19, 2024, the Restoring Promise program held a Juneteenth event in the pod to help teach others about the importance of the celebration.
- Lift the Yard staff Pat Duran and Kalena Rodriguez were on grounds on Sunday, June 2, 2024 for a weight lifting event in Recreation.
- Woodmen Valley hosted a facility wide yard event on Friday, June 14. This included food, games, and informational booths regarding programs/classes.
- Programs Major Mark Conant, retired after 26 years of service with CDOC.

CLINICAL SERVICES

July

- The number of telehealth appointments for the month that were seen at AVCF: 22
- The number of on-site specialty appointments for the month that were seen at AVCF: 53
- SOTMP group was not held this month.

August

- The number of telehealth appointments for the month that were seen at AVCF: 23
- The number of on-site specialty appointments for the month that were seen at AVCF: 61
- SOTMP group continues to occur via telehealth.

September

- The number of telehealth appointments for the month that were seen at AVCF: 21
- The number of on-site specialty appointments for the month that were seen at AVCF: 56
- SOTMP group continues to occur via telehealth.
- Some MH treatment is occurring via telehealth with the onboarding of two new mental health clinicians, increasing the number of mental health patients seen and groups held at AVCF.
- Five new mental health groups started at the facility.
- Dental appointment backlog has significantly decreased with the arrival of agency dental assistant.

October

- The number of telehealth appointments for the month that were seen at AVCF: 7
- The number of on-site specialty appointments that were seen at AVCF: 54
- Some Mental health treatment is occurring via telehealth.
- Several new Mental Health groups have been started.
- Dental appointments backlog has continued to decrease.

November

- The number of telehealth appointments for the month that were seen at AVCF: 13
- The number of on-site specialty appointments that were seen at AVCF: 39
- Some Mental Health treatment is occurring via telehealth.
- Mental Health groups are ongoing.
- Dental appointments backlog continues to decrease.

December

- The number of telehealth appointments for the month that were seen at AVCF: 10
- The number of on-site specialty appointments that were seen at AVCF: 17
- Some Mental Health treatment is occurring via telehealth.

January

- The number of telehealth appointments for the month that were seen at AVCF: 13
- The number of onsite specialty appointments that were seen at AVCF: 36
- Some Mental Health treatment continues to be provided via telehealth
- Dental appointments backlog is currently increasing. Other clinical staff fill the position when able to assist in appointments being seen.
- Jet Pack obtained to assist with cellular capabilities to support mental health on call face to face contacts.

February

- The number of telehealth appointments for the month that were seen at AVCF: 7
- The number of onsite specialty appointments that were seen at AVCF: 45
- Some Mental Health treatment continues to be provided via telehealth
- Dental Assistant has been hired and will report to the facility in March. A full-time employee in this position will assist to decrease the dental appointment backlog.
- Shift command staff as well as mental health staff report increased availability to see patients face to face with use of the Jet Pack that is kept in shift commands office.

March

- The number of telehealth appointments for the month that were seen at AVCF: 6
- The number of onsite specialty appointments that were seen at AVCF: 43
- Some Mental Health treatment continues to be provided via telehealth.

April

- Remodel started on the pharmacy
- Monthly Clinic Meeting April 24
- Monthly Nurses Meeting April 24

May

- Nurses week celebrated May 6 thru May 12
- May 7 WSI agencies toured facility
- Remodel was completed and medical was back in the pharmacy May 28th
- Monthly Nurses Meeting May 29th

June

- Monthly Nurses Meeting May 29th

2. TRENDS/ISSUES AND ACTIONS TAKEN

(Narrative)

Trends/Issues and Actions Taken: Any significant issues should be included in this section that were discovered during analysis of the data included in this report

CUSTODY CONTROL

July

- Staff hiring processes are ongoing. Staffing at AVCF has improved and a return to near full staffing in Custody / Control is anticipated.

August

- As a result of the Vulnerability assessment at AVCF. Security practices have been implemented to include the addition of parking lot checks of vehicles on state property.
- Special teams training is ongoing and collaborative efforts between CDOC facility special teams is ongoing.
- An increase of armed transport staff has occurred due to recent classes held at AVCF. This will assist in the management of scheduled and unscheduled medical trips.

September

- AVCF has increased the number of certified staff to participate in security audits for the department.

October

- Staff training continues to develop newly assigned CC staff as it pertains to first responder protocols and less lethal systems deployment.

November

- Coaching and Mentoring of Supervisors to share information / training with staff as it pertains to Pre-planned UOF, Processing of offenders into Restrictive Housing, managing offenders with SMI, and good documentation.

December

- The contractors are in the process of repairing boiler #1.
- Living Unit roof leaks continue. We continue to try and resolve the issue with success.
- Fleet vehicle damage continues to be an ongoing issue which we are in the processes of addressing through performance documentation.

January

- AVERT responded to Crowley County Correctional Facility in response to an offender disturbance. All members of the team involved were commended and did a good job in coordination with staff from the private facility, SORT, and other teams with a positive outcome.

February

- AVERT assisted BCCF and local law in the apprehension of a fugitive offender. The offender was located and taken back into custody. AVERT members responded well and are commended for their positive performance.

March

- AVERT members responded to BCCF in response to a fire and possible preparation to manae offender movement if necessary in coordination with CDOC SORT and various agencies from the local community. They are to be commended for another job well done.

April

- Scheduling issues continue with supervisors working together to minimize overtime. This is iin coordination of the resource pool comprised of staff from various disciplines throughout the facility.
- Supervisors managing Holiday Balances of staff to ensure those balances are managed effectively.

May

- Transport staff were provided with new ballistic vests as part of the rotation. This included new covers which have a much more professional image and resemble the staff uniform.
- New badge provided for transport staff vests.

June

- T-2 A/C unit was replaced, staff safety and welfare were addressed to ensure adequate working environment while on the armed post. At times the Temp would measure at near 100 Deg prior to replacement.
- An operational overview and assessment is being coordinated to improve daily operations unit Restrictive Housing.

PHYSICAL PLANT

July

- The facility continues to run on only one boiler. This will work for the summer but won't work for the winter. Parts have been ordered to repair the remaining two boilers.

August

- The facility continues to run on only one boiler. This will work for the summer but won't work for the winter. Parts have been ordered to repair the remaining two boilers.

September

- The facility continues to run on only one boiler. This will work for the summer but won't work for the winter. Parts have been ordered to repair the remaining two boilers. Contractor making plans for boiler repairs before winter.

October

- Underground hot water loop leaks continue to cause issues. These are repaired as they happen.
- Rebuild of two non-operating boilers continue at the Central Boiler Plant. One currently running.
- Roof leaks continue as we receive any moisture. The main areas of concern are the housing units. Leaks in the housing units results in damaged security equipment and electrical items which we have to replace.

November

- Roof leaks continue as we receive any moisture. The main areas of concern are the housing units. Leaks in the housing units results in damaged security equipment and electrical items which we have to replace.
- 2 boilers have been fixed and are up and running. Waiting for boiler number 1 repairs.
-

December

- The contractors are in the process of repairing boiler #1.
- Living Unit roof leaks continue. We continue to try and resolve the issue with success.
- Fleet vehicle damage continues to be an ongoing issue which we are in the processes of addressing through performance documentation.

January

- The staff continue to make repairs to the undergrounds hot water system piping. Contract for this project is currently in final review and should be going out to bid this month.
- We continue to install the new fire system compressors.

February

- The staff continue to make repairs to the undergrounds hot water system piping. Contract for this project is currently in final review. Awaiting notice to proceed to successful bidder.
- We continue to install the new fire system compressors.

March

- The staff Continue to make repairs to the undergrounds hot water system piping. Contract for this project is currently in final review. Awaiting notice to proceed to successful bidder.
- We continue to install the new fire system compressors.

April

- The staff Continue to make repairs to the undergrounds hot water system piping. Contract for this project is currently in final review. Awaiting notice to proceed to successful bidder.
- New fire system compressors have been installed.

May

- The remodel of the Pharmacy is complete. An incident action plan will be developed to move the Pharmacy back.
- We continue to make repairs to the underground hot water system.
- The facility fire systems failures were repaired by Johnson Controls. System is fully operational.

June

- We continue to make repairs to the underground hot water system. Waiting for the repair project for this system to start.

PROGRAMS

July

- Nothing to report

August

- Nothing to report

September

- Nothing to report

October

- No issues or trends to report.

November

- Staff discussions on how to increase communication between HQ Prison Programs office and line staff within the facility. More information will have to flow from Programs Administrator V to line staff with the absence of the Programs Manager.

December

- Busy with outside volunteer services for the Holiday season. Many staff are doing duties outside of their normal tasks to help process, supervise, and assist volunteers during all of the events and activities.

January

- Programs staff cleared one classroom of all items in anticipation of the pharmacy relocation for the project in medical to commence.

February

- Staff began covering other posts within the facility on February 5, 2024 to help reduce overtime.

March

- Staff continue working with Emotional Support Canine affiliates to find best practices for “Honey”.

April

- April 4th- Freedom Reads library units were installed in 18 areas of the facility. All living units now have one in each pod.
- 2 AVCF residents had artwork displayed in the Governor’s office and State Capital Rotunda.
- AVCF selected a new secondary canine handler for the emotional support canine.

May

- AVCF held an apology letter writing workshop with Victim’s Services staff.
- VERA was on grounds for a site visit with Restoring Promise May 14-15.
- The Fair Chance Alliance held an in-reach program for 30 offenders.

June

- The carpentry shop laser engraver is broken. It is over 20 years old and Major Arnold is seeking avenues to replace the equipment as it has produced high quality products for several years.

CLINICAL SERVICES

July

- Facility pharmacy storage issues continue with increase in MAT participation.

August

- Facility pharmacy storage issues continue with increase in MAT participation.

September

- Facility pharmacy storage issues continue with increase in MAT participation.
- Offender compliance with outside specialty appointments is challenging. Increased telehealth appointments increase specialty appointments.
- Delayed outside specialty appointments increase emergency transports.
- Facility pharmacy storage issues continue with increased MAT participation. Pharmacy remodel is planned.
- Offender compliance with outside specialty appointments is challenging. Increased telehealth appointments increase specialty appointments.
- Delayed outside specialty appointments increase emergency transports.

November

- Awaiting pharmacy remodel, which is tentatively scheduled for February 2024. There continue to be patients added to our MAT program, resulting in further storage issues of the medications.
- Delayed outside specialty appointments increase emergency transports.

December

- Continued storage issues with increased MAT participation. Pharmacy remodel is planned to start in January.
- Delayed outside specialty appointments increase emergency transports.
- Limited wifi/cellular capabilities inside the facility affect mental health on call face to face contacts after hours. Plan is in place to correct this issue.

January

- Waiting for pharmacy expansion to assist with storage issues
- Delayed outside specialty appointments increase emergency transports.

February

- Waiting for pharmacy expansion to assist with storage issues
- Delayed outside specialty appointments increase emergency transports.

March

- Waiting for pharmacy expansion to assist with storage issues.
- Delayed outside specialty appointments increase emergency transports.
- Pushback with MAT treatment and special medline creates tension with offenders and staff.

April

- Nothing to report

May

- May 29th Dr. Michele Gard gave an in-service on Continuous glucose monitor. How to apply it and how to down load and track blood sugars. We have one offender with a continuous monitor.

June

- Staff meeting on June 12th. Providers did an in-service regarding snake bites.

3. SECURITY

INCIDENT ALERT DRILLS

Quarter	# of Functional Exercises	# of Table Top Exercises	# of Full-Scale Exercises	Corrective Measures
1 st Qtr.	12	1	0	N/A
2 nd Qtr.	1	0	0	N/A
3 rd Qtr.	2	0	0	N/A
4 th Qtr.	1	0	0	Tested staff response and collaboration with external agencies and the ICP. Facility Mobilization

REPORTABLE INCIDENTS

DESCRIPTION	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	TOTAL
Alcohol	16	29	6	6	57
Assault Inmate with Serious Injury	1	0	0	0	1
Assault Inmate w/o Serious Injury	6	4	4	7	21
Assault Staff - Attempt	1	1	0	1	3
Assault Staff-Incidental Contact	0	1	1	0	2
Assault Staff-spitting	0	0	0	0	0
Assault Staff w/ o Serious Injury	1	0	1	0	2
Below Minimum Staffing	3	0	0	3	6
Damage to Buildings/Property	0	3	2	6	11
Drugs/Drug Paraphernalia	95	119	108	121	443
Dry Cell Observation	2	0	0	1	3
Communication Device	5	7	4	2	18
Emergency Transports	24	25	37	39	125
Equip Malfunction-Communications	0	0	0	1	1
Equip Malfunction-Utility Service	2	3	4	0	9
Equip Malfunction-Potable Water	0	0	1	0	1
Equip Malfunction-Climate Device	1	0	0	0	1
Equip Malfunction-Security Devices	1	2	3	11	17
Escape Threat	0	0	0	0	0
Fight	6	5	6	4	21
Firearms, Knife, Bludgeon	6	6	5	4	21
Hunger Strike (Single)	3	5	3	4	15
Incident Alert Drill	0	0	0	3	3
Lost Keys/Tools/Chem/Ammo/Weap	3	1	0	4	8
Major Incident-Facility Search	1	5	4	3	13
Major Incident- Fire	0	2	0	0	2
Major Incident - Group Disturbance	1	0	0	0	1
Medically Attended Death	0	0	0	0	0
Security Monitoring Exercise	10	7	7	4	28
Self-Inflicted Injury	3	8	9	2	22
Sexual Act	3	2	1	1	7
Sexual Contact	3	1	3	2	9
Sexual Harassment	12	15	12	7	46
Staff Injury	10	7	14	10	41

Suicide Attempt	1	0	0	1	2
Use of Force-Hard Empty Hand	1	1	0	0	2
Use of Force-Soft Empty Hand Control	18	18	16	10	62
Use of Force-Soft Intermediate Hand	2	0	1	5	8
Use of Force-Emergent Need Entry	1	1	1	2	5
Use of Force-Force Team Activated (NO FORCE)	0	0	0	0	0
Use of Force-Restraint Chair	0	0	0	1	1
TOTAL	242	278	253	265	1038

PERFORMANCE MEASURES

SEARCHES	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
# of cell searches	675	1,065	771	944
# of common area searches	0	3,690	4,039	2137
TRANSPORTS	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Transports done by facility transport personnel	163	142	181	190
# of offenders	226	183	242	257
# of miles	26,905	21,290	26,180	26,660
# of personnel hours	1911	1,106	1,454	1463
Transports done by non-transport facility personnel	45	51	45	47
# of offenders	52	53	46	51
# of miles	6490	8,800	5,800	5740
# of personnel hours	454	508	513	518
Hospital Supervision	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
# of offenders	7	10	10	22
# of personnel hours	1932	3742	2,380	2298
Special Teams: # of Active Members	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
ERT/ESCAPE	14	14	13	12
SORT	0	0	0	0
Crisis Negotiation	9	9	9	9
Critical Incident Response	2	2	2	3

Honor Guard	0	0	0	0
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COPD CHARGES/CONVICTIONS

Class I COPDs	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Charges	24	9	105	18
Convictions	19	5	100	13
Charges to Convictions	79%	56%	95%	72%

Class II COPDs	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Charges	143	152	152	210
Convictions	132	132	143	187
Charges to Convictions	92%	87%	94%	89%

4. PERSONNEL

(Narrative: Include interdepartmental/interdisciplinary relations, issues related to employee grievances, employee morale, etc.)

CUSTODY CONTROL

July

- Employee morale is fair. Staffing continues to be a priority to manage costs to personal services.

August

- Employee Morale is fair. Staffing is improving due to hiring events.

September

- Employee Morale is good.
- No staff grievances

October

- 8 CMs presented to line staff.
- Morale is fair.

November

- 4 CMs presented to Line staff. 1 Corrective without R6-10, and 1 R6-10 with Corrective action.
- 3 staff assigned to attend Maximizing as part of Corrective Action.
- 1 PIP plan generated.
- Morale is fair.

December

- Employee Morale is good.
- No staff grievances

January

- Morale is good. No current employee grievances. Staffing is improving.

February

- Morale is good. Staffing has improved with a decrease in mandatory overtime. No employee grievances at this time.

March

- Morale is fair. Staffing continues to improve. Several progressive disciplinary issues being addressed. 1 employee grievance was filed in the month of March.

April

- Staff morale is fair. Call offs continue to be a challenge and are being managed through resource pool and 100-37 protocols.
- No Staff grievances.

May

- Staff morale is fair. Call offs continue to be a challenge and are being managed through resource pool and 100-37 protocols.
- No staff grievances.

June

- Staff morale is fair. Call offs continue to be a challenge and are being managed through resource pool and 100-37 protocols.
- No staff grievances.

PHYSICAL PLANT

July

- Employee morale good. No grievances. No disciplinary actions.

August

- Employee morale good. No grievances. 1 disciplinary action.

September

- Employee morale good. No grievances. No disciplinary actions.

October

- One memorandum of understanding issued. No staff grievances. One staff promoted to Case Management. Staff morale is good.

November

- No staff grievances. One vacancy at the Boiler House.

December

- No staff grievances. One vacancy at the Boiler House.

January

- Employee morale is good. No grievances. No progressive discipline issues.

February

- Employee morale is good. No grievances. 5 Confirming Memos issued.

March

- Employee morale good. No grievances. No disciplinary actions.

April

- Employee morale is good. No grievances. No progressive discipline issues.

May

- Employee morale is good. No grievances. No progressive discipline issues.

June

- Employee morale is good. No grievances. No progressive discipline issues.

PROGRAMS

July

- Employee morale good. No grievances. No disciplinary actions

August

- Employee morale good. No grievances. No disciplinary actions

September

- Employee morale good with the snack bar reopening.

October

- One confirming memorandum issued. No staff grievances.

November

- Recreation morale affected as two positions were abolished after PC left the facility. This meant that the PC Escort positions were no longer needed.

December

- No staff grievances. Two Vacancies in Education.

January

- Employee morale is good. No staff grievances. Staff are teaching full time.

February

- Staff morale is lower than previous months. Staff started posting in other areas of the facility on February 5th. No grievances. No progressive discipline.

MARCH

- Staff morale is good. 4 staff progressive discipline documents processed.

April

- Employee morale is good. No grievances.

May

- Employee morale is good. No grievances.

June

- Morale is good. No grievances.

CLINICAL SERVICES

July

- No employee grievances.
- Morale is good in medical
- Morale is good in mental health
- Morale is good in dental
- Continue to use agency as needed to fill staff vacancies.
- HP II hired for mental health position.

August

- No employee grievances.
- Morale is good in medical.
- Morale is good in mental health.
- Two new staff are planned to arrive in September for mental health vacancies.

- Morale is good in dental.
- Continue to use agency as needed to fill staff vacancies.

September

- No employee grievances.
- Morale is good in medical.
- Morale is good in mental health.
- Morale is good in dental.
- Continue to use agency staff as needed to fill staff vacancies.
- Identified need for increased staffing (nursing, provider) to support patient need and facility operations.

October

- No employee grievances.
- Morale is good in medical.
- Morale is good in mental health.
- Morale is good in dental.
- Continue to use agency as needed to fill staff vacancies.

November

- No employee grievances.
- Morale is good in medical.
- Morale is good in mental health.
- Morale is good in dental
- Continue to use agency staff as need to fill vacancies.

December

- No employee grievances.
- Morale is good in medical.
- Morale is good in mental health.
- Morale is good in dental.
- One dental staff hired and will begin CTA in February.
- Continue to use agency staff as needed to fill vacancies.

January

- No employee grievances.
- Morale is good in medical.
- Morale is good in mental health.
- Morale is good in dental.
- Continue to use agency staff as needed to fill staff vacancies.

February

- No employee grievances.
- Morale is good in medical.
- Morale is good in mental health.
- Morale is good in dental.
- Continue to use agency staff as needed to fill staff vacancies.

March

- No employee grievances.
- Morale is good in medical.
- Morale is good in mental health.
- Morale is good in dental.
- Continue to use agency staff as needed to fill staff vacancies.

April

- Staff Morale is good, staff potluck was held on 4/24/24. No Grievances

May

- May 8th, Nurses week was celebrated on this day. Staff played games and received gifts. No grievances.

June

- Staff Morale is good, staff potluck was held on 6/12/24 as part of monthly meeting.

STAFFING	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Requests for Transfers In	0	0	1	3
Requests for Transfers Out	0	0	0	3
# Transferred In	0	0	0	2
# Transferred Out	0	0	0	2
Overtime Hours	9,540.57	9,906.95	8,517.61	3539
12/16 Hour Shifts	1313	4,505.95	1250/148	922/111
# of Staff on Flex Schedules	21	21	21	50
FMLA Hours	3617	4,152.6	3,169.81	3436.11
Turnover Rate	1.51%	0.92%	0.81%	1.49%
Times under Minimum Staffing	3	0	0	3

VACANCY REPORT	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
# Authorized FTEs	275	275	275	290
# Vacancies	42	24	52	22
% Vacancies	5.09%	2.9%	6.3%	2.5%

EMPLOYEE GRIEVANCES	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Step I	1	0	1	0
Step II	0	0	1	0

STAFF TRAINING	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Total Staff Trained	227	309	150	262
Total Staff Training Hours	2394	2940	1689	1569

5. OFFENDER POPULATION

Insert “Population Data”, “Offenders Grievances Step 1”, and “Offender Grievances Step 2” from “Quarterly Reports” data on DOCNET under the “Reporting” tab

(Include narrative data discussing any significant changes in the offender population and comments related to offender morale.)

OFFENDER POPULATION

Population Figures by Scored Custody Level	Quarter 1	Quarter 2	Quarter 3	Quarter 4
MEDIUM				1055
MINIMUM				22
MINIMUM RESTRICTIVE				2
CLOSE				0
Population Figures by Ethnicity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
AM. INDIAN				39
ASIAN				11
BLACK				208
HISPANIC				326
UNKNOWN/OTHER				4
WHITE				491
Gang Members by Ethnicity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
AM. INDIAN				23
ASIAN				6
BLACK				93
HISPANIC				229
WHITE				201

Offender Grievances

Step 1 Grievances	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
Account	7	13	7	9	36
ADA	9	4	7	3	23
Canteen	30	34	30	23	117
Case Management	22	8	17	20	67
Dental	6	3	4	6	19
Earned Time	3	5	0	0	8
Food Service	7	5	5	8	25
Housing Conditions	9	1	6	1	17
Hygiene	0	0	0	0	0
Jobs	3	5	5	4	17
Laundry	7	5	2	2	16
Legal Access	4	1	0	7	12
Mail room	10	7	9	12	38
Medical	68	51	56	64	239

Step 1 Grievances	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
Mental Health	4	3	2	5	14
Other	18	35	23	20	96
PREA	3	1	3	0	7
Privileges	1	6	2	0	9
Programs	9	2	1	0	12
Property	46	41	31	32	150
Publications	0	0	1	1	2
Recreation	0	4	2	0	6
Religion	9	4	2	0	15
Safety	2	1	0	1	4
Sanitation	0	0	0	0	0
Searches	0	1	0	0	1
Staff Conduct	34	25	42	21	122
Staff Sexual Harassment	0	0	2	2	4
Visitation	2	0	0	3	5
Total	313	265	259	244	1081

Step 2 Grievances	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
Account	0	4	3	2	9
ADA	0	1	1	0	2
Canteen	5	6	9	5	25
Case Management	5	5	3	10	23
Dental	2	1	3	2	8
Earned Time	1	2	2	0	5
Food Service	0	0	1	1	2
Housing Conditions	2	1	1	0	4
Jobs	0	1	0	1	2
Laundry	2	0	1	0	3
Legal Access	3	1	0	4	8
Mail room	6	0	6	6	18
Medical	17	30	19	18	84
Mental Health	0	1	0	3	4
Other	6	12	17	6	41
PREA	1	2	1	1	5
Programs	2	1	3	0	6
Property	13	22	17	14	66
Publication	0	0	0	1	1

Step 2 Grievances	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
Recreation	1	1	0	0	2
Religion	0	0	0	0	0
Safety	1	0	0	0	1
Sanitation	0	0	0	0	0
Searches	0	0	0	0	0
Staff Conduct	10	7	8	4	29
Staff Sexual Harassment	0	0	0	2	2
Visitation	2	0	0	0	2
Total	79	98	95	80	352

CUSTODY CONTROL

July

- Offender morale is good. No issues.

August

- Offender Morale is good. Minor issues noted regarding informal grievance process most handled at the lowest level.

September

- Offender Morale is good. Some offender concerns regarding updated policy pertaining to incentive unit allowable property.

January

- Offender morale is fair. Offender grievances continue to be managed at their lowest level.

February

- Offender morale is fair. Offender grievances continue to be managed at their lowest level.

March

- Offender morale is fair. Offender grievances continue to be managed at their lowest level.

April

- Offender Morale is good.
- 2 Constituent Services requests resolved.

May

- Offender Morale is good.
- 1 Constituent Services request resolved.

June

- Offender Morale is good.
- 2 Constituent Services requests resolved

PHYSICAL PLANT

July

- Offender morale is good.
- Zero grievances.

August

- Offender morale is good.
- Two grievances.

September

- Offender morale is good.
- Two grievances.

October

- Very few offenders available to work outside the facility perimeter fence. Two step two grievances answered relating to maintenance issues. Offender morale is good.

November

- Very few offenders available to work outside the facility perimeter fence. Two step two grievances answered relating to maintenance issues. Offender morale is good.
-

December

- Very few offenders available to work outside the facility perimeter fence. One step one grievances answered relating to maintenance issues. Offender morale is good.

January

- Good morale amongst the offenders. Have answered some constituent services communications about water and heat issues.

February

- Good morale amongst the offenders. Have answered some constituent services communications about water and heat issues.

March

- Good morale amongst the offenders. Have answered some constituent services communications about water and heat issues.

April

- Good morale amongst the offenders. Have answered some constituent services communications about water.

May

- Good morale amongst the offenders. Have answered some constituent services communications about water.

June

- Good morale amongst the offenders.

PROGRAMS

July

- Offender morale is good

August

- Offender morale is good

September

- Offender morale is good

October

- Management met with two staff from other facilities to discuss what is needed to start the AVCF G.R.A.A.C.E Alliance

November

- 3 step 2 grievances answered. PC population is no longer housed at AVCF and will not be participating in programming at the facility.

December

- Breakthrough held 12 Peer Facilitator interviews. 8 Offenders were selected to be part of the team for Cohort 4 that will begin in February 2024.

January

- Programs and classes are running fully. Many programs are looking for funding opportunities after Canteen AR changes. 2 step two grievances answered.

February

- Programs ran normally. Classes are sporadic as teachers are posting in other areas of the facility. 4 step 2 grievances answered.

March

- Programming ran normally. Classes are still sporadic as teachers are posting in other areas of the facility. No grievances answered.

April

- Offender morale is good. No step 2 grievances.

May

- Offender morale is good. 1 step 2 grievance.

June

- Offender morale is good. No step 2 grievances

CLINICAL SERVICES

July

- Offender morale is good.
- 27 Clinical grievances.
- MLP's continue to assist other facilities with appointments and training.

August

- Offender morale is good.
- 19 new clinical grievances.
- MLP's continue to assist other facilities with appointments and training.

September

- Offender morale is good.
- 30 new clinical grievances.

October

- Offender morale is good.
- 25 new Clinical grievances.
- Plan for PC to be moved out of AVCF. This plan will increase GP appointment opportunities (telehealth, specialties, and facility provider/nursing appointments).

November

- Offender morale is good.
- 19 new clinical grievances.
- GP appointment opportunities significantly increased with the move of PC offenders out of AVCF.

December

- Offender morale is good.
- 12 new Clinical grievances

January

- Offender morale is good.
- 26 new clinical grievances.
- GP appointment opportunities significantly increased.

February

- Offender morale is good.
- 17 new clinical grievances.
- GP appointment opportunities significantly increased.

March

- Offender morale is good.
- 9 new clinical grievances
- GP appointment opportunities significantly increased.
- Appointment notices halted due to offender pushback if rescheduled for any reason

April

- There was a total of 36 grievances.

May

- There was a total of 34 grievances.

June

- There was a total of 36 grievances

6. PROGRAMS

July

- AVCF is establishing a facility-based GRAACE Alliance group. Offenders and staff at AVCF have been invited to apply. Upon receiving applications from interested persons, the group will be formed in collaboration with the facility management team and the Incarceration and Reentry subcommittee and a regularly meeting schedule established. Further work will be completed to ensure Alliance members have the opportunity to participate in the various subcommittee activities.
- Trinidad State College LiAnn Richardson came to visit that facility and talk with all the college offenders.
- AVCF Education staff James Beauchamp, David Eggert, Eric Reed, Cory Robinette, Jason Torgler, Deni Montano, and Doug Arnold attended the Colorado Association for Career & Technical Education annual conference held in Loveland, CO July 17th-20th. During the annual CACTE Conference, an opening session was presented by the Pillsbury House Theatre. The purpose of the session was to uncover root causes for discrimination, inequity, and prejudices that can occur in the classroom, workforce, and public
- The Restore program has begun moving furniture and equipment into the living unit for the offenders.
- An emotional support canine program is slated to begin in August. Programs and education are currently working with HQ to select a primary and secondary handler. The maintenance department is currently preparing an area for the canine.
- Restoring Promise (RP) continues to increase pro-social activities and has added a French language course alongside the existing Spanish language course and CDL familiarization sessions.
- Two offender Mentors within RP were issued SecureBooks to support the activities of the unit.

- RP is currently exploring the possibility of adding access to Khan Academy and making plans for a large event in August.
- Recreation conducted a food sale (ice cream and popcorn) in conjunction with a concert for 4th of July and a separate food sale (ice cream).
- The iLive program has been restarted. It is a 12-week program that supports pro-social behaviors and communication between staff and offenders.
- The 7 habits program is working with Jeff Carney on certifying facilitators for “Speed of Trust” and “Sharpening the Saw” and on the Spanish language translation of the 7 habits curriculum.
- The AVCF Educational Opportunity Center (EOC) is up and running in the AVCF Academics area. This area is used as a quiet place for tutoring, studying, and small group work. Furniture to include upholstered chairs and lounge area tables were purchased by HQ to make the room more comfortable and inviting during use.
- AVCF had a water main break in the Vocational Education area on 7/25/2023. This was repaired by maintenance, but the repairs needed to set for 24 hours, causing Voc-Ed classes to canceled for 7/26/2023.
- On July 27th, the Deacons Prison Ministry Softball team visited AVCF for a softball game against offenders.
- The AVCF Lifer's Group has collected donations from the AVCF population to donate school supplies to local schools. Last year donations were made to four local school districts totaling over \$3,000. This month they collected more funds that have yet to be totaled. The group will be donating school supplies to Fowler School District, Manzanola School District, and Crowley County School district with delivery scheduled for the first half of August.
- On July 8th, Recreation held a Holiday event in the inner compound for offenders. Popcorn and snow cones were provided.

August

- Interviews were conducted on Friday August 4, 2023 for the K-9 support handlers.
- AVCF's Emotional Support Canine was delivered to the facility on August 16th. She is a black lab puppy named “Badger”. Her handlers are Shawn Souva (primary) out of LU 3 and Dante Rodriguez (secondary) out of Living Unit 4. Our program has three liaisons who have volunteered to help with the program as needs arise. They are Brittany Wheaton, Scott Grasmick, and Alex Tobin.
- 7 Habits on the Inside had fourteen offenders graduate Wednesday, August 9th. Cake and refreshments were provided.
- Offenders with the Lifer Support Group took donations from the AVCF offender population doing three rounds of donations and received a total of \$4,200.69. School supplies that were delivered to the elementary schools of Fowler, Manzanola and Crowley counties on Friday, August 18, 2023. The event was a total success along with the collaboration with staff, offenders and administration. Staff Sponsors are Capt. Walter Hext and Sgt. Veronica Salinas.
- AVCF is establishing a facility-based GRAACE Alliance group. Offenders and staff at AVCF have been invited to apply. Upon receiving applications from interested persons, the group will be formed in collaboration with the facility management team and the Incarceration and Reentry subcommittee and a regularly meeting schedule established. Further work will be completed to ensure Alliance members have the opportunity to participate in the various subcommittee activities.

- Collaborated with CTCF to outline the selection and format of facility based GRAACE Alliance group. Scheduling meeting with the subcommittee for incarceration and Reentry. We have been receiving applications from staff and offenders to be a part on the committee (approximately 25 offenders and 4 staff)
- Executive staff, to include Scott Dauffenbach, Melissa Smith, and Matt Hansen were on grounds on Tuesday August 29th. Along with several representatives from VERA, MILPA, and the Idaho Department of corrections to observe the Restoring Promise program. They spoke with both offenders and staff that are involved in the RP program.

September

- Woodmen Valley Chapel hosted a Yard Event in the inner compound of AVCF on Saturday, September 16, 2023. In which, they provided food for the entire facility, offenders and staff.
- Food service has reached out to the local farms to inquire of purchasing produce from them.
- An outdoor Labor Day concert was held on September 2 & 3rd. Offenders also sold sno-cones and popcorn at this event.
- Restoring Promise held Mentor Candidate interviews Thursday September 7, 2023.
- On September 10th the Restoring Promise unit held a popcorn sale.
- Pre-release /RESTORE hosted Servicios de la Raza In Reach on September 13, 2023. Jennifer Roybal, Lucas Salas, Stephen DeHerrera, and Jimmy Chacon came in.
- Breakthrough held a graduation event on September 19, 2023. With approximately 50 guests attending the event, and graduating 27 offenders in the program.
- A Parole Simulation was held on 9/23/2023. Twenty-six offenders took part in this event.
- Restoring Promise held an event on September 28, 2023. The purpose of this event is to bond, decompress, while planning and strategizing for a productive year. Thirteen mentors, C/M Terrones, and Mental Health participated in this event. This also included a Zoom Call with Vera and Milpa.
- Librarian Tech III interviews were held on 9/11/2023. CO I Raegan Iovinella, was selected for the position with a start date of October 1, 2023.
- Food service, Captain Michael Jaquez attended the Associates of Correctional Food Service and Affiliates (ACFSA) September 18 to the 21st in Virginia.
- Interviews were held for the CSTS I in Food Service were conducted. Lakendrick Hawkins was selected for the position with October 1 as a report date.
- AVCF is establishing a facility-based GRAACE Alliance group. Offenders and staff at AVCF have been invited to apply. A meeting has been scheduled for Friday, October 8, 2023. Further work will be completed to ensure Alliance members have the opportunity to participate in the various subcommittee activities.

October

- The Culinary Arts program has opened up the snack shop for employees to be able to purchase food items during their work day.
- The Woodmen Valley chapel held on Monday October 9, 2023 from 6 pm to 9 pm met with several pre-selected men from AVCF and conducted short interviews. This was about the impact the "Chosen" series in the lives of these men. Director of renowned documentaries Mitch Wright conducted the interviews.
- Wednesday October 4, 2023 Above! Recovery had a graduation ceremony.
- Saturday October 14, 2023 Redemption Road Fitness Foundation hosted a fundraising event for Community Parole Officer Christine Guerin Sandoval's family. The CrossFit event was hosted at Crossfit Decimate.
- Regional Librarian Molly Bassford visited the Library on Wednesday Oct. 4th
Graduation will take place in the visiting room at 12 noon on Thursday, October 26, 2023. To celebrate all of our

GED, Vocational, and College Graduates from this past year. LiAnn Richardson from Trinidad State College conferred the degrees for the college graduates. Leigh Burrows from Prison Programs was also in attendance. There were 15 Computer Information Systems graduates; 14 Foundations Graduates; 13 Foundations/Electrical graduates; 13 Customer Service graduates; 1 GED graduate; 1 TUMI; and 3 Trinidad State graduates.

- Recreation held a Pie sale for the offender population. Pies were distributed to the offenders on October 25 & 26th.
- An implementation meeting was held October 6th between AVCF Management and GRAACE staff to help facilitate the process of moving forward with the GRAACE and how AVCF can improve the culture from an EDI perspective.
- Applications are being collected until October 30th for anyone interested in becoming involved with the GRAACE committee.

November

- AVCF is currently exploring the idea of opening an offender-run tattoo shop to help mitigate the spread of blood borne diseases inside the facility. A multi- disciplinary team has been assembled to include the facility Health Services Administrator (HSA), Life Safety Officer (LSO), a Correctional Officer who used to work in a tattoo shop, an offender who used to be a licensed tattoo artist, and another offender who was a licensed barber and the facility Warden. They held their first meeting in November and identified objectives to start a proposal for Executive Staff to review. Currently the HSA and LSO are working to identify health and safety regulations that would need to be met. The Correctional Officer is working to identify licensing regulations and policy that would need to be amended. The Warden and Associate Director of Education are planning to meet to see if a vocational program could be started. The end goal would be to mitigate the spread of diseases inside the facility and give offenders an opportunity to learn a trade that could provide income for them upon release. The committee will meet again in December to review progress and identify any new objectives that need to be met.
- The week on November 13th, AVCF's Staff Titler was up and running.
- The FTO program committee presented their idea for a new FTO program to the staff employee committee and the management team on November 8, 2023.
- Bianca McCarl from DMV2GO was on grounds on November 20, 2023, eighteen offender participated in this program. .
- CTAP CM II Auditors were at AVCF on November 8, 23 to meet the Case Management Team.
- Dr. Ott was at AVCF for a Veteran Affairs Visit on November 21, 2023 in which 21 offenders participated
- Cameron Crowe, Jennifer Roybal, and Lucas Salas from Servicios de Raza were on grounds on November 8, 2023 for an informational session with those in Restoring Promise.
- Crossfit volunteer, Audrey Jaksich, came in on November 11 to participate in a Crossfit workout.
- VERA and MILPA (Brandon Fletcher, Eli Gonzales, Ivan Lucas, Jan Bindas-Tenney, and Marissa Milan) were on grounds for a site visit November 15th and 16th.
- Cameron Crowe, LidiaDiaz Espinoza, and Stephen DeHerrera from Servicios de Raza were on grounds on November 30, 2023 for a financial informational session with those in Restoring Promise.
- Programs Administrator, Doug Arnold, has been in touch with the staff interested in becoming part of the GRAACE Alliance Group. The staff will be meeting soon to go through offender applications to make their selections for the committee.
- On November 9 Offender Micha Woody participated in Unconscious Bias training via google meet with DOC staff and offenders from all over the state.

December

- On Friday, December 8, 2023, AVCF hosted a Woodmen Valley Christmas Event in Recreation. Woodmen Valley had approximately fifty volunteers on grounds for the event and to assist in coordinating activities. Offenders with a signed media release form will be allowed to attend this event. Attending offenders received a gift bag with a few Woodmen gifts.
- On December 2, Audrey Jaksich and Andrea Fatjo attended the CrossFit workout.
- A Breakthrough Alumni event was held on December 6, 2023. There were 50 offender and volunteer participants.
- On December 7, 2023 AVCF held a graduation for 25 offenders that completed The 7 Habits on the Inside program. Pastor Howie Close was the honored guest speaker. Cake and refreshments were provided after the ceremony.
- Sunday December 17, 2023 AVCF Recreation hosted a Powerlifting event in the gym. Pat Duran brought in the weight lifting equipment for this event.
- December 22nd & 23rd, Recreation held a holiday concert. Offenders received hot cocoa and candy canes.
- Above Recovery had a graduation celebration on December 27, 2023.
- Recreation held a 2-day food sale event on December 27th & 28th for the Above Recovery program.
- Restoring Promise had a New Year's breakfast celebration on Friday, December 29, 2023.

January

- Wednesday January 3, 2024 Lt. Gonzales had her first gang disengagement class graduation. There were nine members that graduated.
- C/M Hackler conducted an OCA class on January 11, 2024. All 10 of the offenders that attended passed the class.
- Jessica Weimer has moved into the position of food service admin Assistant III.
- Programs Administrator, Doug Arnold, has been in touch with the staff interested in becoming part of the GRAACE Alliance Group. The staff met for the first time on Friday, January 26, 2024.

February

- Breakthrough held their kickoff event on February 27th.
- One offender completed Unconscious Bias training through LCF Franklin Covey.
- Restoring Promise began new staff and mentor training to conclude in March.

March

- Parole board was held on March 14th. There were 37 offenders that participated this month.
- Tom Gore with Red Rocks Community College was at AVCF on 3/12 and 3/13 to teach an OSHA class in Vocational South Education areas. Twenty-five offenders were signed up for the class. There were 19 completions on the class.
- LiAnn Richardson from Trinidad State College on grounds to meet with PELL students.
- Restoring promise had a graduation for all the mentors and staff that completed their Restoring Promise training over the past five weeks.
- Programs Administrative Assistant interviews were also held on Thursday March 7, 2024. Karla Lopez-Alvarez was selected for this position, effective April 1st, 2024.
- Programs Administrator, Doug Arnold, was in attendance to an EDI training session at Limon Correctional Facility on March 1, 2024.

April

- Staff from Freedom Reads Library Group were on grounds at AVCF on April 4th to stage and install 17 libraries in all AVCF housing units. One library/bookshelf will be installed per pod, except Living Unit 4 A-pod. Media was also on grounds taking photographs. Approximately 12 Freedom Reads Library staff were on grounds.
- Freedom reads also donated books to AVCF staff to add to the staff library.
- AVCF held their Parole Board on Thursday, April 11, 2024 with 35 offenders scheduled to be seen.
- A classical music concert was performed in the gym Monday April 15, 2024 for the offenders.
- On April 12, 2024 Programs Administrator V Mr. Arnold attended the Colorado Creative Art Exhibition at the State Capital. AVCF has two offenders, from the incentive living unit, participated- [REDACTED]

May

- Apology letter writing workshop was held on May 2nd, 2024 with the help of Victim's Services staff.
- VERA conducted a site visit on May 14-15.
- Fair Chance Alliance conducted an in reach on May 15 with 30 offenders in attendance.
- Monica Chambers, Nancy Lewis, Mary McGhee, all from Northstar were on grounds May 2, 2024.
- Estevan Medina came into be the guest speaker for the STG gang disengagement on May 1.
- On Friday, Saturday, and Sunday May 3rd, 4th and 5th Woodmen Valley Chapel will be conducting a men's retreat at AVCF in Academics for approximately 60 Offenders.
- Ofonzo Staton & Ivan Lucas, from Restoring Promise were on site May 14th & 15th.
- Angela Cummings, from Victim Services Unit hosted an apology letter writing workshop for offenders on May 2.
- Rick Dryer from the Fair Chance Alliance meet with approximately 30 offenders Wednesday May 15, 2024.
- Brittany Wheaton graduated on 5/17/24 with her Adult Basic Education Authorization from Red Rocks Community College. Graduating during the same ceremony were Offenders Hector Castillo and Lou Russo.
- M. Skalberg presented the program, Starting Over on the Inside for approximately 30 offenders on May 17th and May 24th.
- DMV 2 GO was on grounds on May 20th with 11 offenders participating in that activity.
- Pueblo Community College staff were on grounds on 5/21/24 to meet with Second Chance Pell students.
- On 5/21/24 HQ staff Deni Montano was on grounds for the Canine Program Monthly visit.
- RF2 CrossFit members had a meeting with Pat Duran and Kalena Rodriguez from Lift the Yard to discuss upcoming events with the community partner.
- Recreation held a Memorial Day weekend concert on May 25th and May 26th for the offender population in the inner compound.

June

- Major Arnold visited ACC and the CCI canine program to gain insight into their programming and to collaborate to improve AVCF's emotional support canine program.
- Unconscious Bias training took place remotely from LCF to AVCF to train the AVCF UB core group members.
- On June 10, 2024, Rocky Mountain PBS was on grounds to interview three artists who are representing AVCF at the Unchained Voices Art Show at the Boulder Public Library. One of the artists is also displaying his work in the State Capitol Rotunda.
- On June 12, 2024, AVCF held its bi-annual graduation ceremony. 62 vocational graduates, 8 GED graduates, and 6 Second Chance Pell Graduates were recognized.
- On June 19, 2024, the Restoring Promise program held a Juneteenth event in the pod to help teach others about the importance of the celebration.

- Lift the Yard staff Pat Duran and Kalena Rodriguez were on grounds on Sunday, June 2, 2024 for a weight lifting event in Recreation.
- Woodmen Valley hosted a facility wide yard event on Friday, June 14. This included food, games, and informational booths regarding programs/classes.

RECREATION	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
# of offenders, who participate in programs that are structured, implemented, supervised and coordinated by Recreational Programs. (include hair activities)	18,908	18,107	17,619	18,570
# of offenders that enter recreation areas for	26,603	25,815	25,041	26,592
# of structured programs offered at the facility; programs facilitated and coordinated by Recreational Programs	9	9	9	9
# of disciplinary reports written by Recreational Programs for altercations occurring in the recreational area.	2	0	0	0
# of individual community volunteers involved in the facility recreation program	12	8	8	16
VOLUNTEER PROGRAMS	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
# of Formal Religious Services	114	114	135	118
# of Other Religious Programs (regularly scheduled faith group programs; not services)	219	217	155	129
# of Seminars (special events; count as event not # of days)	4	4	3	7
# of Non-Religious Programs (AA, GED Tutors etc)	122	201	288	204
# of Offender Participants (Total number in each event, 1 offender may attend numerous events and counted each time)	13,560	11,581	9,321	7,853
# of Offenders Served (do not count offenders more	3,390	3,407	2,331	1,990

than once)				
# of Volunteers (each volunteer is counted only once)	180	259	232	278
# of Volunteer Hours Served (Total hours of all volunteers)	392	518	464	556
Chaplain Hours	407.5	515.5	460	500
# of Emergency Notifications by Chaplains	0	0	0	0

OFFENDER LABOR CREWS	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Offender Labor Hours Worked	0	0	0	0
Offender Labor Projects Completed	0	0	0	0
# of Agencies Served	0	0	0	0

TOURS				
	Date	Group Name	# in Group	Areas Visited
1 st Quarter				
2 nd Quarter				
3 rd Quarter	January 11	Lacy Monday	1	Clinical area
	March 20 & 21 st	CTA New hires	20 in each group	Facility Tour
4 th Quarter	May 17 th	Maintenance for Project Pre-bid walk through	9	Facility Tour
	May 21 st	Facility Specific Orientation (Kobe Neal & Marissa Lykins)	2 (Kobe Neal & Marissa Lykins)	Facility Tour
	June 3 rd	PREA Audit Tour	5	Facility Tour
	June 11 th	Facility Specific Orientation (Larry Walker)	1	Facility Tour
	June 12 th	Office of State Architect	2	OSA Facility Tour
	June 14 th	Facility Specific Orientation (Katie McCoy & Chad Girus)	2	Facility Tour

7. TESTING AND INSPECTIONS

LIFE SAFETY

Quarterly Testing	1 st Qtr.	2 nd Qtr.	3 rd Qtr	4 th Qtr.
SCBA	N/A	N/A	N/A	N/A
Fire Stand Pipe System	X	10/26/23 11/27/23 12/27/23	X	X
Emergency Exit Lighting	X	10/26/23 11/27/23 12/27/23	X	X
Emergency Generator	X	10/04/23 11/01/23 12/06/23	X	X

FIRE DRILLS

1 st Quarter Dates	Locations	After Action Report
8/31/2023	LU 1 (days & graves), LU 2 (graves), LU 3 (graves), & LU 6 (days)	N/A
9/20/2023	Clinic, Food Service, RHU, LU 4 (graves), LU 5 (days & graves), LU 6 (graves)	N/A
9/21/2023	LU 2 (swings) & LU 4 (swings)	N/A
2 nd Quarter Dates	Locations	After Action Report
12/13/23	Units 1,2,3,4	All went well
10/18/23	Units 2,4,6	All went well
11/14/23	Units 1,3,5 food service	All went well
12/12/23	RHU Clinic	All went well
3 rd Quarter Dates	Locations	After Action Report
2/22/24	LU 1 & 2 (day shift) LU 3 & 2 & 1 (graveyard)	NONE
3/11/24	LU 4 & 5 (swing shift)	NONE
3/26/24	Food Service, RHU Medical	NONE
4 th Quarter Dates	Locations	After Action Report
4/13/24	Kitchen & Laundry	N/A
5/14/24	LU 5, Checkpoint	N/A
6/3/24	LU 1, LU 2, LU 4, LU 5	N/A
6/12/24	RHU, MED, LU 3, Physical Plant	N/A

ANNUAL EQUIPMENT TESTING

	Fire Alarms	Sprinkler System	Smoke Detection System	Fire Hydrant
Date	6-20-23	6-20-23	6-20-23	N/A
Performed By	JCI	JCI	JCI	N/A

ANNUAL CDPHE INSPECTION (INCLUDE FOOD SERVICE)

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
				04/04/2024
# of Violations				52
Violations Corrected				52
Violations Pending				0

Comments if necessary:

ANNUAL FIRE INSPECTION

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Date of Inspection				6/20/23
# of Violations				N/A
Violations Corrected				N/A
Violations Pending				N/A

Comments if necessary: