

**LA PLATA COUNTY
POSITION DESCRIPTION
VOLUNTEER – La Plata County Community Corrections Board**

Purpose:

La Plata County Community Corrections Board (CCB) has the authority to directly contract with the State of Colorado, to enter contracts with nongovernmental agencies for the purpose of providing community corrections services to persons assigned to such programs, to oversee and determine compliance of the community corrections program services provider, to establish and enforce standards of the community corrections program services provider, and oversee all financial matters. The CCB shall create a subcommittee to review offender cases referred for placement into the community corrections program "Hilltop House" with the authority to accept, defer or reject anyone for placement that is determined to be a risk to the public or the program.

Duties:

The CCB shall:

1. Administer the operations and programs for the community corrections program in the La Plata County.
2. Approve or disapprove the establishment and operation of specific community corrections programs.
3. Monitor and protect the funds appropriated.
4. Receive grants from governmental and private sources and receive court-authorized expense reimbursements related to community corrections programs.
5. Contract with the State of Colorado, other units of local government, other Community Corrections Boards, any agency of state government or any community corrections program, as necessary, to provide supervision of and services for offenders.
6. Establish and enforce standards for the operation of community corrections programs located in La Plata County, so long as such standards do not conflict with standards established for community corrections programs by the division of criminal justice of the state department of public safety.
7. In coordination with state and local agencies, monitor community corrections programs within its jurisdiction and oversee compliance with federal, state and local standards and any contract obligations.
8. Conduct the screening of referrals for placement with any nongovernmental community corrections facilities or programs located within the county.
9. Establish conditions and guidelines for the conduct of offenders placed in the community corrections program.
10. Adopt bylaws no later than December 31, 2021 which shall be subject to acceptance by the La Plata County Board of County Commissioners, and review said bylaws at least every five (5) years thereafter.
11. Adopt a decision-making tool for use by the screening committee no later than December 31, 2021.
12. Any other express or incidental authority which may be delegated to the La Plata County Community Corrections Board pursuant to state statute.

See La Plata County Code: Chapter 2 Administration, Article III. Boards, Committees, Commissions, Division 6. La Plata County Community Corrections Board, Sec. 2-216-2-220

Membership Composition:

To the extent possible, the Board of County Commissioners (BOCC) shall appoint, at its discretion, individuals to serve on the La Plata County Community Corrections Board who represent our ethnic and regional diversity within La Plata County and who are employed by or members of the following community and/or constituent groups:

- a. Chief Probation Officer of the 6th Judicial District
 - i. Chief Probation Officer's Alternate
- b. La Plata County Sheriff
 - i. La Plata County Sheriff's Alternate
- c. Public Defender of the 6th Judicial District
 - i. Public Defender's Alternate
- d. The 6th Judicial District Attorney
 - i. The 6th Judicial District Attorney's Alternate
- e. A representative currently employed by the State of Colorado Department of Corrections
- f. The Archuleta County Sheriff or their designee
- g. The 6th Judicial District Chief Judge or their designee
- h. A member of the community with a finance or accounting background
- i. A member of the community who has experience as a mental health/substance abuse treatment provider
- j. A representative from a local business with preference to a business who has employed community corrections clients in the past
- k. A member of the criminal defense bar in the 6th Judicial District
- l. A member of the community who represents the victim advocacy community, such as Alternative Horizons, Sexual Assault Services Organization, Rise Above Violence, or a similar organization
- m. Up to three members selected from a cross-section of the general citizenry.
 - i. While the community corrections program is in a facility on City of Durango-owned land, one of these positions will be offered to the Chief of Police or their designee.

The La Plata County Community Corrections Board shall create a subcommittee, the La Plata County Community Corrections Board Screening Committee (Screening Committee), to meet at least one time per month to review offender cases referred for placement in this program with the authority to accept, defer or reject anyone for placement that is determined to be a risk to the public or the program. The Screening Committee should have at least five, but not more than eight representatives selected from the La Plata County Community Corrections Board, with the addition of three alternates. The recommended make-up of the screening committee should include:

- a. A member of the community who is a mental health/substance abuse treatment provider.
- b. Up to two members selected from a cross-section of general citizenry and the representative from a local business.

Term Length:

The terms of the regular members shall be staggered. Members appointed by their employment position shall serve until they are no longer in their position. Of the community members first appointed, two (2) shall serve for three (3) years, two (2) shall serve for two (2) years and 1 (1) shall serve for one (1) year. Thereafter, appointees shall serve for three (3) years, except any member shall serve until a successor has been appointed.

Regular members of the CCB shall serve at the sole discretion of and may be removed by the BoCC at any time, with or without cause. If a vacancy occurs on the CCB, the BoCC may appoint a regular member to the CCB to fill the unexpired term.

Compensation:

Members of the CCB shall receive no compensation for their services, except they shall be reimbursed for actual expenses incurred, subject to applicable provisions of the state statutes and county policies and procedures for reimbursement of expenses.

Qualifications:

1. At least seven of the members serve because of their position of employment. If they no longer hold their position required, they can no longer represent that position on the CCB.
2. Alternate positions are chosen by the person who holds the leadership position that they represent. For example, the Chief Probation Officer must select his alternate and that alternate position is also approved by the Board of County Commissioners. The alternate may only vote in the absence of the Chief Probation officer.
3. The designee positions serve in the place of their position. For example, if the Archuleta County Sheriff is unable to serve, he/she can select a designee to serve in his/her stead, but does not hold a position in addition to his/her designee
4. Each regular member shall have knowledge of the county.
5. Each regular member shall demonstrate a dedication to public service.
6. Each regular member shall commit to being properly prepared for all meetings, shall attend at least seventy-five (75) percent of all meetings at which attendance is required, and shall have access to the technology necessary to review materials and attend meetings remotely. At a minimum, meetings will occur quarterly with the screening subcommittee meetings typically occurring twice per month.

Personal Commitments:

1. To attend all meetings of the La Plata County Community Corrections Board unless previously excused by the Chair;
2. To follow the direction and formal guidance of the Board of County Commissioners;
3. To be well informed and prepared to discuss the proposed issues and business at scheduled meetings, including having read all materials relevant to the topic at hand prior to the meetings;

4. To fully participate in meetings of the La Plata County Community Corrections Board;
5. To avoid any conflicts of interest or circumstances which would create a perception of impropriety;
6. To observe local, state and federal laws, particularly open meetings and open records laws;
7. To cooperatively work with and respect the opinions of other La Plata County Community Corrections Board members;
8. To treat all constituents and staff members with honor, dignity and respect;
9. To avoid the acceptance of any gifts or favors related to one's service in this position;
10. To conduct myself in accordance with the La Plata County Community Corrections Board's adopted rules of procedure;
11. To honor and comply with the La Plata County Code of Ethics policy (attached);
12. To attend at least one Boards and Commissions volunteer orientation during the duration of my appointment.

I understand and agree to abide by these personal commitments and understand that I serve at the pleasure of the La Plata County Board of County Commissioners.

Name: ERIC SCHUMBERGER Date: 3/25/2025

Signature: 