I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

6. **Time Out Program Eligibility Criteria.** In order to be eligible for participation in the Time Out Program, each offender returned to custody must:

   A. be classified as an overall level 1 or 2;
   B. not have any pending cases or outstanding warrants; and,
   C. not have contacted or attempted to contact the victim of his/her crime when the underlying offense is domestic violence.

   If an offender has previously participated in a Time Out Program and commits additional technical violations, the offender may be considered for assignment to the Time Out Program on a case-by-case basis.

6. **Time Out Program Eligibility Criteria.** In order to be eligible for participation in the Time Out Program, each offender returned to custody must:

   A. be classified as an overall level 1, 2 or 3;
   B. not have any pending cases or outstanding warrants; and,
   C. not have contacted or attempted to contact the victim of his/her crime when the underlying offense is domestic violence.

   If an offender has previously participated in a Time Out Program and commits additional technical violations, the offender may be considered for assignment to the Time Out Program on a case-by-case basis.

☐ See attached documents

---

**ORIGINATOR**

Name: [REDACTED]  
Title: [REDACTED]  
Date: 2/2/2015

Signature: [REDACTED]  
Facility/Unit: [REDACTED]

**UNIT/DISTRICT/DIVISION RECOMMENDATIONS**

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️</td>
<td>□</td>
</tr>
</tbody>
</table>

Unit Administrator's signature: [REDACTED]  
Date: 7/24/15

District Administrator's signature: [REDACTED]  
(only needed if originating from facility)

Division Administrator's signature: [REDACTED]  
Date: 3/20/15

---

**COMMISSIONER'S DECISION**

This request is:  
☑️ APPROVED  □ DENIED  
Effective date of request: As Practicable

☐ The language/provisions of this inclusion/revision shall be effective as of:  
and subsequently added to the Administrative Directive at the next update.

☐ This inclusion/revision shall be added to the Administrative Directive prior to:  

☐ This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature: [REDACTED]  
Date: 4/2/13