

Attachment One

GROUP QUARTERS THRESHOLD GUIDELINES (Prepared by the Arizona Department of Economic Security)

1. A large Group Quarters is defined as one whose population is 300 or greater. A jurisdiction with a Group Quarter of this type (typically: correctional facility, college dormitories, or military barracks) will be required to obtain a certification letter attesting to the accuracy of the data provided from the institutions highest management official or a person who is at least one level in the chain of command above the person signing the data form. In 2004 there were 28 Group Quarters greater than 300 within 19 jurisdictions.
2. Jurisdictions with a Group Quarter of 75 to 299 (except as defined in #3 below) will be allowed to certify the population using the “City of Phoenix Approach”. That approach allows a certification at the jurisdiction level and in the form of the example below.
3. Jurisdictions with a Group Quarter with a population between 75 and 299 and a (+/-) change of more than 33% will be required to obtain a certification letter attesting to the accuracy of the data provided from the institutions highest management official or a person who is at least one level in the chain of command above the person signing the data form.
4. All Group Quarters with a population less than 75 population will not require a certification letter from the institution no matter what their (+/-) change and can instead use the “City of Phoenix Approach” as outlined in # 2 and in the example below.

Example:

Dear Mr. Colon:

I ----- Certify that I have contacted the following Group Quarters institutions and the data provided by them is to the best of my knowledge true and correct. I am certifying the data for the following institution(s).

1. Institution name: Ponce Federal prison
Institution Type: Federal prison
Year facility opened: 11/24/04
Institution contact: John Doe
Contact title: Warden
Institution phone number: (928) 888-8888
7/1/04 resident population: not open
7/1/05 resident population: 100
Change from 7/1/04: Can't be calculated
Reason for the change: New institution

2.

3.

Etc...