	State of Alaska Department of Corrections Policies and Procedures		Index #: 808.09	Page 1 of 3	
			Effective: 03/2010		
			Distribution: Public	Due for Rev: 03/2012	
	Chapter:	Prisoner Rights			
Subject:	Prisoner Housing				

I. Authority

In accordance with 22 AAC 05.155, the department will maintain a manual comprised of policies and procedures established by the commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 of the Alaska Administrative code.

II. References

Alaska Statutes

AS 33.30.011

AS 47.30.705

AS 47.37.170

Alaska Administrative Code

22 AAC 05.120(b)

22 AAC 05.206

22 AAC 05.211

22 AAC 05.216

22 AAC 05.485

Standards for Adult Correctional Institutions, 4th Edition 2003

Standards for Adult Local Detention Facilities, 3rd Edition 1991

III. Purpose

To establish a uniform process for the housing designation of prisoners in the care and custody of the Alaska Department of Corrections.

IV. Application

All staff.

V. Definitions

A. Refer to the Classification Policy 700.01 for applicable definitions:

1. Classification
2. Custody
3. Designation

VI. Policy

The Department will provide prisoners with appropriate and adequate housing based-on their individual classification and custody level.

VI. Procedures

A. Initial Intake or Remand

1. Except as required by law, the Department will not admit anyone to a facility who is unconscious or in immediate need of medical attention until the person receives appropriate medical attention and the treating physician or other health care personnel approve the prisoner's admission into the facility. See also policy #807.14, Health Examinations.
2. The superintendent shall segregate a prisoner from the general prisoner population who:

- a. has not been classified since initial admission to a facility, or has not yet had a physical examination;
 - b. is incapacitated;
 - c. is suffering or is suspected of suffering from a communicable disease;
 - d. has had segregation prescribed by a physician, physician's assistant, or mental health professional, based upon mental or physical condition;
 - e. requests the segregation and demonstrates a valid security-related or medical reason for the segregation;
 - f. is detained as a non-criminal hold;
 - g. is being held as a material witness under a court order;
 - h. represents a substantial and immediate threat to the security of the facility;
 - i. requires protective custody;
 - j. requires the most restrictive housing based on the prisoner's behavior which represents a severe threat to the safety and security of the facility. These prisoners will be identified as Administrative Segregation Maximum and the criteria for placement are further defined policy # 804.01.
3. The Department shall provide separate female and male housing units. See also policy #808.06, Requirements Related to Female Prisoners.
 4. Housing Design Standards. See policy #801.01, Institutional Design Standards for the design standards of individual cells, segregation units, and dormitory housing in new and existing units.
 5. Upon initial intake and remand into a facility and prior to the completion of the initial classification, the unclassified prisoner will be incarcerated with like unclassified prisoners.
 6. Initial classification and custody designation shall be completed within 72-96 hours.
 7. Once a custody designation has been completed the prisoner will be housed with other like custody prisoners.

B. Classification and Designation (Refer to Index # 700.01 Classification Policies and Procedures)

1. Each prisoner shall be classified within 5 working days from remand into a correctional facility utilizing Form 20-700.a. (See Classification Manual for specific instructions.)
 2. Once the classification is completed an Institutional Probation Officer shall review and validate the classification and make his/her recommendations to the Superintendent based on the classification matrix factors scored on the form.
 3. The Superintendent has five working days to approve, disapprove, or modify the recommendation(s) of the Institutional Probation Officer. If the recommendation is disapproved or modified, the Superintendent shall state the reasons on the classification form.
 4. The Superintendent's decision on this classification action is not subject to appeal.
 6. Once the initial Classification is complete and sentence has been passed,
-

- a Short or Long-Term Designation will be completed.
7. The custody level determined on the classification will dictate the prisoner's housing, institutional, or facility designation.

C. Housing Designation

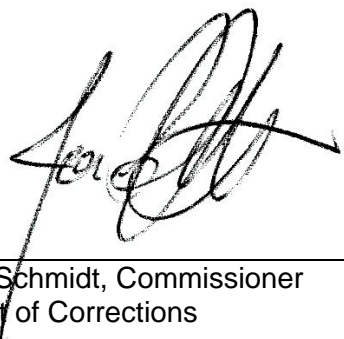
1. The prisoner will be transferred to the appropriate facility and/or housing unit based-on their individual custody level.
2. Regardless, Minimum Custody and Medium Custody prisoners may be housed together in the same cell, dormitory or modular housing unit; Medium Custody and Close Custody prisoners may also be housed together in the same cell, dormitory or modular housing unit; Close Custody and Minimum Custody prisoners shall not be housed in the same cell, dormitory or modular housing unit.

VIII. Implementation

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.

3/18/2010

Date



Joseph D. Schmidt, Commissioner
Department of Corrections