



STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Intake, Classification and Supervision		PAGE: Page 1 of 8
	CHAPTER: 902	NUMBER: 902.03	P&P TYPE: Public
	TITLE: Classification and Supervision Standards		
	APPROVED BY:  Nancy A. Dahlstrom, Commissioner		DATE: 09/01/21
ATTACHMENTS / FORMS: A. Case Plan		AUTHORITY / REFERENCES: AS 33.05.010 AS 33.16.180 AS 33.16.190 AS 18.65.670	

EFFECTIVE DATE:

This policy will have a future effective date of September 1, 2021

POLICY:

- I. It is the policy of the Department of Corrections (DOC) that all probation and parole supervision cases be classified to determine the probationer/parolee's appropriate supervision level in order to safeguard the community.
- II. It is the policy of the Department that a case plan be developed by a probation officer that addresses the criminogenic risks, needs, and protective factors of a probationer/parolee.

APPLICATION:

This policy and procedure will apply to all Pretrial, Probation and Parole Division employees.

DEFINITIONS:

Administrative Bank:

An assignment designation for probationers/parolees who are assessed as low and who may not require ongoing face-to-face supervision contact. The bank may be supervised by a probation officer or a criminal justice technician.

Community Contact Person:

An individual who resides in the same community as the probationer/parolee. Ideally, a person of perceived authority in the area as determined by the supervising officer, such as a VPSO, VPO or other law enforcement officer, tribal leader, community health personnel or other trusted community or family member.

Face-to-Face Contact:

An in person or virtual meeting between a probationer/parolee and an officer.

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Residence Contact:

Compliance verification at a probationer/parolee's place of residence. If a probationer/parolee is arrested while on supervision and incarcerated for 30 days or more, the timeframe to complete the required residence contact starts upon re-release from incarceration.

Risk/Needs Assessment:

An objective validated assessment that measures a probationer/parolee's risk to reoffend by identifying criminogenic needs and/or strengths that assist with the management and reduction of risk.

Rural Supervision:

Supervision of a probationer/parolee who resides or works (whichever is closer) 50 miles or more from a Probation/Parole District Office or does not have road access to the office.

Sex Offender Risk Assessment:

An actuarial measure using static and dynamic factors which estimate the likelihood that an offender will commit a new sexual crime after release from incarceration. The dynamic factors also provide targets for intervention and treatment to further reduce risk of recidivism.

Urban Supervision:

Supervision of a probationer/parolee who resides or works (whichever is closer) within 50 miles of a Probation/Parole District Office and has road access to the office.

Village Public Safety Officer (VPSO):

As established under AS 18.65.670, VPSO's provide probation and parole supervision to persons under supervision by communicating with and monitoring the activities and progress of probationers/parolees at the direction of probation/parole officers.

PROCEDURES:

I. General Supervision Assessments:

A. Initial Intake or Return to Supervision:

1. If there is not a current risk/needs assessment from the Department of Corrections, the probation/parolee shall be supervised as a high-level probationer/parolee and the probation officer shall complete a risk/needs assessment within 30 days.

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2. If there is a current risk/needs assessment completed by the Department of Corrections, the probation officer shall supervise the probationer/parolee according to the current risk needs assessment and complete a reassessment within 90 days.

B. Reassessment:

1. Probationers/Parolees shall have their risk/needs re-assessed as follows:
 - a. High: Once every six months.
 - b. Moderate/High: Once per year.
 - c. Low/Moderate: Once per year.
 - d. Low: Once per year.

II. Case Planning:

- A. Upon completion of an assessment (general or sex offender), the probation officer shall complete a case plan (Form 902.03A) to address the identified criminogenic needs of the probationer/parolee. The case plan shall also include conditions or actions to be completed per court and/or parole conditions. The case plan shall be entered into the offender management system.
- B. The probation officer shall review the case plan with the probationer/parolee regularly.
- C. The progress made with the case plan shall be referenced in a case update as items are completed or addressed. The case plan shall be updated annually or after the completion of a reassessment.

III. General Supervision Level:

A. Urban Supervision:

1. High

The probation officer shall have face-to-face contact with the probationer/parolee at a minimum twice per month, with one contact being conducted within the office. The probationer/parolee is required to submit a reporting form monthly. A residence contact shall occur within four months of release from incarceration or initial commencement of supervision and once every four months thereafter.

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2. Moderate/High:
The probation officer shall have face-to-face contact with the probationer/parolee at a minimum once per month. The probationer/parolee is required to submit a reporting form monthly. Residence contacts shall occur at a minimum annually.
3. Low/Moderate:
The probation officer shall have face-to-face contact with the probationer/parolee at a minimum once every two months. The probationer/parolee is required to submit a reporting form monthly. Residence contacts shall occur at a minimum annually.
4. Low:
The probation officer shall have face-to-face contact with the probationer/parolee at a minimum once every three months. The probationer/parolee is required to submit a reporting form monthly. Residence contacts shall occur at a minimum every two years but must occur prior to a probationer/parolee being assigned to an administrative bank. A low supervision case that still has outstanding conditions shall be reviewed every six months until moved to an administrative bank.

B. Rural Supervision

Communities with a VPSO:

1. High:
The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at minimum once per month. The probationer/parolee is required to submit a reporting form monthly. The probationer/parolee shall check-in twice per month with the VPSO. Residence contacts shall occur at a minimum every six months, at least one must be completed by a probation officer annually.
2. Moderate/High:
The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum once per month. The probationer/parolee is required to submit a reporting form monthly. The probationer/parolee shall check-in once per month with the VPSO. Residence contacts shall occur at a minimum annually by the probation officer or authorized agent.
3. Low/Moderate:
The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum once every two months. The probationer/parolee is required to submit a reporting form monthly. The probationer/parolee shall check-in every

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other month with the VPSO. Residence contacts may occur annually by the probation officer or authorized agent as practical.

4. Low:

The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum once every two months. The probationer/parolee is required to submit a reporting form monthly. A low supervision case that still has outstanding conditions shall be reviewed every six months until moved to an administrative bank.

Communities without a VPSO:

1. High:

The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at minimum twice per month. The probationer/parolee is required to submit a reporting form monthly. The probation officer shall communicate with a community contact person at a minimum of every other month. Residence contacts shall occur at a minimum annually.

2. Moderate/High:

The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum once per month. The probationer/parolee is required to submit a reporting form monthly. The probation officer shall communicate with a community contact person once every three months. Residence contacts shall occur at a minimum annually.

3. Low/Moderate:

The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum once a month. The probationer/parolee is required to submit a reporting form monthly. The probation officer shall communicate with a community contact person once every six months. Residence contacts may occur annually, as practical.

4. Low:

The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum once every other month. The probationer/parolee is required to submit a reporting form monthly. A low supervision case that still has outstanding conditions shall be reviewed every six months until moved to an administrative bank.

C. Administrative Bank:

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Probationers/parolees classified as low may be assigned to an administrative bank. Those assigned to an administrative bank are required to submit a monthly reporting form at a minimum every four months and to notify the probation office of any residence changes immediately. Administrative bank supervision cases need not be reassessed unless the probationer/parolee's behavior changes. Probationers/parolees supervised as a sex offender are prohibited from being placed on an administrative bank.

D. Override of Supervision Level

If the probation officer does not believe a probationer/parolee's supervision level accurately reflects their risk due to factors not reflected in the assessment, the officer shall complete an override request with a detailed explanation and submit the request to a supervisor for review.

1. A supervisor may not approve an override of more than one lower or higher supervision level.
2. Following the review, a supervisor shall specify the supervision level in the offender management system.
3. If the probationer/parolee's behavior warrants, an early assessment may be completed.

IV. Sex Offender Assessments

- A. The sex offender assessment tools are to be utilized/conducted/administered on all male offenders whose offense is a Category A sexually motivated offense (offenses that involved an identifiable child or non-consenting adult victim).
- B. The sex offender assessment tools are not validated for the following convictions and the general risk assessment tool shall be used:
 1. Possession of Child Pornography cases that have no identifiable victim(s)
 2. Female sex offenders
 3. Offenders who have been free from violent offenses in the community for a period greater than 8 years since release from their latest sexual offense.
- C. Sex offender assessment tools shall be completed within ninety (90) days of the offender's release to supervision and annually thereafter. The probationer/parolee shall be supervised as high-level until such time the assessments are completed.

D. Return to Supervision:

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1. If a probationer/parolee returning to community supervision has been incarcerated more than a year, the officer shall complete a new assessment.
2. If a probationer/parolee returning to community supervision has served less than a year, the officer shall review the risk assessment to make sure the revocation did not affect the scoring items. If the scoring items are affected, the probation officer shall complete new sex offender assessments, supervise accordingly, and annually thereafter or as needed.

V. Sex Offender Supervision Levels:

A. Urban Supervision

1. High:
The probation officer shall have face-to-face contact with the probationer/parolee at a minimum twice per month, with one contact being conducted within the office. The probationer/parolee is required to submit a reporting form monthly. A residence contact shall occur within four months of release from incarceration and once every four months thereafter.
2. Moderate/High:
The probation officer shall have face-to-face contact with the probationer/parolee at a minimum once per month. The probationer/parolee is required to submit a monthly reporting form. Residence contacts shall occur at a minimum once every six months.
3. Low/Moderate and Low:
The probation officer shall see the probationer/parolee face-to-face at a minimum once per month. The probationer/parolee is required to submit a monthly reporting form. Residence contacts shall occur at a minimum annually.

B. Rural Supervision

Communities with a VPSO:

1. High:
The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at minimum once per month. The probationer/parolee is required to submit a monthly reporting form. The probationer/parolee shall check-in twice per month with the VPSO. Residence contacts shall occur at a minimum every six months, at least one must be done by the probation officer annually.
2. Moderate/High:

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The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum once per month. The probationer/parolee is required to submit a monthly reporting form. The probation/parolee shall check-in once per month with the VPSO. Residence contacts shall occur at a minimum annually by the probation officer.

3. Low/Moderate and Low:

The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum once per month. The probationer/parolee is required to submit a monthly reporting form. The probationer/parolee shall check-in every month with the VPSO. Residence contacts may occur annually by the probation officer, as practical.

Communities without a VPSO:

1. High:

The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum twice per month. The probationer/parolee is required to submit a monthly reporting form. Residence contacts shall occur at a minimum annually. The probation officer shall communicate with a community contact person at a minimum of every other month.

2. Moderate/High:

The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum once per month. The probationer/parolee is required to submit a monthly reporting form. Residence contacts shall occur at a minimum annually. The probation officer shall communicate with a community contact person once every three months.

3. Low/Moderate and Low:

The probation officer shall have face-to-face or telephonic contact with the probationer/parolee at a minimum once per month. The probationer/parolee is required to submit a monthly reporting form. Residence contacts may occur annually by the probation officer, as practical. The probation officer shall communicate with a community contact person once every six months.

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