

TABLE OF CONTENTS

I.	Introduction	4
	Existing Community Residential Centers	5
II	Overview	
	A. Statutory and Regulatory Authority	6
	B. Objective	6
	C. Categories of Offenders	6
	D. Priority of Referrals	8
III	Operational Standards	
	Chapter 1	
	Administration & Organization	9
	Chapter 2	
	Fiscal Management	11
	Chapter 3	
	Personnel	12
	Chapter 4	
	Facility	16
	Physical Plant	16
	Sanitation / Hygiene / Housekeeping	17
	Chapter 5	
	Safety & Emergency Procedures	18
	Chapter 6	
	Food Service	20
	Chapter 7	
	Program	21
	Supervision Categories	21
	Resident Referral	21
	Third Party Detainees	22
	Confined and Un-sentenced Referrals	23
	Restitution Placements	23
	Furloughs	24
	Probation / Parole	24
	General Requirements	25
	Intake	26
	Individual Program Planning & Progress	27
	Multi-Level Program	27
	Transfer of Residents in Increased Supervision and Pre-release	31

2010 Community Residential Center Operation Standards

Employment	32
Education & Vocational Training	33
Community Work Services	34
Urinalysis Testing	35
Alcohol Testing	36
Transportation and Vehicle Operation	37
Marriage	38
Religious Activities	38
Emergency Absence	39
Serious illness, Injury, Surgery or Death of a Resident	39
Visitors	39
Release Preparation	40
Offender Supervision Program 51-55	42
Chapter 8	
Medical Care & Health Services	45
Chapter 9	
Resident Trust Accounts	48
Chapter 10	
Search & Surveillance	50
Chapter 11	
Disciplinary Procedures	52
Rules of Conduct	52
Disciplinary Produces by Categories of Offenders	55
Chapter 12	
Resident Removal	59
Chapter 13	
Unlawful Evasion	61
Chapter 14	
Use of Force	63
Chapter 15	
Resident Grievances	64
Chapter 16	
Records & Reports	65
Case Records	65
Facility Records	66
Monthly Activity Reports	
Chapter 17	
Citizen Involvement & Volunteers	69

2010 Community Residential Center Operation Standards

Chapter 18 Monitoring & Evaluation	70
Glossary of Terms	71
Appendix	93

I Introduction

Community Residential Centers help facilitate the transition of offenders from institutional confinement to parole/probation supervision, as well as providing an "intermediate sanction" for confined misdemeanants and parolees/probationers who commit technical violations of parole/probation.

To facilitate the transition from institutional confinement back into the community, offenders may request and receive a furlough to a Community Residential Center (CRC). After placement in a CRC, offenders are restricted to the center except for specifically approved passes from the facility for the purpose of work, education, treatment, and/or counseling activities. Residents must be engaged in approved employment, education or community work service projects, or some combination of these activities to constitute a full workweek of at least forty hours.

As an intermediate sanction for parole/probationers who commit technical violations of parole/probation conditions, CRCs serve as a "halfway-in" facility to provide support, structure, and more supervision than parole/probation supervision can provide. These individuals are allowed to continue employment in the community but must return to the facility when not at work.

Community Residential Centers also serves as housing for low risk confined misdemeanants. These placements are not allowed to leave the facility unless they are participating in community work service projects with direct staff supervision, and/or other approved Department of Corrections supervision.

All offenders in Community Residential Centers (with the exception of un-sentenced and confined misdemeanants) are expected to enter into, and progress through, a "multi level" program. The program is designed to be responsive to offenders' individual and collective needs and to provide increasing opportunities for residents' independence and responsibility. The "multi-level" program provides incentives for those offenders through increased privileges, who demonstrate progress in learning skills and behaviors through participation in the program, which will support the offenders' successful reintegration back into the community.

Existing Community Residential Centers

Cordova Center - Anchorage: was established in 1985 and has an operating contract capacity of 167 furloughees, parolees/probationers, confined misdemeanants, and restitution placements. Located at 130 Cordova Street, the program is provided by Cornell Company, Inc.

Glacier Manor - Juneau: was established in 1983 and pas an operating contract capacity of 75 furloughees, probation/parolees, confined misdemeanants, and restitution placements. Located at 5597 Aisek Street, the program is provided by Gastineau Human Services.

Glennwood Center - Anchorage: was established in 1979 and has an operating contract capacity of 88 furloughees, parolees/probationers, confined misdemeanants, and restitution placements. Located at 835 D Street, the program is provided by T.J.M. Western, Inc.

Midtown Center - Anchorage: was established in 1997 and has an operating contract capacity of 32 furloughed misdemeanants and confined misdemeanants. Located at 2507 Eide Street, the program is provided by Cornell Company, Inc.

Northstar Center - Fairbanks: was established in 1989 and has an operating contract capacity of 107 furloughees, parolees/probationers, confined misdemeanants, and restitution placements. Located at 353.3 Parks Highway, the program is provided by Cornell Company, Inc.

Parkview Center - Anchorage: was established in 1993 and has an operating contract capacity of 112 furloughees, parolees/probationers, confined misdemeanants, and restitution placements. Located at 831 B Street, the program is provided by Cornell Company, Inc.

Seaside Center - Nome: was established in 1999 and has an operating contract capacity of 48 furloughees, parolees/probationers, confined misdemeanants, and restitution placements. Located at 185 Front Street, the program is provided by Cornell Company, Inc.

Tundra Center - Bethel: was established in 1986 and has an operating contract capacity of 85 furloughees, parolees/probationers, confined misdemeanants, and restitution placements. Located at 680 Ridgecrest Drive, the program is provided by Cornell Company, Inc.

II. OVERVIEW

A. STATUTORY & REGULATORY AUTHORITY

In accordance with Alaska Statutes 33.30.011, .031, .101, .111, .131, .141, .151, .161, .171, .181 and Alaska Administrative Code 22 AAC 05.300, .316, .321, .331, .335, .350, .352, .355, 0400, .545, .550 the Department of Corrections establishes conditions for furlough, contract misdemeanor housing, and/or restitution center placement for prisoners incarcerated in correctional facilities.

B. OBJECTIVE

This document represents general operational standards for all Department of Corrections Community Residential Centers. As defined in these standards, community residential services are provided through relatively open facilities located in neighborhoods and rely heavily upon community resources to provide most of the services required by offenders. It is understood that the degree of openness and degree of supervision provided will vary with the type of offenders served. Allocation and use of these services will vary with availability and offender needs. Community residential services will provide group residence in the form of a detention center, halfway house, work/education release center, or pre-release center to probationers, parolees, residents in incarcerated status (furloughs), sentenced misdemeanants, and un-sentenced misdemeanants. Community Residential Centers must provide:

1. Detention and/or supervision of offenders on behalf of the Department of Corrections.
2. Flexibility in behavioral based programs that are oriented to the specific needs of each individual in residence.
3. Either in-house or through referral to community providers, counseling, to address substance abuse, sex offender, anger management, pre-release and mental health treatment requirements of offenders in residence.
4. Assistance with all aspects of community transition, to include addressing offenders' needs for employment, housing and aftercare counseling referral.

C. CATEGORIES OF OFFENDERS:

Offenders housed in a community residential center will either be furloughed or designated to the center. Contractors shall categorize these residents into the following categories based on the resident's program needs:

FURLOUGH PLACEMENTS

Furloughs:

Felon and misdemeanor offenders who meet the statutory requirements for pre-release furlough eligibility and who are approved by the Department for up to three (3) years from their release date for purposes of work, education,

vocational training or treatment as part of a graduated planned release from incarceration.

DESIGNATED PROGRAM PLACEMENTS

Restitution: Offenders classified as either a felon or misdemeanor, who have no history of the use of force or violence, may be designated to a CRC in order to provide restitution through participation in community work service, treatment and/or employment. These offenders will not be eligible to participate in the Multi Level Program.

Court-Ordered Probation/Parole: Offenders with probation or parole conditions requiring residence in a CRC facility.

Voluntary Probation/Parole: Offenders under probation or parole supervision who volunteer for residence in a CRC at the request or suggestion of their probation officer. Voluntary placement is an intervention strategy other than incarceration for probation or parolees who are experiencing difficulty in adhering to their conditions of supervision while on probation or parole.

DESIGNATED NON-PROGRAM PLACEMENTS

Un-sentenced: Offenders designated or classified to a CRC as an alternative to incarceration in a state correctional institution. Un-sentenced offenders are not authorized in the community without direct supervision of CRC staff.

Confined: Offenders designated or classified to a CRC as an alternative to incarceration in a state correctional institution. Minimum custody felons or misdemeanor offenders may only be authorized in the community when under the constant and direct supervision of CRC staff and/or third party DOC approved agency supervisors: *Note: Anchorage Municipal Code 21.35.020 restricts the housing of felons, convicted under ASll.41, offenses against the person, in a "quasiinstitutional house."*

Exception: Department Policy and Procedure 818.07 allows for the housing of an offender at a CRC based on space availability if there is a delay between the time of release and the public transportation service departure. Upon release from incarceration, offenders awaiting transportation from the local area may reside temporarily at the CRC on a voluntary basis. Residents residing at

a CRC as an exception to a regular program referral under Department of Corrections Policy and Procedure 818.07, will be required to sign a Community Residential Center Housing Waiver, agreeing to abide by all CRC program policies and procedures.

Exception referrals to the CRC will include a current Health Screening for Placement or Transportation and any offense history pertinent to the placement.

COURT ORDERED PLACEMENTS

Judicial Supervision: The court refers offenders placed in this supervision category and the level of supervision is determined by a specific court order. This category may include:

Third Party:

Individuals in un-sentenced status for either a pending misdemeanor or felony, released from the Department of Corrections custody to the supervision of a Community Residential Center. These individuals are required to abide by specific court orders and CRC' conditions until further action by the court, either sentencing or release.

Drug Court:

Community custody placements that are either in pre-trial or pre-sentence phase of their court process and are referred by the court for the specific purpose of participating in the Drug Court Program.

D. PRIORITY OF REFERRALS

The Department will establish target population configurations for each category of offenders housed in the community residential center, based on an annual review of regional and departmental utilization of community beds. Contractor involvement in this determination will be sought and consideration will be given to impact on program.

III. OPERATIONAL STANDARDS

CHAPTER 1: ADMINISTRATION & ORGANIZATION

- 1.1 The contractor shall file, with the appropriate regulatory bodies and as mandated by existing statute, all materials necessary to maintain its legal authority to continue operations. All governing policies must be maintained, to include by-laws, articles of incorporation and personnel policies.
- 1.2 The contractor is required to hold a current Alaska business license (AS 36.30.100).
- 1.3 The contractor must have a current, written manual that describes the purpose, philosophy, program and services, and operating facility policies. The manual will be available to, and read by all contractor staff. The contractor shall operate according to this manual.
- 1.4 The contractor has the responsibility to provide a working environment that is in accordance with the provisions of Title VII of the Civil Rights Act of 1964, as amended.
- 1.5 The contractor shall establish written policy and procedure prohibiting employee use of alcohol or other controlled substances in the facility.
- 1.6 The contractor shall have a single administrator who has overall executive duties and responsibilities for the effective operation of the agency.
- 1.7 The contractor must maintain a written description and organizational chart that reflects the structure of authority, responsibility, and accountability, within both the facility and the contracting agency. These documents shall be reviewed annually and updated as needed.
- 1.8 The contractor shall develop written policy and procedure requiring that all facility administrators and supervisors meet at least monthly with their staff members who are directly accountable to them.
- 1.9 The contractor shall develop a written policy and procedure, which ensures internal audits, are conducted.
- 1.10 Written policy and procedure shall prohibit residents from being put in positions of authority over other residents in any contractor operations or programs.
- 1.11 The contractor is not permitted to make financial gain directly from residents. Residents may purchase food, toiletry items, and other sundries and/or have items brought into the facility, if they choose to do so, providing this complies with health and safety standards. The contractor may install vending machines for the residents' convenience as long as residents are not required to purchase from these machines.
- 1.12 All subcontracting arrangements will be reviewed, and a written decision issued, within a reasonable amount of time. Subcontractors will also be required to comply with background investigations and/or security checks. All subcontractors who have received the approval of the Department to provide services under the terms of the contract will be bound by all conditions specified in the Appendix. Information regarding proposed

2010 Community Residential Center Operation Standards

subcontractors that conform to the provisions of this section may be submitted for department consideration and approval as part of the contractor's annual proposed budget.

- 1.13 The contractor shall develop written policy and procedure, which govern revisions in the operating budget and requires the facility administrator's input in budget development. Where budget revisions would influence program quality, the contractor shall seek Department of Corrections input prior to implementation of the proposed revisions.
- 1.14 The contractor shall have liability and property insurance for the facility and equipment, with documentation available for review.
- 1.15 The contractor shall develop written policy and procedure which ensures that no individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or services. The contractor shall make reasonable accommodation in accordance with Title I, II, & III of the Americans with Disabilities Act (ADA).
- 1.16 The contractor shall provide the contract oversight officer with written documentation concerning all citizen complaints. This written documentation shall include all related facts and findings concerning the complaint. The CRC director should take corrective action when appropriate to resolve the complaint.
- 1.17 The Contract Oversight Officer will regularly confer with CRC Directors to discuss issues that may concern the overall operation of the center.

CHAPTER 2: FISCAL MANAGEMENT

- 2.1 The contractor will be required to obtain a complete financial audit by an independent Certified Public Accountant, according to generally accepted accounting standards, when the contract amount is equal to or greater than \$150,000.00 annually. A copy of the completed audit covering funds expended from each State fiscal year must be submitted to the Contract Oversight Officer, Division of Probation & Parole, 550 W. 7th Ave, Suite 601, Anchorage, AK 99501 by no later than ninety - (90) days following the end of the Contractors fiscal year end. In the event that the contractor's fiscal year differs from the State fiscal year, an extension may be granted by the Director of Probation & Parole or designee upon submission of a written request by the contractor prior to the audit deadline.
- 2.2 The Department may modify the content and format of fiscal reports during the course of the contract period. Prior to the implementation of any new reporting requirements, the Department will consider the resources necessary to implement any new change. The contractor will be required to comply with any new reporting requirements.
- 2.3 The contract agency operates under an annually written budget of anticipated revenues and expenditures, which is approved by its governing authority.
- 2.4 The contractor has a budgeting and accounting system, which links the cost of program function to the resources necessary for their support.
- 2.5 Written policies govern revisions in the budget.
- 2.6 The contractor has a written policy and procedure that specifies that the methods used for receipt, safeguarding disbursement and recording of funds comply with accepted accounting procedures. The policy shall include at a minimum: internal controls; petty cash; bonding; signature control on checks; resident funds and employee reimbursement.
- 2.7 The contractor will submit their quarterly financial report which compares actual expenditures to budget authorization for each major expenditure category. Explanations shall be provided for category variances in excess of 10%. Submission of these reports is required no later than forty-five (45) days following the end of the State fiscal quarter. These reports will be submitted to the Contract Oversight Officer, Division of Probation & Parole, 550 W. 7th Ave, Suite 601, Anchorage, AK 99501.
- 2.8 A contract agency that does not have a federally approved indirect-cost rate may include administrative costs in the budget. These costs must be identified in the budget as direct costs.
- 2.9 The contractor shall ensure all resident accounts established with financial institutions by the contractor for the safe keeping of resident funds will be a noninterest bearing account.

CHAPTER 3: PERSONNEL

- 3.1 The contractor shall develop written personnel policies that reflect the contractor's Management philosophy and include the following:
 - A. Organizational chart;
 - B. Annual staff development plan;
 - C. Recruitment and selection procedures;
 - D. Promotion;
 - E. Job qualifications and job descriptions;
 - F. Affirmative action;
 - G. Grievance and appeal procedures;
 - H. Orientation;
 - I. Employee evaluation;
 - J. Personnel records;
 - K. Compensation, benefits, holidays, leaves [annual, holiday, maternity and sick];
 - L. Hours of work; and
 - M. Disciplinary procedures, terminations and resignation.

- 3.2 The contractor must have adequately trained, physically able, paid security staff, awake and on the premises to provide 24-hour coverage, seven days a week.
 - A. Minimum staffing requires two security staff member on duty on a 24-hour basis in facilities housing up to 25 residents; three staff, designated as security, must be on duty on a 24-hour basis in facilities housing 26 or more residents, four security staff for 100 residents and five security staff for 150 or more. Security staff will be assigned the specific responsibility of monitoring resident activity and maintaining the security of the facility and may perform additional duties that may be required.

 - B. Case management staff, working with program offenders, should be allocated at a ratio of one for 50 - 60 residents.

- 3.3 The staffing pattern of the facility shall concentrate case management on the premises at times when most residents are available in the facility.

- 3.4 The contractor must maintain copies of job descriptions, for all staff positions performing services under this contract, which accurately describe duties for the position and include, at a minimum: job title, responsibility of the position, and the required minimum education and experience. The contractor will likewise maintain such information for any contract and sub-contract staff retained under this contract.

- 3.5 The minimum qualifications for all contract and sub-contract employees providing direct or indirect services under these established standards shall be:
 - A. High school diploma or has passed a General Education Development (GED) test.
 - B. Must be 19 years of age, or older, at time of employment.
 - C. Have a valid Alaska Drivers license and be insured by the contractor.
 - D. Complete a full criminal background investigation to include fingerprints,

2010 Community Residential Center Operation Standards

- NCIC/INLET check to determine criminal history.
- E. Never convicted (by a civilian court of Alaska, the United States, or another state or territory, or by a military court) of a felony.
 - F. During the past ten (10) years not convicted (by a civilian court of Alaska, the United States, or another state or territory, or by a military court) of:
 - A misdemeanor crime that resulted in serious physical injury to another person.
 - Two or more driving-while-intoxicated offenses.
 - Chemical test refusals.
 - A misdemeanor crime of dishonesty.
 - G. Never convicted of a crime of domestic violence.
 - H. Never illegally manufactured, transported, or sold a controlled substance.
 - I. Any exceptions to the minimum qualifications must receive the written approval of the Director of Probation & Paroles prior to employment.
- 3.6 The minimum education and experience qualifications for the position of agency administrator (who directly supervises the CRC director/facility manager) are a Bachelor's Degree in one of the Social or Behavioral Sciences or a related field or four years of experience and training at the supervisory level
- 3.7 The minimum education and experience for the position CRC Director (who directly supervises the CRC operation of 50 or more beds) is a Bachelor's Degree in psychology, social work, counseling, criminal justice and/or related field plus one (1) year management in the operation of a Community Residential Center (CRC); or three (3) years program management experience in the field of criminal justice, social work, community development, social services, or related field, one (1) year of which includes experience in the management of the operation of a CRC or in facilities similar to a CRC.
- 3.8 For facilities smaller than 50 beds: The above standards apply except that equivalent experience may be substituted for the one (1) year of experience in management of the operation of a CRC or in facilities similar to a CRC.
- 3.9 The contractor shall be required to provide the Contract Oversight Officer with a letter of appointment for all CRC Directors. The letter shall include such documentation as a current resume, job application and any prior work related evaluations demonstrating that the applicant meets the minimum qualification.
- 3.10 The contractor must maintain a complete, confidential and current personnel record for each employee. Written policy and procedure shall provide for the confidentiality of the record and provide for employee challenge of information that is in the file, which stipulates that the information may be corrected or removed if proved inaccurate or found to be in violation of personal privacy unrelated to employment.
- 3.11 The contractor shall develop a written policy and procedure, which provides for regular performance reviews of all employees. Such reviews shall be completed at least annually. The review must be written, discussed with the employee, and signed by both the employee and the evaluator.

2010 Community Residential Center Operation Standards

- 3.12 The contractor shall have a written policy to prevent conflict of interest, which specifically states that no employee may use his or her official position to secure privileges or advantages.
- 3.13 An initial orientation shall be provided to all new employees during the first week of employment, with documentation maintained in the personnel file.
- 3.14 The contractor shall develop an annual staff-training curriculum to provide CRC staff with essential training related to code of ethics, standards of conduct, use of force, surveillance, facility and resident searches, resident employment, suicide prevention, urinalysis collection and breath-analysis testing, disciplinary procedures and other related topics. All employees will participate in forty hours of training and education annually.
- 3.15 The contractor and all subcontract employees shall adopt and assure compliance of policies and procedures similar to Department of Corrections Policy and Procedure 202.01, Code of Ethical Professional Conduct and 202.15, Standards of Conduct. Each employee/subcontract employee shall sign an acknowledgement of receipt and understanding of these policies.
- 3.16 The contractor shall develop policy and procedure to address employee/resident allegations of sexual misconduct.
- 3.17 When the director becomes aware of an allegation, or allegations, of sexual misconduct the contractor shall immediately telephonically notify the contract oversight officer of the employee/resident allegations of sexual misconduct. The contractor shall provide a written report detailing the allegation and/or violation of staff misconduct that violates the Code of Ethical and Professional Conduct, Standards of Conduct or violation of state or federal law. The contractors shall, after discussing the misconduct with the Contract Oversight Officer notify local law enforcement to determination if an external investigation is required to determine if criminal charges are to be filed based on any official law enforcement investigation.
- 3.18 Prior to employing any individual, providing services under DOC contract, the contractor will review a current, certified copy of the Alaska State Department of Public Safety (D.P.S.) Information Network (APSIN) record and a review of the National Law Enforcement Tracking System (NLETS) record in each state in which the prospective employee has resided. These record checks must be provided to the DOC, along with two (2) sets of fingerprints. The contractor shall exclude from any employment any person currently under DOC supervision or indictment for any offenses. The criminal record check (if not done by the DOC) and one (1) set of fingerprints shall be maintained in the employee personnel file. In the event an applicant submits a D.P.S. criminal history report with a reported FBI number the CRC director shall immediately provide written notification to the Contract Oversight Officer. The notification shall include a waiver and authorization to release information form signed by the applicant and witnessed by the CRC director or designee. The contract oversight officer will then conduct a review of any additional criminal history information and discuss the findings with the CRC Director.
- 3.19 In the event the background investigation reveals the employee/applicant has misrepresented or omitted significant facts concerning his/her personal history, the contractor shall not appoint the applicant and/or discharge the employee if an appointment

2010 Community Residential Center Operation Standards

has been made unless the Director of Probation & Paroles approves, in writing, the appointment of the employee/applicant.

CHAPTER 4: FACILITY

4. Physical Plant:

- 4.1 The contractor shall provide documentation that the facility complies with all provisions of the applicable zoning ordinances, and building codes; this includes mechanical devices (e.g. boilers, elevators, etc.) requiring periodic inspections and certifications, as well as applicable provisions of the Americans with Disabilities Act.
- 4.2 The facility must be located within one mile of public transportation or the contractor will ensure that alternate transportation is available to residents.
- 4.3 All sleeping areas shall be well lit, ventilated and provide some degree of privacy.
- 4.4 Residents are required to participate in the general cleanliness and maintenance of the overall center, their individual units, and their personal living areas.
- 4.5 Residents may decorate their personal living areas with personal items that do not display nudity or sexual acts/behavior, promote or advertise alcohol or other drugs, or imply racist or prejudicial attitudes.
- 4.6 Each CRC shall provide a minimum of 150 square feet per resident. The square footage of each facility is calculated by including all bedroom, kitchen, bathroom, and living, recreational and other common use areas of the facility. Closets, utility rooms, garages and other areas not ordinarily used for living areas, will be excluded from the square footage calculations. In facilities providing common dining areas, residents must have a minimum 100 square feet of space. The department will inspect each facility and a capacity limit established based upon the minimum square footage calculation described above.

The Department may allow minor deviations from these square footage requirements when a determination is made that the deviation will not result in an adverse impact on the health and safety of the residents, or the orderly operation of the facility.
- 4.7 The contractor shall ensure that residents are afforded a reasonable degree of privacy. Co-educational facilities must provide for separate sleeping, bathing, and toilet facilities by gender.
- 4.8 The contractor's facility shall be accessible to the physically handicapped and must provide equal access and services to residents, visitors, and staff.
- 4.9 Designated program space must be available for counseling, visiting and recreational purposes and should provide residents with the opportunity for recreational and leisure time activities.
- 4.10 The contractor shall outline, at the time of the original proposal, any security devices to be utilized in the facility.
- 4.11 At a minimum, the facility must have one (1) operable toilet for every ten (10) residents, one (1) shower, or bathing area for every eight (8) residents and one (1) wash basin for every six (6) residents.
- 4.12 The facility shall have one (1) operable washer and one (1) operable dryer for every sixteen (16) residents or the equivalent laundry capacity will be available within one (1) mile of the facility, or the contractor shall make alternate arrangements for service.

2010 Community Residential Center Operation Standards

- 4.13 Telephone facilities will be accessible to all residents.
- 4.14 The contractor shall develop a written policy and procedure that provides for inventory and control and for the purchase and requisitioning of supplies and equipment.
- 4.15 When a facility vehicle is utilized, the contractor shall have written policies and procedures for its maintenance and use.

4.16 Sanitation/Hygiene/Housekeeping:

- 4.16.1 The contractor shall provide documentation demonstrating that the facility complies with all applicable sanitation and health codes.
- 4.16.2 The contractor shall ensure that the facility and surrounding area remain clean and in good repair.
- 4.16.3 The contractor shall develop written policies and procedures for effective vermin and pest control, trash and garbage removal.
- 4.16.4 The contractor shall develop a written policy and procedure that requires weekly sanitation and safety inspections of all internal and external areas and equipment. Documented follow-up, to ensure proper and timely corrective action is taken on discrepancies found during these inspections, shall be completed and retained for review.
- 4.16.5 At a minimum, each resident's sleeping area shall provide a bed, mattress, pillow, bed linen, chair, and closet/locker space. Mattresses and pillows must be flame resistant, with an anti-bacterial coated fabric outer cover. The contractor shall maintain or have access to a means of cleaning mattresses and pillows.
- 4.16.6 Each week the contractor shall provide residents with clean, usable bedding, linen, and towels or allow residents to launder their own.
- 4.16.7 When a resident is indigent, the contractor shall provide personal hygiene articles to include toothbrush, tooth paste, soap and comb at no cost to the resident.
- 4.16.8 The facility will be non-smoking for staff and residents.

CHAPTER 5: SAFETY & EMERGENCY PROCEDURES

- 5.1 The contractor shall have a written policy and procedure that specifies the facility's fire prevention regulations and practices to ensure the safety of staff, residents, and visitors.
- 5.2 The contractor shall have written fire and emergency plans and evacuation diagrams, which are reviewed and updated at least annually. Posted evacuation plans will be dated and signed by the CRC director. The contractor shall disseminate these plans to local authorities and ensure that they are posted in conspicuous locations throughout the facility.
- 5.3 The facility must be equipped with an automatic fire alarm and smoke detection system, or such other combination of alarm, detection and suppression systems approved by the State Fire Marshal or the local official authorized to inspect and pass judgment on health and life safety issues. Documentation shall be maintained that the system is tested on a quarterly basis and inspected annually. The contractor shall ensure:
 - A. That adequate fire protection service is available;
 - B. The facility receives an annual inspection by local or State Fire Marshals;
 - C. That all safety and emergency fire equipment is tested at least quarterly and inspected annually; and
 - D. That fire prevention and protection equipment is available at appropriate locations throughout the facility.
- 5.4 At least once per quarter, the contractor shall perform emergency evacuation drills, under conditions and during hours when a majority of the residents are present in the facility.
- 5.5 Emergency evacuation drill documentation must include the date and time the drill was conducted, the number of residents, staff and visitors in the facility, the total time required to evacuate the facility, the staff conducting the drill and specific information detailing any necessary corrections or training required.
- 5.6 The contractor shall ensure that exits from the facility are in compliance with the regulations of the state or local fire safety authorities with primary jurisdiction over the facility.
- 5.7 The contractor shall establish a written program for the storage, issuance, and handling of flammable liquids, hazardous chemicals, toxic and caustic materials used within the facility.
- 5.8 All materials are to be labeled and stored in the original container or an OSHA approved container. Flammable materials such as gasoline, kerosene and paint thinner must be stored in Department of Transportation approved containers or outside of the main facility. Toxic, caustic and flammable materials may not be stored in sleeping areas, furnace rooms, kitchens, or food storage areas.
- 5.9 The contractor shall have a written policy that establishes property limits to control the amount of personal property residents may possess. A copy of the established property list will be made available to the Department of Corrections for dissemination to all correctional facilities. The contractor will also develop protocol for the disposal of

2010 Community Residential Center Operation Standards

abandoned property in accordance with AS 33.30.251.

- 5.10 The contractor will have a written policy and procedure that allows residents to decorate their sleeping quarters with personal possessions and pictures, provided that it is done in a reasonable manner, which does not present a fire hazard. The contractor may refuse any personal property, which the facility deems detrimental to the programming in the facility.

CHAPTER 6: FOOD SERVICE

- 6.1 The contractor shall provide a food service program, supplying meals that are nutritional and well balanced, either by contractor preparation and serving at the facility, providing food for preparation by the resident or through a sub-contractual agreement with a food service provider.
- 6.2 The contractor's food service program shall comply with all sanitation and health codes enacted by the State or local authority with jurisdiction.
- A. When the contractor's food services program allows for a central dining area within the facility, all persons preparing foods shall comply with applicable federal, state and local health laws and regulations. (See Appendix)
- B. When food service is provided in the facility, CRC staff or designee shall make regular documented weekly inspections to ascertain whether hygienic conditions are being maintained. Results of inspections done by the facility and/or local health officials shall be either posted or readily available as documentation. These inspections should include, at a minimum:
- Check for cleanliness and ventilation in both the cooking and dining areas;
 - Check food preparation and equipment. They shall be sanitary and in good repair;
 - Check of refrigerator and freezer temperatures;
 - Check the attire and health of food handlers. All food handlers should be healthy and practice basic hygiene in connection with food handling;
 - All food brought into the facility is properly stored;
 - Established sanitation and health standards are maintained; and
 - Effective measures intended to minimize the presence of rodents, flies, and other insects on the premises should be utilized.
- 6.3 A registered dietician or nutritionist must review and approve the nutritional value of the menu, annually if fixed and semi-annually if the menu is not fixed. All meals will meet the recommended daily allowances and the dietary guidelines as set by the current version of the American Dietetic Association.
- 6.4 The menu shall be posted each week in the facility. Menus must be maintained in facility files for a period of three months.
- 6.5 Provisions for food service must be made by the contractor to accommodate residents who work irregular hours and are not available for regularly scheduled meals.
- 6.6 The contractor shall provide special diets as required by verified religious practice or by physician or dentist orders.
- 6.7 The contractors shall have a written policy and procedures, which allow subsistence food items to the extent that the adequate health and safety concerns are maintained in accordance with Department of Environmental Conservation (DEC) guidelines. (REF: 18 AAC 31.210 and 18 AAC 31.205, *See Appendix*).

CHAPTER 7: PROGRAM

The core of any adult community residential center is the program it offers. This program must be responsive to the residents' individual and collective needs and provide increasing opportunities for residents' independence and responsibility. The residential community program is most effective when it helps direct the focus of correctional efforts in a careful balance between custody/control and assistance. At a minimum, the residential community program seeks to release residents to the community with an established residence, means of financial support, and a network of community support to assist in further transitional issues.

The supervising probation officer has overall authority for all resident programs.

The following program elements shall be developed:

- Individual Case Management and training related to acquiring appropriate employment, job training, academic and vocational opportunities, money management skills, re-establishment of family ties and adjustment to the CRC and the community.
- The program provides comprehensive case management services and referrals based on individual need through in-house or referrals to community providers.
- Assistance with all aspects of community transition, to include addressing offenders' needs for employment, housing and aftercare counseling referral.

7.1 Supervision Categories:

In order to provide effective supervision and monitoring for offenders with varied supervision and re-integration needs, the CRC must provide the following supervision categories:

- Increased Supervision: Offenders assigned to this supervision category will receive additional monitoring and surveillance both in the facility and the community.
- Regular: Offenders placed in this supervision category for the purposes of making a transition from the institutional setting to the community or to provide additional structure while on parole/probation supervision.
- Judicial Supervision: Offenders placed in this supervision category are referred by the court and the level of supervision is determined by a specific court order, i.e., third party and/or drug court.
- CRC Offender Supervision Program (OSP): Offenders in this supervision category will reside in the community and receive supervision and monitoring in the community applicable to their approved program.

Residents shall be assigned to the appropriate supervision category based on their furlough matrix score, assessed supervision needs and recommendation of the supervising probation officer or CRC director.

7.2 Resident Referral:

7.2.1 The contractor shall have written policies and procedures governing the referral of residents to the program.

7.2.2 An authorized DOC official must refer all offenders receiving services under this

contract.

- 7.2.3 The department will not place a referral into a CRC that would cause the center to violate applicable ordinances or insurance coverage.
- 7.2.4 Intake urinalysis will be done on all residents whose placement in the CRC is greater than fifteen (15) days or it may be done at the discretion of the program.
- 7.2.5 When space is available, the CRC shall accept DOC referrals, except for specific cause. It is anticipated that DOC staff and CRC staff will work cooperatively to place those referred. In the event of a disagreement between the CRC director and the DOC regarding acceptance of a referral the offender will not be placed in the CRC until the issue is resolved by the deputy commissioner. Both parties, through the Contract Oversight Officer to the deputy commissioner, will submit a written record, and a final determination shall be issued. The written record will contain sufficient evidence and documentation to substantiate respective positions.

7.3 Third Party Detainees:

- 7.3.1 Third party detainees are individuals in un-sentenced status for either a pending misdemeanor or felony who are released from the Department of Corrections custody to the supervision of a Community Residential Center. These individuals are required to abide by specific court orders and CRC conditions until further action by the court, either sentencing or release. At the time of admission to the center, the referring correctional institution shall provide:
 - A. Orders and Condition of Release to a Community Residential Center;
 - B. Medical Summary for Prisoner Transfer (form 807.14 E), documenting TB screening date;
 - C. Third Party CRC Custody Release Form; and
 - D. CRC-Conditions of Third Party Placement.
- 7.3.2 Defendants who have a sex offender charge(s), are suicidal, or have a history of arson, are not eligible as a third party placement in the CRC.
- 7.3.3 CRCs are not obligated to accept third party referrals. Any violation of bail conditions will result in notification to the District Attorney (DA) and reappearance before the court for possible revocation.
- 7.3.4 Defendants are responsible to make all court dates. The defendant may appear telephonically or be allowed to come to court on their own if judges order that at time of placement. Alternatively, the CRC will arrange for escort.
- 7.3.5 Specific issues that need to be addressed in court by counsel are:
 - A. Transportation Custodians – proposed by defense attorney and verification of a valid driver’s license and insurance;
 - B. Specific conditions – of job search, e.g., medical appointments necessary for job placement and other related job search tasks; and

2010 Community Residential Center Operation Standards

- C. Treatment Issues – identify current medical, psychological, dental conditions, substance abuse, and/or assessments that require medical attention.

7.3.5 The CRC may call local law enforcement if a third party detainee's behavior is in violation of any law or statute, otherwise notification is to be given to the DA of jurisdiction.

7.4 Confined and Un-sentenced Referrals:

7.4.1 Confined and/or un-sentenced referrals shall be transferred to the CRC using the DOC classification/designation process. At the time of admission to the center, the referring correctional institution shall provide:

- A. CRC referral which, documents current offense, release date and time (time accounting sheet - if applicable), or scheduled court appearances;
- B. Medical Summary for Prisoner Transfer (form 807.14 E), documenting TB screening date;
- C. Current photograph;
- D. Judgment and/or temporary order (if applicable, indicate 1st or 2nd time DWI Offenders);
- E. Current copy of a sex offender registration form (if applicable); and
- F. Signed DOC release of medical information form.

7.4.2 Confined referrals must remain in the CRC at all times unless they are participating in community work services activities supervised by either CRC staff or third party DOC approved agency supervisors and/or are receiving medical or dental care at a correctional institution.

7.4.3 Un-sentenced referrals shall remain in the CRC at all times unless directly supervised and escorted by CRC staff to approved medical or dental care at a correctional institution or DOC approved provider.

7.4.4 Confined misdemeanants with ninety - (90) days or more to serve may request furlough status through the CRC case manager with the approval of the CRC director and supervising probation officer.

7.5 Restitution Placements:

7.5.1 For restitution placements, the referring DOC institution must submit to the CRC:

- A. CRC referral;
- B. Current photograph;
- C. Judgment and/or temporary order (if applicable, indicate 1st or 2nd time DWI Offender);
- D. Current time accounting sheet;
- E. Classification or designation form;
- F. Medical Summary for Prisoner Transfer (form 807.14 E), documenting TB Screening date;
- G. Signed DOC release of medical information form;

2010 Community Residential Center Operation Standards

- H. Psychological evaluations (if applicable);
- I. Treatment evaluations/discharges (if applicable); and
- J. Current copy of a sex offender registration forms (if applicable).

7.5.2 The CRC shall coordinate the intake date for the referral with the supervising probation officer or shift supervisor.

7.5.3 Restitution placements, shall be required to participate in community work service a minimum of five - (5) days prior to being authorized to participate in employment (except by permission of the CRC director and probation officer). Restitution placements will be eligible to attend substance abuse screening and medical/dental appointments with the approval of the CRC director and supervising probation officer.

7.5.4 If the restitution placement has adequate time left on supervision and has specific treatment needs, they should be considered for transition to a furlough placement to meet their treatment needs. The CRC director shall coordinate the transition with the supervising probation officer.

7.6 Furloughs:

7.6.1 A packet shall be submitted to the CRC for each inmate referral, which will include:

- A. Furlough matrix (form 20-8 1 8.02A);
- B. Current photograph;
- C. Copy of pre-sentence report (if applicable);
- D. Judgment and/or temporary order (if applicable, indicate 1st or 2nd time DWI Offender);
- E. Current time accounting sheet;
- F. Medical Summary for Prisoner Transport (form 807.14 E), documenting TB screening date;
- G. Psychological evaluations (if applicable);
- H. Signed DOC release of medical information form;
- I. Treatment evaluations/discharges (if applicable);
- J. Signed furlough agreement (form 20-818.02B);
- K. Current copy of a sex offender registration_(if applicable).

7.6.2 The furlough agreement or supplemental conditions must verify the resident's need to:

- A. Obtain counseling and treatment for alcohol/drug abuse;
- B. Secure and attend vocational or educational training;
- C. Obtain medical or psychiatric treatment;
- D. Engage in employment; and
- E. Find a residence or make other preparations for release.

7.6.3 The contractor shall ensure that each furloughee has agreed to and signed the conditions of the furlough prior to accepting the resident for placement.

7.6.4 The CRC shall coordinate the intake date for the referral with the appropriate supervising probation officer or central classification officer.

7.7 Probation/Parole:

7.7.1 Offenders under probation/parole supervision, with conditions requiring their residence

and offenders under probation/parole supervision, who volunteer for placement at the request of their probation officer may be referred to the CRC. Contractors and the supervising probation officer will coordinate specific program requirements within the guidelines of the existing program to the extent possible. Since many of these placements will be returning to a form of custody directly from the community and may have existing employment and/or on-going treatment programs, contractors may waive community work service requirements and orientation periods with approval of the supervising probation/parole officer.

7.7.2 Sex offenders placed in the CRC must have completed treatment or be accepted by an approved sex offender treatment provider prior to the date agreed upon by the supervising probation/parole officer.

7.7.3 The supervising probation/parole officer may make a CRC referral to either the regular supervision or increased supervision component and shall submit the following documentation:

- A. CRC referral information (outlining the length of placement, program and treatment requirements and goals);
- B. Medical Summary for Prisoner Transfer (form 807.14 E) or a medical abstract documenting TB screening date;
- C. Current photograph;
- D. Unlawful evasion notification form;
- E. Pre-sentence investigation;
- F. Judgment and order of current sentence(s);
- G. Current probation/parole conditions;
- H. Psychological evaluations (if applicable);
- I. Treatment discharges (if applicable);
- J. Signed DOC release of medical information form; and
- K. Current copy of a sex offender registration (if applicable).

7.7.4 Prior to admitting a probation/parole resident to the CRC, the contractor shall ensure that the supervising probation/parole officer has completed a probation officer unlawful evasion notification form which details the contact names and telephone numbers to be utilized by the CRC in the event the resident absconds from the program.

7.7.5 The CRC shall coordinate the intake date with the referring probation officer/central classification officer. All probation/parole residents will receive a urinalysis upon admission to the CRC.

7.7.6 Court ordered and voluntary probation/parole placements must be placed in the CRC with an established discharge date sufficient to achieve the goals of the placement. Voluntary probation/parole placements will be reviewed by the CRC staff and the supervising probation/parole officer every thirty- (30) days in order to affirm the discharge date or establish a new discharge date.

7.8 General Requirements:

7.8.1 Furloughed residents, either admitted to the regular or increased supervision program components, for a period of thirty - (30) days or less, will not be authorized to participate in the multi-level program of increased community privileges. They will be assigned a case manager and be authorized in the community for employment, medical, educational, counseling/treatment and community work service purposes only.

2010 Community Residential Center Operation Standards

- 7.8.2 Each furlough, probation/parole, and restitution resident will be required to pay twenty-five percent (25%) of their gross earnings to the State. Referrals shall be notified of this requirement by the referring probation officer and this specific condition must be detailed in the resident furlough agreement and/or placement plan and agreed to in writing by the resident. Each furloughee and probationer/parolee shall be notified in advance they must pay for treatment evaluations and attendance at counseling.
- 7.8.3 All furlough, probation/parole, and restitution residents who have been court ordered to pay fines and/or restitution shall be responsible for setting up a payment schedule with their case manager once employment has begun, or if sufficient funds are available in their Resident Trust Account. This amount will normally be specified on the furlough agreement or court paperwork but in the absence of such guidance, the amount will generally be twenty percent (20%) of their net wages.
- 7.8.4 The DOC shall arrange transportation for new residents to the CRC if the CRC is located outside the geographic area where the institution is located. The CRC, when requested by the DOC, shall arrange for the transportation of the resident(s) between the hours of 10:00 a.m. to 7:00 p.m. M - F from the local airport within the location of the CRC.
- 7.8.5 Anchorage and Fairbanks: The CRC should be able to respond to transport needs of the referring institution within two (2) hours, for three (3) trips per day M - F, and one (1) trip per day on Saturday/Sunday between the hours of 10:00 a.m. to 7:00 p.m. The local correctional institution has the option to arrange specific transportation times with the CRC based on the needs of the DOC.
- 7.8.6 The CRC will make available on a daily basis a court calendar for residents to determine if they need to be at court. The CRC will afford all residents the opportunity to attend court appearances.
- 7.8.7 The CRC shall report the daily resident counts to the local correctional institution and to the central classification office in Anchorage Central Office. This report will be as of 00:01 A.M. (midnight) and will include all resident categories.

7.9 Intake:

- 7.9.1 The contractor shall develop a written policy and procedure which details the intake process of residents to the facility.
- 7.9.2 Upon admission, an intake form shall be completed which includes at a minimum:
- A. ACOMS Number;
 - B. Name;
 - C. Address;
 - D. Date of birth;
 - E. Sex;
 - F. Race or ethnic origin;
 - G. Reason for referral;
 - H. Who to notify in case of emergency;
 - I. Date of information gathered;
 - J. Name of referring and/or supervising probation officer;
 - K. Special medical problems or needs;
 - L. Legal status, including the length and conditions of the sentence;
 - M. Resident case record number; and

N. Signature of both the resident and the staff taking the information.

7.9.3 The contractor's intake policy and procedure shall stipulate that each resident receives an orientation to the program, which includes, at a minimum:

- A. Services available to residents;
- B. Fire safety and emergency procedures;
- C. Rules of conduct and disciplinary procedures;
- D. Program goals; and
- E. The use of public transportation system (in metropolitan areas).

7.9.4 The resident shall have the opportunity to review and discuss the orientation information that is verified by the signatures of the resident and the staff providing the information.

7.9.5 The contractor's written policy shall stipulate that assistance will be provided to residents who have learning disabilities or language barriers which could prevent the resident from learning or understanding center rules or the requirements of placement.

7.10 Individual Program Planning and Progress:

7.10.1 The contractor shall develop a written policy and procedure that requires assignment of a case manager to each furlough, judicial and designated program placement.

7.10.2 Within one (1) week of admission to the CRC, the case manager shall assist each assigned resident in developing an individual program plan which encompasses the goals identified in the referral documentation.

7.10.3 Any changes to the program plan shall be reviewed and discussed with the resident. This review shall be dated and documented with staff and resident signatures.

7.10.4 Each resident's program progress shall be reviewed at least once each month either through staff meetings or by individual staff, with the review documented in the file.

7.10.5 The CRC shall maintain and make available to residents, a list of community support agencies, for use in program planning, and referral.

7.11 Multi-Level Program:

7.11.1 The contractor shall develop a multi-level program with clearly defined criteria for advancement from one level to the next. The multi-level program objectively monitors each resident's progress, provides opportunity for increased community activity and recreation time, and motivates residents to participate in activities and programming which will prepare them for full release in the community. Movement through the multi-level program should parallel a resident's progress in learning those skills and behaviors or participating in programs.

The purpose of the multi-level program is therefore not merely to give privileges but to motivate residents to engage in activities and programming which will prepare them for full release to the community and to reward progress. It is not necessary for a resident to complete the multi-level program in order to be released from a CRC. The agency must clearly explain the criteria for advancing from one level to the next and the expected

2010 Community Residential Center Operation Standards

average stay at each level, e.g., restitution, judicial, and designated non-program placements are not eligible for the Multi-Level Program.

- 7.11.2 All residents shall remain in the CRC for the first seventy-two (72) hours with the exception of supervised community work service and essential medical needs.
- 7.11.3 A resident's cumulative time out of the CRC will not exceed twelve (12) hours in any continuous 24-hour period without the express written approval of the CRC director and supervising probation officer. Resident requests will be reviewed on a case-by-case basis. Accumulated time over 12 hours will result in the resident losing a day of credit towards their sentence.
- 7.11.4 The contractor shall develop specific criteria and written procedures that govern pass activities. The CRC director or designee must review and approve all pass requests.
- 7.11.5 Community Pass Activities - shall be developed as an essential element of the multilevel program. Passes will not be permitted in the event of rule violations and noncompliance with placement conditions. Passes will not be approved which interfere with work, educational placement, or rehabilitation programs.

There are three types of authorized passes from a community residential center:

- A. Group Activity Passes - shall allow three and a maximum of six residents to attend a community event or activity. These activities are restricted to community events or locations and may not occur in private residences or domiciles. All group passes shall be gender specific, i.e., male or female, this means there will be no approved co-ed group passes allowed from the CRC.
- B. Personal Passes for Level IV - long-term placements may be authorized to the private domicile of non-immediate family members with approval of the CRC director and the supervising probation officer. Personal passes should be for special events or circumstances that would enhance the resident's rehabilitation, support their community reintegration and reinforce their demonstrated program compliance while at the CRC.
- C. Sponsored Activity Passes - shall allow residents the opportunity for community reintegration with a DOC approved third party. Sponsored activity passes will be to approved community activities and will not be allowed to private domiciles.

Note: All passes shall be granted in accordance with those privileges and time frames detailed in the Multi-Level Program.

The following guidelines shall be utilized to develop the CRC multi-level program:

- 7.12.1 Orientation - Orientation to the facility is designed to allow residents the opportunity to demonstrate that they can successfully reside in a community setting and to allow time for program planning and skills assessment.
 - A. Minimum Duration: 72 hours (restricted to the facility for the first 72 hours).

2010 Community Residential Center Operation Standards

For residents in the pre-release component, the minimum duration of orientation shall be one week. For increased supervision, residents shall remain in the orientation level for two (2) weeks.

B. Privileges: May have access to the community for program activities after the first 72 hours or less if approved by the probation officer. During the orientation level, residents shall be authorized to leave the facility only for specific, verified employment, essential medical reasons, or to participate in supervised community work service.

C. Minimum Requirements to Advance to Level I:

- Must complete initial orientation.
- Must complete formal orientation class.
- Must receive passing room/bed inspections.
- Must have an established 40-hour Program Plan.
- Must be incident free from date of intake or one week.

7.12.2 Level I - shall be designed to allow residents additional discretionary activities as established by the center. The resident may leave the facility for limited time periods, for verified employment, education and counseling/treatment reasons.

A. Minimum Duration: For residents in the pre-release component, the minimum duration of level 1 shall be two (2) weeks. The minimum duration of level 1 for residents in the increased supervision program component shall be four (4) weeks.

B. Privileges:

- May attend a weekly religious service of their faith in the community.
- May visit the law library.
- May participate in Job Search or employment.
- May participate in AA/NA in the community with treatment provider recommendation.

C. Minimum Requirements to Advance to Level II:

- Must be compliant with their established program.
- Must be compliant with previous Level's requirements.
- Must be incident free for a minimum of 14 days from date of last incident.

7.12.3 Level II - shall be designed to provide residents with additional access to the community as the individual demonstrates progress and reliability through maintaining employment, treatment and related resident's goals.

A. Minimum Duration: For residents in the pre-release component, the minimum duration of level 2 shall be four (4) weeks. The minimum duration of level 2 for residents in the increased supervision program component shall be six (6) weeks.

B. Privileges:

- May participate in those activities identified in previous levels.

2010 Community Residential Center Operation Standards

- May participate in additional religious services.
- May earn up to one three-hour sponsored activity each week.
- May earn up to one three-hour group pass each week.

C. Minimum Requirements to Advance to Level III:

- Must be compliant with their established program.
- Must be compliant with previous Level's requirements.
- Must be incident free for a minimum of 21 days from date of last incident.
- Only increased supervision component residents demonstrating the highest degree of responsibility may be admitted to level 3.

7.12.4 Level III - shall be designed to assist residents in preparation for re-entry into the community and in the development of resources and support systems for a successful transition.

A. Minimum Duration: For residents in the pre-release component, the minimum duration of level 3 shall be six (6) weeks.

B. Privileges:

- May participate in those activities identified in previous levels.
- May participate in additional religious/cultural activities.
- May be approved for a community exercise activity.
- May earn up to one four-hour sponsored activity each week.
- May earn up to one three-hour group pass each week. May be approved to participate in one four-hour personal pass every two (2) weeks. Residents are required to successfully complete two - four hour passes prior to being granted approval for eight hour passes.

C. Minimum Requirements to Advance to Level IV:

- Must be compliant with their established program.
- Must be compliant with previous Levers requirements.
- Must be incident free for a minimum of 30 days from date of last incident.

7.12.5 Level IV - shall be designed to provide those residents in the regular supervision program component, maintaining compliance with established employment, education and treatment goals, the opportunity to enjoy and utilize increased community privileges and activity in order to prepare for release.

A. Minimum Duration: no minimum duration

B. Privileges:

- May participate in those activities identified in previous levels.
- May earn up to one four hour sponsored activity each week.
- May earn up to one three-hour group pass each week.
- May earn up to one eight-hour personal pass each week.

7.12.6 CRC Offender Supervision Program - provides highly structured supervision, reporting,

employment, restitution, and community activities for offenders in the community while residing in their private residence. The program objective is cost effective reintegration of CRC offenders into the local community. The program also provides an intervention strategy other than incarceration.

A. Minimum requirements for application:

- Satisfactorily reach level four or be approved as an exception case with the approval of one of the following individuals: If the offender has a sentence of less than one year, the superintendent or designee can approve it. If the offender has a sentence of more than one year, it must be approved by the Classification Office;
- Be within thirty-six (36) months of release and/or an exception;
- Have developed a written release plan that has been approved by the CRC director and supervising probation officer;
- Have no current or previous sex offense convictions and no current domestic violence convictions;
- Is free of any warrants and/or detainers;
- Have completed all residential treatment requirements or is working on out patient treatment if required
- The placement must not be outweighed by consideration expressed by the offender's victim(s); and
- No offender shall score higher than 20 on the furlough matrix under DOC Policy and Procedure 818.02, though there are occasional management overrides.

B. Privileges:

- Family re-integration.
- Increased Community Activities

7.13 Transfer of residents in increased supervision and pre-release program components:

At the recommendation of the contractor and upon approval of the supervising probation officer, residents placed in the increased supervision component may be reduced in supervision to the pre-release component after a period of time sufficient to demonstrate their accountability in the community and their compliance with program requirements.

- A. In order for a resident to be transferred from the increased supervision to the pre-release program component of the CRC, the resident must be in full compliance with all furlough conditions.
- B. CRC residents who are currently serving sentences for conviction of any sex offense shall not be eligible for transfer from the increased supervision to the pre-release program component.
- C. Once the CRC director has determined that a resident is appropriate for transfer from increased supervision to pre-release, the CRC director shall make a written recommendation to the supervising probation officer who shall approve or disapprove the transfer and provide the CRC director with a written decision, along with any special conditions of the transfer.
- D. Residents approved for transfer shall be required to agree in writing to **ALL** conditions of the transfer and shall be placed into the beginning of Level III of

the contractor's pre-release program.

- E. Residents may appeal the decision of the supervising probation officer by submitting a written request for review to the DOC central classification office.
- F. The transfer of a resident from pre-release to increased supervision may be made either as a result of the CRC disciplinary process or a DOC preliminary hearing when warranted by CRC rules violations or failure to comply with furlough conditions.
- G. Residents who have been transferred from increased supervision may be eligible for the offender supervision program on a case-by-case screening by the supervising probation officer and the final approval of the deputy commissioner.

7.14 Employment:

- 7.14.1 The contractor shall develop meaningful resident employment referrals that incorporate resident needs, aptitudes, desires, and capabilities.
- 7.14.2 The contractor shall develop in-house programs or make referral to community resources, which address employment preparation and job skills training.
- 7.14.3 Each resident's employment shall require the written approval of the contractor and the contractor must ensure, through written documentation, that the employer is aware of the resident's legal status. Prior to approving a work plan, the contractor shall verify the resident's work schedule, rate of pay, pay dates, location, supervisor's phone number and job description.
- 7.14.4 Residents may not be employed or directly supervised by individuals who are currently under probation or parole supervision.

Employment contacts are designed specifically to monitor the resident's progress and to address any concerns the employer might have. These contacts are in addition to surveillance requirements and need not necessarily occur during the resident's work hours.

The contractor shall develop policy and procedure requiring the monitoring of each resident's employment, as follows:

Regular Supervision An on-site visit will be conducted during the first seven – (7) days of employment. The employer will be contacted telephonically or in person at least once every two weeks for the duration of the employment.

Increased Supervision An on-site visit will be conducted during the first seven – (7) days of employment. The employer will be contacted telephonically or in person at least once each week for the duration of the resident's employment.

- 7.14.7 Employment contacts shall be documented in the surveillance log identifying the date and person contacted.
- 7.14.8 Restriction from work shall not be used as a disciplinary sanction.

2010 Community Residential Center Operation Standards

- 7.14.9 Residents shall be required to take at least one (1) fun day off in a seven – (7) day period and must ensure, that with travel time included, their daily work hours do not exceed the allowed twelve – (12) hour period out of the facility. Residents may work or be involved in a combination of employment, schooling and (community service, a maximum of sixty (60) hours each week. Residents may request additional time. These requests may go through the CRC Director or designee, to the supervising probation officer for approval.
- 7.14.10 Residents may not accept employment for less than the current State of Alaska minimum wage.
- 7.14.11 Residents may not accept employment in the direct provision of gaming, including charitable gaming, or work in any establishment where gaming is the main item of revenue.
- 7.14.12 Residents may not accept employment in any establishment whose primary revenue is the sale of alcohol.
- 7.14.13 The contractor shall be required to review any specific need that a resident may have to utilize a beeper, cellular phone or similar device in the course of their employment, and make a written recommendation to the resident’s supervising probation officer. The supervising probation officer must provide written authorization for the use of such a device, prior to the resident being authorized to do so.
- 7.14.14 Any employment determined to be unacceptable to the contractor, due to the resident’s offense history or the employer’s unwillingness to accept the terms of the employment, shall be denied. Self-employment or employment for family members shall normally be denied. The CRC director shall approve or deny any such requests in writing and forward his/her recommendation to the supervising probation officer for review and their approval or denial of the resident’s request. If agreement cannot be reached between the CRC director and the probation officer, the Director of Probation & Paroles or designee will make a final decision.

7.15 Education and Vocational Training:

- 7.15.1 The contractor shall develop a written policy and procedure governing resident participation in educational and vocational training, which specifically includes:
- A. The contractor must retain in the resident file a copy of all enrollment documentation, financial agreements, and grades.
 - B. Prior to registration for, resigning from, or any changes to any educational or vocational training, the resident shall be required to have the plan approved by the contractor with the notification of the supervising probation officer.
 - C. Residents involved in training or education, less than full time (40 hours), must be employed, or involved in community work service, to constitute a full workweek.

7.16 Community Work Service (CWS):

- 7.16.1 The contractor shall develop a written policy and procedure to implement a program of community service that utilizes resident skills and labor to enhance the neighborhood in which the center is located and to provide an opportunity for residents to interact positively with the community.
- 7.16.2 The contractor shall establish liaison with federal, state, local government agencies, non-profit organizations, and community support groups for the purpose of developing community work projects.
- 7.16.3 Designated staff shall coordinate community work services projects, evaluate and assign residents to the appropriate projects.
- 7.16.4 Documentation shall be maintained in each resident file indicating the community projects and number of hours of participation. Individual resident CWS hours will be included in the resident's monthly progress report to the supervising probation officer.
- 7.16.5 As a condition of their placement in the center:
 - A. Confined placements shall participate in supervised community work projects for the duration of their residence.
 - B. Un-sentenced residents may volunteer to participate in community work projects, but must be directly supervised by CRC staff. In the event the resident is required to be transported to court or approved medical appointments, CRC staff will provide direct supervision during the transport.
 - C. All other residents shall be required to participate in community work service during their orientation phase and may not participate in employment, education or counseling/treatment in the community until they have completed a minimum of five – (5) days of community work service.
 - D. Residents, whose employment, education, or counseling/treatment schedule is less than full-time, shall be required to participate in community service.
- 7.16.6 Community work service projects will generally be performed by direct CRC staff supervision at the work site. However, if an individual resident is participating in an on-going project, the contractor will ensure that the resident receives surveillance and contact at this work site in accordance with employment monitoring conditions.
- 7.16.7 All residents serving time as a first or second time DWI offender shall be required to complete the CWS Agreement (form CRC.CWS.96A) prior to performing the required court ordered community work service while residing at the CRC. The community work service supervisor will provide documentation of completion or noncompliance to the local District Attorney and/or Court using the CWS Work Receipt (form CRC.CWS.96B).
 - A. First time DWI offenders are required to perform at least 24 hours of CWS; and
 - B. Second time DWI offenders are required to perform at least 160 hours of CWS.

2010 Community Residential Center Operation Standards

- C. CWS hours reported under this section will be included in the monthly report submitted to the contract oversight officer no later than the 20th of the following month.
- 7.16.8 The Contractor shall ensure that all community work service (third party) agency supervisors are screened prior to assigning residents to the agency. Screening shall consist of the following:
- A. Annually, a background check for any and all prior convictions or current warrants will be performed by the Contract Oversight Officer or probation officer at the nearest correctional institution. Third party agency supervisors may not be under probation/parole supervision.
 - B. Provide all community work service supervisors with an orientation to the CWS Program offered by the CRC and address the responsibilities of the CWS Agency Supervisor while supervising residents assigned to the CWS Agency:
 - Orient and train the resident to the CWS site;
 - Provide on-going direct supervision;
 - Monitor, direct and control the resident;
 - Adhere to health and safety standards;
 - Provide necessary tools and equipment; and
 - Immediately notify the CRC/CWS Coordinator of any misconduct or absences of any CWS resident.

7.17 Urinalysis Testing:

The contractor shall develop and implement a urinalysis surveillance program to provide random, unannounced urinalysis (UA) testing, as follows:

Furlough & Designated Program Placements – UA upon admission and a minimum of 2 UA's per month thereafter, unless a history of drug use warrants increased testing.

Designated Non-Program Placements (15days of less) – At the discretion of the CRC.

Designated Non –Program Placements (16 days or more) – A minimum of 2 UA's per month.

Offender Supervision Program – A minimum of 1 UA per week.

- 7.17.2 Residents shall be required to give a UA any time that drug use is suspected.
- 7.17.3 Upon admission to the CRC, a urinalysis schedule must be established for each resident based on his or her use history and substances used. The frequency and types of drugs to be tested for will be determined at that time.
- 7.17.4 Urinalysis tests shall be conducted by using a rapid drug screen that test for the following drugs: THC, methamphetamines, opiates and cocaine.
- 7.17.5 A separate and different method from the basic testing must be used for confirmation of all positive results for probationers, parolees, and furlougees. Gas chromatography/mass spectroscopy or other method demonstrating equal specificity, sensitivity, and reliability shall confirm specimens found positive by the basic test. The resident shall pay the cost

2010 Community Residential Center Operation Standards

of any additional confirmation tests requested by the resident, if they choose to have a specimen confirmed.

7.17.6 The contractor shall develop a written policy and procedure for the collection and processing of UA testing that specifies:

- A. Urine samples shall be collected in an approved container with staff of the same gender visually observing the production of the sample.
- B. As soon as the sample has been collected, the witness must secure the specimen for analysis, placing it in a locked container.
- C. To ensure the integrity and security of the process, the contractor shall establish a procedure for chain-of-custody from the point of receiving empty bottle supplies from the laboratory until the sample is transferred to the lab for analysis.
- D. No unauthorized persons or residents may be involved in the handling of empty bottle supplies or the collecting, recording, mailing or processing of test results.

7.17.7 **Stalls:** A Stall is the failure of any resident to produce a urine sample for testing within three - (3) hours of a request; drinking and ingestion of medication should be limited to essentials during that period. A stall will be considered a violation of the U.A. program and treated as a positive U.A. The violation will be reported to the supervising probation officer.

7.17.8 **Positive Tests:** A sample is positive when urinalysis shows the presence of a controlled substance or its metabolite. Positive test results, indicating a resident's drug use while in the CRC, will result in disciplinary action up to, and may include, their immediate removal from the program.

7.17.9 **Diluted Test:** Diluted urine samples (not diluted due to tampering) will not be a basis for disciplinary action or a resident's removal from the program. If a tested sample is diluted (not as a result of tampering) and results in a positive test for the presence of a controlled substance or its metabolite, the resident is subject to disciplinary action up to and including his/her immediate removal from the program. *(Note: rapid drug screen test will indicate a no test if diluted. A second strip will be used to retest.)*

7.18 Alcohol Testing:

7.18.1 The contractor shall maintain a surveillance program, with an appropriate level of monitoring and testing to deter and detect the introduction or use of alcohol in the facility.

7.18.2 The contractor shall maintain a log indicating those residents receiving tests, staff performing the test, test results, and the basis for the test.

7.18.3 A reliable testing instrument must be utilized, and documentation of its calibration maintained.

7.18.4 Residents with positive test results and those who refuse to submit to a BA test, either through word or action shall result in disciplinary action up to and may include removal from the CRC program.

7.19 Transportation and Vehicle Operation:

7.19.1 Residents shall be required to:

- A. Utilize public transportation, CRC provided transportation or third party approved transportation for approved program activities.
- B. Offender supervision program residents will be required to use public or third party transportation.

7.19.2 Residents may only be authorized to operate heavy equipment on the job site only and only if the resident has a valid Alaska Drivers license. Approval to operate heavy equipment will be in accordance with CRC Standards for the operation of a motor vehicle. The CRC director must review all supporting documentation and approve the driver application. The supervising probation officer must provide final approval for all requests to operate heavy equipment in writing.

7.19.3 Residents with a history of driving offenses or with a record of driving while intoxicated shall not be authorized to operate heavy equipment under any circumstances.

7.19.4 The following restrictions shall apply to any resident making application to operate heavy equipment:

- A. The motor vehicle must be properly titled and registered in the name of the employer of the resident, or the resident must provide a notarized letter from the registered owner of the vehicle, authorizing the resident to operate the vehicle.
- B. The resident must be properly licensed to drive in the State of Alaska.
- C. The heavy equipment must be properly insured in the resident's name or the resident must provide written verification from the employer or registered owner of the vehicle, that the resident is covered under the vehicle insurance policy.
- D. The resident will acknowledge, in writing, that they will abide by all conditions and limitations placed on this approval, including the provision that the heavy equipment is only to be used in the course of the employment, on the job site.

7.19.5 If the contractor determines that there is a verified need for a resident to operate heavy equipment, the CRC director shall forward a written recommendation, together with proof of the resident's license, insurance and registration, to the supervising probation officer.

7.19.6 The supervising probation officer shall make a determination on the driving request and return the written application to the center. Residents may not be authorized to drive for any reason, until the contractor has received this written approval.

7.19.7 For any resident authorized by the DOC to operate heavy equipment, the CRC shall maintain copies of current vehicle insurance, registration, and licensing documentation.

- 7.19.8 Prior to being authorized to ride in the vehicle or accept transportation from any person, all residents shall be required to complete a third party screening request and receive written approval from the CRC Director.
- 7.19.9 Third party transportation screening requirements include:
- A. Contractor review of the name, address and social security number of the driver of the vehicle.
 - B. The vehicle operator must be properly licensed and insured to drive in the State of Alaska. Current proof of the operator's valid license, vehicle registration and proof of insurance must be provided to the CRC director.
 - C. The signature of the requested driver shall be obtained, documenting that they are aware of the resident's legal status, have voluntarily provided this information in order for the screening to be completed and are not currently under state or federal supervision.
- 7.19.10 The CRC shall submit copies of approved and disapproved third party transportation requests to the supervising probation officer for final approval or disapproval.

7.20 Marriage:

- 7.20.1 All resident requests for marriage shall be submitted to the case manager for submission to the supervising probation officer. The supervising probation officer will make a recommendation and submit the application to the superintendent who in turn will make a recommendation of approval or denial to the deputy commissioner.

7.21 Religious Activities:

- 7.21.1 The contractor shall develop a written policy and procedure, approved by the DOC chaplaincy administrator, governing residents' opportunities for participation in religious activities and to practice the requirements of their respective faith. The policy and procedure must be generally consistent with DOC Policy and Procedure 816.01, Religion Program. The following areas should be specifically addressed to allow residents access to their religious faith and beliefs:
- A. Opportunities for clergy and lay religious volunteer visitation with residents;
 - B. Opportunities for religious programs for residents conducted at the facility;
 - C. Beginning with Level I, opportunities for residents to attend regular weekly religious services in the community for worship, religious education, religious counseling, religious ceremonies, and other religious/spiritual group meetings;
 - D. The director or designee shall be assigned to assist the DOC chaplaincy personnel in the coordination of the residents' participation in religious activities and services;
 - E. Access by residents to religious literature, religious/sacred property and

apparel; and

F. Opportunities for residents to comply with religious dietary requirements.

7.22 Emergency Absences:

7.22.1 Residents must remain in the contractor's facility at all times except for court appointments, medical treatment, authorized work, school, counseling/treatment and community work projects or when involved in activities approved through the multi-level program.

7.22.2 The CRC shall not grant emergency absences without the written consent of the Department of Corrections, submitted through the supervising probation officer.

7.23 Serious Illness, Injury, Surgery or Death of a Resident:

7.23.1 The contractor shall establish written policies and procedures for notification of the Department of Corrections in the event of the serious illness, injury, surgery or death of a resident.

A. After contacting the necessary emergency medical personnel, the CRC director shall immediately contact the shift supervisor of the closest correctional institution. The shift supervisor will notify the superintendent.

B. At no time is CRC staff authorized to notify the next of kin. The notification shall be at the direction of the Department of Corrections, per Policy and Procedure 808.17, Notification of Serious Illness, Injury, or Death of a Prisoner.

C. In the event of the death of a resident and after authorization from any investigating law enforcement agency, the CRC director or designee shall inventory the property of the deceased resident, place it in a container which will be sealed and marked with the name of the deceased, and turn it over to the DOC Chaplains Office.

D. The CRC director or designee shall deliver all personal property of the deceased resident to the DOC Chaplain's office.

E. The CRC staff member who possesses information regarding the circumstances surrounding the death of a resident shall complete a written report. All such reports must be forwarded through the superintendent or district supervising probation officer to the Director of Probation & Paroles.

7.24 Visitors:

7.24.1 The contractor shall establish and post facility visiting hours and rules and shall detail in a written policy and procedure, a written to monitor and control the movement of visitors in the facility.

7.24.2 The contractor shall ensure all residents incarcerated for a domestic violence crime will not be allowed to have their victim(s) visit without a specific court order allowing such court approved visitations.

7.24.3 The contractor's visitation policy must include the following requirements:

- A. Visitors must provide proof of identification through current photo ID that may be a valid Alaska State ID card and/or valid Drivers License.
- B. Visitors under the age of 18 shall not be admitted unless a parent or legal guardian accompanies them.
- C. Visitors will not be allowed access to resident apartments or sleeping quarters.
- D. Individuals known to be under probation or parole supervision will not be admitted as visitors without the written consent of the resident's supervising probation officer.
- E. Residents shall not be authorized to visit any person prohibited by the courts or their supervising probation officer.
- F. Un-sentenced misdemeanants are allowed to schedule visits with attorney(s) at all times and must be held in private.
- G. The center may reserve the right to refuse any visitor deemed a risk to the security or orderly operation of the facility. The contract oversight officer will provide the center with a list of barred visitors by the 10th of each month. The barred visitors list will provide the CRC with a statewide listing of visitors that have been barred from visiting in the institutions and the reason for the action.
- H. The contractor shall consider the barred visitors list as confidential and will be used for internal security only. The contractor may request a visitor be added to the barred visitor's list with proper documentation to the contract oversight officer.

7.25 Release Preparation:

7.25.1 The contractor shall ensure that all program residents receive release preparation assistance and planning. This will include maintaining employment and release funds savings, securing appropriate housing, and budgeting information, as well as the development and referral to community support services.

7.25.2 No less than forty-five (45) days prior to a resident's scheduled release from the CRC, residents shall develop, with their case manager, a written plan for their release, which shall include:

- A. Resident's current employment and schooling and any proposed changes;
- B. Release residence and telephone number as well as the names of any other persons residing there;
- C. Community support services in which the resident is involved or will be involved upon release;

2010 Community Residential Center Operation Standards

- D. Amount of release savings available to the resident;
 - E. A written request from the resident for transportation to return to point of arrest (if applicable); and
 - F. The signature of the resident and case manager.
- 7.25.3 No less than forty-five (45) days prior to the resident's release, the resident release plans must be forwarded to the supervising probation officer for approval. For furlough residents with supervision to follow, the probation officer shall coordinate release plan approval with the assigned field probation officer.
- 7.25.4 For un-sentenced, confined, restitution placements and furloughs, CRC staff shall ensure that the resident's recorded release date and time is true and accurate, in advance of the actual date, by verifying such with the referring institution's probation officer or records officer.
- 7.25.5 Discharge dates for probationers and parolees must be coordinated with and verified by the supervising probation officer.
- 7.25.6 Un-sentenced placements to a CRC shall have their next court appearance noted.
- 7.25.7 Transfer of residents in increased supervision and regular supervision program components:
- A. At the recommendation of the contractor and upon approval of the supervising probation/parole officer, residents placed in the increased supervision component may be reduced in supervision to the regular supervision component after a period of time sufficient to demonstrate their accountability in the community and their compliance with program requirements.
 - B. CRC residents who are currently serving sentences for conviction of any sex offense may be eligible for transfer from the increased supervision to the regular supervision program component based on their program compliance.
 - C. Once the CRC director has determined that a resident is appropriate for transfer from increased supervision to regular supervision, the CRC director shall make a written recommendation to the supervising probation/parole officer who shall approve or disapprove the transfer and provide the CRC director with a written decision along with any special conditions of the transfer.
 - D. The transfer of a resident from regular supervision to increased supervision may be made either as a result of the CRC disciplinary process or a DOC preliminary hearing when warranted by CRC rules violations or failure to comply with furlough conditions.

7.26 Offender Supervision Program:

7.26.1 Approval

Institutional Placements: The CRC director and supervising probation officer will review and comment on requests by furloughed offenders requesting CRC offender supervision placement, with final approval by the deputy commissioner. Superintendents or their designee are authorized to approve all applications for prisoners with a total sentence of one year or less sentence to serve. Anyone serving more than a one-year sentence or anyone considered an exception case will be routed through the deputy commissioner or designee for final approval.

The decision of the deputy commissioner or designee concerning all CRC offender supervision placements is final and may not be appealed by the offender. However, the offender may apply for reconsideration after 45 days. The deputy commissioner may override the recommendation of the CRC director and/or the supervising probation officer on all placements. The CRC director and/or the supervising probation officer shall prepare a written record of objection and submit it to the deputy commissioner, and a final determination shall be issued. The written record should contain sufficient evidence and documentation to substantiate the respective positions.

Field placements: The CRC director will review and comment on requests by probation/parole placements requesting CRC offender supervision placement, with approval by the supervising field probation officer and final approval by the district supervisor. The decision of the district supervisor concerning all CRC offender supervision placements is final and may not be appealed by the probationer/parolee. However, the offender may apply for reconsideration after 45 days. Parole placements in a CRC by order of the Parole Board may not be placed in CRC offender supervision without prior approval of the Parole Board.

7.26.2 CRC Offender Supervision Conditions:

Once an offender has met the eligibility criteria, the CRC case manager will work with the offender to develop a release plan defining the program plan and responsibilities. This individualized release plan will include, an assessment summary, supervision and reporting schedule, a treatment plan (if required), an activity schedule, and an agreement to comply with all placement conditions. Also included in each release plan will be the following non-negotiable obligations for offenders assigned to CRC offender supervision:

- A. Shall be required to contact the CRC by telephone no less than once each day and visit the CRC no less than once each week in order to meet with the case manager and review the weekly plans. The case manager may increase these contact requirements at any time, based on the needs of the offender;
- B. Shall submit a weekly activity schedule to include locations, names, addresses, and telephone numbers for work, school, community resources, friends, or any other approved movement from the approved residence. The case manager must approve any modification of the activity schedule;
- C. Must participate in all treatment or other activities as required;

2010 Community Residential Center Operation Standards

- D. Shall be available for random personal or telephonic checks at least once a day, either at home or at other locations on the schedule;
- E. May not consume or possess alcohol or other drugs unless prescribed by a physician and verified by CRC staff (*note: prescribed narcotics preempts participation or continuation in the Offender Supervision Program*);
- F. Shall provide urinalysis and breathalyzer samples as requested;
- G. Shall comply with set curfew, with the exception of verified employment hours. An offender participating in CRC offender supervision shall be required to maintain a minimum 9:00 P.M. until 6:00 A.M. curfew. An exception may be made for a specific activity with the written permission of the CRC director or designee;
- H. Shall obey all state and federal laws and municipal ordinances;
- I. Shall, upon the request of CRC staff and/or DOC personnel, submit to a search of person, personal property, residence, or any vehicle that the offender owns or over which he or she has control, for the presence of contraband;
- J. Shall report all law enforcement contacts to the supervising case manager immediately. This includes contact with the local police, state troopers, fish and wildlife, and fish and game; and
- K. May not be sole guardian, babysitter, custodian, etc. for any person or pet.

7.26.3 Program Activities:

All offenders are expected to comply with their supervision conditions. This expectation will be fulfilled through attending school/training, employment, and treatment, community work service or any combination thereof. All CRC offender supervision program offenders may be required to fulfill other obligations based on their needs assessment. These will be set out in the offender's release plan. The case managers and CRC staff will monitor compliance with all conditions of supervision. These obligations may include, but are not limited to, the following:

- Increased community surveillance;
- Restitution work and/or payments;
- Substance abuse treatment;
- Mental health counseling;
- Participation in self-help groups, such as AA/NA;
- Individual and/or family counseling;
- UAIBA monitoring;
- Electronic technologies; and
- Other activities that may be directed by CRC staff or the supervising probation officer.

7.26.4 Operations:

2010 Community Residential Center Operation Standards

The CRC shall develop policy and procedures incorporating the following conditions of CRC offender supervision:

- A. CRC staff shall review and approve an offender's plan and provide an orientation for all offenders who participate. The case manager shall review with the offender the conditions of supervision, the CRC offender supervision rules and regulations, program services and options, and the daily routine. The case manager shall provide each CRC offender supervision participant with a copy of the current CRC Standards, Chapter 11, Disciplinary Procedures. Orientation must include a home verification site visit by appropriate staff who will conduct a family informational session.
- B. Prior to participation in this program, offenders must agree in writing to all the above conditions, to include compliance with the Alaska Administrative Code, 22 AAC 05.300 (g) disciplinary rules under 22 AAC 05.400 - .480, and all related CRC non-negotiable rules, policies and procedures.
- C. The supervising probation officer shall notify the victim for comments in accordance with DOC policy and procedure 818.03, Victim Notification at least 30 days prior to a final decision releasing an offender into CRC offender supervision.
- D. With the assistance of a case manager, offenders assigned to CRC offender supervision are required to develop a weekly plan of activities incorporating employment hours, required treatment, and community activities. The case manager must approve all activities and time frames, and offenders are required to adhere to the approved schedule.
- E. The offender is required to maintain non-cellular telephone services, which do not include:
 - call forwarding;
 - answering machines;
 - cordless telephone;
 - computer equipment connected to that telephone system; or
 - caller blocking capabilities.
- F. The CRC shall ensure offender telephone services meet the above requirements. The offender shall submit a copy of his/her monthly telephone bill to the case manager to ensure compliance with telephone service requirements.
- G. The CRC shall randomly collect a urine sample from the offender and shall be authorized to conduct random UNBA testing of the offender at any time, both at the CRC and during field surveillance of the offender.

CHAPTER 8: MEDICAL CARE AND HEALTH SERVICES

- 8.1 It is the responsibility of the Department of Corrections to provide essential medical and dental services to un-sentenced misdemeanants, confined misdemeanants, restitution, and furloughed residents residing in a CRC.
- 8.2 The contractor shall assist probation/parole placements in identifying available community resources to meet their medical and dental needs and will maintain a written agreement with a licensed general hospital, clinic, or physician to provide both routine medical and emergency service to residents on a 24 hour a day basis.
- 8.3 Each resident admitted to the center from an institution will receive a physical examination or health screening, including required TB testing, prior to admission to the CRC. Results of this examination will be documented on the health screening for placement or transport form that will be forwarded to the CRC for retention in the resident case file.
- 8.4 Medical and dental services for probationers, parolees and judicial placements who are residing at the CRC are generally the responsibility of the resident, with the exception of the initial intake screening which may be coordinated with the DOC medical staff. The CRC and supervising probation officer will work with the resident to secure the initial intake health screening in the community and only use the correctional institution as a last resort.
- 8.5 Contractor staff shall complete a medical information form for each new resident to the center which documents:
 1. Whether the resident is being treated for a medical or dental problem;
 2. Current prescribed medication;
 3. Whether the resident has a current medical or dental complaint;
 4. The resident's general appearance and behavior; evidence of abuse;
 5. Physical deformities; and
 6. Any referral necessary to provide health care service.
- 8.6 The contractor shall develop a written policy and procedures to provide for the medical examination of any resident or employee suspected of having a communicable or debilitating disease.
- 8.7 The contractor must ensure that at least one (1) staff member present on each shift in the facility is trained in emergency procedures and holds a current certification in first aid and cardiopulmonary resuscitation.
- 8.8 The contractor shall develop a written policy and procedures implementing a monthly inventory system for first aid supplies and equipment and continually replenishes the supply.
- 8.9 The contractor's written policies and procedures shall require the immediate contact of emergency personnel when a medical emergency exists.
- 8.10 Each CRC shall develop a protocol with the referring institution, for the medical and dental care of CRC residents.
- 8.11 All medical prescriptions for un-sentenced misdemeanants, confined misdemeanants,

2010 Community Residential Center Operation Standards

restitution, and furloughed offenders must be written or approved by the institutional health care officer. Probation and parole residents will secure prescriptions from community health providers.

- 8.12 The contractor shall develop a written policy and procedure which requires that:
- A. Residents will not have access to the use of any controlled substance, unless a physician has legally prescribed such substance for the individual resident.
 - B. All prescription medication shall be kept in a locked cabinet. Residents shall take their own prescription at intervals prescribed by the physician. CRC staff shall document observation of the self-administration of all prescription medications. CRC staff shall be required to participate in four (4) hours of annual training on the disbursement and storage of medications.
 - C. Medication logs shall be maintained for each resident, documenting the date, time, ACOMS number, name of the resident, name and address of prescribing physician, ongoing count of medications, medication type, resident's initials acknowledging self-administration, and the initials of the staff monitoring consumption. When the log is completed or the resident is discharged, the original medication logs shall be sent to the attending institution.
 - D. All controlled medications (schedule 4) will be verified at the end of each shift by way of a medication count conducted by the oncoming and outgoing shift supervisor.
 - E. All prescription medications and disbursement logs must be audited by the CRC director and/or assistant director on a regular basis, no less than once each week.
- 8.13 At the contractor's discretion, residents may retain non-prescription medications in their possession.
- 8.14 Residents assigned to the offender supervision program are responsible for their own medical and dental care and cost.
- 8.15 The contractor shall develop policy and procedures to collect medical fees for DOC provided medical and dental treatment from residents and submit the payments and documentation to the contract oversight officer by the 20th of each month.
- 8.16 The contractor shall develop policy and procedure to ensure the supervision of confined, un-sentenced, judicial and restitution residents requiring direct CRC supervision in the event there is a medical emergency transport until relieved by DOC/probation/parole staff.
- 8.17 The contractor will develop a policy procedure on universal precautions and communicable diseases.
- 8.18 Confined and restitution placements seeking medical or dental treatment from community providers may be eligible for a short duration medical furlough with the recommendation of the CRC director. Superintendents are authorized to approve all medical furlough applications for prisoners with a total sentence of one year or less to serve. Anyone serving more than a one-year sentence must have Central Classification's final approval for a medical furlough.

2010 Community Residential Center Operation Standards

- 8.19 Furlough and restitution residents may request permission from the DOC medical section to seek their own medical treatment from their own physician. If approved by DOC Medical, the resident will be responsible for all medical costs acquired while a resident.

CHAPTER 9: RESIDENT TRUST ACCOUNTS

- 9.1 The contractor shall develop a written policy and procedures that are in line with sound accounting practices. Additionally, the policy and procedures will govern the receipt and disbursement of resident funds, provide for financial assistance to the resident, allow the resident reasonable access to their funds, and ensure that the required subsistence and medical payments are collected.
- 9.2 Account ledgers must be established for each resident, which document all money deposited to and disbursed from their financial account. Residents should be provided reasonable access to these records.
- 9.3 Residents will not be authorized the use of any form of credit, automated teller machine, personal savings or checking account or other form of financial transaction without specific prior approval of the CRC director and notification to the supervising probation officer. Offender supervision participants are responsible for their own finances; these include food, medical, dental, mental health treatment, and incidentals to maintain themselves in the community.
- 9.4 Residents must receive a receipt for all money deposited to their account and documentation of the resident's signature will be required for each disbursement.
- 9.5 For each program resident, the case manager shall assist in the development of a written budget and savings plan that is updated periodic all y to reflect any change in resident earnings or liabilities and plans for release.
- 9.6 Program residents residing in the center will be required to submit twenty-five percent (25%) of their gross earnings, excluding personal gifts, (not to exceed the contracted per diem rate) to the State of Alaska. Earnings are defined as wages, salaries, commissions and tips earned by the resident during the period in which they reside in the CRC.
- 9.7 All furlough, probation/parole, and restitution resident who have been court-ordered to pay fines and/or restitution shall be responsible for setting up a payment schedule with their case manager once employment has begun, or if sufficient funds are available in their Resident Trust Account. This amount will normally be specified on the furlough agreement or court paperwork, but in the absence of such guidance, the amount will generally be twenty percent (20%) of their net wages.
- 9.8 Offender supervision participants are required to submit payroll receipts showing gross income and hours worked as verification of their employment. The offender is responsible for the payment of twelve and a half percent (12.5%) of gross earnings to the State, to be collected by the CRC.
- 9.9 Employed CRC residents may hand deliver their payroll check personally to the CRC or they may request the employer mail the check directly to the CRC.
- 9.10 The contractor shall verify resident earnings by the verification of residents' rate of pay and review of employed hours. Copies of all residents' pay stubs will be kept in their case file.
- 9.11 As appropriate, the following disbursements will be incorporated into each resident's budget plan:

2010 Community Residential Center Operation Standards

- A. 25% of gross earnings subsistence payment (Not to exceed the cost of care).
 - B. Support to the dependents of the resident and child support payments as required by AS 09.65.132 and specified by the court.
 - C. 20% of net earnings for any restitution or fine ordered by the court.
 - D. Any civil judgment arising out of the criminal conduct of the resident.
 - E. Reimbursement to the State for an award for violent crimes compensation arising out of the criminal conduct of the resident.
 - F. Any disciplinary sanction wherein restitution or reimbursement is outstanding.
 - G. The resident's account.
- 9.12 No later than the 20th of each month, the contractor shall submit to the Contract Oversight Officer a monthly residents financial report detailing all residents' earnings, account deposits and disbursements to include restitution, fines paid and subsistence collected, with a check for the total residents' subsistence collected.
- 9.13 The CRC will withhold twenty-five percent (25%) of the resident's gross earnings while residing in the CRC with the exception of each resident's last paycheck accrued, but not scheduled to be received prior to the resident's release from the CRC.
- 9.14 For any resident who unlawful evades custody, the CRC will forward all funds in that resident's trust account to the Contract Oversight Officer for deposit into the General Fund.
- 9.15 Residents found in possession of funds not authorized by the CRC or the supervising probation/parole officer will have those funds treated as contraband in accordance with AS33.30.261. If, after a disciplinary hearing, a resident is found to have been in possession of contraband funds, they shall be forfeited to the state and forwarded to the contract oversight officer for deposit into the general fund.
- 9.16 The contractor shall ensure all resident accounts established with financial institutions by the contractor for the safe keeping of resident funds will be a noninterest bearing account.

CHAPTER 10: SEARCH & SURVEILLANCE

Search Procedures:

- 10.1 In order to ensure effective control of contraband and to locate lost or stolen property, the contractor shall develop written policy and procedure requiring the systematic search of facility common areas and resident living quarters.
- 10.2 Center searches may occur as frequently as required for the orderly operation of the program; however, a documented search of all areas shall occur at least once each month.
- 10.3 All residents are subject to clothed body searches (pat down) on a random basis and at any time staff suspects the presence of contraband. The contractor's written policy and procedure must ensure that a staff person of the same sex conducts these searches in the greatest degree of privacy available.
- 10.4 If staff determine that it would be in the best interest of the program to have a resident strip-searched, the CRC director or designee shall contact the nearest correctional institution for assistance.
- 10.5 Searches of residents or their living areas will not be conducted for purposes of harassment or punishment.
- 10.6 CRC staff shall conduct a minimum of one home visit per week for offender supervision residents. Surveillance must be conducted a minimum of once per week in the community. The CRC may increase this surveillance requirement at anytime based on the needs of the offender for a higher degree of supervision.
- 10.7 Offenders assigned to CRC offender supervision are required to contact the CRC by phone no less than once each day, and are required visit the CRC no less than once each week to meet with the case manager and review their weekly plan. The CRC may increase this contact requirement at any time, based on the needs of the offender for a higher degree of weekly contacts.

Surveillance:

- 10.8 The contractor shall develop a written policy and procedure designed to maintain resident accountability, both in the facility and in the community.
- 10.9 At least once each hour, staff shall conduct a physical accounting of all residents, documenting those residents present in the facility and verifying the location and expected return times for those residents in the community.
- 10.10 In addition to community contacts required for employed residents, the contractor shall ensure that random surveillance of residents is conducted at their place of employment, during pass time and all other activity in the community, as follows:

Regular Supervision A minimum of two (2) face-to-face surveillance contacts each month and one (1) staff initiated telephonic surveillance each week for the entire term of their residence.

Increased Supervision A minimum of two (2) face-to-face surveillance contacts

2010 Community Residential Center Operation Standards

each week; and one (1) staff initiated telephonic surveillance each week for the entire term of their residence.

Offender Supervision

A minimum of one (1) face-to-face surveillance contact each week at their residence and; one (1) face to face surveillance contact each week at a location in the community; one (1) call in per day by the resident; and one (1) resident visit to the center each week to meet with their case manager.

- 10.11 The contractor will maintain individual records documenting all community surveillance for each resident in the program.

CHAPTER 11: DISCIPLINARY PROCEDURES

Rules of Conduct:

- 11.1 The contractor shall develop a written policy and procedure, which detail the rules of the facility, disciplinary procedure and time lines and the sanctions, which may be imposed for violations of these rules.
- 11.2 The contractor shall submit, to the DOC contract oversight officer, the list of sanctions, which may be imposed for violations of center rules. These sanctions may include reprimand, restriction to the facility, extra community work service, loss of level status, loss of recreational privileges, and similar action. Changes to this approved list of sanctions must be approved by the contract oversight officer prior to implementation.
- 11.3 Certain sanctions may occasionally have an impact on the resident's ability to perform his or her employment, but restriction from employment in and of itself may not be used as a disciplinary measure.
- 11.4 The contractor shall provide a written policy and procedure stating that residents are not to be subjected to unusual punishment, mental abuse or punitive interference with the daily functions of living, such as eating or sleeping.
- 11.5 The contractor shall develop a written policy and procedure detailing the process by which the resident may appeal these disciplinary actions and sanctions to an impartial authority that has played no role in the disciplinary process. This appeal process need not be applicable for house rules violations.
- 11.6 Upon admission to the facility, each resident shall receive a copy of these rules, disciplinary process and sanctions. Documentation of receipt and understanding, with resident signature, must be maintained in each resident file.
- 11.7 The rules of the facility shall be posted in a prominent place. CRC staff shall enforce the rules of conduct uniformly and without prejudice, or favoritism towards any resident or class of residents. The facility rules must clearly state that sentenced and un-sentenced misdemeanant and restitution placements have no specific rights to be admitted to or remain in the facility and they may be removed and returned to the physical custody of the Department at any time and for any reason at the discretion of the department.
- 11.8 A record of all disciplinary action shall be maintained in each resident's case file and detailed on the monthly resident progress report to the supervising probation officer.
- 11.9 Article 5 of the Alaska Administrative Code, Programs, 22 AAC 05.300 (g) subjects a prisoner housed in a contract facility to the provisions of Article 6 of the Alaska Administrative Code, Discipline. Section 05.400 through 05.480 defines prohibited acts for persons in correctional facilities by severity categories: Major, High Moderate, Low Moderate and Minor. These prohibited acts are applicable to all offenders in a CRC and shall be incorporated into the contractor's disciplinary procedures.
- 11.10 Per 22 AAC 05.400 - 480 Prohibited conduct for prisoners in an institution or contract facility is governed by A-D of this section. A violation must be punished as either a major, high, low moderate, or a minor infraction.

A. Major infractions include the following:

1. homicide;
2. assault upon a staff member or a visitor;
3. escape or evasion from custody;
4. setting a fire;
5. rioting;
6. assault by a prisoner upon another prisoner under certain circumstances that create a substantial risk of serious physical injury;
7. threatening or intimidating a witness in an official proceeding;
8. possession, use, or introduction of weapons or escape implements;
9. stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of \$1,000 or more; and
10. commission of a class A or unclassified felony offense.

B. High moderate infractions include the following:

1. fighting (i.e., mutual combat) with a person;
2. extortion, blackmail, or protection, such as the demanding or receiving of favors or anything of value in return for protection against bodily harm, property loss, or under threat of informing;
3. engaging in sexual acts with others, or making sexual proposals or threats;
4. wearing a disguise or mask;
5. stealing, destroying, altering or damaging government property, or the property of another, which results in damages of \$100 or more, but less than \$1,000;
6. tampering with or blocking a locking or security device;
7. possession, use, or introduction of contraband, except that described in (b)(8) of this section, which directly threatens the security of the facility, such as excess money or unauthorized drugs;
8. intentional misuse of prescribed medication. Such as hoarding medication or taking another persons medication;
9. adulteration of food or drink;
10. participation in an organized work stoppage;
11. possession of staff clothing or unauthorized civilian clothing;
12. counterfeiting, forging, or unauthorized reproduction of a document, article of identification, money, security, or official paper, or the possession of such a document which presents a threat to the security of the facility;
13. giving or offering an official or staff member a bribe;
14. threats to another of immediate bodily harm;
15. engaging in a group or individual demonstration or activity that involves throwing objects, loud yelling, loud verbal confrontation or pushing shoving, or other physical contact that disrupts or interferes with the orderly administration of the facility;
16. refusal to provide a urine specimen when requested by a staff member;
17. spitting, or throwing urine or feces on or at a staff member;
18. intentionally providing a false statement before a classification or disciplinary committee or to an investigator in a grievance, classification, or disciplinary matter;
19. refusing to obey a direct order of a staff member;
20. misuse of the telephone, such as making intimidating, obscene, harassing

2010 Community Residential Center Operation Standards

- or threatening phone calls;
- 21. encouraging others to engage in a strike;
- 22. refusal or failure to participate in a court-ordered treatment program, unless the conviction is being appealed and refusal is based upon the advice of counsel;
- 23. intentionally interfering with a prisoner count; and
- 24. commission of a class C or B felony offense.

C. Low moderate infractions include the following:

- 1. indecent exposure;
- 2. stealing, destroying, altering or damaging government property, or the property of another, which results in damages of \$50 or more, but less than \$100;
- 3. unauthorized use of mail or telephone;
- 4. lying or providing a false statement to a staff member under circumstances other than those described in (b)(18) of this section;
- 5. giving or loaning property or anything of value for profit or favors if it threatens the security or orderly administration of the facility;
- 6. threats to another of future bodily harm;
- 7. possession of anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels;
- 8. malingering or feigning an illness, injury, or suicide attempt;
- 9. missing a prisoner count, unexcused absence or tardiness from work or an assignment, failure to perform work as instructed by a staff member, or refusing to perform work assignment for alleged medical reasons without being excused by medical staff;
- 10. failure to abide by posted sanitation rules or failure to keep one's person and quarters in accordance with posted rules;
- 11. being in an unauthorized area;
- 12. using equipment or machinery contrary to instructions or posted safety standards, or use of equipment or machinery, which is not specifically authorized;
- 13. using abusive or obscene language or gesture that is likely to provoke a fight or that clearly disrupts or interferes with the security or orderly conduct of the facility;
- 14. tattooing or self-mutilation, other than attempts at suicide;
- 15. unauthorized communication or contact with the public or visitors;
- 16. giving to or exchanging anything of value with or accepting anything of value from any other person without prior approval of the superintendent, if it threatens the security or orderly administration of the facility;
- 17. threatening damage to or theft of another's personal property;
- 18. kicking, shouting, or banging, or engaging in any other persistent nuisance noise or activity;
- 19. willful failure or refusal to keep a medical or health can,' appointment scheduled with the prisoners knowledge and consent; and
- 20. commission of a misdemeanor offense.

D. Minor infractions include the following:

- 1. gambling, or possession of unauthorized gambling paraphernalia;
- 2. possession of unauthorized prisoner clothing;
- 3. failure to follow posted safety rules, except as described in (C)(12) of this

- section;
4. smoking where prohibited;
 5. stealing, destroying, altering or damaging government property, or the property of another, which results in damages of less than \$50; and
 6. failure to follow a written rule of the facility, of which the prisoner has been provided notice and which has been approved by the regional director.
- E.** Planning or attempting to commit, or aiding or encouraging a prisoner to commit an infraction described in A-D, of this section is considered the same as a commission on the infraction itself.
- F.** A list of the prohibited conduct described in A-D, of this section must be provided in writing to each prisoner upon admission to a facility. If a prisoner is illiterate or cannot understand English, the list of prohibited conduct must be read and explained or interpreted, as necessary.

An amendment or addition to facility rules described in D6, of this section must be approved by the regional director and may be put into effect only after reasonable notice is given to the population of the facility.

Disciplinary Procedures by Categories of Offenders:

11.10.1 Un-sentenced, Confined, & Restitution:

- A. Major or high moderate infractions should be immediately reported to the shift supervisor of the nearest correctional institution who shall, at the request of the CRC staff member, arrange for the return of the resident to the institution.
- B. Low moderate, minor and house rules infractions may be dealt with through the CRC disciplinary process, unless repeat violations or seriousness of the offense warrants notification of the institution for possible removal.

11.10.2 Furloughs:

- A. Major and high moderate infractions should be immediately reported to the supervising probation officer or shift supervisor and a determination made on whether the offense warrants the resident's immediate removal from the program.
- B. If a violation of the conditions of furlough is alleged, the supervising probation officer should be notified and immediately forwarded a report of the allegations, in order to schedule a preliminary hearing.
- C. Low moderate, minor and house rules infractions may be dealt with through the CRC disciplinary process. Notice of repeat violations should be made to the supervising probation officer by the end of the next business day, unless the situation requires prompt action.
- D. If, as a result of any alleged violation, the resident presents a threat to public safety, including the security of the facility, or there is a likelihood of the resident absconding, the supervising probation officer or shift supervisor will arrange for the immediate return of the resident to actual confinement.
- E. A resident who is alleged to have violated the conditions of a furlough but does

2010 Community Residential Center Operation Standards

not present a threat to public safety may not be returned to actual confinement until a preliminary hearing is held to determine if there is probable cause to believe that the conditions of the furlough have been violated.

- F. In addition to the imposition of sanctions for disciplinary infractions, violations of rules may result in a resident being returned to a correctional facility. This is considered a classification action, not a disciplinary action.

11.10.3 Probationers/Parolees:

- A. Major and high moderate infractions should be immediately reported to the supervising probation officer for consideration of preparing a motion to revoke probation or a parole violation report.
- B. CRC in-house disciplinary procedures and sanctions will be utilized for adjudicating low moderate, minor and house rules violations, unless repeat infractions warrant the resident's removal from the program. The supervising probation officer shall be consulted prior to the resident's removal from the program.

11.10.4 Judicial Placements:

- A. Major and high moderate infractions should be immediately reported to the supervising authority (District Attorney or Court), including a copy of the incident report. The supervising authority will arrange for the return of the resident to the nearest correctional institution. Local law enforcement may be called if the resident presents a threat to public safety, including the security of the facility, and/or behavior which is in violation of any state, federal, local law or statute.
- B. Low moderate, minor, and house rule infractions should be immediately reported to the supervising authority (District Attorney or Court), and a copy of the incident report must be provided. The supervising authority will make a determination concerning the removal of the resident from the program.

11.10.5 Offender Supervision Program Violations:

Article 5 of the Alaska Administrative Code; Program, 22 AAC 05.300 (g) subjects a prisoners housed in a contract facility to the provisions of Article 6 of the Alaska Administrative Code, Discipline, Section 05.400 through 05.480 defines prohibited acts for persons in correctional facilities by severity. These prohibited acts are applicable to all offenders approved for CRC offender supervision placement. Additionally, certain CRC non-negotiable rules apply.

- A. Major and High Moderate violations of prohibited acts will result in disciplinary action and/or criminal charges and shall result in termination from the program. The following program violations shall be sufficient cause to immediately return a program participant to custody in the nearest correctional institution or the issuance of an arrest warrant.
 - (1) violation of state, federal laws and municipal ordinances;
 - (2) unlawful evasion; or
 - (3) alcohol or other drug use.

2010 Community Residential Center Operation Standards

When any of the above violations occur, the participant shall be ordered to report to the CRC for adjudication and/or may be returned to custody by DOC personnel for adjudication. In the event the participant fails to report to the CRC as directed he/she shall be subject to unlawful evasion reporting procedures.

- B. Violation of low moderate or minor prohibited' acts as well as violations of CRC non-negotiable rules may result in disciplinary action as well as changes in level of supervision, changes in release plan requirements, additional programming or treatment requirements, or termination from the program.

Each resident approved to participate in the CRC offender supervision program shall be responsible for knowing and abiding by the rules, policies, procedures, non-negotiable rules, and supervision agreement covered by this program. Each participant must be provided a copy of the current CRC Standards, Ref: Chapter II, Disciplinary Procedures.

11.11 Offender Supervision Violation Reporting:

11.11.1 Institutional/Furlough Placements:

- A. Major and high moderate infractions should be immediately reported to the supervising probation officer or shift supervisor and a determination made on whether the offense warrants the resident's immediate removal from the program.
- B. If a violation of the conditions of CRC offender supervision placement is alleged, the supervising probation officer should be notified and immediately forwarded a report of the allegations, in order to schedule a preliminary hearing if return to a state correctional facility is contemplated.
- C. Low moderate, minor, and house rule infractions may be dealt with through the CRC disciplinary process. Notice of repeat violations should be made to the supervising probation officer by the end of the next business day unless the situation requires prompt action.
- D. If, as a result of any alleged violation, the resident presents an immediate threat to public safety, including the security of the CRC, or there is a likelihood of the resident absconding, the supervising probation officer or shift supervisor will arrange for the immediate return of the resident to a state correctional facility for adjudication.
- E. A resident who is alleged to have violated the conditions of a CRC offender supervision placement but does not present a threat to public safety may not be returned to actual confinement in a state correctional facility until a preliminary hearing is held to determine if there is a probable cause to believe that the conditions of the placement have been violated.

In addition to the imposition of sanctions for disciplinary infractions, violation of rules may result in a resident being returned to a correctional facility. This is considered a classification action, not a disciplinary action.

11.12.1 Probation/Parole Placements:

- A. Major and high moderate infraction should be immediately reported to the supervising probation officer for consideration of preparing a petition to revoke

2010 Community Residential Center Operation Standards

probation or parole.

- B. CRC in-house disciplinary procedures and sanctions will be utilized for adjudicating low moderate, minor and house rule violations unless repeat infractions warrant the resident's removal from the program. The supervising probation officer shall be consulted prior to the resident's removal from the program.

CHAPTER 12: RESIDENT REMOVAL

- 12.1 The contractor shall develop a written policy and procedure which details for staff and residents the conditions and processes by which a resident can be removed from the program and specifies that residents being returned to custody from the program will be transported by the Department of Corrections unless contract provisions stipulate another method.
- 12.2 Furloughed residents may be removed from the CRC for violation(s) of their furlough conditions prior to completion of the program in accordance with DOC Policy and Procedure 818.02.
- A. If a violation of the conditions of the pre-release furlough is alleged, the CRC director shall immediately notify the probation officer or, if the probation officer is unavailable, the shift supervisor of the appropriate state correctional institution designated on the pre-release furlough agreement. The center shall forward a written report to the probation officer/shift supervisor as soon as possible but, no later than before the staff member goes off duty.
 - B. If, as a result of the alleged violation, the probation officer or shift supervisor determines that a furlougee presents an immediate threat to public safety or to the security of the CRC, the probation officer or shift supervisor will have the resident returned to the state correctional institution.
 - C. A furlougee who is alleged to have violated the conditions of a furlough but who does not, in the opinion of the probation officer or shift supervisor, present a threat to public safety or the security of the center, may not be returned to actual confinement in a state correctional center until a preliminary hearing is held at which a determination is reached that there is probable cause to believe that the violations occurred.
 - D. The CRC director or designee will provide written notification at least twelve (12) hours in advance to the furlougee of the date and time of the preliminary hearing. The written notice will include the statement that the purpose of the hearing is to determine whether probable cause exists to believe the furlougee has violated the conditions of the furlough and what conditions are alleged to have been violated.
 - E. A copy of the written summary of the hearing officer's decision, which includes the determination as to whether probable cause exists to believe the resident violated conditions.
- 12.3 A furlougee returned to actual confinement in a state correctional facility must be granted a classification hearing within seven- (7) days to determine whether the pre-release furlough will be terminated or continued.
- 12.4 If the furlough is continued, the furlougee shall be returned to the CRC as soon as space is available or placed on the waiting list for space if it is not available.
- 12.5 Probation and parole residents may be removed for violation(s) of their placement conditions prior to completion of the program. The supervising probation/parole officer must be notified by the CRC director prior to the removal or violation of the resident. The CRC must submit a copy of the violation report to the supervising probation/parole

2010 Community Residential Center Operation Standards

officer within 24 hours of the removal of a probationer or parolee.

If a violation constitutes a violation of law, the appropriate local law enforcement agency will be notified.

- 12.6 The contractor's rules shall clearly state that un-sentenced misdemeanants, confined misdemeanants and restitution placements have no specific rights to remain in the CRC and that they may be removed and returned to the physical custody of the DOC at any time, and for any reason, at the discretion of the Department of Corrections.
- 12.7 Un-sentenced, confined, and restitution placements who are suspected of committing low moderate or higher infractions or repeated violation of rules may be returned to the nearest correctional institution without a preliminary hearing.
- 12.8 CRC offender supervision may be returned to the CRC or the nearest institution based on an immediate threat to public safety without a preliminary hearing. All offender supervision placements will receive an incident report and adjudication by the appropriate authority.
- 12.9 Judicial placements that have violated conditions of placement and/or are noncompliant with CRC rules will be referred back to the designated legal authority.

CHAPTER 13: UNLAWFUL EVASION

- 13.1 The contractor shall develop a written policy and procedure designed to effectively detect unlawful evasions and provide for the prompt notification of the appropriate DOC official. In accordance with A.S. 11.56.340, a resident commits the crime of unlawful evasion if, while charged with or convicted of a felony or a misdemeanor, the resident fails to return to the place of confinement or residence within the time authorized by the CRC.
- 13.2 Any resident of the CRC shall be considered on unlawful evasion when he or she:
- A. Willfully leaves the facility without the appropriate approval;
 - B. Fails to be at or remain at the approved place of employment, training or counseling during the hours specified by the employment, training or counseling program;
 - C. Fails to be at or remain at the approved pass location during the times authorized; or
 - D. Fails to return to the facility at the established return time.
- 13.3 The determination that a resident has unlawfully left an approved location shall be made immediately upon determining that a resident is not where they should be and all efforts to locate the resident have failed. Efforts to locate the resident, prior to notifying the appropriate DOC official, will not exceed one hour.
- 13.4 Should the whereabouts of the resident become known following the notification of the unlawful evasion the resident will remain on unlawful evasion status, pending a formal review and appropriate action by the supervising probation officer.
- 13.5 Notification of unlawful evasion shall proceed as follows:
- A. Un-sentenced, confined, and restitution placements - The CRC director or designee shall notify the superintendent or designee of the appropriate correctional institution. After hours and weekends, the shift supervisor should be notified.
 - B. Furloughs - The supervising probation officer should be notified. In the event, the probation officer is unavailable the shift supervisor of the appropriate correctional institution shall be notified.
- Note: Upon confirmation that the resident has unlawfully left the CRC or approved location, the CRC shift supervisor shall immediately complete and forward the unlawful evasion notification form to the designated correctional institution; a written incident report shall be completed and forwarded prior to the end of the shift.
- C. Probation/parole - During regular hours, the supervising probation/parole officer should be notified. After hours and weekends, the CRC director shall follow the instructions on the UNLAWFUL EVASION NOTIFICATION, which is completed by the supervising probation/parole officer as a part of the resident

2010 Community Residential Center Operation Standards

referral process. Probationers/parolees cannot be arrested without a warrant from the Court or Parole Board by any one other than a probation officer, unless a new crime has been committed. Immediate notification to the supervising probation/parole officer is mandatory.

- D. CRC Offender Supervision - Notification of an unlawful evasion will be made to the referring institution or supervising field probation/parole officer in accordance with the unlawful evasion notification form.
- E. For all residents who are classified as an unlawful evasion, the DOC shall maintain responsibility for notifying the appropriate law enforcement officials.

Note: The exception will be for those residents on third party custodian supervision or drug court participants. Judicial notification of an unlawful evasion will be made to the designated district attorney or the court.

- 13.6 Furlough, restitution, confined and un-sentenced placements who are determined to have unlawfully left from a CRC, are subject to prosecution under the criminal laws of the State of Alaska or any local municipal ordinances.
- 13.7 All residents who are determined to have unlawfully left a CRC will have their personal property treated as abandoned property. The CRC will dispose of all abandoned personal property within thirty (30) days of the reported unlawful evasion from custody.
- 13.8 The CRC director or designee will immediately fax a copy of the unlawful evasion notification form detailing the incident to the nearest institution and/or the supervising probation officer. The Contract Oversight Officer will be telephonically notified of the details of the unlawful evasion and will receive a copy of the report prior to the end of the shift. Notification shall consist of the following information:
 - 1. Offender's name;
 - 2. ACOMS number;
 - 3. Status at time of incident;
 - 4. Current offense; and
 - 5. Date and time of incident.

CHAPTER 14: USE OF FORCE

- 14.1 The contractor shall develop a written policy and procedures, which govern the use of force in the facility, prohibit the use of personal abuse and corporal punishment, with the safety of residents and staff to be given the highest priority.
- 14.2 The use of physical force shall be resorted to only:
 - A. In instances of justifiable self-defense;
 - B. To prevent harm to others;
 - C. To prevent self-inflicted harm; and
 - D. To prevent loss or damage to property.
- 14.3 Only the degree of force necessary to control the resident shall be utilized and must terminate once the resident is subdued.
- 14.4 The presence of firearms, stun guns, pepper spray/mace, or restraints is prohibited in the CRC.
- 14.5 Incidents involving the use of any degree of force by contractor staff shall be reported telephonically to the supervising probation officer and the Contract Oversight Officer immediately with a written report forwarded within twenty-four hours of the incident. A copy of the report shall be maintained in the resident file.

CHAPTER 15: RESIDENT GRIEVANCES

The contractor shall develop a written policy and procedures, which governs the resident grievance procedure similar to those described in 22 AAC 05.185. It should be noted that matters concerning classification and discipline may not be subject to a grievance, but must only be raised through an appeal of those actions.

- 15.1 A grievance must be filed in writing on a form and in accordance with the procedures established by the contractor and instructions made available to the resident upon request. The procedures will provide for informal resolution of a grievance.
- 15.2 If the grievance is not informally resolved the CRC director shall assign a staff person to investigate the subject matter of the grievance and respond to it within ten (10) working days after receipt of the assignment. The staff member shall file a written statement of findings with the CRC director.
- 15.3 The CRC director shall indicate in writing the action to be taken and shall provide the resident with a copy of the decision within five- (5) working days, after receipt of the statement of findings.
- 15.4 Once the resident has exhausted his/her appeal process through the CRC, the resident may appeal the decision of the CRC director by filing a written appeal to the Director of Probation & Paroles through the supervising probation officer. If such an appeal is filed, the CRC must provide the Director of Probation & Paroles with a copy of the statement of findings and any other documents related to the grievance. The Director of Probation & Paroles will respond within fifteen (15) working days of receipt or the appeal must be considered denied.
- 15.5 A resident may not be subject to punishment, discipline, or loss of privileges for filing a grievance.
- 15.6 If the grievance filed is against the Department of Corrections, form 808.03 (c) shall be used and procedures outlined in DOC Policy and Procedure 808.03 followed. Grievances alleging failure to provide medical, dental, or mental health services are to be logged in the facility grievance log and forwarded to the probation officer.
- 15.7 No later than the 20th day of each month, the contractor will forward copies of all completed grievances to the contract oversight officer for review.
- 15.8 The contractor shall utilize a grievance log to record all action relating to resident grievances to include:
 1. Resident's name;
 2. Resident status;
 3. Date grievance filed;
 4. Subject matter;
 5. Investigator assigned & date;
 6. Date findings received;
 7. Date decision returned to resident;
 8. Appeal request; and
 9. Final action taken.

CHAPTER 16: RECORDS & REPORTS

Case Records

- 16.1 The contractor shall develop and operate an organized system of information collection, recording, reporting, storage and retrieval, designed to ensure confidentiality and minimize the possibility of theft, loss or destruction of all resident case records.
- 16.2 Upon public request, CRC staff will provide the following information which is public record concerning all residents.
- A. Name;
 - B. Age;
 - C. Race;
 - D. Place of incarceration;
 - E. Charges;
 - F. Bail data; and
 - G. Conviction and sentencing data, (including offense if conviction has occurred).
In the case of a juvenile offender who has been waived to adult adjudication, the information elements (A-G) may be provided, unless the court has ordered otherwise.
- 16.3 For each resident, the contractor shall maintain an individual case record; marked "**CONFIDENTIAL**" and kept in a secure location.
- 16.4 The contractor shall have a written policy and procedure developed for maintaining the confidentiality of case records, which specifically details resident and staff access to these files and govern the release of information from these files.
- 16.5 The contractor shall utilize release of information forms when necessary to secure services for residents and make referral to other agencies. Copies of these forms will be maintained in resident case records and shall include:
- A. Name of the person, agency or organization requesting the information;
 - B. Name of the person, agency or organization releasing the information;
 - C. Specific information to be released;
 - D. Purpose or need for the information;
 - E. Expiration date;
 - F. Date consent form is signed;
 - G. Signature of resident; and
 - H. Signature of individual witnessing resident's signature.
- 16.6 Resident case records are the property of the DOC and shall be surrendered upon request. However, the contractor may retain a copy of such records for their use.
- 16.7 Each resident case record, for program placements shall include (if applicable):
- A. CRC referral information (outlining the length of placement, program and treatment requirements and goals);
 - B. Time accounting sheet;
 - C. Furlough matrix and agreement;
 - D. Copy of the pre-sentence report;

2010 Community Residential Center Operation Standards

- E. Judgment and order of current sentence(s) (if applicable, note 1st or 2nd time DUI Offender);
 - F. Classification or designation form;
 - G. Unlawful evasion notification form (probation/parole);
 - H. Current photograph;
 - I. Medical Summary for Prisoner Transfer (form 807.14 E, pages 1-3), documenting TB screening date;
 - J. Resident program plan;
 - K. Medical release of information;
 - L. Signed release- of information forms;
 - M. Current employment data, educational/vocational enrollment information;
 - N. Verification of employers notification of legal status;
 - O. Signed acknowledgment of receipt of program rules and disciplinary and fire/life safety information;
 - P. Grievance & disciplinary record;
 - Q. Surveillance-and urinalysis records;
 - R. Monthly progress reports; and
 - S. Final discharge summary.
- 16.8 Each resident case record for un-sentenced confined and judicial placements shall include:
- A. A CRC Memo or CRC referral information (outlining the length of placement, program and treatment requirements and goals);
 - B. Current photograph;
 - C. Medical Summary for Prisoner Transfer (form 807 .14 E. pages 1-3), documenting TB screening date;
 - D. Medical release of information (if applicable);
 - E. Signed release of information forms;
 - F. Signed acknowledgment of receipt of program rules and disciplinary and fire/life safety information;
 - G. Grievance and disciplinary record; and Final discharge summary.
- 16.9 The contractor shall develop a written policy and procedure, which requires all entries into the resident case records be dated and signed by the staff member making the entry.
- 16.10 The contractor shall report in writing on each program resident's progress relative to his or her individual program plan at least once every thirty (30) days. These reports must be maintained in the resident case record, with copies submitted to the supervising probation officer no later than the fifteenth day of each month.
- 16.11 Within five (5) days of discharge, the contractor shall complete a final discharge report regarding the resident's progress and conduct. These reports shall be maintained in the resident case record with copies submitted to the supervising probation officer.
- 16.12 The contractor shall develop a written policy and procedure ensuring that resident case records are audited on a continuing basis, and no less than once each quarter, to ensure that they remain current and accurate.

Facility Records:

The contractor shall develop a written policy and procedure, which require the systematic documentation of resident activity and compliance with standards established for their placement. This documentation will include:

2010 Community Residential Center Operation Standards

16.13 Sign Out/In Log

Each log sheet shall document:

- A. Resident's full name;
- B. Time out; specific destination address, phone number & purpose;
- C. Authorized return time; approved method of travel;
- D. Time returned; and initials of both staff signing the resident out & in.

16.14 Surveillance Log

For each resident, a log sheet shall document:

- A. Resident's full name;
- B. Date & time of contact;
- C. Specific address/telephone number of contact; and
- D. Initials of staff performing the surveillance.

16.15 Urinalysis Log

For each resident UA obtained, a log sheet shall document:

- A. Resident's full name;
- B. Date & time of testing;
- C. Drugs screened;
- D. Results of all testing; and
- E. Signature of staff obtaining sample and initiating the chain of custody.

16.16 In-house Count Log

Each log sheet shall contain:

- A. Date and time;
- B. Number of residents in facility;
- C. Number and location of residents in the community; and
- D. Count certified by staff signature or initials.

16.17 Medication Log

Individual log sheets shall be maintained for each medication, to include:

- A. Resident's full name;
- B. Name, address and telephone number of prescribing physician;
- C. Type and quantity of medication;
- D. ACOMS number;
- E. Self-administration instructions;
- F. Date and time of self-administration of medication;
- G. Initials of staff monitoring self-administration and residents initials acknowledging self-administration; and
- H. On-going count of medication.

16.18 Visitors Log

Each log sheet shall contain:

- A. Visitor's full name and address;
- B. Verification of visitor's identity;
- C. Date and time of arrival at facility;

2010 Community Residential Center Operation Standards

- D. Name of resident receiving visitor;
- E. Time departing facility; and
- F. Signature or initial of staff admitting visitor.

16.19 Grievance Log

Each log sheet shall contain:

- A. Resident's full name;
- B. Resident's referral status in the program; Subject matter of the grievance;
- C. Date the grievance is filed;
- D. Investigator assigned;
- E. Date the statement of findings is returned;
- F. Date the decision is forwarded to the resident; and Appeal requests and final action taken.

16.20 Pat-Down Log

Each log sheet shall contain:

- A. Resident's full name;
- B. Date & time pat down is conducted;
- C. Reason for search;
- D. Contraband found; and
- E. Initials of staff conducting search.

16.21 Facility Search Log

Each log sheet shall contain:

- A. The date, time and area of the facility searched;
- B. Contraband found; and
- C. Initials of staff conducting the search.

16.22 Breath Analysis Log

Each log sheet shall contain:

- A. Resident's full name;
- B. Date & time the BA is given;
- C. Temperature of the instrument;
- D. Results of the breath analysis; and
- E. Initials of staff conducting the BA.

16.23 Disciplinary Log

Each log sheet shall contain:

- A. Resident's full name;
- B. ACOMS number;
- C. Infraction date;
- D. Infraction letter and number;
- E. Disposition(s) and sanction(s); and
- F. Appeal results.

CHAPTER 17: CITIZEN INVOLVEMENT AND VOLUNTEERS

In accordance with AS 33.30.171, the commissioner shall appoint a community advisory committee for each center, to consist of five members of the community in which the center is located. The committee shall act as a liaison between the community and the department regarding concerns with the center.

- 17.1 The contractor shall develop a written policy and procedure for securing citizen involvement in the CRC program, recruiting volunteers from all cultural and socioeconomic segments of the community.
- 17.2 The contractor shall develop a written policy and procedure governing citizen and volunteer involvement shall include:
 - A. A system for selection, term of service, definition of tasks, responsibilities and authority;
 - B. A provision that prior to any assignment, volunteers will complete the required background investigation on information and training necessary to the nature of the assignment;
 - C. A provision that volunteers agree, in writing, to abide by facility policies; and
 - D. A provision that the contractor curtails, postpones or discontinues the services of a volunteer for due cause.
- 17.3 The contractor may recruit and recommend to the commissioner of the DOC, five (5) members of the community to serve as an advisory committee providing a link between the agency and the community.
- 17.4 The advisory committee shall meet at least quarterly each year with the CRC administrator and appropriate staff.
- 17.5 The advisory committee shall have no direct policy making role or authority at the CRC and serve at the pleasure of the commissioner.

CHAPTER 18: MONITORING & EVALUATION

- 18.1 In order to maintain quality services and ensure contract compliance, contact and communication between the Division of Institutions and the contractor is essential. In addition to reviewing required reports from contractors, the department will conduct annual inspections of all community residential centers.
- 18.2 CRC inspection teams shall be selected by the Contract Oversight Officer, with representatives from DOC correctional institutions and field probation, whose responsibilities have required interaction with the CRC on a regular basis or whose responsibilities require knowledge of CRC standards and operations.
- 18.3 No later than sixty (60) days following the date of the inspection, the contractor shall receive a written report of the inspection team findings.
- 18.4 The contractor shall submit, within thirty (30) days of receipt of the inspection report, a written plan of action to address any area of non-compliance.
- 18.5 A contractor's failure to take appropriate corrective action will constitute a breach of the terms of the contract and may subject the contractor to appropriate action up to and including termination of the contract.

Glossary of Terms

Here are some of the special words and phrases used within the Alaska Department of Corrections. Not all of the terms listed here are found in the Community Residential Center Standards. These terms are provided to help Contract employees better understand some of the terminology used within the Department of Corrections.

Administrative Transfer - The transfer of a prisoner between facilities for any purpose related to an emergency or potentially hazardous situation or to facilitate an administrative action that can be more efficiently accomplished at another facility, such as; (1) Parole hearing; (2) Court action; (3) Medical or mental health treatment; (4) Military tribunal; (5) Family emergency; or (6) Population management.

Adult Basic Education (ABE) - Academic studies that include basic education and living skills that prepare the student for General Educational Diploma studies. Adult Basic Education is divided into two study levels; up to grade 8 and grade 8 and above.

Affirmative Action - Equal employment opportunity free from unlawful discriminatory treatment concerning any individuals or group because of race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood.

Alaska Corrections Offender Management System (ACOMS) - A departmental computer system containing information on probationers, parolees and prisoners

Alaska Public Safety Information Network (APSIN) - A statewide computer system with access to nationwide data including individual criminal histories such as arrests convictions and case dispositions.

Alias - Any name used for official purpose that is different from a person's legal name.

Annual Budget - A listing of planned expenditures for the Department and/or contractors covering one fiscal year beginning July 1st and ending the following year on June 30.

Appeal - A process by which a prisoner may have a classification or disciplinary action reviewed at an administrative level higher than that at which the original action was taken.

Arrest - The taking of an offender into custody.

Assessment - Evaluation of employee's performance upon completion of a retraining program.

Assistant Ombudsman - Staff of the Ombudsman's office to whose duties have been delegated and whom the Ombudsman appoints.

Audit - A regularly scheduled visit to an institution or contract facility for the purpose of monitoring and reporting on the prisoner classification process, procedures, and documentation to ensure program compliance.

Barred Visiting List - A list prepared by the Division of Institutions - Directors Office that restricts entry to a correctional institution or a contract facility, i.e., Community Residential Center or Treatment Program.

Bedding - Blankets, mattress, pillow, sheets and pillowcase.

Blister Card - The blister card is prescription labeled, heat-sealed, clear plastic pop-out bubble, unit medication container utilized by the department to distribute individual prescriptions and to issue bulk medications to institutional medical units.

Budget Projection - The anticipated planned expenditures and resources required to operate a component or facility.

Case Record - A prisoner case record comprised of one or more folders labeled with prisoner identification and containing all documents and materials pertaining to the subject prisoner, a case record for each individual prisoner which may be:

- **Open** - The case record initiated when an individual is committed to, or otherwise comes under the jurisdiction of, the Department which remains active and available on-site for review so long as the individual subject of the record is short of completing the period of jurisdiction or concomitant conditions of said jurisdiction such as prisoner presently incarcerated, escaped, absconder from whom arrest warrant has been issued, temporarily released, on bond or bail, pending probation or parole revocation, offender is serving concurrent or consecutive sentence in another jurisdiction with a companion Alaska jurisdiction, Alaska detainer on a prisoner in another jurisdiction, etc.; the case record repository is with the institution having jurisdiction over the prisoner; or
- **Inactive** - A case record which is open in accordance with above except that the prisoner has been transferred to the Federal Bureau of Prisons or another State correctional facility via contract placement as an Alaska prisoner, the prisoner is an escapee, or the case record is otherwise maintained in an inactive ve status such as during release pending an appeal process; the case record repository is with Central Classification in Anchorage or Central Records in Juneau; or
- **Closed** - A case record that is and subject to storage by virtue of the jurisdiction of the Department ending and/or the subject of the record having satisfied all conditions of the jurisdiction as outlined under Open Files above, or is deceased; the case record repository is with Juneau Central Records.

Case Record Extract - Photo-copy of case record document necessary to sustain jurisdiction and case record purposes of opening Prisoner Case Record in accordance with 602.01, as follows: (1) Court, Parole Board or other document established jurisdiction; (2) Presentence Report with attachments; (3) Conditions of Conduct if not part of authority document under 1. above; (4) Psychiatric or psychological reports completed since presentence investigation and report under 2. above; (5) Probation or parole reports relevant to the incarceration; and (6) Petition or violation report appropriate to the incarceration and prerequisite due process.

Cash Bail - A payment in which an offender obtains release by paying in cash the full amount, which is recoverable after the required court appearances are made.

Casual Contact - Incidental contact of non-sexual or non-intrusive nature where there is not an exchange of intimate body fluids such as blood or semen; contact from and/or variety of the natural encountered in daily living, Le., shaking hands, hugging, kissing, crying, coughing, sneezing, using a swimming pool, 'or hot tub, eating food handled or prepared by other persons, sharing linens, towels, cups, straws, dishes or other eating utensils, toilets, doorknobs, telephones, office machinery, or household furniture; cursory contact with clothing or flesh of another person.

Caustic - A material that is capable of burning or injuring individuals or objects by a chemical action.

Central Office - Administration and Support Offices and administrative staff assigned to the Commissioner's office; Juneau and Anchorage Central Office.

Chaplain - The Institutional Religious Coordinator or contract Chaplaincy Coordinator or Contract Chaplain for an institution.

Chronological Record - The probation officers written history of case events recorded in the order their occurrence.

Citizen Complaint - A verbal or written complaint received by the Department brought by a private citizen rather than coming from the ombudsman, a legislator, media representative, or a probationer or parolee.

Classification Committee - A group of individuals within an institution convened in order to review and assess a prisoner's security, custody, and program needs and make a classification recommendation as regards to the prisoner.

Classification Packet - Prisoner case record documents and information forwarded to Central Classification for effecting a classification action and which contains, if applicable, the following; (1) Final Judgment and Commitment; (2) Presentence investigation report; (3) Recent Psychiatric/Psychological Reports; (4) Time Accounting Records; (5) Security Designation and Classification Forms; (6) Health Care Record Extract; (7) The taped proceedings of a classification action recommendation or resulting in a transfer to an institution of facility outside of Alaska; and (8) Related information.

Clear Conduct Record - The absence of violation of a disciplinary rule, except minor infractions for which guilt has been established through the disciplinary process.

Co-correctional facilities - An institution designated to house both male and female prisoners.

Code of Ethics - A set of statements conforming to the Code of Ethics adopted by the American Correctional Association and subscribed to in its entirety by the Alaska Department of Corrections.

Collateral Contract - A reliable citizen who is not employed by the Department of Corrections such as a Village Public Safety Officer, Fish & Wildlife Protection Officer, Village Council Member, Teacher, Federal Agency Representative, etc. who agrees to act as an informal onsite information source for a probation officer in regards to one or several probationers or parolees residing in the vicinity of the contact person; an informal association to assist and enhance the supervision activities of the probation officer assigned to supervise the case and enforce the Court or parole Board ordered conditions of conduct; functions without compensation; is not a Volunteer Probation Advisor; does not require application and clearance steps.

Commissioner of Corrections - The Chief Executive Officer of the department.

Commitment - The document authorizing the incarceration of a prisoner and signed by the committing judge or remanding officer.

Communication - Verbal or written contact between individuals within facilities.

Community Corrections - That division of the Department (Division of Probation and Parole), which is responsible for the supervision of all probationers, parolees, and conditional committees who, are authorized to participate in community activities during the service of a sentence imposed by the Court, parole as authorized by the Parole Board or conditional commutation of

sentence by the Governor.

Community Work Recipient - A nonprofit or government agency providing work for offenders and reporting their attendance to the probation officer.

Community Work Service (CWS) - Work performed by an offender as a result of an order of the court or Parole Board, either as condition of conduct or in lieu of fine or imprisonment, on projects designed to reduce or eliminate environmental damage, protect the public health, or improve public lands, forests, parks, roads, highways, facilities, or education. CWS may not confer a private benefit on a person except as may be incidental to the public benefit.

Complaint - A written request which may contain recommendations concerning the substance or application of a written or unwritten policy or practice and any behavior or action.

Conflict of Interest - Engage in or accept employment, or render service for personal gain when the employment or service is incomparable with, is in conflict with, or appears to be in conflict with, the proper discharge of the employee's official duties.

Contact Visiting - A visit that occurs in a designated institutional area without barriers between the prisoner and the visitor(s), with limited physical contact allowed.

Contraband - Items which prisoners are not authorized to introduce, make, use, or have in possession or attempt to introduce, make, use, or possess; Any of the following items that have not been specifically approved, authorized, or prescribed by the proper authority for a prisoner to obtain, make, or possess:

- Weapons including firearms, explosives, knives, hacksaw blades, tear gas, dangerous chemical agents, or any tool or other object that may be used as a weapon, from which a weapon may be fashioned, or that is intended to be perceived as a weapon;
- Controlled substances, the possession of which is punishable by either criminal or civil penalties, and any other type of medication; Alcohol, including wine, distilled spirits, home brew any other type of alcoholic substance;
- Cameras, sound or video recorders, or any electronic or mechanical receiving or transmitting equipment;
- Any article, including keys, tools, electronic or mechanical devices, and identification information, intended to be used as a means of facilitating an escape;
- Any other article, including money, toiletries, books, food, mail and pictures, that is introduced, taken, or conveyed into a facility, or made, obtained, or possessed in a facility in a manner intended to frustrate or evade detection;
- Items in prisoner possession which were not issued to the prisoner by the institution; in excess of the quantity allowed for retention or issue; or are) not authorized for retention in the institution; and
- Any article which threatens the security of the institution or which the Superintendent has designated as contraband.

Contract Misdemeanant Housing (CMH) - A correctional facility provided through contract agreement for the confinement of prisoners convicted solely of misdemeanor crime(s) quasi-correctional facility provide a degree of security, custody, care, and discipline for misdemeanor prisoners similar to that required by the Policies and Regulations of this Department, consistent with the security and custody status of the prisoners who have been placed in the CMH facility.

Controlled Substances - Any medication requiring a written prescription, which list the prescribing physician's or dentist's Drug Enforcement Administration registration number.

Correspondence - Any written communication concerning the authority or responsibility of the Department; written personal communication to or from prisoners, e.g., letters, post cards, greeting cards, sent through the postal service.

Counseling - Structured use of interpersonal relationships to promote social adjustment; formal program providing opportunities to identify problems, express feelings, provoke positive change and attain understanding of positive and negative ramifications of the proposed marriage. The planned use of interpersonal relationships between individuals or groups, which are supervised and controlled by staff members with training in counseling techniques.

Counseling Program - Planned activities designed to promote the prisoner's reformation and social adjustment and assist in resolving personal or interpersonal problems.

Counselor - Program staff or contractors qualified by education background or training to assist, advise, direct, suggest and recommend actions to prisoners.

Court Probation - Court ordered unsupervised probation during all or part of the term of sentence; probation not supervised by nor under the jurisdiction of the Department of Corrections.

Custody Level - The custody status assigned to as prisoner based upon the matrix score attained on the classification form, which establishes the degree of security staff supervision, required to appropriately monitor and control the prisoner's conduct and behavior within the context of correctional management.

- **Community** - The last restrictive custody level to which a prisoner may be classified as a result of having maintained conduct and attitude consistent with that expected for a minimum custody prisoner and the prisoner is within three years or less of projected release date and, for sentences over one year in length, has served at least one-third of the sentence; and Classification to community custody indicates that the prisoner is eligible for a furlough and the least restrictive housing, program, and supervision available within the Department, as follows: (1) Prisoner is eligible for a furlough and the least secure housing, including housing outside the institution's perimeter, e.g., community residential center, restitution center or other residential programs approved by the Commissioner; (2) Prisoner is eligible for program outings, with or without correctional or volunteer escort as determined by the appropriate approving authority; (3) Prisoner may be hospitalized without a guard at the discretion of the Superintendent; (4) Restraints are not normally used, but may be used when the prisoner is being escorted by a Department staff member, Discretion to use restraints is the decision of the Shift Supervisor or escorting officer, e.g., when a prisoner is returned to the institution following a violation of furlough conditions; and (5) Prisoner is eligible to participate in work details outside the institution's perimeter or the confines of a community residential or restitution center with minimal supervision. The prisoner is eligible for partial incarceration in a restitution center provided the prisoner; (1) Is not serving a sentence for, nor has a history of, violence, crime against person or sex offenders; has not ever been convicted of an offense, in this state or another jurisdiction, involving violence or the use of force; violence or the use of force includes possession of a firearm in the commission of an offense, whether or not the firearm was actually used; and (2) has not been convicted of an offense under A.S. 11.41.410-.470 (Sex Offenses) or an offense in this state or another jurisdiction having elements substantially identical to a sex offense under Alaska Statutes.
- **Minimum** - The prisoner consistently maintains conduct, attitude, and performance at a superior level. A significant factor in assessment as to

suitability for minimum custody is whether or not the prisoner has completed or is an active participant in a rehabilitation program and/or Court ordered or recommended treatment program(s). The prisoner has demonstrated the capacity and willingness to accept increasing levels of responsibility; and, manifests an observable strong internalized commitment to meet institutional and social standards. Prisoners in this custody level may be designated for restitution center placement; Classification to minimum custody indicates that the prisoner is eligible for the least restrictive housing, program, and supervision available inside the institution's perimeter or the supervised housing and program available in a restitution center, as follows: (1) Prisoner is eligible for assignment to the least secure housing inside the institution's perimeter; (2) Prisoner must have a guard if hospitalized; (3) Prisoner is eligible to participate in work details outside the institution's perimeter, subject to periodic staff supervision; (4) Prisoner may travel on routine or emergency trips outside the institution with a single staff member as escort; and (5) Restraints are not normally used when the prisoner is escorted by a Department staff member unless the staff member is armed, but restraints may be used at the discretion of the escorting officer. e.g., when a prisoner is returned to the institution following a rule infraction. The prisoner is eligible for partial incarceration in a restitution center provided the prisoner: (1) Is not serving a sentence for, nor has a history of, violence, crime against person, sex offenses; has not ever been convicted of an offense, in this state or another jurisdiction, involving violence or the use of force; violence or the use of force includes possession of a firearm in the commission of an offense, whether or not the firearm was actually used; and (2) Has not been convicted of an offense under A.S. 11.41.410 - 470 (Sex Offenses) or an offense in this state or another jurisdiction having elements substantially identical to a sex offense under Alaska Statute.

- **Medium** - Classification to medium custody indicates that a prisoner is eligible for regular housing, program and supervision within the institution's perimeter, as follows: (1) Prisoner will be assigned to regular housing inside the institution's perimeter; (2) Prisoner is eligible for all normal work assignments and activities within the institution's secure perimeter, under normal levels of staff supervision; (3) Prisoner is not eligible for work assignments or activities outside the institution's perimeter unless recommended by the Superintendent through the Director of Institution and approved by the Deputy Commissioner of Operations; (4) Prisoner is not eligible for furlough of any kind; (5) Prisoner must have a guard if hospitalized; (6) Prisoner will be placed in restraints consisting of at least handcuffs and waist chain when moved outside the institution's perimeter, and (7) Prisoner will be escorted by at least one armed Prisoner Transportation Officer or an Alaska State Trooper when moved outside the institution's secure perimeter.
- **Close** - Classification to close custody indicates that a prisoner requires a substantial level of supervision due to being identified as assaultive, predatory, riotous, escape risk or seriously disruptive to the orderly administration of the institution and housing, program and supervision are determined accordingly: (1) Prisoner will be assigned housing within the institution to facilitate close staff supervision; (2) Prisoner will be eligible for work assignments under close supervision, as specified by the Superintendent; (3) Prisoner will be restricted from certain areas of the institution, as specified by the Superintendent; (4) Prisoner is not eligible for program involvement under close supervision, as specified by the Superintendent; (6) Movement outside the institution's perimeter for reasons other than Court appearances requires the Superintendent's written approval. The prisoner must be escorted by at least two Correctional Officers, one of which must be an armed Prisoner Transportation Officer, or one

Correctional Officer and one Alaska State Trooper when moved outside the perimeter. Restraints consisting of at least handcuffs, waist chain and leg irons will be used; and (7) Prisoner must have a guard if hospitalized.

- **Maximum** - Classification to maximum custody indicates that a prisoner requires the maximum level of supervision available within the institution due to being identified as the most assaultive, predatory, riotous, escape risk or seriously disruptive to the orderly administration of the institution and housing, program and supervision are determined accordingly: (1) Prisoner will be assigned housing within the institution to facilitate close staff supervision; (2) Prisoner will be eligible for work assignments under close supervision, as specified by the Superintendent; (3) Prisoner will be restricted from certain areas of the institution, as specified by the Superintendent; (4) Prisoner is not eligible for furlough of any kind; (5) Prisoner will be eligible for program involvement under close supervision, as specified by the Superintendent; (6) Movement outside the institution's perimeter for reasons other than Court appearance requires the Superintendent's written approval. The prisoner must be escorted by at least one Correctional Officer II and an armed Prisoner Transportation Officer, or one Alaska State Trooper when moved outside the perimeter. Restraints consisting of at least handcuffs, waist chains and leg irons will be used; and (7) Prisoner must have a guard if hospitalized.

Data Entry Clerk - Employee responsible for entering data into the OTIS and/or Management Information System.

Department Medical Officer (DMO) - A licensed physician who is a State employee responsible for planning and implementation of the prisoner health care program; serves as the medical expert on department medical matters, performs peer review of physicians working under contract, and ensures quality control in the prisoner health care program.

Department Research - Studies conducted by employees or contractors of the department, usually by, or in conjunction with, the Planning and Research Unit of the Department.

Designation Packet - A prisoner's file forwarded to Central Classification for effecting a designation action which contains, where applicable, the following: (1) Final Judgment and Commitment; (2) Presentence Investigation Report; (3) Recent Psychiatric or Psychological Reports; (4) Time Accounting Records; (5) Security Designation Form; (6) Needs Assessment Survey Form; (7) Health Care Record Extract; and (8) The taped proceedings of a classification action recommending or resulting in a transfer to an institution outside of Alaska.

Detainer - A warrant/hold on an individual in a federal, state or local correctional facility, notifying the holding authority of another jurisdiction's intention to take custody of that individual, when the individual is released.

Director - The chief executive officer and senior official responsible for all correctional operations or a member of a board of persons who control or govern the affairs of an institution or corporation.

Disciplinary Committee - A committee of one to three designated institutional staff members to conduct hearings and impose disciplinary sanctions for minor, low-moderate, high-moderate or major infractions; a committee designated by the Superintendent to conduct disciplinary hearings in accordance with applicable regulations and policies of the Department.

Disciplinary Report - A written incident report of prisoner misconduct which has been denominated a Disciplinary Report by the Assistant Superintendent or designee and referred to

the Disciplinary Committee for disciplinary action. Discipline normally progresses along these lines; however, each case should be reviewed individually based on its own merits. Infractions may be so severe that summary action (Step 4 of Progressive Discipline) may be warranted even when it is the first offense. Conversely, circumstances may exist which would mitigate the degree of discipline imposed at any step in the process. Each case must be reviewed on an individual basis.

Discrimination - Exercising a difference in action or process based upon a person's race, religion, color, sex, age or national origin when such behavior may cause that person loss.

Discrimination Complaint - A verbal or written statement alleging specific adverse action taken by a department employee which is based upon that individual's race, color, sex, religion, national origin, age, physical handicap, marital status, change in marital status, pregnancy or parenthood.

Documentation - Physical record of circumstances or events that substantiates cause for disciplinary actions and inclusion in employees files.

Due Process - The implementation of procedures which, when adhered to, guarantee protection of employee's rights: (1) Employer has the obligation to explain to employees what is expected of them and what the consequences will be when those expectations are not met; (2) Employer should provide consistent and predictable response to rule violations; (3) Employer is obligated to investigate the facts surrounding rule violations; (4) Employer should base discipline on facts, not hearsay; (5) Employer should consider prior service, performance, disciplinary records and psychological state when assigning a degree of discipline; and (6) Employer should, in most cases, use progressive discipline.

Emergency Plan - Plan to be activated in an emergency situation that contains a sequence of action, reviews internal and external resources, and establishes command, control, communication, and deployment procedures.

Escort - A non-restraint accompanying and supervision of a prisoner as distinguished from prisoner transportation by the transportation unit.

Excessive Force - An act of force exceeding what a reasonable person in similar circumstances would use to maintain or regain control of a situation.

Exigent circumstances - Any set of circumstances that requires immediate action and which pose a threat to the security and/or order of an institution.

Ex-offender - Any person convicted in a court of competent jurisdiction of a crime, the punishment for which could have been, or was, imprisonment in a city or county jail, federal penitentiary, or a state prison, who is not under any form of correctional supervision and excluding those persons who have received either a Presidential or gubernatorial pardon, or whose criminal record has been otherwise expunged.

External Auditors - Persons not employed by the Department.

Family - Prisoner's family is defined to be father, mother, sister, brother, spouse, son, daughter, step-relationships of the aforementioned relative, or any person having an immediate family relationship with the prisoner during the formative years.

Family Support - Financial support to an offender's family as required by law.

Felony - Means a crime for which a sentence of imprisonment for a term of more than one year is

authorized.

Fines and Court Costs - Lawful debts incurred by contract and by Court ordered fines and/or court costs.

Fire Drill - The total or simulated evacuation of all persons from an area. Fire drills are practice sessions designed to teach participants the best means of evacuation in case of fire.

Firm Release Date - The date on which the prisoner is scheduled to be released, as established by one of the following methods: (1) Good time calculations; (2) Court order; or (3) Alaska State Board of Parole action.

Fiscal Officer - The designated employee responsible for the management and direction of the fiscal operation. The official who manages and directs the procedures and/or employees engaged in the operation of the facilities fiscal matters.

Flammable Material - Any material that will readily ignite at a temperature of 600 degree F or less.

Food-contact Surface - The surface of equipment and utensils with which food normally comes in contact, and those surfaces which may drain, drip or splash back onto surfaces which contact food.

Formal Count - A specific count of all prisoners that is conducted at specific times and designated locations.

Frisk Search - A visual and physical patdown search of a person's clothing and body parts that are visible without the removal of clothing.

Frivolous - A grievance complaint that addresses information or circumstances that are trivial, lacking in seriousness, irresponsible, self indulgent, or that have already been addressed.

Furlough - An authorized leave of absence from actual confinement within an institution, community release center, restitution center, or contract misdemeanor housing for a specific purpose and time, as follows:

- **Pre-release Furlough** - A furlough for the purpose of reintegrating the prisoner into society by education, training, employment, treatment, etc; prisoner must be classified community custody; approving authority is the Director of Probation & Paroles or designee.
- **Short-duration Furlough** - A furlough for a specific period of time not to exceed 12 hours at anyone time, except for a family visitation, that may not exceed one week or occur more often than once in each four-month period; or medical treatment, for which the furlough may not last longer than necessary for the treatment; prisoner must be classified community custody; approving authority is the Director of Probation & Paroles or designee except for family visitation that requires tilt' approval of the Deputy Commissioner of Operations.

Furlough Packet - A packet of documents and materials in support of a furlough application; includes a cover memorandum of justification, copy of presentence report, judgment and order of current sentences(s), the most recent classification form(S), the current time accounting sheet(S), and the furlough plan/agreement for the proposed furlough.

General Education Diploma (GED) - A timed test from the American Council of Education, Education Testing Service, administered by the State of Alaska, Department of Education. Five levels of testing comprise the GED They are; writing skills; social studies; science; reading skills; and mathematics. Upon successful completion of the five levels of testing, the student is issued, by the Department of Education, an Alaska High School Diploma.

Grievance - A complaint by a prisoner in his or her own behalf, exclusive of the Parole Board. Classification or Disciplinary Committee action, or a court decision.

Habilitation - The education, encouragement and equipping of a prisoner to good physical, mental and moral health through guidance, training, and/or programming.

Handicapped Prisoner - Any prisoner encumbered with impediments or disadvantages due to physical or mental deficiencies.

Harassment - Unwanted communication and/or conduct by a supervisor, coworker or non-employee in the work place which adversely affects the employment relationship or working environment for the employee or applicant for employment and is based on sex, race, religion, color, national origin, age, physical handicap, marital status, changes in marital status, pregnancy, or parenthood; which includes slurs, abusive language, threats, derogatory comments, unwelcome jokes, teasing and other such verbal or physical conduct.

Health Care - All preventive and therapeutic action taken to provide for the physical well being of an individual or population. Health care includes medical and dental services, nursing services, personal hygiene, dietary services and allied health care services, categorized as:

- **Mandatory** - Health care services are those rendered with or without the permission of the prisoner; the purpose of which is restricted to: (1) the protection of the public health; (2) the protection of the life of a comatose or otherwise incapacitated prisoner who will not or cannot give permission; or (3) the determination of the potential for infectiousness if any unlawful exchange of body fluids is known to have occurred such as biting, spitting, shared use of needles/drug injections, homosexual liaison, sexual intercourse, etc.; mandatory services may include immunization, treatment of meningitis, segregation for hepatitis, prevention of suicide. and similar medical actions.
- **Essential** - Health care services are those required to prevent or alleviate pain and suffering which include mental health and dental services; services rendered only by consent of the prisoner; services second in the order of priority, after mandatory, which include those procedures deemed necessary to promote rehabilitation and to aid in increasing the level of functioning throughout the prisoner's sentence service, including prosthetic devices.
- **Elective** - Health care services include all other services not included under Mandatory and Essential which are rendered with the prisoner's consent; services lowest in priority which include services contingent upon resources to improve cosmetic appearance or to permit functioning at levels not directly related to rehabilitation; services for conditions that were long standing prior to incarceration; includes extraordinary, experimental services such as liver or cardiac transplantation.

Health Pre-Screening - The informal visual inspection performed by security staff at the time of initial remand to assess the prisoner's apparent, immediate need for medical attention due to

indication of potential life threatening, serious, or communicable health condition believed to be present.

Health Screening - The structured evaluation of a prisoner's physical health and mental status done by either security staff or health care personnel to identify serious health conditions or communicable disease.

Hobby crafts - Activities such as model building, leatherwork, ceramics, mosaics, crocheting, knitting, woodwork, artwork, macramé, silver work, carving, string art, wire art, sculpture, or similar craft pursuits.

Holiday - A day designated by Statute or by the chief governing authority of a jurisdiction for the suspension of work, usually in celebration of some event.

Identification - Badge of Authority-Official photo-identification card issued to Department employees and the accompanying metal or cloth badge of office provided as standard equipment.

Incarceration - Housing in any facility operated directly by or under contract for the Department of Corrections.

Incident Report - The form and format upon which prisoner misconduct is reported to the Assistant Superintendent or designee for appropriate action.

Indigent Prisoner - A prisoner who has less than \$20.00 presently available in his or her account and who has had no more than \$50.00 in his or her account during the preceding 30 days. A prisoner with more than \$50.00 in his or her account during the preceding 30 days will still be considered indigent if no more than \$50.00 remained after mandatory deductions (restitution, fines, child support enforcement orders, violent crime compensation payments, or civil judgment(s) or deductions made for educational materials or courses, counseling, or health care.

Informal Count - Count made while prisoners are working, engaged in daily living activities, or engaged in recreational activities. These informal counts are made at irregular times.

Informal Resolution - A course of action, solution or remedy determined upon, or decided through, interpersonal verbal exchange of information and perspective by the parties involved or affected without formality and short of formal grievance action or filing; level one grievance review involving complaining prisoner and institutional staff.

Informational Report - A written incident report of circumstances or events involving a prisoner which has been denominated an Information Report by the Assistant Superintendent or designee and is referred to appropriate staff for action and documentation of disposition; a report of prisoner involvement in an event where formal disciplinary action is deemed in-appropriate, but documentation of the incident is appropriate for future verification of a prisoner's adjustment or rehabilitative progress.

Informed Consent - Voluntary agreement by a prisoner to undergo a recommended medical, psychiatric, psychological procedure or treatment after the following have been explained: (1) the procedure or treatment; (2) the foreseeable risks; (3) the expected benefits; (4) the consequences of withholding consent; and (5) available alternative procedures or treatments.

Infraction - The violation of a disciplinary rule.

Inquiry - Not a formal complaint, a request for information.

Insurance Coverage - A statewide system designed to ensure the payment of all lawful claims for injury or damage incurred as a result of the actions of state officials, employees or agents.

Intake date - The date supervision as defined and applied in 108.01, Probation/Parole Services and Community Corrections Mission, is to commence.

Invoice - An original billing from the vendor for commodities or services.

Just Cause - Generally means, but is not limited to, incompetence, unsatisfactory performance of duties, unexcused absenteeism, dishonesty, gross disobedience, etc. However, different bargaining unit agreements may have different requirements.

Legal Mail - Mail and/or correspondence addressed to, and ultimately intended for, one or more of the following individuals and/or organizations: Governor of Alaska, Attorney General of Alaska, Member of the United States Congress for Alaska, Alaska legislators, any court in Alaska or of the United States, Commissioner of the Department of Corrections, Chairman of the Alaska Board of Parole, Ombudsman for the State of Alaska, any attorney licensed to practice in the United States, the Alaska Human Rights Commission, Division of Occupational Licensing, DOC Grievance and Facility Standards Administrator, physician of record for the prisoner, State of Alaska Americans with Disabilities Act Coordinator (Division of Rehabilitation, department of labor) and any organization that assists persons in the exercise of their legal rights, such as the American Civil Liberties Union, National Prison Law Project, or Alaska Legal Services Corporation.

Legal Materials - Materials such as copies from case records, agency files, institution law library materials, criminal and civil law materials (where not available through the institution law library), to include letters and documents in the prisoner's possession that might be required in an impending court action and which the prisoner requests to be photocopied in connection with a legal matter.

Legal Representative - An attorney-at-law retained by a prisoner or appointed by the court to represent a prisoner. A legal representative may also be a qualified employee of the attorney, a law clerk, or paralegal designated in writing as an agent by the attorney.

Leisure Time - Time other than that devoted to work, meals, programs, and housekeeping; time period distinguished from routine prisoner work, program activities or other non-recreational involvement.

Lockdown - Confinement of prisoners to their respective cells or living areas within the institution and the discontinuance of prisoner movement to other areas of the facility as may be done under routine and normal circumstances; extraordinary security measure in response to pose a threat to life, property, staff or other prisoners, or to the security or orderly administration of the institution.

Log - The legal and permanent bound journal of events occurring in a Department facility; special log which may be a computerized record of disciplinary, classification and grievance actions.

Long-Term Prisoner - Prisoner with more than 180 days remaining to a firm release date at the time of designation.

Mandatory Acknowledgments - Signed receipts from employees that indicate acceptance to abide by certain mandatory rules and regulations. These mandatory acknowledgments ensure distribution of important documents and to require employees to accept responsibility for

document content.

Marriage - An institution whereby a man and a woman are joined in a social and legal union for the purpose of founding and maintaining a family unit; the rite which the man and woman are joined in marriage in accordance with law.

Master Count Record - A record of the location of every prisoner in and out of the institution that is verified by the officer responsible for the count 15 minutes prior to each formal count.

Master Population Roster - A complete alphabetical listing of all prisoners officially assigned to the facility with other status indicators specific to each prisoner listed.

Media - Any agency or agent that gathers and reports news for a general circulation newspaper, news magazine, national or international news service, or radio or television news program for broadcast stations holding a Federal Communications Commission license.

Medically Trained Personnel - Personnel who meet training standards as approved by the health Care Administrator and are familiar with institutional procedures.

Minor Violation - Class B misdemeanor or lesser law violations; Technical violations of supervision conditions other than law violations; or Class A misdemeanor at the discretion of the probation officer.

Misdemeanor - Means a crime for which a sentence of imprisonment for a term of more than one year may not be imposed.

Necessary Dental Service - Dental work required to provide for the maintenance of nutrition and/or the prevention of pain; does not include cosmetic; and long-term growth and development dental treatments such as orthodontic services.

News Media - Representative(s) of newspapers and magazines; national/international news services; and radio/television stations.

Normal Work Day - 8:00 a.m. through 4:30 p.m., Monday through Friday excluding declared holidays.

Obscene - (1) Words, gestures, language, books, newspapers, periodicals or other written or pictorial materials that the average person, applying contemporary community standards, would find depicts or describes, in a patently offensive way, ultimate sex acts, masturbation, excretory functions, lewd exhibition of the genitals or sexual sado-masochistic activity; (2) That the work, taken as a whole, appeals to the prurient interest; and (3) That the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Offender - Person brought under the jurisdiction of the Department by Court or Parole Board Order or Conditional Commutation of Sentence by the Governor for purposes of probation, parole or other supervision or as the subject of a presentence investigation report.

Offender Tracking Information System (OTIS) - A departmental computer system containing information on probationers, parolees and prisoners which has been replaced with ACOMS.

Offender Trust Accounting System (OTA) - The computer assigned system of accounting for all financial transactions of a prisoner incarcerated; system designed to remove correctional officers from accounting functions; accounting system maintained by the Restitution Unit of the Juneau Central Office.

Ombudsman - There is created in the legislative branch of government the office of the Ombudsman. The Ombudsman is appointed by joint session of the legislature. The Ombudsman maintains procedures for receiving and processing complaints, conducts investigations, and reporting findings concerning operations of state government.

Parole Officer - Probation Officer employee of the Department appointed to supervise probation who may also discharge parole supervision duties.

Parolee - An adult serving a sentence for violation of state law who has been granted parole by the Alaska Board of Parole who has been released from incarceration by operational law to parole supervision; or a parolee from another jurisdiction.

Peace Officer - A public servant with a duty to maintain public order and to make arrests, whether the duty extends to all offenses or is limited to a specific class of offenses or offenders.

Period Following Infraction:

- **Initial** - The number of consecutive days immediately following an infraction which begins the day after the calendar date the incident constituting an infraction took place; or
- **Subsequent** - The period of consecutive days occurring any time after the initial period of days which need not be consecutive to the initial period following an infraction, but must come after an initial period of clear conduct to be valid for consideration.

Perpetual Calendar - A calendar of consecutive numbers corresponding with calendar dates beginning January 1, 1956; numerical calendar developed by the Department of Corrections for use by the Parole Board and Time Accounting Record calculations for sentenced prisoners.

Personal Materials - Materials such as letters of character reference, school grades transcripts, work records, employment applications or any materials that would assist the prisoner or client in securing a place to reside and/or a place of employment; extra copies of Department documents beyond that which the prisoner is entitled to receive by regulation or policy.

Pest - Any destructive insect, plant or animal.

Petition to Revoke Probation - Two forms, a petition for a court hearing, and a notarized affidavit alleging specific probation violations.

Petty Cash - A cash fund of currency used to procure minor items.

Physical examination - An evaluation of an employee's or prisoner's physical condition and medical history by a member of the institution's health care staff. The formal medical screening conducted by health care personnel that includes a thorough physical examination of a prisoner's person, a detailed health history, and routine laboratory and other clinical tests, as indicated by the examination and necessary to complete the screening.

Physical injury - Means a physical pain or impairment of physical conditions.

Policy - Guiding principles that direct present and future actions toward the attainment of specified objectives. Policy statements indicate a general direction and intent. Attainment or standards and the overall goals of the Department are indicative of compliance. The

Commissioner of the Department of Corrections establishes policy.

Post - An established security assignment or station.

Post Orders - The specific duties and responsibilities of a security assignment.

Posted - Placed upon a wall, bulletin board or other form of notice generally available to the prisoner population of an institution, such as a prisoner handbook.

Preponderance of the Evidence - The evidence used in a disciplinary proceeding indicating the prisoner is more than likely than not to have committed the acts charged.

Preventive Maintenance Record - A permanent record in inspections, by whom and the work performed; maintained on-site in close proximity of the equipment, system or facility inspected.

Prior Year - Fiscal year immediately preceding the current fiscal year, example: if the current fiscal year is FY06 (ends June 30, 2006), the prior year is FY05.

Prisoner - A person detained or confined for any period of time in a prison facility, whether by arrest, conviction, order of court, or a person held as a witness, or otherwise.

Prisoner Account - The prisoner's personal fund account through which the prisoner can pay for items obtained through the commissary; the computer generated fund account for each individual prisoner under the jurisdiction of the Department.

Prisoner Organization - Any prisoner group authorized to conduct meetings and/or social activities within the institution. An organization formed for civic, cultural and educational purposes and not established on the basis of, or for, the furtherance of religious beliefs or principles.

Prisoner Transportation Coordinator (PTC) - Departmental employee designated to coordinate all prisoner transportation for the Department and to ensure maximum (best) use of prisoner transportation resources including turnaround use of aircraft.

Prisoner Transportation Officer (PTO) - Correctional Officer assigned to the~ prisoner transportation unit of the department who is trained and equipped to escort prisoners in restraints and under appropriate security conditions via ground and air transportation to and from institutions within the State of Alaska; Departmental staff designated by the Deputy Commissioner for Operations to transport prisoners.

Prisoner Transportation Unit (PTU) - A Departmental Unit of personnel specifically trained and responsible for the transportation of prisoners including transportation officers at each institution and those officers designated as Central Transportation Unit staff.

Prison Facility - A building, camp, farm, place or area designated by the Commissioner for detention or confinement of persons accused or convicted of crime, or held under authority of law; a "state prison facility" or "state facility" includes a facility owned by or leased, loaned or granted to the state by the United States or any political subdivision of this state.

Probable Cause - The level of reliability which arises when the facts and circumstances within the officer's knowledge, including the reasonable inferences that may be drawn from the facts and circumstances, and of which the officer has reasonably trustworthy information, are sufficient to warrant a reasonable person to believe that the suspected item, condition or circumstance exists and justifies action. Reasonable belief that a person is guilty as charged.

Probation/Parole Officer - Probation or parole officers assigned to the Division of Community Corrections.

Probationer - An adult who has been convicted of a felony crime and ordered to a term of probation; may occasionally include misdemeanor from the District Court.

Procedure - The sequential activities that must be executed to ensure that a policy is fully implemented. Procedures are the methods for performing an operation or proceeding on a course of action and specify the activities to be performed by employees. Procedures differ from the policy in that they relate how-to direct activities for performing a specific task within the general guidelines established by policy.

Program Report - A summary of activities submitted by a manager or supervisor of a program including a statistical report and a narrative description of program activities.

Program Receipts - Revenue generated from program activity which is designated by law through appropriations to be expended for the operations of that program.

Program Staff - Institutional Probation Officer, Psychological Counselors, education Associates, designated Correctional Officers and other institutional staff, contractors, and volunteers assigned to institutional program duties.

Programming - A pre-arranged plan of action designed to correct a deficiency.

Progressive Discipline - Ever increasing degrees of discipline generally used to correct inappropriate behavior: (1) An employee who has violated a rule or procedure is verbally warned that if the same infraction occurs again within some specified time frame, the degree of disciplinary action will be increased; (2) if the employee again violates the same or similar rule within the specified time frame, the employee will be given a written warning which will be placed in his/her personnel file. The employee will be told that, if the conduct is repeated within a specified time frame, the employee will be disciplined again, but more severely; (3) If the employee again commits the violation in the same or similar manner and within the specified time frame, he/she will be suspended from employment for a period of time without pay. This action automatically results in loss of leave accrual for the pay period. The notice of suspension should also clearly state that more severe disciplinary action up to and including dismissal may result if another such infraction occurs within a stated period of time; and (4) Continued violation of the same rule within the specified time may result in dismissal.

Property Storage Box - A box with detachable lid measuring 10 1/2 x 12 x 15 inches.

Prosthetic - Medical or dental appliance designed to serve as an artificial replacement for a body part or function or as an adjunct to such function: includes artificial limbs, dentures, hearing aids, pace makers, artificial eyes, glasses, contact lenses, orthopedic braces or shoes, walkers, canes, wheel chairs, etc ..

Psychotropic Medication - The name given to a group of drugs that are commonly utilized to control or eliminate the apparent symptoms of mental illness. The regular administration of these drugs may allow mentally ill prisoners to return to and participate in general prison population activities; include antipsychotic, antidepressant drugs, medications which may produce adverse side-effects in some patients; other drugs which may be prescribed in conjunction with these medications in order to reduce or eliminate potential side-effects.

Punitive Segregation - The segregation of a prisoner who has been found guilty of committing a prohibited act(s) and has had confinement to an individual cell, separate from the general

population, imposed as punishment for the infraction; may include confinement to quarters or weekend or holiday lock-ups.

Qualified Outside Fire Inspectors - Local and state fire officials or other person(s) qualified to perform fire inspections.

Recognized Religious Practice - A religious belief, faith, denomination, sect, or group supported by literature stating faith principles and recognized by a group of persons who share common ethical, moral or religious views which are not defamatory, racial, political, derisive, or subversive in nature.

Refusal of Treatment - The lack or absence of consent or agreement to receive treatment, examination or procedure by a prisoner after receiving factual information regarding the nature, risks and alternatives of the proposed medical treatment, examination or procedure.

Registered Nurse (RN) - A nurse licensed to practice in the State of Alaska; experienced in emergency and/or psychiatric medicine.

Release Date - The date on which a prisoner is scheduled to be released as established by good time calculation, court order, or parole board action.

Religious Activities - Activities conducted by or under the auspices of the Chaplaincy Coordinator and designed specifically for religious worship, instruction, guidance or counseling.

Religious Coordinator - An employee of the institution designated by the Superintendent and assigned the responsibility of reporting, reviewing, and scheduling in co-operation with the Chaplaincy Coordinator, all religious programs in the institution.

Religious Diet - A prescribed allowance or selection of food for consumption with reference to a particular recognized religious belief.

Remand - Commitment to the custody of the Department of an individual by means of a lawful on-view arrest by law enforcement officer, arrest warrant, court order or other lawful jurisdiction such as Probation, Parole or Federal Authority.

Report Month - The first through the last calendar day of a calendar month.

Reprisal - An act of retaliation.

Research - Activities, which systematically investigate or constitute experimentation for the discovery or interpretation of facts.

Responsible Physician - A physician employed by, or under contract with, the state, who is responsible for all matters of medical judgment relating to prisoner medical care in the institution. The responsible physician shall be fully licensed and authorized to practice medicine in the State of Alaska.

Restitution - Repayment to a victim for damages or injuries caused by the offender's criminal acts.

Restitution Center (CRC) - A residential center in the community which provides certain non-violent prisoners the opportunity for rehabilitation through community service and employment while protecting the community through supervision and partial incarceration and creates a means to provide restitution to victims of crimes, payment of court ordered fines, dependent support,

prisoner cost of care, and other prisoner expenses.

Restraint - Security device designed for and applied to prevent the commission of violent or destructive acts including:

- **Hard Restraint** - Metal shackles such as handcuffs, leg irons, belly chains, and the like;
- **Soft Restraint** - Devices generally of leather, nylon, canvas or plastic such as strait-jackets, wrist and ankle straps with or without connecting belts, plastic wrist and ankle cuffs known as Poesy Cuffs, and restraint netting.

Restricted Drugs - Any drug that lends itself to abuse by prisoners and designated as "restricted" by the Health Care Administrator.

Restricted Item - Items routinely used for medical purposes which may be put to an Illegitimate use; includes needles (hypodermic), syringes, rubber, plastic and glass tubing, scalpels and scalpel blades, rubber bulbs, etc.

Retraining Program - A specialized plan of action to address identified areas of deficiency in an employee's job performance.

Riot - A disturbance beyond the control of the on-duty security staff.

Risk - A significant possibility as contrasted with a remote possibility that a certain result may occur or that certain circumstances may exist.

Risk/Need Assessment - A classification scale to determine the risk/need of probationers and parolees that reflects their situation, service needs, and risk of continued criminal activity.

Sally Port - A secure enclosure with two gates that may never be opened simultaneously.

Second Degree of Kindred - Means father, mother, son, daughter, brother, sister, grandfather, grandmother, grandson, grand-daughter, uncle, aunt, niece, or nephew, in a full, half, or step relationship.

Security Designation Form - The Department form for long term sentenced prisoners that provides a scoring matrix and the basic criteria for institutional placement.

Sentence Computation - The formula for determining the exact time period a prisoner is expected to serve. The time accounting method including consideration of the court imposed sentence and all other factors that lawfully affect time actually served.

Separatee - A person or prisoner from whom a prisoner must be kept separate; an individual who must not be housed in the same institution, jail or prison with the prisoner from whom he or she must be kept separate.

Serious Physical Injury - Physical injury caused by an act performed under circumstances that create a substantial risk of death; or that causes serious and protracted disfigurement, protracted impairment of health, protracted loss or impairment of the function of a body member or organ, or that unlawfully terminates a pregnancy.

Serious Violation - All felony behavior; Class A misdemeanor(s), except in the instance where the supervising probation officer's discretionary authority may denominate the misdemeanor as a

minor violation; and technical violation(s) that in and of itself constitutes a criminal act or jeopardizes the property or safety of another person.

Sexual Harassment - (A violation of Section 703 of Title VII of the Civil Rights Act) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual, is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Shake-down Search - A meticulous search of a designated area accomplished by moving items, surveying the contents of containers, opening fixtures and closely scrutinizing all items and surfaces to detect security problems and identifying and removing contraband.

Short-Term Prisoner - A sentenced prisoner with 180 days or less remaining to a firm release date at the time of designation.

Sick Call - An organized method of screening, diagnosis and treatment of a prisoner's health problems at regularly scheduled times through a meeting between medical staff and individual prisoners.

Skill Enhancement Program - An activity or course of study designed to improve an employee's job performance through the use of classroom lecture, seminars, on-the-job- training (OJT), conference attendance or instructional demonstrations of techniques for application in specific job assignments.

Smoking Area - An area set aside and designated by the appropriate authority where smoking material may be used.

Smoking Material - Items such as cigarettes, cigars and pipes.

Social Science Research - Includes, but is not limited to, studies involving the use of interviews, questionnaires and reviews of case records; this does not include any study which will expose research subjects to the possibility of physical, psychological or other harm as a consequence of their participation in the study.

Special Meals - Meals or food prepared for special occasions; e.g., holidays, that may accommodate cultural preferences.

Special Medical Need - The serious and complex medical treatment and care needs of a prisoner that, because of the nature of the medical condition or the extraordinary costs involved in the treatment, cannot be provided within the State of Alaska.

Special Needs Prisoners - Prisoners whose mental and/or physical conditions require special accommodation and/or treatment by staff.

Standard Adjustment - A mathematical means of converting a sentence term to calendar days of service by subtracting one day, or by converting calendar days of service to a sentence term by adding one day.

Standard Information - Information required for administrative and operational management such as the Statewide Daily Count Sheet, Departmental Fact Sheet, Monthly Statistical Report, and the Probation/Parole Caseload Register.

Standard of Conduct - A set of rules describing expected and acceptable standards of conduct for all employees to include contract and sub-contract employees.

Standard Operating Procedures (SOP) - The detailed outline of specific activities or actions required to implement and enforce department policies.

State Fire Marshall - The State fire official qualified to perform fire inspections.

State Prison System - All state prison facilities owned, leased, or operated by the Department of Corrections that holds persons charged with or convicted of violations of law or otherwise held under authority of state law.

Statutory Good Time (SGT) - This good time is awarded with the intent to motivate prisoners to sustain control over their behavior, to the extent that the prisoners observe the rules of conduct, which are set forth in regulations of the facility, in which the prisoners are incarcerated.

Strip Search - A visual search of a person that requires the complete removal of clothing; includes a visual body cavity search.

Substance Abuse Screen - A laboratory examination or field test of blood, breath, or urine to determine recent use of alcohol or other drugs.

Substantial Risk - Condition wherein it is substantially certain that a given result may occur or that given circumstances may exist.

Supervision - Regular and systematic control and guidance provided for offenders placed on probation or parole and under the jurisdiction of the Department of Corrections; the monitoring of probationer and parolee behavior to ensure compliance with conditions of conduct and conformance to lawful standards; may include surveillance, substance screening, case record management, office and home visits, resource referral, etc ..

Tableware - Multi-use eating and drinking utensils.

Technical Violation - An act contrary to a supervision condition other than a violation of law.

Therapeutic Diet - Special meals or food prescribed by a physician, dentist or other medical staff as part of a patient's treatment.

Tours, Official - A tour given to individuals or groups directly related to the operation of the institution, such as the Grand Jury, visiting legislators, etc.

Tours, Regular - A tour given to individuals with a genuine' interest in corrections and for whom the tour might prove to be beneficial and/or enlightening, such as college students, representatives of the criminal justice system, or news media representatives.

Toxic - A poisonous material that can destroy the life or health of a human being, animal or plant.

Traditional or Rural Alaska Lifestyle - A way of life as reflected by a person who is not fluent in the English language and communicates predominantly in an Alaska Native dialect; or an individual whose entire life has been spent essentially in a village or rural setting with a population of 1,000 or less, which is not connected by roadway or ferries to a metropolitan community of greater than 1,000 population. A person from a setting with a population greater than 1,000, such as Bethel, Nome, Barrow or Kotzebue may fall within this category if the totality

of the circumstances indicates a background such as a rural Alaskan whose social experience is typified by village or remote residence with his or her conduct and means of livelihood being of a subsistence nature and lacking in exposure to non-rural life and having negligible commercial work experience for wages. Time spent for schooling at Mt. Edgecombe in Sitka does not in and of itself exclude a person from being classified as having maintained a traditional, subsistence or rural Alaskan lifestyle.

Training - Formal classroom instruction; on-the-job training under the direction of an instructor; training meetings or conferences which include a formal agenda and instruction by a teacher, manager or official; printed and/or self study training; physical training; or other instructional programs which include a trainer/trainee relationship. Training programs usually include requirements for successful completion, attendance recording and a system for recognition of completion.

Training Staff - An employee assigned full or part-time whose assigned duty is training.

Treatment Costs - The cost paid by the offender, that fulfill the Court ordered treatments or evaluations.

Unconditional Discharge - An individual is released from all supervision arising from a conviction and sentence, including court, probation and parole jurisdiction.

Unit - Program component of an institution or community corrections subcomponent.

Un-sentenced Prisoner - A prisoner who is awaiting trial; sentencing; or probation/parole revocation.

Updated Presentence Report (PSI) (PSR) - A court ordered confidential report bringing current the information in the most recent report of the same case number. This report is used for the same purpose of the original presentence report.

Utensil - A tool used in the service, preparation, transportation, or storage of food.

Vegetarian Diet - Meals prepared from vegetable sources or a combination of plant food and dairy products exclusive of meat to sometimes include eggs.

Victim - The victim of a felony crime against person; or, if the victim is deceased, a minor or incapacitated, the spouse, child, parent, sibling or legal guardian of the victim; victim of a felony crime against person perpetrated by an individual or individuals convicted and sentenced to incarceration for the act(s) on or after October 3, 1984.

Violation - An act contrary to law, ordinance or condition of supervision.

Visit - Physically on-site at an institution, facility or office of the department for purposes of speaking with or questioning staff and/or clientele or to be shown files, records and/or procedures.

Volunteer - Individual certified and cleared as non-paid in-service aid or assistant in accordance with Departmental Policy; Citizens from the community who donate time and effort to enhance the activities of an institutional program; off-duty staff or employees not employed at the institution who volunteer time and effort.

- **Occasional**-- Any person who provides a one-time, infrequent and not regular non-paid volunteer task or service.

2010 Community Residential Center Operation Standards

- **Regular**--Any person who has completed the requirements pursuant to becoming a volunteer and who is engaged in specified volunteer activities on an on-going and regularly scheduled basis.

Warrant - An order to arrest and detain an offender issued by the court or the parole board depending on supervision jurisdiction.

Worker's Compensation - A statewide system of benefits for employees who are disabled by job related injury.

Working Day - A 24-hour period of which no portion includes a Saturday, Sunday, or holiday; in computing a period of time prescribed or allowed by appeal policies and pertaining to "working day", the day of the act, event, or default from which the designated period of time begins to run is not to be included; the last day of the period is to be included, unless it is a Saturday, a Sunday or a legal holiday, in which case the period runs until the end of the next working day. A half-holiday is considered as other working days and not as holiday.

Yearly Inspection - On-site inspection carried out by authorized personnel, designated by the Director, consisting of technical examination or test of works and buildings to determine their physical condition with respect to prescribed standards and departmental policy.

APPENDIX

18 AAC 31.210. PROHIBITED FOOD: Because of significant health hazards and the potential for human illness, the operator of a food establishment may not allow the followings food in the food establishment under any circumstances:

- (1) Shellfish, unless the operator complies with 18 AAC 31.200 (b)(4) ;
- (2) The following game meats and oils;
 - fox meat;
 - polar bear meat;
 - bear meat;
 - walrus meat;
 - seal oil, with or without meat; and
 - whale oil, with or without meat;
- (3) Fermented game meat, such as beaver tail, whale flipper, seal flipper, and muktuk;
- (4) Fermented seafood products, such as salmon eggs or fish;
- (5) Hermetically sealed low-acid food, unless the food is obtained from a food processing establishment that is permitted or certified by the local, state, or federal agency with jurisdiction;
- (6) Reduced-oxygen packaged food, unless the food is obtained from a local processing establishment permitted under this chapter and is packaged as required by 18 AAC 31.760 or from a source approved by USDA or FDA;
- (7) Smoked or dried seafood products, unless those products are prepared in a seafood processing facility permitted under 18 AAC 34 or are from another approved source.

(Eff. 5/18/97, Register 142; am 12/19/99, Register 152; am 6/28/01, Register 158)

Authority:	AS17.20.005	AS17.20.180
	AS17.20.010	AS17.20.290
	AS17.25.020	AS44.46.020
	AS17.20.072	

18AAC31.205. TRADITIONAL WILD GAME, SEAFOOD, PLANTS, AND OTHER FOOD DONATED TO AN INSTITUTION OR A NONPROFIT PROGRAM: Except for food prohibited under 18 AAC 31.210, traditional wild game, seafood, plants, and other food may be donated to a food service of an institution or a nonprofit program, including a residential child care facility with a license from the Department of Health and Social Services as required by AS 47.35 and 7 AAC 50, a school lunch program, or a senior meal program, if the operator of the food service:

- (1) Ensures that the food is received whole, gutted, gilled, as quarters, or as roasts, without further processing;
- (2) Makes a reasonable determination that:

2010 Community Residential Center Operation Standards

- The animal was not diseased;
 - The food was butchered, dressed, transported, and stored to prevent contamination, undesirable microbial growth, or deterioration; and
 - The food will not cause a significant health hazard or potential for human illness;
- (3) Conducts any further preparation or processing of the food at a different time or in a different space at the food service from the preparation or processing of other food to prevent cross contamination;
 - (4) Cleans and sanitizes food-contact surfaces of equipment and utensils after processing the food;
 - (5) Labels donated seafood and game with the name of the food and stores it separately from other food through storage in a separate freezer or refrigerator or a separate compartment of shelf in the freezer or refrigerator; and
 - (6) Meets all other applicable requirements of this chapter.