I. **Authority**
In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. **References**
**Alaska Statutes**
AS 33.30.021
**Alaska Administrative Code**
22 AAC 05.155

III. **Purpose**
To establish uniform procedures within the Department to develop, review, revise, format, approve, repeal and distribute policies and procedures.

IV. **Application**
Department employees.

V. **Definitions**
As used in this policy, the following definitions shall apply:

A. **Policy Coordinator**
A department employee appointed by the Commissioner, who is responsible for monitoring, distributing, and researching and writing revisions of policies and procedures under the direction of the Commissioner or designee.

B. **Restricted Access Policies**
Restricted Access Policies consist of all policies in the 1200 series. These policies shall not be publicly distributed.

C. **Facility**
Any office, institution, field office or training academy where Department of Corrections staff carries out official duties.

VI. **Policy**
Departmental policies signed by the Commissioner shall be distributed by the Policy Coordinator or designee.

VII. **Procedures**

A. A Policy and Procedure is effective when it is signed by the Commissioner.

B. Original policies and procedures in printed form and all changes will be maintained by the Policy Coordinator or designee at a central office in a fireproof filing cabinet if available. If a fireproof file cabinet is not available for this purpose a back-up set of Policies and Procedures will be maintained and updated at an alternate central office location.

C. The Policy Coordinator shall ensure that all Department policies, other than those listed in D. of this section, are posted to the Department website and to the Digital Image Law Library.

D. Restricted Access Policies:
1. Restricted Access Policies shall have an index number of 120X.XX (1200 series).
2. The Policy Coordinator shall ensure that restricted access policies are distributed to the Deputy Commissioner(s); the Directors of Institutions, Probation and Parole, and the Training Academy; Superintendents; Chief Probation Officers and the Department’s counsel in the Department of Law, who shall further distribute them as required.
   a. The Policy and Procedure Coordinator shall maintain a binder of all current restricted policies.

E. Notification:
When policies are changed, the Policy Coordinator shall notify the following by email within one working day of the effective date. The email shall contain a copy of the revised or new policy and procedure as an attachment. Documentation of the notification shall be maintained by the Policy Coordinator.
1. All Department Staff
2. Department of Law
3. Ombudsman
5. U.S. District Court law library – Anchorage
6. Public Defender’s Office
7. Office of Public Advocacy
8. Alaska Legal Services – Anchorage
9. Legislative Affairs

F. Institutional Superintendents and Field Office Supervisors shall update any Policy and Procedure binders by the effective date of the updated policy.

G. Index Numbers:
The Policy and Procedure Coordinator shall assign index numbers in order to ensure consistency. A list of Index Numbers is included in Annex A: Policy and Procedures Index

H. Format:
The Policy and Procedure Coordinator shall ensure that revised, reviewed or new policies and procedures are prepared in accordance with an approved format, attached as Annex B Policy and Procedure Template.

I. Repeal:
A Policy and Procedure shall be repealed when it no longer reflects the practices of the Department, or when it is superseded by another Policy and Procedure, or for other cause.
1. P&Ps are repealed upon the signature of the Commissioner.
2. Notification of the repealed P&P shall occur according to Section D and the repeal document may be posted online.
VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Division Director.

4/23/2013

SIGNATURE ON FILE

Date

Joseph D. Schmidt, Commissioner
Department of Corrections
ANNEX A: POLICY AND PROCEDURES INDEX

Administration
100 Administration, Organization and Management
200 Personnel
300 Fiscal Management and Prisoner Accounts
400 Training and Staff Development
500 Management Information and Research
600 Records

Institutions
700 Classification
801 Physical Plant
802 Safety and Emergency Procedures
804 Special Management Prisoners
805 Food Service
806 Sanitation and Hygiene
807 Medical and Health Care Services
808 Prisoner Rights
809 Prisoner Rules and Discipline
810 Prisoner Communications, Mail and Visiting
811 Reception and Orientation
812 Prisoner Work Programs
813 Academic and Vocational Education
814 Library Services
815 Recreation and Prisoner Activities
816 Religious Services
817 Counseling Services
818 Release, Preparation and Temporary Release
819 Citizen Involvement and Volunteers

Probation and Parole
901 Pre-sentence
902 Intake, Classification and Supervision
903 Community Programs
905 Volunteers
910 Probation
915 Interstate Compact
920 Definitions

Rights of Crime Victims

1000 Victim Notification

Restricted Access

1207 Use of Force
1208 Institutions Security
1209 Probation and Parole Security
ANNEX B: POLICY AND PROCEDURE TEMPLATE:

<table>
<thead>
<tr>
<th>State of Alaska</th>
<th>Index #: 000.00</th>
<th>Page 5 of 5</th>
</tr>
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<tbody>
<tr>
<td>Department of Corrections</td>
<td>Effective:</td>
<td>Reviewed:</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>Distribution:</td>
<td>Due for Rev:</td>
</tr>
</tbody>
</table>

Chapter: 
Subject: 

I. Authority
In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References
Alaska Statutes
AS 33.30.030

III. Purpose

IV. Application

V. Definitions
As used in this document, the following definition shall apply:

VI. Policy
It is the policy of the Department that

VII. Procedures

VIII. Implementation
This policy and procedure is effective as of the date signed by the Commissioner. The Manager of each facility shall incorporate the contents of this document into local policy and procedure within 14 days.

Date
Commissioner
Department of Corrections

Applicable Forms to this Policy:

Original: x/x/xxxx
Revised: x/x/xxxx