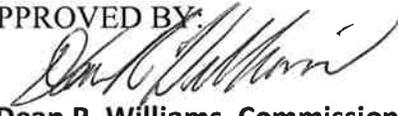


**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS**



POLICIES & PROCEDURES

SECTION: Administration		PAGE: Page 1 of 3
CHAPTER: 100	NUMBER: 103.02	P&P TYPE: Public
TITLE: Interim Policy And Procedures Memorandum		
APPROVED BY:  Dean R. Williams, Commissioner		DATE: 07/11/16
ATTACHMENTS / FORMS: (A.) Interim Policy And Procedures Memorandum Template. (B.) Interim Policy And Procedures Memorandum Repeal Document. (C.) Interim Policy And Procedures Memorandum Dissemination Log Form.		AUTHORITY / REFERENCES: 22 AAC 05.155 DOC P&P 103.01 AS 33.30.011 AS 33.30.021 AS 44.28.030

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to issue temporary Interim Policy and Procedures Memorandum (IPPM) when there is an immediate need to introduce a new policy and / or procedure (P&P), or an immediate need to modify existing policy and procedures that the Department has published.
- II. IPPM will only be used in situations where immediate action is required and a Departmental P&P either does not exist or existing P&P has not or will not be updated and reviewed in time to accommodate the changes being made by the IPPM.
- III. IPPM are temporary by their very nature and the only exist to address a particular situation for a particular period of time. Any IPPM written and produced is done so with the intent that the IPPM will eventually become invalid, and the subject it addresses will end up in Departmental P&P.
- IV. Once the subject matter of an IPPM is moved in to a new P&P or is moved in to an updated existing P&P and that new / updated P&P is approved and published, the IPPM will no longer be valid.
- V. All IPPMs subject to public disclosure will be posted on the Department's website, so that they are accessible to the public. Once a public disclosure IPPM has been withdrawn and is no longer valid it will remain on the website for reference, similar to how repealed P&Ps are handled. Please refer to DOC P&P 103.01, Policies And Procedures for more details.
- VI. IPPMs that deal with Restricted Access P&Ps or topics that would normally be considered restricted in nature will not be posted on the website.
- VII. Similar to Departmental P&Ps, IPPMs become effective on the date they are signed by the Department's Commissioner unless some future effective date is identified in the IPPM.

APPLICATION:

SUPERCEDES POLICY DATED:	N / A
THIS POLICY NEXT DUE FOR REVIEW ON:	07/11/21

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This policy and procedure will apply to all Department employees.

PROCEDURES:

I. Creation Of Interim Policy And Procedures Memorandum:

A. IPPM will be created and published when a need within the Department is identified. Criteria such as (but not limited to) the following may create conditions suitable for IPPM use:

- New legislation that necessitates immediate action on behalf of the Department.
- The results of a lawsuit that has been settled with the Department, requiring an immediate change in policy and / or procedure.
- The results of union arbitration that has an impact on current P&P for a select group of bargaining unit members.
- To respond to a critical situation within the Department's operations or a critical need discovered during an audit.
- The introduction of a new or revised policy that renders a part of a current policy invalid.
- When deemed necessary by the Commissioner.

B. Once a need for an IPPM is identified, it shall be drafted using the *Interim Policy And Procedures Memorandum Template* (Attachment A).

C. The draft IPPM will then be sent out to senior managers for review, bearing in mind that it might be time sensitive.

D. Once the senior managers have reviewed it, the draft IPPM will proceed to the Department's Legal Counsel for review if questions of law are involved. Again, if the IPPM is time sensitive the review process should be expedited.

E. Once the Department's Legal Counsel has reviewed the IPPM it will proceed to the Deputy Commissioner(s) for review before being presented to the Commissioner for final review and signature.

II. Distribution Of Interim Policy And Procedures Memorandum:

A. All signed IPPMs will be distributed as per the procedures for distributing Departmental P&Ps identified in DOC P&P 103.01, Policies And Procedures. IPPMs suitable for public distribution will also be posted online.

SUPERCEDES POLICY DATED:	N / A
THIS POLICY NEXT DUE FOR REVIEW ON:	07/11/21

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- B. If the IPPM deals with a Restricted Departmental P&P or a subject that would normally be considered restricted from public disclosure, the IPPM will be distributed as per the Restricted P&Ps in DOC P&P 103.01, Policies And Procedures. IPPMs that deal with a restricted subject matter or Restricted Departmental P&P will not be posted online.
- C. The Policy & Procedure Manager will keep a record of the dissemination of any final signed IPPMs by use of the *Interim Policy And Procedures Memorandum Dissemination Log Form* (Attachment C).

III. Repeal Of Interim Policy And Procedures Memorandum:

- A. Once an IPPM is no longer valid due to the fact that its contents have been moved in to a new or revised Departmental P&P, the IPPM will become invalid and will be repealed.
- B. IPPMs will be repealed upon the signature of the Commissioner.
- C. Notification of the repealed IPPM will occur as per the process for repealed Departmental P&Ps. Please refer to DOC P&P 103.01, Policies And Procedures for more details.
- D. Once an IPPM has been repealed the *Interim Policy And Procedures Memorandum Repeal Document* (Attachment B) will be completed and posted online.

IV. Storage Of Original Hard Copy Interim Policy And Procedures Memorandum In Anchorage Commissioner's Office:

- A. Original IPPMs in printed form will be maintained by the Policy & Procedure Manager or designee in a fireproof filing cabinet if available. If a fireproof file cabinet is not available for this purpose a back-up set of IPPMs will be maintained and updated at an alternate central office location.
- B. Original IPPMs that are considered to be Restricted Access shall be maintained in a binder in a locked fireproof file cabinet. Only the P&P Manager and other staff designated by the Commissioner shall have keys to the file cabinet.

SUPERCEDES POLICY DATED:	N / A
THIS POLICY NEXT DUE FOR REVIEW ON:	07/11/21