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	Department of Corrections		Effective:	5/17/2013	Reviewed:	
	Policies and Procedures		Distribution:	Public	Due for Rev:	5/2017
	Chapter:	Administration, Organization, and Development				
Subject:	Tours and Events Within Institutions					

I. Authority

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

II. References

Alaska Administrative Code
22 AAC 05.135
Alaska Statutes
33.30.031

III. Purpose

To establish uniform procedures within the Department to permit access to institutions for a tour or public event.

IV. Application

All staff.

V. Policy

Facility tours or participation in events within an institution by groups or individuals will be provided at the discretion of the superintendent or upon a request from the Commissioner or designee.

VI. Procedures

A. Requests for Tours or to Participate in Events

1. Superintendents shall consult with the Division Director or designee prior to approving requests by local civic associations, community groups, or citizens for a tour or to participate in an event.
 - a. When the request for a tour or to participate in an event comes from a national, international, tribal or statewide organization, the Superintendent shall inform the Commissioner's Office of the request and consult with the Division Director or designee prior to granting approval.
2. The Superintendent shall determine, in consultation with the Division Director, if and when a tour or event may take place, which areas will be accessible to the visitors, and which special security conditions must be observed for the orderly and safe operation of the institution. The Superintendent may terminate a tour or event at any time for cause.
3. Requests for tours by members of the Alaska Legislature or legislative staff shall be coordinated by the Legislative Liaison or the Commissioner or designee.

B. Standards for Tours or Events

1. At the discretion of the Superintendent, visitors may attend potlatches, and other events held at the institution. These visits may not interfere with the operations and safety of the institution and may not interfere with the attendance of the prisoners.
2. A criminal history check of visitors will be completed prior to a tour or event.

3. The Superintendent may deny an individual participation in a tour or event pursuant to Policy 810.02 Visitation, (VII) (D) Restrictions on Visitations.
 4. When a tour or event participant is under age 18, provisions of P&P 810.02 (Visitation) Section VII (F) (Visitation by Minors) shall apply. Exceptions may be granted by the Superintendent or designee in consultation with the Division Director.
 5. Individuals wishing to enter an institution must agree, if requested, to submit to a search by Department staff.
 6. A tour group will be conducted by a designated staff escort.
 7. The approved visiting group shall be met by a departmental escort and shall be briefed about contraband, possession of weapons or dangerous instruments, contact with prisoners, and other matters relevant to the type of tour or event. Failure to comply with these procedures, inappropriate conduct, or the introduction of contraband are grounds for termination of the tour or event.
 8. Cameras and tape recorders may be admitted to the institution only with prior written approval of the Superintendent.
 9. Before a prisoner participates in a planned activity that is likely to result in news media coverage, or is interviewed, photographed or filmed by a member of the news media, the prisoner must sign Form 808.02A Release and Permission for News Media Contact (See Policy 808.02 Media Policy).
 10. Tour or event participants shall not be permitted to leave the group without an assigned escort.
 11. Personal attire of tour or event participants must meet the institutional standards for visiting. Athletic participants may dress in clothing appropriate for the athletic event.
 12. Tour or event participants may not give, sell, or exchange anything with prisoners unless approved by the Superintendent.
- C. Supervision Responsibilities:
Superintendents shall establish SOPs detailing specific steps for handling public tours and events including:
1. Information to be provided during the briefing or orientation;
 2. Staff notification;
 3. Supervision of tour or event participants;
 4. Extent of prisoner interaction;
 5. Reporting unusual incidents or misconduct by tour or event participants;
 6. Specifying behavior that would constitute grounds for termination of the tour or event and for directing an individual participant to leave the facility;
and
 7. Identifying who may authorize termination of tour or event activities or require a participant to leave the institution.

VII. Implementation

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

5/17/2013

SIGNATURE ON FILE

Date

Joseph D. Schmidt, Commissioner
Department of Corrections

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