
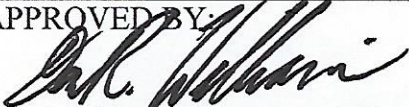


STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Administration		PAGE: Page 1 of 2
	CHAPTER: 100	NUMBER: 108.05	P&P TYPE: Public
	TITLE: District Probation Offices And Equipment		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 07/19/17
ATTACHMENTS / FORMS: (None.)		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 44.28.030 AS 33.05.010 DOC P&P 302.06 AS 33.30.011 DOC P&P 302.14 AS 33.30.021 DOC P&P 302.15	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to locate district probation offices near centers of probation / parole populations in conjunction with Superior Courts and in the vicinity of other community agencies and at least one major form of transportation.
- II. Each Chief Probation Officer (CPO) or Probation Officer (PO) IV will budget for the replacement and / or update of equipment necessary for the operation of a Division of Probation and Parole (DPP) district office.

APPLICATION:

This policy and procedure will apply to all Division of Probation & Parole employees.

PROCEDURES:

- I. Location of District Offices:
 - A. The DPP district offices are situated in each Judicial District under the immediate supervision of a District Supervisor, PO IV or PO III. District offices are situated as follows:
 - 1. Region I:
 - Bethel
 - Dillingham
 - Kenai
 - Kodiak
 - Palmer
 - 2. Region II:
 - Barrow
 - Fairbanks
 - Juneau

SUPERCEDES POLICY DATED:	01/25/01
THIS POLICY NEXT DUE FOR REVIEW ON:	07/19/22

SECTION: Administration		PAGE: Page 2 of 2
CHAPTER: 100	NUMBER: 108.05	P&P TYPE: Public
TITLE: District Probation Offices And Equipment		

- Ketchikan
- Kotzebue
- Nome
- Sitka
- Statewide Pre-sentence Unit

3. Region III:

- Anchorage

B. The Division Director and Deputy Director through the CPO or PO IV shall track the probation / parole population, changes in public transportation and shift in the location of public service agencies. Where conditions warrant and the Department has the resources (financial and otherwise) available, the Department shall establish or relocate district offices to meet the needs of the Department population served and the community.

II. Equipment & Inventory:

- A. As the Department's budget allows, each CPO or PO IV shall procure equipment and facilities maintenance for the district office in conformance with the Alaska Administrative Manual as well as DOC P&P 302.14, Delegation Of Purchasing Authority and DOC P&P 302.15, Procurement.
- B. District Supervisors shall maintain accountability for all Department property and supplies through an inventory system in accordance with DOC P&P 302.06, Inventory Control.
- C. In conjunction with umbrella agencies (Department of Administration, Department of Transportation and Public Facilities, Archives and Records, etc.), DPP shall determine a reasonable life span for equipment in daily use where appropriate; i.e., number of miles for vehicles. Budgets will plan for replacement of items reaching their life span. The Division Director, Deputy Director, CPO and PO IV shall keep knowledgeable concerning new equipment developments / improvements and budget accordingly for cost effectiveness and improvement in the delivery of services.

SUPERCEDES POLICY DATED:	01/25/01
THIS POLICY NEXT DUE FOR REVIEW ON:	07/19/22