Policy

District probation offices will be located 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.

Each Chief Probation Officer will budget for the replacement and/or update of equipment necessary for the operation of a community correction’s district office,

Procedures

A. Location of District Offices:
   1. Community Correction's District Offices are situated in each Judicial District under the immediate supervision of a District Supervisor, Probation Officer III or IV, as follows:
      a. Northern Region District Offices:
         (1) Fairbanks
         (2) Barrow
         (3) Nome
         (4) Kotzebue
         (5) Bethel
      b. Southcentral Region District Offices:
         (1) Anchorage
         (2) Palmer
         (3) Kenai
         (4) Kodiak
         (5) Dillingham
      c. Southeast Region District Offices:
         (1) Juneau
         (2) Sitka
         (3) Ketchikan
   2. The Director through the Chief Probation Officer, shall track the probation/parole population, changes in public transportation and shift in the location of public service agencies. Where conditions warrant, the Department shall establish or relocate district offices to serve the needs of the Superior Court, probationers/parolees, and the community.

B. Equipment & Inventory
   2. District Supervisors shall maintain accountability for all Department property and supplies through an inventory system in accordance with 302.06, Inventory Control; and
   3. In conjunction with umbrella agencies (Department of Administration, Department of Transportation and Public Facilities, Archives and Records, etc.), the Community Corrections Component 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 Director and Chief Probation Officer
shall keep knowledgeable concerning new equipment developments improvements and
budget accordingly for cost effectiveness and improvement in the delivery of services.

January 25, 2001

Margaret M. Pugh, Commissioner
Department of Corrections