

	<b>State of Alaska Department of Corrections Policies and Procedures</b>	<b>Index #:</b> 603.03	<b>Page 1 of 1</b>
		<b>Effective:</b>	<b>Reviewed:</b>
		<b>Distribution:</b>	<b>Due for Rev:</b>
	<b>Chapter:</b> Records		
<b>Subject:</b> Case Record Audit			

Policy

- A. The case records for offenders subject to the supervision of Community Corrections will be audited on a scheduled basis.
- B. The case record audit will determine if the probation officer is in compliance with the established supervision standards. if the offender is classified at the correct supervision level, if the case is being effectively managed and if the case record is being maintained property.

Procedures

- A. Frequency of Audit. Probation officer case loads must be audited at least semi-annually by the supervisor. If the probation officer:
  - 1. Has more than one (1) year of experience and receives two (2) consecutive audits which are rated outstanding, subsequent audits will be conducted annually; or
  - 2. Receives an audit rating of unsatisfactory subsequent audits must be conducted monthly until an audit rating is satisfactory or better.
- B. Method of Audit. The supervisor shall complete a Case Review Worksheet (form #20-603.03) for each case reviewed and shall audit at least eight (8) randomly selected case files. at least one-half of which must be maximum supervision cases.
- C. Audit Interview. The supervisor shall meet with the probation officer within five (5) working days of the audit to discuss the audit findings and to provide the probation officer with a copy of the audit worksheet. A copy of the worksheet must also be sent to the Chief Probation Officer by the tenth of the month following the audit. Any corrections or needed improvements noted during the audit must be addressed by the probation officer within thirty (30) days.

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December 13, 1998  
Date

Margaret M. Pugh  
Margaret M. Pugh, Commissioner  
Department of Corrections

Authority

AS 4428.030                      AS 33.16.180  
AS 33.05.020                    AS 33.30.021  
AS 33.05.040

Applicable forms:

603.03A