

## I. Authority

In accordance with AS 44.28.030, AS 33.30.030, and 22AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government, and administration of correctional facilities, programs, and field services.

## II. Purpose

To establish a system to monitor and control the status of specified prisoners who are classified as special management cases while in the custody of the Department.

## III. Application

To all employees

## IV. Definitions

As used in this document, the following definitions shall apply:

### A. Central Monitoring Case:

A prisoner identified under provisions of this policy who presents special needs for management while incarcerated.

### B. Central Monitoring System:

The set of procedures by which prisoners with special management needs are identified and monitored.

### C. Category:

Any of the numbered classes by which the particular reasons and needs for central monitoring of a case are specified.

### D. Multiple Category Classification:

The applicability of two or more categories as basis for a prisoner to be confirmed as a central monitoring case.

---

E. Confirmation:

Process by which information concerning proposed Central Monitoring Cases is reviewed at the institutional and Central Office levels and the prisoner entered into the Central Monitoring System.

F. Central Monitoring Status Sheet:

The form (20-702.10A) used to add a prisoner to, or delete a prisoner from, the Central Monitoring System.

G. Central Monitoring Action Sheet:

The form (20-702.10C) by which a classification action subject to central monitoring is processed for review and final decision.

## V. Policy

Certain categories of prisoners require case management coordination and supervision beyond that routinely afforded prisoners during their incarceration. It is the policy of the Department to identify these prisoners and to provide special scrutiny over changes in their status for the duration of their imprisonment, or until the need for such scrutiny is no longer necessary. The Central Monitoring System is established for this purpose.

## VI. Procedures

A. Identification and Confirmation:

1. A prisoner may be identified at any time for tentative classification as a Central Monitoring Case by the personnel listed below:
    - a. Commissioner;
    - b. Deputy Commissioner for Operations;
    - c. Chief Classification Officer;
    - d. Regional Directors;
    - e. Superintendents;
    - f. Assistant Superintendent;
    - g. Institutional Classification Committees; and
    - h. Institutional Probation Officers.
-

2. The originator of the tentative Central Monitoring Case classification will complete a Central Monitoring Status Sheet (form 20-702.10A) itemizing the reasons for the proposed classification.
3. If the tentative classification occurs at an institutional level, the originator will forward the completed status sheet to the institution's Superintendent for review. If the Superintendent confirms the tentative classification, the original status sheet will be forwarded to the Chief Classification Officer for confirmation and entry into the Central Monitoring System.
4. Upon receipt of the Central Monitoring Status Sheet, the Chief Classification Officer will ensure that a Central Monitoring Case Confirmation (form 20-702.10B) is placed in the designated prisoner's central file with a copy sent to the Superintendent.
5. Following the prisoner's confirmation, the Chief Classification Officer will retain the original Central Monitoring Status Sheet for the prisoner's central office classification file. A copy will be sent to the Superintendent for inclusion in one of the following files:
  - a. The prisoner's permanent institutional file, if the information contained on the status sheet does not require a high degree of confidentiality; or
  - b. If the information is highly sensitive, a confidential file will be activated, secured, and maintained by the Superintendent to protect cases requiring strict confidentiality. In the event of the prisoner's transfer, this file will be placed in a sealed envelope marked "CONFIDENTIAL" and hand-carried or delivered by certified mail to the Superintendent of the receiving institution, who will assume responsibility for it.

**B. Approval for Changes in the Status of Central Monitoring Cases:**

1. The approving authority for actions involving any of the following changes in status rests with the Commissioner, Deputy Commissioner for Operations, or the Chief Classification Officer:
    - a. Any custody reduction below the level of medium;
    - b. Any transfer between institutions or facilities;
    - c. Any release to the custody of another jurisdiction, either local or out-of-state;
    - d. Any granting of a furlough; or
    - e. Any addition or deletion to separatees.
  2. Authority for all other actions relative to Central Monitoring Cases rests with the Superintendent of the institution where the prisoner is housed. This authority may be delegated no lower than the Assistant Superintendent or Correctional Officer III level.
-

C. Central Monitoring Case Categories:

Prisoners in the following categories shall be identified and processed for confirmation as Central Monitoring Cases:

CODE	CATEGORY	
01	Witness Security:	Prisoners whose safety may be jeopardized due to their cooperation with criminal justice agencies.
01	Disruptive Group:	Prisoners who belong to, or are closely associated with, prison gangs or other groups with a history of disrupting institutional operations and security.
03	Assaultive:	Prisoners who have a history of violent behavior either in the community or while incarcerated or who, for specified reasons, are considered to present a substantial risk of future violent behavior.
04	Escape Risks:	Prisoners who have a history of escape or who, for specified reasons, are considered to present a substantial risk of escape.
05	Protection:	Prisoners who, for specified reasons, require protection from other known or unknown individuals and therefore require segregation from the general population.
06	Separation:	Prisoners who may not be confined where they are accessible to other specified individuals.
07	Broad Publicity:	Prisoners who have received widespread publicity as the result of their criminal activity or whose status during incarceration is a matter of extraordinary public interest.
08	Interstate Federal Transfers:	Prisoners who require special monitoring due to their status as transfers from other jurisdictions.
09	Threats to Others:	Prisoners who have made threats toward specified individuals or groups of individuals.
10	Sophisticated Criminal Activity	Prisoners who are members of organized crime or who have been involved in large-scale sophisticated criminal activities.
11	Sex Offenders:	Prisoners who have a history of sex offenses.

D. Classification Review of Central Monitoring Cases:

1. Central Monitoring Cases will be reviewed on a routine basis at the time of the prisoners' regular reviews. More frequent "special" classification hearings may be scheduled with the approval of the Superintendent of the institution.
  2. Such hearings will normally be conducted with the subject prisoner present and will afford the prisoner an opportunity to discuss his/her Central Monitoring status.
-

<h1>Central Monitoring Cases</h1>	Page 5 of 5	Policy # 702.10
	Chapter: Classification	

3. If the Classification Committee recommends discontinuance of Central Monitoring status, the committee's Chair person will complete a Central Monitoring Status Sheet (form 20-702-10A) and route this form to the Superintendent for approval.
  
4. Upon confirmation of the Classification Committee' recommendation by the Superintendent, the Central Monitoring Status Sheet will be forwarded to the Chief Classification Officer. If the Chief Classification Officer concurs, the prisoner's name will be removed from the Central Monitoring System. All documentation identifying the individual as a Central Monitoring Case will be removed, except as noted for closed files. If there is disagreement between the Superintendent and the Chief Classification Officer, the Deputy Commissioner for Operations will make the final determination.
  
5. If the Classification Committee recommends an action that is subject to Central Monitoring (Section VI.B.1. of this policy), the Committee Chairperson will complete a Central Monitoring Action Sheet (form 20.702-10C) and route it to the Superintendent for review. If approved by the Superintendent, the form will be forwarded to the Chief Classification Officer for final decision.
  
6. The Chief Classification Officer or other approving authority will make the final decision and record it on the Central Monitoring Sheet. The original will be retained for the Central Office Classification File and a copy returned to the Superintendent.

## VII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

---

Date	Roger V. Endell, Commissioner Department of Corrections
------	--

Forms Applicable to this Policy:  
[702.10A](#) Central Monitoring Status Sheet  
[702.10B](#) Central Monitoring Case Confirmation  
[702.10C](#) Central Monitoring Action Sheet

[Back to Table of Contents](#)

---