

	State of Alaska Department of Corrections Policies and Procedures		Index #: 808.11	Page 1 of 2	
			Effective: 4/13/08	Reviewed:	
			Distribution: Public	Due for Rev:	4/10
	Chapter:	Prisoners' Rights			
Subject:	Communication Between Prisoners and Staff				

I. Authority

In accordance with 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. References

Alaska Statutes

33.30.011, 44.28.030

Alaska Administrative Code

22AAC 05.155

Standards for Adult Correctional Institutions 4th Edition 2003

4-4016

Standards for Adult Local Detention Facilities 3rd Edition 1991

No Relevant Code

III. Purpose

To establish a standard procedure for verbal and written communication between prisoners and staff.

IV. Application

To all Department employees

V. Definition

None

VI. Policy

It is the Department's policy to promote and facilitate open channels of communication between employees and prisoners. Effective verbal and written communication promotes more efficient operations.

VII. Procedures

A. Each Superintendent shall establish SOPs which facilitate communication between employees and prisoners by:

1. Reinforcing the benefits of appropriate interactions and communications;
2. Insuring that Request for Interview forms (808.11) are readily available, and that they are responded to in a timely manner by the staff member responsible for the activity or program addressed.
 - a. If the addressee is not the most appropriate person to respond, the employee will forward the request to the most appropriate person for response, and so note on the form;
 - b. Written communications directed to a staff member may be sealed by the prisoner for privacy. This form of communication is not considered prisoner mail and is not subject to confidential requirements of policy 810.03, Prisoner Mail, Publications and Packages;
 - c. Locked boxes shall be provided for the deposit of all written prisoner communication;
 - d. Communications deposited in the boxes will be picked up and distributed by a person designated by the Superintendent; any Request for Interview form containing profanity, vulgarity, or statements that are intended to be insulting and/or degrading will be returned to the prisoner without action;

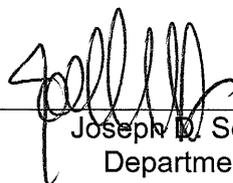
- e. The staff reply to a request for interview may be delivered verbally or in writing. When the reply is delivered verbally it shall be noted on the Request for Interview prior to filing;
- f. Except as noted below, a completed Request for Interview will be filed in the prisoner's permanent record. Routine requests such as haircuts, cleaning supplies, etc., need not be filed.
- 3. Distributing or posting up-to-date written descriptions of programs, procedures, meetings and other pertinent information for prisoners.
- 4. Ensuring that those prisoners who require assistance in understanding written or verbal communication due to a reading or language difficulty are provided appropriate assistance.
- 5. Whenever possible, program/treatment staff offices shall be located in close proximity to the prisoner population.

VIII. Implementation

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

3/31/08

Date



Joseph R. Schmidt, Commissioner
Department of Corrections

Authority:

AS 44.28.030

AS 33.30.021

22 AAC 05.155

Forms Applicable to this Policy:

808.11 Request for Interview