

	<b>State of Alaska Department of Corrections Policies and Procedures</b>	<b>Index #:</b>	809.01	<b>Page 1 of 2</b>	
		<b>Effective:</b>	12/17/2013	<b>Reviewed:</b>	
		<b>Distribution:</b>	Public	<b>Due for Rev:</b>	
<b>Chapter:</b> Prisoner Rules and Discipline					
<b>Subject:</b> Prisoner Handbook					

I. Authority:

In accordance with AS 44.28.030, AS 33.30.021 and 22 AAC 05.155, the Department of Corrections will establish and maintain a manual of policies and procedures to interpret and implement the statutory and regulatory duties of the department.

II. References:

Statute  
AS 33.30.011

III. Purpose:

To provide uniform requirements for facility prisoner handbooks.

IV. Application:

All staff

V. Policy

- A. Each facility will maintain an updated Prisoner Handbook that sets forth the facilities' policies and procedures, disciplinary infractions and penalties, and prisoner's rights, responsibilities and obligations.
- B. The facility shall provide to prisoners a copy of the handbook in the law library and in each housing unit.
- C. All prisoners are expected to read and adhere to the regulations in the handbook. The Department will interpret the contents of the handbook for prisoners who are illiterate or cannot read English.

VI. Procedures

- A. Contents of the Prisoner Handbook. The handbook must contain the following information:
  - 1. table of contents with page numbers; and
  - 2. information on the following topics:
    - a. prohibited acts;
    - b. appropriate facility standard operating procedures, for example on mail, property, visitation, and others included at the discretion of the Superintendent;
    - c. classification procedures;
    - d. access to health care;
    - e. sentence computation;
    - f. grooming and hygiene standards;
    - g. work and job assignments;
    - h. disciplinary infractions and penalties;
    - i. prisoner fund accounts;
    - j. access to counseling services;
    - k. rights, privileges, and activities;
    - l. grievance procedures;
    - m. searches, shakedown, and drug screening;
    - n. daily schedule, "Inmate Day";
    - o. list and definition of felonies involving moral turpitude;

- p. the effect of a felony conviction on a prisoner's civil rights, AS 33.30.241;
  - q. the loss and restoration of voting rights, AS 15.05.030;
  - r. absentee voting;
  - s. a notice that the prisoner has the right to refuse to participate in any counseling, rehabilitation, vocation, educational, or pre-release program, medical, psychological or psychiatric treatment (except when the prisoner's medical condition or public health concerns require immediate intervention or when a physician determines that the prisoner lacks the capacity to give consent), recreational or other activity, and contact with the media, visitors or legal representatives. The notice must specify that the Department may require a prisoner to participate in a program ordered by the sentencing court; and
  - t. information specific to the institution.
  - u. Prison Rape Elimination Act (PREA), including how to report, how to avoid being a victim, what constitutes sexual abuse, assault and harassment.
  - v. requirement to attend orientation.
  - w. administrative segregation
- B. Responsibility for Publishing and Updating Handbook
- 1. Director of Institutions
    - The Director of Institutions shall ensure that each institution develops a Prisoner Handbook. The Director must approve the institution's handbook for publication.
  - 2. Superintendent
    - The Superintendent of each institution shall oversee the publication of the handbook. The Superintendent shall designate staff to review and update the handbook biannually or more frequently as necessary.

VII. Implementation:

This policy and procedure is effective upon being signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local procedures. All Standard Operating Procedures must conform to these directions; any deviation must be approved in writing by the Division Director.

12/17/2013

---

Date

SIGNATURE ON FILE

Joseph D. Schmidt, Commissioner  
Department of Corrections