I. Authority
   In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of
   policies and procedures established by the Commissioner to interpret and implement
   relevant sections of the Alaska Statutes and 22 AAC.

II. References
   Alaska Statutes:
   33.30.011
   33.20.030

III. Purpose
   To establish procedures and set forth conditions that provide for a seamless plan of
   services and supervision that encompass the reentry process from remand through the
   institutional and community phases of reentry. This process includes the screening and
   assessment of an offender’s risk/needs and strengths, the offender’s enrollment in
   programs that reduce risk and address his or her needs during confinement, and provides
   for reentry interventions and services that continue through an offender’s transition,
   reintegration and aftercare in the community.

IV. Application
   All Staff and offenders

V. Definitions
   As used in this policy the following definitions shall apply:
   A. Reentry: The evaluation, planning, and programming conducted, along with the support
      services provided, to prepare and assist offenders to return safely to the community and
      successfully discharge from supervision.
   B. Offender Reentry Program: A comprehensive three-phased approach to offender
      management and reentry services. This three-phased approach consists of initial
      screening, assessment and referral to inmate programming (Phase One), program
      completion, release preparation and planning (Phase Two), and release to community
      supervision, services and ultimately discharge from supervision (Phase Three).
   C. Risk/Needs/Strengths Screening Instrument: An objective validated screening version of
      the department’s full assessment instrument that provides for initial screening of risk,
      need and strengths.
   D. Risk/Needs/Strengths Assessment Instrument: An objective validated assessment
      instrument that measures an offender’s risk to reoffend and identifies the criminogenic
      needs that are associated with the management and reduction of offender risk.
   E. Offender Management Plan (OMP): An offender-specific supervision and services plan
      developed with the offender and probation staff that is based on the assessment of an
offender’s risks/needs and strengths which detail the offenders programming, supervision and reentry expectations. The OMP is designed to assist the offender by identifying and addressing specific criminogenic needs that are a barrier to behavioral change and successful transition from confinement to integration to the community.

F. Notice of Release (NOR): The Notice of Release to supervision is a document prepared by the Institutional Probation Officer for all offenders releasing to formal community supervision. The document is prepared at least 30 days prior to an offender’s release from custody, or 90 days prior to release of sex offenders.

G. Institutional Probation Officer (IPO): The IPO is responsible for case management of all incarcerated offenders. The officer is responsible for processing classifications, furlough applications, parole reports, release planning, and the oversight and development of the Offender Management Plan (OMP).

H. Field Probation Officer (FPO): The FPO is responsible for case management of all offenders released into the community on probation and/or parole supervision. The officer is responsible for ensuring compliance with conditions of release and the reentry process as indicated in the OMP.

I. Reentry Provider: A community-based group of agencies and/or individuals formally or informally organized to address the programming services and supervision needs for offenders as part of the State’s prisoner reentry framework.

J. Institution Reentry Committee (IRC): A committee, led by the Institutional Probation Supervisor/Officer, established within each institution that reviews, updates and assists in the development of each offender’s OMP. Committee membership includes representatives who can address the areas of an offender’s risks and needs including, but not limited to, education, vocation, mental health, medical, substance abuse, security, probation and, where available, community providers of reentry services and programs that will be part of the offender’s aftercare and continued treatment upon their release.

VI. Policy
The Department of Corrections (DOC) shall develop an OMP for all sentenced offenders who score low moderate or higher on the Department’s Risk/Needs/Strengths Assessment instrument. The OMP shall be based upon the offender’s assessed risks, needs and strengths. It will detail programming activities, enrollment and referrals which guide internal Departmental processes that are necessary for successful community reintegration.

VII. Procedures
The Offender Reentry Program shall consist of a three (3) phase approach:
A. Phase One shall address assessment, classification and programming
   1. Within the first 24 hours of admission all newly remanded offenders shall receive an initial Mental Health/Medical screening and PREA screening, and will be considered for eligibility for community residential center (CRC) placement.
   2. Within five working days of remand all offenders shall receive an initial classification pursuant to P&P 700.01 to determine each offender’s housing by custody placement. If identified during the initial classification, they will be referred to education and substance abuse to determine placement need and additional services, which may include parenting for offenders with children under the age of 18, GED/ABE services for offenders without a high school diploma.
3. All pre-trial programming placements are reserved for those un-sentenced offenders who are court-ordered, or have been recommended for treatment by the parole board. All other offenders may access available programming if space is available.

4. All offenders sentenced to 30 or more days, within five days of completion of their time accounting, will receive the department’s identified initial Risk/Needs/Strengths screening. If a current Risks/Needs/Strengths screening has been completed within the past year, you may use that screening for placement and referral.

5. All offenders who scored medium risk or higher on the initial Risk/Needs/Strengths screening instrument shall receive the department’s full Risk/Needs/Strengths assessment within 30 days of arrival at their designated facility. Offenders who score low-moderate or higher on this instrument shall be referred to the education department to determine placement need for the Cognitive/Behavioral and/or Anger Management programs. Offenders with current or untreated substance abuse issues shall be referred for substance abuse screening and referral. The IPO shall use this assessment to begin the development of each individual OMP.

6. The OMP (Phase One) is initiated within 30 days of arrival at the designated facility and continues until transition to community supervision. It is the first step in the offender reentry process. Phase One shall include:
   a. Screening/assessment results;
   b. Referrals, start dates, progress notes, pre-test scores for all program areas that use pre- and post-testing, to include; TABE (education), HIQ (anger management), CSS-M (Criminal Attitudes Program), substance abuse initial screening placement, and others as indicated;
   c. Sex offender risk assessment if there is a current sex offense;
   d. Evaluation of career compatibility and vocational interests and programming needs;
   e. If the offender has children 18 years or younger, referral to parenting class;
   f. Post-test scores for completed programs, completion dates and program summary notes for completed programs.

B. Phase Two consists of release planning and preparation.

1. The updated OMP shall be completed prior to an offender’s release and/or placement on furlough, or at a minimum, three months prior to an offender’s official release date. The updated OMP shall include:
   a. Summary of treatment programs/services completed;
   b. Summary of treatment programs/services that continue to be needed;
   c. Summary of community services and programming needed to include reentry providers, services and programming;
   d. A community release plan that shall include Risks/Strengths/Needs in the following areas:
      i. Housing;
      ii. Employment;
      iii. Positive social support;
      iv. Family reunification;
      v. Substance abuse treatment needs;
      vi. Education;
      vii. Finances;
      viii. Legal obligations;
      ix. Transportation;
10. Medical/Mental Health support;
11. Other, as indicated by the Risk/Needs/Strengths assessment.

2. Description of specific programming and service activities that need to occur in order to help ensure a successful community reintegration.
3. All felony offenders releasing to formal community supervision will receive a NOR.
4. When releasing to formal community supervision the IPO shall notify the FPO 30 days prior to release of the offender, unless the offender is classified as a sex offender in which case they will be notified at 90 days prior to release. This notification will be made by e-mail to the field office to which the offender will be releasing. In addition the IPO is expected to make direct contact with the FPO or the designated office to ensure this transition. At a minimum this should occur no later than seven days prior to an offender’s release. A printed/signed copy of the NOR shall be placed in the institutional file with a signed copy forwarded to the field office.
5. Phase Three consists of release and supervision services.

C. The community phase begins upon release. It involves immediate and short-term enrollment and/or referrals for services and also involves long-term stabilization of the offender and the development or establishment of relationships with appropriate community support networks.
1. For offenders being released to community supervision this phase is pursuant to Policy & Procedure 902.03 and includes:
   a) FPO support and supervision;
   b) OMP review;
   c) Updated Risks/Needs/Strengths assessment, if indicated;
   d) Completion of court and/or Parole Board requirements;
   e) Enrollment in community provider and after-care services.

VIII. 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 fourteen (14) days of the effective date. All local policies and procedures must conform to the contents of this document.

9/2/2014 SIGNATURE ON FILE
Date Joseph D. Schmidt, Commissioner
Department of Corrections

Applicable forms: 818.01A Notice of Release

Original 7/18/1986
Revised 7/19/1995
Revised 12/28/2011 (renamed Offender Reentry Program)
Revised 7/1/2014