

	<b>State of Alaska</b> <b>Department of Corrections</b> <b>Policies and Procedures</b>	<b>Index #:</b> 902.01	<b>Page</b> 1 of 1
		<b>Effective:</b>	<b>Reviewed:</b>
		<b>Distribution:</b>	<b>Due for Rev:</b>
	<b>Chapter:</b> Intake Classification and Supervision	<b>Subject:</b> Case Assignment	

Policy

The Chief Probation Officer shall develop and maintain procedures for assigning all cases that require investigation and/or supervision for the court, Parole Board or the department.

Procedures

- A. A Probation Officer III shall assign a case in a timely manner, and in any event, within five (5) working days of receipt of the case in the office.
- B. Within five (5) working days of receipt of notification for action from the court, the Parole Board or department institutional personnel, the Probation Officer III shall ensure initiation of a Charge of Status Notification (form #20-902.01A) and entry into OBSCIS.

9/16/08  
 Date (Amended 3/05/01)

  
 Margaret M. Pugh, Commissioner  
 Department of Corrections

Authority:

- A.S. 44.28.030
- A.S. 33.05.050
- A.S. 33.30.021
- A.S. 33.16.180

Forms applicable to this policy:

20-902.01A Intake/Charge of Status Notification