	State of Alaska Department of Corrections Policies and Procedures		Index #: 902.03	Page 1 of 4	
			Effective: 7/29/11	Reviewed: 6/1/11	
			Distribution: Public	Due for Rev: 6/2014	
	Chapter:	Intake, Classification, and Supervision			
Subject:	Classification and Supervision Standards				

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

Authority:

Alaska Statute

AS 33.05.010 AS 33.16.180

AS 33.30.021

III. Purpose

To establish uniform procedures within the department for classifying probation and parole supervision levels.

IV. Application

All staff.

V. Definitions

Administrative Bank: Offenders who are assessed as minimum custody and who do not require ongoing face to face supervision contact. The offender may be supervised by a Probation Officer or a Criminal Justice Technician.

Community Person: An individual who resides in the same community as the offender and is not an immediate family member.

Rural Supervision: A supervised offender who resides or works (whichever is closer) 50 miles or more from the Probation/Parole District Office, or does not have road access to the office.

Urban Supervision: A supervised offender who resides or works (whichever is closer) within 50 miles of a Probation/Parole district office and has road access to the office.

VI. Policy

All probation and parole supervision cases must be classified to determine the offender's appropriate supervision level in order to safeguard the community. A case supervision plan must be developed by the probation officer to meet the program needs of the offender.

VII. Procedures

A. Offender Assessment and Reassessment

The supervision level of an offender will be determined by an assessment. The probation officer shall:

1. At intake supervise the offender according to the LSI-R and complete a LSI-R within 90 days of being placed on supervision if there is a current LSI-R completed in the institution prior to release. If there is no current LSI-R from the institution, the offender shall be supervised as a maximum offender and the probation officer shall complete the LSI-SV within 30 days.

2. Complete the full LSI-R within 90 days of release if the LSI-SV results in a score of medium or maximum.
3. Complete a reassessment annually, or earlier if significant change occurs in the offender's life. A minimum supervision case that still has not completed conditions shall be evaluated every 6 months until moved to an administrative supervision bank. Bank supervision cases need not be reassessed unless the offender's behavior changes.

B. Case supervision plan

1. Upon completion of the LSI-R or LSI-SV, the probation officer shall complete a case plan to address the identified criminogenic needs of the offender. (Form 902.03A)
2. The probation officer shall discuss the case plan with the offender and shall update the plan annually or after the completion of a reassessment.
3. The progress made with the case plan shall be referenced in the case update as items are completed or addressed.

C. Supervision Level

The score of the assessment tool shall determine the level of supervision required.

1. Urban supervision level
 - a. Newly assigned case:
New or reinstated cases should if practicable be classified within 30 days of assignment and shall be supervised as a maximum offender until the assessment is completed.
 - b. Maximum:
The probation officer should if practicable have at least twice-monthly face-to-face contact with the offender and should, if practicable, make a field visit to the offender at least once every four months. At the discretion of the probation officer one monthly face-to-face contact can be satisfied by offender participation in a group session led by a treatment provider, if the probation officer is present. Sex offenders that are assessed as maximum supervision offenders should if practicable have a home visit conducted at least quarterly.
 - c. Medium:
The probation officer should if practicable have at least monthly face-to-face contact with the offender. Sex offenders that are assessed as medium supervision offenders should if practicable have a home visit conducted at least quarterly.
 - d. Minimum:
The probation officer shall see the offender as needed, but at least quarterly. Sex offenders who are assessed as minimum supervision offenders should if practicable have a home visit conducted at least semi-annually.
 - e. Administrative supervision bank or electronic check-in:
Offenders classified as minimum custody may also be monitored through the bank or electronic check-in. Offenders on administrative bank supervision are required to submit a report form every 4 months and to notify the probation office of residence changes immediately.
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2. Rural supervision level

a. Maximum:

The probation officer shall have at least monthly telephone contact with the offender and shall if practicable face-to-face contact with the offender at least once every twelve months. If a convicted sex offender, the face to face contact is preferred to be in his home. The offender is required to submit a written monthly report. The probation officer shall if practicable have telephone contact with a community person every two months.

b. Medium:

The probation officer shall if practicable have at least monthly telephone contact with the offender and telephone contact with the community person at least once every four (4) months. The offender is required to submit a monthly report.

c. Minimum:

The offender is required to submit a written monthly report.

d. Administrative supervision bank or electronic check-in:

Offenders classified as minimum custody may also be monitored through the administrative supervision bank or electronic check-in. Offenders on administrative bank supervision are required to submit a report form every 4 months or as directed and to notify the probation office of residence changes immediately.

D. Override of Supervision Level

If the probation officer deems an offender's supervision level to be inappropriate, the officer shall complete an override request with a detailed explanation and submit the request to the supervisor for review.

1. The supervisor may not approve an override of more than one lower or higher supervision level per review.
2. Following the review, the supervisor shall specify the supervision level.
3. If the offender's behavior warrants, an early assessment may be considered.

E. DOC Data Bank

The probation officer shall ensure that the offender's supervision level is entered in the Offender Management system and the assessment forms are dated and maintained in the case record. The supervisor notes an override in the Offender Management system.

F. Rural Supervision Procedures

1. Before the offender is permitted to reside in a rural area, the probation officer shall:
 - a. Make warnings per Policy 902.04, Duty to Warn; and
 - b. Meet with the offender to explain the rural supervision requirements.
 2. If the conditions of supervision cannot be complied with because of the offender's residence location:
 - a. The offender may not be allowed to reside in the rural community, or
 - b. A probation officer may, with the written approval of the court or Parole Board, allow an offender awaiting treatment space to reside
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in a rural community until such treatment is available. Note: Such approval must be documented in the chronological record.

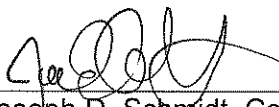
3. A field visit must be conducted at least annually for all rural maximum supervision cases prioritized by the District Supervisor. The Community person should be contacted if available.

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. 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.

Date

7/29/11


Joseph D. Schmidt, Commissioner
Department of Corrections

Applicable forms: 902.03A