

	State of Alaska Department of Corrections Policies and Procedures	Index #: 902.07	Page 1 of 1
		Effective:	Reviewed:
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	Chapter: Intake Classification and Supervision		Subject: Case Record Access

Policy

Case records are confidential and release of information may only be granted as set forth in these procedures.

Procedures

- A. The following information is public information and may be released by the probation officer to any person or agency.
 - 1. The offender's name.
 - 2. The offense for which the offender was convicted.
 - 3. The offender's prior convictions.
 - 4. The conditions of supervision.
- B. The probation officer may release other relevant information, unless otherwise confidential by law, regulation or court rule, to agencies or individuals concerning the offender if doing so could reasonably be expected to promote the safety of the public or the rehabilitation of the offender.
- C. The probation officer may release relevant case record information to other Probation/Parole agencies (County, State, Federal) involved in the preparation of a new presentence report and/or the supervision of the offender as long as these agencies agree to maintain the confidentiality of victims addresses and telephone numbers.
- D. Victims have access to a wider range of information, reference policy 604.01, Victim Notification.
- E. Release of confidential documents, [e.g. presentence investigation reports, medical records, treatment reports] to those not responsible for the care or rehabilitation of an offender, or not otherwise authorized by law, is prohibited. Treatment records, such as alcohol/drug and Health and Social Service records are covered by the Federal Confidentiality law and must not be given out. Requests for such records should be forwarded to the originating agency.

Note: Chronological records are official case records and are not normally available. However, when the probation officer intends to rely on the chronological information at the revocation hearing the chronological records can be obtained by the offender's attorney. Chronological information which is not relevant to the hearing or which is confidential because of it's sensitive nature (i.e. likely to place a person in jeopardy) should not be released.
- F. A probation officer or another employee of the Department that violates this policy is subject to disciplinary action, up to and including termination of employment.

May 5, 2000
Date

Margaret M. Pugh
Margaret M. Pugh, Commissioner
Department of Corrections

Authority:

AS 44.28.030
AS 33.05.010

AS 33.16.180
AS 33.30.021
AS 12.55.023
