

	State of Alaska Department of Corrections Policies and Procedures		Index #: 902.20	Page 1 of 2	
			Effective: 8/15/2011	Reviewed: 8/2011	
			Distribution: Public	Due for Rev: 8/2015	
	Chapter:	Intake, Classification and Supervision			
Subject:	Intrastate District Transfer and Travel Permits				

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

AS: 33.05.020 AS: 33.05.040 AS: 33.16.180 AS:44.28.030
AS: 33.30.121 AS: 33.05.010

Standards for Adult Probation and Parole Field Services, 3rd Edition 1998

III. Purpose

To establish uniform procedures within the division of probation and parole for the transfer of offender supervision between district offices.

IV. Application

All staff.

V. Definitions

Intrastate transfer: the transfer of probation and/or parole supervision between district offices for the benefit of the offender

Travel permit: the approval of an offender to travel outside his region of residence for a specified period of time.

VI. Policy

Offenders will be permitted to transfer supervision within the state. Offenders in violation status will not be considered for intrastate transfer, unless the court or treatment issues need to be considered.

VII. Procedures

A. Intra-state transfers: If the offender is expected to remain in the receiving district for more than forty-five days, the sending probation officer shall:

1. Contact the receiving district supervisor in advance to discuss the transfer.
2. The sending officer shall verify the plan, including residence and employment and shall verify that there are no pending court or Parole Board actions, any unresolved violations and will note the proximity to any victim.
3. Once notified of a pending transfer, the receiving district supervisor shall approve or deny the case within five (5) working days.
4. Prior to transferring the case record:
 - (a) Enter a transfer summary in the chronological record to include:
 - (1) A brief summary of the offender's performance during supervision, including progress in treatment:
 - (2) Pertinent details of the proposed plan within the receiving district;

Subject: Intrastate District Transfer and Travel Permits	Index #: 902.20	Page: 2 of 2
---	------------------------	---------------------

- (3) Contact information (residence, phone, etc.);
 - (4) Status of special conditions of supervision such as substance abuse treatment, sex offender treatment, community work service, restitution, etc.; and
 - (5) Any other significant information which would prove helpful in the supervision of the case.
- (b) If there is a problem with the transfer request or process as presented by the probation officer, the district supervisors will communicate and reach a resolution.
- (c) Issue a travel permit with specific reporting instructions to the offender.
5. The transferring officer will file the necessary supervision transfer paperwork with the court.
 6. Within one working day of the offender's departure, begin the process of forwarding the case record to the receiving district in accordance with Policy and Procedure 603.01, Probation/Parole Case Record Management. The officer and supervisor will verify that the case file is current and complies with policy prior to being transferred.
 7. The transfer of the offender in ACOMS is effective when the offender reports to the receiving office. The receiving officer will make the necessary notations, to include location change, in ACOMS.
 8. If the offender has not reported within 24 hours of the reporting instruction, the receiving officer will notify the sending officer of the failed report. The officers will use discretion in evaluating whether or not a violation has occurred.

B. Travel permits

1. Travel permits are required for an offender to travel outside their region of residence. The travel permit will include specific instructions to the offender. When exigent circumstances prevent a written travel permit, the probation officer may provide verbal approval for intrastate travel which will be entered in the ACOMS chronological record.
2. Travel permits are not required for minimum bank offenders. However, if there is concern regarding victim contact, the assigned area of residence will not include the area where the victim is located. Otherwise, the region of residence for the minimum bank offenders is statewide.
3. Travel permits are limited to 44 days with no extensions. Travel permits will not be issued to allow an offender to establish a plan for intrastate transfer.
4. Travel permits for sex offenders will be processed by the sex offender standard operating procedure for sex offenders.

VIII. Implementation

This policy and procedure is effective on the date signed by the commissioner.

8/15/11

Date



Joseph D. Schmidt, Commissioner
Department of Corrections-