
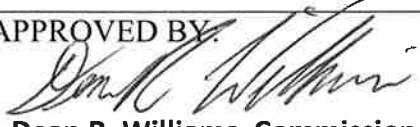


<p>STATE OF ALASKA DEPARTMENT OF CORRECTIONS</p>  <p>POLICIES & PROCEDURES</p>	SECTION: Administration		PAGE: Page 1 of 5
	CHAPTER: 100	NUMBER: 103.01	P&P TYPE: Public
	TITLE: Policies And Procedures		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 07/11/16
ATTACHMENTS / FORMS: (A.) Policy And Procedures Index Numbers List. (B.) Policy And Procedures Template. (C.) Policy And Procedures Change Log Form. (D.) Policy And Procedures Dissemination Log. (E.) Policy And Procedures Repeal Document.		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.011 AS 33.30.021 AS 44.28.030	

POLICY:

The Department of Corrections (DOC) recognizes the need for its staff to be able to take a standardized, consistent approach to certain matters throughout the Department. To this end written policies and procedures (P&Ps) on specific topics will be developed, published, revised and repealed when needed, in order to provide a consistent, standard approach to various everyday activities encountered throughout the Department.

APPLICATION:

This policy and procedure will apply to all Department employees.

PROCEDURES:

I. Policy & Procedure Organization:

- A. The Policy and Procedure Manager shall assign index numbers to P&Ps in order to ensure consistency. A copy of the *Policy And Procedures Index Numbers List* is included in (Attachment A).
- B. Public Access P&Ps shall occupy index numbers 100 through 1199, Restricted Access P&P's shall occupy index numbers 1200 onwards.
- C. When new P&Ps are created an index number shall be assigned consistent with the contents of the P&P. In addition the *Policy And Procedures Index Numbers List* shall be updated to include the new P&P chapter number if needed.

II. New Policies & Procedures:

- A. New P&Ps will be developed when a need is identified. The development will involve input from staff to determine the contents of the P&Ps, as well as help to establish goals and objectives consistent with the purpose and mission of the Department.

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B. Input to develop policies will be obtained through staff meetings, unit reports and data relevant to the issue being considered. Policies that are developed must be consistent with Alaska Statutes and Alaska Administrative Code, and should follow best and standardized practices used by the Department. Alaska Statutes and the Alaska Administrative Code carry the weight of law and compliance is required. Standards adopted by the Department represent accepted established institutional practices but do not carry the weight of law and, in some instances, may be modified to meet unique institutional circumstances.

C. The process for writing a new P&P is as follows:

1. Determine whether there is a need for the proposed new policy and whether it would conflict or overlap with existing policy.
2. Determine the audience of the P&P. It can apply to all Department employees, volunteers and contractors or only a select group, such as correctional officers or nurses?
3. Determine who should author the policy. The author may be assigned based on knowledge of / experience with / or interest in the subject matter of the policy.
4. Determine clearly and precisely what the policy is and what the name of the policy should be. Since the name of the policy will, in part, determine where it is placed in organizational categories and policy and procedure manuals, the title should be stated as specifically as possible to convey its essence.
5. Determine if the policy is to be a “**Public**” or “**Restricted**” policy.
5. Research existing P&Ps, the Alaska Statutes and Administrative Code, and standards used by the Department to ensure conformity to, or consistency with, these.
6. Policies should be written in clear, succinct language. They should be easily readable and understandable to staff who refer to them for guidance.
7. Policies are generally formatted as follows:
 - a. Write in outline form: Major headings are written in **Arial, Bold, 14 pt**; all lesser headings are written in Times New Roman, 12 pt. and are marked with Roman numerals I, II, III, etc.; sub-headings with capital letters A, B, C, etc.; followed by numerals 1, 2, 3, etc.; and subheadings in small letters, a, b, c, etc.

b. Major headings and their content are as follows:

Discussion: (Optional)

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Sometimes it is appropriate to include a brief discussion of the context for the policy and procedure -- to provide an understanding, as to why there is a necessity for, or the philosophy underlying, the policy and procedure itself.

Policy:

State the Department's policy in a brief, but clear and complete manner.

Application:

Address if the P&P applies to all Departmental employees, volunteers and contractors or just select groups.

Definitions: (Optional)

If the P&P is rather technical or specialized in nature, it may be helpful to include any definitions of technical / legal / special language or job titles that are used or mentioned in the P&P. This will help make the P&P more understandable to the reader. Words / phrases should be **Bold**, **Underlined** and followed with their meaning.

Procedures:

This section should identify what is to be done, how it should be done and when to do it. If necessary any individuals responsible for implementing particular procedures may be identified in this section too.

c. When attachments or forms are referenced in P&Ps the form / attachment *title* should be in *italic* with the attachment number in brackets. (See below for example.)

d. For ease of formatting any future P&Ps a *Policy And Procedures Template* is attached as (Attachment B).

8. Any new P&Ps that may have an impact on bargaining unit members or that may infringe upon any of the Department employee union contracts should be vetted by the Department's HR Manager prior to publication.

9. Any new P&Ps that may have legal ramifications for the Department or that may leave the Department legally liable, should be vetted by the Department's legal counsel prior to publication.

III. Existing Policies & Procedures:

Existing P&Ps will be reviewed and updated on a schedule based on a priority system. Those P&Ps that are most critical to the operation of the Department or those that pertain to topics that frequently change will be

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reviewed and updated more often. P&Ps that address less critical topics or topics that do not change very often may be assigned a lower priority and may not be reviewed and updated so often.

- A. The review cycle for P&P's will run from 1 year – 5 years, with those less critical P&Ps least subject to change being reviewed on a 5 year cycle. The Department leadership along with senior managers and the Policy & Procedure Manager will decide which review cycle each P&P will be assigned.
- B. Existing P&Ps will be reviewed along the lines of new P&Ps. This means that if any workgroups or subject matter experts need to be consulted during the review process, they should be.
- C. Any changes made should also comply with all applicable laws, as stated above.

IV. Publication And Distribution Of Policies & Procedures:

- A. New or updated P&Ps will not be published without the Commissioner's signature. P&Ps shall be effective on the date that the Commissioner signs the final version, unless the P&P contains language specifically identifying some future effective date.
- B. Reasons for a delayed effective date might include the need for staff to have specialized training before they can implement a policy, for example.
- C. When an existing P&P is updated and signed off on by the Commissioner, a *Policy And Procedures Change Log Form* (Attachment C) shall accompany it when it is published.
- D. When new P&Ps are signed or when existing P&Ps are updated the Policy & Procedure Manager (or designee) shall endeavor to notify the following by e-mail within one working day of the policy's effective date:

1. All Department Staff
2. Department of Law
3. Ombudsman
4. State Law Libraries – Anchorage / Fairbanks / Juneau
5. U.S. District Court law library – Anchorage
6. Public Defender's Office
7. Office of Public Advocacy
8. Alaska Legal Services – Anchorage
9. Legislative Affairs

- E. When Restricted Access P&Ps are created or updated the Policy & Procedure Manager (or designee) shall endeavor to notify the following by e-mail within one working day of the policy's effective date:

1. Deputy Commissioner(s)
2. Director of Institutions
3. Director of Probation & Parole

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4. Director of Training Academy
5. Director of Administrative Services
6. Superintendents
7. Chief Probation Officers
8. DOC Counsel – Department of Law

F. The Policy & Procedure Manager will keep a record of the dissemination of any final signed P&Ps by use of the *Policy And Procedures Dissemination Log Form* (Attachment D).

G. The Policy & Procedure Manager shall ensure that all Department policies, (excluding Restricted Access policies), are posted to the Department website and to the Digital Image Law Library.

H. Institutional Superintendents and Field Office Supervisors shall update any Policy and Procedure binders as soon as possible, and no later than 3 working days after the effective date of the published policy.

V. Repeal Of Policies & Procedures:

A P&Ps shall be repealed when it no longer reflects the practices of the Department, or when it is superseded by another P&P, or for other cause.

A. P&Ps are repealed upon the signature of the Commissioner.

B. Notification of the repealed P&P shall occur according to Section IV, C (and or D) above and the *Policy And Procedures Repeal Document* (Attachment E) may be posted online.

IV. Storage Of Original Hard Copy Policies & Procedures In Anchorage Commissioner's Office:

A. Original P&Ps in printed form will be maintained by the Policy & Procedure Manager or designee in a fireproof filing cabinet if available. If a fireproof file cabinet is not available for this purpose a back-up set of P&Ps will be maintained and updated at an alternate central office location.

B. Original P&Ps that are considered to be Restricted Access shall be maintained in a binder in a locked fireproof file cabinet. Only the P&P Manager and other staff designated by the Commissioner shall have keys to the file cabinet.

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