

State of Alaska
Department of Corrections
Community and Regional Jail Program



Standards for Jail Operations



The Alaska Department of Corrections (DOC) collaborates with a wide range of valuable community public safety partners on a Community and Regional Jail program. This partnership helps provide a valuable public safety resource for several rural Alaskan communities by facilitating a safe place to provide confinement of detained individuals. A community or regional jail provides an opportunity for an individual to maintain the ability to remain in their community through arraignment, post-arraignment, and for a shorter period of convicted incarceration.

To aid in this shared mission, the DOC provides guidance to several designated community and regional jails in a variety of ways to include, but not limited to, providing a set of jail operational standards and assistance in obtaining Alaska Police Standards Council (APSC) certified training. Assistance provided by the DOC is intended as a resource to aid rural jails with managing the daily operations of a functional detention facility.

This document (standards) for jail operations has not, and is not, intended to be used in any legal proceeding to establish a “duty of care” or evidence of a legal duty to any person or entity. Rather, these standards were and are intended:

- a. As a statement of professional goals to be achieved.
- b. To promote recognition of needed improvements to facilities and operations.
- c. To promote efficiency.
- d. To encourage professionalism in Alaska jails.

The DOC is grateful for the collaborative effort that went into establishing these standards. It is our belief that these play an integral part in supporting public safety.

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Commissioner

Alaska Department of Corrections

1.2.25

Date





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Chapter 1

Administration, Organization, and Management

01.01 Applicability

- 01.01.1 The following standards (this document) apply to community and regional jails operated by a borough or city government or by an approved private contractor under contract with the State of Alaska (SOA) to provide services as defined in Chapter 18 of these standards. These standards do not apply to any similar facilities, public or private, not under contract with the SOA to provide such services.
- 01.01.2 Community and regional jails must operate a facility for the care and confinement of prisoners held on State charges in accordance with the contract and with goals set out in these standards. This includes any additions or deletions to these standards by the Commissioner of Corrections following notice to all community jail administrators along with an opportunity to comment.
- 01.01.3 These standards will be reviewed biennially by a committee appointed by the Commissioner of the oversight agency. The committee must be comprised of at least the community jail coordinator and two community jail administrators. Proposed changes to these standards must be provided to all community jail administrators for comment prior to adoption. The committee shall make recommendations to the Commissioner concerning any changes to these standards.

01.02 Organizational Structure

- 01.02.1 Community and regional jails must have a designated administrator who is responsible for the oversight of all jail operations. It is acceptable for the police agency head/chief to be the designated community jail administrator.
- 01.02.2 The community jail administrator must maintain a written organizational chart, which describes the jail's chain of command.

01.03 Policies and Procedures

- 01.03.1 Community and regional jails must develop and maintain a set of written policies and procedures, which describe all facets of facility operations, maintenance, administration, and define the mission of the facility. These written policies and procedures must be consistent with these standards. A policy and procedure template is provided in [Appendix G](#).
- 01.03.2 Policies and procedures must be available to all employees unless security concerns justify limited access.
- 01.03.3 All policies and procedures must be reviewed and updated on a schedule based on priority. This schedule may range from one to five years, with policies and procedures most critical to jail operations, or those that pertain to topics that frequently change, being reviewed and updated more often. All policies and procedures should be approved by the oversight agency. When policies and procedures are changed, a copy of the old policy must be kept on file at the facility for at least three years.
- 01.03.4 The community jail administrator must have a procedure for dissemination of new or revised policies and procedures to all employees (and where appropriate to contractors, volunteers, and inmates) prior to implementation.



01.03.5 Inmates must be provided access to public policies and procedures that directly affect their rights and responsibilities unless security concerns justify limited access.

01.03.6 All local policies and procedures and/or standard operating procedures pertaining to community and regional jails must be made available to the oversight agency for review and approval upon request by the oversight agency.

01.04 Drug-free and Smoking-free Workplace Policies

01.04.1 Community and regional jails must adopt and enforce a drug-free workplace policy approved by the oversight agency and consistent with the Federal Drug-free Workplace Act of 1988.

01.04.2 Community and regional jails must adopt and enforce rules concerning smoking by prisoners and jail staff to be consistent with State statutes and regulations, keeping in mind the health and welfare of all prisoners and jail staff.

01.04.3 Smoking as defined by [AS 18.35.399](#) means using an e-cigarette or other oral smoking device or inhaling, exhaling, burning, or carrying a lighted or heated cigar, cigarette, pipe, or tobacco or plant product intended for inhalation.

01.05 Public Information Requests

01.05.1 Community and regional jails must have a plan to address emergency and non-emergency requests for information. Public information requests include, but are not limited to, media inquiries, Freedom of Information Act, and Alaska Public Records Act regarding state persons held in a community and regional jail will be directed to and coordinated by the Department of Corrections Public Information Officer (PIO). The PIO and community jail administrator will coordinate to identify necessary documents and meet requested deadlines. No information shall be released without the community jail coordinator's and PIO's approval.

01.06 Special Incident Reporting

01.06.1 Community and regional jails must immediately notify the community jail coordinator of any facility operational or security issues relating to the jail operations that directly impact the care and confinement of inmates as outlined and required under these standards. This includes but is not limited to any issues associated with the daily operations such as facility closures, infrastructure issues, heating or water issues, jail staffing shortages, inmate assaults, inmate injuries etc.

01.06.2 Community and regional jails must immediately, but in no event more than 24-hours following receipt of notice, report to the community jail coordinator all claims concerning the jail facility that could foreseeably affect the legal liability of either party to this contract and cooperate with the community jail coordinator in the defense and/or settlement of the claim.

01.06.3 For all incidents requiring a special incident report notification, the community jail administrator must complete the Special Incident Report Form ([Appendix J](#)). This report must be provided to the community jail coordinator within 48 hours of the initial incident.

01.07 Standards Facility Audit

01.07.1 Every community jail administrator must conduct an audit to evaluate compliance with these standards annually. When practical, the audit should be completed with the on-site participation of the community jail coordinator. A copy of the audit and a plan to address deficiencies should be forwarded to the community jail coordinator and the local government administrator.



01.08 Prison Rape Elimination Act (PREA)

01.08.1 Community and regional jails must comply with the national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA), [Federal Rule 28 C.F.R. Part 115](#). The community and regional jails must also comply with all DOC policies and procedures that relate to PREA to include, but not limited to, conducting investigations, background checks, audits, and training. Community and regional jails are responsible for all costs associated with PREA compliance, to include certification by an accredited auditor. For PREA incidents requiring investigation, the community jail coordinator must be contacted.

01.09 Death of a Prisoner

01.09.1 Community and regional jails must have a policy and procedure to address the death of an inmate while in custody.

01.09.2 In the event of an inmate death, the community jail administrator shall notify the community jail coordinator immediately.

01.09.3 The community jail administrator must ensure that a confidential investigation is conducted to determine the cause and circumstances surrounding the death as well as any related deficiencies in policies, procedures, or practices. Additionally, in the event of an unexpected prisoner death, the community and regional jail shall ensure that an investigation is conducted by law enforcement authorities and seek a review of the death by the State Medical Examiner.

01.09.4 Prior to any public notifications of an inmate's death, the community and regional jail administrator must contact the PIO to obtain approval.

01.10 Escape of a Prisoner

01.10.1 Community and regional jails must immediately notify the community jail coordinator, the nearest post of the Alaska State Troopers, and any police agencies in the general vicinity of the jail facility if a prisoner escapes or leaves the premises of the facility without authority. The Borough/City shall make every reasonable effort to return the prisoner to the facility without cost to the DOC if there are reasonable grounds to believe the prisoner is within the Borough/City limits.



Chapter 2

Fiscal Management

02.01 Annual Budget

- 02.01.1 The community jail administrator shall prepare and present an annual budget request that reflects the necessary resources required for facility operations. All budget requests shall be prepared and submitted on the Standardized Budget Template ([Appendix K](#)) as provided by the DOC. Annual budget requests for each fiscal year are due to the community jail coordinator by October 1 of each year for inclusion in the annual DOC fiscal year operating appropriations request.
- 02.01.2 By October 1 of each fiscal year, a capital project request for the next fiscal year must be submitted to the community jail coordinator. Failure to meet this deadline may result in no capital project request being approved for the next fiscal year.
- 02.01.3 The budget request must include a staffing plan showing in detail staff assignments and the number of full and part-time positions.
- 02.01.4 The community jail administrator must use an accounting system that records all expenditures on an ongoing basis and must provide a record of the expenditures to the oversight agency on a quarterly basis in a format prescribed by the oversight agency ([Appendix L](#)).

Quarterly financial reports are due to the community jail coordinator on the following dates of each fiscal year:

- a. July – September, quarterly and year-to-date financial statement due by October 31.
 - b. October – December, quarterly and year-to-date financial statement due by January 31.
 - c. January – March, quarterly and year-to-date financial statement due by April 30.
 - d. April – June, quarterly financial and year-to-date financial statement due by July 31.
- 02.01.5 Community and regional jails must provide to the community jail coordinator a monthly accounting of inmate statistics by the 15th day of the month following the monthly period covered on the Monthly Booking Summary Certification Report Form (Man-day Report) ([Appendix F](#)). The report form must include specific information on each prisoner housed during the reporting period to include the prisoner's name, the number of man-days, the charge or reason for incarceration, the date of arrest and release, arresting agency, and other information as requested on the forms.
- 02.01.6 The oversight agency may require an annual financial audit of facility expenditures as stipulated by state statute or local regulations.

02.02 Insurance

- 02.02.1 Community and regional jails must have and maintain insurance coverage for all employees engaged in work under the contract with the DOC, as required by [AS 23.30.045](#), and where applicable, any other statutory obligations including but not limited to Federal United States Longshore and Harbor Workers (USL&H) Compensation Act and Jones Act requirements, as well as comprehensive general liability insurance.



02.03 Inmate Funds

02.03.1 Community and regional jails must develop a policy and procedure of the handling of inmate funds. This shall include, but is not limited to, cash, checks, and/or credit/debit cards in possession of inmates at the time of remand, and/or cash/checks received from community members for inmates prior to transfer to DOC facilities.

02.03.2 All cash accounts maintained by community and regional jails must be kept in a designated and secure receptacle.



Chapter 3

Staff/Personnel

03.01 Staffing

- 03.01.1 Community and regional jails must be staffed with employees who are responsible for the care and oversight of inmates housed within the jail facility. Jail staff must be able to identify and immediately respond to emergencies and non-emergencies on a twenty-four (24) hour basis while inmates are confined within the jail facility. Jail staff who have direct oversight of inmates must be awake and vigilant during the entirety of their shift.
- 03.01.2 Community and regional jails must have sufficient jail staff to perform all functions relating to the security, custody, and supervision of inmates and as a needed to operate the jail facility in conformance with these standards.
- 03.01.3 Community and regional jails must conduct an annual minimum staffing plan prior to submitting the annual budget projection request. The plan should detail jail staff assignments in the jail facility and the number of full and part-time positions needed to provide a level of care as outlined in these standards.
- 03.01.4 Minimum staffing plans should consider, but are not limited to unexpected overtime costs, jail staff turnover, training, holiday/sick leave coverage, etc.

03.02 Hiring Standards

- 03.02.1 The community jail administrator must establish standards for the selection of jail staff who will be responsible for the supervision of inmates. These standards are subject to review and approval by the oversight agency.

03.03 Qualifications

- 03.03.1 All applicants for positions involving regular direct contact with inmates must meet the same standards for employment as those established for Municipal Corrections Officer set forth by [13 AAC 85.215](#). The facility administrator must maintain documentation of compliance with these standards.

03.04 Emergency Guard Hires

- 03.04.1 Emergency Guard hires will be conducted in accordance with state law, [13 AAC 62.020](#), and will only be made when normal staffing is not available to fulfill the requirement for 24-hour supervision of inmates. Emergency guards may only be utilized for up to five (5) consecutive days.
- 03.04.2 The community jail administrator must develop a brief training module in either written or video form for presentation to any person hired as an emergency guard. The training module must provide specific instructions to the emergency guard concerning the recognition of emergencies concerning inmates and the course of action to be taken when an emergency arises. The training module must be reviewed by an emergency guard each time hired regardless of past training experience.
- 03.04.3 The training module may also include information concerning other operations and/or administrative matters that the community jail administrator wishes to include.



03.04.4 Whenever a change is made to the training module for emergency guard hires, it must be submitted to the oversight agency for approval.

03.04.5 Prior to an emergency guard supervising inmates, the community jail administrator must verify the emergency guard can identify and immediately respond in an appropriate manner to emergencies concerning the inmates being supervised.

03.04.6 The community jail administrator must develop a form to be submitted with the emergency guard hire payment packet and signed by the emergency guard and person providing the training module certifying that the emergency guard has undergone the training.

03.05 Code of Ethical Professional Conduct

03.05.1 The community jail administrator and jail staff with direct supervision of inmates must abide by the [Alaska Police Standards Council Code of Ethics \(Appendix C\)](#) for Alaska Municipal Corrections Officer established in [13 AAC 85.235\(c\)](#).

03.06 Standards of Conduct

03.06.1 Community and regional jails must establish a Standards of Conduct for employees to adhere to in their daily performance of their duties, which demonstrates a strong commitment to professional and ethical correctional service.

03.07 Sexual Harassment

03.07.1 Community and regional jails must establish a policy and procedure to provide a workplace that is free from sexual harassment.

03.07.2 This policy and procedure should include, but is not limited to, prohibited conduct, as well as reporting and investigation requirements for jail line staff, supervisors, managers and human resources personnel to maintain a professional, respectful, and safe environment in all community and regional jails and work-related settings.

03.08 Workplace Violence

03.08.1 Community and regional jails must establish a zero-tolerance policy for acts of violence in the workplace, including instances of harassment and bullying, regardless of whether violence, harassment or bullying originates inside or outside of the workplace.

03.08.2 Community and regional jails must assess and respond to instances of workplace violence, regardless of whether the violence originates from an employee, inmate, or member of the public.

03.09 Americans with Disabilities Act Compliance

03.09.1 Community and regional jails must adopt and adhere to all requirement of the Americans with Disabilities Act, and state law [6 AAC § 65.010](#), in order to prevent and eliminate discrimination against individuals with disabilities in employment and public services.

03.10 Employee Property

03.10.1 The community jail administrator must establish guidelines and limits as to the possession of employee personal property while in the secured perimeter of the correctional facility. Property that would be considered contraband within the facility should not be permitted by any jail staff member.



03.11 Staff Wellness

03.11.1 The community jail administrator should ensure that all jail staff have access to on-going health and wellness education, programs, and activities. Written policies and procedures encourage and support employees to participate and engage in health and wellness activities inside and outside of their jail/department. At minimum, a program should include, but is not limited to:

- a. Education on inherit health risks
- b. Monitored goals and objectives
- c. Engagement surveys
- d. Designated committee that has oversight of activities
- e. Periodic health screenings
- f. Incentives to encourage employee participation
- g. Linkages to support programs (i.e. Employee Assistance Programs, Critical Incident Response Team, etc.)



Chapter 4

Staff Training Standards

04.01 Minimum Training

04.01.1 Community and regional jails must have a written training, jail staff development, and evaluation program. All training should be conducted by a designated Field Training Officer (FTO) or supervisor. Training should be consistent with departmental policies and jail standards.

04.01.2 All new employees for community and regional jails must be provided an orientation program appropriate to job assignments within the first week of employment. The orientation program should include, but is not limited to:

- a. Code of Ethics
- b. Standards of Conduct
- c. Policy and Procedures review
- d. Tour of the facility
- e. Facility mission and vision
- f. Employees rights and responsibilities
- g. Personnel policy manual

04.01.3 Within the first year of employment, a municipal corrections officer or jail staff, member whose position involves supervision or regular contact with inmates, must be provided 120 hours of minimum basic training in accordance with [13 AAC 87.080](#), which includes the following areas:

- a. Security and search procedures
- b. Supervision of inmates
- c. Use of force and methods of self-defense
- d. Diversity and disability awareness
- e. Report writing
- f. Rights and responsibilities of inmates
- g. Fire and emergency procedures
- h. Domestic violence
- i. Communication skills and interpersonal relations
- j. Special needs inmates
- k. Recognition of the signs and symptoms of mental illness and retardation
- l. Substance abuse
- m. Physical deficiencies
- n. Suicide-prone behavior and suicide prevention
- o. The federal Prison Rape Elimination Act (PREA)
- p. Cross-cultural awareness
- q. Legal issues and liability concerning corrections
- r. Cardiopulmonary resuscitation (CPR)
- s. First aid instruction (sufficient to qualify students for a standard Red Cross first aid certificate or council-approved equivalent)

04.01.4 The training outlined in 04.01.3 will be provided annually by the Alaska Department of Corrections Basic Municipal Corrections Officer Academy.



04.02 Prior Training

04.02.1 Municipal Corrections Officers (MCO) with prior corrections training who meet or exceed the minimum standards and is approved by the Alaska Police Standards Council (APSC) may satisfy the requirements of Section 04.01.3 of these standards. MCOs must request approval of reciprocity of training through the APSC.

04.03 In-service Training

04.03.1 All positions involving the supervision of inmates must be provided in-service correspondence or APSC certified training annually. Examples of in-service training include, but are not limited to:

- a. Supervision of inmates
- b. Suicide prevention (annual)
- c. PREA (biennial)
- d. Report writing
- e. De-escalation tactics
- f. Cultural diversity
- g. CPR/Bloodborne pathogens (annual)

04.04 Specialized Areas of Training

04.04.1 All jail staff responsible for the supervision/oversight of inmates must receive training for executing emergency response plans and the use of emergency equipment.

04.04.2 Jail staff authorized to use firearms must receive training from a certified APSC Firearms Instructor and maintain qualifications in their use of the firearm on a bi-annual basis.

04.04.3 All jail staff authorized to use chemical agents or electrical control devices must receive thorough training in their use and in the treatment of individuals exposed to a chemical agent and/or electrical control devices from a certified APSC Instructor. Jail staff must qualify in their use of electrical control devices based on their agency policy and guidelines.

04.04.4 All jail staff must be properly trained on the use of equipment and safety procedures for food services.

04.04.5 All jail staff with the potential of occupational exposure must be provided with a course of instruction on Tuberculosis, Hepatitis, HIV, and prevention of blood borne diseases within the first year of employment, which includes information concerning communicable diseases, symptomology, routes of transmission, appropriate precautions, the jail facility's compliance efforts, annual refresher training, and additional training whenever job tasks or procedures are modified in a manner that may alter their risk of exposure.

04.05 Training Records

04.05.1 The community jail administrator must maintain a complete, accurate, and current record of all training received for each jail officer and jail staff involved in the direct supervision of inmates. Training records specific to jail operations may be requested by the community jail coordinator.



Chapter 5

Records

05.01 Records and Data Management

05.01.1 Community and regional jails must have written policies and procedures to govern the collection, management, and retention of information pertaining to inmates and the operation of the jail facility.

05.02 Facility Inspection Records

05.02.1 The community jail administrator must ensure that all jail facility inspection records are maintained to verify standards of living conditions and health and safety conditions are being met.

05.03 Shift Records

05.03.1 The community jail administrator must ensure that all jail staff with direct supervision of inmates maintain a permanent log and prepare shift reports that record routine information, emergency situations, and unusual incidents. At a minimum, the following specific details are to be recorded daily:

- a. Names and titles of jail staff on duty
- b. Time and results of physical inmate checks and inmate counts
- c. Times of meals served/meal refusals
- d. Key and tool counts/verifications
- e. Shift activities, including any action taken on the handling of any unusual or routine incidents
- f. Entry and exit of all visitors, including physicians, attorneys, volunteers, and others
- g. Notations of problems and disturbances
- h. Notations of any use of emergency or restraint equipment

05.03.2 Logbooks and/or shift records will be retained for a minimum of six (6) years once it has been closed. After 6 years, the records may be sent to Juneau archives. Closed inmate files must be maintained for two (2) years. After 2 years, the inmate files may be sent to Juneau archives.

05.04 Inmate Records

05.04.1 An individual case record on each prisoner admitted to a community and regional jail must be opened and maintained, which includes, but is not limited to:

- a. Intake booking information
- b. Court-generated background information
- c. Cash and property receipts
- d. Reports of disciplinary actions, grievances, incidents, or crime(s) committed while in custody
- e. Dispositions of court hearings
- f. Records of program participations
- g. Work assignments
- h. Classification records
- i. Medical health screenings and records (must be kept in an envelope labeled "confidential" within the inmate file)

05.04.2 Individual case records on persons committed into protective custody shall be maintained as required in [AS 47.37.170](#). Protective custody, as authorized by AS 47 does not constitute an arrest so no entry or other record may be made to indicate that the person detained has been arrested or



charged with a crime, except that a confidential record may be made which is necessary for the administrative purposes of the jail facility to which the person has been taken or which is necessary for statistical purposes where the person's name may not be disclosed.

- 05.04.3 A health record must be maintained in the individual's confinement record and secured in a separate envelope that ensures confidentiality. The health record must contain all relevant health care information concerning the prisoner.
- 05.04.4 Electronic record-keeping systems and data must be protected from unauthorized access per Criminal Justice Information Services (CJIS) requirements.

05.05 Alaska Corrections Offender Management System

- 05.05.1 Community and regional jails must maintain prisoner records showing the prisoner's time served, the date and time the prisoner was booked in, the date and time of changes to custody, notations about the prisoner's institutional adjustment, and records of medical and dental treatment.
- 05.05.2 The community jail administrator must ensure all jail staff with direct supervision of inmates enter prisoner information into the Alaska Corrections Offender Management System (ACOMS) within 24 hours of admission into the jail facility.
- 05.05.3 Prisoner records listed in 05.04.1 must be in a prisoner's file when they are transferred from the regional and community jail facility to another state correctional facility.
- 05.05.4 All community and regional jail staff accessing Criminal Justice Information (CJI) shall:
 - a. Fill out and submit a Non-DOC Employee Network Access Form ([Appendix A](#)) and, if necessary, ACOMS Access Form ([Appendix B](#)) per instructions on form, prior to accessing any DOC CJI or Information Systems.
 - b. Submit DPS Personal Security Clearance Form and User Agreement and two copies of Fingerprints to DOC CJIS Unit.
 - c. Read, sign, and submit the FBI Security Addendum.
 - d. Complete security awareness training and testing prior to gaining authorization to access CJI information.
- 05.05.5 Community and regional jails must develop a policy and procedure for the acceptable use of computer equipment with access to CJI.



Chapter 6

Admission and Release

06.01 Legal Authority to Admit

06.01.1 All agency employees involved in the booking process at the community and regional jail, authorized by the community jail administrator to admit persons charged or convicted of a crime or in need of protective custody, must have knowledge of lawful means by which an individual can be committed to and detained within a correctional institution.

06.01.2 In accordance with [22 AAC 05.020](#), no person may be admitted to a community jail unless:

- a. The arresting or transporting officer executes a remand-to-custody order in the presence of the admitting jail staff member. The remand slip must include, but is not limited to:
 - i. Name of offender
 - ii. Date of birth
 - iii. Time and date of arrest
 - iv. Alaska Driver's License (ADL) number (if known)
 - v. Offender number (if known)
 - vi. Victim name and contact information
 - vii. Domestic violence charge (Y or N)
 - viii. Criminal charge/remand reason
 - ix. Statute/code
 - x. Arrest Tracking Number (ATN)
 - xi. Time of booking
- b. The community and regional jail, arresting officer, or transporting officer produces commitment papers properly executed by a court.
- c. The officer who has taken custody of a person and seeks to admit that person under [AS 47.30.705](#) or [AS 47.37.170](#) (a) or (b), respectively, executes a remand-to-custody order in the presence of the admitting staff member and certifies in writing that he or she has exhausted all other alternatives for placement under [AS 47.30.705](#) or [AS 47.37.170](#) (a) or (b), respectively.
- d. Persons under the age of 18 may not be admitted to a jail facility except when charged as an adult as permitted under [AS 47.12.105](#), upon court order, or as otherwise permitted under [AS 47.12.240](#). See Classification, [Chapter 7](#) of these standards for housing requirements of persons under 18.
- e. The person being admitted is not in need of immediate medical attention or is unconscious.

06.02 Components of Admission Booking Process

06.02.1 The process of admitting a person charged with or convicted of an offense, or in protective custody, includes the searching, fingerprinting in accordance with State law or regulations, photographing of inmate, inventory and storage of the individual's person property, medical screening, and collection of personal history data.

06.02.2 The following initial booking process below must be completed for all remands into a community and regional jail. The procedures below are generally presented in the order that they should be completed. However, it is understood that variations from the order listed below will take place from time-to-time given the inherent nature of the booking process. Regardless of whether the precise order of the procedures below is always followed or not, all of the procedures listed below must be completed as part of the booking process:



- a. Medical pre-booking screening
- b. Prison Rape Elimination Act (PREA) screening
- c. Weapons search
- d. Property check
- e. Remand slip
- f. Arrestee identification and criminal history check
- g. Prisoner file creation
- h. Complete booking record form
- i. Fingerprints
- j. Photograph
- k. Telephone access
- l. Bail notice requirements
- m. Hold arrestees in the administrative holding area or a separate cell until released or booking is complete (upon completion of above steps)
- n. Medical post-booking screening
- o. DNA collection, if required

06.02.3 A complete booking record must be entered into the Alaska Department of Corrections Offender Management System (ACOMS) within 24 hours of admission into the jail facility.

06.03 Search Upon Admission

06.03.1 The community jail administrator must develop a policy and procedure regarding searches upon admission consistent with the following provisions:

- a. Pat search an inmate for weapons or other contraband (immediately upon entrance to a jail facility)
- b. Except as provided in (c) of this section, a full and complete search of an inmate and the inmate's personal effects must be made to complete the admissions process (requiring the inmate to undress to account for property, prevent the introduction of contraband or weapons, and ascertain the inmate's true identity)
- c. Notwithstanding (b) of this section, an inmate detained on a bailable offense must be afforded an opportunity to post bail for release before a search of the inmate's property is conducted or the inmate is strip searched. If the inmate posts bail or otherwise arranges release within an hour after entrance into the jail, a property search or strip search may not take place
- d. A body cavity search may only be performed as described in section [08.17](#) of these standards
- e. A jail staff member of the same sex as the inmate shall conduct a strip search of the person in accordance with section [08.11-08.17](#) of these standards

06.03.2 All inmates who are unable to post bail within a reasonable time-period shall be provided clothing, bedding, and hygiene items as outline in section [09.16-09.17](#) of these standards.

06.03.3 All inmates shall have reasonable access to attorneys, court, and bail bondsman once the admission process is complete.

06.04 Health Screening Upon Admission

06.04.1 A health screening must be conducted on all inmates upon admission into a community and regional jail as required under section [13.08](#) of these standards.

06.04.2 No person may be admitted to a community and regional jail if unconscious or in immediate need of medical attention. The initial admission process may not be commenced until the admitting jail



staff member is satisfied the inmate has received appropriate medical attention and has been medically cleared to enter the facility by a licensed medical professional.

06.05 Inmate Orientation

06.05.1 Upon initial admission and as soon as reasonable, all inmates must be provided written notice about the jail facility's rules and services.

06.05.2 Community and regional jail staff must provide an orientation to the jail within the first 72 hours of an inmate's incarceration. Each inmate should have access to information regarding the following:

- a. Introduction
- b. Rules and discipline (A thorough discussion of rules and regulations, standards of conduct, disciplinary process, and grievances)
- c. Prison Rape Elimination Act (PREA) information
- d. Housekeeping and sanitation
- e. Education opportunities (if available)
- f. Medical availability
- g. Fire and safety
- h. Correspondence (mail) and visitation
- i. Property and currency
- j. Classification procedures
- k. Recreational programs and library procedures
- l. Religious programs
- m. Communication and relationships during incarceration
- n. Specialized programming available (if applicable)

06.05.3 Community and regional jails must make a reasonable effort to provide an interpreter, if necessary, to communicate this information to the inmate either orally and/or written.

06.05.4 If a literacy problem or a prisoner with special needs exists, accommodations must be made to ensure the prisoner receives and understands the orientation.

06.05.5 Documentation of the above-described orientation must be completed; signed and dated by the prisoner. This documentation shall be placed in the prisoner's file.

06.06 Release Process

06.06.1 The community jail administrator must develop a policy and procedure regarding the release of an inmate from custody with the guidelines expressed below.

06.07 Bail/Bond Releases

06.07.1 The institution must complete the identification and booking process before releasing a prisoner on bail.

06.07.2 Every newly remanded prisoner may make telephone calls to contact an attorney, relatives, or associates to make bail or bond.

06.07.3 The community and regional jail shall only accept cash (U.S. currency), surety bond, or bond (unless the court has specified cash only) for bail and bond before releasing prisoners from custody. The jail facility shall not accept personal checks.



06.07.4 When a prisoner posts bail, jail staff must:

- a. Complete the Release Form provided by the court in triplicate and give the original to the court, place a copy in the prisoner's case record, and give the prisoner a copy.
- b. Complete the Cash Appearance Bond Form provided by the court and have the individual posting bail sign the form. When the individual posts cash as bail, booking personnel shall complete a receipt, from the court receipt book, in triplicate and give the original to the individual posting the bail. Attach the second copy to the court's copy of the Release Form with the currency and keep the third copy in the receipt book.

06.07.5 Booking personnel must complete the Release Form provided by the court when a prisoner posts bond. The bondsman shall prepare a Bond Certificate that indicates the bond's limit and the amount covered. The prisoner must sign the bond, and the bondsman and shift supervisor must sign as witnesses. The bondsman must provide a Surety Form to accompany the Bond Certificate. Community and regional jail staff shall attach this form to the Release and forward it to the appropriate court.

06.07.6 Booking personnel must place all such items (bail or bond) for the court in an envelope with the court's name, prisoner's full name, case number(s), charge(s), amounts of bail (or bond), date, and shift supervisor's initials on it; and then place the envelope in distribution. The community jail administrator or authorized courier shall transfer the bail or bond documents to the appropriate court.

06.08 Release Procedure

06.08.1 The on-duty jail officer must complete the Pre-Release Checklist ([Appendix H](#)) and verify the inmate's release is legal and proper (e.g., court-ordered, sentence completed, conditions for release satisfied, bail or bond posted, etc.) The Pre-Release Checklist must then be approved and signed by the community jail administrator or shift supervisor. Thereafter, jail staff shall take the steps described below, but are not limited to:

- a. Notice of release - Verify the inmate does/does not need to report to the DOC. If notification is required, a Notification of Release (NOR) is completed and sent to the appropriate field Pretrial, Probation or Parole Office.
- b. Money and personal property - Disburse monies and personal property to the prisoner and obtain the prisoner's signature as receipt for the disbursement.
 - i. Circle any items listed on the prisoner's property inventory form what, if anything, is missing and make a notation that the items were missing at the time of release processing.
 - ii. Review the record to determine if the items were previously disbursed, and if not, complete a Report of Lost or Damaged Property form. Report of Lost or Damaged Property form to the community jail administrator or designee for investigation and disposition.
- c. Outer Clothing - Provide the prisoner outer clothing adequate for the weather conditions if the prisoner does not have proper clothing. The community and regional jail may obtain this clothing from charitable or surplus sources such as the Chaplaincy Coordinator, Salvation Army, Government Surplus, etc.
- d. Prisoner Case Record - Enter the release date, time, reason for release, and initials of releasing officer in the appropriate places on the prisoner case record.
- e. ACOMS Entries - Make the appropriate entries in ACOMS to release the subject from the jail facility count and note the appropriate case transfer or closure information.



- f. In pretrial domestic violence cases, when an offender is released from a community and regional jail, the community and regional jail shall notify the prosecuting authorities of an offender's release so the prosecuting authorities can make a reasonable effort to immediately notify the alleged victim(s) of the release.

06.09 Victim Notifications

- 06.09.1 The community jail administrator must develop a policy and procedure for notifying victims of their rights under the [Crime Victim's Act](#) unless the victim has specifically requested that they not be notified.
- 06.09.2 Community and regional jails will make reasonable efforts to contact victims who have requested notice and who maintain contact, provided there is valid contact information on file with the community and regional agency or Department.

06.10 DNA Collection

- 06.10.1 If a person(s) is held in a jail facility under a qualifying charge/conviction and DNA was not already collected for that specific qualifying offence by the arresting entity, staff shall collect DNA from the person prior to being released from custody. DOC will collect DNA samples for prisoners transported to a DOC facility.
- 06.10.2 Once DNA has been collected, the completed collection kit will be sent to the SOA crime laboratory via certified mail. This may be done individually or in batch mailing and must be mailed within five (5) business days of collection.
- 06.10.3 The date of collection, date of mailing, and certified mail tracking number must be entered and verified in ACOMS.
- 06.10.4 If a prisoner refuses to voluntarily submit to DNA collection, immediate notification to the community jail administrator is required.



Chapter 7

Classification

07.01 Classification Policy

- 07.01.1 The community jail administrator must establish a written policy and procedure governing inmate classification.
- 07.01.2 All inmates must be subject to a classification system, which assigns inmates to the least restrictive/appropriate levels of custody and housing requirements based on risk factors such as supervision needs, institutional behavior, and rehabilitative needs that are consistent to provide safety for staff, inmate, and the public and is within the resources available to the community and regional jail.
- 07.01.3 Inmates may not be subjected to discrimination in classification decisions based on race, color, creed, national origin, sex (except as required for privacy), or economic status.
- 07.01.4 Inmates should be classified as either low risk, medium risk, or high risk.

07.02 Inmate Housing

- 07.02.1 The inmate classification system must provide separate housing:
- a. To separate male inmates from female inmates.
 - b. When remanded as adults, persons under the age of 18 shall be housed in separate quarters so the minor cannot communicate with or view adult inmates.
 - c. To persons requiring administrative segregation from other inmates, as permitted below under [22 AAC 05.485](#):
 - i. Has not been classified since initial admission to a jail facility or has not yet had a physical examination under [22 AAC 05.120\(b\)](#);
 - ii. Is incapacitated
 - iii. Is suffering or suspected of suffering from a communicable disease
 - iv. Has had segregation prescribed by a physician, physician's assistant, or mental health professional based upon mental or physical condition
 - v. Requests in writing to be segregated from the general population
 - vi. Is detained as a non-criminal hold under [AS 47.30.705](#) or [AS 47.37.170](#)
 - vii. Is being held as a material witness under a court order
 - viii. Represents a substantial and immediate threat to the security of the jail facility or to public safety
 - ix. Requires protective custody
 - x. Requires the most restrictive housing based on the prisoner's behavior (represents a severe threat to the safety and security of the jail facility or to public safety)
 - d. Inmates who have scored low-risk and medium-risk may be housed together in the same cell, dormitory, or modular housing unit; medium-risk and high-risk prisoners may also be housed together in the same cell, dormitory or modular housing unit; high-risk and low-risk prisoners shall not be housed in the same cell, dormitory, or modular housing unit.
 - e. Inmates who are housed in an administrative segregation status must be immediately informed of the reason for confinement in administrative segregation. Furthermore, inmates should be provided a hearing to address the placement of any administrative segregation status.



07.03 Special Management Inmates

07.03.1 Community and regional jails must develop a policy and procedure to address the supervision of inmates who require special supervision (special management). The community and regional jail shall not use administrative segregation as punishment.

07.04 Inmate Work

07.04.1 Community and regional jails with an inmate work program, including jail maintenance, public work projects and community service, must have a written plan for inmate work assignment. All workers must be approved/hired based upon classification.

07.04.2 Furlough and work release programs must be administered as directed by the oversight agency consistent with state laws and regulations. Furlough and work release programs are not operated for pre-sentenced prisoners being held, unless ordered by a court.



Chapter 8

Security and Control

08.01 Community and Regional Jail Security

08.01.1 Community and regional jails must establish a written policy and procedure to govern all aspects of jail security and control; and must address, at a minimum, the following:

- a. Inmate supervision and management
- b. Inmate and jail facility searches and contraband control
- c. Control of keys, tools, and weapons
- d. Inspection and maintenance of security systems
- e. Emergency procedures
- f. Inmate transportation

08.01.2 The community and regional jail must have a security perimeter designed to prevent access to the jail facility by unauthorized personnel, to prevent escape, to separate inmates from access to confidential business conducted at the jail facility, and to separate inmates from visual and physical contact with the public.

08.01.3 All security perimeter entrances, cell block doors, and doors opening into a corridor within the security perimeter must be kept secured at all times except when in use. Doors to vacant and unoccupied cells in housing units and in storage units must be kept secured at all times.

08.01.4 The community jail administrator must maintain records of weekly jail facility inspections of all locks, bars, windows, floors, walls, ventilators, access plates, glass panels, protection screens, doors, and other security equipment. The community jail administrator must promptly correct any identified problems.

08.02 Inmate Supervision and Management

08.02.1 The community jail administrator must ensure that inmates are viewed personally by jail facility employees often enough to maintain their safekeeping but in no event less than every half-hour. The community jail administrator must ensure that more frequent direct observation be made of persons who are violent, suicidal, mentally ill, visibly intoxicated or incapacitated by alcohol or drugs, or who have other special needs warranting closer observation. Records of physical security checks must be maintained for inmates that require more frequent direct observations.

08.02.2 Electronic observations/surveillance (i.e., cameras, CCTV, etc.) shall not be used as a substitute for physical security checks conducted by jail staff with direct supervision of the inmate population. Electronic surveillance may be used in addition to physical security checks completed by jail staff. All physical security checks must be logged/recorded with date and time of the physical security check.

08.02.3 Light levels in all inmate housing areas must be at least 20-foot candles measured three feet above the floor. Night lighting levels must permit adequate illumination for supervision, yet not unduly hinder restful sleep.

08.02.4 The community and regional jail must have a system to physically count inmates. At least three documented inmate counts, during which the inmate's physical presence is confirmed, must be conducted every 12 hours. Counts must be logged with the time, date, and number of inmates



currently housed in the jail facility, including inmates who are away from the jail facility due to either court or medical reasons.

08.02.5 All inmate movement in the community and regional jail should be controlled by a jail staff member. Inmates should not be permitted to freely move about the jail facility without oversight or allowed outside of the jail facility under staff escort, barring exigent medical transport circumstances or court hearings.

08.02.6 A record log must be maintained documenting the following:

- a. Inmate welfare with physical checks
- b. Inmate counts
- c. Inmate movements in and out of the facility (i.e. court, medical, etc.)
- d. Meal service (should include special diets, refusals, etc.)
- e. Visitors (family, friends, attorneys, clergy, volunteers, etc.)

08.03 Searches and Contraband Control

08.03.1 Community and regional jails must be regularly searched for prohibited contraband. Searches must be periodic and timed so they are not anticipated. Municipal corrections officers shall thoroughly inspect each cell for contraband prior to assignment of an inmate and shall inspect each cell upon the removal of an inmate.

08.03.2 Searches of individual inmates must be reasonably related to the security interests of the jail facility. All searches must be conducted in a manner which preserves the dignity of the inmate to the greatest extent possible.

08.03.3 All searches must be of the least intrusive type necessary to satisfy the safety and security needs of the jail facility. Absent exigent circumstances, all strip searches must be conducted by jail staff of the same sex as the inmate, except for qualified medical personnel acting at the direction of jail staff. When a strip search is conducted by a jail staff member of a different sex from that of the inmate being searched, a second jail staff member must be present during the search, and the search conducted with the same regard for dignity and privacy as a non-exigent search.

08.03.4 All strip and body searches must be conducted in an area made private from the observation of persons not involved in conducting the search. Additional jail staff who are responsible for providing security during the search may be present.

08.03.5 Strip searches may be conducted under the following circumstances:

- a. Upon initial admission (except as set out in [Chapter 06.06](#) of these standards)
- b. Upon apprehension from an escape or attempted escape
- c. Upon initial admission to segregation
- d. Upon re-entry into a jail facility after leaving the security perimeter or grounds
- e. At the conclusion of a contact visit
- f. Upon returning from an area where tools were present or in use, or other similar circumstances
- g. Upon return from the grounds of a jail facility, which are accessible for the introduction of contraband and other similar circumstances
- h. If reasonable suspicion exists to believe that the inmate possesses contraband, weapons, criminal evidence, or other things concealed, which present a threat to the safety and security of the jail facility



08.03.6 All pat searches should be conducted by jail staff of the same sex, if available. Inmates are subject to pat searches by jail staff at any time within accordance of these standards.

08.03.7 An inmate is subject to a body cavity search only if probable cause exists to conclude that the prisoner possesses contraband inside a body cavity. A body cavity search shall only be conducted by qualified medical personnel in the presence of jail staff of the same sex as the inmate being searched. A written record must be made of any body cavity search and must detail the facts supporting probable cause justifying the search.

08.03.8 The community jail administrator must maintain a list of items designated as contraband and shall describe contraband in inmate and visitation rules. All contraband items found during facility or inmate searches must be seized and the details of the search and seizure must be documented. When a crime is suspected or a rule violation alleged to have been committed within the jail facility, all evidence must be maintained and made available to proper authorities.

08.04 Restraints

08.04.1 Community and regional jails must have a policy and procedure for the use of restraints in a correctional setting. The use of restraints should be consistent with the agencies Use of Force policy and procedure as outlined in section 08.26 of this chapter. (Restraints may include, but are not limited to, handcuffs, leg irons, waist chains, restraint chairs, restraint beds, etc.)

08.05 Key Control

08.05.1 All jail staff with any oversight of the inmate population must be familiar with the locking system of the jail facility and be able to release inmates immediately in the event of a fire or other emergencies. The community jail administrator must ensure that the keys and locking devices are in working condition.

08.05.2 Community and regional jails must establish, at a minimum, a key control system to include:

- a. All keys not issued to jail staff must be stored in a secure depository at all times, which is inaccessible to unauthorized persons.
- b. There must be an accounting procedure for the issuance and return of keys.
- c. A duplicate set of keys must be maintained in a separate, secure place.
- d. Inmates are prohibited from handling keys, which operates security locks.
- e. A key inventory must be maintained in which each lock is identified with its location, number of keys available, and key labels recorded.
- f. Precautions must be made to ensure the security and operation of non-key operated locks such as electrical switches or mechanical levers.
- g. Keys that are handed off at shift change must be accounted for and logged in the daily record log.

08.06 Tool Control

08.06.1 Community and regional jails must establish a tool control system, which includes at a minimum, the following provisions:

- a. All jail-owned tools and other potentially dangerous equipment must be secured in a locked area or outside the security perimeter.
- b. Jail staff must carefully monitor the use of tools and equipment by maintenance and repair workers within the security perimeter to ensure tools are not left unattended, lost, or forgotten.



- c. Tools and equipment that are used by inmates, within the security perimeter, may only be used under the direct supervision of jail staff. A list of tools and equipment are identified below, but are not limited to:
 - i. Cleaning supplies (mops, brooms, spray bottles, etc.)
 - ii. Kitchen utensils (forks, spoons, knives, etc.)
 - iii. Basic tools (screw drivers, wrench, etc.)

08.07 Firearms, Chemical, and Other Weapons

- 08.07.1 Except in emergency situations, no firearms or other weapons may be permitted within the security perimeter of a community and regional jail.
- 08.07.2 All firearms, chemical agents, and other weapons assigned to jail staff must be stored in an arsenal, vault, or other secure area under lock and outside of the security perimeter.
- 08.07.3 All municipal corrections officers who have current certifications to use/operate chemical agents (OC Spray) or electrical control devices are permitted to have either or both on their persons while in the secured perimeter of the facility. If either is not on their person, it shall be secured and locked at all times.

08.08 Use of Force

- 08.08.1 Community and regional jails must develop a policy and procedure for use of force in a correctional setting.
- 08.08.2 Jail staff may not use physical force, chemical agents, or mechanical restraints upon an inmate except when necessary in self-defense, to protect a person from imminent physical harm, to enforce a lawful order of a jail staff member in the face of physical resistance by an inmate, to carry out medical instructions, to prevent escape or serious damage to property, or in conducting a search, and only then, to the extent necessary and for a period reasonably necessary to accomplish its purpose.
- 08.08.3 Jail staff discharging firearms, using chemical agents or any other weapon, or use of other force to control a situation, shall document the incident in a written report to the community jail administrator before going off duty.
- 08.08.4 A special incident report involving discharging firearms, using chemical agents or any other weapon, or use of other force to control a situation shall be provided to the community jail coordinator.



Chapter 9

Operations

09.01 Food Services

- 09.01.1 Community and regional jails must develop written policies and procedures to govern the jail facility's food service operation.
- 09.01.2 Three meals, two of which are hot, must be served at regular times daily with not more than 14 hours between the evening meal and breakfast meal; except that inmates may be served two nutritionally adequate hot meals and a snack on Saturdays, Sundays, and holidays.
- 09.01.3 A registered nutritionist or dietician must review all menus to ensure inmates' diets comply with nationally recommended food allowances.
- 09.01.4 Community and regional jails will consider a request for a religious diet and will only deny it if denial is in furtherance of a compelling government interest; and is the least restrictive means of furthering that compelling government interest. The community and regional jail will consider reasonable alternatives to the requested accommodation.
- 09.01.5 Food may not be withheld, nor may the basic menu be varied for a disciplinary sanction. (Exception: Finger foods may be substituted for a hot meal when an inmate throws or otherwise misuses food. This must be documented in the jail logbooks/records.)
- 09.01.6 Community and regional jails must comply with the regulations established by the SOA, Department of Environmental Conservation for sanitation, storage, preparation, and service of food.
- 09.01.7 The community jail administrator should request periodic inspections of the food service facilities and operations for contracted meal service providers. The results of the inspection should be documented, and corrective action taken as needed. Community and regional jails that conduct meal preparation, within the jail facility, must conduct inspections regularly to ensure standards are being maintained.
- 09.01.8 Written records must be maintained of all meals served, including special diets, refusals, etc., and the time and date served.
- 09.01.9 All garbage, dishes, utensils, and other food service equipment must be promptly removed from cells and eating areas and properly accounted for. Disposable items may not be reused.

09.02 Sanitation and Maintenance

- 09.02.1 The community jail administrator or designee shall conduct and document at least weekly sanitation and maintenance inspections. Corrective action must be taken as needed.
- 09.02.2 A community and regional jail housekeeping plan must be developed to provide daily housekeeping and regular maintenance by inmates and jail staff.
- 09.02.3 All plumbing, lighting, ventilation equipment, furnishings, and security hardware must be kept in good working order.
- 09.02.4 The community jail administrator will ensure that a sink with hot and cold running water as well as working toilet are available to every inmate.



09.02.5 Community and regional jails will always maintain temperatures of 65 degrees to 80 degrees within the jail facility. If temperatures exceed or fall below this range, immediate steps will be taken to restore the temperature.

09.03 Inmate Personal Hygiene

09.03.1 Shower facilities must be provided at a minimum ratio of one shower for every eight (8) inmates. Water temperature at the shower head must be thermostatically controlled to a range between 100-120 degrees Fahrenheit.

09.03.2 Inmates must be provided with the following articles as soon as practical unless release is imminent:

- a. Soap
- b. Toothbrush and toothpaste
- c. Comb
- d. Products for female hygiene needs
- e. Towels
- f. Bedding and linen

09.03.3 Inmates confined overnight must be provided a clean, firm, and fire-retardant mattress, a clean sheet or mattress cover, and clean blanket(s) sufficient to provide comfort under existing temperature conditions.

09.03.4 Inmates confined longer than seven (7) days must be furnished clean bedding at least once a week. At least three (3) towel exchanges must occur during a week.

09.03.5 Toilet articles and bedding may be removed from the cell when necessary for the safety of the inmate or security of the jail facility.

09.04 Religious Activities

09.04.1 Inmates must be allowed to practice the religion of their choice as provided by the [1993 Religious Freedom Restoration Act](#) and may have access to clergy, publications, and religious symbols, subject to limitations necessary to maintain jail facility security and order.

09.05 Community Programs and Services

09.05.1 Access to programs may be provided based on the available community resources and inmate need. The community jail administrator shall determine the offering of such programs consistent with inmate security, orderly operation of the jail facility, and availability within the community.

09.06 Exercise and Recreating

09.06.1 Inmates held in custody beyond 15 days must be provided opportunities for active physical exercise at least one (1) hour per day, five (5) days per week outside their cell. Rooms designated for exercise must be adequate in size and security to serve the inmate population. Day rooms may be acceptable, provided sufficient space is available.

09.07 Reading Materials

09.07.1 Reading materials must be available to all inmates daily, during hours set by the community jail administrator; and should include a current local newspaper, current magazines, and a reasonable selection of books.



09.07.2 The community jail administrator may deny material that is obscene, interferes with or has adverse impact on rehabilitation, or incites or encourages any form of violence or other criminal activity.



Chapter 10

Inmate Rights

10.01 Legal Rights of Inmates

10.01.1 Community and regional jails must develop policies and procedures to ensure inmates have access to privacy and a telephone to communicate with their attorney or legal representatives. Inmates also must have access to the court for transmitting correspondence and documents. Jail staff may not penalize inmates for seeking judicial relief.

10.01.2 Community and regional jails shall ensure the basic rights of inmates are protected through written policies and procedures. These policies and procedures must be consistent with Alaska State Statutes and Administrative Codes, federal and constitutional laws, and sound correctional practices as outlined in these standards. Policies and procedures must prohibit discrimination based on an inmate's race, religion, national origin, gender, disability, or political views in making administrative decisions and in providing access to available programs. Policies and procedures shall provide for the following:

- a. Each inmate must have access to counsel. Inmates in need should be assisted in making confidential contact with attorneys and their authorized representatives. Such contact includes, but is not limited to, telephone communications, uncensored correspondence, and visits.
- b. Each inmate must have access to the courts.
- c. Inmates recently remanded to a community and regional jail must be allowed the opportunity to complete at least one telephone call after the admissions process and are assisted, as needed, to notify persons of their admission to custody.
- d. Foreign nationals have access to the diplomatic representative of their country of citizenship.
- e. Inmates must have access to basic medical and dental care. Access to health care, programs, services, and activities is not precluded by inability to pay.
- f. When both males and females are housed in the same jail facility, all available services and programs are comparable.
- g. Discrimination on the basis of disability is prohibited in the provision of services, programs, and activities.
- h. Appropriately trained individuals are assigned to assist disabled inmates who cannot otherwise perform basic life functions.
- i. Inmates with disabilities must be provided with the education, equipment, facilities, and the support necessary to perform self-care and personal hygiene in a reasonably private environment as defined under the American with Disabilities Act.
- j. Inmates should be allowed to practice their religion, subject to the limitations necessary to maintain facility security and order.
- k. Inmates may receive visits, communicate, and correspond with persons or representatives of the media or organizations, subject to the limitations necessary to maintain facility security and order.
- l. Inmates are free from personal abuse, corporal punishment, personal injury, property damage, and harassment.
- m. Inmates are free from unreasonable search and seizure as protected by the 8th Amendment.

10.02 Prison Rape Elimination Act (PREA)

10.02.1 Community and regional jails must comply with the national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA), Federal Rule 28 C.F.R. Part 115. Community and regional jails must also comply with all DOC policies and procedures that relate to PREA to include, but not limited to, conducting investigations, background checks, audits



and training. Community and regional jails are responsible for all costs associated with PREA compliance, to include certification by an accredited auditor. For PREA incidents requiring investigation, the community jail coordinator should be contacted.

10.03 Inmate ADA Compliance Program

- 10.03.1 Community and regional jails must develop a policy and procedure to comply with the requirements of the [1990 Americans with Disabilities Act \(ADA\)](#) in order to prevent and eliminate discrimination against prisoners with disabilities in the delivery of programs and services within jails.
- 10.03.2 Community and regional jails must have policies and procedures in place for allowing inmates to request reasonable accommodations for their disabilities when they feel they are not able to fully participate in the programs and services offered by the community and regional jails, due to their disability.
- 10.03.3 The community jail administrator must have a system to track and review each request for reasonable accommodation, and to allow for an appeal process. Community and regional jails must attempt to resolve all reasonable accommodation requests at the lowest level possible.

10.04 Notification of Serious Illness, Injury, or Death of an Inmate

- 10.04.1 Community and regional jails must make timely notification to the community jail coordinator and to the person designated by the inmate for notification in the event of an inmate's serious illness, injury, or death.

10.05 Foreign Nationals

- 10.05.1 Foreign national inmates shall have access to the diplomatic representative of their country or citizenship.

10.06 Protection from Abuse

- 10.06.1 All inmates shall not be subjected to personal abuse, corporal punishment, personal injury, disease, property damage, or harassment. Inmate property is protected.

10.07 Inmate Voting

- 10.07.1 Community and regional jails should have a procedure in place in the event inmates may need to register to vote by mail to obtain and cast a mail-in absentee ballot. The Division of Elections determines an inmate's eligibility to vote.

10.08 Inmate Media Requests

- 10.08.1 Community and regional jails must have a policy and procedure for media contact concerning the community and regional jail, its staff and offenders in custody. All media requests must be made through the community jail administrator, who will then seek approval through the DOC Oversight Officer and PIO.

10.09 Commissary

- 10.09.1 Community and regional jails that have established a commissary system that allows prisoners to purchase personal items must have a policy and procedure in place. The use of the commissary is a privilege and not a right.



10.10 Inmate Property

10.10.1 Community and regional jails must establish a policy and procedure for inmate property. This policy and procedure should include the type and amount of personal property an inmate is allowed to possess within the secure perimeter of the jail facility. There should be standards for the volume of property that the jail facility will maintain in secure storage, as well as standards for the safekeeping, storage, access to and disposal of inmate personal property.

10.11 Substance Abuse Testing

10.11.1 Community and regional jails must establish a policy and procedure for substance abuse testing of inmates consistent with [22 AAC 05.069](#), which must be approved by the oversight agency.



Chapter 11

Inmate Communication

11.01 Mail

- 11.01.1 Community and regional jails must establish a written policy and procedure to govern inmate mail in accordance with [22 AAC 05.520](#).
- 11.01.2 The length, source, or volume of mail an inmate may send or receive may not be limited, except where necessary for reasons of public safety, order of the jail facility, or security.
- 11.01.3 Inmate mail, both incoming and outgoing, may not be rejected except where there is reason to believe that the correspondence threatens the safety and security of the jail facility, an inmate, any public official, or the general public, or is being used in the furtherance of illegal activities.
- 11.01.4 Incoming correspondence from attorneys, courts, government officials, officials of the confining authority, or organizations that assist persons in the exercise of their legal rights may be opened only to inspect for contraband but may not be read except pursuant to a court order. Such correspondence may be opened only in the presence of the inmate to whom it is addressed.
- 11.01.5 Inmate mail that is not considered privileged mail, both incoming and outgoing, may be opened and inspected for contraband. Cash, checks, and money orders must be removed from incoming mail and promptly secured and recorded on the inmate's account. The inmate must be given a receipt for funds that are removed from any mail. If contraband is discovered in either incoming or outgoing mail, it must be removed, and its disposition properly recorded.
- 11.01.6 If any publication, correspondence, or contents of a package, or any other form of mail is rejected, the sender, if known, and the person to whom it is addressed must be notified in writing of the rejected item and the reasons for the rejection(s). Any item that is rejected must be returned to the sender or placed in the inmate's property, unless it contains illegal matter or is kept for evidence.
- 11.01.7 Inmates must be permitted to send sealed letters to attorneys, courts, government officials, officials of the confining authority, or any other organization determined by the court to receive privileged mail.
- 11.01.8 Upon request, inmates must be provided with writing supplies and postage for letters to their attorneys, the courts, government officials, and officials of the confining authority. These supplies must be provided at no expense to indigent inmates.
- 11.01.9 Incoming and outgoing mail must be delivered in a timely fashion.

11.02 Telephone

- 11.02.1 Community and regional jails must establish a written policy and procedure that provides for inmate access to telephone services. The community jail administrator may establish reasonable hours for use consistent with facility operations.
- 11.02.2 Inmate calls may only be monitored or recorded as described in [AS 33.30.231](#)
- 11.02.3 The jail facility may require that any costs for telephone toll calls be paid by the inmate, or the party called.



11.02.4 Inmates must be allowed to make reasonable number of telephone calls to their attorneys. Calls to attorneys may not be monitored. Inmates must be allowed to make telephone calls to their attorneys beyond the normal workday when necessary.

11.02.5 Telephone calls may be restricted because of disciplinary action except to the inmate's attorney or state ombudsman.

11.03 Visitation

11.03.1 Community and regional jails must establish a written policy and procedure to govern visitations in accordance with [22 AAC 05.130](#).

11.03.2 The community and regional jail must have an established visitation schedule with sufficient hours set aside weekly to fulfill visits, which must be made available on at least three weekdays and one weekend day; a jail facility must make reasonable efforts to schedule visitation to accommodate day and night work shifts of potential visitors.

11.03.3 Each inmate, except as otherwise individually determined by the community jail administrator, shall have the opportunity for at least one hour in duration for a visitation, except under exceptional circumstances. If exceptional circumstances necessitate visits of less than one hour in duration, a jail facility must make reasonable efforts to provide for more than one visitation per day for such a prisoner.

11.03.4 Minor children who are accompanied by a parent or legal guardian may be permitted to visit inmates.

11.03.5 Visitations may be restricted, or the visitor excluded for one or more of the following reasons:

- a. Security requirements
- b. Space availability
- c. Disruptive conduct
- d. Being under the influence of alcohol or drugs
- e. Health problems
- f. Refusal to submit to a search authorized under (b) of this section
- g. Being under the age of 18, unless the visitor is a family member of the prisoner escorted by an adult family member or is a non-family member escorted by a parent or guardian; the visitor has attained majority by virtue of marriage to the prisoner in accordance with [AS 47.55.020](#); or the visitor is an emancipated minor in accordance with [AS 09.55.590](#);
- h. Previous violation of visiting rules
- i. Unapproved visit by a person under the supervision of the DOC
- j. Misrepresentation of identity or purpose of visit
- k. Clothing worn by the visitor is in violation of visitor dress code established by the Commissioner
- l. The visitor was released from a correctional facility within the preceding 60 days, unless approval is granted by the superintendent; this paragraph does not apply to a prisoner's family members

11.03.6 The written rules governing visitor conduct and responsibilities must be conspicuously posted in the visitor's area. If a visitor fails to abide by the rules, the visit may be terminated.

11.03.7 Visitors shall be required to register prior to admission to the visiting area.



- 11.03.8 The community jail administrator may, under extenuating circumstances, make special arrangements for inmate visitation when visits cannot reasonably coincide with regular visiting hours.
- 11.03.9 Except as provided in Section 11.25 of these standards, jail facility employees may monitor a visitor's conversations when proper notice is given and may observe visitation as necessary to maintain approximate levels of security.
- 11.03.10 The jail facility must provide inmates adequate opportunities to meet with attorneys and the clergy. Attorneys and clergy must be permitted to visit inmates at reasonable hours other than during regularly scheduled visiting hours.
- 11.03.11 Visits with attorneys and clergy may not be subject to auditory monitoring, however, may be visually observed as necessary to maintain appropriate levels of security.
- 11.03.12 When requested, visits with attorneys or clergy must be of the contact type unless jail staff determines there is a substantial security justification to restrict the visit to a secure visit. When a contact visit is not allowed, the jail officer shall document the reasons for the restriction and notify the community jail administrator as soon as practical.
- 11.03.13 Attorneys and clergy may be pat searched prior to a contact visit. Any brief cases or packages are also subject to search.



Chapter 12

Inmate Discipline, Grievances, and Communication

12.01 Disciplinary Policy

- 12.01.1 Community and regional jails must provide written rules of inmate conduct (Prisoner Handbook), which specifies prohibited acts within the facility and the penalties that may be imposed. Prohibited acts and penalties must be approved by the oversight agency.
- 12.01.2 Community and regional jails should provide prisoners a copy of the Prisoner Handbook in the law library and housing units.
- 12.01.3 All prisoners are expected to read and adhere to the regulations in the handbook. The community jail administrator or designee will interpret the contents of the handbook for prisoners who are illiterate or cannot read English.

12.02 Minor Infractions

- 12.02.1 Procedures for dealing with minor rule infractions may include restrictions of privileges, a warning, verbal reprimand, or counseling. The procedures must include:
- a. Informing the inmate of the specific charges
 - b. Providing an opportunity for the inmate to explain or deny the charges before any decision is made
 - c. Notifying the inmate of any report placed in the inmate's file and/or intended action
 - d. Providing the inmate with the right to appeal any disciplinary decision or action

12.03 Disciplinary Process

- 12.03.1 Community and regional jails must establish a written policy and procedure for hearing cases involving punitive segregation. This process must include:
- a. Informing the inmate of the specific charges
 - b. Providing the inmate with a 48-hour notice of the intended time of the hearing
 - c. Providing an inmate advisor upon the request of an inmate and agreement by the requested advisor
 - d. Conducting a hearing under the direction of an impartial person
 - e. Providing an opportunity for the inmate to explain or deny the charges and an opportunity to present witnesses and evidence
 - f. Provision for tape recording the hearing
 - g. Notifying the inmate of the resulting decision
 - h. Providing the inmate with the right to appeal any disciplinary decision or action

12.04 Loss of Good Time

- 12.04.1 A community and regional jail may not forfeit any good time of a state prisoner but may recommend a forfeiture to the DOC.

12.05 Law Violations

- 12.05.1 When an inmate allegedly commits an act that constitutes a felony, the case must be referred to the appropriate authority for possible prosecution.



12.06 Grievance Procedure

12.06.1 Community and regional jails must have a written grievance procedure to provide an avenue for inmates to express and resolve problems at an administrative level. Grievances may be filed, but are not limited to, for issues concerning statutes, policies and procedures, regulations, jail staff misconduct, health care services, or issues concerning life and safety. The grievance process must be in place in the event the incident is not able to be resolved informally. The inmates may complete the Inmate Grievance Form ([Appendix E](#)) to address concerns as mentioned above. Inmates must be apprised of the procedures at the time of orientation.

12.07 Communication with Staff

12.07.1 The community jail administrator must develop a written policy and procedure for inmate communication with jail staff. Inmates should have a way to communicate any issues and/or concerns through written documentation ([Appendix I](#)). All inmates must be apprised of the procedures at the time of orientation. Written documentation shall be retained in the inmate's records.



Chapter 13

Health Care Services

13.01 Health Care Services Policy

- 13.01.1 The community jail administrator shall develop a written policy and procedure to provide emergency and necessary medical care to inmates comparable with that in the community.
- 13.01.2 Each community and regional jail shall provide necessary medical care to prisoners accepted into the jail facility per these standards. Prisoners who require medical attention are to be provided treatment as soon as possible, taking into consideration the nature of the illness or injury. If medical care is provided outside of the jail facility, the community jail administrator shall provide transport to the off-site medical facility and necessary security as required by [Chapter 17.02](#) of these standards.
- 13.01.3 Community and regional jail staff shall not diagnose or treat any serious illnesses or injuries, with the exception for life-saving measures.
- 13.01.4 Written policies and procedures governing the delivery of medical, mental health, and dental services must be approved by the oversight agency in conjunction with the HARS. The policy must address the following areas:
 - a. Health care screening – completion of a Criminal Remand Screening Form.
 - b. A process for pre-booking including the completing of a pre-booking screening.
 - c. Referral and care of mentally ill, suicidal and disabled offenders
 - d. Arrangements for substance abuse withdrawal assessment and monitoring
 - e. Arrangements for emergency and non-emergency essential medical care
 - f. Management of offender prescribed medications
 - g. Notification of next of kin in case of serious illness, injury, or death
 - h. Isolation of and treatment of offenders with communicable diseases
- 13.01.5 A first aid kit must be maintained in the jail, which should include an automated external defibrillator (AED). The community jail administrator shall ensure the monthly inspection and maintenance of the kits and all associated equipment including a documented inspection log.
- 13.01.6 The community jail administrator shall establish a written policy and procedure for inmates to report sickness, injury, or need for health care (i.e., medical, dental, and mental health). Inmates must be advised of this policy and procedure upon admission to the jail facility.
- 13.01.7 The community jail administrator shall make available telephone numbers for medical, mental health, or other health services, so jail staff will have ready access to such information.

13.02 Health Screening Procedure

- 13.02.1 A jail staff member trained in accordance with [Chapter 04.03](#) of these standards shall perform a Criminal Remand Screening at the time of admission to the jail facility. The results of the health screening must be recorded on a form approved by the oversight agency. The health screening form must document the following:
 - a. Current illness and health problems, including dental problems, potentially infectious diseases including tuberculosis.
 - b. Special health requirements and medication taken



- c. Use of alcohol or drugs, which includes types, methods, date or time of last use, and history of problems that may have occurred after ceasing use
- d. Indicators of suicidal behavior
- e. Past or present treatment or hospitalization for mental disturbances
- f. Indicators of possible mental illness
- g. Behavior to include state of consciousness, mental status, appearance, conduct, tremor, sweating, or pain
- h. Placement in the jail facility or referral to health care services
- i. Inmate injuries reported at time of the initial booking process

13.03 Tuberculosis Testing

13.03.1 Arrangements to be made with the local public health authority to screen all offenders who remain in custody longer than three days for tuberculosis.

13.04 Infectious Disease

13.04.1 Inmates suspected of having contagious or infectious diseases must be isolated immediately from other inmates and be examined by a health care professional as soon as possible. In cases where removal to a hospital is not ordered, the physician's instructions regarding care of the patient and sanitizing of eating utensils, clothing, and bedding must be carefully follow and documented.

13.05 Detoxification

13.05.1 The community jail administrator shall establish a written protocol, approved by the oversight agency, for inmate detoxification.

13.06 Management of Pharmaceuticals

13.06.1 Written policy and procedure must be established to provide for the proper management of pharmaceuticals including the following:

- a. Upon admission of an inmate, a designated jail staff person shall verify with a physician or other qualified medical staff the contents of all medication containers and the need for continued use
- b. All prescriptions must be labeled with the inmate's name and the name of the prescribing physician as well as the prescription number, type of medication, prescribed dosage, time to be distributed, date of prescription, and expiration date
- c. All prescription medications must be securely stored within the jail facility
- d. All prescriptions must be distributed in the prescribed dosage at the prescribed time by designated jail staff who have received appropriate training in the distribution of medications in a jail environment
- e. All distribution of medications must be recorded on the form approved by the oversight agency

13.07 Involuntary Psychotropic Medication

13.07.1 Community and regional jails shall not administer involuntary medication.

13.08 Health Records

13.08.1 All active inmate health records must be maintained in accordance with [Chapter 5](#) of these standards.



13.08.2 All pertinent health related documentation including remand screenings, hospital records, telemedicine encounters and medication administrations shall be placed in the inmate's file, and all shall be provided to the Department of Corrections at time of transfer.

13.09 Suicide Prevention and Intervention

13.09.1 Each community and regional jail shall establish a suicide prevention policy and procedure as well as a suicide prevention plan.

13.09.2 The community jail administrator shall have in place a policy and procedure to provide jail staff with the tools and skills needed to successfully prevent, intervene, and treat prisoners at risk of self-injury and/or suicide.

13.09.3 Each community and regional jail shall have in place a comprehensive suicide prevention program to ensure prisoners are properly screened, those who are at risk of suicide are identified, and therapeutic interventions are provided. Elements of the program shall include:

- a. Training
- b. Identification
- c. Referral
- d. Evaluation
- e. Treatment
- f. Housing and monitoring
- g. Communication
- h. Intervention
- i. Notification
- j. Review
- k. Debriefing

13.10 Treatment and Management of Female Prisoners

13.10.1 Each community and regional jail shall have a policy and procedure for the treatment and management of female prisoners.

13.10.2 Each community and regional jail shall provide essential health care and social services specific to the needs of female prisoners.

13.10.3 Each community and regional jail shall provide feminine hygiene products at no cost to female prisoners. Community jails that offer commissary shall provide a gender responsive commissary list.

13.10.4 Each community and regional jail shall have in place a policy and procedure of inmates housed in a jail who require obstetrical services. Those services shall be provided by a qualified provider.

13.11 Medical Reimbursement

13.11.1 Each community and regional jail shall seek approval from the DOC before incurring liability for medical care for which reimbursement is sought, except in the case of emergency care that must be provided to the prisoner before approval from the DOC can be obtained. The Borough/City shall make a reasonable effort to obtain approval from the DOC and shall promptly, but in no event later than the next working business day, notify the DOC of any emergency for which medical care was provided before such approval could be obtained. Approval from the DOC will not be



unreasonably withheld. To obtain approval, Borough/City staff should contact the HARS office (24 hours a day, 7 days a week) at (888) 411-8942.

13.11.2 Community and regional jails may be entitled to reimbursement from the DOC for expenses of necessary medical care provided under Chapter 13 of these standards and approved under section 13.22. In applying for reimbursement, the Borough/City must follow the procedure set out in section 13.24. The Borough/City will not be entitled to reimbursement for the hiring of emergency guards, other medically related security costs, or for medical care for persons:

- a. Held under the authority of AS 47.
- b. Accepted into the facility while unconscious or in immediate need of medical attention.
- c. Receiving medical services for elective, cosmetic, or other medical services, which are unnecessary medical care.

Medical services provided to prisoners who have been properly accepted into the Borough/City jail facilities under this contract shall not, however, be challenged by the DOC merely because they were rendered medical care immediately or shortly after the prisoner was accepted.

13.11.3 Request reimbursement by submitting to the DOC a properly certified accounting containing all of the following:

- a. A copy of the medical bill with the prisoner's name and a description of the services rendered
- b. A copy of the monthly booking form showing the prisoner's date and time of booking
- c. A copy of the medical payment request form

13.11.4 The community jail administrator will make a reasonable effort and take appropriate steps to assure that the DOC is billed only for necessary and required medical services beyond the payment limits of the prisoner, any insurance carrier, or other third-party payer.



Chapter 14

Fire Safety and Emergency Procedures

14.01 Fire Prevention and Suppression

- 14.01.1 Community and regional jails must have a written policy and procedure providing for fire prevention and suppression practices, periodic fire drills, and emergency evacuation procedures to ensure the safety of inmates, visitors, and jail staff.
- 14.01.2 Documentation of inspections conducted by the SOA, Division of Fire Prevention or other qualified entity must be maintained. The community jail administrator shall make every effort to ensure the jail facility is compliant with fire protection life safety codes. The community jail administrator shall request annual inspections.

14.02 Natural Disaster Emergency Plan

- 14.02.1 Community and regional jails must have a written policy and procedures providing for the event of a natural disaster (i.e., earthquake, tsunami, flooding, etc.)

14.03 Evacuation Plan

- 14.03.1 Community and regional jails must develop a written evacuation plan for use in the event of fire and major emergencies. The plan must include routes of evacuation and provisions for housing of inmates after evacuation. An evacuation route must be clearly posted where it is visible to both inmates and staff. Periodic drills must be conducted.

14.04 Emergency Electrical Power

- 14.04.1 Community and regional jails must have equipment necessary to provide emergency electrical power to maintain essential services, security, and safety in the event of a power failure.
- 14.04.2 Electrically controlled locks must be designed to open automatically or operate by manual key operation or be connected to an automatic backup electric power source.

14.05 Emergency Lighting

- 14.05.1 The community and regional jail must provide an emergency source of lighting capable of adequate illumination for supervision and evacuation in the event of a power failure.

14.06 Emergency Equipment

- 14.06.1 Emergency equipment and systems must be inspected and tested annually.

14.07 Safety Officer

- 14.07.1 The community jail administrator should designate a safety officer who has received training in fire prevention, inspections, and control of inspecting fire safety equipment and emergency equipment, ensure adequate staff training to include fire drills, and the use of IEvac Hoods.



Chapter 15

Physical Plant

15.01 Physical Plant Policy

- 15.01.1 Each community and regional jail must have a policy and procedure in place for the physical plant maintenance and operations of the jail facility.
- 15.01.2 Each community and regional jail should conform to applicable federal, state, and local building codes. (Renovation, Additions, and New Construction Only)
- 15.01.3 Each community and regional jail should operate a comprehensive preventative maintenance program for the physical plant and equipment of their institution designed to prolong the useful life of all jail property. Community and regional jails should perform predetermined and scheduled inspections and testing of the physical plant, as well as emergency repairs or replacement of equipment to maintain the operation, safety, and security of the institution.
- 15.01.4 Replacement of major or fixed systems and equipment, by a community and regional jail, must be approved by the oversight agency to determine if the repair/maintenance is a capital request or general maintenance request.

15.02 Operation Inspections

- 15.02.1 A periodic scheduled examination, lubrication, minor adjustment, and servicing of plant equipment and systems must be conducted. These inspections should not be confused with the daily routine operational procedures accomplished in accordance with standing operating instructions. The following are examples of equipment or systems subject to operators' inspections:
 - a. Water filtration plants
 - b. Sewage treatment plants
 - c. Heat generation plants and distribution systems
 - d. Life / safety systems (fire alarm and sprinkler systems)
 - e. Underground fuel tanks
 - f. Domestic water heating and distribution systems

15.03 Water Supply

- 15.03.1 Community and regional jails potable water source and supply, whether owned and operated by the public water department or the jail facility, should be certified at least annually by an independent, outside source for compliance with state and local laws and regulations.

15.04 Single-Occupancy Cells

- 15.04.1 Single cells in general population should provide at least 35 square feet of unencumbered space. At least 70 square feet of total floor space is provided when the occupant is confined for more than 10 hours per day.

15.05 Multiple-Occupancy Cells

- 15.05.1 Multiple-occupancy rooms/cells that house between two and sixty-four occupants should provide 25 square feet of unencumbered space per occupant. When confinement exceeds 10 hours per day, at least 35 square feet of unencumbered space is provided for each occupant.



15.06 Cell Furnishings

15.06.1 Each inmate confined in a cell/room must be provided with all the following:

- a. A sleeping surface and mattress that allows the inmate to be at least 12 inches off the floor
- b. Access to a writing surface and proximate area to sit
- c. A place to store clothes and personal belongings

15.07 Dayrooms

15.07.1 Community and regional jails with dayrooms must have space for varied inmate activities and the dayroom must be situated immediately adjacent to inmate sleeping areas. Dayrooms provide a minimum of 35 square feet of space per inmate (exclusive of lavatories, showers, and toilets) for the maximum number of inmates who use the dayroom at one time. No dayroom encompasses less than 100 square feet of space, exclusive of lavatories, showers, and toilets.

15.07.2 Dayrooms should provide sufficient seating and writing surfaces. Dayroom furnishings are consistent with the custody level of the inmates who are assigned.

15.08 Capacity

15.08.1 Community and regional jails and the oversight agency will mutually agree on a maximum capacity in accordance with these standards. When the capacity is exceeded, the community jail administrator shall take reasonable steps to reduce the number of inmates to the maximum capacity. The number of persons a jail facility may house in a particular cell, unit, or jail will be based upon available square footage, sanitary fixtures, staffing, facility programming and fire, life safety codes, other physical plant features and other relevant factors specified in these standards as determined by the oversight agency.

15.09 Maximum Days

15.09.1 Community and regional jails and oversight agency will mutually determine for the length of time an inmate may be continuously incarcerated at the jail facility. Absent a written waiver by the inmate, a court order, or an inability to transfer an inmate due to weather or other conditions beyond the control of the jail facility or the agency responsible for the transport, any inmate who exceeds the rated length of time must be transferred to a State Correctional facility as soon as practical.



Chapter 16

Standards for Holding Juveniles

16.01 Standards for Holding Juveniles Policy

16.01.1 Community and regional jails must have a policy and procedure for the admission and detention of juvenile offenders. The community jail administrator should work with the Alaska Department of Family and Community Services for policy and procedure guidelines.

16.02 Detention of Minors

16.02.1 When the court commits a minor to the custody of the DOC, the DOC shall arrange to place the minor in a juvenile detention facility or another suitable place that the DOC designates for that purpose. Except under the conditions described in [AS 47.12.105](#) or 16.03 of this section, the minor may not be incarcerated in a correctional facility that houses adult prisoners, unless there are extenuating circumstances as described below.

16.02.2 When a minor is detained under this chapter, the person having responsibility for the facility in which the minor is detained shall immediately make reasonable attempts to notify the minor's parent, guardian, or custodian of the minor's detention.

16.02.3 Notwithstanding 16.01 of this section, a minor may be detained in an adult correctional facility, an adult jail, or a temporary secure juvenile holding area if the minor is arrested for criminal charges under [AS 47.12.030\(a\)](#), if the minor is the subject of a petition filed with the court under this chapter seeking adjudication of the minor as a delinquent minor, or if the minor is in official detention pending the filing of that petition; however, detention in an adult correctional facility, an adult jail, or a temporary secure juvenile holding area under this subsection may not exceed the lesser of:

- a. Six (6) hours, except under the criteria listed in [AS 47.12.240\(e\)](#) and/or 16.06 of this section.
- b. The time necessary to arrange the minor's transportation to a juvenile detention facility or comparable facility for the detention of minors.

16.02.4 When a minor is detained under 16.04 of this section, the minor shall be:

- a. Assigned to quarters in a correctional facility or an adult jail that are separate from quarters used to house adult prisoners so that the minor cannot communicate with or view adults who are in official detention.
- b. Provided admission, health care, hygiene, food services, recreation, and visitation opportunities separate from services and opportunities provided to adults who are in official detention.

16.02.5 Notwithstanding the limitation on detention set out in 16.04 of this section, a minor whose detention is authorized by 16.04 of this section may be detained in a correctional facility for up to 24 hours when the authority having jurisdiction over the minor under this chapter is outside a metropolitan statistical area under the current designation of the United States Bureau of the Census and the authority has no existing acceptable alternative placement available for the minor. The minor may be held in secure custody beyond the 24-hour period if the criteria set out in this subsection are met and if the correctional facility is located where conditions of:



- a. Distance to be traveled or the lack of highway, road, or other ground transportation do not allow for court appearances within 24 hours, in which case the minor may be held for up to an additional 48 hours at the correctional facility.
- b. Lack of safety exists, such as severely adverse, life-threatening weather conditions that do not allow for reasonably safe travel, in which case the time for an appearance may be delayed until 24 hours after the time that the conditions become safe.

16.02.6 A detention authorized by 16.05 of this section may not exceed the time necessary to satisfy the requirement of 16.04(2) of this section.

16.03 Searches of Minors

16.03.1 Facility staff members must search each juvenile for weapons or other contraband immediately upon admission to the detention facility. However, the staff may not strip search a juvenile charged with a traffic offense for one hour after the juvenile is admitted to that facility. During that hour, the juvenile may post bail, and the staff shall keep the juvenile separate from the general population of the facility. If, at the end of one hour, it is not apparent bail will be posted imminently, the staff shall continue the admission procedure, including a strip search. If, at any time, this juvenile's actions are a threat to the safety and security of the facility, the staff may use its discretion to strip-search the juvenile and place the juvenile in a secure room.

16.03.2 A full and complete search of the juvenile and the juvenile's personal effects must be made to complete the admission process. The purpose of the search is to seize contraband or to ascertain the juvenile's true identity. The staff member may require the child to undress, and a more careful inspection may be made. Female staff members shall conduct searches of girls; male staff members shall conduct searches of boys. A search may be deferred while a juvenile is incapacitated.



Chapter 17

Transportation

17.01 Transportation Policy

17.01.1 Community and regional jails must have written policy and procedure for transportation to and from the jail facility. The policy and procedure should cover, but is not limited to, the sections in Chapter 17.

17.02 Transportation for Medical

17.02.1 Community and regional jails must provide transportation and supervision for medical care provided within local boundaries. Supervision must be adequate to prevent escapes, prevent inappropriate contact with others, prevent possession of contraband, and provide security for the prisoner and the public.

17.03 Transportation to Court

17.03.1 Community and regional jails may provide transportation and supervision for court within local boundaries in instances when the Department of Public Safety (DPS) is not able to do so. Supervision must be adequate to prevent escapes, prevent inappropriate contact with others, prevent possession of contraband, and provide security for the prisoner and the public.

17.04 Transportation to a State Correctional Facility

17.04.1 Community and regional jails must immediately notify the DPS to request that a prisoner be transferred from the jail facility to one outside of local boundaries because:

- a. A court had ordered the transportation.
- b. The prisoner has been incarcerated in the jail facility for the max-day holding capacity, unless a court has ordered that the prisoner remain in the jail facility, or the prisoner has signed a written waiver requesting to remain in the jail facility.
- c. The community jail administrator believes a transfer is necessary for security or population management reasons.

17.04.2 Community and regional jails must continue to hold prisoners, notwithstanding the existence of grounds for a transfer, until the DPS arranges transportation for the prisoner.

17.04.3 Community and regional jails must, when the prisoner leaves the facility, furnish the transporting officer with the prisoner's complete file.

17.05 Transportation to Point of Arrest

17.05.1 Community and regional jails must contact the DPS to arrange return transportation to the place of arrest for a prisoner who is released from custody before admission to a state correctional facility in accordance with [AS 33.30.081\(c\)](#).

17.06 Memorandum of Agreement

17.06.1 The DPS has the statutory responsibility for all prisoner transportation per [AS 33.30.081](#). Any community and regional jail conducting transportation on behalf of DPS must have in a place a Memorandum of Agreement (MOA) pertaining to prisoner transportation. The MOA should outline any duties/responsibilities the community and regional jail may cover, and any financial reimbursement due to costs occurred associated with transportation.



17.07 Transportation Training

17.07.1 Municipal Corrections Officers who are designated as transportation officers should receive specialized training in tactics for transporting and hospital duties. This training may be provided by the DOC.



Chapter 18

Definitions

- 18.01 Administrative Segregation** - A form of separation from the general population when the continued presence of the inmate would pose a serious threat to life, property, smoking, self, staff, or other inmates; or to the security or orderly running of the jail facility. Administrative segregation may not be used for disciplinary reasons.
- 18.02 Admissions** - The process of accepting inmates for incarceration at a community and regional jail after the receiving jail staff has ensured the committing agent has presented the proper documentation confirming jurisdiction over the inmate who is remanded.
- 18.03 Alaska Corrections Offender Management System (ACOMS)** – The Department of Corrections database system of record that stores information related to an offender’s booking, incarceration cycle, and probation information.
- 18.04 Alaska Department of Corrections (DOC)** – A state government agency that manages the state’s jail facilities, parole, and probation by enhancing the safety of our communities and providing secure confinement, reformative programs, and a process of supervised community reintegration.
- 18.05 Alaska Driver’s License (ADL)** – A card issued by the Alaska Department of Motor Vehicles used to validate you are licensed to drive in Alaska and to verify your identity such as your picture, name, address, and age.
- 18.06 Alaska Police Standards Council (APSC)** – A government agency that works to produce and maintain highly trained and positively motivated professionals, capable of meeting contemporary law enforcement standards of performance. The APSC determines officer certification eligibility and issues certificates to qualified officers, monitors compliance with current regulations and legislation, and develops, monitors, and revises law enforcement training and training requirements.
- 18.07 Alaska State Troopers (AST)** – Is a division of the Department of Public Safety (DPS) and is a full-service law enforcement agency that handles both traffic and criminal law enforcement.
- 18.08 American Correction Association (ACA)** – A non-profit organization that servers as the primary professional association for individuals working in the corrections field, primarily focused on setting standards and accrediting correctional facilities like prisons and jails, aiming to improve practices and promote reform within the correctional system nationwide.
- 18.09 Arrest Tracking Number (ATN)** – A number that identifies a charge and links a defendant to an incident.
- 18.10 Body Cavity Search** - The intrusive manual, mechanical, or instrumental examination of a prisoner's body appendages and openings. Body cavity searches may be conducted only by a physician or other qualified medical personnel.
- 18.11 Chemical Agent** - An active substance such as oleoresin capsicum (QC - a common brand name is "CAPSTUN"), tear agents (CS), or other active chemical agents utilized by law enforcement personnel to deter or control activities, which might cause personnel injury or property damage.
- 18.12 Criminal Justice Information (CJI)** – An extensive array of data collected, stored, and managed by law enforcement agencies, integral in ensuring law and order. It encompasses a wide variety of information including arrest records, criminal histories, biometric data, crime incident and investigative reports, judicial information such as court orders and sentencing, and correctional tracking records.



- 18.13 Criminal Justice Information Services (CJIS)** – A division of the Federal Bureau of Investigation (FBI) in the U.S. CJIS gives state, local, and federal law enforcement and criminal justice agencies access to criminal justice information (CJI) such as fingerprint records and criminal histories.
- 18.14 Community and Regional Jail** - A community and regional jail in Alaska is neither a "Detention Facility" nor a "Holding Facility" as those terms are defined and used by the American Correction Association (ACA) standards. A community and regional jail is a confinement facility under contract with the State of Alaska and operated by a borough, city, or approved contractor that holds persons under authority of State law for those:
- Who are committed to secure their attendance as witnesses in criminal cases.
 - Who are charged with a crime and awaiting court proceedings.
 - Who are sentenced to confinement with 30 days or less to serve.
 - Who are sentenced and awaiting transport to a Department of Corrections facility.
 - Who are committed for contempt, upon civil process, or by other authority of law including immigration or other federal agencies.
 - Who are sentenced prisoners within 30 days of release and returning to the local community.
 - Who are held under AS 47.
- 18.15 Community Jail Administrator** - The Chief of Police, Director of Public Safety, or other supervising employee responsible for the operation of the jail facility.
- 18.16 Community Jail Coordinator** - The liaison person appointed by the oversight agency to coordinate community and regional jail contracts, budgets, and compliance with community and regional jails standards.
- 18.17 Community Resources** - Any individual, public, or private organization or agency who offers services that can meet the needs of the jail facility.
- 18.18 Contraband** - Any item possessed by inmates or found within the confinement area of the jail facility, which is declared illegal by law or not specifically approved by the jail facility for inmate possession.
- 18.19 Day Room Space** - A secure area, directly adjacent to an inmate living area, used for inmate activities such as showering, exercise, recreation, and dining. Spaces originally designed for movement, such as corridors, are not day room spaces.
- 18.20 Department of Public Safety (DPS)** – State of Alaska department that enforces criminal laws, traffic laws and regulations, wildlife laws and regulations, fire laws and regulations, and responsible for Village Public Safety Officers in rural communities.
- 18.21 Detention-** The confinement of an inmate in a secure area.
- 18.22 Distribution of Medication** - The disbursement of medication from a stock or prescription container per package instructions.
- 18.23 Emergency Guard Hires** – Individuals temporarily hired to fulfill the requirement for 24-hour supervision of inmates when normal staffing is not available.
- 18.24 Exigent Circumstances** - Any set of circumstances that requires immediate action to address a threat to the security and/or order of community and regional jail.
- 18.25 Grievance** - A written complaint filed by an inmate with the community jail administrator concerning personal health and welfare or the operations of the jail facility.



- 18.26 Health Records** - A file containing a written account of medical examinations and treatments maintained separately from inmate records in a confidential envelope.
- 18.27 Health Screening** - A system of structured observation and initial health assessment for inmates newly introduced into a jail facility.
- 18.28 Inmate/Prisoner** - Any person confined in a jail facility under authority of State law.
- 18.29 Life Safety Code** - A manual published by the National Fire Protection Association specifying minimum standards for fire safety necessary in the public interest. As used in these standards, the term specifically means the Life Safety Code adopted and interpreted by the Alaska State Fire Marshall.
- 18.30 Memorandum of Agreement (MOA)** – A legal document describing a business partnership between two parties that have agreed to cooperate to meet an agreed objective.
- 18.31 Municipal Corrections Officer (MCO)** - A municipal corrections officer may be a full-time jail officer, police officer, or jail staff with combined duties such as dispatch and jail facility. A MCO must meet the minimum qualifications and complete required training.
- 18.32 Necessary Medical Care** - The level of medical care required to be given a prisoner if a health care provider exercising ordinary skill and care at the time of observation concludes with reasonable medical certainty:
- The prisoner's symptoms evidence serious disease or injury.
 - Such disease or injury is curable or might be substantially alleviated.
 - The potential for harm to the prisoner, by reason of delay or denial of care, could be substantial.
 - The test is one of medical necessity and not simply that which may be considered merely desirable.
- 18.33 Obscene** - Words, gestures, language, books, newspapers, periodicals, or other written or pictorial materials that the average person, applying contemporary community standards, would find depicts or describes, in a patently offensive way, ultimate sexual acts, masturbation, excretory functions, lewd exhibition of the genitals, or sexual sado-masochistic activity. The work taken as a whole, appeals to the prurient interest and lacks serious literary, artistic, political, or scientific value.
- 18.34 Oversight Agency** - The state agency that has direct administrative and oversight responsibility to contract for community and regional jails.
- 18.35 Pat Search** - A visual and physical pat-down of a person's clothing and body parts that are feasible without the removal of clothing.
- 18.36 Prison Rape Elimination Act (PREA)** – A federal policy adopted by the State of Alaska that requires correctional facilities to have a zero-tolerance policy on sexual misconduct such as sexual abuse and assault. This Act requires community and regional jails and correctional facilities to comply with the national standards to prevent, detect, and respond to prison rape and to conduct investigations, background checks, audits, and training.
- 18.37 Protective Custody** - A form of custody authorized by AS47 and utilized:
- For the purposes of providing direct supervision of incapacitated or severely intoxicated persons as authorized by [AS47.37.170](#).
 - For persons believed to need direct supervision due to mental illness as authorized by [AS47.30.705](#).
 - By order of a court.



- 18.38 Public Information Officer (PIO)** – This employee manages communication between the Department of Corrections and the public, including writing press releases, responding to medial inquires, developing communication strategies, maintaining public information platforms, and acting as the primary spokesperson during crisis situations, all while adhering to the State of Alaska’s public records laws and ethical guidelines.
- 18.39 Punitive Segregation** - Separation from the general population by confinement to a single cell because of rule violations. Punitive segregation may occur only after a finding of a rule violation.
- 18.40 Safety Equipment** - Fire-fighting equipment (chemical extinguishers, hoses, water supplies, alarm systems, sprinkler systems), gas masks, fans, first-aid supplies, and other equipment to ensure the safety of staff, inmates, and visitors.
- 18.41 Security Perimeter** - The outer portions of a jail facility that provides for secure confinement of inmates.
- 18.42 Standards** – This document, the Community and Regional Jail Program – Standards for Jail Operations.
- 18.43 Strip Search** - An examination that includes the visual inspection of an inmate, including a visual inspection of the outer genital area and inside the mouth, nostrils, and ears for the detection of weapons, contraband, physical abnormalities, and a thorough search of all the inmate's clothing after the inmate disrobes.



Chapter 19

Appendix

Appendix A: ACOMS Network Access – Non-DOC Security Request and Update Form

Appendix B: ACOMS Access Form and Agreement

Appendix C: Alaska Police Standards Council (APSC) Municipal Corrections Officer Code of Ethics

Appendix D: Health Care Screening Form

Appendix E: Inmate Grievance Form

Appendix F: Monthly Booking Summary Certification Report Form (Man-day Report)

Appendix G: Policies and Procedures Template

Appendix H: Pre-Release Checklist

Appendix I: Request for Interview Form

Appendix J: Special Incident Report Form (SIR)

Appendix K: State of Alaska Department of Corrections Community Jails Standardized Budget Template

Appendix L: State of Alaska Department of Corrections Community Jails Standardized Quarterly Budget Report



STATE OF ALASKA
DEPARTMENT OF CORRECTIONS

NETWORK ACCESS - NON-DOC SECURITY REQUEST & UPDATE FORM

Check Appropriate Box: NEW CHANGE TRANSFER DELETE
REQUIRED

APPLICANT TO COMPLETE THE BELOW INFORMATION REQUIRED EFFECTIVE DATE: []
LAST NAME: [] FIRST NAME: [] MI: []
TITLE: [] PHONE: [] DATE: []
COMPANY: [] EMAIL ADDRESS: []
DATE OF BIRTH [] DRIVERS LICENSE (ST\NUMBER): []
DOC FACILITY: [] IF CONTRACTOR CONTRACT LENGTH []

- INITIAL I will not access department electronic resources or systems (i.e., File Server, EHR, ACOMS) except by using the unique user id and password assigned to me. I understand that my password is confidential and will not disclose it to anyone.
- INITIAL I understand information obtained through physical or electronic files, EHR, ACOMS or other department systems is confidential and that I may not access it for personal curiosity or gain, to benefit or injure another person, except as specifically authorized to perform job duties. I understand I must be able to articulate the business reason (the “why”) for searching; or obtaining; any criminal justice information (CJI) or electronic protected health information (ePHI).
- INITIAL I understand that I may not release information obtained through physical or electronic files, ACOMS, EHR, or other department system except as specifically authorized by DOC or under AS 12.62.160, 13 AAC 68.300-345.
- INITIAL I will not disclose information about ACOMS, EHR, or other department systems security measures, access, operating procedures, equipment or programs without specific authorization from the Department of Corrections.
- INITIAL During my duties, I may have direct or indirect access to Inmate Medical Information, in writing or verbal communication. I understand the use and disclosure of patient information is governed by the rules and regulations established under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. I acknowledge that while performing my assigned duties I may have access to, use, or disclose confidential health information. I hereby always agree to handle such information in a confidential manner.
- INITIAL I understand direct access to DOC’s Electronic Health Records (EHR) system, DocSynergy, shall only be granted to division of Health and Rehabilitation Services (HRS) employees and contractors for the purposes relating to patient treatment, payment or clinic operations.
- INITIAL I have read and understand State of Alaska Information Security Policy [ISP-172 Business use and Control](#) (Business Use/Acceptable Use)

I understand that the Department of Corrections will maintain a record of my electronic actions, (i.e., File Server, EHR, ACOMS), and the record(s) may be used to audit my use at any time, and record(s) may be released to HR, my supervisor or division director for an administrative investigation and to a law enforcement agency for a criminal investigation. In addition to any criminal, civil, or employee disciplinary actions that may result from such investigations, if I am found to have violated this agreement the Department of Corrections may take the following action:

PERMANENTLY REVOKE ACCESS



STATE OF ALASKA
DEPARTMENT OF CORRECTIONS

REQUESTING ACCESS TO THE FOLLOWING:

<input type="checkbox"/> File Server	List of Folders on the Group Drive (G)			
<input type="checkbox"/> Computer Only (AKDOC\GCCC)	This allows user to log into computer but no access to the File Server. <i>Access to Internet</i>			
<input type="checkbox"/> Computer w\ MS Office Suite	Requires Business Reason: DOC IT Manages Sponsored Email Account Microsoft O365 E3 includes Email access. EMAIL is OPTIONAL, but SOA Account required for Office Suite. There is a Cost Association of approximately \$250 a year.			
<input type="checkbox"/> SOA – DOC Sponsored Email	Requires Business Reason: DOC IT Manages Sponsored Email Account Microsoft O365 E2 License Required at minimum (Email Only). There is a Cost Association of approximately \$75 a year.			
<input type="checkbox"/> ACOMS	Please completed FORM 650.01C			
<input type="checkbox"/> EHR	Access to Electronic Health Records, forward this form to: DOC.EHR.Helpdesk@alaska.gov (HARS Contractors)	<input type="checkbox"/> NURSE	<input type="checkbox"/> HP	<input type="checkbox"/> OTHER

Business Reason: **Be specific to what information you require access to. (REQUIRED)**

I understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to appropriate disciplinary action.

Applicant Name:

Applicant Signature: _____

Date: _____

If applicant is to have unescorted access to a DOC Facility, ACOMS, and or obtain a SOA Sponsored Email, they must comply with FBI CJIS Security Policies. Security Clearance will be denied for anyone who has been convicted of a **felony** or **misdemeanor** in this state or another jurisdiction or who is a **fugitive** from justice. If Denied due to misdemeanor, an appeal can be made ([13 AAC 68.215](#))

I certify that I have reviewed the above information with the applicant and coordinated an FBI Based Nationwide Fingerprint Background check as required by [13 AAC 68.215](#).

SPONSOR:

Sponsor Signature: _____

Date: _____

If Contractor Attach to this form: [DPS Personal Security Clearance Form](#) [FBI Security Addendum](#)

SEND COMPLETED FORM TO:
doc.networkhelp@alaska.gov and if requesting EHR cc DOC.EHR.Helpdesk@alaska.gov



STATE OF ALASKA
DEPARTMENT OF CORRECTIONS

Alaska Corrections Offender Management System (ACOMS)
ACCESS FORM AND AGREEMENT

Check Appropriate Box: NEW CHANGE TRANSFER DELETE

REQUIRED

APPLICANT TO COMPLETE THE BELOW INFORMATION REQUIRED EFFECTIVE DATE:

LAST NAME: FIRST NAME: MI:

TITLE: PHONE: DATE:

COMPANY: EMAIL ADDRESS:

DATE OF BIRTH DRIVERS LICENSE (ST\NUMBER):

AGENCY\FACILITY\EMPLOYERR:

RECOMMENDED USER ID:

(TRUNCATED TO 8 CHARACTERS)

- INITIAL • I understand that information obtained through ACOMS is confidential and that I may not access it or release it except as specifically authorized.
- INITIAL • I will not access ACOMS except by using the password assigned to me. I understand that my password is confidential and will not disclose it to anyone except Information Technology staff or local Authorized Agency Requestor.
- INITIAL • I understand that unauthorized disclosure of information about the methodology, operation, or internal structure of ACOMS may compromise security. I will not disclose information about ACOMS security measures, access, operating procedures, equipment or programs without specific authorization from the Department of Corrections.
- INITIAL • I understand that I may not access criminal justice information through ACOMS for personal curiosity or gain, to benefit or injure another person (including influencing commercial, political, electoral, or government decisions) or for any other purpose except one of the following that is directly related to my job duties:
 - A. investigation, identification, apprehension, detention, pretrial or post-trial release, prosecution, adjudication, or correctional supervision or rehabilitation of a person accused or convicted of a crime;
 - B. collection, storage, transmission, and release of criminal justice information;
 - C. the employment of personnel engaged in activities described in (A) or (B) above;
 - D. another purpose specifically authorized under AS 12.62, 13 AAC 68, or other state or federal law.
- INITIAL • I understand that I may not release criminal justice information obtained through ACOMS except as specifically authorized under AS 12.62.160, 13 AAC 68.300-345.

I understand that the Department of Corrections will maintain a record of my electronic actions, and the record(s) may be used to audit my use at any time, and record(s) may be released to HR, my supervisor or division director for an administrative investigation and to a law enforcement agency for a criminal investigation. In addition to any criminal, civil, or employee disciplinary actions that may result from such investigations, if I am found to have violated this agreement the Department of Corrections may take the following action:

PERMANENTLY REVOKE ACCESS



STATE OF ALASKA
DEPARTMENT OF CORRECTIONS

REQUESTING ACCESS TO THE FOLLOWING:

<input type="checkbox"/> ACOMS	<input type="checkbox"/> Booking (CJ)	<input type="checkbox"/> Facilities (CJ)	<input type="checkbox"/> Probation	<input type="checkbox"/> Pretrial	<input type="checkbox"/> IPO
	<input type="checkbox"/> Booking Supv	<input type="checkbox"/> Facilities Supv	<input type="checkbox"/> Probation Supv	<input type="checkbox"/> Inmate Banking	<input type="checkbox"/> BOPP
	<input type="checkbox"/> Documents (R)	<input type="checkbox"/> Documents (RUI)	<input type="checkbox"/> OMP	<input type="checkbox"/> Till/Teller	<input type="checkbox"/> Re-Entry
	<input type="checkbox"/> Public View	<input type="checkbox"/> CTAR	<input type="checkbox"/> CTAR (R)	<input type="checkbox"/> Pretrial Public Assessments (CJ)	
	<input type="checkbox"/> Law Enforcement R/O	<input type="checkbox"/> Re-Entry Supv			
	<input type="checkbox"/> OTHER				
	<input type="checkbox"/> OTHER				

*Supv – Supervisor

CJ – Contract Jail

Business Reason: **Be specific to what information you require access.** (**REQUIRED**)

I understand and agree that my failure to fulfill any of the obligations set forth in this agreement and/or my violation of any terms of this agreement shall result in my being subject to appropriate disciplinary action.

Applicant Name:

Applicant Signature: _____

Date: _____

If applicant is to have unescorted access to a DOC Facility, ACOMS, and or obtain a SOA Sponsored Email, they must comply with FBI CJIS Security Policies. Security Clearance will be denied for anyone who has been convicted of a **felony** or **misdemeanor** in this state or another jurisdiction or who is a **fugitive** from justice. If Denied due to misdemeanor, an appeal can be made ([13 AAC 68.215](#))

I certify that I have reviewed the above information with the applicant and coordinated an FBI Based Nationwide Fingerprint Background check and clearance as required by 13 AAC 68.215.

ACOMS TAC (Agency Authorized Approver):

Sponsor Signature: _____

Date: _____

If Contractor Attach to this form: [DPS Personal Security Clearance Form](#) [FBI Security Addendum](#)

SEND COMPLETED FORM TO: doc.cjis@alaska.gov

ALASKA MUNICIPAL CORRECTIONS OFFICER CODE OF ETHICS

As a municipal correctional officer, my fundamental duty is to respect the dignity and individuality of all people, to provide professional and compassionate service, and to be unflinchingly honest. I will respect the right of the public to be safeguarded from criminal activity, and will be diligent in recording and making available for review all case information that could contribute to sound decisions affecting the public safety, or an inmate. I will not unlawfully discriminate against any person on the basis of race, religion, color, national origin, gender, sexual orientation, age, physical or mental disability, marital status, changes in marital status, or pregnancy or parenthood, and will respect the civil and legal rights of all inmates. I will maintain the integrity of private information and will neither seek personal data beyond that needed to perform my duties, nor reveal case information to anyone not having a proper professional use for the information. In making public statements, I will clearly distinguish between those that are my personal views and those that are made on behalf of the agency. I will not use my official position to secure privileges or advantages for myself and will not accept any gift or favor that implies an obligation inconsistent with the objective exercise of my professional duties. I will not act in my official capacity in any matter in which I have a personal interest that could in the least degree impair my objectivity. I will not engage in undue familiarity with inmates. I will report any corrupt or unethical behavior of a fellow municipal correctional officer that could affect either an inmate or the integrity of the agency, but will not make statements critical of colleagues or other criminal justice agencies unless the underlying facts are verifiable. I will respect the importance of, and cooperate with, all elements of the criminal justice system, and will develop relationships with colleagues to promote mutual respect for the profession and improvement of the quality of service provided.

Officer Signature

Date

Officer Name

Witness

Every officer is required to attest and subscribe to the Code of Ethics. This document should be part of the officer's permanent file once signed.

State of Alaska Community and Regional Jails Program	Inmate Name: _____ DOB: _____ Sex: _____ Booking Date: _____ Booking Time: _____
--	---

CRIMINAL BOOKING HEALTH SCREEN

**Use standard precautions when screening all new detainees*

PRE-BOOKING SCREEN <i>Completed prior to completing booking process into jail facility.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the detainee unconscious or unable to be roused with voice or physical stimulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the detainee have obvious pain, bleeding, signs of trauma or illness suggesting immediate need for emergency service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exclusive of disability, is the detainee unable to stand and walk with one person offering minimal assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRAC: _____ Time: _____	

Any YES answer to above questions – notify remanding officer that a written medical discharge note from local hospital is required prior to booking into jail custody.

Completed by: _____ Date: _____ Time: _____

DETAINEE SEEN AT LOCAL MEDICAL FACILITY PRIOR TO BOOKING? (If YES, complete the following questions)			
Name of Facility: _____ Date & Time of Visit: _____			
Reason for visit & treatment received: _____			
Condition upon return: _____			
Condition stabilized prior to return? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Written ER note including discharge paperwork obtained and placed in medical record? <input type="checkbox"/> Yes <input type="checkbox"/> No			
POST-BOOKING OBSERVATION: Completed immediately after booking.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any obvious physical impairments?			
Does the detainee appear to be under the influence of alcohol? Smell of alcohol on breath?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the detainee appear to be under the influence of any drug? <i>If YES, describe:</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
*Are there visible signs or symptoms of alcohol or drug withdrawal?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there evidence of contagious or infectious health conditions that may spread throughout the jail facility?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Lice <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, Location:</i> _____	*Chills <input type="checkbox"/> Yes <input type="checkbox"/> No	*Fever <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rash <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, Location:</i> _____	*Vomiting <input type="checkbox"/> Yes <input type="checkbox"/> No	*Cough <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Open or Draining Wound Rash <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, Location:</i> _____	*Diarrhea <input type="checkbox"/> Yes <input type="checkbox"/> No	*Sore Throat <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Call Provider for all "YES" answers to questions preceded by an asterisk*. Isolate detainee and call provider for all "YES" responses to feeling ill AND reporting symptoms of contagious conditions. Document provider contact at bottom of page.

Completed by: _____ Date: _____ Time: _____

Provider contacted: _____ Date _____ Time: _____

Orders/Directions Received: _____

Name of Employee and Title: _____ Signature: _____ Date: _____

State of Alaska Community and Regional Jails Program	Inmate Name: _____ DOB: _____ Sex: _____ Booking Date: _____ Booking Time: _____
--	---

SUICIDE RISK FACTOR SCREEN

SUICIDE RISK FACTOR SCREEN <i>Completed immediately after booking by staff/officer on duty.</i>		
Is this your first time in jail?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you thinking of killing yourself? <i>YES response to this question requires immediate suicide precautions and referral to Mental Health</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever thought about killing yourself?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has anyone in your family ever committed suicide?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever attempted to kill yourself?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, how many times?	Method?	<input type="checkbox"/> Yes <input type="checkbox"/> No
When was the most recent time?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you experienced recent significant loss?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been diagnosed with depression?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does detainee appear overly embarrassed, ashamed or guilty about accused crime?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>3 or more YES responses require referral to mental health, greater than 5 yes responses also requires immediate suicide precautions.</i>		
Completed by: _____ Date: _____ Time: _____		
Mental Health Provider Contacted: _____ Date & Time: _____		
Orders/Directions received: _____		

Name of Employee and Title: _____ Signature: _____ Date: _____		

Inmate Grievance Form

Print Name and Date of Birth	Today's Date	Date of Incident	Grievance Log # (Official Use Only)
Before you complete this form answer the following: 1. Is this about an incident that is other than a disciplinary action or classification decision? 2. Did you first talk to the right person to informally solve the incident? 3. Did you file a Request for Interview form on this incident and receive a response?		YES NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	If you checked "No" to any questions, the grievance may be screened and returned.
Instructions: 1. Limit this grievance to ONE incident. 2. Attach the completed Request for Interview form copy OR describe HOW you attempted to solve it informally: (WHO did you talk to?; WHEN did you talk with him/her?; WHAT were you told?) 3. Attach up to TWO additional pages of narrative to describe the incident.			
Affirmation and Signature: 1. I affirm that this grievance is filed within 30 days of the incident or my knowledge of the incident. 2. I affirm the following statements are true and accurate and that I may be disciplined for providing false information pursuant to 22 AAC 05.400 Inmate's Signature:			
Statement: <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>			
I request the following relief (State outcome you are seeking): <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>			
I acknowledge receipt of this grievance and have issued the log number above for reference. Please refer to the assigned log number with any inquiries about this grievance.			
Date Received:		Investigating Official's Signature:	

Print Name and Date of Birth	Today's Date	Date of Incident	Grievance Log # (Official Use Only)

Investigator's Findings and Recommendations:

Investigation: I met with grievant on _____ at _____ hours.

Investigator's Signature: _____ **Date:** _____

Jail Administrator's Findings and Determination:

Jail Administrator's Signature: _____ **Date:** _____

Inmate's Response:

- I am satisfied with this response.
- I am not satisfied with this response.
 - I **do not** wish to appeal.
 - I **do intend** to appeal to the Chief of Police

I understand that my completed statement of appeal must be submitted to the Jail Administrator **within two working** days of this date.

Inmate's Signature: _____ **Date:** _____

Form delivered to inmate by Officer/Staff: _____
(Print Name/Signature) (Date)



Alaska Department of Corrections
Community and Regional Jails Program
Monthly Booking Summary Certification

Month:

Year:

Facility Reporting:

Total Number of Persons:

Total Number of Man-Days:

I do hereby certify that the foregoing is true and accurate accounting of the services rendered.

Certifying Officer:

Title:

Note: This form must accompany the Monthly Booking Report. "Man-day" indicates a prisoner was confined for more than four (4) hours in one twenty-four-hour calendar day. If a prisoner had been confined for less than or equal to (4) hours in one calendar day, the accounting shall indicate one-half man-day.

<p>[Enter Your Department/Agency Heading Here]</p> <div style="border: 1px dashed gray; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Insert Logo Here</p> </div> <p>POLICES & PROCEDURES</p>	SECTION: (Section Title Goes Here.)		PAGE: Page 1 of 2
	CHAPTER: (Chapter #)	NUMBER: (P&P #.)	P&P TYPE: Public
	TITLE: (P&P Title Goes Here.)		
	APPROVED BY: Chief of Police/City Attorney		DATE: (Eff. Date)
ATTACHMENTS/FORMS: (A.) Title of Attachment A. (B.) Title of Attachment B. (C.) Title of Attachment C. (D.) Etc.		AUTHORITY/REFERENCES: (Add Additional Laws, Statutes, Admin Code, Etc.)	

When writing policies and procedures you should write in outline form. Major headings are written in Arial, Bold, and 14 pt. All lesser headings are written in Times New Roman (TNR), 12 pt. and are marked with Roman numerals I, II, III, etc. Then any minor headings are also written in TNR, 12 pt. and are marked with capital letters A, B, C, etc. Sub-headings are also written in TNR, 12 pt. and are identified by numerals 1, 2, 3, etc. Finally minor sub-headings are written in TNR, 12 pt. and are marked with small letters, a, b, c, etc.

See example below:

MAJOR HEADINGS LOOK LIKE THIS:

I. Lessor Headings Look Like This:

A. Minor headings looks like this.

1. Sub-headings look like this.

a. Minor sub-headings look like this.

DISCUSSION: (Optional)

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.

SUPERCEDES POLICY DATED:	(Add Date.)
THIS POLICY NEXT DUE FOR REVIEW ON:	(Add Date.)

SECTION: (Section Title Goes Here.)		PAGE: Page 2 of 2
CHAPTER: (Chapter #.)	NUMBER: (P&P #.)	P&P TYPE: Public
TITLE: (P&P Title Goes Here.)		

POLICY:

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

APPLICATION:

Address if the policy and procedure applies to all Departmental employees, volunteers and contractors or select groups. For example, a policy may only be directed at Correctional Officers or only at Nurses.

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 listed alphabetically and should be in 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.

SUPERCEDES POLICY DATED:	(Add Date.)
THIS POLICY NEXT DUE FOR REVIEW ON:	(Add Date.)

Pre-Release Checklist:

Prisoner Full Name: _____

Offender #: _____

Beginning with the Initial Remand (and Remand Slip, if applicable), list all cases that the prisoner has been held on and the disposition of each case:

CHARGE:	CASE #:	CASE DISPOSITION*:	INITIALS:

* **Disposition Options Include:** Dismissed; Released; Released to TPC; Bail / Bond Posted; or Sentenced.

Time Accounting Record (TAR) completed on all cases for which prisoner is sentenced:

All sentenced prisoners must have a completed a certified TAR for each sentenced case. The TAR must be certified by Alaska DOC.

- Completed.
- N/A.

Third Party Conditions of Release:

Must be signed by both the TPC and the prisoner.

- Completed.
- N/A.

Bail / Bond Forms:

Bond, Cash Bond, Unsecured Bond, and / or Release forms completed on Court ordered releases with future Court reporting date. Requires Releasing Officer and prisoner signatures.

- Completed.
- N/A.

Domestic Violence Victim Notification:

Completed D.V. notice faxed on all D.V. qualifying cases to the prosecuting agency.

- Completed. Date: _____ Time: _____
- N/A.

Sex Offender Registration:

Required on all qualifying prisoners, finger prints and photos must be taken.

- Completed.
- N/A.

Probation / Parole Notification:

Check for Notice of Release (NOR) Form, verbally advised prisoner to report to Probation / Parole office.

- Completed.
- N/A.

Wants / Warrants Check: (Mandatory.)

- Completed.

Transportation Requested: (Mandatory.)

- Completed

PED Monitoring:

- Yes. (NOR Completed:)
- No.

DNA:

Required on all qualifying charges and logged in to DOC offender management system.

- Completed.
- N/A.

Releasing Officer Signature / Date:

Shift Sergeant Signature / Date:

Choose an item.

Request For Interview Form:
(NOTE: Do not use for medical emergencies!)

Inmate Printed Name:		Date:	
DOB:		How long has the problem existed?	

To: <u>Community Jail Coordinator, DOC</u>
Request: _____

Inmate Signature: _____

Action Taken: _____

Employee Signature: _____	Employee Printed Name: _____
---------------------------	------------------------------

Final Action Taken: _____

Employee Signature: _____	Employee Printed Name: _____	Date: _____
---------------------------	------------------------------	-------------

Check here if response to prisoner was made verbally: (Not allowed for Medical RFIs.)

Instructions: Request must be specific and state the action being requested (i.e., interview, hearing, etc.).
Requests are to be responded to within a reasonable time frame after receipt.

Alaska Department of Corrections - Community and Regional Jails Program

Special Incident Report

Date of Report		Date of Incident	
Time of Incident		Use of Force Used	<input type="checkbox"/> Yes <input type="checkbox"/> No
Community/Regional Jail		Reporting Officer	
Offender Name		ACOMS #	
Booking Reason	<input type="checkbox"/> New Arrest <input type="checkbox"/> Probation/Parole Violation <input type="checkbox"/> Pretrial/VCOR <input type="checkbox"/> Title 47		
Booking Offense		Date of Remand	
Conduct during incarceration			
Media Reporting?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Incident Class			
<input type="checkbox"/> A			
<input type="checkbox"/> B			
<input type="checkbox"/> C <i>Important & non-routine events at discretion of a supervisor</i>			
WHAT: Brief description of incident.			
Reviewed By: (Chief of Police/ Jail Administrator)		Date:	
Approved By: (DOC Community Jail Administrator)		Date:	

State of Alaska Department of Corrections Community Jails Standardized Budget Template

Community Jail:

ANNUAL BUDGET-CORRECTIONS

Item Description	% Allocated to Jails
------------------	-------------------------

*PERSONNEL: List of FTE's
performing jail functions to include
the percentage of their time
allocated toward jail duties.
add/remove positions as needed

Please put the percentage of work assigned to
Jail Operations

Wages

<u>Position</u>	
Corrections Supervisor	%
Corrections Officer A	%
Corrections Officer B	%
Corrections Officer C	%
Corrections Officer D	%
 <u>Position</u>	
Chief of Police	%
Sergeant	%
Patrol Officer	%
dispatcher	
Patrol Officer	%
Patrol Officer	%

TOTAL WAGES: -

FRINGE BENEFITS: (allocated based on percentages above)

Holiday Pay, Personal Leave; PERS, SBS, FICA Med, Alaska ESD, Worker's Compensation, Health Insurance. Anything not listed needs to be referenced and requested separately, i.e. transportation costs or rent etc.

Corrections Supervisor	%
Corrections Officer A	%
Corrections Officer B	%
Corrections Officer C	%
Corrections Officer D	%
Chief of Police	%
Sergeant	%
Patrol Officer	%



TOTAL FRINGE BENEFITS: -

TOTAL PERSONNEL/PAYROLL: -

INSURANCE:

If automobile needed for jail function, % of vehicle utilized for jail operations.

Auto	% of Jail use
Property	based on jail square footage of building
Police & Dispatch Gen'l Liability	% of jail use
Police Professional Liability	% of jail use

TOTAL: -

UTILITIES:

Heating	based on jail square footage of building
Electricity	% of building
Water/Sewer	% of building
Trash Disposal	% of building
Phone	% of jail use
Internet	% of jail use
TV	% of jail use

Total: -

PUBLICATIONS:

Magazines, paper, etc.	Actual Cost
<hr/>	
Total:	-

SUPPLIES, POSTAGE:

Inmate Clothing	Actual Cost
Inmate Bedding	Actual Cost
Inmate Toiletries	Actual Cost
First Aid Supply Kit Replenishment	Actual Cost
Cleaning Supplies (jail only)	Actual Cost
Paper Supplies (jail only)	Actual Cost
Office Supplies (jail only - not equipment)	Actual Cost
Security Supplies (handcuffs, OC etc.)	Actual Cost
Supplies	Actual Cost
Officer Uniform replacement (not cleaning)	Actual Cost
<hr/>	
Total:	-

Anything not listed needs to be referenced and requested separately, i.e. transportation costs or rent etc. Be able to articulate line item purchases such as security supplies or other supplies.

FOOD:

Food	Actual Cost
<hr/>	
Total:	-

TRAINING:

Travel/Hotel Corrections Academy	Actual Cost
<hr/>	
Total:	-

Articulate anticipated training

REPAIRS/MAINT.

<i>Articulate anticipated repairs/tools needed</i>	Tools and Materials	Actual Cost
	Misc. Small Repairs/Upkeep of Facility	Actual Cost
	Total:	-

VEHICLES:

Gas/Oil/Grease	% of Jail Use
Maintenance	% of Jail Use
Total:	-

SUBSCRIPTIONS:

Advertising	Actual Cost
Membership Fees/Subscriptions	Actual Cost
Total:	-

OTHER:

<i>Any items that are not listed above should be entered under this section. Each line item shall have a justification as to the need of the facility. *add line items as needed.</i>	CONTRACTED JAIL CLEANING & LAUNDRY	Actual Cost
	ADMINISTRATION (overhead)	Actual Cost
		-
	INFORMATION TECHNOLOGY	Actual Cost
	Total:	-

Total for Corrections Annual Budget \$ -

State of Alaska Department of Corrections Community Jails Standardized Quarterly Budget Report

Community Jail:					
QUARTERLY BUDGET-CORRECTIONS					
	Item Description	Quarter 1	Quarter 2	Quarter 3	Quarter 4
		July-September	October-December	January-March	April-June
<i>PERSONNEL: List of FTE's performing jail functions to include the percentage of their time allocated toward jail duties. *add/remove positions as needed</i>		<u>*Quarterly report is due to Department of Corrections on October 31st</u>	<u>*Quarterly report is due to Department of Corrections on January 31st</u>	<u>*Quarterly report is due to Department of Corrections on April 30th</u>	<u>*Quarterly report is due to Department of Corrections on July 31st</u>
Wages					
	<u>Position</u>				
	Corrections Supervisor				
	Corrections Officer A				
	Corrections Officer B				
	Corrections Officer C				
	Corrections Officer D				
	<u>Position</u>				
	Chief of Police				

	Sergeant				
	Patrol Officer				
	dispatcher				
	Patrol Officer				
	Patrol Officer				
	TOTAL WAGES:	-	-	-	-
FRINGE BENEFITS: (allocated based on percentages above)					
<i>Holiday Pay, Personal Leave; PERS, SBS, FICA Med, Alaska ESD, Worker's Compensation, Health Insurance. Anything not listed needs to be referenced and requested separately, i.e. transportation costs or rent etc.</i>	Corrections Supervisor				
	Corrections Officer A				
	Corrections Officer B				
	Corrections Officer C				
	Corrections Officer D				
	Chief of Police				
	Sergeant				
	Patrol Officer				
	TOTAL FRINGE BENEFITS:	-	-	-	-
TOTAL PERSONNEL/PAYROLL:	-	-	-	-	
INSURANCE:					
	Auto				
	Property				

<i>If automobile needed for jail function, % of vehicle utilized for jail operations.</i>	Police & Dispatch Gen'l Liability				
	Police Professional Liability				
	TOTAL:	-	-	-	-
UTILITIES:					
	Heating				
	Electricity				
	Water/Sewer				
	Trash Disposal				
	Phone				
	Internet				
	TV				
	Total:	-	-	-	-
PUBLICATIONS:					
	Magazines, paper, etc.				
	Total:	-	-	-	-
SUPPLIES, POSTAGE:					
<i>Anything not listed needs to be referenced and requested separately, i.e. transportation</i>	Inmate Clothing				
	Inmate Bedding				
	Inmate Toiletries				

<i>costs or rent etc. Be able to articulate line item purchases such as security supplies or other supplies.</i>	First Aid Supply Kit Replenishment				
	Cleaning Supplies (jail only)				
	Paper Supplies (jail only)				
	Office Supplies (jail only - not equipment)				
	Security Supplies (handcuffs, OC etc.)				
	Supplies				
	Officer Uniform replacement (not cleaning)				
	Total:		-	-	-
FOOD:					
	Food				
	Total:		-	-	-
TRAINING:					
<i>Articulate anticipated training</i>	Travel/Hotel Corrections Academy				
	Total:		-	-	-

REPAIRS/MAINT.					
<i>Articulate anticipated repairs/tools needed</i>	Tools and Materials				
	Misc. Small Repairs/Upkeep of Facility				
	Total:	-	-	-	-
VEHICLES:					
	Gas/Oil/Grease				
	Maintenance				
	Total:				
SUBSCRIPTIONS:					
	Advertising				
	Membership Fees/Subscriptions				
	Total:				
OTHER:					
<i>Any items that are not listed above should be entered under this section. Each line item shall have a justification as to the need of the facility. *add line items as needed.</i>	CONTRACTED JAIL CLEANING & LAUNDRY				
	ADMINISTRATION (overhead)				
	INFORMATION TECHNOLOGY				
	Total:	-			

Quarterly Total:		-	-	-	-
				Total for Corrections Annual Budget	\$ -