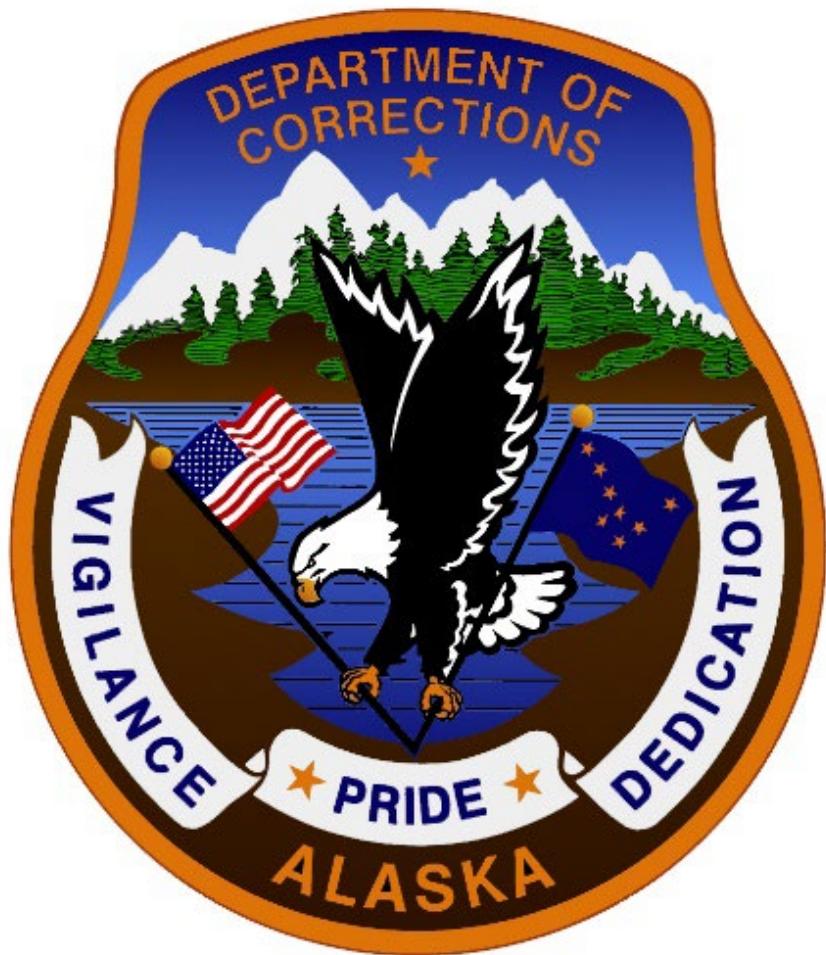


# Friends & Family Handbook

## Alaska Department of Corrections



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## Mission & Vision

The Alaska Department of Corrections (DOC) provides secure confinement, reformative programs, and a process of supervised community reintegration to enhance the safety of our communities.

Alaska DOC employees are trained professionals committed to providing a safe, open and respectful organization. We are dedicated to public safety and respect the rights and dignity of victims of crime. Offenders in our care will be treated in a safe and humane manner and will be expected to enhance their ability to reform every day.

## Purpose

The purpose of this handbook is to introduce you to the Alaska DOC and answer many of the questions you may have. We understand that incarceration affects not only the person behind bars but also the family members and friends on the outside. It is important you know what to expect for yourself and your loved one, and to have a basic knowledge of the rules and procedures so you can support your loved one through this difficult time.

It is also important you understand the positive impact you can have on your family member or friend while they are incarcerated. Inmates who have strong support systems on the outside have a lower chance of returning to prison and are more likely to succeed when they get out. Encourage them to use their time wisely, complete a job training program, participate in treatment when recommended, get a certification, earn a GED, participate in programs and activities, and stay out of trouble!

\*\*Note that rules and regulations do change sometimes. If you have questions or concerns, please contact the facility directly.

## Facility Information

Anchorage Correctional Complex (East) 1400 E. 4 <sup>th</sup> Ave. Anchorage, AK 99501 907-269-4100	Anchorage Correctional Complex (West) or Cook Inlet Pretrial 1300 E. 4 <sup>th</sup> Ave. Anchorage, AK 99501 907-269-4100
Anvil Mountain Correctional Center 1810 Center Creek Rd. Nome, Alaska 99762 907-443-2241	Fairbanks Correctional Center 1931 Eagan Ave. Fairbanks, AK 99701 907-458-6700
Goose Creek Correctional Center 22301 West Alsop Rd. Wasilla, AK 99623 907-864-8100	Hiland Mountain Correctional Center 9101 Hesterberg Rd. Eagle River, AK 99577 907-694-9511
Ketchikan Correctional Center 1201 Schoenbar Rd. Ketchikan, AK 99901 907-228-7350	Lemon Creek Correctional Center 2000 Lemon Creek Rd. Juneau, AK 99801 907-465-6200
Mat-Su Pretrial 339 East Dogwood Ave. Palmer, AK 99645 907-745-0943	Palmer Correctional Center P.O. Box 919 Palmer, AK 99645 907-745-5054
Point Mackenzie Correctional Farm PO Box 877730 Wasilla, AK 99687 907-376-2976	Spring Creek Correctional Center 3600 Bette Cato Ave. Seward, AK 99644 907-224-8200
Wildwood Correctional Center 10 Chugach Ave. Kenai, AK 99611 907-260-7200	Yukon-Kuskokwim Correctional Center 1000 Chief Eddie Hoffman Hwy. Bethel, AK 99559 907-543-5245



## Locating an Inmate

You can find out where your friend or family member is located by using the Vinklink [website](#) or by calling 1-800-247-9763. This service is available 24 hours a day, seven days a week. You can also sign up to get updates when an inmate is released, escapes, is placed in a work release facility or dies while in custody. Note you will not be notified if an inmate is transferred from one facility to another.

### To find an inmate:

1. Visit [Vinklink](#)
2. In the drop-down menu, enter “Alaska” as the state you wish to search.
3. Click on the “Search for Someone” icon and enter their first and last name and click the search button.
4. If the person is in custody, their information, including their location will be available on the next page.
5. If you don’t have access to the internet, you can call 1-800-247-9763. This number works after-hours as well.

**Search**

I'm searching for An offender

located in Alaska

whose Name is

First Name	Last Name
<u>John</u>	<u>Doe</u>



## Intake Process

When someone is first brought to an Alaska DOC facility after being arrested, they will go through the booking process. During this time, each person is evaluated:

- to decide custody level
- to decide housing.

Every person will also receive:

- a medical and mental health screening performed by an Alaska DOC medical staff.

While in booking, the individual has the right to call their attorney and any relative or friend. If posting bail is available, the individual will be given time in booking to do so before changing into Alaska DOC clothing and taken to a housing unit. *Note: bail can still be posted at any time (see below Paying Bail/Bond).*

Within the first 24-hours of an individual's arrest on new criminal charges, you may visit at any time, day or night. Attorneys and legal representatives may also visit a prisoner at any time during the first 24 hours. To visit someone within the first 24 hours, you do not need to be on an approved visitors list – go to the front desk of the facility with your valid state or government ID and the visit can be arranged. All other rules of visitation apply. After the initial 24-hours, you must be on the prisoner's approved visitor list.

To find out booking charges, please visit [Alaska Court System](#).



## Paying Bail/Bond

To find out if your loved one can be bailed out and the amount owed, call the booking or records department of the facility.

Bail and bonds are accepted 24 hours a day at all institutions. You can also pay bail at your local courthouse during normal business hours. Cash, check, and money order are all accepted.

### Bail is set by the Court

- Allow at least an hour and a half for court paperwork to be received by Alaska DOC after an inmate has appeared in court.
- Inmates cannot be released unless the court approved Third Party is present if one is required.

- It may take up to four hours from the time the paperwork is received before the inmate is released.
- Once a person is released from custody, Alaska DOC will provide transportation to the place of arrest.



## Mail, Packages & Publications

Mail is a great way to stay in touch with your loved one. For security reasons, mail must meet certain requirements to be given to an inmate. Please be sure to read this section carefully so there is no interruption to your mail.

Alaska DOC divides mail into three categories:

- Privileged Mail
  - mail between inmate and attorney, physician, legislator, or other person(s) or organizations listed in Alaska DOC [Policy 810.03](#) “Prisoner Mail, Publications and Packages.”
- Prisoner-to-Prisoner Mail
  - mail between prisoners.
- General Mail
  - mail other than privileged or prisoner-to-prisoner.

### General Information

Mail to prisoners should be addressed as follows:

**Prisoner's full name**

**Facility Name**

**Facility Address**

**City, State and Zip Code**

Mail that does not have a complete return address, including the name of sender, will be destroyed.

The following envelopes are not accepted and will be returned, unopened, to the sender unless received directly from an approved vendor or marked as “Privileged.”

- Any non-white envelopes larger than 9” x 12” in size.
- An envelope which is not commercially produced.
- An envelope made of cardboard, padded, corrugated, or tear resistant material.
- An envelope constructed of heavy weight paper (i.e. greater than 24 pound) or with security screening features.

- Envelopes to which address labels, stickers, stamps, glitter, or other items are attached with an adhesive. Labels and stickers attached to an envelope by the US Postal Service are allowed.

Mail that cannot be searched will be rejected. Unless received directly from an approved vendor, or marked as “Privileged” mail, the following mail items will be returned, unopened, to the sender:

- Mail that is taped, pasted, or joined to another item.
- Mail which includes drawings or writing not in blue or black ink or graphite pencil.
- Photographs that have been changed in any way or are not printed on plain white or photographic paper.
- Mail written on a non-white, heavy weight (i.e. greater than 24 pound), or construction paper. White lined paper is allowed.
- Mail with stamps, stickers, or anything attached to the paper with an adhesive.

## Outgoing Mail

Prisoners can buy stamps off Commissary. At the expense of Alaska DOC, indigent prisoners may mail up to five (5) pieces of mail per week, legal or otherwise.

## Inspection

- Mail staff will inspect general mail for contraband before it is given to the prisoner.
- Mail staff may read the mail if they believe that the content of the mail falls into one of the categories prohibited below.

## Prohibited Mail

Alaska DOC shall prohibit any mail that:

- Lacks a return address that contains, at a minimum, the sender’s first initial , full last name, and mailing address.
- Has unauthorized or insufficient postage
- Is taped, pasted or joined to another item (unless applied by security staff) or has any items affixed with adhesive.
- Includes drawings or uses a writing medium other than blue or black ink or graphite pencil.
- Contains:
  - a. Contraband
  - b. Additional mail from outside the sender’s immediate family;
  - c. Material that:
    - i. Is sexually explicit
    - ii. Could reasonably be expected to aid an escape, incite/encourage any form of violence, or threaten institutional security;

- iii. Correctional fluid or tape, paint, warped paper, powder, lipstick, a foreign or unknown substance, an unusual stain, body fluid, perfume, incense, or oil;
- iv. Non-commercially produced or multi-fold greeting cards, or made of non-standard card stock paper, greeting cards which have embellishments or exceeds 6" X 8" in size.
- v. A personal check, cash, or solicits gifts, money, credit, or an unauthorized contractual purchase (except for contractual purchase of materials authorized in 22 AAC 05.510);
- vi. A hard-bound or leather-bound book (including a Bible);
- vii. Tattoo information or templates;
- viii. Non-privileged electronic media or storage devices;
- Contains plans or threats of physical harm against a person or other criminal activity;
- Contains contraband, plans for sending contraband into or out of the institution, or indicates other activities prohibited under 22 AAC 05.400, Prohibited Conduct for Prisoners;
- Is written in a code that the reader does not understand;
- Asks for gifts, money, credit, or contractual purchases without prior approval of the department;
- Purports to represent a business or firm or appears to be intended to conduct an authorized business operation, unless authorized by the commissioner or designee;
- Contains personal or financial information that presents a significant threat to the prisoner if information is discovered by another prisoner;
- Contains information that, if communicated, would create a risk of mental or physical harm to a person;
- Contains material that may be expected to aid an escape, or encourage any form of violence;
- Contains prohibited material under 22 AAC 05.510(b);
- Written unnecessarily on a state or department document or instrument;
- Includes correspondence from other prisoners inside of an additional envelope or requests recipient to forward mail;
- Is in violation of a Court order.

## Packages & Publications

Packages are only accepted from approved vendors through the commissary.

- All publications, including magazines, comics, graphic novels, books or newspapers, must be ordered and received directly from an approved vendor.
- Prisoners must have enough money to pay for any order in advance.
- Family or friends may order publications for delivery to a prisoner directly from the approved vendor.
- Family or friends of prisoners may place money in a prisoner's account but may not send gifts to an institution. You must be an approved visitor before putting money on a prisoner's account.
- Deposits may not exceed \$500 total in a single month.

**For a list of approved vendors, please call the institution directly.**

### **Prohibited Publications**

A publication will be rejected if it, in whole or in part:

- Contains material that could be expected to aid in escape, encourage violence, theft, work stoppage, hunger strikes or destruction of property;
- Contains instructions or pictures on how to make or use weapons, ammunitions, bombs, explosives, incendiary devices, handguns, or rifles;
- Shows or describes procedures for making alcohol, drugs or poisons;
- Contains obscene material:
  - Contains words, gestures, language, books, newspapers, or other written or pictorial materials that the average person would find shows or describes, in an offensive way, ultimate sexual acts, masturbation; excretory functions, lewd exhibition of the genitals, or sexual sadomasochistic activity;
  - The work appeals to the sexual interest; and
  - The work lacks serious literary, artistic, political, or scientific value;
- Shows frontal nudity. Frontal nudity includes either the exposed (including visible through clothing) female breast(s), nipple(s), areola(s) and / or the genitalia of either gender;
- Shows rear nudity. Rear nudity includes the exposed buttock(s) and / or anus of either gender;
- Is written in code that the reader does not understand;
- Depicts, describes, or encourages activities that could be expected to lead to the use of physical violence or group disruption; or
- Specifically prohibited are musical media that have a parental advisory label indicating “Explicit Content”, and electronic games rated “Adults Only”, “Mature” or otherwise labeled with descriptors indicating the inclusion of content that is unacceptable as defined above. Note: Prisoners are already prohibited from viewing video media rated “X”, “R”, or “NC-17”

**REMEMBER:**  
**MAIL MUST HAVE FULL RETURN ADDRESS**  
**USE A WHITE ENVELOPE AND WHITE PAPER**  
**NO NUDE PICTURES OR EXPLICIT CONTENT**  
**NO CRAYON DRAWINGS**  
**NO NON-POSTAGE STAMPS OR STICKERS**



## Telephone

Phone calls are another great way to stay in touch with your loved one while they are incarcerated. Prisoners have access to telephones, unless:

- restricted or suspended due to disciplinary infractions
- reasons exist to believe the prisoners' telephone use threatens institutional security, the safety of a person, the protection of the public, or otherwise constitutes telephone abuse.

Phones inside the institutions are normally turned on around 7:00 a.m. and shut off at 10:00 p.m.

Telephone services are provided through Securus Technologies. To receive calls from an inmate, you must set up an AdvanceConnect™ account. An inmate cannot set up a Securus account.

An AdvanceConnect™ account is a friend & family-owned prepaid calling account that allows you to receive collect calls from an inmate and have the charges taken automatically from your prepaid account. You will need to set up an account in order to receive phone calls from an offender.

To set up a Securus Account:

1. Visit [Securus Technologies](#) or call 1-800-844-6591.
2. Enter your email (username) and password.
3. Select three security questions should you forgot your password.
4. Enter your first and last name, email address, physical address, phone number and choose a PIN that will be used for identification and security purposes.
5. You should receive an email confirming your account.
6. Sign in and add money to your account.

All calls are recorded and may be monitored, except for calls between a prisoner and an attorney or calls to other privileged party.

If you have questions about the Securus phone service, contact Securus at [support@securustel.net](mailto:support@securustel.net) or [billing@securustel.net](mailto:billing@securustel.net).

### Prohibited Phone Calls

- Three-way calls (telephone calls where there are initially two people and then third person is added by means of a conference or similar feature);
- Call-forwarding, whether permanent or temporary;
- Collect long-distance calls made through an operator rather than through the automated phone system in place;

- Calls to toll-free numbers, except as authorized by the Superintendent and prisoner phone system contract manager;
- Calls to 900 or similar numbers for which special, additional charges apply;
- Calls using calling cards or PINs not issued directly by the institution;
- Calls billed to credit cards or third parties.

Violation of the phone policy by a friend or family member may result in the phone number being restricted or blocked. It may also cause your family member or friend to temporarily lose phone privileges.

To make sure you and your loved one are following Alaska DOC phone policy, please review the full Alaska DOC [Policy 810.01](#) “Prisoner Access to Telephones.”

**REMEMBER:**  
**NO THREE-WAY CALLS ALLOWED**  
**FACEBOOK LIVE IS CONSIDERED CALL FORWARDING**  
**VIOLATION OF THE PHONE POLICY MAY RESULT IN YOUR NUMBER BEING**  
**BLOCKED**



## Visitation

Alaska DOC encourages visitation because strong family and community ties increase the likelihood of a prisoner's success after release.

Visitation hours for each facility are located on the Alaska DOC [Institutions website](#) or you can call the institution directly. Note that visitation may be cancelled at any time.

### General Guidelines

Each visitor must register his or her name, address, and relation to the prisoner upon entry. Visitors must show proof of their identity (driver's license or a State or government issued identification card). Staff may identify a visitor if they know the person.

Visitors may be denied visitation if staff decides they are dressed inappropriately. No beach wear, revealing clothing, or open toe shoes.

Please be aware that staff will search you and your belongings for weapons and contraband. Visitors who refuse to be searched will not be allowed to visit.

If you show up late to visitation, you may not be allowed in.

Alaska DOC may terminate visitation and refer for prosecution any visitor who introduces or attempts to introduce contraband during visitation. Contraband includes anything that the visitor or prisoner exchanges without the Superintendent's approval.

Most visits are one-hour long except under exceptional circumstances, such as length of travel, etc. All visitors must be on the prisoners "Approved Visitors List."

A person can only be approved for one prisoner's visitation list. A person may be approved and placed on the visitation list of another prisoner who is an immediate family member, or with the approval of the Superintendent.

### **First 24-hour visit**

During the first 24 hours of the prisoner's admission to a facility on new criminal charges, family and friends can visit the prisoner outside of normal visiting hours. Attorneys and legal representatives may also visit a prisoner at any time during the first 24 hours of a client's incarceration.

### **Types of Visitation**

- Secure Visitation limits or prohibits physical contact.
- Contact Visitation allows for communication and physical contact between the prisoner and visitor.
  - The prisoner and visitor may hug for a short time only at the beginning and end of the visitation period. Kissing is not allowed;
  - Fondling, caressing or other sexual activities are not allowed;
  - The prisoner and visitor must sit in separate chairs during visitation; and
  - Small children may sit with a relative prisoner if approved by the supervising staff member.
- Special Visits (longer visits or visits outside of normal hours) are available and can be approved by the Superintendent on a case-by-case basis (families traveling long distances, etc.). If you would like to find out if you may be eligible for a special visit, please have your friend or family member submit a request to the Superintendent.

### **Restrictions on Visitation**

Your visit may be denied or restricted for the following reasons:

- Security requirements;
- Space availability;
- Disruptive behavior;
- Being under the influence of alcohol or drugs;
- Health problems (Restrictions for someone experiencing mental health issues only apply if the person's behavior is disruptive, dangerous, or in some way threatens the security of the institution);
- Refusal to be searched;
- Previous violation of visitation rules;

- A court order prohibiting visitation during probation (this also applies during incarceration);
- The visitor was released from a correctional facility within the preceding 60 days, unless the Superintendent pre-approves the visit. (This section does not apply to a prisoner's family members or a person who was acquitted at trial or released because the State dismissed the charges);
- Lying about identity or the purpose of the visit;
- Violation of the dress code;
- If the prisoner is facing disciplinary action. In that case, Alaska DOC may limit or suspend contact visitation and limit secure visitation to immediate family members;
- Any other reason that demonstrates that the visit may interfere with the orderly operation, security, or safety of the institution.

If you are currently under probation, parole, or other community supervision, you must get permission from your PO and the Superintendent before visiting a prisoner.

### **Visitation by Minors**

Visitation by a minor who is a child of the prisoner will not be restricted unless parental rights to visitation have been terminated or limited, in the case of a divorce or a child in need of aid procedure, or other court order.

A minor visitor who is a family member of a prisoner must be accompanied by an adult who is either an immediate family member or is approved by the Superintendent. Proof of the child's relationship to the prisoner (birth certificate) must be provided to the facility before they can come to visit.

A minor visitor who is not a family member of the prisoner must be accompanied by a parent or legal guardian.

## Dress Code

Your visit may also be denied if you are dressed inappropriately, or your clothing (or lack of clothing) violates the following criteria:

- Shirt and trousers for men; a shirt and skirt, shirt and slacks, or dress for women;
- Visitors must always wear closed toe footwear;
- Cut-offs, shorts, beach-type clothing, and provocative or revealing clothing such as mini-skirts, low-cut blouses, tube tops, low-cut pants and see-through blouses are not acceptable;
- Visitors may not wear hats in the visiting area, unless authorized by the Superintendent.

**REMEMBER:**  
**Bring your ID**  
**Dress appropriately**  
**Be on time**  
**Don't exchange anything with a prisoner**  
**No kissing**



## Classification

The process of “classification” determines the custody and rehabilitative needs of prisoners. It also helps decide where a prisoner will be housed. The custody status given to a prisoner establishes the level of supervision required for the prisoner.

There are four levels of custody:

- A. Community
- B. Minimum
- C. Medium
- D. Close.

Prisoners are classified to the least restrictive custody level based on the assessment of behavioral risk factors, supervision needs, rehabilitative needs, and institutional behavior. Review of custody level status is completed yearly.

For more information of classification, please see Alaska DOC [Policy 700.01](#) “Classification.”

## Segregation

Segregation is used to separate an individual from the general population. It is important to understand that segregation is not always punishment and is frequently used to keep inmates safe. However, some segregation placements do result in loss of privileges (visitation, phone calls, recreation, programming, etc.) and may temporarily interfere with the contact you have

with your loved one. *When a person is placed in segregation, the institution will make every effort to allow the inmate to contact their family to notify them of their change in status.*

A prisoner may be assigned under the four types of segregation:

### Types of Segregation

- Administrative Segregation
  - A form of separation from the general population imposed when the continued presence of the inmate in the general population poses a serious threat to life, property, self, staff, or other inmates or to the security or orderly operation of the institution. Inmates pending investigation for trial on a criminal act or pending transfer also can be included.
- Administrative Segregation Maximum
  - Indicates that an inmate requires the maximum level of supervision available within the facility due to being identified as an escape risk, assaultive, predatory, riotous, or seriously disruptive to the orderly operation of the facility. A segregation maximum inmate must be placed in secure housing, with very limited program activities, with maximum supervision within the secure perimeter of the facility.
- Protective Custody
  - A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety. The inmate's status is reviewed periodically by the Superintendent or his/her designee.
- Punitive Segregation
  - A form of separation in which inmates who have committed serious violations are confined to individual cells separated from the general population. Placement in punitive segregation only may occur after a finding of a rule violation at an impartial hearing and when there are no other options to regulate the inmate's behavior.



### Medical

The health and wellbeing of your friend or family member is one of our highest priorities. Alaska DOC ensures all inmates have access to essential medical, dental and mental health services comparable in quality to those available to the general public.

Each facility has on-site medical staff who can initiate aid, as well as either an on-site or on-call health care practitioner. Inmates may be sent to community providers when essential medical services cannot be provided on-site.

## Non-Emergent/Emergent Healthcare

When entering the facility, as part of the prisoner orientation process, the prisoner is given instructions for receiving medical, dental, or mental health care services.

For non-emergency health care, prisoners can attend sick call or file a Request for Medical Care.

Prisoners who need emergency health care should immediately notify a staff member. In the case of extreme emergencies, aid will be given until outside emergency medical services arrive, and the prisoner will be transported to the nearest hospital via ambulance.

## Essential Healthcare

Essential healthcare services include dental, psychological, psychiatric, or other medical services available to a prisoner when a health care provider concludes that:

- the prisoner's symptoms indicate serious disease or injury;
- treatment could cure or substantially alleviate the disease or injury;
- the potential for harm if treatment is delayed or denied could be substantial; or
- services are needed to alleviate pain and suffering.

Prisoners who suffer from mental illness will receive appropriate mental health treatment.

## Special Health Care

Special healthcare services for the prisoner's well-being, include:

- health education material;
- hearing services;
- vision care;
- maternity care;
- health care screenings, tests, diagnoses and tests for special health care needs;
- contagious or communicable diseases;
- detox and withdrawal treatment; medication assisted treatment for opioid dependence.

## Prescription Medication

Prisoners have access to prescription medication as prescribed by a licensed Alaska DOC medical provider. Alaska DOC will distribute medications as ordered by the provider. This may include medical staff administered medication, self-medication that the inmate may keep, and self-medication stored by security.

Medications prescribed in Alaska DOC may not always be the same as what the inmate was taking in the community. Medical staff review outside medical records and conduct exams and interviews to determine which medications are most appropriate for the inmate's health and wellbeing while in custody.

Inmates may order common over-the-counter medication such as cough drops, aspirin, nasal spray, etc. through commissary.

## Cost

Prisoners are charged a co-payment fee as follows:

- Visit with healthcare staff: \$5.00
- Initial Prescription: \$5.00
- Use of medical equipment (crutches/canes/braces): \$5.00
- Special order, patient specific items (eyeglasses, orthotics, shoes, cardiac devise): \$10.00
- Durable medical equipment (wheelchairs, walkers, CPAP machine): \$25.00
- Prosthetics (hearing aids, dentures, artificial limbs): \$25.00

Medications, medical equipment and other health care services will not be withheld due to an inmate's inability to pay co-payment fees.

## Release of Private Health Information

We understand you may have questions about your loved one's health. Unfortunately, health care information regarding physical or mental health treatment is confidential and is handled in a manner consistent with HIPAA regulations. A prisoner may sign and submit an Authorization for Release of Personal Health Care Information which allows necessary information to be disclosed to the authorized party in accordance with federal HIPPA regulations. The release form and instructions may be found [here](#).



## Prisoner Accounts

Each prisoner may start and maintain an Offender Trust Account (OTA). Prisoners may also be required to begin a Mandatory Savings Account, depending on their length of sentence. The balance of these accounts will be given to the prisoner upon release.

### Offender Trust Accounts

OTAs are accounts that can be used by prisoners to purchase items from Commissary, pay medical co-pays, buy clothing, etc.

### Deposits to OTAs

- The only acceptable forms of deposit are cash, cashier's checks, and money orders. Cash is not accepted through the mail.
- Deposits to a prisoner's OTA account is limited to \$500 per month, unless a larger amount is pre-approved by the Superintendent or his/her designee.
  - Dividend payments and checks from Native corporations do not count towards a prisoner's monthly deposit limit.
- Deposits may only be made by individuals on a prisoner's approved visitor list.

- Deposits by individuals other than those on the prisoner's approved visitor list may be refused.
- You can deposit money in person at any Alaska DOC institution, regardless of where the prisoner is located.
- You must have a valid state or government issued ID with you at the time of an in-person deposit. You can also mail cashier's checks or money orders to be deposited in an offender's account. Cash is not accepted through the mail.
  - You must be on the prisoner's approved visitor list to send funds.
  - The cashier's check or money order must be made out to the prisoner, including their inmate number.
  - The cashier's check or money order must also include the sender's full name, to confirm the sender is an approved visitor.
  - Mail the cashier's check or money order to the prisoner at their facility. Make sure to include their full name and prisoner number.
- Staff will ensure the person making the deposit is approved before accepting the deposit.

### **Steps to Deposit Money**

**Ensure you are on the inmate's approved visitor list.**

**Go to your nearest Alaska DOC institution to make an in-person deposit**

**(your loved one does not need to be housed at that institution in order to put money in their books)**

**Bring a valid form of photo ID, along with the cash, cashier's check or money order you wish to deposit.**

**-Or -**

**Mail your deposit to the institution – remember cash is not accepted through the mail.**

### **Mandatory Savings**

If your loved one has a job inside an Alaska DOC facility, a percentage of the money earned are automatically put in a mandatory savings account so the prisoner will have money saved at the time of release.

Prisoners also pay child support, restitutions, fines, etc. through a percentage of their earned wages.

In the case of extreme hardship, money may be disbursed from the prisoner's Mandatory Savings account prior to release.

Prisoners who have more than eight (8) years to serve before their release date are not required to have a Mandatory Savings.

### **Inmate Marriage**

It is the policy of Alaska DOC to allow prisoners in custody to marry unless the marriage negatively impacts prisoner reformation, public safety or institutional order and security. Marriage does not provide a prisoner with any additional rights.

The prisoner must submit a Prisoner Marriage Application to the Superintendent, through the Institutional Probation Officer and the Institutional Chaplain. See [Policy 808.10](#) “Prisoner Marriages” for additional information.



## Programming

Alaska DOC offers a wide variety of programs designed to provide inmates with the tools needed to be productive, healthy and contributing members of communities. Please encourage your family member or friend to participate in the programming that is offered! It is a great way to learn healthy habits, meet others who are positively engaged and motivated, and help them succeed when they are released from prison.

### Faith-Based Programming/Chaplaincy Services

Alaska DOC recognizes many different faith groups and allows prisoners to practice that faith by giving access to services, property, special events and special dietary needs. Each institution has a dedicated Chaplain, as well as religious volunteers, who make sure prisoners have access to faith-based programming and chaplaincy services.

### Education/Vocation Services

Inmates can further their education while incarcerated. Alaska DOC offers GED classes and testing, Adult Basic Education, and even some college level courses. We also offer a wide variety of vocational programs where offenders can earn certifications and complete trainings necessary for employment upon release.

### Treatment Programming

Alaska DOC provides essential mental health, substance abuse, sex offender therapeutic and support services to improve an individual’s satisfactory prison adjustment and reduce the risk of criminal recidivism upon release. Services are provided based on assessments by trained staff and may vary from intensive residential treatment to peer support groups.

### Prosocial Opportunities

These activities are known to increase positive mood, self-esteem, life satisfaction and overall mental health. Some examples of pro-social activities offered by Alaska DOC are hobby-craft, greenhouse programs, running clubs, orchestra & music groups and Special Pet Obedience Training.

### Prisoner Employment

Prisoners can also get a job while they are incarcerated. Job opportunities are available at every institution and may include janitorial services, working in the kitchen or doing laundry.

All programming and employment opportunities are voluntary. An inmate's participation in these programs depends on custody level, physical and mental health, length of sentence and work environment considerations. For a full list of programs offered at each facility, please visit our [website](#) for more information.



## Pretrial, Probation and Parole Supervision

Once your friend or family member has been released to Alaska DOC supervision, there are things you can do to help them succeed and stay out of jail. This is often the most difficult time for an offender as they must learn a new lifestyle and continue towards a successful future. Understanding their conditions and supporting their compliance is one of the best things you can do to support your loved one. If appropriate, the supervising officer will certainly assist in answering any questions or providing clarification.

### Pretrial

Once a defendant is charged with a crime, the judge may order the defendant be released to Pretrial Supervision (PED).

If the defendant is released to PED, they will be assigned a Pretrial Services Officer and must comply with the conditions of release set by the judge.

Pretrial defendants may not leave Alaska without permission from the court. If your family member is releasing on PED, it's important to communicate with them about their conditions of release to help them succeed.

### Probation & Parole

The Alaska Board of Parole may grant an offender Discretionary Parole. Additionally, an offender serving over two years will be released onto Mandatory Parole. At sentencing, if a Judge orders a defendant to serve a period of probation, the offender will start their probationary period upon release from an institution. Occasionally, an offender is released from custody on both Parole and Probation supervision and may have different sets of conditions to follow. Probation and Parole officers ensure compliance with conditions of supervision, such as treatment issues, substance abuse, mental health, and ensuring offenders pay restitution/fines.



## How to Help

When you find out that your family member is releasing from jail or prison, work with their institutional probation officer to pick them up from the facility on their day of release. In most cases, if your family member is returning home to a rural community where they were arrested, Alaska DOC will assist with securing a plane ticket for their return home.

If a family member is on felony probation or parole supervision, there will be restrictions on the use or possession of firearms. If your family member is going to reside with you, please have any firearms removed from the residence.

When your family member releases to felony probation or parole supervision, ask for a copy of their judgment or conditions. Ask questions if you don't understand what they mean.

When someone releases to felony probation or parole supervision, a residence check, or verification may be done by probation or parole officers. If conditions permit, this may include a search of the residence for prohibited items.

If your family member has been convicted of a sex offense, they will have registration and treatment requirements that need to be met. Encourage your family member to maintain their registration and update any changes to their address immediately.

If your family member has felony probation or parole supervision, know they will be required to meet with their officer at least once a month, sometimes more often, to ensure your family member is making progress in obtaining employment, meeting their treatment needs or paying restitution and fines.

If you—or someone your family member is close to—has a felony conviction, there may be restrictions on whom your family member is allowed to associate with. Encourage your family member to disclose these relationships to their probation officer so prior approval for contact may be obtained.

Your family member can request a copy of a form to assist with getting a free ID from the Division of Motor Vehicles (DMV). Remind your family member to request one if needed and assist them in getting to the DMV to make that happen.

Assist your family member to report to their first office visit with their probation officer. You will not be permitted to enter the secure area of the office but being present can help with stress and tension.

Some family members on supervision are prohibited from consuming illegal substances, marijuana or alcohol. If you notice your family member backslide into negative behaviors, such as using drugs or alcohol, the best method to avoid future serious problems is to notify a probation officer of the behavior so it may be addressed.



## Emergency Contact

We understand having a family member in jail brings many unique challenges, especially with communication. To help with that, each prisoner is assigned an institutional probation officer (IPO) while in custody. This IPO knows your family member well and can give you updates on their status when appropriate. In case of emergencies, or if you have questions about your loved one, please contact their assigned IPO. To get contact information for the IPO, please contact the institution directly.