

# 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 Department of Corrections 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

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



## Locating an Inmate

You can find out where your friend or family member is located by using the website [www.vinelink.com](http://www.vinelink.com) 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 [www.vinelink.com](http://www.vinelink.com).
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 a DOC facility after being arrested, he/she goes through what is called the booking process. During this time, each person is evaluated to decide custody level and housing. During the booking process, every person also receives medical and mental health screenings performed by 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 defendant is given a fair amount of time in booking to do this before they are changed into DOC clothing and taken to a housing unit. Note that bail can still be posted at any time (see below Paying Bail/Bond).

You also may visit someone at any time, day or night, within 24 hours of the prisoner's initial arrest on new criminal charges. 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.



## 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 so please allow at least an hour and a half for court paperwork to be received by 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.



## 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.

The Department divides mail into three categories:

1. Privileged Mail: mail between inmate and attorney, physician, legislator, or other person(s) or organizations listed in [DOC Policy 810.03](#) .
2. Prisoner-to-Prisoner Mail: mail between prisoners.
3. 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".

1. Any non-white envelopes.
2. An envelope which is not commercially produced.
3. An envelope made of cardboard, padded, corrugated, or tear resistant material.
4. An envelope constructed of heavy weight paper (i.e. greater than 24 pound) or with security screening features.
5. 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.
6. Envelopes with drawings on them unless the drawing is in blue or black ink or graphite pencil.

Also, 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:

1. Mail that is taped, pasted, or joined to another item.
2. Mail which includes drawings or writing that is not in blue or black ink or graphite pencil.
3. Photographs that have been changed in any way, or that are not printed on plain white or photographic paper.
4. Mail written on a non-white, heavy weight (i.e. greater than 24 pound), or construction paper. White lined paper is allowed.
5. Mail with stamps, stickers, or anything attached to the paper with an adhesive.
6. Non-commercially produced or multi-fold greeting cards, greeting cards made of non-standard card stock paper, greeting cards which have embellishments or greeting cards which exceed 6" X 8" in size.
7. Mail containing lipstick or a foreign or unknown substance, including unusual stains, body fluids, perfumes or oils. If the substance is suspected of being a controlled substance, the mail may be turned over to law enforcement officials for further investigation.



## Outgoing Mail

Prisoners can buy stamps off Commissary. Indigent prisoners may mail, at the Department's expense, 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

The Department shall prohibit any mail that:

- A. Contains plans or threats of physical harm against a person or other criminal activity;
- B. 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;
- C. Is written in a code that the reader does not understand;
- D. 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;
- E. Shows sexually explicit images that show frontal nudity in the form of personal photographs, drawings, magazines, or another picture format;
- F. Asks for gifts, money, credit, or contractual purchases without the approval of the Superintendent or designee;
- G. Contains information that, if communicated, would create a risk of mental or physical harm to a person;
- H. Contains material that may be expected to aid an escape, or encourage any form of violence;
- I. Contains audio or video recordings;
- J. Is in violation of a Court order; or
- K. Has been banned for good reason following an individual decision by the Department, (for example, the recipient is a victim who has asked for no contact with the prisoner or is a minor whose guardian has asked for no contact with the prisoner).

## 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. 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:

- A. Contains material that could be expected to aid in escape, encourage violence, theft, work stoppage, hunger strikes or destruction of property;
- B. Contains instructions or pictures on how to make or use weapons, ammunitions, bombs, explosives, incendiary devices, handguns, or rifles;
- C. Shows or describes procedures for making alcohol, drugs or poisons;
- D. Contains obscene material:
  - a. 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;
  - b. The work appeals to the sexual interest; and
  - c. The work lacks serious literary, artistic, political, or scientific value;
- E. 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;
- F. Shows rear nudity. Rear nudity includes the exposed buttock(s) and / or anus of either gender;
- G. Is written in code that the reader does not understand;
- H. Depicts, describes, or encourages activities that could be expected to lead to the use of physical violence or group disruption; or
- I. 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 or 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 <https://securustech.online/#/enroll> 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.

### Prohibited Phone Calls

1. 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);
2. Call-forwarding, whether permanent or temporary;
3. Collect long-distance calls made through an operator rather than through the automated phone system in place;
4. Calls to toll-free numbers, except as authorized by the Superintendent and prisoner phone system contract manager;
5. Calls to 900 or similar numbers for which special, additional charges apply;
6. Calls using calling cards or PINs not issued directly by the institution;
7. Calls billed to credit cards or third parties.

Violation of the phone policy by a friend or family member may result in your 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 the DOC phone policy, please review the full DOC Phone Policy at <https://doc.alaska.gov/pnp/pdf/810.01.pdf>.

**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

The Department 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 DOC Institutions website (<https://doc.alaska.gov/institutions>) 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.

The Department 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

1. Secure Visitation limits or prohibits physical contact.
2. Contact Visitation allows for communication and physical contact between the prisoner and visitor.
  - a. The prisoner and visitor may hug for a short time only at the beginning and end of the visitation period. Kissing is not allowed;
  - b. Fondling, caressing or other sexual activities are not allowed;
  - c. The prisoner and visitor must sit in separate chairs during visitation; and
  - d. Small children may sit with a relative prisoner if approved by the supervising staff member.
3. 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:

1. Security requirements;
2. Space availability;
3. Disruptive behavior;
4. Being under the influence of alcohol or drugs;
5. 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);
6. Refusal to be searched;
7. Previous violation of visitation rules;
8. A court order prohibiting visitation during probation (this also applies during incarceration);
9. 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);
10. Lying about identity or the purpose of the visit;
11. Violation of the dress code;
12. If the prisoner is facing disciplinary action. In that case, the Department may limit or suspend contact visitation and limit secure visitation to immediate family members;
13. 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:

1. Shirt and trousers for men; a shirt and skirt, shirt and slacks, or dress for women;
2. Visitors must always wear closed toe footwear;
3. 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;
4. 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

Classification is used to determine 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: Community, Minimum, Medium and 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 DOC Policy 700.01: [Prisoner Classification](#)

## Segregation

Segregation is used to separate an individual from the general population. It is important to know 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

- A. **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.
- B. **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.
- C. **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.
- D. **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. DOC ensures all inmates have access to 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, the prisoner is given instructions for receiving medical, dental, or mental health care services as part of the prisoner orientation process.

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:

- a. the prisoner's symptoms indicate serious disease or injury;
- b. treatment could cure or substantially alleviate the disease or injury;
- c. the potential for harm if treatment is delayed or denied could be substantial; or
- d. 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:

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



## Prescription Medication

Prisoners have access to prescription medication as prescribed by a licensed DOC medical provider. 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 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:

- A. Visit with healthcare staff - \$5.00
- B. Initial Prescription - \$5.00
- C. Use of medical equipment (crutches/canes/braces) - \$5.00
- D. Special order, patient specific items (eyeglasses, orthotics, shoes, cardiac devise) - \$10.00
- E. Durable medical equipment (wheelchairs, walkers, CPAP machine) - \$25.00
- F. 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. However, 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 HIPAA regulations. The release form and instructions may be found here: [Health & Rehabilitation Services | Alaska Department of Corrections](#)



## 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

1. Cash, cashier's checks, and money orders are acceptable forms of deposits to a prisoner's OTA account. Note that cash is not accepted through the mail.
2. 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.
3. Deposits may only be made by individuals on a prisoner's approved visitor list.
4. Deposits by individuals other than those on the prisoner's approved visitor list may be refused.
5. You can deposit money in person at any DOC institution, regardless of where the prisoner is located.
6. You must have a valid state or government issued ID with you at the time of deposit.
7. 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.
8. 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 DOC institution (remember, your loved one does not need to be housed at that institution in order to put money of their books)**

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

**-Or-**

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

## Mandatory Savings

If your loved one has a job inside a DOC facility, a percentage of the money earned are automatically put in a mandatory savings account so the prisoner can 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 do not have to have a Mandatory Savings.

## Inmate Marriage

It is the policy of the Department of Corrections (DOC) to allow prisoners in the custody of the Department 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 for complete information. The marriage application is included with the policy.



## Programming

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

The Department of Corrections 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. 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

The Department provides essential mental health, substance abuse, sex offender therapeutic and support services to improve their 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 that DOC offers are hobby-craft, green house 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 <https://doc.alaska.gov/doc/ADOC-Programs-and-Services.pdf>.



## Pretrial, Probation and Parole Supervision

Once your friend or family member has been released to DOC supervision, there are lots of 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, he/she will be assigned a Pretrial 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 2 years will be released onto Mandatory Parole. If, at sentencing, 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, the Department of Corrections 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/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, please note 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 as least once a month, sometimes more often, to ensure your family

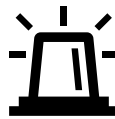
member is making progress in obtaining employment, meeting their treatment needs or paying restitution and fines.

If you or someone else your family member is close to has a felony conviction, there may be restrictions on who your family member may associate with. Encourage your family member to disclose these relationships to their probation officer so that 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 there 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 that 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 his or her assigned IPO. To get contact information for the IPO, please contact the institution directly.

## Frequently Asked Questions

### **Is my family member in jail?**

To see if your friend or family member is currently in jail, follow these steps:

1. Visit [www.vinelink.com](http://www.vinelink.com)
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.

### **How do I find out how much someone’s bail is?**

To find out how much bail is, you can call the Records or Booking department of the institution. Main phone numbers for each institution are listed at the beginning of this handbook.

### **How do I bail someone out?**

You can pay bail during normal business hours at your local courthouse, or DOC institutions accept bail money 24 hours a day. Cash, cashier’s check, and money order are all acceptable forms of payment.

### **Can I put money on someone’s account?**

Inmates can only receive money from people who are on their approved visitors lists, or verifiable immediate family members. You can mail cashier’s checks or money orders, but cash is only accepted in person. Cashier’s checks or money orders sent through the mail must have complete sender information and must be made out to the inmate (to include the prisoner’s offender number). If you are depositing money in person – be sure to bring your ID. The maximum monthly amount that can be applied to the prisoner’s account is \$500.

### **Can I visit, what time are visits?**

Family and friends are encouraged to visit on a regular basis. Visiting times vary by institution. Please visit <https://doc.alaska.gov/institutions> and select the facility in which you’d like to visit for a complete list of visiting hours offered or call the institution directly.

### **Can I be approved for extended visiting times?**

Yes, the Superintendent can approve additional visiting time depending on the circumstance. Reasons could be distance traveled to visit, lack of visiting history, significant rehabilitative component, prisoner's turn of character after a long duration of negative behavior, and denial of prior visit(s) due to institutional needs. To see if you may be eligible, have your friend or family member fill out a Request for Interview detailing the reason or need for the extended visit.

### **Who do I contact with questions regarding the prisoner phone services?**

Securus Inmate Calls

Friends & Family™

8am - 8pm (Mountain)

[Support@SecurusTel.net](mailto:Support@SecurusTel.net)

[Billing@SecurusTel.net](mailto:Billing@SecurusTel.net)

2000 S. Colorado Blvd

Tower One, Suite 2000

Denver, CO 80222

### **How do I find out when someone is being released?**

To find out when someone is being released from a DOC institution, please call the records department of the institution.

### **How do I find out their booking charges?**

The easiest way to find out what charges may be pending against your friend or family member is to go to Alaska Courtview at <https://courts.alaska.gov/main/search-cases.htm>. You may also call the records department of the institution.

1. Google Courtview Alaska
2. Click on [Search Cases - Alaska Court System](#)
3. Search Trial Court Cases
4. Search cases
5. By name: enter the first and last name of the offender

### **How many visitors can visit at a time?**

This varies depending on the institution where your friend or family member is incarcerated. Please contact the institution directly.

### **Who can bring in a minor to visit?**

If the minor is a family member of the prisoner, he/she must be accompanied by an adult who is either an immediate family member or is approved by the superintendent. If the minor is not a family member of the prisoner, he/she must be accompanied by a parent or legal guardian.

Note that visitation by minors may be restricted if parental rights have been terminated or limited, pursuant to a divorce procedure, or other court order.

### **What attire is appropriate for visitation?**

1. Shirt and trousers for men; a shirt and skirt, shirt and slacks, or dress for women
2. Visitors must always wear closed-toe footwear – no flip-flops, sandals, or open toed shoes.
3. 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.

### **Can an inmate with sex offender conditions visit with biological children?**

Visitation by a minor who is a child of the prisoner are restricted when parental rights to reasonable visitation have been terminated or otherwise limited, pursuant to a divorce or a child-in-need-of-aid procedure, or other court order. Please be aware that a court order precluding a prisoner from visitation with a minor during probation applies during incarceration.



**How can I find out if I am approved to visit my friend or family member?**

Contact the institution where your friend or family member is incarcerated. If they are transferred to a different facility it may be necessary to be approved at the new facility. The security level and visiting capabilities of the facility play a role in determining who can visit. Some but not all facilities have reciprocal agreements regarding visitor approval.

**Can I still visit even though I showed up late for the visitation time?**

This varies by institution and circumstance, however if you show up late – you may not be allowed to visit. Please do your best to be early to visitation.

**If a person was arrested in another town, will DOC pay for their airline ticket home once released?**

Once released, DOC will provide return transportation to place of arrest.

**Can I drop off clothing for my family member or friend?**

We typically do not allow clothing to be dropped off by the public. If the person was booked without shoes, or a coat we will either provide for them from our left behind property or make an exception to ensure they are properly attired when released.

**How do I set up a phone account?**

The easiest method for setting up an account with Securus is to contact them directly at 1 (800) 844-6591.