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| | | Effective: 5/21/2012 | Reviewed: | |
| | | Distribution: Public | Due for Rev: | 5/2014 |
| Chapter: | Administration, Organization and Management | | | |
| Subject: | Monthly Reports | | | |

I. Authority

In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes:
AS 33:30.030

III. Purpose

To establish a format and procedures for the preparation and distribution of monthly divisional reports.

IV. Application

To all employees.

V. Definitions

As used in this policy, the following definition shall apply:

A. Report Month

The first through the last calendar day of a calendar month.

B. Division Director's Report

A description of the status of Divisional operations prepared for the Director by staff assigned to that task to be submitted to Deputy Commissioner of Operations for review and dissemination to the Commissioner.

VI. Policy

The director or supervisor of each area shall develop a monthly reporting format for their respective area. These shall cover all aspects of their respective operation and are to be maintained and made available to the Deputy Commissioner and Commissioner upon request.

VII. Procedures

A. Superintendents will provide a monthly report to the Division Director. The report shall include significant information including, but not limited to, personnel actions, staffing levels, training, serious incidents, inmate disciplinary actions, shakedowns, inmate employment, inmate grievances, inmate drug testing, education and programming, segregation, inmate property issues, medical, capital projects and community work service and work programs.

B. The report shall include information as requested by the Division Director for compilation and evaluation by research analysts and for other purposes related to planning and operation of the department.

- C. Program Reporting and Review: The Manager or Supervisor of each program activity shall prepare a monthly report of activities. The report shall be provided to the superintendent and shall include information on activities, accomplishments, problem areas and related issues.
- D. Each Probation and Parole Regional Administrator shall submit an End of the Month Report to the Division Director in memorandum form. The report is due on the 10th working day of the month. The report may include sections on:
 - 1. Supervision;
 - 2. Presentence reports ordered and or due;
 - 3. Violation reports filed, with a PTRR/PVR log attached;
 - 4. Participation in treatment;
 - 5. Community work service
 - 6. Substance Abuse Testing, with a log of UAs and a UA summary attached;
 - 7. Field Visits
 - 8. Sex Offender computer searches
 - 9. Court/Parole Board Appearances;
 - 10. Overtime hours, with log attached;
 - 11. Staffing, including filled positions, vacancies and recruitment efforts;
 - 12. Training Hours completed;
 - 13. Community/Interagency meetings;
 - 14. Budget figures.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

5/21/2012



Date

Joseph D. Schmidt, Commissioner
Department of Corrections

Applicable Forms to this Policy:
101.02A
