



**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS
INTERIM POLICY AND PROCEDURES MEMORANDUM**

APPROVED BY:


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PAGE:

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MEMO TYPE:

Public

MEMO TITLE:

How To File An Ombudsman Complaint From Prison

MEMO ATTACHMENTS / FORMS:

(A.) How to File An Ombudsman Complaint From Prison.

AUTHORITY / REFERENCES:

22 AAC 05.155
AS 33.30.011
DOC P&P 101.07

PURPOSE:

The purpose of this Interim Policy And Procedures Memorandum (IPPM) is to provide an attachment to the current Department of Corrections (DOC) P&P 101.07, State Ombudsman, that guides people through the process of filing an Ombudsman complaint from prison.

APPLICATION:

This IPPM applies to all Department employees and prisoners.

EXISTING DOC POLICY & PROCEDURES MODIFIED:

This IPPM modifies language found in DOC P&P 101.07, State Ombudsman. Specifically this IPPM adds a new section D. under the Procedures section of the policy titled "Filing an Ombudsman Complaint From Prison". It also adds an attachment (Attachment A) to the existing P&P.

NEW PROCEDURES:

- D. If a prisoner wishes to file a complaint from a DOC institution, they may refer to the guide *How To File An Ombudsman Complaint From Prison* (Attachment A), that was produced by the Office of the Ombudsman.