
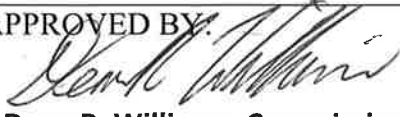


STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Administration		PAGE: Page 1 of 4
	CHAPTER: 100	NUMBER: 102.05	P&P TYPE: Public
	TITLE: Standard Operating Procedures		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 07/11/16
ATTACHMENTS / FORMS: (A.) Standard Operating Procedures Template. (B.) Standard Operating Procedures Acknowledgement Form.		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.011 AS 33.30.021 AS 44.28.030	

POLICY:

The Department of Corrections (DOC) recognizes the need for its staff to be able to take a standardized, consistent approach to certain matters throughout the Department. To this end written Standard Operating Procedures (SOPs) on specific topics will be developed, published, revised and repealed when needed, in order to provide a consistent, standard approach to various everyday activities encountered throughout the Department's institutions, facilities and offices.

- I. Each institution, facility or office will develop and maintain the SOPs necessary to implement department policies.
- II. If a policy is operational as it stands, no SOP need be developed.
- III. Department policies and institution, facility or office SOPs will be contained within the same binder system. Approved SOPs will be affixed behind the Department policy that it addresses. Department policies and SOPs will be available and accessible to all employees both in hard copy paper form and electronically.
- IV. As SOPs are tied to Department policies and procedures (P&Ps), SOPs will be reviewed on the same schedule as the DOC policy it is tied to. For example, if a DOC policy is due for review after 3 years, any SOPs tied to that policy will also be reviewed after 3 years. SOPs may also be reviewed and revised earlier, if there is a need such as a major change in procedures.
- V. Employees will be encouraged to actively participate in developing specific procedures for the SOP manual.
- VI. No SOP may be implemented prior to Director approval.
- VII. SOPs may not contradict Departmental policies, nor may they contravene or restrict any specific standards set by Departmental policy.

APPLICATION:

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This policy and procedure will apply to all Department employees.

DEFINITIONS:

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

Department Policy

A formal statement of philosophy to guide decision-making within the Department of Corrections.

Department Procedure

A detailed, step-by-step description of activities that facilitate implementation of Department policy.

Institution Or Office Forms

Forms created for use within an institution or DOC office, numbered by inserting the institution's or office's name or abbreviation before the index SOP number. For example:

SCCC 815.03 Attachment A – Request For Distribution of Funds Form.

AMCC 602.02 Attachment D – Daily Count Sheet.

LCCC 815.03 Attachment B – Project Proposal Form.

Manual

An official binder of operational procedures organized to be an easy reference to both Department Policies and SOPs.

Review Committee

Individual employees selected by a manager to review new SOPs before implementation, or to review current SOPs when they are in need of an update.

Standard Operating Procedures (SOPs)

A detailed outline of specific activities or actions required to implement and enforce Department policies. An SOP may not be a duplicate of an existing policy and procedure.

PROCEDURES:

I. SOP Development:

- A. A staff member, or group of staff members, may be assigned to monitor development, screen changes, and comment on draft SOPs for the manager's review. All drafts will follow the format detailed on the *Standard Operating Procedures Template* (Attachment A).
- B. After review and approval by the manager, the draft will be forwarded to the appropriate Director for final review and approval.

II. Institution / Office Forms:

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- A. Institution or office forms may be developed to support an SOP. Department forms, however, should be used whenever possible. If a form is created, it shall contain the following information: Prisoner's Name; Alaska Corrections Offender Management System (ACOMS) Number; and Institution or Office Name.
- B. Forms must be submitted with the SOP for approval by the appropriate Director. If a form is created after an SOP has been approved, then the form must be submitted to the Director for approval prior to being placed in service.

III. Managers will:

- A. Ensure all SOPs are in compliance with Department policy.
- B. Ensure all SOPs are prepared in accordance with approved format, as per the *Standard Operating Procedures Template* (Attachment A).
- C. Ensure that after approval by the appropriate Director, SOPs will be disseminated to designated staff, volunteers, contractors and, when appropriate, to prisoners prior to implementation.
- D. Ensure that when appropriate, the institution's Prisoner Handbook is updated when an approved SOP has a significant impact on the prisoner population.
- E. Ensure that Field Training Officer manuals and any other manuals where SOPs may be stored are updated.
- F. Verify that forms used for implementation of a SOP are numbered according to this policy and contain an updated revision date.
- G. Ensure that a copy of the SOP (either in scanned electronic format or paper hard copy format) is maintained in:
 1. The office of the appropriate Director;
 2. The Deputy Director of Probation & Parole, Chief Probation and District Supervisor's offices;
 3. The Superintendent's and Assistant Superintendent's offices where appropriate;
 4. The Shift Supervisor's office where appropriate; and
 5. Other locations as deemed appropriate in order to facilitate employee access to the information.
 6. Restricted Access SOPs shall not be placed in areas accessible to prisoners.

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- F. Ensure that final approved SOPs are scanned and stored electronically on the institution's or office's local server in a place such that employees may readily access and read them online.
- G. Ensure that final approved SOPs are scanned and e-mailed to the Policy & Procedure Manager in the Anchorage Commissioner's Office, for retention in a central file.

IV. SOP Review

- A. When an SOP is due for review the manager will designate a staff member to review and update (if necessary) the SOP so that it complies with current Department policies.
- B. The Director will keep a copy of each SOP they approve, and each subsequent Director will document a review of current SOPs from each institution, facility or office, with a copy of the documentation to the originating institution, facility or office.

V. Acknowledgment of Reading and Understanding

Any employee, volunteer or contractor that an SOP applies to, will acknowledge that they have read the SOP by signing the *Standard Operating Procedures Acknowledgment Form* (Attachment B). For DOC employees the original signed form will be retained in their personnel file. For volunteers or contractors the original signed form should be retained in the appropriate volunteer / contractor file.

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