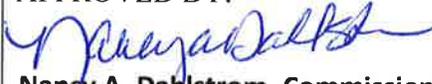


<b>STATE OF ALASKA</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>POLICIES &amp; PROCEDURES</b>	SECTION: <b>Administration</b>		PAGE: Page 1 of 4
	CHAPTER: <b>105</b>	NUMBER: <b>105.03</b>	P&P TYPE: <b>Public</b>
	TITLE: <b>Tours and Events Within Institutions</b>		
	APPROVED BY:  <b>Nancy A. Dahlstrom, Commissioner</b>		DATE: <b>01/22/20</b>
ATTACHMENTS / FORMS:		AUTHORITY / REFERENCES: <b>22 AAC 05.135 AS 33.30.031</b>	

**POLICY:**

- I. It is the policy of the Department of Corrections (DOC), that the safety and security of staff, visitors and inmates is a primary concern when allowing tours and events to occur within its secure facilities.
- II. It is the policy of the Department, that all participants in tours and events meet eligibility criteria and are subject to search of their persons and personal property in accordance with Policy 810.02 (Visitation).
- III. The Department recognizes the importance that family and visitors have in assisting inmates with their engagement in prosocial activities and developing prosocial bonds.

**APPLICATION:**

This policy will apply to all DOC employees and inmates.

**DEFINITIONS:**

**Institution-Only Event**

An activity or celebration occurring within the confines of a secure DOC facility, where participants include approved-volunteers, contractors and inmates. This does not include ongoing/regular institutional activities or rehabilitative programing.

**Legislative Tour**

A DOC-employee supervised tour of a secure DOC facility by a member or members of the legislature and their legislative staff.

**Prohibited Areas**

Areas of a facility where tour and event participants may not access including, but not limited to the armory, control room, any armed post, infirmary or mental health unit.

**Public Event**

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An activity occurring within the confines of a secure DOC facility, which involves participation or attendance by members of the public and inmates. This does not include ongoing/regular institutional activities or rehabilitative programs.

**Public Tour**

A DOC-employee supervised visit of a secure facility by a member of the public.

**PROCEDURES:**

I. Standards for Tours and Events

The following standards shall apply to tours and events within an institution:

- A. For tours with less than three participants, the Superintendent shall provide the Director of Institutions (DOI) 48 hours advance notice that the tour is occurring. For tours of 3 or more participants, the Superintendent shall notify the Public Information Officer (PIO) and the DOI of the request with a minimum of ten (10) days prior notice.
- B. Tours and events may not interfere with the operations and safety of the institution.
- C. All restrictions in policy 810.02 (Visitation) apply.
- D. Tours and events shall have a purpose related to the Department’s mission.
- E. Tours and events may not access or occur in any prohibited areas of an institution.
- F. Tour and event participants must show a valid photo identification card and submit to a search by Security Staff to enter a secure facility.
- G. Children under the age of eighteen (18) are not permitted to participate in tours and events within a secure institution unless authorized by the DOI or designee.
- H. Tours will be conducted by designated staff members, and participants shall be under the direct supervision of staff at all times.
- I. No personal items or belongings shall be permitted inside of the secure facility. All personal belongings shall be secured outside of the facility or in provided lockers.
- J. A criminal history check of tour and event participants shall be completed prior to the tour or event. Any of the following may result in a denial of attendance:
  - 1. Any pending or open criminal cases;
  - 2. Any outstanding warrants in this state or another;
  - 3. Currently on community supervision with DOC;

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4. Having a family member or close associate housed at the institution; or

5. A prior felony conviction, unless approved by the DOI.

J. Tour and event participants shall be appropriately dressed in business attire.

K. Tour and event participants may not give, sell, or exchange anything with an inmate.

L. Unusual activities or incidents shall be reported to the Superintendent immediately.

M. A tour or event may be cancelled or terminated at any time.

II. Requests for Tours by the Public

In accordance with 22 AAC 05.135, a member of the public may tour a DOC facility with the advance approval of the Superintendent:

A. In order to be approved for a tour, the tour and its participants must meet with all conditions listed in Section I above.

B. Tours involving 3 or more persons require the approval of the DOI. The Superintendent shall provide ten (10) days advance notice of a request for a tour of three or more persons to the PIO and DOI, or designee, to allow for a determination as to the request.

C. A tour for an individual or group may be denied, cancelled or terminated by the Superintendent or DOI for any reason.

III. Requests for Tours by other Law Enforcement Agencies

A Superintendent may approve tours of a facility to employees of a law enforcement agency without prior notice or approval from the DOI, all other conditions listed in Section I above shall apply.

IV. Events

All events within a secure facility, whether institution-only or public, require the Superintendent to provide notification to the Commissioner's Office. The DOI or designee may approve, deny, modify or rescind any requested events.

A. All food served as part of an event within a secure facility will be sourced according to DOC P&P 805.03 (Special and Religious Diets and Meals), and Department of Environmental Conservation regulation 18 AAC 31 (Alaska Food Code).

B. For graduation ceremonies and rehabilitative course completions, a minimum of ten (10) days advance notice is required. The Superintendent shall provide notice to the PIO, who will then notify the DOI and the Director of Health and Rehabilitative Services where necessary. The Superintendent shall provide the following information:

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1. The nature of the ceremony or graduation;
2. The number of inmates expected to attend;
3. The number of pre-approved visitors expected to attend;
4. The number of staff members needed to facilitate the event; and
5. The date and time of the event.

C. For public events, and institution-only events that do not involve a graduation or ceremony, the Superintendent shall provide the PIO and DOI notice of the requested event at least sixty (60) days in advance. The Superintendent shall provide the following information with the request:

1. The nature of the public event;
2. The number of inmates expected to attend;
3. The number of staff members needed to facilitate the event;
4. The number of visitors expected to attend;
5. The date and time of the event;
6. Operation plans for the event; and
7. Any other information useful in determining whether to approve or deny the event.

V. **Legislative Tours**

For tours of an institution involving a member or members of the Alaska Legislature or legislative aides, the Superintendent shall notify the Legislative Liaison, PIO and DOI as soon as possible. Tours by members of the legislature and their staff are permitted to occur without advance notice to the Legislative Liaison, PIO and DOI. Members of the Legislature and their staff are permitted to tour a facility, without complying with Section I., I above.

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