

<b>STATE OF ALASKA</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>POLICIES &amp; PROCEDURES</b>	SECTION: <b>Administration</b>		PAGE: Page 1 of 2
	CHAPTER: <b>100</b>	NUMBER: <b>108.05</b>	P&P TYPE: <b>Public</b>
	TITLE: <b>District Pretrial, Probation &amp; Parole Offices and Equipment</b>		
	APPROVED BY:  <b>Nancy A. Dahlstrom, Commissioner</b>		DATE: <b>11/29/2019</b>
ATTACHMENTS / FORMS: <b>A. Employee Issuance Form</b>		AUTHORITY / REFERENCES: <b>22 AAC 05.155</b> <b>AS 44.28.030</b> <b>AS 33.05.010</b> <b>DOC P&amp;P 302.06</b> <b>AS 33.30.011</b> <b>DOC P&amp;P 302.14</b> <b>AS 33.30.021</b> <b>DOC P&amp;P 302.15</b>	

**EFFECTIVE DATE:**

This policy has a future effective date of December 2, 2019.

**POLICY:**

- I. It is the policy of the Department of Corrections (DOC) to locate Division of Pretrial, Probation and Parole (DP3) district offices near centers of pretrial, probation & parole populations, in conjunction with the Alaska Court System and in the vicinity of other community agencies and at least one major form of transportation.
- II. Each Chief Probation Officer (CPO) or Probation Officer (PO) IV will budget for the replacement and update of equipment, clothing and duty gear necessary for the operation of a DP3 district office.

**APPLICATION:**

This policy and procedure will apply to all DP3 employees.

**PROCEDURES:**

- I. Location of District Offices:
  - A. The DP3 district offices are situated in each Judicial District under the immediate supervision of a District Supervisor, PO IV or PO III. District offices are situated as follows:
    - 1. Region I:
      - Dillingham
      - Kenai
      - Kodiak
      - Palmer
      - Statewide Pre-sentence Unit

SUPERCEDES POLICY DATED:	<b>07/19/2017</b>
THIS POLICY NEXT DUE FOR REVIEW ON:	<b>12/02/2024</b>

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2. Region II:

- Barrow
- Bethel
- Fairbanks
- Kotzebue
- Nome

3. Region III:

- Anchorage Probation / Parole

4. Region IV:

- Anchorage Pretrial
- Juneau
- Ketchikan
- Sitka

B. The Division Director, Operations Manager through the CPO or PO IV shall track the pretrial, probation and parole population, changes in public transportation and shift in the location of public service agencies. Where conditions warrant and the Department has the resources (financial and otherwise) available, the Department shall establish or relocate district offices to meet the needs of the Department population served and the community.

II. Equipment, Clothing, Duty Gear & Inventory:

- A. As the Department's budget allows, each CPO or PO IV shall procure equipment and facilities maintenance for the district office in conformance with the Alaska Administrative Manual as well as DOC P&P 302.14 (Delegation of Purchasing Authority) and DOC P&P 302.15 (Procurement).
- B. District Supervisors shall maintain accountability for all Department property and supplies through an inventory system in accordance with DOC P&P 302.06 (Inventory Control).
- C. In conjunction with umbrella agencies (Department of Administration, Department of Transportation and Public Facilities, Archives and Records, etc.), DP3 shall determine a reasonable life span for equipment in daily use where appropriate; i.e., number of miles for vehicles. Budgets will plan for replacement of items reaching their life span. The Division Director, Operations Manager, CPO and PO IV shall keep knowledgeable concerning new equipment developments / improvements and budget accordingly for cost effectiveness and improvement in the delivery of services.
- D. DOC badged clothing, uniforms, and duty gear provided to DP3 employees shall be recorded on Employee Issuance Form (Attachment A).

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