

	State of Alaska Department of Corrections Policies and Procedures		Index #: 202.16	Page 1 of 4	
			Effective: 5/25/2016	Reviewed: 5/2016	
			Distribution: Public	Due for Rev: 5/2018	
	Chapter:	Personnel			
Subject:	Employee Personal Property Within Facility Grounds and Secure Areas				

I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual composed of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References

Alaska Statutes

AS 11.56.375

AS 11.56.380

AS 11.56.390

AS 33.30.261

Alaska Administrative Code

22 AAC 05.065

22 AAC 05.070

III. Purpose

To establish guidelines and limits as to the possession of employee personal property while on the grounds or within secure areas of a Correctional Facility.

IV. Application

All Employees

V. Definitions

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

A. **Electronic Device:** Any electronic device not specifically authorized by the superintendent to include any device capable of wireless communication, picture/audio/video recording or playback, games, or devices of similar capability.

B. **Employees:** Any person employed by the Department of Corrections; to include part-time and non-permanent staff, contractors, interns and volunteers.

VI. Policy

The Department of Corrections places reasonable limits on the amount and content of an employee's personal property, including food and drink, which may be conveyed into secure areas of a facility, the grounds of a secure facility or the grounds of a minimum security farm or facility. These items, except employee property which is secured in a locked vehicle, are limited to those which are intended for use during the work day/shift. Superintendents shall ensure no item is allowed onto facility grounds that may pose a threat to the security of the institution. The superintendent may assign security staff to entrance and exit points of an institution and units to inspect all items entering and exiting the area. Nothing in this Policy & Procedure is intended to modify or limit prosecution for the introduction of contraband as defined in AS 11.56.390, AS 11.56.375, AS 11.56.380.

VII. Procedure

- A. The State of Alaska Department of Corrections is not liable for employee personal property carried on to state property.
- B. Employees shall:
 - 1. Maintain possession of approved personal property.
 - 2. Immediately report the loss of any item to their supervisor and complete an incident report.
 - 3. Be held liable for the misuse of any unauthorized, lost, or stolen personal property.
- C. Supervisors shall routinely inspect employee work areas to ensure personal property is authorized in accordance with this policy.
- D. All items carried into an institution shall be subject to search anywhere on institutional grounds and at all entry/exit points.
- E. Prohibited Personal Property:

The following items shall not be possessed in the secure areas of a correctional facility or while supervising inmates off facility grounds or within a minimum security facility, unless approved by the Superintendent or authorized by facility Standard Operating Procedures:

 - 1. Books, magazines, newspapers, e-readers or other reading materials not associated with an employee's assigned duties, unless approved by the Superintendent.
 - 2. Any non-state-issued device manufactured or designed for use during a combative or confrontational encounter.
 - 3. Knives of any kind, unless approved by the Superintendent.
 - 4. Personal furniture and/or appliances such as lamps, microwaves, refrigerators, etc. unless approved by the Superintendent.
 - 5. Tobacco products of any kind and associated smoking accessories i.e. lighters, matches and pipes, pursuant to P&P 101.08 (Smoking).
 - 6. Communication devices, cameras, or other electronic devices intended for personal use; to include but not limited to two-way radios, tablet computers, mobile "hot spot" devices, game consoles etc.
 - 7. Any hands-free head-mounted intelligent device worn as eyewear, e.g. Google Glasses.
 - 8. Personal and State-Issued Cellular Phones / Smart Phones:

Except as otherwise authorized by this section, cellular/smart phones are not permitted on facility grounds except in a locked motor vehicle in a designated parking area, or in a location within the facility designated by the Superintendent for secure storage of employee property. All authorized cellular/smart phones shall be logged in, visually inspected, and logged out upon exit.

 - a. Employees shall not use cellular/smart phones while supervising or escorting prisoners off facility grounds unless prior approval is received from the Superintendent, Transportation Supervisor, or Division Director. If approval is received, cell phone use is limited to official business or in response to an emergency situation.

- b. If a facility's communication system fails or is disabled in an emergency, or if the Department's Continuity of Operations Plan (COOP) is activated, the Superintendent may authorize the use of personal cellular/smart phones. In such an occurrence, the Division Director shall be notified as soon as feasible.
 - c. Cellular/smart phones issued by the State of Alaska for official use are permitted on facility grounds or within a minimum security facility, however procedures outlined in this section shall be followed when use is in the secure areas of a facility.
 - d. The Superintendent shall ensure that a standard operating procedure is in place to account for all cellular/smart telephones authorized to be possessed within the secure areas of a facility.
 - e. The Superintendent, in consultation with the Division Director, may authorize an employee to possess and use a personal cellular / smart phone within a secure area of the facility if the ability to communicate outside the facility is essential to the employee's assigned duties and there is no reasonable alternative available. This authorization shall be in writing and include a date the authorization terminates.
 - f. The Commissioner, Deputy Commissioner, Division Director, Superintendent, Assistant or Acting Superintendent, Chief Medical Officer, Training Officer, Deputy Director, Special Assistant, and designated Communications Coordinator, staff from the Office of the Governor, Legislators, and others as designated by the Commissioner may possess and use personal cellular/smart phones within all areas of any facility.
- F. Permitted Personal Property
- In general, routine and expected items of personal property intended for use during the work day are permitted unless items are prohibited in Section VII E above. All personal items are subject to search pursuant to Section VI above. Superintendents may address exceptions in Standard Operating Procedures or on a case-by-case basis. Examples of permitted personal property include, but are not limited to:
1. Apparel, jackets/coats, utility belts and accessories, and jewelry consistent with P&P 201.07 (Correctional Staff Uniform ...), P&P 201.11 (Dress Code For Support Staff Assigned to an Institution) or P&P 201.12 (Division of Institutions Probation/Parole Officer Dress);
 2. Food and drink: Food items shall be individually wrapped or bagged in a material that is clear or see-through, and must be limited to that which is consumed during a single shift. Beverages must be sealed in an original container or in a clear or semi-clear container.
 - a. Superintendents shall maintain in SOPs procedures for inspecting food and beverages brought by employees into the secure areas of a facility.
 3. The following items may be kept in a location within the facility designated by the Superintendent for secure storage of employee property:
 - a. Over the counter medications in quantities necessary for a single shift;
 - b. Prescription medications, glucose meter and diabetic supplies;
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- c. Personal items such as keys, wallets, etc.
- d. Change of clothes.
- 4. Personal Firearms
 - a. Employees may carry their personal firearms in their vehicle while traveling to and from a correctional institution.
 - b. Prior to entering any institution, the employee must secure the firearm in either the trunk or in a closed and locked container inside their vehicle.

VIII. Implementation

This policy and procedure is effective on the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local Standard Operating Procedures. All local Standard Operating 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 appropriate Division Director.

5/23/10

Date



Dean Williams, Commissioner
Department of Corrections