

STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Institutions		PAGE: Page 1 of 4
	CHAPTER: 700	NUMBER: 702.10	P&P TYPE: Public
	TITLE: Central Monitoring Cases		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 11/05/18
ATTACHMENTS / FORMS: (A.) Central Monitoring Case Identification Form. (B.) Central Monitoring Case Removal / Denial Form.		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.16.180 22 AAC 05.200 AS 33.30.011 22 AAC 05.201 AS 33.30.021 22 AAC 05.207 AS 44.28.030 22 AAC 05.212 DOC P&P 602.01 AS 12.47.050 DOC P&P 700.01 AS 33.05.010 DOC P&P 804.01	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place uniform procedures for the identification, case management, and supervision of those prisoners who have been identified as needing special management (above and beyond that routinely afforded to prisoners) while in the custody of the Department.
- II. It is the policy of the Department to establish a Central Monitoring system to identify such prisoners and to provide enhanced management of those prisoners for the duration of their imprisonment, or until the need for enhanced management is no longer necessary.

APPLICATION:

This policy and procedure will apply to all Department employees and prisoners.

DEFINITIONS:

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

Category:

The numbered classes by which the particular reasons and needs for central monitoring of a prisoner are specified.

Central Monitoring Case:

A prisoner identified under provisions of this policy and procedures who presents special needs for management while incarcerated.

Central Monitoring Case Identification Form:

The form by which information for a prisoner is transmitted to Central Classification for consideration of

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Central Monitoring Status (CMS). This form may also be used during Central Monitoring Case reviews and for instances where a prisoner is being recommended for removal from Central Monitoring Status.

Central Monitoring Case Removal / Rejection Form:

The form by which a case is formally rejected for Central Monitoring Status or removed from such status by Central Classification.

Central Monitoring System:

The set of procedures by which prisoners with special management needs are identified and monitored.

Separatee:

A person or prisoner from whom another prisoner must be kept separate; an individual who should not be housed in the same institution (when possible) with the prisoner from whom he or she must be kept separate.

PROCEDURES:

I. Central Monitoring Case Identification And Confirmation:

A. A prisoner may be identified at any time as a tentative Central Monitoring Case, by the personnel listed below:

1. The Commissioner;
2. Deputy Commissioner(s);
3. The Director of Institutions;
4. The Deputy Director of Institutions;
5. The Institutional Superintendents;
6. The Institutional Assistant Superintendents;
7. Central Classification; and
8. Institutional Probation Officers (IPO).

B. The originator of the tentative Central Monitoring Case shall complete a *Central Monitoring Case Identification Form* (Attachment A) itemizing the reasons for the proposed Central Monitoring Status, including any supporting documents.

Note: Each Identified prisoner must have their own *Central Monitoring Case Identification Form* (Attachment A).

C. If the tentative CMS occurs at an institutional level, the originator shall forward the completed *Central Monitoring Case Identification Form* (Attachment A) to the institution's Superintendent for review. If the Superintendent approves the tentative classification, the original form will be forwarded to Central Classification for consideration of entry into the Central Monitoring System:

1. The Superintendent and Central Classification's Chief Probation Officer will staff the issue with the Director or Deputy Director for a final determination if a consensus cannot be reached.

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2. If the case is approved for Central Monitoring, Central Classification enters the CMS details into the DOC offender management system.
3. If the case is **rejected** for Central Monitoring, a *Central Monitoring Removal / Rejection Form* (Attachment B) will be completed.
 - a. The original will be maintained in the prisoner's Central Classification file, and the copy will be sent to the holding institution, where it will trigger destruction of the *Central Monitoring Case Identification Form* (Attachment A) retained by the supervising IPO pending a decision by Central Classification. The *Central Monitoring Case Removal / Rejection Form* (Attachment B) must be placed in the prisoner's case record in accordance with DOC P&P 602.01, Prisoner Case Record Management.

II. Central Monitoring Case Status Changes:

- A. Any transfer of the prisoner out of the specific institution for which Central Classification had last approved placement will be determined by the affected Institutional Superintendents and Central Classification.
- B. A release to custody of another jurisdiction, either local or out-of-state will be determined by Central Classification, the Director of Health And Rehabilitation Services (HARS), and the Director of Institutions.
- C. Any addition to or deletion of a Central Monitoring Case will be determined by Central Classification.
- D. A granting of a furlough will be determined by the Institutional Superintendent and Central Classification.
- E. All actions relative to a Central Monitoring Case will be reviewed by the Superintendent of the institution where the prisoner is housed.

III. Central Monitoring Case Categories:

The following categories, either singly or in combination, constitute the basis for a prisoner to be placed on Central Monitoring Status:

CODE:	CATEGORY:	DESCRIPTION:
01	Witness Security	A prisoner whose safety may be jeopardized due to his or her cooperation with criminal justice agents or agencies.
02	Protection	A prisoner who, for specified reasons, requires protection from known individual(s).
03	Separation	A prisoner who may not be confined where he or she is likely to have contact with other specified individual(s).
04	Threats To Others	A prisoner who has made threats toward specified individuals or group(s) of individuals.

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IV. Central Monitoring General Procedures:

- A. Particular care shall be taken to ensure that a prisoner's case record does not contain any Central Monitoring forms regarding the reason(s) for Central Monitoring Status except the *Central Monitoring Deletion / Denial Form* (Attachment B) placed in accordance with procedures listed above. Forms other than the one necessary to clarify the prisoner's current Central Monitoring Case Status should be removed and destroyed in a timely fashion.
- B. The Central Classification Chief Probation Officer is responsible for keeping all changes relative to Central Monitoring Status up to date.

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