

	<b>State of Alaska</b> <b>Department of Corrections</b> <b>Policies and Procedures</b>	<b>Index #:</b> 808.15	<b>Page 1 of 2</b>	
		<b>Effective:</b> 3/19/2014	<b>Reviewed:</b>	
		<b>Distribution:</b> Public	<b>Due for Rev:</b>	3/2018
<b>Chapter:</b>	Prisoner Rights			
<b>Subject:</b>	Critical Illness/Funeral Escorts and Transports			

I. Authority

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

II. References

Alaska Statutes

AS 33.30.011

III. Purpose

To establish uniform standards for the transportation of prisoners ineligible for furlough to attend funerals or to visit family members who are critically ill.

IV. Application

To all staff and prisoners.

V. Definitions

A. Critically ill

Medical condition in which death is imminent.

B. Family Member

A person who has a close blood relationship or close connection to the prisoner to generally include the prisoner's spouse, parents, and children.

VI. Policy

Eligible prisoners may be escorted to visit a critically ill family member or attend the funeral of a family member at the direction of the Deputy Commissioner and expense of the prisoner.

VII. Procedures

A. Eligibility

1. Prisoners who are classified community, minimum or medium custody are eligible to request to attend a funeral of a family member or visit a family member who is critically ill. Prisoners with a higher custody level are not eligible under any circumstance, and custody reductions for the purpose of approving an escorted visit are not authorized.

2. Requests must be in writing, for example using a Request for Interview (cop out) form. Requests may be directed to the Institutional Probation Officer or Superintendent.

3. A prisoner's request must be approved by the Deputy Commissioner upon the recommendation of the Superintendent in consultation with the Institutional Probation Officer, Division Director or Deputy Director.

4. As part of the approval process, the Superintendent must confirm the critical illness or death of the prisoner's family member including a specific timeline for a hospital visit or time and location of the funeral as well as any other details determined necessary for insuring the safety of the public.

- B. Prisoner Reimbursements:
1. The cost of an escorted visit must be reimbursed in advance by the prisoner, the prisoner's family or other entity, such as a faith group.
  2. All arrangements for full reimbursement shall be made by the Superintendent.
  3. In cases of indigence or extreme hardship, the requirement for advance payment or full reimbursement may be waived by the Deputy Commissioner.
  4. Expenses shall be limited to the normal expenses of the escort: actual meal, lodging, and transportation costs, including the escorting/transporting officer's wages and overtime.
- C. Prisoner Escort:
- Upon the approval of the visit by the Deputy Commissioner, the Superintendent shall complete arrangements for the transportation and escort of the prisoner. The following guidelines apply:
1. A minimum of two officers are required for the escort, one of which must be the same sex as the prisoner. The requirement for two officers may be waived to one officer by the Superintendent, in consultation with the Director or Deputy Director, if the prisoner is community or minimum custody and the location of the visit is close to the facility.
  2. Procedures outlined in P&P 1208.15 [Transportation of Prisoners] apply. If an officer escorting a community or minimum custody prisoner is unarmed, application of restraints is at the discretion of the officer.
  3. The Superintendent or designee, or Institutional Probation Officer, in consultation with the chaplain and/or medical staff, shall research and then brief the escorting officer(s) on the subjects deemed pertinent to insuring a successful escort.

VII. Implementation

This policy and procedure is effective when it is signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions.

3/19/2014

Date

SIGNATURE ON FILE

Joseph D. Schmidt, Commissioner  
Department of Corrections

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