



**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS
INTERIM POLICY AND PROCEDURES MEMORANDUM**

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| APPROVED BY: Dean R. Williams, Commissioner | DATE: 02/15/2017 | PAGE: Page 1 of 2 |
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| MEMO TYPE: Public | MEMO TITLE: Private Investigator Visits |
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| MEMO ATTACHMENTS / FORMS: (A.) Request For Clearance Form. (B.) Request For Interview. | AUTHORITY / REFERENCES: 22 AAC 05.130 AS 33.30.021 22 AAC 05.155 AS 44.28.030 22 AAC 05.545 DOC P&P 808.11 AS 12.25.150 DOC P&P 810.02 AS 33.30.011 |
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PURPOSE:

The purpose of this Interim Policy And Procedures Memorandum (IPPM) is to place language into existing policy establishing visiting procedures for private investigators conducting State business and conducting personal business for prisoners.

APPLICATION:

This IPPM applies to all Department employees, prisoners and private investigators (or persons acting in a 'private investigator' capacity).

EXISTING DOC POLICY & PROCEDURES MODIFIED:

This IPPM modifies language found in Department of Corrections (DOC) P&P 810.02, *Visitation*. Specifically language found in Procedures section VII, D, 3 (iv).

NEW PROCEDURES:

- I. Private investigators hired by attorneys shall have a letter from the attorney describing the nature of the visit and specifying the prisoner that visitation is requested for. Letters shall be faxed or e-mailed to the appropriate institution (addressed to the Superintendent) at least 72 hours prior to the requested visit time frame.
 - A. A *Request For Clearance Form* (Attachment A) shall be sent to the attorney's office so that it may be returned prior to the planned visit for processing and approval.
 - B. If approved by the Superintendent or designee the private investigator may visit a prisoner at the institution between 8:00 a.m. and 10:00 p.m. daily, except during meal times or when the institution conducts a population count. The private investigator shall be allowed an attorney-style visit with the prisoner.
 - C. Upon arrival at the institution private investigators must show a form of picture identification for verification purposes.

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- II. Prisoners acting on their own behalf as legal representation, who hire a private investigator shall request visitation with the private investigator via form 808.11A, *Request for Interview* (Attachment B).
 - A. If approved by the Superintendent or designee the private investigator may visit a prisoner at the institution during normal visitation hours.
 - B. Private investigators must show a form of picture identification. Institution employees shall conduct a security check utilizing the *Request For Clearance Form* (Attachment A).
 - C. Once cleared and approved via the *Request For Clearance Form*, the private investigator shall be allowed secure or contact visitation with the identified prisoner.