

**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS**



POLICIES & PROCEDURES

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CHAPTER: 818	NUMBER: 818.07	P&P TYPE: Public
TITLE: Transportation Upon Release		
APPROVED BY:  Dean R. Williams, Commissioner		DATE: 09/28/18
ATTACHMENTS / FORMS: (A.) Release Transportation Request Or Waiver Form.		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.081 22 AAC 05.585 AS 44.28.030 AS 33.05.010 AS 47.30 AS 33.16.180 AS 47.37 AS 33.30.011 DOC P&P 602.01 AS 33.30.021 DOC P&P 603.01

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place procedures for the transportation of offenders to the place of their arrest (or an authorized alternative destination) upon their release from DOC custody as described below.
- II. It is the policy of the Department that when a released offender is being transported to an authorized alternative destination, the Department will only be responsible for the cost up to the amount it would have cost the Department to return the offender to their place of arrest. An exception to the cost of returning an offender to an alternative destination may be made by the Director of Institutions.
- III. It is the policy of the Department that return transportation shall be by the most cost-effective means and the first available means of transportation, except as provided in this policy.
- IV. The Department is not responsible for transporting prisoners who have been at a DOC institution under protective custody per AS 47.30 or AS 47.37. In addition, the Department has no obligation to transport a prisoner who is released from custody who has never been admitted to an institution in connection with the instant arrest or detention. The Department of Public Safety shall be responsible for transporting these prisoners back to their place of arrest.

APPLICATION:

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

DEFINITIONS:

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

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Authorized Alternative Destination:

A destination, other than the place of arrest, which is authorized by the Superintendent of the releasing institution and for which the cost of transportation will not exceed the cost of transporting the prisoner to their place of arrest. **Note:** For transportation costs to an alternative destination that exceed the cost of a return to the place of arrest, approval from the Director of Institutions must be secured first.

Community Residential Center (CRC):

A structured residential setting in the community designed to facilitate the reintegration of offenders back into society with varying levels of supervision and services provided as determined by offender needs and locational constraints.

Offender:

A person brought under the jurisdiction of the Department by Court or Parole Board Order or Conditional Commutation of Sentence by the Governor for purposes of probation, parole or other supervision or as the subject of a presentence investigation report.

Prisoner:

A person detained or confined for any period of time in a correctional facility; by arrest, conviction, order of court, or a person held as a witness. "Prisoner" includes municipal prisoners held under contract, but excludes delinquent minors, children in need of aid, and detainees being held under AS 47.30 or AS 47.37.

PROCEDURES:

I. Release Transportation Application Process:

- A. A prisoner's application for transportation upon release is filled out and submitted as part of their pre-release planning process.
- B. The Superintendent or Chief Probation Officer (CPO) shall ensure a completed *Release Transportation Request Or Waiver Form* (Attachment A) is placed in the appropriate files. See DOC P&P 602.01, Prisoner Case Record Management or DOC P&P 603.01, Probation / Parole Case Record Management for more information on files.

II. Release Transportation Responsibilities:

- A. It is the responsibility of the prisoner to:
 - 1. Request transportation to their place of arrest or alternative destination at least two (2) full working days before their actual release:
 - a. Prisoners incarcerated for less than four (4) days shall make transportation requests as soon as possible before release.
 - 2. Prisoners shall make their transportation request by fully completing the *Release Transportation*

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Request Or Waiver Form (Attachment A).

B. It is the responsibility of each DOC institution to:

1. Provide return transportation to prisoners being released from their institution;
2. Provide return transportation to prisoners being released to probation following sentencing, when there are no supervision conditions precluding immediate travel; and
3. Provide return transportation to offenders being released from a CRC following furlough (the institution that placed the offender on furlough shall be responsible for their return transportation).

III. Release Transportation Exceptions:

- A. If an offender is subject to bail and is restricted from leaving the immediate area, return transportation shall be delayed until the court allows the offender to travel.
- B. If there is a delay between the time of release and the public transportation service departure, the offender may be housed at a CRC at the Department's expense:
 1. The prisoner shall sign a voluntary consent and an agreement form to abide by the house rules of that CRC.
 2. If a CRC is not available, the Superintendent of the release institution may arrange alternative accommodations, if cost effective.
 3. A prisoner who refuses to be placed in a CRC or authorized alternative placement shall be financially responsible for any other temporary housing arrangements.
- C. If a court order requires that an offender remains in the geographic area of release to enter and complete a treatment program:
 1. Return transportation shall be arranged by the responsible field Probation Officer (PO), through the local institution, after the offender completes the program.
 2. If an offender's release from a court ordered treatment program falls on a weekend or a holiday, the offender shall report to the responsible PO on the next scheduled workday to substantiate the travel claim.

IV. Absconders And Release Transportation:

An offender who knowingly absconds (i.e., has an outstanding judgment or criminal charges and flees) or who evades supervision or court-ordered treatment and is subsequently arrested, shall be provided return transportation only to the site from which he / she absconded unless the court orders otherwise.

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V. Release Transportation Tickets:

- A. Return transportation tickets for offenders are not transferable or refundable for cash.
- B. Failure to use the ticket within the prescribed time frame shall result in its cancellation.

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