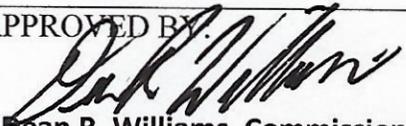


<p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF CORRECTIONS</p>  <p style="text-align: center;">POLICIES & PROCEDURES</p>	SECTION: Institutions		RAGE: Page 1 of 6
	CHAPTER: 819	NUMBER: 819.02	P&P TYPE: Public
	TITLE: Day Pass Program		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 12/14/17
ATTACHMENTS / FORMS: (A.) Day Pass Action Plan. (B.) Day Pass Agreement Form. (C.) Day Pass Program Application Form. (D.) Day Pass Action Plan Report.		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.021 AS 11.41 AS 44.28.030 AS 12.55.125 DOC P&P 202.10 AS 33.05.010 DOC P&P 819.01 AS 33.16.180 DOC P&P 1000.01 AS 33.30.011 DOC P&P 1208.16	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place procedures to allow community representatives into institutions to interact with prisoners and to permit qualified community representatives to escort prisoners off the grounds of an institution. These interactions are for purposes beneficial to the prisoner's rehabilitation, in furtherance of the prisoner's Offender Management Plan (OMP), or in preparation for release.
- II. It is the policy of the Department that each institution shall organize and oversee a Day Pass program, which will permit qualified community representatives to escort qualified prisoners off the grounds of the institution to engage in beneficial activities described above.
- III. It is the policy of the Department that Superintendents may, at their discretion, grant a Day Pass to prisoners, authorizing prisoners to leave the grounds of an institution, under escort for specific purposes and for a period not to exceed 12 hours.

APPLICATION:

This policy and procedure will apply to all Department employees, volunteers, community representatives and prisoners.

DEFINITIONS:

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

Day Pass:

An authorized leave of absence from actual confinement within an institution for a specific purpose and time, not to exceed 12 hours in duration, accompanied at all times by a Qualified Community Representative.

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Day Pass Action Plan (DPAP):

A detailed description of how the proposed Day Pass will proceed. The Action Plan form identifies the community representative, the participating prisoner, and establishes a chronological plan for the movements of the prisoner while outside the institution.

Institutional Volunteer In-Reach Program (VIP) Coordinator:

A DOC employee assigned by the Superintendent at an institution to coordinate that institution’s Day Pass program, and to work with the Qualified Community Representatives at that institution.

Offender Management Plan (OMP):

An offender-specific supervision and services plan developed with the prisoner and probation staff that is based on the assessment of a prisoner’s risks / needs and strengths which detail the prisoner’s programming, supervision and reentry expectations. The OMP is designed to assist the prisoner by identifying and addressing specific criminogenic needs that are a barrier to behavioral change and successful transition from confinement to integration to the community.

Qualified Community Representative (QCR):

Any member of the public, acting in a volunteer capacity, who has been granted VIP status; or with approval of the Superintendent, who passes a DOC volunteer background check in accordance with DOC P&P 819.01, Program Volunteer Services.

Volunteer In-Reach Program (VIP):

A program devoted to recruiting and employing the services of volunteer specialists from a variety of disciplines to provide assistance in preparing prisoners to secure employment, housing, and wellness upon their release, and to meet the goals of their pre-release Offender Management Plan.

VIPs:

While all volunteers serve the ends of in-reach, not all volunteers are “VIPs”. VIPs are distinguished from other community in-reach providers and volunteers in that their status as “Super-volunteers” permits them to:

- 1.) Enter institutions outside of normal visitation hours, without direct supervision, and with flexible scheduling, as needed to provide in-reach services to prisoners;
- 2.) Access pre-determined areas of institutions without escort;
- 3.) Meet with prisoners, individually and in groups, without direct supervision;
- 4.) Carry and use institutional radios to communicate with staff and carry out in-reach duties;
- 5.) Any other action required to carry out the VIP mission that is approved by the Superintendent.

Volunteer In-Reach Program (VIP) Certification:

Certification accorded to in-reach volunteers who pass DOC approved VIP training and security clearance, which qualifies them to exercise enhanced access and independence within DOC institutions.

PROCEDURES:

I. Qualified Community Representative (QCR) Applications:

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- A. Persons wishing to serve as a QCR are required to submit the following to the institutional VIP Coordinator:
1. A *DOC Volunteer Application* (See DOC P&P 819.01);
 2. A *DOC Photo ID Card Application Form* (See DOC P&P 202.10); and
 3. A proposed *Day Pass Action Plan* (Attachment A).
- B. The information provided will be used to conduct a background check and to prepare an appropriate I.D. These filings may be waived, at the Superintendent's discretion for volunteers who are Alaska State employees.
- C. Certified VIPs need only file a proposed *Day Pass Action Plan* (Attachment A).
- D. Following a background investigation, Superintendents may, at their discretion approve QCR applicants and authorize them to receive volunteer designation and an identification badge.
- E. Superintendents will review proposed *DPAPs* and, at their discretion, approve, reject, or request modification. Superintendents may, at their discretion revoke the status of any QCR.

II. Day Pass Reviews:

- A. QCRs shall give a minimum of five (5) business days' notice of their intention to escort prisoners off institutional grounds and will submit a proposed *DPAP*. The *DPAP* is limited to one (1) same gender prisoner per QCR. The notice requirement and prisoner to representative ratio may be waived by Superintendents at their discretion.
- B. If a QCR proposes to take a prisoner off institutional grounds but is unable to identify a specific prisoner, the Superintendent, with the assistance of Institutional Parole Officers (IPO) shall select an appropriate prisoner for participation.
- C. Initial *DPAPs* for a new prisoner participating in the Day Pass Program cannot be approved until 30 days after victim notification has occurred. Please see Procedures section III, C., below for further information.

III. Prisoner Participation Review:

- A. Prisoners who apply for participation in the Day Pass Program will be evaluated by an IPO. Each prisoner considered for the program must read and sign a *Day Pass Agreement Form* (Attachment B). In order to participate, prisoners must meet the following qualifications, which shall be confirmed by an IPO:
1. They must be Minimum custody;
 2. They must have no convictions or disciplinary findings for acts of violence for a period of five (5)

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years preceding their Day Pass;

3. They must have no C-level or higher disciplinary findings in the 12 months preceding the day pass;
4. They must have no history of escape from a State correctional facility or from police custody;
5. They must have no history of fleeing from Community Residential Center (CRC) custody for two (2) years preceding the Day Pass;
6. They must be OMP compliant or complete;
7. They must fill out, in its entirety, the *Day Pass Program Application Form* (Attachment C) and submit it to the appropriate institutional personnel;
8. They must be sentenced, with no pending charges requiring the posting of bond;
9. If the prisoner has been sentenced to a mandatory 99-year term they may not be considered for the program.

B. If a victim is listed on the Victim's Rights Notification screen of the DOC offender management system or the victim can be identified through a reasonable victim information search, an IPO will attempt to notify the victim by telephone, to advise them of the prisoner's proposed temporary release on a pass.

C. Victim notification will occur upon the Superintendent's approval of the *Day Pass Program Application Form* (Attachment C).

D. If a victim cannot be reached by telephone, a *Victim's Comments Form* (See DOC P&P 1000.01) should be prepared and sent by mail to the victim's last known address no less than 30 days prior to the proposed Day Pass date.

IV. Superintendent Review:

Superintendents will review all proposed *DPAPs* and the prisoners recommended for participation. At their discretion, Superintendents may approve, reject, or request modification of the *DPAP* and approve or reject prisoners recommended for participation. In making this determination, Superintendents shall take in to account the following considerations:

- A. Public Safety;
- B. Prospects of furthering prisoner rehabilitation, satisfaction of OMP requirements, or preparation for release;
- C. The nature and circumstances of the offense for which the prisoner was sentenced, with particular emphasis on crimes specified in AS 11.41 (Crimes Against Persons);
- D. The substance abuse history of the prisoner;
- E. The time remaining in the prisoner's sentence;
- F. The prisoner's behavior during prior furloughs and / or periods of electronic monitoring;
- G. The prisoner's disciplinary history;
- H. Recommendation of the prisoner's IPO; and
- I. Victim input, if any.

V. Pre-Escort Briefing:

Upon approval by the Superintendent as a QCR and prior to escorting a prisoner off the grounds of an institution, the QCR shall be given an institutional briefing to prepare them for escort duties. The briefing

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will, at a minimum, cover the following:

- A. Procedures for signing in, taking custody of a prisoner for escort, and returning the prisoner to custody;
- B. Methods of interacting with prisoners;
- C. Security considerations;
- D. Prisoner meal and medication scheduling;
- E. Prohibited prisoner conduct and how to respond to it;
- F. Procedures for dealing with prisoners who abscond, are injured, refuse to follow directions, or engage in threatening conduct;
- G. Preparation of a *Day Pass Action Plan Report* (Attachment D).

VI. Day Pass Tier System:

Each approved Day Pass Program prisoner must work their way through the tier system in order to increase the number of hours they will be allowed out in to the community for. The tier system is structured as follows:

- A. Tier 1:
 - 1. The prisoner may go on pass for a period not to exceed four (4) hours;
 - 2. The prisoner may go on pass no more than one (1) time per week; and
 - 3. After three (3) successful Day Pass Program passes have been completed the prisoner will move to Tier 2.
- B. Tier 2:
 - 1. The prisoner may go on pass for a period not to exceed eight (8) hours;
 - 2. The prisoner may go on pass no more than two (2) time(s) per week; and
 - 3. After three (3) successful Day Pass Program passes have been completed the prisoner will move to Tier 3.
- C. Tier 3:
 - 1. The prisoner may go on pass for a period not to exceed 12 hours; and
 - 2. The prisoner may go on pass no more than three (3) times per week.

VII. Escape Procedures:

The QCR will receive information during the institutional briefing about walk away procedures for each institution. The QCR will then be responsible for the following:

- A. Notification of whereabouts during institutional count time:
If the QCR has not notified the institution within 30 minutes after count, the institution will contact the QCR at the number listed on the *Day Pass Action Plan* (Attachment A). If the QCR does not respond, the institution will wait 30 minutes until initiating escape procedures per DOC P&P 1208.16, Institutional Emergency Plan.
- B. Notification of institution if the prisoner escapes:
The QCR must notify the institution, at the number provided during the institutional briefing, if the

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prisoner is out of sight for 15 or more minutes. If the prisoner is not located for 30 minutes after the initial notification the institution will initiate escape procedures per DOC P&P 1208.16, Institutional Emergency Plan.

Note: If the prisoner returns after 15 minutes of being unaccounted for, the Day Pass is considered to have been terminated and the QCR must immediately return the prisoner to the institution.

SUSPENDED

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