

	State of Alaska Department of Corrections Policies and Procedures	Index #: 902.02	Page 1 of 1
		Effective:	Reviewed:
		Distribution:	Due for Rev:
	Chapter: Intake Classification and Supervision		
Subject: Intake/Change of Status			

Policy

The department will keep an accurate and timely record of Community Corrections case information to track and manage cases.

Procedures

- A. Intake/Supervision Status Changes. Intake and supervision status changes will be made on the appropriate OBSCIS screen as follows:
1. Initial Intake. The Probation Officer III will ensure intake changes are made and entered on OBSCIS within five (5) working days of receipt of a case in the office and ensure the Change of Status Notification is completed (form #20-902.02A) in accordance with Policy and Procedure 902.01.
 2. Change of Status. The probation officer shall complete status changes within five (5) working days of knowledge of the change by ensuring the Change of Status Notification (form #20-902.02A) is completed and entered on OBSCIS; and
 3. For each intake/status change, a hard copy must be placed into the case file. This may be hand written or electronic.

September 16, 1988
Date

Margaret M. Pugh
Margaret M. Pugh, Commissioner
Department of Corrections

Authority:

- A.S. 44.28.030
- A.S. 33.05.050
- A.S. 33.30.021
- A.S. 33.16.180

Forms applicable to this policy:

20-902.02A Intake/Charge of Status Notification

