

STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Pretrial, Probation and Parole		PAGE: Page 1 of 2
	CHAPTER: 902	NUMBER: 902.05	P&P TYPE: Public
	TITLE: Probation and Parole Intake / Initial Supervision Interview		
	APPROVED BY:  Nancy A. Dahlstrom, Commissioner		DATE: 12/20/2019
ATTACHMENTS / FORMS: A. Civil Rights Modification B. Region of Residence		AUTHORITY / REFERENCES: AS 44.28.030 AS 33.05.050 AS 33.30.021 AS 33.16.180	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) that Probation & Parole employees conduct both intake and initial supervision interviews with offenders beginning a new period of supervision.

APPLICATION:

This policy and procedure will apply to all Probation & Parole unit employees.

PROCEDURES:

- I. Intake
An offender's supervision intake shall be completed within five (5) working days of an offender commencing supervision. A criminal justice technician or probation officer (PO) shall:
 - A. Obtain and record the offender's home address, telephone number, place of employment, and the names and relationship of any other person(s) residing with the offender, as well as any other information the officer deems pertinent.
 - B. Obtain a clear and depictive photograph of the offender.
 - C. Explain the conditions of supervision as established by the Court, the Parole Board or Interstate Compact.
 - D. Provide the offender a copy of all conditions of supervision (if available).
 - E. Inform the offender, in writing, they are prohibited from registering to vote, voting, serving as a juror, running for public office or being appointed to a board or commission of a state government (attachment A).
 - F. Inform the offender, in writing, of the federal and state firearms possession prohibition (attachment A).

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- G. Inform the offender, in writing, they are prohibited from acting as an undercover agent for any law enforcement agency, unless such action is authorized by the court (attachment A).
- H. Inform any offenders convicted of a sex offense, in writing, they are required to register with the Alaska State Troopers.
- I. Inform sex offenders required to register that it is a felony offense for an offender, not a parent, guardian or lawful custodian, to be left with the custody of a child 16 years or younger (SOMP Child Protection Notice).
- J. Inform the offender that it is a felony for a parent, guardian or lawful custodian to leave a child 16 or younger with an offender knowing the offender has previously physically mistreated, had sexual contact with a child which caused physical injury or had sexual contact with a child (SOMP Child Protection Notice).
- K. Define, in writing, the area of the state in which the offender must remain and inform the offender of the procedure to obtain a travel pass to travel outside that area (attachment B).
- L. Inform the offender, in writing, if they are eligible for earned compliance credits, and the manner in which they are accrued or not accrued (DOC P&P Form 902.09A).

II. Probation / Parole Initial Supervision Interview

Within 30 days of commencing supervision, a PO shall conduct a supervision interview with the offender, and where appropriate based upon an approved risk assessment instrument (i.e. LSI-R). The following information should be obtained as part of establishing a plan of supervision:

- A. The offender's goals for supervision;
- B. Any challenges that the offender anticipates having with conditions of supervision, or criminogenic needs; and
- C. The establishment of expectations for an offender's conduct on supervision, including their reporting schedule, the completion of any required treatment, and the payment of restitution (see DOC P&P 910.04).

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