

	State of Alaska Department of Corrections Policies and Procedures	Index #: 902.11	Page 1 of 1
		Effective:	Reviewed:
		Distribution:	Due for Rev:
	Chapter: Intake Classification and Supervision		Subject: Services and Assistance for Offenders

Policy

In order to improve offender prospects for success in the community and in an effort to reduce recidivism, the Department will attempt to obtain assistance as appropriate to offender needs. Chief Probation Officers will develop an inventory of resources for addressing offender needs in their respective region(s) in coordination with District or Unit Supervisors for use by Probation/Parole Officers in the provision of services and assistance to offenders, to include:

- A. Community Corrections personnel will attempt to provide appropriate services for the need of all active clients.
- B. The identification of community resources which can provide services to offenders.
- C. The establishment of a cooperative resources available within each District which will include an assessment of resource effectiveness and a periodic update.
- D. Presentations by Community Corrections staff on community resources, employment opportunities and social services to offenders at correctional institutions, Community Residential Centers and Restitution Centers.

Procedures

A. Resource Inventory:

The Chief Probation Officer or designee shall develop a resource inventory for his or her Region in coordination with District and Unit Supervisors. This inventory will be reviewed and updated at least annually. The resource inventory for each region, which includes resources, identified by community and district location will be exchanged between regions.

B. Needs Identification:

The Risk/Need Assessment(s) in accordance with 902.03, Classification and Supervision Standards, in conjunction with offender interviews and information supplied by collateral contacts, will be used to determine the needs of offenders. During the supervision of offenders, Community Corrections personnel shall assess the needs of individual offenders. Additionally, services to offenders may be adjusted at any time based upon need.

C. Assessment of Needs:

The Community Corrections staff member assigned to each offender shall exercise steps to remain informed of the needs of each offender by careful screening of case files and frequent client contacts. Community Corrections staff meetings will be held periodically to address the collective needs of referred offenders.

1. Develop Resources

Community Corrections staff shall endeavor to identify appropriate community resources for offenders. Staff shall not serve on boards of resource agencies, but are encouraged to act as advisors to such groups, and represent the interests of Corrections; and

2. Cooperate With Other Agencies

- a. Community Corrections personnel shall maintain close working relationships with public and private community service agencies and potential employers of offenders.
- b. Records will be maintained of the services offered and the referral procedures used. Staff shall apprise these agencies of offender. When helpful, designated staff shall serve as liaison with a

particular agency or employer to facilitate the utilization of the service being provided and to promote professional interagency communication.

D. Offender Referral:

1. When an offender need has been identified, the supervising Probation Officer shall refer the offender to the most appropriate available resource. All referrals will normally occur on a first-available appointment basis, and be accomplished by either:
2. Directing the offender to contact the resource agency;
3. Making an appointment and directing the offender to attend; or
4. Scheduling an appointment and transporting the offender to the appointment.

E. Follow-up

Community Corrections employees shall review all offender referrals made in accordance with D. above at least once every six months. This review may be accomplished by written communication with the offender or the resource agency documented in the case record by chronological entry onto the Chronological Record (form 20-603.01B), or a combination of entry and the filing of correspondence in accordance with 603.01, Probation/Parole Case Record Management, and related policies.

F. Documentation:

All referrals and reviews will be documented in the offender's case record and file(s).

January 25, 2001
Date

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

Applicable Forms:

20-603.01B- Chronological record
