



STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Pretrial, Probation and Parole		PAGE: Page 1 of 4
	CHAPTER: 902	NUMBER: 902.20	P&P TYPE: Public
	TITLE: Probation and Parole Intrastate District Transfer & Travel Permits		
	APPROVED BY:  Nancy A. Dahlstrom, Commissioner		DATE: 12/20/2019
ATTACHMENTS / FORMS: A. Probation and Parole Travel Permit		AUTHORITY / REFERENCES: AS 33.05.040 AS 33.05.040(a)(10) AS 44.28.030	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to permit offenders to transfer supervision within the State of Alaska.
- II. It is the policy of the Department that offenders in violation status will not be considered for intrastate transfer until Petitions to Revoke Probation (PTRP) or Parole Violation Reports (PVR) have been resolved.
- III. It is the policy of the Department to allow for cooperative supervision between districts regardless of violation status for rehabilitation purposes (i.e. treatment, employment). In cases where courtesy supervision is necessary, district offices will work in concert to ensure responsible supervision that maximizes the potential for rehabilitation and public safety.

APPLICATION:

This policy and procedure will apply to all Division of Pretrial, Probation and Parole employees and offenders.

DEFINITIONS:

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

Courtesy Supervision:

Supervision of an offender where the receiving district assists the sending district in supervision of an offender regardless of violation status. The sending district is responsible for case management until the transfer to the receiving district is complete.

Intrastate Transfer:

The transfer of probation and / or parole supervision between district offices for the benefit of the offender.

Travel Permit:

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The approval of an offender to travel outside of their region of residence for a specified time period.

Violation Status:

When an offender has a PTRP or PVR pending resolution.

PROCEDURES:

I. Intrastate Transfer Requests:

A. When an offender requests to transfer supervision to another district the sending Probation Officer (PO) shall:

1. Advise the offender that without a verifiable plan and residence, the transfer will not be approved, and that they should not make any travel plans until a response is received.
2. Verify that there are no pending court or Parole Board actions, any incomplete sanctions or unresolved violations.
 - a. If the offender has a pending court or Parole Board action, the offender may still request to informally transfer supervision through courtesy supervision; however, they must be advised that they cannot formally transfer until their pending matters are resolved.
3. Note the proximity to any victim(s), and where applicable, seek the victim's input on the request to transfer.
4. Verify the offender's proposed plan, including the offender's plan for self-sufficiency and rehabilitation (i.e. employment, treatment), the physical address of the residence, contact information for the residents and the name of any residents in the household.

B. Enter the following information into the offender management system:

1. A brief summary of the offender's performance during supervision, including progress in treatment;
2. Pertinent details of the proposed plan within the receiving district;
3. Contact information (physical address of residence, cohabitants, phone, etc.);
4. Status of special conditions of supervision including substance abuse treatment, sex offender treatment, community work service, restitution; and
5. Any other significant information which would prove helpful in the supervision of the case (i.e., victim notification or proximity).

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- C. Send the transfer proposal to the receiving district supervisor.
- D. Once notified of a pending transfer, the receiving district supervisor shall approve or deny the case within five (5) working days. Transfers may be expedited due to extenuating circumstances.
 - 1. If there is a problem with the transfer request or process as presented by the PO, the district supervisors will communicate and reach a resolution. If a resolution cannot be reached the Chief Probation Officers shall review the request and make a final determination.

II. Denied Intrastate Transfers:

If a transfer is denied by the receiving district supervisor, reasons for the denial shall be provided the sending probation officer, either in writing or verbally. The sending probation officer shall advise the offender of the reasons for the denial, and the offender shall be given an opportunity to resubmit their request to transfer once they have rectified any noted issues.

III. Approved Intrastate Transfers:

If an intrastate transfer is approved by the receiving district supervisor, the sending probation officer shall:

- A. Issue a Probation and Parole Travel Permit (Attachment A) with specific reporting instructions to the offender.
- B. File the necessary supervision transfer paperwork with the appropriate courts (Alaska Court System Forms CR-559/CR-560).
- C. Within one (1) working day of the offender's arrival, begin the process of forwarding the case record to the receiving district in accordance with DOC P&P 603.01 (Division of Probation and Parole Case Record Management). The PO and supervisor shall verify that the case file is current and complies with policy prior to being transferred.
- D. The transfer of the offender in the DOC offender management system is effective when the offender reports to the receiving office. The receiving office will make the necessary notations, to include location change in the DOC offender management system and updating the critical conditions in the public safety network database.
- E. If the offender has not reported within 24 hours of the reporting instruction, the receiving PO will notify the sending PO of the failure to report.
- F. The sending probation officer shall evaluate whether violation has occurred and address as appropriate.

IV. Travel Permits

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- A. In accordance with AS 33.05.040(a)(10) POs shall permit the intrastate travel of offenders when the purpose of the offender's travel is to secure or maintain steady employment or to engage in rehabilitative programming (i.e. vocational training). Travel may be restricted if it is inconsistent with other terms and conditions of supervision.
- B. Travel permits are required for an offender to travel outside of their region of residence. A travel permit will include specific instructions to the offender. When exigent circumstances prevent a written travel permit, the probation officer may provide verbal approval for intrastate travel which will be entered in the DOC offender management system.
- C. Travel permits are not required for minimum bank offenders. However, if there is concern regarding victim contact, the assigned area of residence will not include the area where the victim is located. Otherwise, the region of residence for a minimum bank offender is statewide.
- D. Travel permits are limited to forty-four (44) days unless urgent circumstances require an extension (i.e. hospitalization, temporary extension of work). Travel permits will not be issued to allow an offender to establish a plan for intrastate transfer.
- E. Travel permits for sex offenders will be processed by the sex offender Standard Operating Procedure for Sex Offenders.

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