



**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS
INTERIM POLICY AND PROCEDURES MEMORANDUM**

APPROVED BY:

Nancy A. Dahlstrom
Nancy A. Dahlstrom, Commissioner

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MEMO TYPE:

Public

MEMO TITLE:

Classification and Supervision Standards – DOC P&P 902.03

MEMO ATTACHMENTS / FORMS:

AUTHORITY / REFERENCES:

AS 33.05.040

AS 33.16.190

PURPOSE:

The purpose of this Interim Policy and Procedures Memorandum (IPPM) is to provide staff with guidance on supervision contact standards for the duration of the COVID-19 pandemic.

APPLICATION:

This IPPM applies to all Department employees, and all probationers and parolees supervised by the Division of Pretrial, Probation & Parole (DP3).

EXISTING DOC POLICY & PROCEDURES MODIFIED:

This IPPM provides guidance to staff on the approved contact standards for probationers and parolees on supervision with DP3.

NEW PROCEDURES:

All other sections of DOC P&P 902.03 remain in effect, except Section VII., C., 1 which is amended as follows:

Supervision Level

The score of the assessment tool shall determine the level of supervision required.

1. Urban supervision level
 - a. Newly assigned case:
New or reinstated cases should be if practicable be classified within 30 days of assignment and shall be supervised as a maximum offender until the assessment is completed.
 - b. Maximum:
The Probation Officer (PO) shall have a face-to-face, telephonic, or conduct a virtual check-in with the defendant twice per month and if practicable, make a field visit to the offender at least once every four months. Sex offenders that are assessed as maximum supervision offenders should if practicable have a home visit conducted at least quarterly.

- c. **Medium:**
The PO shall have a face-to-face, telephonic, or conduct a virtual check-in with the defendant once per month. Sex offenders that are assessed as medium supervision offenders should if practicable have a home visit conducted at least quarterly.
 - d. **Minimum:**
The PO shall see the offender as needed, but at least quarterly. Sex offenders who are assessed as minimum supervision offenders should if practicable have a home visit conducted at least semi-annually.
 - e. **Administrative supervision bank or electronic check-in:**
Offenders classified as minimum custody may be monitored through the bank, virtual check-in or electronic check-in (i.e. email). Offenders on minimum bank supervision are required to submit a report form every 4 months and to notify a PO of a residence change immediately.
2. Probation Officers may direct an offender who has a cell phone, email address or other means of electronic communication to download and use a virtual check-in application (such as SmartLink, FaceTime) as a means to further compliance with supervision contact standards. Offenders who are prohibited from the use of a cell phone shall not be permitted to check-in using a virtual platform.
3. Field visits are restricted to those mandated in this IPPM or to circumstances where an offender is reported to be in an active violation status that compromises public safety.