



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

APPROVED BY:
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MEMO TYPE:
Public

MEMO TITLE:
Responses to Conduct on Supervision – DOC P&P 902.16

MEMO ATTACHMENTS / FORMS:
DOC P&P 902.16D (CRC Placement for Probationers / Parolees)

AUTHORITY / REFERENCES:

PURPOSE:

The purpose of this Interim Policy and Procedures Memorandum (IPPM) is to provide staff with guidance on CRC placements for probationers and parolees.

APPLICATION:

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

EXISTING DOC POLICY & PROCEDURES MODIFIED:

This IPPM modifies existing procedures and provides additional procedures to those listed in DOC P&P 902.16 (Responses to Conduct on Supervision).

NEW PROCEDURES:

Section III, B., 1., h is modified to read:

- a. Required change of residence, to include PO directed placement at a Community Residential Center (CRC)

Section III, B., 2 is modified to read:

- 2. When imposing an administrative sanction, the PO shall advise the defendant of the conduct that is being addressed, the administrative sanction to be imposed and if applicable the length of time the sanction will be in effect. The PO shall document the behavior and sanction in the offender management system.
 - a. If an offender meets eligibility criteria listed on the CRC Placement for Probationers / Parolees (form 902.16D), a PO may direct an offender to be placed at a CRC for up to 30 days at one time.
 - i. The PO shall provide the offender a reporting date and time to the CRC and within 24

- hours of the offender's arrival at the facility provide attachment D to the CRC Director and/or CRC Manager.
- ii. Offenders may be eligible for jail-credit for their duration at the CRC.
 - iii. The PO shall notify the local institution of the offender's placement at the CRC and when the offender has ceased residing at the CRC.
- b. If an offender disputes the violation or the sanction, the offender may request an Administrative Sanction Review.
 - c. The offender's request shall be in writing on the Administrative Sanction Review form (Attachment A) and detail the sanction and / or violation they disagree with.
 - d. The offender's request shall be submitted to the Department within three (3) business days of the imposition of a sanction or from the date they were notified that they violated the conditions of their supervision.
 - e. A Probation Supervisor or Probation Officer IV shall review the request and provide a written determination within five (5) business days to the offender. The Probation Supervisor or PO IV shall provide reasons for their decision. The decisions of a Probation Supervisor or PO IV are final. Administrative sanction review requests and responses shall be maintained in the offender's file.
 - f. While an Administrative Sanction Review is pending, any sanctions imposed on an offender remain in effect.

NEW ATTACHMENT:

DOC Form 902.16D (CRC Placement for Probationers / Parolees)