


|   |  |   |                     |        |
|---|--|---|---------------------|--------|
|  | <b>State of Alaska<br/>Department of Corrections<br/>Policies and Procedures</b> | <b>Index #:</b> 101.03                      | <b>Page 1 of 2</b>  |        |
|   |  | <b>Effective:</b> 3/15/2012                 | <b>Reviewed:</b>    |        |
|   |  | <b>Distribution:</b> Public                 | <b>Due for Rev:</b> | 3/2014 |
|   | <b>Chapter:</b>  | Administration, Organization and Management |                     |        |
| <b>Subject:</b>   | Annual Facility Inspection and Audit   |   |                     |        |

I. Authority

In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes  
AS 33.30.030

III. Purpose

To establish an annual inspection/audit of each of the Department's institutions and field offices.

IV. Application

All Staff

V. Definitions

As used in this document, the following definition shall apply:

A. Central Office Staff

Administrative staff assigned to the Commissioner's office in Anchorage, Palmer or Juneau.

VI. Policy

It is the policy of the Department that, annually, each correctional facility and probation field office undergo a complete and thorough review of all operational procedures.

VII. Procedures

A. The Deputy Commissioner for Operations shall designate central office staff to arrange and schedule annual inspections of correctional facilities and probation field offices. A written report of such inspection shall be made and copies furnished to the responsible supervisor. Areas to be reviewed include, but are not limited to: disaster preparedness and continuity of operations; fire safety; environmental and health standards; programming related to prisoner re-entry, education and habilitation; security and physical plant; fiscal records and compliance with departmental policies and procedures.

B. Each staff member designated to inspect or audit by the Deputy Commissioner for Operations shall complete a field report using the current audit instrument as approved by the Deputy Commissioner for Operations.

C. Immediately upon arrival at any Department work site, the inspection/audit staff/team shall inform the Superintendent of the purpose of the visit. Prior to departure, staff shall meet with the Superintendent in order to discuss their observations, evaluations and recommendations prior to preparing a written report.

D. Follow-up responsibility for issues reported rests with the Deputy Commissioner for Operations.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.



3/12/2012

---

Date

---

Joseph D. Schmidt, Commissioner  
Department of Corrections

Applicable Forms to this Policy:  
101.01A

---