
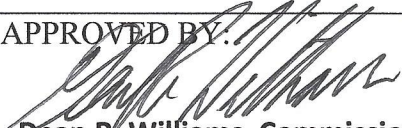


<b>STATE OF ALASKA</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>POLICIES &amp; PROCEDURES</b>	SECTION: <b>Institutions</b>		PAGE: <b>Page 1 of 6</b>
	CHAPTER: <b>800</b>	NUMBER: <b>800.01</b>	P&P TYPE: <b>Public</b>
	TITLE: <b>Institutional Investigators</b>		
	APPROVED BY:  <b>Dean R. Williams, Commissioner</b>		DATE: <b>11/29/18</b>
ATTACHMENTS / FORMS: <b>(None.)</b>		AUTHORITY / REFERENCES: <b>22 AAC 05.155                      AS 33.30.021</b> <b>AS 33.05.010                      AS 44.28.030</b> <b>AS 33.16.180                      DOC P&amp;P 401.05</b> <b>AS 33.30.011</b> <b>AK Scientific Crime Detection Laboratory, Crime Scene Procedure Manual, eff. 02/20/2018.</b> <b>Anchorage Police Department, Patrol Uniformed Investigator Guide.</b> <b>Palmer Police Department, Standard Operating Procedures, Evidence Collection And Preservation.</b>	

**POLICY:**

- I. It is the policy of the Department of Corrections (DOC) to have Correctional Officers (CO) trained and ready to act as Institutional Investigators as needed within a DOC institution, and for the officers to be instructed to perform basic criminal investigative duties as required by law enforcement and the criminal court.
- II. It is the policy of the Department that Institutional Investigators be available as needed to effect prosecutable criminal cases and to assist the Alaska State Troopers (AST) or other law enforcement investigators to properly preserve, document, and investigate prosecutable crimes within the DOC institutions.
- III. It is the policy of the Department that Institutional Investigators assist AST / DOC / law enforcement in enforcing zero tolerances for crimes within the institutions, including, but not limited to: assaults; the use of illegal drugs; escapes; and for preserving evidence during critical incidents. This will be done through on scene response, evidence preservation, scene security, collection of evidence, legally proper interviews, chain-of-custody documentation, court ready reports, and documentation.
- IV. It is the policy of the Department that Institutional Investigators maintain a state of readiness and preparation for investigative services through a quality training program for investigating officers.

**APPLICATION:**

This policy and procedure will apply to all trained Institutional Investigators within the Department.

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## DEFINITIONS:

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

### Chain of Custody:

A series of documented links which account for the time between when the evidence was obtained and presented in court. The links are persons who handled the evidence, and where and when they did so.

### Critical Incident:

Any incident that goes beyond the normal ability of the personnel on duty e.g. any event that disrupts the normal, routine operation and services of an institution by creating a state of disorder, a threat to security or an inability to maintain control of the prisoners.

### Deployment / Call Out:

The placement, movement, and assignment of Investigative Officers, or any other investigative related resources, in response to a criminal or critical incident or as determined by an On-duty Shift Commander / Supervisor, the Superintendent or higher authority.

### Institution:

Institution means a state prison facility or institution operated and managed by employees of the Department designated by the Commissioner, for the confinement, care, and discipline of prisoners.

### Institutional Investigator(s):

Designated volunteer officers that are selected and trained to respond as needed to reports of crimes and to properly preserve, document, and assist in the investigation of prosecutable crimes within the DOC institutions.

## PROCEDURES:

### I. Eligibility / Nomination Process:

- A. All Institutional Investigators shall be Alaska Police Standards Council (APSC) certified prior to being accepted into the program.
- B. Eligibility will be based upon the needs of the institution as governed by the Superintendent, and the DOC Professional Conduct Unit (PCU) Investigative Supervisor.
- C. The institutional chain of command, Institutional Training Supervisor, with input from the Security Supervisors will coordinate the nomination process and notification of qualified officers at their assigned institution.

### II. Responsibility:

- A. During a critical incident or criminal investigation, the Institutional Investigator(s) on scene is responsible for the security of all potential crime scenes and evidence preservation until they are

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relieved by another institutional investigator, a DOC / PCU Investigator, or other law enforcement authority.

- B. Once a scene is secured the Institutional Investigator or their designee shall maintain a crime scene log and determine who, if anyone, has a valid reason for entering a crime scene.
- C. The Institutional Investigator(s) shall be given permission to carry, maintain, and utilize investigative tools during their on-duty shift.
  - 1. Such authorized tools shall include equipment such as, but not limited to:
    - a. An institutional smartphone which contains hardware and software for preserving and documenting evidence within the institution;
    - b. Cameras; and
    - c. Digital audio and video recorders.

### III. Deployment / Callout:

#### A. Initial Deployment:

When a criminal act or a major incident occurs, preservation of life and the safety of staff are paramount. Once the situation and the scenes involved are deemed safe the following will occur:

- 1. If one is not on scene already, an on-duty Institutional Investigator shall be assigned to assess and secure the crimes scene(s).
  - a. If an on-duty Institutional Investigator is not available, one shall be called in to provide the required assessment and operational support.
- 2. The Institutional Investigator shall do an initial walk through assessment of the scene(s), to determine:
  - a. The scope and size for preservation of potential evidence;
  - b. Determine the equipment and other resources required to process the scene;
  - c. Observe;
  - d. Document their observations, by taking notes; and
  - e. Record the scene by taking initial photographs.
- 3. The Institutional Investigator shall assist in identifying potential witnesses, potential suspects and ensure that individuals are safe and are separated from one another.
- 4. If a victim is transported for medical attention an officer or Institutional Investigator shall be directed to observe and note any statements made and document any medical issues / procedures conducted on the victim.

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5. The Institutional Investigator shall communicate their initial scene observations and assessment of the investigation to the On-duty Commander / Supervisor for relay to the proper law enforcement agency.
6. The On-duty Shift Commander / Supervisor will notify the proper law enforcement agency as per DOC policy and procedure under the following guidelines:
  - a. The Alaska State Troopers (AST) are responsible for the investigation of all Unclassified Felonies, including, but not limited to:
    - i. Homicides;
    - ii. Sexual Assault in the First degree; and
    - iii. Assault in the First Degree.
  - b. The DOC Investigative Unit / PCU is responsible for the investigation of:
    - i. Misdemeanor crimes;
    - ii. Class C Felonies; and
    - iii. Class B Felonies.
7. In cooperation with the Shift Commander, the law enforcement agency with jurisdiction will formulate a plan of action.
8. Such plans / tactics may include, but are not limited to:
  - a. Securing / preserving the scene until law enforcement arrives;
  - b. Additional photographs, video, sketches, surveillance footage, etc.;
  - c. Evidence collection, which may include:
    - i. Seizing of evidence;
    - ii. Proper packaging and tagging of evidence;
    - iii. Maintaining chain of custody; and
    - iv. Securing evidence.
  - d. Interviews of witnesses, suspects; and
  - e. Documentation of the actions taken in a report narrative.
9. The On-duty Shift Commander / Supervisor will notify the Institutional Investigators and any additional personnel of the plan and direct them to initiate the investigative requests.
10. If the law enforcement agency assigned to the case arrives on scene, the Institutional Investigator(s) are to aid as needed while the institutional scene and investigation is being conducted.

**B. Follow Up:**

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1. Once the initial assessments, preservations, and investigational requests of law enforcement are completed by the Institutional Investigator the officer will complete the proper documentation of all their actions, findings, evidence seized, interviews, reports, etc. to the proper law enforcement agency in a reasonable amount of time:
  - a. Upon completion of their initial investigative duties the Institutional Investigator will return to their normal duties as assigned.
2. Any additional investigative follow-up requests for Institutional Investigators by law enforcement must be approved by the On-duty Shift Commander / Supervisor who will take into consideration the urgency and the resources required to meet the inquiry before authorizing the request(s).
3. All self-initiated criminal investigations by an Institutional Investigator must be pre-approved by the Superintendent, Assistant Superintendent, or their designee. Additionally, before such approval is given the Institutional Security Commander / Supervisor must be notified in order to de-conflict with other potential investigations.
4. All self- initiated investigative work must not interfere with the primary duties of the officer as well as the overall operational needs of the institution.
5. The Institutional Investigator(s) on scene may be used for other duties as designated by a Superintendent or higher authority.

#### IV. Training And Expectations:

##### A. Investigator Training:

1. A 16-hour Basic Investigative Investigators Course will be administered by the Department and shall be completed by all Institutional Investigators prior to them being placed on deployable status.
2. All Institutional Investigators training will be documented on a training roster and retained in each member training file. Copies of any Institutional Investigators training documents will also be sent to the DOC Training Academy at the following e-mail address:  
  

[doc.trainingfiles@alaska.gov](mailto:doc.trainingfiles@alaska.gov)
3. Upon successful completion of the training and after being certified as an Institutional Investigator, officers will be allowed to wear upon their uniform shirt(s) an Institutional Investigator award ribbon, as per DOC P&P 401.05, Staff Awards.

##### B. Performance Expectations:

1. Institutional Investigators shall comply with the expectations established in training and operations.

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2. Institutional Investigators who do not pass the initial testing will not be able to be certified as an Institutional Investigator until they pass the written examination with a score of no less than 80% accuracy.
3. The Superintendent, or the DOC Investigations / PCU Supervisor can remove a member of the Institutional Investigator program from deployable status for any disciplinary actions, policy violations, operational deficiencies concerns, or insubordination.
4. Officers and Institutional Investigators deployed during an incident must adhere to DOC Crime Scene Preservation and Evidence Collection Procedures, Incident Command Operating Procedures, Standards of Conduct, Code of Ethical and Professional Conduct, and current Institutional Investigator training doctrine.

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