

	<b>State of Alaska</b> <b>Department of Corrections</b> <b>Policies and Procedures</b>		<b>Index #:</b> 813.01	<b>Page 1 of 3</b>	
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	<b>Chapter:</b>	Prisoner Programming			
<b>Subject:</b>	Prisoner Programming				

I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References

Alaska Statutes

AS 33.30.011

AS 33.30.021

Alaska Administrative Code

22 AAC 05.340

22 AAC 05.345

III. Purpose

To establish uniform procedures within the Department for Inmate programming.

IV. Application

All staff and prisoners.

V. Definitions:

As used in this policy the following definitions shall apply:

- A. Batterer's Intervention Program: A Program that utilizes cognitive behavioral techniques in the treatment of domestic violence offenders.
  - B. Chaplaincy Faith Based Program: A program that provides religious services and pastoral ministry in state institutions.
  - C. Criminal Justice Planner (CJP): A department employee who reviews, monitors and evaluates effectiveness of criminal justice programs and provides technical assistance to improve the provisions of evidence-based programming.
  - D. Criminal Justice Technician (CJT): A department employee who assists in the analysis, development, and implementation of the department's evidence-based programming.
  - E. Education Program: A program that provides offenders with evidenced-based education services that assist and prepare the individual for discretionary release and successful community reintegration.
  - F. Evidence-Based Practice: Empirically supported, validated standards of practice.
  - G. Institution Reentry Committee: A committee led by the Institutional Probation Officer/Probation Supervisor and established within each institution that assists in the development of the Offender Management Plan (OMP) for each sentenced offender. Committee membership includes institutional representation from Education, Mental Health, Medical, Substance Abuse, Security, and Probation.
  - H. Mental Health Programs: Services provided by clinical staff in order to assess, diagnose and treat offenders with mental illness and cognitive impairment.
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- I. Offender Management Plan (OMP): A plan developed based upon the assessment of an offender's programming and reentry needs. The OMP is designed to assist the felony offender in identifying and addressing specific criminogenic needs that are barriers to behavioral change, successful transition and reentry (See P&P 818.01 Offender Reentry Program).
- J. Program Coordinator: A department employee who plans, develops, coordinates and oversees evidenced-based programming.
- K. Sex Offender Treatment Programs: Evidenced-based programming that utilizes cognitive behavioral techniques in the treatment of sexual offenders.
- L. Substance Abuse Management Program: Evidenced-based programming that utilizes cognitive behavioral techniques in the treatment of substance-abusing offenders.
- M. Vocational Programs: Evidence-based vocational training that assists and prepares offenders for employment after incarceration.

## VI. Policy

It is the policy of Department of Corrections to provide evidenced-based programs that prepare the offender for reentry and that are designed to address the offender's identified criminogenic needs. In addition to the provision of health care services, the agency will offer specialized programs in mental health, substance abuse, problem sexual behaviors, illiteracy, anger and aggression, antisocial behavior, cognitive deficits, mental illness, domestic violence, parenting, and chaplaincy services. All programs will be evidenced-based, validated and reviewed yearly for efficacy.

## VII. Procedures

### A. Authority and Responsibility:

1. The Criminal Justice Planner (CJP) for Education reviews, monitors and evaluates effectiveness of criminal justice programs and provides technical assistance to improve the provision of evidence-based programming, and will have delegated responsibility for coordinating, overseeing and implementing the department's education and vocational programs.
  2. The Criminal Justice Planner (CJP) for Substance Abuse reviews, monitors and evaluates effectiveness of criminal justice programs and provides technical assistance to improve the provision of evidence-based programming and will have delegated responsibility for coordinating, overseeing and implementing the department's substance abuse programs.
  3. The Metal Health Clinician IV has delegated responsibility for coordinating, overseeing and implementing the department's mental health programs. (See P&P 807.13 Mental Health Administration and Services).
  4. The Criminal Justice Planner (CJP) for Sex Offender Management and the Batterer's Intervention Program reviews, monitors and evaluates effectiveness of criminal justice programs and provides technical assistance to improve the provision of evidence-based programming and will have delegated responsibility for coordinating, overseeing and implementing the department's sex offender management and domestic violence prevention programs.
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5. The Program Coordinator II for Faith-Based services provides religious services and pastoral ministry in state institutions and has delegated responsibility for coordinating, overseeing and implementing the department's faith based programs. (See P&P 816.01 Faith-based Programming and Chaplaincy Services).
- B. Assessment and referral to programs:
1. All newly remanded offenders will receive an initial Medical/Mental Health/PREA screening within the first 24 hours of remand with referral to additional services if indicated.
  2. Within five days of remand all offenders will be classified to determine housing.
  3. Within 30 days of designation to their facility, all offenders who are sentenced to 30 days or more and who score medium risk or higher on the initial risk/needs screening, will receive the department's full risk/needs/strengths assessment with referral into indicated programs.
  4. The institutional probation officer will use this information to develop the Offender Management Plan (OMP).
  5. The OMP will follow the offender throughout his incarceration and is the primary document that assists with program referral, release planning and transition to the community. (See P&P 818.01 Offender Reentry Program.)
- C. Program Review:
- Programs are to be audited annually by program staff to ensure compliance with the department's program plan. It will include observation of program activities, interviews with institutional staff, contractors, volunteers and prisoners, and other collateral contacts as indicated. A final report will be provided to the respective directors under which each program resides. The department will comply with, and assist in, the completion of reviews by outside agencies as required. The procedures established by the reviewing agency must be followed whenever possible within the confines of institutional security.

VIII. Implementation

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document.

9/25/2014

Date

SIGNATURE ON FILE

Joseph D. Schmidt, Commissioner  
Department of Corrections