

948

HJ

HB 983

(FILE NO. 2)

948



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2210

Page Number

5 of 8

Subject:

FIREARMS POLICY

The purpose of the justification and report procedure is:

1. To provide the Director of the Division of Corrections with detailed documentation regarding the use of firearms by division personnel, taking into account the possible serious implications of firearms use.
2. To provide the Director with data upon which further policy modification might be based.

PROCEDURE WITH REGARD TO WEAPONS

Each regional administrator will assure that the following procedures are carried out:

1. All weapons will be maintained in the arms locker when not in the possession of a qualified probation officer.
2. Probation/parole officers will not use their personal weapons or ammunition in connection with their official duties. The Division of Corrections will provide the weapon and ammunition.
3. The regional administrator will maintain control of the arms locker at all times and, in district offices, the district supervisor will maintain control of the arms locker.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2210

Page Number

6 of 8

Subject:

FIREARMS POLICY

4. Weapons and ammunition inventories are to be conducted once a month and documented.

5. A weapons log will be maintained. The log will indicate the time and date the weapon, holster, and ten rounds of ammunition were issued along with the name of the person issuing the equipment and the person receiving the equipment. The serial number of the weapon will also be listed in the log. The request for issuance of a weapon will be for a specific or single activity or situation as identified above. After completion of contact, the weapon, holster, and ammunition is to be returned to the regional administrator or district supervisor and locked back into the arms locker as soon as possible.

The following general procedures will apply to all probation/parole officers of the Division concerning the use of firearms:

1. Probation/parole officers will, under no circumstances, accompany state troopers or other law enforcement personnel on raids or stakeouts.

2. All firearms will be carried under positive control and out of sight at all times, except in the event it becomes necessary to defend his/her own life or the life of another person. Firearms



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2210

Page Number

7 of 8

Subject:

FIREARMS POLICY

will be drawn only when an individual is offering an immediate and unswerving, felonious threat to life and where no other defense alternative, such as retreat or outside help, is available.

3. Under no circumstances will a weapon be fired at any person who is running away to escape arrest.
4. Warning shots will not be fired.
5. An officer who fires a weapon for any reason in the line of duty (other than to qualify with it) will immediately make a report in writing as to the circumstances of the shooting to the Director through the supervisory structure. The Director will appoint a three-member board to review the shooting circumstances. If possible, two members of the review board will consist of the Assistant Director and the Regional Administrator from the region in which the shooting occurred.
6. The strictest safety precautions will be observed continuously. Firearms used by probation/parole officers will be considered loaded and treated as such at all times.
7. Firearms will not be carried while traceable quantities of behavior-altering substances are in the bloodstream. Under no circumstances will an off-duty officer carry a weapon into an establishment which serves intoxicating beverages.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2210

Page Number

8 of 8

Subject:

FIREARMS POLICY

8. Handgun calibres will have the capability of single and double action. No load of more than 156 grains of lead will be used. Ammunition used in the firearm will be issued by the Division of Corrections. The Division will prescribe the nomenclature of the firearm load.

Because of the potential for serious injury or death from the use of firearms, and because the use of such weapons by probation/parole officers is inappropriate in most instances, compliance with this policy will be carefully monitored by the Director and strictly enforced.

Approved:

C F Campbell
Charles F. Campbell, Director
Division of Corrections

Date

6/20/79

Helen D. Beirne
Helen D. Beirne, Commissioner
Dept. of Health & Social
Services

Date

6/20/79

ALASKA DIVISION OF CORRECTIONS FIREARMS TRAINING
STANDARDS FOR PROBATION/PAROLE OFFICERS

The probation/parole officer must successfully complete the following training criteria before he/she can carry or maintain a firearm while in performance of their duty for the Department of Health and Social Service, Division of Corrections.

1. Must successfully pass the "Shoot Don't Shoot" exercise.
2. Must attend a four hour seminar in legal provision and restrictions on the use of firearms. The probation/parole officer must then successfully pass a legal provision exam.
3. Must participate in eight hours of firearms training at a firing range.
4. Must score a minimum of 75 points for certification at the firearms range within the time prescribed.
5. Must fire a minimum of sixty rounds at a firearms range every three months for continued familiarization.
6. Must annually requalify on a firearms range with a minimum score of 75 points.

All initial training, annual requalification and certification will be conducted by the Alaska Division of Corrections Training Officers. The required sixty round, three month familiarization may be certified by a Regional Administrator. Documentation of the Familiarization fire will be forwarded to the training academy.

Enclosed is the Federal Bureau of Investigation 2" Barrel Course which will be required for all firearms qualification.

FEDERAL BUREAU OF INVESTIGATION

2" BARREL COURSE

- A. The following course of fire is designed for those individuals in the Department who carry issue model 36 S & W 2" revolvers

- B. Requisites
 - 1. Target - Silhouette B - 27
 - 2. Ammo - 40 rounds - wadcutter - 10 rounds standard issue-.38 special.
 - 3. Equipment - 54" barricade at 25 yard line.

- C. Phase I Time 25 seconds - 5 rounds issue ball 5 rounds wadcutter
 - 1. Stage A
 - a. Upon command, at the 7 yard line, load 5 rounds standard issue ammo and holster.
 - b. On the sound of the whistle, shooter draws, fires 5 rounds, double action, reloads with 5 rounds wadcutter & fires 5 more rounds in total time of 25 seconds. At the sound of the whistle the line is cleared and shooters are instructed to load 5 round wadcutter for stage B.
 - 2. Stage B - Same as Stage A, except 10 rounds of wadcutter ammo is fired.

- D. Phase II Time 30 seconds - 15 yard line - 10 rounds wadcutter.
 - 1. Upon command shooters load 5 rounds wadcutter & holster.
 - 2. Upon whistle, draw, fire 5 rounds, double action, & reload with 5 more rounds wadcutter & fire them double action in 30 seconds.

- E. Phase III Time 10 seconds - 15 yard line - 5 rounds issue ball.

- F. Phase IV Close Combat Proficiency Course



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2217

Page Number
1 of 2

Subject:
ARREST

PURPOSE

To establish a statewide policy concerning the physical arrest of the probationer or parolee.

POLICY

(A) A probation-parole staff member may place a probationer or parolee under arrest only when no law enforcement officer is available, and immediate arrest is necessary to protect the probationer or parolee or other members of the community, to protect the staff member, or to prevent the probationer or parolee from absconding.

(B) The normal policy shall be, with the exception of "A", to obtain a warrant from the court of jurisdiction and request law enforcement officers to make the arrest.

(C) In the event the rule of exception listed in "A" is apparent, the arresting staff member should always have at least one other staff member in attendance to help him, should advise the person being arrested of his rights after informing the person that he or she is under arrest for probation or parole violation, and immediately conduct a clothing search of the arrested person to uncover any concealed weapon.

The use of handcuffs is discretionary and left up to the judgment of the arresting staff member. In the event handcuffs are used, they should always



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2211

Page Number
2 of 2

Subject:
ARREST

be placed on the wrists of the person under arrest behind the back and never in front.

PROCEDURE

Each Regional Probation-Parole Supervisor shall adopt suitable procedures to implement the above policy.

MEMORANDUM

TO: [All Probation/Parole Officers
Division of Corrections

DATE: September 8, 1977

FILE NO.

TELEPHONE NO.

FROM: Samuel H. Trivette *SH*
Executive Director
Alaska Board of Parole

SUBJECT: Parole Violation Warrants

This policy memorandum is a followup of my AJIS message regarding parole violation warrants. As stated in the AJIS message, this change in policy is the result of the State of Alaska Supreme Court Opinion #2885, Tyrone E. Davenport v. State of Alaska, dated September 2, 1977, and received in our office on September 7, 1977. Basically the decision held that there was no error in the issuance of the parole violation warrant or the handling of this particular case; but they did spell out some new guidelines that they felt were necessary to avoid unnecessary litigation in future cases. "Nevertheless, to avoid unnecessary appeals from warrants issued on oral statements, the contents of which may be the subject to argument, we shall require in the future that a written statement indicating probable cause be filed with the parole board or member as justification for issuance of the warrant." "Since all members of the Court agree that probable cause is required, it is necessary to state how such probable cause shall be established. Unless written evidence is submitted, unnecessary trials and appeals will occur." The Court also commented on the arrest of a parolee without a warrant, as authorized by AS 33.15.200. "Nevertheless, except in cases where exigencies require an immediate arrest, the parole officer should secure a warrant from the parole board or a member of it as provided for in AS 33.15.200."

POLICY

Before a parole violation warrant is issued by the Alaska Board of Parole, the parole officer must submit in writing to the board representative a written statement indicating the reason why the parole officer feels that probable cause exists to believe that the parolee has violated conditions

All Probation/Parole Officers
Page 2
September 8, 1977

of his parole. This statement should include information about what conditions the parolee has allegedly violated. Any other information that might clarify the alleged violations is permissible and welcome by the board.

Normally the parole officer should secure a warrant from the board before arresting a parolee. However, if exigencies are present that require an immediate arrest, the parole officer may arrest parolees without a warrant as provided for by statute. If the parole officer feels that the parolee may abscond supervision, may jeopardized the health or safety of himself or others in the community if not arrested immediately, the parolee should be arrested immediately. As soon as possible thereafter, the parole officer should notify the board representative of the arrest, the reasons for the arrest, and prepare the written statement to the board set out in the paragraph above. The parole officer shall include in this statement the reasons he felt the immediate arrest was necessary. This statement must be provided to the board no later than 5 working days from the date of arrest unless special circumstances prevent this, and approval is given by the board. Then a parole violation warrant may be issued.

END OF POLICY

The question of whether or not to arrest a parolee is still going to call for an individual decision in each case by the supervising parole officer. This policy is not intended to supercede the parole officer's authority or responsibility for this decision, but is established to provide some guidelines pursuant to the Supreme Court decision. I believe the intent of the Court is to insure that documentation for such decisions is made available so that any cases that are appealed are settled based upon the facts available at the time, and not on old memories.

What this means is that you are going to have to write up the first page of the violation report outlining the alleged violations before the parole violation warrant is obtained. This does not interfere with your ability to arrest a parolee at any time if the circumstances required the immediate arrest.

All Probation/Parole Officers
Page 3
September 8, 1977

If you feel that a parole violation warrant needs to be issued in a specific case that is not allowed by these guidelines, feel free to call me at any time, and we will consider exceptions on a case by case basis. Thank you.

SHT/vh

cc: Walt Jones ✓
Mike Dindinger



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2212

Page Number

1 of 2

Subject:

OFFENDER SUPERVISION IN
CONTRACT FACILITIES
(Effective 08/16/76)

PURPOSE

To develop policy regarding the authority, responsibility and accountability of institutional and probation staff who are assigned to investigate and supervise juvenile and adult offenders housed in facilities under contract with the Department of Health and Social Services, Division of Corrections.

POLICY

Any Division of Corrections' employee who has been assigned to investigate or supervise an offender in a contractual facility has the authority under AS 33.05.040 and AS 47.10.160 to enter the contractual facility premises and conduct division business. If possible, the employee should always conduct business during normal office hours and during the normal work week. However, if in the opinion of the assigned employee, it is necessary to conduct business during other than normal work days or hours, the employee has the authority to enter the contractual facility when it is necessary and timely. The odd hour and work day visit should be made with discretion and not without the employee's supervisor's knowledge and approval. During normal visitation, the staff member should attempt to contact the facility in advance to advise the contractual facility staff that a correctional employee will be visiting at an approximate time and on a certain day. It is not necessary to inform or notify the contractual facility if an unscheduled visit is deemed necessary for security reasons. However, if the contractual facility staff can be notified without breaching security,



State of Alaska
 Dept. of Health & Social Services
 Division of Corrections

Section Number

2212

Page Number

2 of 2

Subject:

OFFENDER SUPERVISION IN
 CONTRACT FACILITIES

notification and the purpose of the visit should be made. The assigned correctional staff member has the responsibility to make on-site visits to contractual facilities when possible. It is realized that when offenders are housed in contractual facilities outside of the correctional officer's or probation officer's immediate travel jurisdiction, personal visitation may not be feasible. However, the assigned officer still has the responsibility and accountability to inquire and receive periodic reports from the contractual facility regarding facility program, program changes, conduct and progress of the offender. The contractual facility has the responsibility to furnish the reports upon request.

PROCEDURES

Each regional probation manager and superintendent shall develop local procedures to implement the policy. A copy of these procedures shall be sent to the appropriate central office manager.

Approved: [Signature]
 Director, Division of Corrections

8/2/76
 Date

[Signature]
 Commissioner, Dept. of Health &
 Social Services

8/6/76
 Date



Subject: TRANSPORTATION OF JUVENILES
Effective 03/01/77)

PURPOSE

To establish policy when juveniles, under the Division of Corrections' immediate responsibility, may travel without escort, must travel with escort, and when and how restraints are to be used.

POLICY

A. Juvenile Travel Without Escort.

Juveniles under the Division of Corrections' responsibility may travel without escort if the assigned officer determines:

1. The juvenile is not dangerous to others or himself, has no run-away history, is not likely to abscond and is not returning to detention or a custody hearing.
2. The youth is a status offender, or charged with a non-violent misdemeanor offense, on a non-stop flight from the point of departure to the point of destination and can be met at the airport by a Corrections' employee, and is considered not dangerous to others or himself.
3. The youth has completed an institutional program satisfactorily and is traveling to a release program and can be met at the



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2213

Page Number

2 of 5

Subject:

TRANSPORTATION OF JUVENILES

destination point by a Corrections' employee, an adult parent or guardian.

4. The juvenile is on pass from an institution, and the pass allows the specific youth permission to travel unescorted from point to point.

B. Juvenile Travel With Escort.

Juveniles must travel with an escort when:

1. The youth has been committed to a correctional institution by the court and is being transferred to an institution or from one institution to another.
2. The youth must leave the institution for court, medical, dental, classification or emergency travel.
3. The youth has been classified by the regional classification committee for placement in an institution where some type of security exists to keep residents on campus grounds.
4. A youth is arrested by a correctional employee.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2213

Page Number

3 of 5

Subject: TRANSPORTATION OF JUVENILES

C. Correctional professional employees shall escort juveniles under our jurisdiction. If a correctional employee is not available, a peace officer may escort. If a peace officer is not available, a professional Criminal Justice employee may escort, but only in extreme emergency and with authorization from the Assistant Director, Deputy Director, or Director of Corrections in Central Office.

The following correctional employees are cleared to escort youth in custody:

1. Probation Officers.
2. Probation Officer Trainees.
3. Probation Aides.
4. Community Counselors.
5. Correctional Officers.
6. Youth Counselors.
7. Correctional Management Staff.

Male employees shall escort male youth and female employees will escort female youth. Where this is not possible, a male and female officer may escort male or female youths when more than one escorting officer is necessary.

Clerical staff shall not be assigned escort or guard duties.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2213

Page Number

4 of 5

Subject: TRANSPORTATION OF JUVENILES

D. Juvenile Travel With Restraints.

The escorting officer must use handcuffs or a restraining belt with cuffs when escorting a juvenile who:

1. Has a background of runaway, escape, or assaultive behavior.
2. Is being escorted from a correctional, detention, or other secure facility to an appointment in the community and will be returned to a secure facility.
3. Is boarding an aircraft or leaving the aircraft. The restraints may be removed during flight.

If a restraining belt is not available, handcuffs may be applied to the wrists behind the juveniles back. However, handcuffs may be applied to the wrists in front of the youth if, in the judgment of the escorting officer, it is safe to do so. The escorting officer must be ever cognizant that handcuffs applied to wrists in front of the body can be used as a deadly weapon.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2213

Page Number

5 of 5

Subject:

TRANSPORTATION OF JUVENILES

Approved:

[Signature]
Director, Division of Corrections

Date 2/10/77

[Signature]
Commissioner, Dept. of Health &
Social Services

Date 2/23/77



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2214

Page Number

1 of 2

Subject: FAMILY HOME VISITS

PURPOSE

To establish procedures for returning juveniles to their homes on family visits from an institution, group home, or foster home placement. . .

POLICY

The division recognizes the potential treatment value of maintaining continual and direct contact between the child, who has been removed from his parental home and placed in another setting, and his parents. Therefore, when the following conditions exist the division will assume financial responsibility for returning a child from that placement outside of his parents home for the purposes of a family visit once during any 12-month period:

- (1) When the supervising probation officer verifies that the parents are not financially able to pay for their child's travel costs;
- (2) When the parents, child, supervising probation officer and the child's assigned worker agree that the family visit will be of beneficial treatment value;
- (3) When the child does not require an escort to travel according to criteria in existing policy #2213, it should be clearly understood that the child's behavior must have demonstrated that he or she can



State of Alaska
 Dept. of Health & Social Services
 Division of Corrections

Section Number

2214

Page Number

2 of 2

Subject:

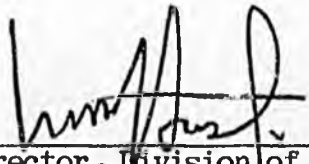
FAMILY HOME VISITS

be trusted and be responsible enough to make the trip. The division will not assume any financial responsibility to pay for the child's caseworker to accompany the child on family visits. The cost of the caseworker's travel is the responsibility of the private care provider, should the provider want its staff to accompany the child.

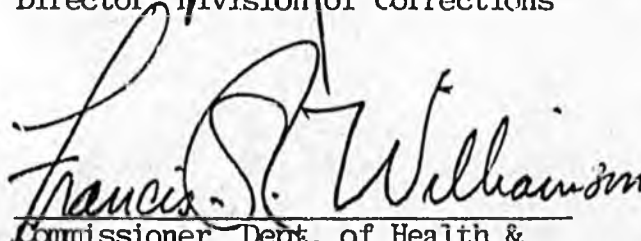
PROCEDURE

Each regional administrator shall adopt procedures to implement this policy. A copy of the adoptive procedures will be sent to the Assistant Director.

Approved:


 Director, Division of Corrections

11/29/77
 Date


 Commissioner, Dept. of Health &
 Social Services

12/1/77
 Date



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Subject:
GENERAL

PURPOSE

To establish policy regarding the general classification of persons referred to the Division.

POLICY

In determining program, all non-institutional placement possibilities are to be considered before institutional placement is recommended.

PROCEDURE

Each Regional Probation and Parole Supervisor shall adopt procedures to maintain this policy.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2301

Page Number

1 of 7

Subject:

JUVENILE IN-STATE
CLASSIFICATION COMMITTEE

AUTHORITY

The Commissioner of the Department of Health and Social Services has delegated the authority to the Director of the Division of Corrections to develop and implement appropriate regulations under statutes cited in AS 47.

PURPOSE

To establish policy for the classification of juveniles.

POLICY

In order to expedite and assure due process to those juveniles in the custody of the Division of Corrections, the following policy will be followed. A local classification committee will be established in each district at the discretion of each Regional Administrator when the following minimum criteria exist:

1. Local detention facilities are present.
2. When two or more professional staff are assigned to a district.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2301

Page Number

2 of 7

Subject: JUVENILE IN-STATE
CLASSIFICATION COMMITTEE

Regional Administrators will designate members and/or assume the duties of the chairperson of the committee. The chairperson of the committee shall be an employee of the Division of Corrections. The committee will be selected from employees of the Division when possible or practical. In those districts where it is not possible to select all Division employees, attempts will be made to find suitable committee members from the Public Defender's Office, Department of Law, Division of Social Services, schools and local law enforcement agencies or mental health authorities.

Each classification committee shall be responsible for selecting institutional placements for all juveniles committed to institutional programs, for other juveniles in custody when out-of-state placement is recommended by the assigned probation officer, or when the assigned officer feels a referral to the committee is necessary to assure the most appropriate placement for that individual juvenile. Only after all appropriate in-state placements have been explored or exhausted, will an out-of-state placement be considered. When such a decision is made, the committee chairperson will document efforts made by the committee to place the juvenile in an in-state placement.

PROCEDURES

The classification committee shall normally hold meetings as scheduled



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2301

Page Number

3 of 7

Subject:

JUVENILE IN-STATE
CLASSIFICATION COMMITTEE

by the Regional Administrator. The chairperson is responsible for setting the agenda and notifying parties to be present. Classification meetings shall be informal and non-adversary in nature. Primary concern will be meeting the placement needs of the juvenile being considered by the committee. Factors to be considered are individual treatment needs, protection of the (general) public, need for family contacts, and any other pertinent factors.

The juvenile to be classified and his parents or legal guardian shall be given five working days advance notice in writing of the classification hearing, unless the concerned parties agree to waive the time period in writing. When possible, such notice shall be hand delivered by the assigned probation officer immediately following the Children's Court Hearing at which the child was ordered placed in an institution. Notice may also be served by certified mail. In such cases, the return receipt as well as a copy of the written notification, shall be retained as a classification committee record.

Prior to classification, the responsible probation officer is to bring the case file up to date. He shall orally present a summary of the child's background security and treatment needs with a recommendation for placement to the classification committee. When unable to appear in person, the presentation may be made in writing or by another probation officer who is familiar with the case. The classification committee



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2301

Page Number

4 of 7

Subject:

JUVENILE IN-STATE
CLASSIFICATION COMMITTEE

shall have access to all reports, diagnostic evaluations, staff evaluations, medical reports, court reports, or any other pertinent information concerning the juvenile to be classified. This information will be treated as confidential by all committee members.

The juvenile being classified shall have the right to appear before the committee, speak in his own behalf, be represented by an attorney of record, present witnesses and hear statements of all witnesses, including the responsible probation officer. If a witness or an attorney is requested, this will be noted. The committee may request information and/or appearances as necessary to develop an understanding of the child sufficient to make a placement decision.

After the hearing and/or reading of all necessary information, the committee members will deliberate in private (voting members only). Following deliberation, each member shall write down his findings and conclusions on a vote sheet. Placement shall be determined by majority decision and the placement decision, along with concurring findings, shall be recorded in writing. Factors taken into consideration to reach a placement decision should include the treatment objectives for the child, protection of the public and the child, and the resources available to the Division of Corrections. These must be specific and include alternatives considered and reasons for rejecting those alternatives. All in-state resources shall be exhausted for placement consideration before out-of-state placements are considered.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

SECTION NUMBER
2301

PAGE NUMBER
5 of 7

Subject: JUVENILE IN-STATE
CLASSIFICATION COMMITTEE

Immediately following a placement decision, the committee shall verbally inform the child of that decision and the findings on which it was based. Written notice of findings shall be provided to the juvenile, his attorney, and the child's parents or legal guardian within ten working days following the classification action. Such notice shall be hand delivered by a Division of Corrections' employee or delivered by certified mail. Return receipts shall all be retained as a part of classification committee records.

In the event the placement facility designated by the committee refuses a referral, the child shall be reclassified without undue delay. Other reclassifications may be considered at the request of the designated placement facility, the probation officer, the Assistant Director of Probation/ Parole, or on a motion of any classification committee member. Reclassification hearings shall be conducted under the same procedures as an original classification meeting.

Following a placement decision, a referral packet shall be prepared in accordance with requirements by the designated institution. Packets for the out-of-state contractual facility shall be routed through the Division's Deputy Interstate Compact Administrator. The master case file shall be considered the placement packet for referrals to McLaughlin Youth Center.

When the designated institution has accepted the referral, it shall be



State of Alaska
Dept. of Health & Social Services
Division of Corrections

2301

6 of 7

Subject: JUVENILE IN-STATE
CLASSIFICATION COMMITTEE

the responsibility of the assigned probation officer to make transportation and escort arrangements. Arrangements for children classified out of state must be coordinated with the Deputy Interstate Compact Administrator who will designate the region or institution responsible for the escort.

Prior to the child's transfer to the treatment facility, the assigned probation officer shall notify the child's parents or legal guardian of the transfer date. No child shall be transferred unless the appropriate findings and judgment is made available to the designated institution.

The chairperson of the classification committee shall maintain records of each classification proceeding including, but not limited to, copies of "Notice of Classification Hearing," "Committee Findings," "Member Findings and Conclusions," and certified mail receipts noted in other sections of these procedures.

Each committee member, the assigned probation officer, the child's master case file, and the central office of the Division of Corrections shall be furnished a copy of each committee finding, as well as member findings and conclusions.

The chairperson of the classification committee shall maintain program and placement procedure information for all placement alternatives.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

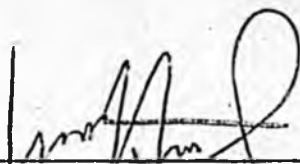
2301

7 of 7

Subject: JUVENILE IN-STATE
CLASSIFICATION COMMITTEE

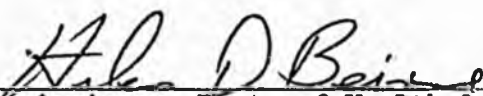
Contested cases for institutional in-state placements, all out-of-state placements, and those rejected for placement by the McLaughlin Youth Center will be submitted to the Assistant Director of Probation/Parole for review and resolution of these placement conflicts.

Approved:



Director, Division of Corrections

6-29-78
Date



Commissioner, Dept. of Health &
Social Services

7-6-78
Date



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2302

Page Number
1 of 2

Subject:
ADULT CLASSIFICATION

PURPOSE

To establish guidelines for involvement with institutional staff in the classification of adult offenders. To establish policy for the classification of adults under supervision by the field service.

POLICY

(A) Each regional or district office where an adult institution is located shall send a representative to sit as a member of a weekly adult classification meeting for adult offenders. ^{however} If a scheduled classification meeting is cancelled, the institution shall notify the regional or district office ahead of time.

~~(B) Each staff member who supervises adult offenders shall utilize the Goal Attainment Scale sheet (PPR) as a planning and classification tool. The FIRO B and F tests are optional for use as a classification tool, but are recommended.~~

(B) ~~(B)~~ Each staff member who supervises adult offenders should also classify cases according to how often the person needs to be contacted, where contacts should be made and what needs to be accomplished during the contact.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2302

Page Number
2 of 2

Subject:
ADULT CLASSIFICATION

PROCEDURE

~~Each Regional Probation and Parole Supervisor shall utilize the procedure outlined in the Personal Plans and Results Manual (PPR) and adopt any additional procedures which may be necessary and peculiar to the specific regional operation.~~

Attachment: ~~PPR Manual~~



State of Alaska
Dept. of Health & Social Services
Division of Corrections

2303

1 of 4

Subject: OUT-OF-STATE JUVENILE
CLASSIFICATION COMMITTEE

PURPOSE

To establish policy regarding the general classification of juveniles placed in out-of-state institutions.

POLICY

The central office classification committee will interview each child in an out-of-state facility at least once every six months. The purpose of this interview will be to monitor the child's placement, current case-work needs, and act as a case audit by central office of field placements.

The committee will be composed of a committee chairman who will be the Alternative Care Coordinator and at least two Regional Administrators who will be designated as members by the Assistant Director prior to each classification tour. When determined appropriate, the Assistant Director can designate a district OR LINE supervisor (Probation Officer III) as an alternate member of the committee in lieu of designating a Regional Administrator as a committee member.

PROCEDURES

The duties of the chairman are:



State of Alaska
Dept. of Health & Social Services
Division of Corrections

2303

2 of 4

Subject: OUT-OF-STATE JUVENILE
CLASSIFICATION COMMITTEE

- (1) Establish classification committee itinerary.
- (2) Modify itinerary of the classification committee during the life of the committee, if necessary.
- (3) Implement classification committee procedures.
- (4) Supervise classification committee members while assigned to the committee.
- (5) Establish the duty hours of the committee.

It will be the responsibility of the chairman, at the completion of the out-of-state classification of each child, to submit a report with a committee finding to continue or release the child from placement and to suggest alternatives if appropriate to do so. This classification action will be submitted through the Assistant Director to the appropriate regional classification committee to implement the committee's findings.

The regional committee will act on the finding action of the central office committee within 15 duty days from receipt of finding and the assigned officer will develop a suitable release plan within three weeks if the recommendation was for release.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

2303

3 of 4

Subject: OUT-OF-STATE JUVENILE
CLASSIFICATION COMMITTEE

If the regional committee does not concur with the findings of the central office committee, it is the responsibility of the regional committee chairman to:

- (1) Submit a written report within ten duty days to the Assistant Director. This report will include the following:
 - (a) Case narrative.
 - (b) Reason(s) why the regional committee cannot comply with the findings of the central office committee.
 - (c) Alternative placement plan proposed by the regional committee.
 - (d) Reason(s) justifying the alternative plan.

The Assistant Director will make the final decision of those cases where the regional committee appeals the findings of the central office committee.

Regional committee chairmen are responsible to notify the central office classification chairman of the date when action was taken in compliance with the findings of the central office committee, or that of the Assistant Director in cases which are appealed. Notification will be



State of Alaska
Dept. of Health & Social Services
Division of Corrections

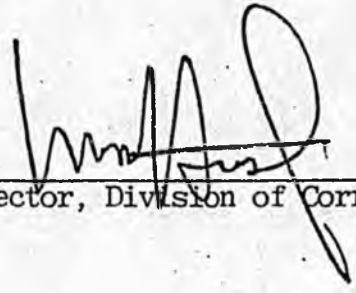
Section Number
2303

Page Number
4 of 4

Subject: OUT-OF-STATE JUVENILE
CLASSIFICATION COMMITTEE

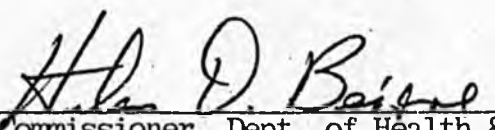
in the form of a message which can be placed in the child's file.

Approved:



Director, Division of Corrections

7/20/78
Date



Commissioner, Dept. of Health &
Social Services

7/19/78
Date



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2304 (Field)
1001 (Inst.)

Page Number

1 of 3

Subject:

TRANSFERRING JUVENILES
TO ADULT FACILITIES
(Effective 03/01/77)

PURPOSE

To provide an avenue, whereby, those persons residing in juvenile correctional institutions, who are over the age of 18 and are highly disruptive to the point of jeopardizing the safety, treatment and welfare of the younger wards of the state, may be transferred to an adult correctional institution.

POLICY

The Division of Corrections has a specific charge of providing treatment and safekeeping to those juveniles in their custody. However, in some cases, there are persons who are in the juvenile institution over the age of 18 under a juvenile commitment who cannot be released due to the fact that they do not meet the criteria for being safe to remain at large, or there is a high probability of them violating the law when they are released. These 18-year-olds usually have a long delinquency history and a poor response towards treatment in a juvenile institution. These cases may be a severe management problem, specifically, if they are disruptive and threatening to the group. In these cases, it is felt that these 18-year-old residents can best be dealt with in an adult environment. Therefore, it is felt that these youths may be transferred to an adult institution, if the following criteria and procedures are met.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2304 (Field)
1001 (Inst.)

Page Number

2 of 3

Subject: TRANSFERRING JUVENILES
TO ADULT FACILITIES

PROCEDURE

In the event that an 18-year-old fits one or more of the following criteria, he or she may be transferred to an adult institution: 1) Severe management problem; 2) Disruptive to the program; 3) A definite threat to younger residents. If, in the opinion of the Superintendent of the institution, that individual fits this category, the resident may be referred to the McLaughlin Center Review Board. If the Review Board concurs, the following procedure will take place:

1. Superintendent of the institution refers the case to the Director, Division of Corrections, complete with a placement packet and material justifying the transfer.
2. Upon approval by the Director, each youth's packet is sent to the Assistant Director in charge of adult institutions in Anchorage for appropriate placement. The Assistant Director designates placement, and it is the responsibility of the juvenile facility to transport the individual.
3. The case is then referred to the Regional Administrator who has the responsibility for monitoring the progress and recommending the release of the individual. The Regional Administrator will assign the



State of Alaska
 Dept. of Health & Social Services
 Division of Corrections

Section Number
2304 (Field)
1001 (Inst.)

Page Number
 3 of 3

Subject: TRANSFERRING JUVENILES
 TO ADULT FACILITIES

resident to a specific probation officer for monitoring. This is especially important as adult facilities have a release date that is specific, while the juvenile's release date is indeterminate up to the 19th birthday. Therefore, the responsible probation officer will work with the designated adult institution when it is felt by the probation officer and the Superintendent of the institution that the person is ready for release if the youth has not reached his 19th birthday. The release is submitted to the classification board for final approval prior to release from the institution.

- 4. In no case will the youth be confined in an institution past his 19th birthday without a specific court order granting such confinement.

Approved: [Signature]
 Director, Division of Corrections

2/10/77
 Date

[Signature]
 Commissioner, Dept. of Health &
 Social Services

3/1/77
 Date



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2400

Page Number
1 of 3

Subject:
PLACEMENTS

PURPOSE

To establish policy regarding the gathering and updating of material regarding programs for adult and juvenile persons under supervision.

(A) It shall be the responsibility of all field staff members to acquaint themselves with the existing material on program placement opportunities within the State of Alaska and outside of the State regarding institutions and field placements.

(B) It shall be the responsibility of each field office to keep and maintain a current file of information on hand regarding those placements for use by field staff.

(C) It shall be the responsibility of Central Office to investigate and develop placement opportunities and disseminate this information to all field offices for their placement files.

(D) It shall be the responsibility of field staff to feed information on possible new placements and current program information on present placements to Central Office immediately upon the field staff member's return to his office from a visit to a placement. This current information shall then be distributed to all offices by Central Office.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2400

Page Number
2 of 3

Subject:
PLACEMENTS

The information on possible new placements should include the address of placement, staffing pattern, costs per day per person and extra miscellaneous costs, pertinent program information, number of placements available to the Division, age range and sex of referrals accepted, and a recommendation from the visiting staff member as to whether or not the placement should be used and reasons why.

The information on current placements should be regarding program change and any other information the visiting staff member deems advisable to report.

(E) Central Office shall consider new placements on the basis of need, current budget allowances, and program acceptability.

(F) All field staff members shall consider their specific districts or regions first, statewide placements second, and out-of-state placements third, in order to place the person as close to his home and family contacts as possible.

(G) The above policy information applies to field placements (individual foster homes, relative homes, group homes, halfway houses and treatment centers of various types not identified as institutions) and institutions both public and private.

(H) All field staff shall consider Division of Corrections operated program first, other state agency programs second, and private contractual programs third. This is always necessary for budget consideration.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2400

Page Number
3 of 3

Subject:
PLACEMENTS

(I) Before a private placement is made, the staff member making the placement should be sure that a valid contract exists between the Department of Health and Social Services and the private agency and that the Division has access to the placement. This information is available at Central Office.

PROCEDURE

()
Each Regional Probation-Parole Supervisor shall adopt procedures to implement this policy.

()



State of Alaska
Dept. of Health & Social Services
Division of Corrections

2401

1 of 2

Subject: OUTWARD BOUND PROGRAMS

PURPOSE

To establish policy regarding the referral criteria for juveniles to Outward Bound Programs (Experiential Learning) as a cost effective alternative to incarceration.

POLICY

The responsible supervising Probation/Parole Officer or the McLaughlin Youth Center Review Board may make individual referrals to regional classification committees of those juveniles under supervision for placement in Outward Bound (experiential learning) programs when the following criteria are met:

1. When the juvenile has been adjudicated delinquent and placed under an institutional order, or when revocation proceedings have taken place and the juvenile is subsequently placed under an institutional order.
2. When the court has entered a deferred order of institutionalization pending the satisfactory completion of an Outward Bound Program.

Policy exception: The Assistant Director or his designee may make block referrals to Outward Bound Programs to allow flexibility in participation of demonstration and/or pilot projects.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

2401

2 of 2

Subject: OUTWARD BOUND PROGRAMS

PROCEDURES

When a juvenile has been classified to an Outward Bound Program and has been found medically sound by a doctor's examination, the classification material will then be forwarded to the Alternative Care Coordinator for review.

Existing classification policies and procedures will be followed to implement this policy. Please see attached participant referral criteria.

Approved:

C F Campbell
Charles F. Campbell, Director
Division of Corrections

6-13-79
Date

Helen D. Beirne
Helen D. Beirne, Commissioner
Dept. of Health & Social
Services

6-18-79
Date

MEMORANDUM

DATE: June 29, 1979

All Regional Administrators
Superintendent, M.Y.C.

FILE NO:

TELEPHONE NO: 465-3376

FROM: Walt Jones
Assistant Director
Division of Corrections

SUBJECT: Participant Criteria Adventure
Based Education/Outward Bound

As a means of implementing the new probation/parole policy concerning referrals to Adventure Based Education/Outward Bound Programs, please provide those probation/parole officers and members of institutional review boards who deal with juveniles the following selection criteria for program participants:

1. All juveniles who are at least 15 years of age and who are determined by Classification Committee not to represent a danger to themselves or others, and would be placed in any in-state or out-of-state private care or state-operated facility can be considered for referral to A.B.E./O.B. programs.
2. The boy or girl referred must have expressed willingness to participate in the program. The personal commitment need not be of greater degree than the course being selected by probationer as an option and alternative to undetermined placement elsewhere; or, as a defined step toward emancipation.
3. Those referred must be aware of, and willing to comply with all specific conditions of release to participate in this program and program rules that prohibit smoking or drug/alcohol use.
4. The boy or girl must be in reasonably good physical condition with no medical problems or handicaps of sufficient severity to endanger health or safety.

The attached research questionnaire is to be completed by the probation officer or M.Y.C. Review Board member for each referral submitted to the Classification committee for review. All questionnaires are to be sent to Central Office, Attention Mr. Reece, including those for youngsters who were referred to but not classified to Outward Bound Program.

After preliminary screening by the responsible probation/parole officer, the normal classification process will be followed. Classification committee referrals will be forwarded through the Alternative Care Coordinator who will review and submit the referral to the Department of Community and Regional Affairs (who were assigned monies by the Legislature to provide A.B.E./O.B. programs) for final program determination.

Attachment

WJ:db

ADVENTURE BASED EDUCATION

PROJECT EVALUATION

Two aspects of the A.B.E. experiment will be evaluated. First, the effectiveness of the project to modify juvenile behavior will be considered and, secondly, a cost comparison of A.B.E. vs. other more conventional treatment programs will be made.

To determine whether A.B.E. is successful in its rehabilitating effort, participants will be studied for evidence of reduced occurrence of socially unacceptable behavior. A checklist of such unacceptable behaviors has been compiled and A.B.E. participants will be evaluated in relation to frequency and severity of antisocial acts both during and after completion of A.B.E. experiences. Similar data will be compiled from the records of matched cohorts who have been exposed to no A.B.E. experience. It would be useful if these non-A.B.E. subjects could be further identified by treatment type, and most desirable if the controls could include a subset of juvenile offenders who were not afforded any supervised treatment whatsoever.

The checklist of behavior is composed of items related to identification (name, age, race, sex, etc.) general demographic information (home of record, composition of family, employment history, educational history, etc.) and delinquent history. The behavior samples include program progress and success, plus post-program record of re-contact with criminal justice authorities. It will record any revocation or modification of the orders of

probation and any incidence of institutional placement or status change. A section of the questionnaire provides the supervising field officer an opportunity to record his (subjective) evaluation of the child's behavior.

The experimental design herein to be employed is a conventional type depending for its effectiveness upon the adequacy of the control variables upon which the selection for matching takes place. A discussion with Lew Reece reveals that we are capable of determining demographic and criminal history variables of juvenile offenders. Following is a preliminary list of those measures which we will employ to effect our matching of experimental and control groups of offenders: age, sex, race, home of record, offense, prior delinquent history, educational level.

The study of cost effectiveness will be made by comparing cost of treatment under the A.B.E. schedule (both total cost and by child per treatment day) with the known costs of existing treatment alternatives. Each child chosen for enrollment in the adventure based series will be evaluated for a determination of the most likely placement to which he would have been sent had there been no A.B.E. option. Costs of these various alternatives per child will be estimated and aggregated to afford a basis for the cost comparison

Behavior Checklist for Evaluation of Adventure Based
Education Treatment Model for Juvenile Offenders

Sec I - Background Information

TREATMENT GROUP _____

- 1) Name: _____
- 2) Age: _____
- 3) Sex: M _____ F _____
- 4) Race: White _____ Black _____ Native _____ Other _____
- 5) Home of record _____ 5a) Place of arrest: _____
- 6) Living with parents: Yes _____ No _____; Both parents: Yes _____ No _____
- 7) If child is not living with both parents, who is the head of household?
Father _____ Mother _____ Other person _____
- 8) Occupation of head of household _____
- 9) Is head of household presently employed? Yes _____ No _____
- 10) What is highest grade completed by juvenile named in 1) above? _____
- 11) Last date enrolled in school _____
- 12) Has juvenile in 1) above ever been employed? Yes _____ No _____
- 13) Last date of employment _____
- 14) With what offense if this juvenile now charged? _____
- 15) List all previous offenses for which petitions have been filed. _____

- 16) Is this juvenile known to have a history of substance abuse? Yes _____
No _____ Not known _____ (if yes, describe) _____

- 17) List any prior treatment programs this juvenile has had. _____

(Sec II - Post-treatment measures

- 1) Did the juvenile complete the treatment program? Yes___ No___
- 2) How would you rate his performance in the treatment environment?
very good___ good___ average___ below average___ poor___
- 3) Has the juvenile had any known contact with criminal justice
authorities since he finished the treatment phase? Yes___ No___
(if yes, describe)_____
- 4) Has there been any modification of the orders of probation for this
juvenile since he completed the treatment? Yes_ _ No___
(if yes, describe)_____
- 5) What is your opinion as to the success of the treatment program
insofar as effecting an improvement in this juvenile's socialization?

(

PRIORITY

KEITH STELL, R.A.

ED COLEMAN, R.A.

JOHN COLEMAN, R.A.

PAVE ARNOLD, R.A.

REF: MESSAGE RE P & P #2500

DISREGARD ABOVE MESSAGE SENT TO YOU YESTERDAY. FURTHER CHECKING HERE INDICATES THAT CERTAIN PORTIONS OF THAT INFORMATION IS OUTDATED.

FURTHER REFLECTION ON THIS

MATTER INDICATES THAT IT WOULD BE UNWISE TO ATTEMPT TO WRITE A FIXED DETAILED CODING POLICY BECAUSE OF FREQUENT CHANGES THAT OCCUR IN THE CODING NUMBERS AND PROCESS.

THEREFORE THE FOLLOWING INTERIM POLICY SHOULD BE FOLLOWED BY RECEIPIANT PROBATION OFFICES AND M Y C. UNTIL A FORMAL POLICY IS ISSUED.

(A) IT IS THE RESPONSIBILITY OF EACH PERSON, WHO HAS THE DUTY TO CODE BILLS, AND THAT PERSON'S SUPERVISOR, TO READ, THOROUGHLY UNDERSTAND AND FOLLOW THE PERIODIC INSTRUCTIONS ISSUED BY CENTRAL OFFICE UNIT.

(B) IT IS THE CENTRAL OFFICE FISCAL UNITS' RESPONSIBILITY TO UPDATE AND KEEP CURRENT PAYMENT CODES AND ISSUE CURRENT CODE CHANGES ON A TIMELY BASIS TO APPROPRIATE FIELD OPERATING UNITS.

DOLORES LARSON SHALL IMMEDIATELY ISSUE UPDATED INSTRUCTIONS AND PAYMENT CODES TO ALL PROBATION OFFICES AND M.Y.C..

WALT JONES

CC: LEE DALBY

CC: DOLORES LARSON



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2500

Page Number

1 of 1

Subject:

CODING

PURPOSE

To establish policy regarding the proper coding of all bills charged to the Probation-Parole Section of the Division of Corrections.

POLICY

(A) It is the responsibility of each person who has the duty to code bills, and that person's supervisor to read, thoroughly understand and follow the "GUIDE FOR USE OF NEW CODE STRUCTURE" when coding bills for payment. This guide is dated July 3, 1972 and was sent to each Regional Supervisor of Probation and Parole for implementation.

(B) Any transportation and per diem related to the escort of a juvenile to McLaughlin Youth Center is to be coded to the operating budget of MYC as a part of the confinement program. 06-66-4-202. ?

The Travel Requests may originate in the escorting office with the above code and copy sent to MYC to the attention of the Administrative Officer.

PROCEDURE

Each Regional Supervisor of Probation and Parole shall adopt procedures to implement this policy.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2501

Page Number

1 of 2

Subject:

BILLINGS

PURPOSE

To establish statewide policy and guidelines regarding payment method of billings, routing, justification for billings.

POLICY

(A) After the responsible person has coded the bill according to the "Guide for Use of New Code Structure," the bill should be checked for accurate coding procedure and sent to fiscal for payment according to the Commissioner's P & P 350-3.

(B) With the exception of group home or foster care payments, any bill which exceeds \$200 should be justified in writing with the approving officer's signature. The justification should include all resources which have been explored and found not to be useful for payment of the bill. A copy of the justification should be placed in the client's file. Do not send a copy of the justification along with the bill. It should be kept on file for audit purposes.

(C) Individual foster home billings should be placed on the appropriate billing format now in use and carefully checked by supervisors for accuracy before signing and submittal for payment. The appropriate foster home schedule should be used and known by each officer who submits a bill for payment. The



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2501

Page Number

2 of 2

Subject:

BILLINGS

Officer should always know and certify how many days of a specific month the child was in the actual care and control of the foster parent.

(D) Group home operators generally use their own billing formats. However, the primary responsible office should still carry out the policy listed in paragraph "C", sentence 3.

(E) For blood relative foster home payments, the normal rate may be sanctioned only by the Commissioner's office after the approval of a written justification as to why an exception to departmental regulation should occur.

(F) Out-of-state foster home billings received in Central Office will be processed by Central Office. A copy of the completed paperwork will be forwarded to the officer having primary responsibility to indicate payment is being made. Should any field staff member receive a bill for out-of-state foster care, the bill should be processed by the officer according to the usual procedures and called to the attention of the Interstate Unit. Out-of-state foster home payments must be equal to the latest information from the receiving state, but no more than the going rate in that state. It is the responsibility of the assigned staff member to determine through interstate channels what the other state pays for foster care.

PROCEDURE

Each Regional Supervisor of Probation and Parole shall adopt procedures to carry out the above policy.

MEMORANDUM

TO: [All Regional Administrators

THRU: Walt Jones
C.P.O.

DATE : March 8, 1976

FROM: Ed Mitchell
Administrative Officer
Division of Corrections

SUBJECT: Support of minor AS 47.10.120.

Situations have arisen where the court has ordered the parents of a minor to pay a sum which will cover in full or in part the support of the delinquent minor. According to AS 47.10.120(c), the sums ordered and collected must be credited directly to the general fund.

The practice of allowing the parent to make a court ordered direct payment to the Division of Corrections placement for non-discretionary services, although it saves our precious budget, it must be discontinued immediately.

Please review your juvenile placements that may be affected. Notify the placements homes and institutions to invoice the state rather than the parent or guardian for payment. Notify the parent or guardian to make court ordered payments directly to the court clerk. The court clerk should be instructed to make Section 47.10.120 payments to the Division of Corrections. We in turn will deposit the payments to the general fund.

If your reading of the specific court orders would inhibit the above administrative action go back to court with an amended order to accomplish the end interpreted above.

EM/eb

cc: Bill Huston

The second sentence of (Section 47.10.120(a)) states that:
"When a delinquent minor is committed under this chapter the court shall order that the parent of the minor pay in a manner which the court directs a sum which will cover in full or in part the support of the delinquent minor."

Section 47.10.120(c)

"The sum collected from a parent under this section shall be credited to the general fund of the state."



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2502

Page Number
1 of 1

Subject:
CLOTHING

PURPOSE

To establish policy for the purchase of clothing for foster care children.

POLICY

(A) When an individual child is placed on probation in foster care and is in need of an initial wardrobe, the assigned staff member is authorized to purchase clothes for the child if the parents or legal guardian cannot provide enough suitable clothes. The foster parent is not expected to finance initial clothing needs.

(B) The clothing purchase should be kept reasonable within a view to provide practical warmth and comfort. It is expected that the initial cost of clothing will be higher in colder climates and in higher cost of living areas within the state. After the first clothing purchase, the foster parent is expected to utilize at least \$20 of the monthly foster care rate to add to or maintain the existing wardrobe.

PROCEDURE

Each Regional Supervisor of Probation and Parole shall adopt procedures to implement this policy.

MEMORANDUM

TO: Keith Stell, R.A.-Juneau
Ed Coleman, R.A.-Anchorage
John Cain, R.A.-Fairbanks

PRIORITY

DATE : March 9, 1976

FROM: Walter B. Jones, Jr.
Chief, Probation-Parole Services
Division of Corrections

SUBJECT: Clothing Maintenance
Private Care Institutions

In order to alleviate confusion regarding whether or not the Division of Corrections maintains clothing of children in private care institutions, please be advised of the following:

1. The Division of Corrections or the child's parents or guardian will supply the initial clothing wardrobe required when the child begins his placement in a private care institution.
2. The private care institution will maintain the child's clothing needs during the child's stay in the institution. Part of the cost for the daily care rate has been set aside to cover clothing maintenance.

An exception to #2 is Turning Point Boys' Ranch. The Division and/or the parents or guardian will pay for the cost of clothing maintenance during the child's placement at Turning Point.

Please distribute this memorandum to all probation staff who work with juveniles.

WBJ:cc

cc: William H. Huston
Ed Mitchell
Carl Nickel
Dolores Larson



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2503

Page Number

1 of 3

Subject:

MEDICAL & DENTAL TREATMENT
FOR JUVENILES IN DIVISION
CUSTODY (Effective Date 3/9/77)

PURPOSE

To establish policy and procedures regarding authorization and payment for medical and dental treatment.

POLICY

It is the policy of the Division to pay for all necessary medical and dental expenses for juveniles in the custody of the Division when there is no other payment source. This policy includes payment for abortions when necessary.

McLaughlin Youth Center:

The superintendent of a state-operated institution will provide health services to all residents in their care. The health services and medical care provided will be in accordance with accepted medical practice and the appropriate state regulations for health services.

The superintendent shall remain cognizant of departmental and division medical plans, policies and procedural details regarding the delivery of health services and apply same to the health and care of residents within the institution's jurisdiction.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2503

Page Number

2 of 3

Subject:

MEDICAL & DENTAL TREATMENT
FOR JUVENILES IN DIVISION
CUSTODY

Private Care Facilities:

In non-emergency matters concerning medical and dental treatment of juveniles in our custody and housed in private care facilities, the private care facility operator or foster parent must receive authorization from the assigned probation officer before medical and dental treatment is administered. The same rule applies in the case of abortions after the proper court procedures have been followed. Contact the court of jurisdiction for guidance in what legal procedures are necessary.

For emergency medical and dental matters, the private care operator or foster parent may seek treatment immediately without prior authorization, but must notify the assigned officer as soon as possible.

Payment for the medical or dental service shall be made by the Division of Corrections only after the assigned staff member has screened and exhausted other payment sources such as:

1. Parents or legal guardian.
2. Private insurance policies.
3. U. S. Public Health Service for native descent children.
4. Social Security benefits for dependents.
5. Military or veteran benefits for dependents.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2503

Page Number

3 of 3

Subject:

MEDICAL & DENTAL TREATMENT
FOR JUVENILES IN DIVISION
CUSTODY

Approved:

[Signature]
Director, Division of Corrections

3/9/77
Date

[Signature]
Commissioner, Dept. of Health &
Social Services

3/9/1977
Date

05 JRO1
1 #9
CAIN
OLEMAN
H STELL

PRIORITY

SUB: TRANSPORTATION COSTS OF PRISONERS

UPON RECEIPT OF THIS MESSAGE IMPLEMENT THE FOLLOWING AS AN INTERIM POLICY PENDING A FORMAL POLICY ISSUANCE.

POLICY

IT IS THE INTERIM POLICY OF THE DIVISION OF CORRECTIONS THAT EACH PERSON WILL BE PROVIDED THE COST OF TRANSPORTATION TO THE PLACE OF ARREST IF THE FOLLOWING CONDITIONS PREVAIL:

1. THE DEFENDANT IS BEING RELEASED BY THE COURT AFTER ARRAIGNMENT.
2. THE DEFENDANT IS BEING RELEASED FROM HIS PLACE OF ARRAIGNMENT OR DETENTION WHERE A CORRECTIONS EMPLOYEE IS STATIONED AND, THEREFORE, CAN ARRANGE TO PAY FOR TRANSPORTATION.

THE COST OF TRANSPORTING RELEASED PRISONERS, FOLLOWING THE SERVICE OF A SENTENCE, IS THE RESPONSIBILITY OF THE DIVISION OF CORRECTION.

PAGE ONE OF TWO PAGES.....PLEASE ACK. A S A P

CRO5 HS21 JRO1
1-21-77 #9 PAGE TWO

JOHN CAIN
ED COLEMAN
KEITH STELL

PROCEDURES

THE INSTITUTION THAT HAS THE RESPONSIBILITY FOR SUCH AN OFFENDER WILL ISSUE A DIVISION OF CORRECTIONS TRAVEL REQUEST (TR) TO THE PLACE OF ARREST. IF THE OFFENDER DOES NOT WISH TO BE RETURNED TO THE PLACE OF ARREST, HE MAY BE PROVIDED WITH TRANSPORTATION TO ALTERNATE SITES SELECTED BY HIM, UPON COMPLETION OF HIS SENTENCE, UP TO THE AMOUNT WHICH IT WOULD BE NECESSARY TO PAY FOR HIS RETURN TO HIS ORIGINAL PLACE OF ARREST.

WALT JONES

PLEASE ACK. PAGE TWO OF MESSAGE # 9. THANKS. EVA



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2504

Page Number
1 of 2

Subject: TRANSPORTATION OF PERSONS
UPON RELEASE FROM CRIMINAL
PROCEEDINGS

PURPOSE

To implement Title 33.30.160 relating to the transportation of prisoners.

POLICY

It is the policy of the Division of Corrections, Department of Health and Social Services, that each person will be provided transportation to the place of his or her arrest upon release at any stage of a criminal proceedings. Title 33.30.160 provides that such costs of transportation shall be paid from the appropriation of the Department of Public Safety. The cost of transporting released prisoners, following the service of sentence, will be the responsibility of the Division of Corrections.

PROCEDURES

1. Any offender who has served a sentence within a state, local or federal institution will be provided transportation from the institution to his place of arrest by the Division of Corrections. The institution that has the responsibility for such an offender will issue a Division of Corrections TR to the place of arrest. If the offender does not wish to be returned to the place of arrest, he may be provided with transportation to alternate sites selected by him upon completion of his sentence up to the amount which it would be necessary to pay for his return to his original place of arrest.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2504

Page Number

2 of 2

Subject:

TRANSPORTATION OF PERSONS
UPON RELEASE FROM CRIMINAL
PROCEEDINGS

2. Any person who is arrested and booked at a correctional institute, state or local, and is released at any time for any legal reason during the criminal proceedings will be provided transportation to the place where he was arrested. The responsible institution or probation officer will issue a Department of Public Safety coded TR to the person to return to his place of arrest. Each institution or probation officer will obtain the necessary code from the Department of Public Safety. The officer issuing the TR will also notify the local representative of the Department of Public Safety. All effort should be made to coordinate the travel of an offender under condition listed above with travel of State Troopers or representatives of the Division of Corrections.

Approved: _____

Director, Division of Corrections

Date _____

4/3/73

Commissioner, Department of Health
and Social Services

Date _____

4/4/73



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2505

Page Number
1 of 1

Subject:
USE OF PRIVATELY OWNED VEHICLE
FOR STATE BUSINESS

PURPOSE

To establish policy regarding the use of privately owned vehicles for state business.

POLICY

Probation and Parole Officers who desire to use their personal vehicle at the rate of ~~12¢~~ ^{state} per mile ^{prescribed by the state} are to contact the Regional Supervisor of Probation and Parole to obtain permission. After authorization has been approved each probation officer should contact the regional office of the Division of Administrative Services for the necessary information regarding auto inspection, insurance and billing instructions. After the vehicle has been approved, the Regional Supervisors of Probation and Parole shall set monthly mileage limits according to his budget constraints.

PROCEDURE

Regional Supervisors of Probation and Parole shall adopt procedures to implement this policy.



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2506

Page Number
1 of 2

Subject:
FOSTER HOME LICENSES

PURPOSE

To establish policy regarding foster home licenses.

POLICY

A foster home is a facility that cares for less than six children not related by blood or marriage to the foster parents. An institutional home is an establishment providing regular care and service for six or more children not related by blood or marriage to the owner or operator. In accordance with the Director of the Division of Corrections and in accordance with the Division of Family and Children's Services, henceforth, probation staff will do home studies and submit their findings and recommendations to Regional Supervisors of the Division of Family and Children's Services. Those probation officers, who are assigned by Regional Supervisors to recruit, should contact the Division of Family and Children's Services office and obtain their foster home requirements. Please note that those foster homes which house children of the age of 16 or older do not need a license. However, the procedure for licensing the foster home should be followed, and the probation officer and Regional Supervisor of Probation and Parole should be satisfied that the foster home meets the standards of the Department of Health and Social Services.

It is possible to place a child in a foster home pending investigation and permanent approval of the foster home upon application for a provisional (temporary) license. A provisional license may be obtained for ten days or



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number

2506

Page Number

2 of 2

Subject:

FOSTER HOME LICENSES

60 days. This provision is listed in order to give a staff member time to complete the investigation report and recommendations, and also provide for immediate placement of the child. If, for some reason, the Regional Supervisor of Probation and Parole and/or the probation officer finds that the home is not suitable after the investigation is completed and a child resides in the home, the child must immediately be removed and other placement found.

PROCEDURE

Each Regional Supervisor of Probation and Parole shall adopt procedures to implement this policy.

Approved: _____

Director, Division of
Corrections

Date

Commissioner, Department of
Health & Social Services

Date

DIVISION OF FAMILY AND CHILDREN SERVICES

Department of Health and Social Services
Juneau, Alaska

To: Regional Offices
District Offices
Central Office Staff

Numbered Memo: 72-169
Date: December 27, 1972

From: Stanley P. Harris, ACSW
Director

Subject: Child Care Licensing
Sub-Subject: Foster Homes, Group Foster
Homes, Family Day Care Homes,
Group Family Day Care Homes

Effective January 1, 1973, the responsibility for approving all Foster Homes, Group Foster Homes, Family Day Care Homes and Group Day Care Homes will be delegated to the Regional Supervisor. The new procedure supercedes previous numbered memos on licensing for foster care and day care. Pertinent information in previous numbered memos will be incorporated into manual material.

THE NEW PROCEDURE IS AS FOLLOWS:

- 1. District Offices, SOS, BIA, the Division of Corrections, and other agencies providing home studies will send to the Regional Office for approval:
 - a. The application (CWS #9 revised 12/72)
 - b. The home study
 - c. The request for licensing (CWS #80 revised 12/72)
 - d. A Day Care BAF

Each Regional Office shall make its own policy regarding the number of copies desired and copies of back-up materials such as reference letters and physical examination reports.

- 2. The Regional Office will review these materials and return them to the District Office or other agency for correction and additional information if necessary.
- 3. The Regional Supervisor or designee will sign the CWS #80 and confirm or change the effective date.
- 4. The license will be typed in the Regional Office with the effective date typed in for the Commissioner's signature. Inclusive dates shall be typed under special instructions for all provisional licenses. Any other limitations or provisions will also be typed under special instructions.
- 5. The Regional Office will send the original only of the CWS #80, the license, the home study, the application, and the Day Care BAF, to the appropriate consultant in Central Office.

6. At this time the Regional Office will send a copy of the CFS #80 to the District Office or other agency indicating Regional approval and confirmed effective date.
7. Day Care R/F: Previously the Day Care facility R/F was submitted at the time of application. DCF R/Fs are now to be initially submitted with the license request, CFS 80. Use Action code A. Changes (Action code F) would now include 1) license denial, 2) address change, 3) family composition change, 4) termination of license. See numbered memo 72-120 for examples. Reminder: Please check for an existing case number. If a case number has already been assigned, use the existing case number, Action code F, and Program #3.
8. Central Office will not be reviewing all studies. Spot checks will be made periodically to insure quality and uniformity. If the Commissioner's Office has any questions on the study, we will refer them back to the Regional Supervisor for reply. The signed original license will be mailed to the applicant and a copy of the signed license returned to the Regional Office for forwarding to the District Office or other agency signifying final approval. It should be remembered that a copy of the signed license is not an official document.

LICENSING CATEGORIES:

1. Permanent License - A full study shall be submitted following the correct study outline and all requirements shall be met.

If a provisional license was previously granted, a supplement to the provisional study shall be submitted covering the deficient items or concerns of the worker. These items must be numbered and titled according to the correct study outline. It must reach the Regional Office with a new CFS #80 by the date of the provisional license's expiration.

Licensing files shall be flagged for yearly review. We shall make every effort to have instructions for the review distributed within 30 days.

2. Provisional License - The following time restrictions are to be used in provisional licensing.
 - A. Sixty (60) day time limit. A full study shall be submitted following the correct study outline.

Provisional licenses will ordinarily be granted for 60 days only. This category will be equivalent to a probationary performance period. Good care cannot always be determined on the basis of an interview, or even several interviews. The 60 days will allow the Social Worker an opportunity to observe the parent

probationary interacting with children. It will also allow time to finish all paper work and to correct minor deficiencies.

A full study shall be submitted. The following are the only minor deficiencies allowable and should be noted as missing in section VIII of the study.

Fire Extinguisher

If locally obtainable, a fire extinguisher will be required. One must be ordered for provisional status. Appropriate exits will have to exist in the house.

Police Checks

Confirmation of the police check that the family is without conviction of felony frequently takes time to obtain.

Reference Letters

Reference letters frequently take time to obtain. At least one reference must be supplied for provisional status.

Water Supply and Sewage System

Since we are dependent upon other departments and agencies for the water supply and sewage system test, a provisional license could be granted pending verification of these safety factors.

B. Ten (10) day time limit.

The need for this category is related to emergency placement only when no licensed home is available. The District Office will send a CWS #80 to the Regional Office on the first working day following the placement of the child in an unlicensed home. Inclusive dates and a short statement of the emergency shall be typed under special instructions.

Accompanying the CWS #80 will be a paragraph stating the circumstances of the emergency. The paragraph must include a minimal evaluation of the people and the home. The home must at least have enough room and no apparent hazards. The Social Worker must inform the parents that time tests will have to be obtained

on the following day. This paragraph will form the basis for granting the license and the basis for payment. The license will be typed in the Regional Office and submitted to Central Office for signature.

Before the 10 days has passed, a full study shall be submitted or the home shall no longer be used. The study must reach the Regional Office by the expiration date or a memo sent stating that the home is not being used.

REVISED FORMS AND STUDY OUTLINE

A supply is being sent to all agencies involved.

1. CWS #80 - The revised CWS #80 is attached. See its use in the new procedure above. Separate CWS #80's should be submitted to recommend provisional and permanent licenses. Please destroy earlier versions.
2. Authorization to Release Medical Information (CWS #105)

The district office or authorized agency should stamp this form with the agency address before it is sent to the applicant. If a health problem is suspected, this form should be sent to the doctor to further evaluate the applicant. If the information gained warrants further investigation, a physical examination shall be required.

3. Application for Permit to Care for Children (CWS #9 - attached)

The revised CWS #9 was developed to solve the following problems:

- Out of date application forms in day care and foster care.
- Differing regional policies concerning family day care requirements.
- Complex studies and numerous numbered memos that discourage social workers from completing the task.
- Some foster care studies arriving in Central Office that are not as complete as day care studies.
- Difficulties in reviewing studies for some essentials buried in paragraphs.

The new application:

- a. The new application form to be used for both foster care and family day care, should cause more thought on the part of the applicant.

- b. The new study outlines will supercede regional licensing policies. The study will generally follow the application outline and is to be strictly adhered to for uniformity and ease of reviewing studies.
- c. Social workers will initial in the left hand column of the application that they have checked and approved what appears on that line. Example: fire extinguisher in working order. *C.M.* Then the initialed items may be deleted in the study. The application will be submitted along with the study for review. Then essential safety factors may be easily reviewed by looking for initials in the left hand column. Basic descriptions will then make up the study.
- d. The revised application should be studied carefully for the requirements built into it.

FOSTER CARE AND DAY CARE STUDY OUTLINE:

Copies of the revised foster care and day care study outlines are being sent to all Regional and District Offices. These outlines are to be followed when drafting the narrative studies. The different sections of the studies shall be numbered and lettered according to the corresponding section of the outline. If a section of the outline does not apply to a particular family's situation, that section must still be listed in the narrative study followed by "not applicable" (i.e. "I.I.D. N.A.")

By 6-1-73 the outlines will be re-evaluated with regards to their overall effectiveness and usefulness. Any appropriate changes, deletions or additions will be made at that time.

SPH:PM:clm

Copies to: Office of the Commissioner
Administrative Services
Statistical Services
Central File

- any unusual abilities or adjustment problems?
- E. If other persons live in household, give brief account of their relationship to the family and the reason they are living in the home. What would be the extent of their involvement with a foster child?
 - F. Have husband or wife had experiences with children outside the home (scouting, Partners, Sunday School, etc.)? If so, describe.
 - G. Give your evaluation of husband and wife's parenting abilities and attitudes toward children. How well would family assimilate a foster child? How receptive would natural children be to a foster child?
 - H. What is family's religious affiliation? Are they active in church? Would a foster child be required to attend church with the family, or would he have the option to attend another church or to not attend at all?

IV. Home Environment:

- A. General description of interior and exterior of home including age and condition of house, number and type of rooms, type of neighborhood, adequacy of furnishings and housekeeping standards.
- B. Describe bedroom(s) that would be used by a foster child. Where is bedroom located in house and would it be shared or private?
- C. Describe play areas and play equipment inside and outside home.
- D. Discuss fire safety of home including safety and maintenance of heating system, adequacy of electrical wiring (especially important for older homes), number and location of exits (large ground floor windows that open easily may be included). Describe family's emergency fire escape plan; a night time plan is particularly important. Remind family that this plan must be discussed with any older foster children who would be expected to escape by themselves. An ABC dry chemical fire extinguisher is required; verify in study that one has been purchased and mention where it is located in the home. Do all adults and older children know how to use the fire extinguisher?

V. Program

- A. Inform foster parents of the medical services children are eligible for through our department and tell them about the procedures for obtaining these services. Tell them of their responsibility for seeing that foster children get needed medical and dental care and immunizations.
- B. Give general discussion of family's leisure time activities. How well would a foster child be included? Would allowances be made for a child's own interests and activities?

- C. Tell parents about the clothing/spending allowance included in the foster home payment and discuss its use. Describe parents' response.
- D. What kind of support will parents give a foster child in relation to his schoolwork? What are their attitudes toward education and its importance? Will the child have a study area?
- E. What kind of discipline do the parents employ? How will they handle inappropriate or undesirable behavior?
- F. How will the parents reward or encourage a child and share in his/her successes?
- G. Do the foster parents have any first aid knowledge? What first aid supplies do they keep on hand?
- H. Do the parents have an adequate understanding of the nutritional needs of children? Are they prepared to cope with food preferences or unusual eating habits?

VI. Preferences:

- A. Describe age, sex, race and number of children desired. Is the family willing to consider children with special needs or problems?
- B. Is the family's preference realistic? If not, explain.

VII. Personal Information:

- A. Summary of three reference letters.
- B. Findings from police clearance.
- C. General statement regarding mental and physical health of all family members. Has anyone in the family ever been treated or hospitalized for mental disorders, alcoholism or drug abuse? If a problem exists, or if you suspect a problem, seek additional information from the family's physician. (Be sure that the husband and wife have each signed an Authority to Release Medical Information, OHS #105). If the information obtained indicates the need for a physical examination, you may require one.

VIII. Analysis and Recommendation:

- A. If you have any additional comments, observations or information about this family that does not appropriately fit into the preceding sections, include them here.
- B. Follow through contacts are important. Pinpoint one or two areas in which you feel the foster parents need support or technical assistance during the coming year. Be specific about your plans for follow through.

C. make a summary statement of the family's strengths and weaknesses followed by your recommendation. In the recommendation, state the number and ages of the children you want the home to be licensed for. State which agency will be using the home. If recommending a provisional license, also give inclusive dates that license will be in effect and conditions that have to be met for a permanent license to be issued. Include a statement regarding any limitations, i.e. if home is being licensed for a particular child or sex only.

Submitted by:

Agency: _____

Worker's name (Initialed)

Title: _____

Date: _____

DIVISION OF FAMILY & CHILDREN SERVICES

Application for Permit to Care for Children
(As provided Chapter 17 SLA 1951)

For Agency
use only

Foster Care: Foster Home
Group Foster Home

Day Care: Family Day Care Home
Group Day Care Home

Directions: Please do not write in the left hand column. Continue on the back when more space is needed. When completed return this form to the Family & Children Services District Office or other authorized agency with the required physical examination forms attached. Please circle one of the above types of home license for which you are applying.

I. IDENTIFYING INFORMATION

NAME: _____
(Last Name) (husband) (Wife) (maiden Name)

MAILING ADDRESS: _____
(Number) (City)

(State) (zip) (Telephone)

RESIDENCE ADDRESS: _____
(If different)

II. MOTIVATION

WHY DO YOU WISH TO CARE FOR CHILDREN?

III. THE FAMILY

PEOPLE LIVING IN YOUR HOME:

	First Name	Birthdate	Age	Race	Religion	Highest Grade Completed
Husband						
Wife						
Children						

Name: _____
(Last) (First)

OTHER PERSONS IN YOUR HOME:

Last Name	First Name	Birthdate	Age	Race	Relationship to Family	Occupation or School Grade

PLACE AND DATE OF MARRIAGE: _____

SOURCE OF FAMILY INCOME: _____

HOW LONG DO YOU EXPECT TO BE IN THIS AREA: _____

WHAT EXPERIENCE HAVE YOU HAD WITH CHILDREN? DO YOU HAVE ANY SPECIAL TRAINING OR QUALIFICATIONS THAT YOU WOULD LIKE TO MENTION?

IV. HOME ENVIRONMENT

A. General description

Number of rooms _____ number of bedrooms _____

Where will the child or children sleep? _____

Describe outdoor play area. _____

Do you have bodily injury liability insurance? _____

B. Safety

Do you have at least one 5 lb. ABC dry chemical fire extinguisher in good working condition? _____ If not, would you be willing to buy one? _____

Do you have two exits at remote parts of the house that are usable year round? _____

Are windows operable and large enough for emergency exits? _____

Heat Source? _____

Location? _____

Name: _____
(Last) (First)

Are flammable or liquid combustible materials stored away from furnace or other heat sources? _____

What fire escape or other disaster plans do you have? _____

Are poisons, cleaning supplies and medicines stored safely away from young children? _____

Are firearms locked safely away from young children? _____

C. Health

Do you have adequate first aid materials? _____

Check source of water supply. City Water Private Well Date last tested & approved _____

Tested Community Water Supply

Other if other, explain source and state when source last tested. _____

If sewage system is not on a city line, describe: _____

Name and address of hospital nearest your home: _____

Name and address of your Doctor: _____

Is a Public Health or Alaska Native Service nurse available to provide service to your family? _____ What would you do in case of a medical emergency? _____

Name of person who could care for children in an emergency? _____

V. PROGRAM

WHAT ACTIVITIES DO YOU PLAN FOR CHILDREN? _____

Name: _____
(Last) (First)

HOW DO YOU PLAN TO WORK WITH CHILDREN TO ENCOURAGE THEIR SOCIAL AND PERSONAL DEVELOPMENT? _____

HOW DO YOU PLAN TO HANDLE INAPPROPRIATE CHILD BEHAVIOR? WHAT DISCIPLINE TECHNIQUES DO YOU PLAN TO EMPLOY? _____

VI. PREFERENCES

-----FOSTER CARE-----

FACTS ABOUT THE CHILDREN YOU WOULD LIKE TO TAKE INTO YOUR HOME.

Sex	Age	Race	Religion	Children with special needs?	How many?

What is your religious preference? _____

If a child is not of your faith would you have any objections to his attending another church or no church at all? _____

Pastor's name _____ Address _____

-----DAY CARE-----

Sex	Ages	Children with Special needs?	Full Day Care?	Before & After School Care?	How many?

VII. PERSONAL INFORMATION:

Give the names of three (3) personal references, not related to you, who know you well:

NAME	ADDRESS	TELEPHONE NUMBER
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

HAVE YOU OR YOUR SPOUSE BEEN CONVICTED OF A FELONY ANYTIME DURING THE PAST FIVE YEARS? Yes No

IF YES PLEASE EXPLAIN THE CIRCUMSTANCES ON THE BACK OF THIS PAGE. (State when convicted and what the felony was.)

Name: _____
(Last) (First)

AN ANNUAL NEGATIVE TINE TEST OR SATISFACTORY CHEST X-RAY IS REQUIRED FOR ALL PERSONS IN THE HOME OVER ONE(1) YEAR OF AGE.

Mother: Results Attached _____ Dated: _____

Father: Results Attached _____ Dated: _____

(Names of Others:)

_____ Results Attached _____ Dated: _____

_____ Results Attached _____ Dated: _____

_____ Results Attached _____ Dated: _____

_____ Results Attached _____ Dated: _____

_____ Results Attached _____ Dated: _____

_____ Results Attached _____ Dated: _____

_____ Results Attached _____ Dated: _____

DO YOU OR ANY MEMBER OF YOUR FAMILY HAVE A HEALTH, MENTAL HEALTH, ALCOHOLISM, OR DRUG ABUSE PROBLEM?

If so, what is the condition? _____

A SIGNED AUTHORIZATION TO RELEASE MEDICAL INFORMATION IS REQUIRED FOR THE DAY CARE MOTHER OR FOSTER PARENT APPLICANTS.

Release(s) Attached: _____

To the best of our (my) knowledge, the above statements are complete and correct. We agree to permit the above references to give information regarding all members of the household. We understand that a routine check of city and state police records will be made for adult members of the household.

SIGNATURES: _____
(applicant)

(applicant)

(Date)

We thank you for your expression of interest in providing child care for the children of Alaska. Your efforts and cooperation are greatly appreciated. This application is a statement of intention and can be withdrawn by you at any time.

STATE OF ALASKA

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

Division of Family & Children Services

Recommendation Regarding Child Care License

I am recommending that a provisional permanent child care license be issued to:

Name

Address (mailing)

Effective Date

TYPE	NO. OF CHILDREN	AGE GROUP
<input checked="" type="checkbox"/> A. Foster Home	_____	_____
<input type="checkbox"/> B. Group Foster Home	_____	_____
<input type="checkbox"/> C. Family Day Care Home	_____	_____
<input type="checkbox"/> D. Group Day Care Home	_____	_____
<input type="checkbox"/> E. Day Care Center	_____	_____
<input type="checkbox"/> F. Other (Specify)	_____	_____

Special Instructions: Give conditions of provisional license and specify inclusive dates provisional license is to be in effect.

District Representative

Date

Regional Supervisor Approval or Designee

Date

DIVISION OF FAMILY AND CHILDREN SERVICES

Department of Health and Social Services

Authorization to Release Medical Information

Circle One: Day Care Applicant Foster Care Applicant

TO:

Name: _____
(Agency, Physician, Clinic, Hospital,
Institution, or School providing past
Services.)

Address: _____
Street or Mailing

City State Zip Code

This information is being requested
in order to determine whether the
applicant is physically, mentally,
and emotionally able to provide foster
care (24 hour care) or day care for
children. Any communicable disease,
health, mental health, alcoholism, or
drug abuse problem should be noted in
the information as well as positive
health factors.

I hereby give my consent to have any pertinent records and information relating
to my past medical care forwarded to

_____ Requesting District Office or Agency Stamp

_____ Signature

_____ Street or Mailing Address

City State Zip Code

_____ Date

WITNESS: _____
Signature

ADDRESS: _____
Street or Mailing

City State Zip Code



State of Alaska
Dept. of Health & Social Services
Division of Corrections

Section Number
2507

Page Number
1 of 1

Subject:
DISCHARGE PAYMENTS

PURPOSE

To implement Title 33.30.160, the Alaska Statutes, which deals with the adoption of regulations for discharge payments.

POLICY

It is the policy of the Division of Corrections, Department of Health and Social Services, not to provide discharge payments (gate money) to state offenders being released from state, federal or local institutions. This policy is adopted due to the fact that the state, by an alternate policy, does provide transportation to the place of the offender's arrest and necessary clothing, in accordance with Section 801 and 802 of the Institutional Manual. Each offender will receive any gratuity payments trust account balances accumulated while at the institution at the time of his release.

Approved: _____

Director, Division of Corrections

Date _____

4/3/72

Commissioner, Department of Health
& Social Services

Date _____

4/4/73