
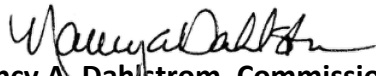


<b>STATE OF ALASKA</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>POLICIES &amp; PROCEDURES</b>	SECTION: <b>Pretrial Enforcement</b>		PAGE: Page 1 of 5
	CHAPTER: <b>1350</b>	NUMBER: <b>1350.01</b>	P&P TYPE: <b>Public</b>
	TITLE: <b>Contact Standards and Field Procedures</b>		
	APPROVED BY:  <b>Nancy A. Dahlstrom, Commissioner</b>		DATE: <b>01/21/2022</b>
ATTACHMENTS / FORMS: <b>A. Pretrial Defendant Reporting/ Changes Form</b>		AUTHORITY / REFERENCES: <b>22 AAC 05.155 AS 33.30.011</b> <b>AS 33.05.010 AS 33.30.021</b> <b>AS 33.07.010-030 AS 44.28.030</b> <b>AS 33.16.180 DOC P&amp;P 1320.02</b>	

## I. POLICY:

- I. It is the policy of the Division of Pretrial, Probation, and Parole (DP3) that all pretrial supervision cases be classified in accordance with DOC P&P 1320.02, to determine the defendant's appropriate contact standards and supervision level to ensure compliance with conditions of release and to safeguard the community.
- II. It is the policy of DP3 that pretrial officers schedule regular office and field contacts to accommodate the defendants' employment and other pro-social commitments, while balancing the priorities of public safety.

## II. APPLICATION:

This policy and procedure will apply to all Pretrial, Probation and Parole unit employees.

### DEFINITIONS:

#### Face-to-Face Contact:

An in person or virtual meeting between a defendant and a pretrial officer or with local law enforcement and/or community contract jail acting on behalf of the pretrial officer.

#### Residence Contact:

Compliance verification at a defendant's place of residence.

#### Field Contact:

Compliance verification at a location other than the defendant's place of residence

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**Actuarial Risk Assessment:** An objective validated risk assessment that measures a defendant’s risk of flight and safety to the community.

**Rural Supervision:**

Supervision of a defendant who resides or works (whichever is closer) 50 miles or more via road system from the Pretrial District Office.

**Urban Supervision:**

Supervision of a defendant who resides or works (whichever is closer) within 50 road miles of a Pretrial District Office.

**Electronic Monitoring (EM):**

Supervision of a defendant utilizing voice tracking systems, position tracking systems, position location systems, biometric tracking systems, and any other electronic or telecommunications system that may be used to assist in the supervision of defendants.

**Law Enforcement:**

For the purpose of this policy, law enforcement includes federal, state and local officers who provide a public safety service.

**III. PROCEDURES:**

- I. The supervision level of a defendant will be determined by a validated risk assessment score and their location as outlined in DOC Policy 1320.02.
- II. Intake:
  - A. Upon completion of an assessment or release to supervision, the pretrial officer shall complete an orientation/intake with the defendant providing them with a copy of their conditions of release and completing required forms in Policy 1300.04. The intake and plan of supervision shall be documented in the offender management system.
  - B. The pretrial officer shall discuss the supervision plan with the defendant.
  - C. The progress made with the plan of supervision will be referenced in the Offender Management System along with any updates

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III. Supervision Level:

The score of the assessment shall determine the level of supervision required.

A. Urban Supervision:

1. High:

The pretrial officer shall have face-to-face contact with the defendant at a minimum, twice per month or as directed by the court, with one contact being conducted within the office. If the defendant is being monitored with global positioning satellite (GPS) electronic monitoring (EM), then the defendant contacts may be adjusted to one time per month. The defendant is required to submit a *Pretrial Defendant Reporting / Changes Form* (Attachment A) upon report. The information from the form shall be documented in the Offender Management System by the assigned officer or other designated staff. Residence or other field contacts shall occur within one month of release from incarceration or initial commencement of supervision and at least once every two months thereafter.

2. Moderate:

The pretrial officer shall have face-to-face contact with the defendant at a minimum once per month or as directed by the court. If the defendant is being monitored with global positioning satellite (GPS) electronic monitoring (EM), then the defendant contacts may be adjusted to one time every other month. The defendant is required to submit a *Pretrial Defendant Reporting / Changes Form* (Attachment A) upon report. The information from the form shall be documented in the Offender Management System by the assigned officer or other designated staff. Residence or other field contacts shall occur at a minimum once every four months.

3. Low:

The pretrial officer shall have face-to-face contact with the defendant at a minimum once every three months or as directed by the court. If the defendant is being monitored with global positioning satellite (GPS) electronic monitoring (EM), then the defendant contacts may be modified as directed by the Pretrial Officer. The defendant is required to submit a *Pretrial Defendant Reporting / Changes Form* (Attachment A) upon report. The information from the form shall be documented in the Offender Management System by the assigned officer or other designated staff. Residence or other field contacts shall occur at a minimum once every six months.

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B. Rural Supervision:

Communities with Law Enforcement Assistance:

1. High:

The pretrial officer shall have face-to-face or telephonic contact with the defendant at minimum twice per month. If the defendant is being monitored with global positioning satellite (GPS) electronic monitoring (EM), then the defendant contacts may be adjusted to one time per month. The defendant is required to submit a *Pretrial Defendant Reporting / Changes Form* (Attachment A) upon report. The information from the form shall be documented in the Offender Management System by the assigned officer or other designated staff. The defendant may be instructed to check-in with local law enforcement and/or community contract jail for one of the above contacts per month. Residence contacts may occur every six months by the pretrial officer or authorized agent as practical.

2. Moderate:

The pretrial officer shall have face-to-face or telephonic contact with the defendant at a minimum once per month. The defendant is required to submit a *Pretrial Defendant Reporting / Changes Form* (Attachment A) upon report. The information from the form shall be documented in the Offender Management System by the assigned officer or other designated staff. The defendant may be instructed to check-in once per month with local law enforcement and/or community contract jail. Residence contacts may occur annually by the pretrial officer or authorized agent as practical.

3. Low:

The pretrial officer shall have face-to-face or telephonic contact with the defendant once every two months. The defendant is required to submit a *Pretrial Defendant Reporting / Changes Form* (Attachment A) upon report. The information from the form shall be documented in the Offender Management System by the assigned officer or other designated staff. The defendant may be instructed to check-in every other month with local law enforcement and/or community contract jail.

Communities without Law Enforcement Assistance:

1. High:

The pretrial officer shall have face-to-face or telephonic contact with the defendant at minimum twice per month. The defendant is required to submit a *Pretrial Defendant Reporting / Changes Form* (Attachment A) upon report. The information from the form shall be documented in the Offender Management System by the assigned officer or other designated staff. Residence or other field contacts may occur annually by the pretrial officer or authorized agent as practical. The defendant shall communicate with a person at a minimum of every other month if directed to do so by the pretrial officer.

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2. Moderate:

The pretrial officer shall have face-to-face or telephonic contact with the defendant at a minimum once per month. The defendant is required to submit a *Pretrial Defendant Reporting / Changes Form* (Attachment A) upon report. The information from the form shall be documented in the Offender Management System by the assigned officer or other designated staff. The pretrial officer shall communicate with a person once every three months. Residence or other field contacts may occur annually by the pretrial officer or authorized agent as practical.

3. Low:

The pretrial officer shall have face-to-face or telephonic contact with the defendant once every two months. The defendant is required to submit a *Pretrial Defendant Reporting / Changes Form* (Attachment A) upon report. The information from the form shall be documented in the Offender Management System by the assigned officer or other designated staff.

IV. Field Contact Requirements:

- A. Contacts made by a pretrial officer or designee at the defendant's reported residence, or other approved locations shall occur unannounced.
- B. All pretrial officers or designee conducting field work need to be clearly identified as DOC Pretrial Officers and dressed appropriately in adherence to Policy 201.06, Division of Pretrial, Probation and Parole Dress.
- C. Field contacts shall be conducted with no less than two (2) officers. If another pretrial officer or designee is not available, officers shall request the assistance of law enforcement. Under exigent circumstances an officer may make an unassisted field contact.

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