



<b>STATE OF ALASKA</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>POLICIES &amp; PROCEDURES</b>	SECTION: <b>Pretrial, Probation and Parole</b>		PAGE: Page 1 of 1
	CHAPTER: 902	NUMBER: 902.01	P&P TYPE: <b>Public</b>
	TITLE: <b>Case Assignment</b>		
	APPROVED BY:  <b>Nancy A. Dahlstrom, Commissioner</b>		DATE: <b>12/20/2019</b>
ATTACHMENTS / FORMS: N/A		AUTHORITY / REFERENCES: AS 33.05.020                      AS 33.16.180 AS 33.05.040                      AS 33.05.050	

**POLICY:**

- I. It is the policy of the Department of Corrections that the Division of Pretrial, Probation and Parole shall develop and maintain procedures for assigning all cases that require investigation or supervision for the court or the Alaska Board of Parole.

**APPLICATION:**

This policy and procedure will apply to all Division of Pretrial, Probation & Parole employees.

**PROCEDURES:**

- I. Within five (5) business days of an offender or defendant reporting to an office, or receipt of documents that indicate an offender requires a presentence investigation, an interstate compact investigation, or supervision, a Supervisor or their designee shall:
  - A) Assign a Pretrial, Probation or Parole Officer (PO) to the offender.
  - B) Enter the following information into the DOC offender management system:
    - 1. The offender number;
    - 2. The offender's legal status;
    - 3. The offender's location;
    - 4. The assigned supervising officer; and
    - 5. Any other known case record information (i.e. conditions of supervision, length of supervision, offender contact information).

SUPERCEDES POLICY DATED:	03/05/01
THIS POLICY NEXT DUE FOR REVIEW ON:	12/20/24