

STATE OF ALASKA REQUEST FOR PROPOSALS



PSYCHOLOGICAL EVALUATION SERVICES

RFP 2026-2000-0015

ISSUED APRIL 25, 2025

ISSUED BY:

DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATIVE SERVICES

PRIMARY CONTACT:

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OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

IMPORTANT NOTICE: IF YOU RECEIVED THIS SOLICITATION FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE NOTIFICATION OF SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

TABLE OF CONTENTS

SECTION 1.	INTRODUCTION & INSTRUCTIONS	4
SEC. 1.01	PURPOSE OF THE RFP	4
SEC. 1.02	BUDGET	4
SEC. 1.03	DEADLINE FOR RECEIPT OF PROPOSALS	4
SEC. 1.04	PRIOR EXPERIENCE	4
SEC. 1.05	REQUIRED REVIEW	5
SEC. 1.06	QUESTIONS DEADLINE FOR RECEIPT OF PROPOSALS	5
SEC. 1.07	RETURN INSTRUCTIONS	5
SEC. 1.08	ASSISTANCE TO OFFERORS WITH DISABILITY	6
SEC. 1.09	AMENDMENTS TO PROPOSALS	6
SEC. 1.10	AMENDMENTS TO THE RFP	6
SEC. 1.11	RFP SCHEDULE	6
SEC. 1.12	ALTERNATE PROPOSALS	7
SEC. 1.13	NEWS RELEASES	7
SECTION 2.	BACKGROUND INFORMATION	8
SEC. 2.01	BACKGROUND INFORMATION	8
SECTION 3.	SCOPE OF WORK & CONTRACT INFORMATION	9
SEC. 3.01	SCOPE OF WORK	9
SEC. 3.02	ASSESSMENT MATERIALS	10
SEC. 3.03	VIDEO CONFERENCE EVALUATION	10
SEC. 3.04	SCHEDULING	10
SEC. 3.05	APPLICANT DATABASE	10
SEC. 3.06	CONTRACTOR ABSENCE AND CONFLICT OF INTEREST	10
SEC. 3.07	EXPERT WITNESS	11
SEC. 3.08	CONTRACT TERM AND WORK SCHEDULE	11
SEC. 3.09	FORMAT OF REPORTS AND DATA	11
SEC. 3.10	TRAVEL	11
SEC. 3.11	RIGHT TO AUDIT RECORDS	11
SEC. 3.12	TRANSITION AT END OF CONTRACT	12
SEC. 3.13	RESEARCH	12
SEC. 3.14	INVESTIGATION AND LITIGATION	12
SEC. 3.15	CONTINUING EDUCATION	12
SEC. 3.16	DEPARTMENT POLICIES AND PROCEDURES	12
SEC. 3.17	CONTRACT PERSONNEL BACKGROUND CHECK	12
SEC. 3.18	CONTRACT TYPE	13
SEC. 3.19	PROPOSED PAYMENT PROCEDURES	13
SEC. 3.20	PROMPT PAYMENT FOR STATE PURCHASES	13
SEC. 3.21	CONTRACT PAYMENT	13
SEC. 3.22	LOCATION OF WORK	13
SEC. 3.23	THIRD-PARTY SERVICE PROVIDERS	14
SEC. 3.24	SUBCONTRACTORS	14
SEC. 3.25	JOINT VENTURES	14
SEC. 3.26	RIGHT TO INSPECT PLACE OF BUSINESS	14
SEC. 3.27	CONTRACT PERSONNEL	15
SEC. 3.28	INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES	15
SEC. 3.29	CONTRACT CHANGES - UNANTICIPATED AMENDMENTS	15
SEC. 3.30	NONDISCLOSURE AND CONFIDENTIALITY	15
SEC. 3.31	INDEMNIFICATION	16
SEC. 3.32	INSURANCE REQUIREMENTS	16
SEC. 3.33	SERVICE CONTRACT DEFICIENCIES	17
SEC. 3.34	SECURITY SPECIFICATIONS	18
SEC. 3.35	SECURITY BACKGROUND INVESTIGATION AND POLICIES AND PROCEDURES	17
SEC. 3.36	TERMINATION FOR DEFAULT	19
SECTION 4.	PROPOSAL FORMAT AND CONTENT	20
SEC. 4.01	INTRODUCTION	20
SEC. 4.02	PROPOSAL CONTENTS	20
SEC. 4.03	EXPERIENCE AND QUALIFICATIONS	21
SEC. 4.04	UNDERSTANDING OF THE PROJECT	21
SEC. 4.05	METHODOLOGY USED FOR THE PROJECT	21
SEC. 4.06	MANAGEMENT PLAN FOR THE PROJECT	21
SEC. 4.07	COST PROPOSAL	22

SEC. 4.08	EVALUATION CRITERIA	22
SECTION 5.	EVALUATION CRITERIA AND CONTRACTOR SELECTION	23
SEC. 5.01	SUMMARY OF EVALUATION PROCESS	23
SEC. 5.02	EVALUATION CRITERIA	23
SEC. 5.03	SCORING METHOD AND CALCULATION	24
SEC. 5.04	EXPERIENCE AND QUALIFICATIONS (20%).....	25
SEC. 5.05	UNDERSTANDING OF THE PROJECT (10%)	25
SEC. 5.06	METHODOLOGY USED FOR THE PROJECT (10%)	25
SEC. 5.07	MANAGEMENT PLAN FOR THE PROJECT (10%)	26
SEC. 5.08	CONTRACT COST (40%).....	26
SEC. 5.09	ALASKA OFFEROR PREFERENCE (10%).....	27
SECTION 6.	GENERAL PROCESS AND LEGAL INFORMATION.....	28
SEC. 6.01	INFORMAL DEBRIEFING	28
SEC. 6.02	ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES	28
SEC. 6.03	SITE INSPECTION	28
SEC. 6.04	CLARIFICATION OF OFFERS	29
SEC. 6.05	DISCUSSIONS WITH OFFERORS	29
SEC. 6.06	EVALUATION OF PROPOSALS	29
SEC. 6.07	CONTRACT NEGOTIATION	29
SEC. 6.08	FAILURE TO NEGOTIATE	30
SEC. 6.09	OFFEROR NOTIFICATION OF SELECTION	30
SEC. 6.10	PROTEST	30
SEC. 6.11	APPLICATION OF PREFERENCES	31
SEC. 6.12	ALASKA BIDDER PREFERENCE.....	31
SEC. 6.13	ALASKA VETERAN PREFERENCE	32
SEC. 6.14	ALASKA MILITARY SKILLS PROGRAM PREFERENCE	32
SEC. 6.15	STANDARD CONTRACT PROVISIONS	33
SEC. 6.16	QUALIFIED OFFERORS	33
SEC. 6.17	PROPOSAL AS PART OF THE CONTRACT	33
SEC. 6.18	ADDITIONAL TERMS AND CONDITIONS.....	34
SEC. 6.19	HUMAN TRAFFICKING	34
SEC. 6.20	RIGHT OF REJECTION	34
SEC. 6.21	STATE NOT RESPONSIBLE FOR PREPARATION COSTS.....	34
SEC. 6.22	DISCLOSURE OF PROPOSAL CONTENTS.....	35
SEC. 6.23	ASSIGNMENT	35
SEC. 6.24	FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)	35
SEC. 6.25	DISPUTES.....	35
SEC. 6.26	SEVERABILITY	36
SEC. 6.27	SUPPLEMENTAL TERMS AND CONDITIONS	36
SEC. 6.28	SOLICITATION ADVERTISING	36
SEC. 6.29	FEDERALLY IMPOSED TARIFFS	36
SECTION 7.	ATTACHMENTS.....	38
SEC. 7.01	ATTACHMENTS.....	38

SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The Department of Corrections, Division of Administrative Services, is soliciting proposals for psychological evaluation services for department applicants and employees throughout the State of Alaska. A more detailed description of services can be found in the **SEC. 3.01 SCOPE OF WORK**.

SEC. 1.02 BUDGET

The department estimates an annual budget between \$250,000.00 and \$300,000.00; however, the department may consider proposals priced outside this range.

This contract/agreement is dependent upon legislative appropriation of funding and programmatic needs.

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **2:00 PM prevailing Alaska Standard Time on May 19, 2025**, as indicated by postmark or email timestamp, and late proposals will not be considered.

SEC. 1.04 PRIOR EXPERIENCE

For offers to be considered responsive, they must meet these minimum prior experience requirements:

- 1) The offeror must hold a professional license from the State of Alaska prior to contract award or by a date set by the department. The professional license details must indicate the following on the SOA, Department of CCED, Corporations, Business & Professional Licensing website <https://www.commerce.alaska.gov/CBP/Main/SearchInfo.aspx>

License Details

- Program: Psychology
- Type: Psychologist
- Status: Active

OR

License Details

- Program: Medical
- Type: Physician
- Status: Active
- Type: Psychiatry

- 2) Must have completed a minimum of 200 psychological assessments of public safety officer positions in the criminal justice field, such as for Police, State Troopers, Corrections Officers, and Probation Officers. The offeror must submit with their proposal an affidavit verifying that this minimum requirement has been met. A notary public and the offeror must sign the affidavit.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and rejected.

SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective proposal and exposure of the offeror's proposals upon which an award could not be made.

SEC. 1.06 QUESTIONS DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision. **The deadline for questions is 2:00 PM, prevailing Alaska Standard Time on May 12, 2025.**

PROCUREMENT OFFICER: Allan Oyao – PHONE 907-269-5910 – Email: allan.oyao@alaska.gov

SEC. 1.07 RETURN INSTRUCTIONS

Do not submit a response through IRIS Vendor Self-Service (VSS).

If submitting a hard copy proposal, Offerors must submit one hard copy of their proposal to the procurement officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

*Department of Corrections
Division of Administrative Services
Attention: Allan Oyao
RFP Number: 2026-2000-0015
RFP Title: Psychological Evaluation Services
550 W. 7th Avenue, Suite 1800
Anchorage, AK 99501*

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to doc.procurement@alaska.gov as separate, clearly labeled attachments, such as “Vendor A – Technical Proposal.pdf” and “Vendor A – Cost Proposal.pdf” (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes, and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, the state recommends sending it with enough time to ensure the email is delivered by the deadline for receipt of proposals.

It is the offeror's responsibility to contact the issuing agency at **907-269-5910 or by email (preferred)** to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.08 ASSISTANCE TO OFFERORS WITH DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

SEC. 1.09 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for the receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

SEC. 1.10 AMENDMENTS TO THE RFP

If an amendment is issued before the deadline for receipt of proposals, the amendment will be posted on the State of Alaska Online Public Notice (OPN) website. The link to the posting of the amendment will be provided to all who were notified of the RFP and to those who have registered with the procurement officer after receiving the RFP from the OPN.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time will be established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

SEC. 1.11 RFP SCHEDULE

The RFP schedule set out herein represents the state's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All the time is Alaska Standard Time.

ACTIVITY	TIME	DATE
Issue Date		4/25/2025
Question Deadline	2:00 PM	5/12/2025
Deadline for Receipt of Proposals / Proposal Due Date	2:00 PM	5/19/2025
Proposal Evaluations Complete		5/21/2025
Notice of Intent to Award		5/22/2025
Contract Issued		6/2/2025

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Corrections or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

SEC. 1.12 ALTERNATE PROPOSALS

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830, alternate proposals (proposals that offer something different than what is asked for) will be rejected.

SEC. 1.13 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.

SECTION 2. BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

The Alaska Police Standards Council is a regulatory and quasi-judicial body that was created by Senate Bill 1, Chapter 178, and enacted by the State Legislature, effective July 7, 1972. The Legislature granted the Council the power to adopt regulations establishing minimum selection and training standards for employment as police officers, as well as other regulations for the administration of the act. In 1988, House Bill 367 expanded the Council's jurisdiction to include corrections, probation, and parole officers. The Alaska Administrative Code 13 AAC 85.210 regulates the minimum qualifications for the selection of the positions listed above, including taking the Department of Corrections psychological screening examination.

The department's Division of Administration Services, Human Resource section is responsible for recruitment and initial screening processes for the following positions, subject to the Alaska Police Standards Council: Correctional Officers and Adult Probation Officers. The Human Resource section conducts and coordinates background investigations and ensures all applicants and new hires meet the requirements of the Alaska Police Standards Council Regulations regarding employability.

SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 3.01 SCOPE OF WORK

The Department of Corrections, Division of Administrative Services, is soliciting proposals for a broad range of psychological services to include Pre-Employment Psychological Evaluations (PEPE), Fit-for-Duty Evaluations (FFDE), and Consultation services. The job classifications that require Pre-Employment Psychological Evaluations and FFDE are correctional officers (who don't carry weapons), probation officers (who carry weapons), and prisoner transportation officers (who carry weapons).

The contractor must have the ability to provide services either onsite at a department location or through video or teleconference. See section 3.03 Video Conference Evaluation for further details. The department will request these services from the successful offeror on an as-needed basis and doesn't guarantee a minimum or maximum amount. The project will be managed by the department's Human Resources Office (project manager) located in Juneau, AK.

The contractor must have the ability to expand the anticipated annual service amounts if requested by the department. Contract services must comply with all applicable local, state and federal laws to include but not limited to; Federal Civil Rights Act of 1964, Equal Employment Opportunity Act and Uniform Guidelines on Selection Procedures, American with Disabilities Act of 1990 and associated regulations, Standards of Educational and Psychological Testing and Pre-Employment Psychological Services guidelines adopted by the International Association of Chiefs of Police (IACP) Police Psychological Services Section (1998), Alaska Police Standards Council (APSC) and Alaska Administrative Code 13 AAC 85.210 (a) (6).

Task 1 – Pre-Employment Psychological Evaluations (PEPE):

The contractor shall conduct Pre-Employment Psychological Evaluations (PEPE) using nationally recognized and validated objective tests to assess job suitability. These tests will be used to identify job-relevant psychopathology and behavior that are important in assessing job suitability issues. The department anticipates up to 150 PEPEs to be conducted annually. Once a PEPE is conducted, the contractor must email the project manager the next working day after a checklist that provides the PEPE rating and pass/fail of APSC. If the contractor requires additional time to determine a rating for an exam, the contractor will send the preliminary results and place them in deferred status.

Task 2 – Psychological Fitness for Duty Evaluations (FFDE):

At the department's request, the contractor shall perform FFDE. The purpose of FFDE is to determine if a current department employee can safely perform essential elements of their job, and that an inability may be related to psychological reasons. The contractor may be requested to consult with department personnel regarding FFDE. The department anticipates up to 5 FFDEs to be conducted annually.

Task 3 – Consultation:

The contractor shall provide up to 3 hours per month of consultation to the department at no additional cost. Additional time is billable, and the project manager must approve any additional time. The department may request the contractor to consult with certain department personnel, such as FFDE.

SEC. 3.02 ASSESSMENT MATERIALS

Offerors shall detail the assessment materials they propose to use for Task 1 PEPE and Task 2 FFDE, and for each job class specified in the RFP. Offerors must include an explanation for the use of each test. Assessment materials shall be included in the offeror's rates and must be nationally recognized and validated assessment materials. If, during the contract term, the contractor needs to change the assessment materials specified in the contract, they must seek prior department approval. The department reserves the right to request the use of other assessment instruments for these three job classes.

SEC. 3.03 VIDEO CONFERENCE EVALUATION

The department intends for the contractor to utilize video conference equipment when conducting PEPE and FFDE. The contractor may propose to utilize their equipment or use the department's equipment.

If the contractor proposes using their equipment, the equipment must meet HIPAA requirements and be acceptable to the department. The department reserves the right to restrict certain types of video conference equipment and methods. The contractor must provide their own PC and webcam. The department has systems that currently support Polycom, Skype for Business, Cisco Webex, TEAMS, and MegaMeeting.

Video conference evaluations must comply with local, State, and Federal guidelines that are to be detailed in the offeror's proposal. The contractor is responsible for the costs associated with compliance. Offerors must detail their video conference evaluation service plan. Regardless of whether the contractor uses their own equipment or the department's equipment, the contractor must include all travel costs to use the equipment.

SEC. 3.04 SCHEDULING

The contractor must have the ability to be flexible with scheduling evaluations with the department to include the amount of PEPE, FFDE, location, and time. The contractor may only charge for completed evaluations. The contractor shall not charge the department for evaluations that the contractor did not complete. Reasons an evaluation wasn't conducted may include, but are not limited to, weather or applicant cancellation (no show).

SEC. 3.05 APPLICANT DATABASE

At the department's request, the contractor shall maintain an applicant database that details, at a minimum, job class, date screened, and selection recommendation. Other fields and databases may be requested, such as an Equal Employment Opportunity Commission database. The department may request the database file to be shared with the department in a format (Excel or Portable Document Format) agreeable to the department. See section 3.08 Format of Reports and Data for further information. The formation, data entry, and maintenance of databases are at no cost to the department and shall be included in the contractor's proposed rates.

SEC. 3.06 CONTRACTOR ABSENCE AND CONFLICT OF INTEREST

The offeror must notify and coordinate with the scheduling office in the event of an extended leave of absence (in excess of 14 days) or if a conflict of interest has been determined to exist that would require the successful offeror to recuse him/herself. The project manager will determine the validity of the conflict-of-interest claim.

SEC. 3.07 EXPERT WITNESS

Although historically rare, the contractor shall provide professional expertise as a witness for the department. This may occur if litigation should arise against the State of Alaska that stems from personnel selection action taken by the department based on the advice or recommendation of the psychologist conducting the applicant/employee assessment. Any cost associated with providing in-person testimony as stated above will be the responsibility of the contractor. The department will assist the contractor in scheduling (if possible) in-person testimony concurrent with regularly scheduled on-site interviewing services.

SEC. 3.08 CONTRACT TERM AND WORK SCHEDULE

The length of the contract will be from the date of award, approximately **July 1, 2025, through June 30, 2026**, with optional renewals to be exercised at the sole discretion of the department up to **June 30, 2030**. Approval or continuation of a contract resulting from this is contingent upon legislative appropriation.

The approximate contract schedule is as follows:

Initial Term: July 1, 2025 – June 30, 2026

Optional Renewal: July 1, 2026 – June 30, 2027

Optional Renewal: July 1, 2027 – June 30, 2028

Optional Renewal: July 1, 2028 – June 30, 2029

Optional Renewal: July 1, 2029 – June 30, 2030

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any extension of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) the procurement officer will provide notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

SEC. 3.09 FORMAT OF REPORTS AND DATA

If needed, the contractor will be expected to provide electronic reports and data in a format compatible with the department's systems and formats, and it will be the contractor's responsibility to create the data files. This includes data entry and the development of any automated interfaces to the contractor's information systems or data entry software needed for this purpose. Any reports or records compiled by the contractor shall remain the department's property.

SEC. 3.10 TRAVEL

Not applicable to this contract.

SEC. 3.11 RIGHT TO AUDIT RECORDS

AS 36.30.420 states: The State may audit the books of a contractor or a subcontractor to the extent that the books and records relate to the performance of the contract or subcontract. Books and records shall be maintained by the contractor for a period of three years after the date of final payment under the prime contract and by the subcontractor for a period of three years after the date of final payment under the subcontract unless a shorter period is authorized in writing by the commissioner.

SEC. 3.12 TRANSITION AT END OF CONTRACT

The contractor agrees to assist the department and any subsequent provider in facilitating the transition between providers in the event of termination or completion of this contract. This includes extensions of this agreement at current rates to cover transition periods. The contractor shall provide for the transfer of rudimentary clinical information to the subsequent provider. Minimum clinical treatment file information includes assessments and current program

status with a signed consent to release from each client. If there is no subsequent provider, the contractor needs to prepare any program data and files and send them to the department at a date/time and place designated by the department. This clause is a condition precedent to the contractor's right to receive any final payment of funds under this contract.

SEC. 3.13 RESEARCH

Any research conducted under the terms of the contract must receive prior written approval by the Commissioner of the Department of Corrections or designee. A written description of the research project must be submitted prior to consideration for approval. In addition, all research projects must comply with the provisions of Policy and Procedure 501.02.

SEC. 3.14 INVESTIGATION AND LITIGATION

The contractor is obligated to notify the project manager the next working day if, they, or any member of their contract staff, are being investigated for malpractice and/or ethical violations by a licensing board or professional organization, or if they are named as a party in a civil or criminal litigation relating to their professional activities. The department reserves the right to disallow the provision of contract services by any individual undergoing investigation and/or litigation under this section.

SEC. 3.15 CONTINUING EDUCATION

The contractor must assure, at no cost to the State, that all people working under the terms of the contract meet and maintain all legal requirements for licensing and Continuing Education.

SEC. 3.16 DEPARTMENT POLICIES AND PROCEDURES

The contractor will ensure that all individuals providing services under the terms of the contract read and sign the department's Policies and Procedures 202.01, Code of Ethical Professional Conduct, and 202.15, Standards of Conduct. Copies of these department Policies and Procedures can be found at the link provided below. The department reserves the right to exclude from use under this contract any person deemed by the department to be incompatible with the goals, mission, security, or safety of its program. Policies and Procedures pertaining to this RFP can be found under 201.05 Psychological Assessment and 202.14 Alaska Police Standard Background Investigations. See the link below to the department's Policies and Procedures. The contractor may be required to comply with the Prison Rape Elimination Act (PREA) and complete PREA documents at the project manager's request.

<http://www.correct.state.ak.us/commissioner/policies-procedures>

SEC. 3.17 CONTRACT PERSONNEL BACKGROUND CHECK

The Department of Corrections may require personnel providing direct services to comply with background investigations and/or security checks prior to starting work under the contract. When

background investigations are required, they will be performed by the department at no charge to the contractor. The department reserves the right to restrict an individual's access to the facility or program if they are determined to pose a threat to security or if they fail to provide the information required for a background check.

SEC. 3.18 CONTRACT TYPE

This contract is a **firm fixed price** contract.

SEC. 3.19 PROPOSED PAYMENT PROCEDURES

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and a progress report. No payment will be made until the progress report and invoice have been approved by the project director.

SEC. 3.20 PROMPT PAYMENT FOR STATE PURCHASES

The state is eligible to receive a **5%** discount for all invoices paid within **15** business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment to be made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

SEC. 3.21 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Commissioner of the Department of Corrections or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract. The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

Any single contract payment of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

SEC. 3.22 LOCATION OF WORK

The department anticipates the work to be conducted via video conference.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive or cancel the contract.

SEC. 3.23 THIRD-PARTY SERVICE PROVIDERS

No third-party service providers are allowed.

SEC. 3.24 SUBCONTRACTORS

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

Subcontractor experience **shall** be considered in determining whether the offeror meets the requirements set forth in the **SEC. 1.04 PRIOR EXPERIENCE**.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- Complete name of the subcontractor.
- Complete address of the subcontractor.
- Type of work the subcontractor will be performing.
- Percentage of work the subcontractor will be providing.
- Evidence that the subcontractor holds a valid Alaska business license.

If a subcontractor on the list did not have a valid Alaska business license at the close of the RFP, the Offeror may not use the subcontractor in the performance of the contract and shall replace the subcontractor with a subcontractor who had a valid Alaska business license at the close of the RFP.

- a written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to rendering the services required by the contract.

An offeror's failure to provide this information within the time set may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

Note: If the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

SEC. 3.25 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 3.26 RIGHT TO INSPECT PLACE OF BUSINESS

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

SEC. 3.27 CONTRACT PERSONNEL

Any change of the project team members or subcontractors named in the proposal must be approved in advance and in writing by the project director or procurement officer. Changes that are not approved by the state may be grounds for the state to terminate the contract.

SEC. 3.28 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director or procurement officer may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

SEC. 3.29 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Corrections or the Commissioner's designee.

SEC. 3.30 NONDISCLOSURE AND CONFIDENTIALITY

The contractor agrees that all confidential information shall be used only for the purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to, and/or use by third parties of the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state laws, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to, or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure,

architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc.).

Additional information that the contractor shall hold as confidential during the performance of services under this contract includes:

- **APPLICANT INFORMATION**

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

SEC. 3.31 INDEMNIFICATION

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of or liability for error, omission, or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis.

The "Contractor" and "contracting agency", as used within this and the following article, include the employees, agents, and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

SEC. 3.32 INSURANCE REQUIREMENTS

Without limiting the contractor's indemnification, it is agreed that the contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the procurement officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material

breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and where applicable, any other statutory obligations, including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

Commercial Automobile Liability Insurance: covering all vehicles used by the contractor in the performance of services under this agreement, with minimum coverage limits of \$300,000 combined single limit per claim.

Professional Liability Insurance: covering all errors, omissions, or negligent acts in the performance of professional services under this agreement. Limits required per the following schedule:

Contract Amount	Minimum Required Limits
Under \$100,000	\$300,000 per Claim/Annual Aggregate
\$100,000-\$499,000	\$500,000 per Claim/Annual Aggregate
\$500,000-\$999,999	\$1,000,000 per Claim/Annual Aggregate
\$1,000,000 or over	Refer to Risk Management

SEC. 3.33 SERVICE CONTRACT DEFICIENCIES

The contractor's failure to provide a service required by this contract will be grounds for the state to issue a Service Deficiency Claim (SDC) to the contractor. The SDC will be provided to the contractor in writing. The contractor will advise the state, in writing, of the corrective action being taken.

If a deficiency is not corrected within 8 working hours from the time it is issued, the state may issue another SDC and procure, from another contractor, the services necessary to correct the problem. The contractor will then be obliged to reimburse the state for the amount required to correct the problem.

If a contractor gets more than one (1) substantiated SDC in 30 days or a total of two (2) substantiated SDCs in 60 days, it will be grounds for the state to declare the contractor in default.

SEC. 3.34 SECURITY BACKGROUND INVESTIGATION AND POLICIES AND PROCEDURES

The department shall require personnel providing direct services within correctional facilities to comply with background investigations and/or security checks prior to starting work under the contract. When background investigations are required, they shall be performed by the department at no charge to the contractor. The department reserves the right to restrict an individual's access to the facility or program if they are determined to pose a threat to security or if they fail to provide the information required for a background check.

The contractor will ensure that all individuals providing services under the terms of the contract complete the following forms and scan completed copies to the procurement officer of record and the program manager.

<http://www.correct.state.ak.us/commissioner/policies-procedures>

- Security Clearance Form;
- PREA Employment Disclosure Form *(only applicable if services are provided in the institution)*
- Code of Ethical Conduct 202.01a;
- Standards of Conduct 202.15a;
- ACOMS form and agreement, and; *(only applicable if they will be using DOC computers or network)*
- Criminal Justice Information Services Addendum (CJIS) form. *(only required if providing services in the institutions or upon request.)*
 - The department may require the contractor to obtain 2 fingerprint “blue cards” form FD-258 for personnel performing service under this contract (no charge to contractor). Fingerprint (blue cards) can be obtained in Anchorage, in the basement of the Nesbitt Courthouse or make arrangements at one of the department institutions by appointment.

Questions or for arranging appointment please contact the following personnel:

James Dabbs-Ashworth (james.dabbs-ashworth@alaska.gov)

David Muise (david.muise@alaska.gov)

- The completed forms must be submitted to the procurement officer or designee.
- The department will send individual personnel a link to an online security awareness training that should take no longer than 2 hours to complete. Training is required bi-annually.

Recidivism Reporting: *(Only applies if applicable)*

Contractors reporting on program efficacy must use the statutory definition of recidivism. For programs that have been in place less than three (3) years, reports must clearly state the date parameters that are being used to report recidivism. The statutory definition of recidivism is:

Per AS 44.19.647 Recidivism Definition:

A felony offender who is reincarcerated within three (3) years of release for any offense conviction:

- Parole or probation violation
- New felony crime
- New misdemeanor crime

And per department Policies & Procedures 501.2 (Research Activities) & 650.01 (Criminal Justice Information Access), links provided below:

<https://doc.alaska.gov/pnp/pdf/501.02.pdf?080916>

<https://doc.alaska.gov/pnp/pdf/650.01.pdf>

Employee Incident Reporting: Contractor is required to contact the program manager for this contract if any of its employees working under this contract are involved in any criminal behavior and report it to the department within 24 hours of notice of the incident. Reporting shall be via email to the program manager and can be followed up with a phone call if needed.

SEC. 3.35 TERMINATION FOR DEFAULT

- a. If the Project Director or Procurement Officer determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all the remaining work.
- b. The Procurement Officer may also, by written notice, terminate this contract under Administrative Order 352 if the contractor supports or participates in a boycott of the State of Israel.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached in **SECTION 7. ATTACHMENTS**.

SECTION 4. PROPOSAL FORMAT AND CONTENT

SEC. 4.01 INTRODUCTION

Proposals must include the complete name and address of the offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposal may cause the proposal to be determined to be non-responsive, and the proposal may be rejected.

The state discourages overly lengthy and costly proposals; however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

SEC. 4.02 PROPOSAL CONTENTS

The following information must be included in all proposals.

(a) AUTHORIZED SIGNATURE

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90 days from the date set as the deadline for receipt of proposals.

(b) OFFEROR'S CERTIFICATION

By signature on the proposal, offerors certify that they comply with the following:

- A. The laws of the State of Alaska.
- B. The applicable portion of the Federal Civil Rights Act of 1964.
- C. The Equal Employment Opportunity Act and the regulations are issued thereunder by the federal government.
- D. The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.
- E. All terms and conditions set out in this RFP.
- F. A condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- G. That the offers will remain open and valid for at least 90 days.

If any offeror fails to comply with [a] through [g] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

(c) VENDOR TAX ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

(d) CONFLICT OF INTEREST

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to **consider a proposal non-responsive and reject it** or cancel the award if any interest is disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the contract to be performed by the offeror.

(e) FEDERAL REQUIREMENTS

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

SEC. 4.03 EXPERIENCE AND QUALIFICATIONS

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- title,
- resume,
- location(s) where work will be performed,
- itemize the total cost and the number of estimated hours for each individual named above.

Offerors must provide reference names and phone numbers for similar projects that the offeror's firm has completed.

SEC. 4.04 UNDERSTANDING OF THE PROJECT

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

SEC. 4.05 METHODOLOGY USED FOR THE PROJECT

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

SEC. 4.06 MANAGEMENT PLAN FOR THE PROJECT

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule.

SEC. 4.07 COST PROPOSAL

Offerors must complete and submit this Submittal Form. Proposed costs must be all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified in the cost proposal are the total amount of costs to be paid by the state. No additional charges shall be allowed.

SEC. 4.08 EVALUATION CRITERIA

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criteria that is set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1000

SEC. 5.01 SUMMARY OF EVALUATION PROCESS

The state will use the following steps to evaluate and prioritize proposals:

- 1) Proposals will be assessed for overall responsiveness. Proposals deemed non-responsive will be eliminated from further consideration.
- 2) A proposal evaluation committee (PEC), made up of at least three state employees or public officials, will evaluate the technical portion of all responsive proposals.
- 3) Each responsive Technical Proposal will be sent to the PEC. No cost information will be shared or provided to the PEC.
- 4) The PEC will independently evaluate and score the proposals based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting, chaired by the procurement officer, where the PEC may have a group discussion prior to finalizing their scores.
- 6) The evaluators will submit their final individual scores to the procurement officer, who will then compile the scores and calculate awarded points as set out in Section 5.03.
- 7) The procurement officer will calculate scores for cost proposals as set out in Section 5.08 and add those scores to the awarded points, along with factoring in any Alaska preferences.
- 8) The procurement officer may ask for best and final offers from offerors eligible for award and revise the cost scores accordingly.
- 9) The state will then conduct any necessary negotiations with the highest scoring offeror and award a contract if the negotiations are successful.

SEC. 5.02 EVALUATION CRITERIA

Proposals will be evaluated based on their overall value to the state, considering both cost and non-cost factors as described below. Note: An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

Overall Criteria	Weight
Responsiveness	Pass/Fail

Qualifications Criteria	Weight
Experience and Qualifications	200
Understanding of the Project	100
Methodology Used for the Project	100
Management Plan for the Project	100
Total	500

Cost Criteria	Weight
Cost Proposal	400
Total	400

Preference Criteria	Weight
Alaska Offeror Preference (if applicable)	100
Total	100

TOTAL EVALUATION POINTS AVAILABLE: 1000

SEC. 5.03 SCORING METHOD AND CALCULATION

Each Proposal Evaluation Committee (PEC) member will individually evaluate and score each responsive proposal using the criteria set out in Sections 5.04 through 5.07 and assign a single score of 1 through 10, with 10 representing the highest score and 1 representing the lowest score. Using only whole numbers, PEC members should start with a score of 5 on each section. The score may either increase or decrease depending on the offeror's response to each question for that section. As an example, if the Offeror provided responses over and above the evaluation questions in a section, they would receive a higher score. However, if the Offeror's response fails to address all questions of a section or demonstrates some lack of understanding or competency as it relates to a question for that section, the Offeror would then receive a lower score.

After the PEC has scored, the scores for each section will be totaled, and the following formula will be used to calculate the total amount of points awarded for each section:

$$\frac{\text{Offeror Total Score}}{\text{Highest Total Score Possible}} \times \text{Max Points} = \text{Points Awarded}$$

Example (Max Points for the Section = 100):

	PEC Member 1 Score	PEC Member 2 Score	PEC Member 3 Score	PEC Member 4 Score	Combined Total Score	Points Awarded
Offeror 1	10	5	5	10	30	75
Offeror 2	5	5	5	5	20	50
Offeror 3	10	10	10	10	40	100

Offeror 1 was awarded 75 points:

$$\frac{\text{Offeror Total Score (30)}}{\text{Highest Total Score Possible (40)}} \times \text{Max Points (100)} = \text{Points Awarded (75)}$$

Offeror 2 was awarded 50 points:

Offeror Total Score (20)
_____ x Max Points (100) = Points Awarded (50)
Highest Total Score Possible (40)

Offeror 3 was awarded 100 points:

Offeror Total Score (40)
_____ x Max Points (100) = Points Awarded (100)
Highest Total Score Possible (40)

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS (20%)

Proposals will be evaluated against the questions set out below:

1) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience with similar projects?
- b) Are resumes complete, and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

2) Questions regarding the firm and subcontractor (if used):

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?
- b) How successful is the general history of the firm regarding the timely and successful completion of projects?
- c) Has the firm provided letters of reference from previous clients?
- d) If a subcontractor performs work on the contract, how well do they measure up to the evaluation used for the offeror?

SEC. 5.05 UNDERSTANDING OF THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the offeror identified pertinent issues and potential problems related to the project?
- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

SEC. 5.06 METHODOLOGY USED FOR THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 1) How comprehensive is the methodology, and does it depict a logical approach to fulfilling the requirements of the RFP?
- 2) How well does the methodology match and achieve the objectives set out in the RFP?
- 3) Does the methodology interface with the time schedule in the RFP?

SEC. 5.07 MANAGEMENT PLAN FOR THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- 2) How well is accountability completely and clearly defined?
- 3) Is the organization of the project team clear?
- 4) How well does the management plan illustrate the lines of authority and communication?
- 5) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- 6) Does it appear that the offeror can meet the schedule set out in the RFP?
- 7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- 8) To what degree is the proposal practical and feasible?
- 9) To what extent has the offeror identified potential problems?

SEC. 5.08 CONTRACT COST (40%)

Overall, a minimum of **40%** of the total evaluation points will be assigned to cost. After the procurement officer applies any applicable preferences, the offeror with the lowest total cost will receive the maximum number of points allocated to cost per 2 AAC 12.260(c). The point allocations for cost on the other proposals will be determined using the following formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

Example (Max Points for Contract Cost = 400):

Step 1

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

Step 2

In this example, the RFP allotted 40% of the available 1,000 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 400 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 400 points.

Offeror #2 receives 374.3 points.

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = 374.3$

Offeror #3 receives 336.8 points.

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = 336.8$

SEC. 5.09 ALASKA OFFEROR PREFERENCE (10%)

Per 2 AAC 12.260, if an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points, which will be added to the offeror's overall evaluation score.

Example:**Step 1**

Determine the number of points available to qualifying offerors under this preference:

1000 Total Points Available in RFP x 10% Alaska Offeror preference = 100 Points for the preference

Step 2

Determine which offerors qualify as Alaska bidders and, thus, are eligible for the Alaska Offeror preference. For the purpose of this example, presume that all proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1	830 points	No Preference	0 points
Offeror #2	740 points	Alaska Offeror Preference	100 points
Offeror #3	800 points	Alaska Offeror Preference	100 points

Step 3

Add the applicable Alaska Offeror preference amounts to the offerors' scores:

Offeror #1	830 points
Offeror #2	840 points (740 points + 100 points)
Offeror #3	900 points (800 points + 100 points)

Offeror #3 is the highest scoring offeror and would get the award, provided their proposal is responsive and responsible.

SECTION 6. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 6.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the project director or procurement officer. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- A copy of an Alaska business license.
- Certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal.
- A canceled check for the Alaska business license fee;
- A copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- A sworn and notarized statement that the offeror has applied for and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by the Alaska Department of Revenue or the Alaska Department of Fish and Game,
- liquor licenses issued by the Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by the Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by the Alaska Department of Revenue.

Prior to the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statutes.

SEC. 6.03 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state

reasonable access to relevant portions of its worksites. Individuals designated by the procurement officer at the state's expense will make site inspections.

SEC. 6.04 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible to the award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

SEC. 6.05 DISCUSSIONS WITH OFFERORS

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after the initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions, they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of the best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

SEC. 6.06 EVALUATION OF PROPOSALS

The procurement officer or an evaluation committee made up of at least three state employees or public officials will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time will be established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

SEC. 6.07 CONTRACT NEGOTIATION

After the final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items that would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held in the conference room on the 18th floor of the Atwood Building in Anchorage, Alaska.

If the contract negotiations take place in Anchorage, Alaska, the offeror will be responsible for their travel and per diem expenses.

SEC. 6.08 FAILURE TO NEGOTIATE

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

SEC. 6.09 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will set out the names of all offerors and identify the offeror selected for award.

SEC. 6.10 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received in writing by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents, and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax, or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

SEC. 6.11 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply, and provide examples of how to calculate the preferences are available at the following website:

[Application Of Preferences](#)

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)
- Alaska Veteran's Preference - AS 36.30.321(f)
- Alaska Military Skills Program Preference – AS 36.30.321(l)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for the receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. **An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

SEC. 6.12 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;

- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Certification Form

In order to receive the Alaska Bidder Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror does not need to complete the Alaska Veteran Preference or Alaska Military Skills Program questions on the form if not claiming the Alaska Veteran or Alaska Military Skills Program Preferences. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 6.13 ALASKA VETERAN PREFERENCE

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- C. a limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other governments, or the general public.

Alaska Veteran Preference Certification

In order to receive the Alaska Veteran Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 6.14 ALASKA MILITARY SKILLS PROGRAM PREFERENCE

An Alaska Military Skills Program Preference of 2%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and:

- A. Employs at least one person who is currently enrolled in, or within the previous two years graduated from, a United States Department of Defense SkillBridge or United States Army career skills program for service members or spouses of service members that offers civilian work experience through specific industry training, pre-apprenticeships, registered apprenticeships, or

internships during the last 180 days before a service member separates or retires from the service;
or

- B. has an active partnership with an entity that employs an apprentice through a program described above.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other governments, or the general public.

Alaska Military Skills Program Preference Certification

In order to receive the Alaska Military Skills Program Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 6.15 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign the state's Standard Agreement Form for Professional Services Contracts (form SAF.DOC/Appendix A). This form is attached to the RFP for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law, and the state reserves the right to reject a proposal that is non-compliant or takes exception with the contract terms and conditions stated in the Agreement. Any requests to change language in this document (adjust, modify, add, delete, etc.), must be set out in the offeror's proposal in a separate document. Please include the following information with any change that you are proposing:

- 1) Identify the provision that the offeror takes exception with.
- 2) Identify why the provision is unjust, unreasonable, etc.
- 3) Identify exactly what suggested changes should be made.

SEC. 6.16 QUALIFIED OFFERORS

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for the award of a contract issued under AS 36.30, the offeror must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the RFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the offeror as a qualified offeror under AS 36.30.

SEC. 6.17 PROPOSAL AS PART OF THE CONTRACT

Part of or all of this RFP and the successful proposal may be incorporated into the contract.

SEC. 6.18 ADDITIONAL TERMS AND CONDITIONS

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

SEC. 6.19 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <https://www.state.gov/trafficking-in-persons-report/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive or cancel the contract.

SEC. 6.20 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal, nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The State reserves the right to refrain from making an award if it determines that it is not in the best interest of the State.

A proposal from a debarred or suspended offeror shall be rejected.

SEC. 6.21 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

SEC. 6.22 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

The Office of Procurement and Property Management (OPPM) or their designee recognizes that some information an offeror submits might be confidential under the United States or the State of Alaska Constitution, a federal statute or regulation, or a State of Alaska statute: i.e., it might be confidential business information (CBI). *See, e.g.*, article 1, section 1 of the Alaska Constitution; AS 45.50.910 – 45.50.945 (the Alaska Uniform Trade Secrets Act); *DNR v. Arctic Slope Regional Corp.*, 834 P.2d 134, 137-39 (Alaska 1991). For OPPM or their designee to treat information an offeror submits with its proposal as CBI, the offeror must do the following when submitting their proposal: (1) mark the specific information it asserts is CBI; and (2) for each discrete set of such information, identify, in writing, each authority the offeror asserts make the information CBI. If the offeror does not do these things, the information will become public after the Notice of Intent to Award is issued. If the offeror does these things, OPPM or their designee will evaluate the offeror's assertion upon receiving a request for the information. If OPPM or their designee rejects the assertion, they will, to the extent permitted by federal and State of Alaska law, undertake reasonable measures to give the offeror an opportunity to object to the disclosure of the information.

SEC. 6.23 ASSIGNMENT

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

SEC. 6.24 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)

The parties to a contract resulting from this RFP are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party.

For the purposes of this RFP, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

SEC. 6.25 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SEC. 6.26 SEVERABILITY

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

SEC. 6.27 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with Section 6.08 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

If conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

If the state's rights would be diminished as a result of the application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

SEC. 6.28 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

SEC. 6.29 FEDERALLY IMPOSED TARIFFS

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased federal excise tax or duty that may result in either an increase or decrease in the contract price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
 - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract.
 - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment taxes, that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.

- **State's Ability to Make Changes:** The state reserves the right to request verification of federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
- **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

SECTION 7. ATTACHMENTS

SEC. 7.01 ATTACHMENTS


- 1) Proposal Responsiveness Checklist
- 2) Cost Proposal Form
- 3) Offeror Information Form
- 4) Certification of Entitlement to the Alaska Bidder Performance Form
- 5) Experience and Qualifications
- 6) Understanding of the Project
- 7) Methodology Used for the Project
- 8) Management Plan for the Project
- 9) Subcontractors
- 10) Request for Clearance
- 11) PREA Employment Disclosure Forms
- 12) Department Policies and Procedures 202.01 and 202.15
- 13) Standard Agreement Form
- 14) Personnel Security Clearance Form and User Agreement
- 15) FBI Criminal Justice Information Services Security Addendum
- 16) Correctional Officers Job Class Specs/ Position Description
- 17) Probation Officers Job Class Specs/ Position Description
- 18) Prisoner Transportation Officers Job Class Specs/ Position Description

Attachment 1
PROPOSAL CHECKLIST
Psychological Evaluation Services
RFP #2026-2000-0015

Offerors are encouraged to use this checklist in preparation for proposals. This checklist may not be all-inclusive of the items required to be submitted in the proposal. In case of a conflict between this checklist and the RFP, the requirements of the RFP will prevail.

NOTE:

Offerors who do not respond to each item as specified below may be considered "non-responsive," and the proposal may not be accepted for evaluation.

Description	
Sealed original proposal submitted by <u>2 PM AK Standard Time on May 19, 2025.</u>	
Cost Proposal Form - Hourly Rate Required. (<i>sealed or sent separately</i>)	
Offeror Information Form	
Certification of Entitlement to the Alaska Bidder Preference and other preferences (<i>if applicable</i>)	
Evidence of Alaska Business License (<i>if applying for Alaska Bidder Preference</i>)	
Understanding of the Project	
Methodology Used for the Project	
Management Plan for the Project	
Subcontractors (<i>if applicable</i>)	
Experience and Qualifications – (<i>Provide Resume/s and Certificates</i>)	

Attachment 2

COST PROPOSAL FORM

RFP #2026-2000-0015

Offerors must use this form to enter data that will be utilized to determine the proposed cost for the provision of services. Do not modify the quantities listed, as they are used for evaluation purposes to convert the cost to points. Hourly rates shall not exceed the tenth decimal place. See RFP section 4.07 Cost Proposal for further information.

Offeror's Name (Agency or Individual): _____

Service Cost Schedule					
Task Number	Service Requirement	Job Class	Est Number/Yr	Unit Cost	Total Cost
One	Pre-Employment Psychological Evaluations	Correctional Officer	300	\$	\$
One	Pre-Employment Psychological Evaluations	Probation Officer	100	\$	\$
One	Pre-Employment Psychological Evaluations	Prisoner Transportation Officer	80	\$	\$
Two	Fit for Duty Evaluations	Correctional Officer	10	\$	\$
Two	Fit for Duty Evaluations	Probation Officer	10	\$	\$
Two	Fit for Duty Evaluations	Prisoner Transportation Officer	10	\$	\$
Three	Consultation	Department	96 Hours per year	\$ per hour	\$
A. Total Service Cost					\$

B. Alaska Bidders' Preference	\$
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C. Total Proposed Cost (A + B = C)	\$
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Note: Do not enter additional information or change anything on this form.

Attachment 3

Offeror Information

Revised March 13, 2024

PROJECT INFORMATION

RFP NUMBER: 2026-2000-0015
PROJECT NAME: Psychological Evaluation Services

OFFEROR INFORMATION

Company Name: _____
Address: _____
Tax ID: _____
Alaska Business
License #: _____

CONTACT INFORMATION

Provide contact information for the individual who can be contacted for clarification regarding this proposal:

Name _____
Title _____
Address _____
Email _____
Telephone _____

CRITICAL TEAM MEMBERS

Provide the names of all critical team members who will be assigned to this contract. Note: These individuals cannot be removed or replaced from this project, or their positions, unless approved in writing the project director or procurement officer.

Name of Position 1 _____
Name of Position 2 _____
Name of Position 3 _____
Name of Position 4 _____

ADDENDA ACKNOWLEDGEMENT

The offeror acknowledges receipt of the following amendments and has incorporated the requirements of such amendments into their proposal. Failure to identify and sign for all amendments may subject the offeror to disqualification. The offeror must list all amendments (by number), then initial and date to confirm that you have received and incorporated them into your proposal (add more rows as necessary).

Number	Initials & Date

Number	Initials & Date

Number	Initials & Date

CERTIFICATIONS

No	Criteria	Response*
1	The offeror is presently engaged in the business of providing the services & work required in this RFP.	True False
2	The offeror confirms that it has the financial strength to perform and maintain the services required under this RFP.	True False
3	The offeror accepts the terms and conditions set out in the RFP and agrees not to restrict the rights of the state.	True False
4	The offeror confirms that they can obtain and maintain all necessary insurance as required on this project.	True False
5	The offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.	True False
6	The offeror is not established and headquartered, or incorporated and headquartered, in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.	True False
7	Offeror complies with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.	True False
8	Offeror complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government.	True False
9	Offeror complies with the applicable portion of the Federal Civil Rights Act of 1964.	True False
10	The offeror can provide (if requested) financial records for the organization for the past three years.	True False
11	The offeror has not had any contracts terminated by the State of Alaska (within the past five years).	True False
12	The offeror certifies that it is not currently debarred, suspended, proposed for debarment, or declared ineligible for award by any public or federal entity.	True False
13	The offeror certifies that they will not support or participate in a boycott of Israel. Failure to comply with this requirement may cause the state to reject the proposal as non-responsive or cancel the contract.	True False
14	The offeror certifies that they do not have any governmental or regulatory action against their organization that might have a bearing on their ability to provide services to the state.	True False
15	The offeror certifies that, within the last five years, they have not been convicted or had judgment rendered against them for: fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements, or tax evasion.	True False
16	The offeror does not have any judgments, claims, arbitrations, or suits pending/outstanding against your company in which an adverse outcome would be material to the company.	True False
17	The offeror has not (now or in the past) been involved in a bankruptcy or reorganization proceeding.	True False
18	Offeror certifies they comply with the laws of the State of Alaska.	True False
19	Offeror confirms their proposal will remain valid and open for at least 90 days.	True False

** Failure to answer or answering "False" may be grounds for disqualification. For any "False" responses, provide clarification (up to 250 words maximum for each "False" clarification) below (add rows as necessary).*

Section	Clarification

CONFLICT OF INTEREST STATEMENT

Indicate below whether or not the firm or any individuals that will work on the contract have a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest is disclosed from any source that could either give the appearance of a conflict or cause speculation as to the objectivity of services to be provided by the offeror.

Does the offeror, or any individuals who will work on this contract, have a possible conflict of interest?

☐ Yes ☐ No

** Failure to answer may be grounds for disqualification.*

If “Yes”, please provide additional information regarding the nature of that conflict:

FEDERAL REQUIREMENTS

Indicate below all known federal requirements that apply to the proposal, proposal evaluation, or contract:

ALASKA PREFERENCES

If you wish to claim any Alaska Preferences, please complete the Alaska Bidder Preference Certification Form that follows the signature section below.

SIGNATURE

This proposal must be signed by a company officer empowered to bind the company.

Printed Name

Title

Date

Signature



Attachment 4

ALASKA BIDDER PREFERENCE CERTIFICATION

AS 36.30.321(A) / AS 36.30.990(2)

BUSINESS NAME:

Alaska Bidder Preference: Do you believe that your firm qualifies for the Alaska Bidder Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alaska Veteran Preference: Do you believe that your firm qualifies for the Alaska Veteran Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list any additional Alaska Preferences below that you believe your firm qualifies for.	
1.	2.
3.	4.
5.	6.

To qualify for and claim the Alaska Bidder Preference you must answer **YES** to all questions below in the Alaska Bidder Preference Questions section. To qualify for and claim the Alaska Veteran Preference, you must answer **YES** to these questions as well as answer **YES** to all the questions in the Alaska Veteran Preference section. A signed copy of this form must be included with your bid or proposal no later than the deadline set for receipt of bids or proposals.

If you are submitting a bid or proposal as a **JOINT VENTURE**, all members of the joint venture must complete and submit this form before the deadline set for receipt of bids or proposals. [AS 36.30.990\(2\)\(E\)](#)

If the procuring agency is unable to verify a response, the preference may not be applied. Knowingly or intentionally making false or misleading statements on this form, whether it succeeds in deceiving or misleading, constitutes misrepresentation per [AS 36.30.687](#) and may result in criminal penalties.

Alaska Bidder Preference Questions:

1)

Does your business hold a current Alaska business license per [AS 36.30.990\(2\)\(A\)](#)?
☐ YES ☐ NO
If YES, enter your current **Alaska business license number**:

2)

Is your business submitting a bid or proposal under the name appearing on the Alaska business license noted in **Question 1** per [AS 36.30.990\(2\)\(B\)](#)?
☐ YES ☐ NO

3)

Has your business maintained a **place of business** within the state **staffed by the bidder or offeror** or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal per [AS 36.30.990\(2\)\(C\)](#)?
☐ YES ☐ NO
If YES, please complete the following information:

A. Place of Business

Street Address:

City:

ZIP:

“Place of business” is defined as a location at which normal business activities are conducted, services are rendered, or goods are made, stored, or processed; a post office box, mail drop, telephone, or answering service does not, by itself, constitute a place of business per [2 AAC 12.990\(b\)\(3\)](#).

Do you certify that the **Place of Business** described in **Question 3A** meets this definition?

☐ **YES** ☐ **NO**

B. The bidder or offeror, or at least one employee of the bidder or offeror, must be a resident of the state under [AS 16.05.415\(a\)](#) per [2 AAC 12.990\(b\)\(7\)](#).

1) Do you certify that the bidder or offeror OR at least one employee of the bidder or offeror is physically present in the state with the intent to remain in Alaska indefinitely and to make a home in the state per [AS 16.05.415\(a\)\(1\)](#)?

☐ **YES** ☐ **NO**

2) Do you certify that that the resident(s) used to meet this requirement has maintained their domicile in Alaska for the 12 consecutive months immediately preceding the deadline set for receipt of bids or proposals per [AS 16.05.415\(a\)\(2\)](#)?

☐ **YES** ☐ **NO**

3) Do you certify that the resident(s) used to meet this requirement is claiming residency **ONLY** in the state of Alaska per [AS 16.05.415\(a\)\(3\)](#)?

☐ **YES** ☐ **NO**

4) Do you certify that the resident(s) used to meet this requirement is **NOT** obtaining benefits under a claim of residency in another state, territory, or country per [AS 16.05.415\(a\)\(4\)](#)?

☐ **YES** ☐ **NO**

4) Per [AS 36.30.990\(2\)\(D\)](#), is your business (**CHOOSE ONE**):

A. **Incorporated or qualified to do business under the laws of the state?**

☐ **YES** ☐ **NO**

If **YES**, enter your current **Alaska corporate entity number**:

B. A **sole proprietorship** AND the proprietor is a resident of the state?

☐ **YES** ☐ **NO**

C. A **limited liability company** organized under AS 10.50, **AND** all members are residents of the state?

☐ **YES** ☐ **NO**

Please identify each member by name:

D. A **partnership** under former AS 32.05, AS 32.06, or AS 32.11, **AND** all partners are residents of the state?

☐ **YES** ☐ **NO**

Please identify each member by name:

Alaska Veteran Preference Questions:

1) Per [AS 36.30.321\(F\)](#), is your business (**CHOOSE ONE**):

A. A **sole proprietorship** owned by an Alaska veteran?

☐ **YES** ☐ **NO**

B. A **partnership** under AS 32.06 or AS 32.11, **AND** a majority of the partners are Alaska veterans?

☐ **YES** ☐ **NO**

- C. A **limited liability company** organized under AS 10.50, **AND** a majority of the members are Alaska veterans?
☐ YES ☐ NO
- D. A **corporation** that is wholly owned by individuals, **AND** a majority of the individuals are Alaska veterans?
☐ YES ☐ NO

Per [AS 36.30.321\(F\)\(3\)](#) “**Alaska veteran**” is defined as an individual who:

(A) Served in the

- (i) Armed forces of the United States, including a reserve unit of the United States armed forces; or
- (ii) Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Naval Militia; and

(B) Was separated from service under a condition that was not dishonorable.

Do you certify that the individual(s) indicated in **Question 1A, 1B, 1C, or 1D** meet this definition and can provide documentation of their service and discharge if necessary?

☐ YES ☐ NO

SIGNATURE

By my signature below, I certify under the penalty of law that I am an authorized representative of _____ and that all information on this form is true and correct to the best of my knowledge.

Printed Name _____

Title _____

Date _____

Signature _____

Attachment 5

Experience and Qualifications (20%)

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed five pages (reference RFP SEC. 4.03).

Attachment 6

Understanding of the Project (10%)

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed five pages (reference RFP SEC. 4.04).

Attachment 7

Methodology Used for the Project (10%)

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed five pages (reference RFP SEC. 4.05).

Attachment 8

Management Plan for the Project (10%)

SPECIAL REQUIREMENTS: This Submittal Form must not identify the offeror's proposed costs and must not exceed five pages (reference RFP SEC. 4.06).

Subcontractors

[illegible]

The following pages contain examples of forms that may be required if awarded a contract. The following forms are NOT required when submitting a proposal.

Attachment 10

State of Alaska
Department of Corrections
REQUEST FOR CLEARANCE
for
Contractor/Contract Staff Background Checks

Date: _____

Applicant Name: _____

Mailing Address: _____

Purpose of this check: _____

Date of Birth: _____ Social Security #: _____

Alaska driver's license #: _____

Other states the applicant has resided in and the dates: _____

Prior criminal history (including the state the offense occurred in) _____

Is the applicant currently on probation or parole? _____ If yes, where? _____

Does the applicant have any relatives or acquaintances presently incarcerated in Alaska or under the Dept. of Corrections supervision? _____ If yes, state the person's name/location: _____

Clearance requested by (Contractor): _____

Address: _____ Phone: _____

The information that I have provided is true and accurate to the best of my knowledge. I authorize the Department of Corrections to perform a background investigation for any and all prior convictions or current warrants.

Signature of applicant: _____ Date: _____

Contractor's signature: _____ Date: _____

Department Use Only

* * * * *

APSIN/WANTS: Clear: _____ Wants: _____ See Attached: _____

NCIC/WANTS: Clear: _____ Wants: _____ See Attached: _____

Criminal History Check (Alaska) No record found: _____ See Attached: _____

Criminal History Check (other states) No record found: _____ See Attached: _____

Approved by: _____ Date: _____

Contract Oversight Officer/Superintendent,
Division of Institutions

Request Granted: _____ Request Denied: _____

Reason for denial: _____

DOC Staff Signature/Title: _____ Date: _____

Attachment 11



PREA Employment Disclosure

****Pursuant to the Prison Rape Elimination Act of 2003 (PREA)****

Name

PCN #

Date

It is necessary that all Department of Corrections employees, contract staff, and volunteers be carefully screened prior to employment. This includes a review of all prior employment/service with employers that house or provide services to offenders, youths, vulnerable persons, or others in a correctional facility, juvenile facility, residential treatment center, nursing home, personal care program, group home, etc.

Have you ever been employed by or otherwise provided services on a contract or volunteer basis in a prison, jail, lockup, community confinement facility, juvenile facility, or other facilities in which you provided care or treatment for the mentally ill, disabled or mentally challenged, chronically ill, or handicapped, residential care or treatment facilities for juveniles; facility that provided skilled nursing, short or long-term care or custodial or residential care?

☐ Yes – Specify all

☐ No

Facility Name			
Position Title	Location (City, State)	Start End date (00/0000)	Facility contact phone

☐ Verification complete Date completed: _____

Facility Name			
Position Title	Location (City, State)	Start End date (00/0000)	Facility contact phone

☐ Verification complete Date completed: _____

Facility Name			
Position Title	Location (City, State)	Start End date (00/0000)	Facility contact phone

☐ Verification complete Date completed: _____

Facility Name			
Position Title	Location (City, State)	Start End date (00/0000)	Facility contact phone

☐ Verification complete Date completed: _____

Attachment 11



PREA Employment Disclosure

****Pursuant to the Prison Rape Elimination Act of 2003 (PREA)****

Facility Name			
Position Title	Location (City, State)	Start End date (00/0000)	Facility contact phone

☐ Verification complete Date completed: _____

Facility Name			
Position Title	Location (City, State)	Start End date (00/0000)	Facility contact phone

☐ Verification complete Date completed: _____

Facility Name			
Position Title	Location (City, State)	Start End date (00/0000)	Facility contact phone

☐ Verification complete Date completed: _____

Facility Name			
Position Title	Location (City, State)	Start End date (00/0000)	Facility contact phone

☐ Verification complete Date completed: _____

Acknowledgment and Release

I understand that a background check will be conducted including, but not limited to, prior employment and contract/volunteer service. I understand that, if hired, untruthful or misleading answers or deliberate omissions may be cause for rejection of my application and removal of my name for consideration for employment with the Department of Corrections. By signing this form, I am acknowledging that the information provided above is accurate and complete and giving my authorization to the release of my information.

Print Name

PCN #

Signature

Date

Attachment 11



Institutional Employment / Service Disclosure

Pursuant to the Prison Rape Elimination Act of 2003 (PREA)

It is necessary that all Department of Corrections employees, contract staff, and volunteers be carefully screened prior to employment. This includes a review of all prior employment/service with employers that house or provide services to offenders, youths, vulnerable persons, or others in a correctional facility, juvenile facility, residential treatment center, nursing home, personal care program, group home, etc.

Applicant Name: _____ **PCN #:** _____

Verification completed by: _____ **Date:** _____

FACILITY:

CONTACT PERSON:

Question 1: Are you aware of whether or not this person engaged in sexual abuse of an offender, detainee, or resident while employed at your facility? If **yes**, please elaborate (e.g., outcomes, determinations, description of allegation)

- ☐ Yes
☐ No

Comments:

Question 2: Are you aware of whether or not this person has ever been the subject of an investigation for engaging, or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?

- ☐ Yes
☐ No

Comments:

Question 3: Are you aware of whether or not this person has ever been civilly or administratively adjudicated to have engaged in the activity described in the prior questions above related to sexual abuse or sexual activity?

- ☐ Yes
☐ No

Comments:

Attachment 11



Institutional Employment / Service Disclosure

Pursuant to the Prison Rape Elimination Act of 2003 (PREA)

Name

PCN #

Date

Question 4: Are you aware of whether or not this person resigned from your facility while under investigation of an allegation of sexual abuse of an offender, detainee, or resident?

☐ Yes

☐ No

Comments:

Employer Attempts	Method	Date	Comments
1 st Attempt			
2 nd Attempt			
3 rd Attempt			



Department of Corrections – Background Information


Applicant Name: _____ PCN #: _____

Date: _____ Completed by: ☐ Employee
☐ Hiring Manager

Question 1: Please select each state or territory in which you have ever lived:

- | | |
|--|---|
| <input type="checkbox"/> I have never lived in the United States or one of its territories | <input type="checkbox"/> Nevada |
| <input type="checkbox"/> Alabama | <input type="checkbox"/> New Hampshire |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> New Jersey |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> New Mexico |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> New York |
| <input type="checkbox"/> California | <input type="checkbox"/> North Carolina |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Oregon |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Maryland | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Michigan | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Minnesota | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Mississippi | <input type="checkbox"/> District of Columbia |
| <input type="checkbox"/> Missouri | <input type="checkbox"/> American Samoa |
| <input type="checkbox"/> Montana | <input type="checkbox"/> Guam |
| <input type="checkbox"/> Nebraska | <input type="checkbox"/> Puerto Rico |
| | <input type="checkbox"/> U.S. Virgin Islands |

Attachment 12

	State of Alaska Department of Corrections Policies and Procedures	Index #:	202.01	Page 1 of 2	
		Effective:	10/17/14	Reviewed:	
		Distribution:	Public	Due for Rev:	10/2018
	Chapter:	Personnel			
	Subject:	Code of Ethical Professional Conduct			

I. Authority

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

II. References

Alaska Statutes

AS 18.80.200, AS 39.52.010-.960, AS 39.90.010-.150

Alaska Administrative Code

13 AAC 85.230

III. Purpose

To establish uniform procedures within the Department for ethical and professional conduct of staff, contractors, and volunteers.

IV. Application

All staff, contractors, and volunteers

V. Definitions

A. Ethical: Conforming to a standard of what is right and good.

B. Professional: Behavior and conduct befitting a person employed in a position of public trust.

VI. Policy

Every employee, volunteer and contractor shall abide by the Alaska Police Standards Council Code of Ethics for Correctional, Probation, and Parole Officers.

VII. Procedures

A. All employees and contractors shall review and sign the Code of Ethical Professional Conduct for Employees (Form 202.01A). Failure to do so may result in disciplinary action.

B. A copy of the signed form shall be maintained in the employee's permanent personnel file, or for a contractor, in a file maintained by the Division of Administrative Services for this purpose.

C. If employees, supervisors, or managers do not understand any portion of the Code, it is their responsibility to request clarification from their supervisors prior to signing the form.

D. Employees, including supervisors and managers, who violate the Code of Ethical Professional Conduct are subject to corrective or disciplinary action.

E. All volunteers shall review and sign the Code of Ethical Professional Conduct for Volunteers (Form 202.01B). A copy of the signed form will be retained by the Institutional Volunteer Supervisor.

VIII. Implementation

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

10.17.2014

Date

SIGNATURE ON FILE

Joseph D. Schmidt, Commissioner
Department of Corrections

Applicable Forms to this Policy:

202.01A (Code of Ethical Professional Conduct for Employees)

202.01B (Code of Ethical Professional Conduct for Volunteers)

Original: 1/21/1985 (Code of Ethics and Standards of Conduct)

Revised 4/17/1985

Revised: 4/2/1990

Revised: 7/25/1991

Revised: 4/15/2000 (Code of Ethical Professional Conduct)

Revised: 11/22/2002

Revised 12/3/2007

**DEPARTMENT OF CORRECTIONS
EMPLOYEES
CODE OF ETHICAL PROFESSIONAL CONDUCT**

As an employee of the Department of Corrections, whether a Correctional, Probation, or Parole Officer, or in another capacity, my fundamental duty is to respect the dignity and individuality of all people, to provide professional and compassionate service, and to be unfailingly honest. I will not discriminate against any person on the basis of race, religion, color, national origin, sex, age, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, or any other class protected by law, and will respect and protect the civil and legal rights of all inmates, probationers, and parolees.

I will respect the right of the public to be safeguarded from criminal activity and will be diligent in recording and making available for review all case information that could contribute to sound decisions affecting the public safety, or an inmate, probationer, or parolee. I will maintain the integrity of private information and will neither seek personal data beyond that needed to perform my duties, nor reveal case information to anyone not having a proper professional use for the information. In making public statements, I will clearly distinguish between those that are my personal views and those that are made on behalf of the agency. I will not use my official position to secure privileges or advantages for myself and will not accept any gift or favor that implies an obligation inconsistent with the objective exercise of my professional duties.



I will not act in my official capacity in any matter in which I have a personal interest that could in the least degree impair my objectivity. I will not engage in undue familiarity with inmates, probationers, or parolees. I will report any corrupt or unethical behavior of a fellow correctional, probation, or parole officer that could affect either an inmate, probationer, or parolee, or the integrity of the agency, but will not make statements critical of colleagues or other criminal justice agencies unless the underlying facts are verifiable. I will respect the importance of, and cooperate with, all elements of the criminal justice system, and will develop relationships with colleagues to promote mutual respect for the profession and improvement of the quality of service provided.

I have read the Code of Ethical Professional Conduct and have sought and obtained clarification of portions which I did not understand. I recognize that failure to abide by the Code may result in corrective, disciplinary, or other appropriate action, up to and including dismissal.

Printed Name

Signature

Date

<p align="center">STATE OF ALASKA DEPARTMENT OF CORRECTIONS</p>  <p align="center">POLICIES & PROCEDURES</p>	SECTION: Administration	PAGE: Page 1 of 12
	CHAPTER: 200 NUMBER: 202.15	P&PTYPE: Public
	TITLE: Standards of Conduct	
	APPROVED BY:  Dean R. Williams, Commissioner	DATE: 02/15/17
ATTACHMENTS / FORMS: (A.) Standards of Conduct Certificate of Review and Compliance.	AUTHORITY / REFERENCES: 22 AAC 05.045 AS 33.30.011 22 AAC 05.060 AS 33.30.021 22 AAC 05.095 AS 39.28 22 AAC 05.155 AS 39.52 22 AAC 05.196 AS 39.90.010-150 AS 12.62.120 AS 44.09.015 AS 12.62.900 AS 44.28.030 AS 18.80.200 DOC P&P 202.01 AS 33.05.010 FBI CJIS Security Policy. AS 33.16.180 State of Alaska Constitution, Art. I, Sec. 3, Civil Rights. HIPAA, Pub. L. 104-191. ADA, 42 U.S.C. 12101 et seq.	

POLICY:

It is the policy of the Department of Corrections (DOC) that in the daily performance of their duties, employees will demonstrate honesty, integrity, and respect for the worth and individuality of all persons. Department employees shall also demonstrate a strong commitment to professional and ethical correctional service.

APPLICATION:

This policy and procedure will apply to all Department employees.

DEFINITIONS:

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

Business Relationships:

A relationship between individuals or companies entered in to for commercial purposes and usually some kind of financial gain. Such relationships are sometimes formalized with legal contracts or agreements.

Conflict Of Interest:

A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and a competing professional or public interest.

SUPERCEDES POLICY DATED:	01/09/08
THIS POLICY NEXT DUE FOR REVIEW ON:	02/15/22

SECTION: Administration		PAGE: Page 2 of 12
CHAPTER: 200	NUMBER: 202.15	P&P TYPE: Public
TITLE: Standards of Conduct		

Egregious Misconduct:

Misconduct that is extraordinary in some bad way, and includes but is not limited to, the definition of egregious misconduct found in applicable collective bargaining agreement.

Illegal Behavior:

Behavior that falls outside the law.

Investigations:

The formal or systematic examination or research of an event or person based on the study of factual information. There are various types of investigations including:

- **Official Investigations:**
Investigations that are conducted with the intent of being formally recorded. Such investigations usually follow a set format and would have an outcome that is documented in some official manner.
- **Internal Investigations:**
Investigations undertaken by the Department of Corrections and kept within the Department. Such investigations may not involve outside agencies and the outcome of the investigations would typically not be released outside of the Department.
- **Administrative Investigations:**
Investigations based on the possibility that the event or conduct of the person in question may have involved some form of misadministration (such as the breach of a policy), with the aim of corrective action or discipline when warranted.
- **Criminal Investigations:**
Investigations to determine whether the event or conduct of the person in question may have been criminal in nature.

Medical Information:

Any written, verbal, or electronic information about a person's health status (past or present) or the provision of health care.

Professional Conduct:

Behavior befitting a person employed in a position of public trust.

Unethical Behavior:

Behavior that falls outside of what is considered morally right or proper for a person, profession, or an industry, including behavior which conflicts with the Alaska Executive Branch Ethics Act (AS 39.52) or the Department's Code of Ethical and Professional Conduct (DOC P&P 202.01).

PROCEDURES:

The following rules and standards express in general terms the conduct expected of DOC employees. Violations

SECTION: Administration		PAGE: Page 3 of 12
CHAPTER: 200	NUMBER: 202.15	P&P TYPE: Public
TITLE: Standards of Conduct		

of these principles may result in corrective or disciplinary action, up to and including dismissal. Instances of egregious misconduct may result in immediate dismissal. The following list is not all-inclusive. In addition to generally accepted principles of employment (e.g., employees may not steal from their employers), the State of Alaska and each DOC office or institution has site specific policies and procedures, the violation of which may result in corrective or disciplinary action.

I. General Provisions:

- A. Employees shall comply with and obey all federal, state, and municipal laws.
- B. Employees shall comply with and obey all DOC regulations, policies and procedures, operational memoranda, orders, and instruction. Employees shall not aid, abet, or incite another employee to violate these guidelines.
- C. Employees shall promptly obey directives given by supervisors. If a directive is in conflict with a previous directive, the employee shall inform the supervisor of the conflict. If the supervisor does not retract or alter the directive, it shall stand; however, employees shall not be compelled to obey any directive that would require them to commit or abet an unlawful act.
- D. Failure to obey an order lawfully issued by a supervisor or the use of abusive language toward a supervisor shall be deemed an act of insubordination.
- E. Unlawful discrimination, workplace harassment, or creating a disrespectful workplace will not be tolerated. Employees, offenders, and their families shall be treated professionally at all times regardless of their race, religion, color, creed, national origin, physical or mental disability, sex, marital status, changes in marital status, pregnancy, parenthood, or age.
- F. The DOC complies with the State's Equal Employment Opportunity (EEO) Act (AS 39.28) that prohibit retaliation against an employee in any aspect of employment including promotion, job assignment, or any other terms or conditions of employment because that employee filed a charge of discrimination, complained about illegal discrimination, or because they participated in an employment discrimination proceeding such as an investigation.
- G. When dealing with the public, offenders, and each other, employees shall be courteous and respectful. Employees shall not use violent, profane, or abusive language or gestures.
- H. Employees shall be truthful and forthright in their statements and communications regarding other employees or offenders.
- I. Employees will avoid any conduct, on or off duty, which compromises their integrity and betrays the trust, faith, and public confidence in the DOC.
- J. Employees are obligated to be accountable and efficient in the use of state resources. Employees shall not use or allow the use of state time, supplies, or state-owned or leased property and equipment for their

SUPERCEDES POLICY DATED:	01/09/08
THIS POLICY NEXT DUE FOR REVIEW ON:	02/15/22

SECTION: Administration		PAGE: Page 4 of 12
CHAPTER: 200	NUMBER: 202.15	P&PTYPE: Public
TITLE: Standards of Conduct		

personal gain. Use of state equipment and resources must not violate the State's Executive Branch Ethics Act (AS 39.52). Loss, misuse, misplacement, theft, or destruction of state property must be reported to the appropriate supervisor immediately. Employees shall not appropriate any lost, found, evidential, or DOC property for their own use.

- K. Employees shall report fit for their duty assignment, punctually at the time and place directed. Employees are prohibited from engaging in unprofessional conduct which prohibits immediate response in case of emergency.
- L. Employees are required to remain alert and attentive during duty hours. Sleeping, or being distracted by non-job-related activity that in itself constitutes an unprofessional use of state time is strictly forbidden. Examples of unprofessional use of state time include playing games, extended and recreational reading of newspapers, books and magazines; extended periods of non-work-related internet use, including web surfing; engaging in lengthy personal phone calls and any other action which results in a failure to be attentive of the security and safety of the institution/ office. This list is not all inclusive, and there are other activities that are non-job related which may also constitute an unprofessional use of state time warranting discipline, up to and including dismissal.
- M. Employees shall not knowingly falsify any document nor willfully depart from the truth in giving testimony or in connection with any official duty or investigation.
- N. Employees shall not interfere with any action or investigation assigned to another employee or interfere with DOC operations.
- O. Any level of intoxication or the use or possession of any kind of alcoholic beverage, legal intoxicant or illegal or non-prescribed controlled substance, or drug paraphernalia on the job or on DOC property is prohibited. Employees on duty are not to smell of or to be under the influence of alcohol or marijuana. Employees smelling of or appearing to be under the influence of alcohol or marijuana may be requested to be the subject of an alcohol / drug test. Nor may employees report for duty under the influence of any over the counter or prescription-controlled substance if that substance adversely impacts the employee's ability to perform their duties.

II. Conflicts of Interest:

- A. Employees shall avoid situations that give rise to a financial or personal conflict of interest and shall abide by the provisions of the Alaska Executive Branch Ethics Act (AS 39.52).
- B. Employees shall refuse to accept any gifts, presents, subscriptions, favors, gratuities, scholarships, or promises that could be interpreted as being offered to the employee in order to cause a DOC employee to refrain from performing his or her official duties, or to provide special favor or status to offenders or contractors providing services to the DOC.
- C. Employees shall not accept private or special advantage from their official status as employees of the DOC. DOC credentials, uniforms, identification cards, or badges may not be used to coerce, intimidate,

SUPERCEDES POLICY DATED:	01/09/08
THIS POLICY NEXT DUE FOR REVIEW ON:	02/15/22

SECTION: Administration		PAGE: Page 5 of 12
CHAPTER: 200	NUMBER: 202.15	P&PTYPE: Public
TITLE: Standards of Conduct		

or deceive others or to obtain any privilege or articles not otherwise authorized in the performance of official duties.

- D. Employees shall not engage in any other employment during scheduled work hours, nor shall any State resources be used in furtherance of off-duty employment (paid or unpaid), volunteer, or business activities. Time off for volunteer activities (emergency search and rescue, volunteer fire service, etc.) is subject to the normal leave provisions. This restriction shall not apply to employees involved in legitimate military service, such as the AK State Defense Force or Army National Guard.
- E. Employees shall accept no position, paid or unpaid, that conflicts with their duty to report wrongdoing by offenders, volunteers, staff, or members of the public.

III. Relationships Between Supervisors and Subordinates and Relationships Between Peers:

- A. Dating, romantic, sexual relations, or engaging in joint business relationships between supervisors and subordinates when the subordinates are within the direct supervisory chain of command of the supervisor is prohibited. If such a relationship exists or develops, the employees involved shall report it to the office or institution manager to discuss the arrangements that must be made (e.g., shift or supervisory reassignments) to comply with this policy. Exceptions to the policy require written approval by the Commissioner. It is understood that a transfer of one party may be the result of such a relationship and that such an action shall not be considered an act of discipline.
- B. Dating, romantic, sexual relations, or engaging in joint business relationships between employees and a supervisor in their chain-of-command at any level is also prohibited. If such a relationship exists or develops, the employees involved shall report it to the appropriate Division Director and duty reassignments may be made to comply with this policy.
- C. Dating, romancing, sexual relations, engaging in joint business or the ending of such relationships with a coworker shall not interfere with the performance of the employee's duties nor create a hostile workplace for co-workers.
- D. Supervisors shall not give, accept, or solicit gifts, money, or favors to or from peers or employees under their supervision. Gifts of minor monetary value (e.g., Christmas, birthday, and retirement presents) or collections for flowers or gifts on occasions of grief or celebration are not considered contrary to the spirit of this policy. At no time shall such gifts be purchased with State funds.
- E. Supervisors shall not use abusive or obscene language toward a subordinate nor shall subordinates use abusive or obscene language toward a supervisor.
- F. At no time shall a supervisor show undue favoritism to a subordinate. Undue favoritism is a conflict of interest with an employee's obligation to exercise fairness and professional judgment in the conduct of State business. Employees shall avoid participation in situations that may create undue favoritism.

IV. Relationships with Offenders and Family Members of Offenders:

SUPERCEDES POLICY DATED:	01/09/08
THIS POLICY NEXT DUE FOR REVIEW ON:	02/15/22

SECTION: Administration		PAGE: Page 5 of 12
CHAPTER: 200	NUMBER: 202.15	P&PTYPE: Public
TITLE: Standards of Conduct		

- A. Brutality, physical violence, or verbal abuse of offenders by employees will not be permitted. Employees are authorized to use only that level of force necessary to control an offender or to enforce legitimate and legal commands as provided in the Department's use of force policy.
- B. Employees will not exchange special treatment or favors or make threats to obtain information from offenders.
- C. Except as set out in D. below, employees may not knowingly maintain social, sexual, business, or financial associations with offenders that are under the supervision of the DOC, or a member of the offender's immediate family. This prohibition applies to any state or federal offender under the supervision of the DOC, whether the offender is actively detained or incarcerated at a DOC institution, or whether the offender is not incarcerated but is on probation, parole, or furlough supervised by the DOC. This includes, but is not limited to, telephone calls, letters, notes, social media communications or other communications outside the normal scope of employment. Business relationships do not include the purchase of merchandise or groceries from a legitimate retail outlet or the purchase of services from a legal business. Exceptions to this rule include pretrial defendants released on bail unless the defendant is under the supervision of a probation office and those employees who are actively involved in common pro-social activities with offenders such as work, school, treatment programs, sports leagues, and supportive re-entry efforts.
- D. Employees shall not directly or indirectly give to or accept from any offender or member of the offender's family anything in the nature of a gift or promise of a gift.
- E. Employees shall not engage in any unauthorized game, contest, sport, or betting with any offender. Exceptions to this rule include pro-social, organized sports activities.
- F. During the performance of their duties or while acting as representatives of the DOC, employees may not sign any petition, letter, or recommendation to the courts or to representatives of the courts regarding leniency, pardon, probation, parole, or any other form of criminal case disposition on behalf of an offender unless:
 - 1. To do so is a requirement of his or her position; or
 - 2. The employee has received authorization from the institution or office manager.
- G. Regardless of where the employee works in the DOC, in cases where a close personal relationship with an offender or offender's family member existed prior to the offender coming under the supervision of the DOC, the employee shall notify their chain-of-command in writing immediately. The institution or office manager shall determine the appropriate parameters of the employee's conduct toward the offender or offender's family. It is understood that a transfer of one party may be the appropriate reaction to such circumstance and will not be considered disciplinary.
- H. Employees shall not discuss their personal life or another employee's personal life with offenders.

SECTION: Administration		PAGE: Page 7 of 12
CHAPTER: 200	NUMBER: 202.15	P&P TYPE: Public
TITLE: Standards of Conduct		

- I. Employees shall not bring into or carry out of any DOC institution any items for offenders. All items received or purchased from offenders or given to offenders will be through official sanctioned channels and will have prior approval of the office or institution manager. The introduction of any items of contraband onto the grounds of any secure institution is prohibited.

V. Illegal or Unethical Behavior:

- A. Employees are expected to obey all federal, state, and local laws. Neither the absence of a criminal complaint or conviction, nor the dismissal of or acquittal on a criminal charge, shall preclude internal administrative investigation and discipline regarding allegations of illegal or unethical conduct, on or off duty.
- B. DOC employees have an affirmative obligation to report immediately in writing to their office or institution manager any knowledge of criminal activity or unethical action on the part of other employees while on duty or on DOC premises.
- C. When an employee is the subject of an external criminal investigation, has been arrested for, charged with, or convicted of any felony or misdemeanor (except minor traffic violations), or is required to appear as a defendant in any criminal court, that employee shall immediately inform and provide a written report to the employee's chain-of-command. The officer or institution manager shall inform the Director of the division in which the employee is a member and the appropriate Human Resource Manager.
- D. While off duty, employees shall not associate or deal with persons who are known to be involved in illegal activities.

VI. Reports and Investigations:

- A. Reports and logs submitted by employees shall be truthful and complete. No employee shall knowingly enter or cause to be entered any inaccurate, false, or improper information, nor shall they fail to include pertinent information known to them regarding the matter at issue.
- B. Employees shall not convert to their own use, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence.
- C. During the course of an official investigation an employee can be ordered to cooperate in an internal / administrative investigation and must truthfully answer questions that are specifically, directly, and narrowly related to the employee's official conduct, to include providing a signed statement or affidavit if requested. Statements made pursuant to an order to cooperate in an internal/ administrative investigation and evidence that is derived from the statements cannot be used against the employee in any criminal proceeding.

An employee will not be compelled in any criminal investigation to be a witness against themselves. Employees interviewed in conjunction with a criminal investigation will be afforded all rights under

SECTION: Administration		PAGE: Page 7 of 12
CHAPTER: 200	NUMBER: 202.15	P&P TYPE: Public
TITLE: Standards of Conduct		

Miranda v. Arizona (1966) and the Fifth Amendment of the US Constitution.

VII. Medical Information:

- A. Employees are reminded that medical information that the DOC gathers and maintains is protected by federal and state laws and regulations, such as the Health Insurance Portability and Accountability Act (HIPAA).
- B. All medical information (including mental health and substance abuse information) is considered confidential, and employees may not disseminate or release any medical information without first ensuring that:
 1. The release is authorized by law or the person whose information it is; and
 2. The person (or entity) requesting the information is authorized to receive it.
- C. Employees are expected to handle medical information in a way that preserves its confidentiality at all times. This means restricting access to stored medical information, not leaving medical information accessible when it is not being used and transmitting medical information in a secure manner so that it may not be viewed or intercepted by those not authorized to view or receive it.
- D. Employees who come in to contact with medical information indirectly, such as officers escorting offenders to medical appointments or clerical staff working in clinics, are also expected to keep the information confidential. Any medical information that employees may see or hear as part of their normal duties should be handled appropriately and kept confidential.
- E. If an employee is witness to any misuse or mishandling of medical information, they shall immediately report it to their supervisor. Reports of misuse or mishandling of medical information will be taken seriously and will be investigated. Employees found to have misused or mishandled medical information may face discipline.

VIII. Criminal Justice Information:

- A. Employees are reminded that criminal justice information that the DOC gathers and maintains (whether handwritten or electronic) is protected by federal and state laws and regulations, such as the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy and Alaska Statute 12.62.160.
- B. According to the FBI (CJIS Security Policy, Appendix A) and Alaska Statute (AS 12.62.900) criminal justice information may include:
 1. Biometric data;
 2. Identity history;
 3. Person data;
 4. Organization data;

SUPERCEDES POLICY DATED:	01/09/08
THIS POLICY NEXT DUE FOR REVIEW ON:	02/15/22

SECTION:	Administration	PAGE:	Page 9 of 12
CHAPTER:	200	NUMBER:	202.15
		P&P TYPE:	Public
TITLE:	Standards of Conduct		

5. Property (when accompanied by any personally identifiable information) data;
6. Case/ incident history data;
7. Non-conviction information;
8. Correctional treatment information; and
9. Information relating to a person to be located, whether or not that person is wanted in connection with the commission of a crime.

C. The DOC makes use of several different repositories for criminal justice information including the Alaska Public Safety Information Network (APSIN) operated by the Department of Public Safety and the DOC's own Alaska Corrections Offender Management System (ACOMS). This policy shall apply to any additional criminal justice information systems that are either created or adopted in the future for DOC use.

D. Access to these databases is restricted and employees shall only access information in these databases when a legitimate business need exists. No employee shall access these databases for personal use.

E. DOC employees are also prohibited from altering or deleting any documentation or criminal justice information entered into a criminal justice information system (such as the DOC offender management system) by another person, without first securing the approval of their Superintendent, Chief Probation Officer or equivalent supervisor or their designee. Before granting approval for an employee to alter or delete documentation or criminal justice information entered by another person, the supervisor or designee shall be satisfied that the alteration / deletion is legitimate and necessary for business needs.

F. All criminal justice information is considered confidential, and employees may not disseminate or release any criminal justice information without first ensuring that:

1. The release is authorized by law or the person whose information it is; and
2. The person (or entity) requesting the information is authorized to receive it.

G. Employees are expected to handle criminal justice information in a way that preserves its confidentiality at all times. This means restricting access to stored criminal justice information, not leaving criminal justice information accessible when it is not being used and transmitting criminal justice information in a secure manner so that it may not be viewed or intercepted by those not authorized to view or receive it.

H. If an employee is witness to any misuse or mishandling of criminal justice information, they shall immediately report it to their supervisor. Reports of misuse or mishandling of criminal justice information will be taken seriously and will be investigated. Employees found to have misused or mishandled criminal justice information may face discipline, as well as legal action.

IX. Public Statements and Disclosure of Information:

A. All official statements for public release concerning the affairs of the DOC must be authorized by the Commissioner, a Deputy Commissioner, a Division Director, or designee.

SUPERCEDES POLICY DATED:	01/09/08
THIS POLICY NEXT DUE FOR REVIEW ON:	02/15/22

SECTION: Administration		PAGE: Page 10 of 12
CHAPTER: 200	NUMBER: 202.15	P&P TYPE: Public
TITLE: Standards of Conduct		

- B. In any public statement, employees will clearly distinguish between those that are positions of the DOC and those that are personal views. Employees are responsible for the accuracy of their statements.
- C. Employees shall not disclose confidential information (ranging from personal data concerning employees and offenders to information that would breach security or endanger any person) unless authorized in policy or having been directed to do so by the employee's Director or designee. Employees who receive such a request for information will refer the inquiring party to the office or institution manager.
- D. Social Media:
1. When identifying yourself as a DOC employee on social media **or** if you have a position for which your DOC association is known to the general public, ensure your profile and related content is consistent with how you wish to present yourself as a professional employee, appropriate with the state and public trust associated with your position. DOC employees shall have no expectation of privacy when using social media tools.
 2. All posts or comments on social media that may be related, directly or indirectly, to your employment by the State of Alaska and the Department of Corrections shall be preceded by a disclaimer that clearly states that the opinions or views expressed are yours alone and do not represent the views of the DOC or your institution or office.
 3. Without written permission from the Commissioner, or designee, the use of any image or photograph of images that belong to the DOC is prohibited, including:
 - a. Department shoulder patch;
 - b. Department official logo;
 - c. Photographs or any graphic rendition of any DOC building, office, institution, or grounds; and
 - d. Any image of an offender (with or without permission).
 4. Without written permission from the Lieutenant Governor, the use of the state seal is prohibited.
 5. In a publicly accessible forum, employees shall not discuss any DOC related information that is not already considered public information. The discussion of sensitive, privileged, or protected information is strictly prohibited. This rule applies even in circumstances where password or other privacy controls are implemented.
- E. Employees are prohibited from accessing official records of any kind unless doing so is a part of the employees' job requirements.
- F. Employees shall not remove any documents or other items from files or make copies of records or documents, except in accordance with established procedures or upon proper authorization. Employees shall not use, or release for use, official information for private purposes.

SECTION: Administration		PAGE: Page 11 of 12
CHAPTER: 200	NUMBER: 202.15	P&P TYPE: Public
TITLE: Standards of Conduct		

G. Former employees will be granted access only to DOC information available to other members of the public and will have no greater standing than members of the public.

X. Clothing and Uniforms:

While on duty all employees will adhere to the DOC's policies on uniforms and appearance.

XI. Egregious Misconduct:

Egregious misconduct may warrant immediate dismissal on a first offense. The following lists are not all inclusive. Executive Branch employees are subject to additional statutes, regulations, policies, and other directives, the violation of which may result in dismissal for a first offense. Also, the totality of circumstances in a given circumstance may warrant immediate dismissal on a first offense whether or not a specific violation is listed below.

A. All DOC employees are prohibited from:

1. Engaging in unlawful discrimination or harassment;
2. Engaging in dishonesty, including dishonesty during an investigation into misconduct alleged to have been committed by the employee or by the employee's co-workers;
3. Theft of State time or resources;
4. Gross disobedience or insubordination;
5. Use, possession or being under the influence of alcohol or any illegal controlled substance on DOC's time or premises;
6. Engaging in physical assault or misconduct, abusive, or lewd behavior;
7. Abandonment of duties;
8. Involvement in illegal activities, including but not limited to conviction of a felony or misdemeanor when the activity or offense giving rise to the conviction or the conviction itself (including a conviction based on a plea of no contest), could adversely affect the employee's availability, ability, or fitness to perform the employee's duties, or adversely impacts the DOC 's ability to carry out its mission;
9. Intentionally aiding or abetting on offender's escape or attempted escape;
10. Introducing contraband onto the grounds of a secure institution;
11. Using excessive force on an offender;

SECTION: Administration		PAGE: Page 12 of 12
CHAPTER: 200	NUMBER: 202.15	P&P TYPE: Public
TITLE: Standards of Conduct		

12. Engaging in undue familiarity, including but not limited to sexual contact, with an offender;

13. Intentionally or negligently endangering or breaching security, including releasing of confidential information when such release has the effect of endangering security; and

14. Being involved in illegal activities, on or off duty, regardless of whether charged or convicted of a crime.

B. Egregious misconduct includes:

1. Conviction of any felony; and

2. Conviction of a misdemeanor when the activity or offense giving rise to the conviction or the conviction itself (including a conviction based on a plea of no contest) adversely affects the employee's availability, ability, or fitness to perform the employee's duties, or may adversely impact the DOC 's reputation or ability to carry out its mission. Misdemeanor convictions involving domestic violence (whether or not charged as a crime of domestic violence), DUI, refusal of chemicalbreath test, sexual assault or abuse, or the illegal possession, use, transport, transfer, or sale of a controlled substance, by their nature may subject an employee to disciplinary action up to and including termination.

XII. Responsibilities:

A. Division Directors shall ensure dissemination, posting, training, and enforcement of this policy.

B. Office and institution managers and supervisors shall ensure that all employees or persons from other agencies, whose assignment is primarily on the premises of DOC institutions or offices, have read, understand, and adhere to this policy. Failure of managers or supervisors to do so may result in discipline up to and including dismissal.

C. Failure on the part of any employee to implement this policy may constitute grounds for disciplinary action up to and including dismissal from public service.

D. The Human Resources Office shall provide all new employees with a copy of this policy as part of the new employee information packet.

E. All employees shall sign the *Standards of Conduct Certificate of Review and Compliance* (Attachment A), which will be placed in the employee's permanent personnel record. If an employee does not understand any section of this policy, it is the employee's responsibility to obtain clarification from the employee's supervisor prior to signing the Certificate.

F. Any variance from this policy must have prior written authorization from the Commissioner or their designee.

Standards of Conduct: Certificate of Review and Compliance

I have read Policy 202.15 Standards of Conduct (12/07) and have sought and obtained clarification of any portions which I did not understand. I recognize that failure to abide by the Standards of Conduct may result in corrective, disciplinary, or other appropriate action.

Printed Name _____

Signature _____

Date _____

(Attachment 13) STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES

The parties' contract comprises this Standard Agreement Form, as well as its referenced Articles and their associated Appendices

1. Agency Contract Number	2. Contract Title	3. Agency Fund Code	4. Agency Appropriation Code
5. Vendor Number	6. IRIS GAE Number (if used)	7. Alaska Business License Number	
This contract is between the State of Alaska,			
8. Department of		Division	hereafter the State, and
9. Contractor hereafter the contractor			
Mailing Address	Street or P.O. Box	City	State ZIP+4
10. ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it. ARTICLE 2. Performance of Service: 2.1 Appendix A (General Provisions), Articles 1 through 16, governs the performance of services under this contract. 2.2 Appendix B sets forth the liability and insurance provisions of this contract. 2.3 Appendix C sets forth the services to be performed by the contractor. ARTICLE 3. Period of Performance: The period of performance for this contract begins _____, and ends _____. ARTICLE 4. Considerations: 4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed \$_____ in accordance with the provisions of Appendix D. 4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:			
11. Department of		Attention: Division of	
Mailing Address		Attention:	
12. CONTRACTOR		14. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alternations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove, or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.	
Name of Firm			
Signature of Authorized Representative	Date		
Typed or Printed Name of Authorized Representative			
Title			
13. CONTRACTING AGENCY		Signature of Head of Contracting Agency or Designee	Date
Department/Division	Date		
Signature of Procurement Officer		Typed or Printed Name	
Typed or Printed Name of Procurement Officer		Title	
Title			

NOTICE! This contract has no effect until signed by the head of the contracting agency, procurement officer or designee.

APPENDIX A GENERAL PROVISIONS

Article 1. Definitions.

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

Article 2. Inspections and Reports.

- 2.1 The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2 The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

Article 3. Disputes.

- 3.1 If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

Article 4. Equal Employment Opportunity.

- 4.1 The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5 The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of contract.

Article 5. Termination.

- 5.1 The Procurement Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of breach of contract by the contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.
- 5.2 The Procurement Officer may also, by written notice, terminate this contract under Administrative Order 352 if the contractor supports or participates in a boycott of the State of Israel.

Article 6. No Assignment or Delegation.

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

Article 7. No Additional Work or Material.

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

Article 8. Independent Contractor.

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

Article 9. Payment of Taxes.

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

Article 10. Ownership of Documents.

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. Nevertheless, if the contractor does mark such documents with a statement suggesting they are trademarked, copyrighted, or otherwise protected against the State's unencumbered use or distribution, the contractor agrees that this paragraph supersedes any such statement and renders it void. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

Article 11. Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

Article 12. Conflicting Provisions.

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

Article 13. Officials Not to Benefit.

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

Article 14. Covenant Against Contingent Fees.

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

Article 15. Compliance.

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

Article 16. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

APPENDIX B² INDEMNITY AND INSURANCE

Article 1. Indemnification

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

Article 2. Insurance

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

2.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

2.4 Professional Liability Insurance: covering all errors, omissions or negligent acts in the performance of professional services under this agreement. Limits required per the following schedule:

Contract Amount	Minimum Required Limits
Under \$100,000	\$300,000 per Claim / Annual Aggregate
\$100,000-\$499,999	\$500,000 per Claim / Annual Aggregate
\$500,000-\$999,999	\$1,000,000 per Claim / Annual Aggregate
\$1,000,000 or over	Refer to Risk Management

Attachment 14
DEPARTMENT OF PUBLIC SAFETY DIVISION OF STATEWIDE SERVICES
PERSONNEL SECURITY CLEARANCE FORM AND USER AGREEMENT

REQUESTING AGENCY SECTION:

Requesting Agency: _____

If the agency is requesting a clearance for a contractor, vendor, or non-criminal justice employee, list the name of the person's employer: _____

Terminal Agency Coordinator (TAC): _____

If the agency does not have a TAC, list the agency supervisor's name, phone number, and e-mail address: _____

Name of Person for Whom Access is Requested: _____

Type of Access (check all that are necessary to complete job requirements):

☐ Unescorted Building Access and Key Card (DPS Only).
Location/Address: _____

☐ Unescorted Building Access with Photo ID Key Card (DPS Only).
Location/Address: _____

☐ Unescorted Building/Agency Access Only.
Agency/Location: _____

☐ Direct Access to (do not check items that the applicant currently has access to):

☐ Alaska Public Safety Information Network (APSIN)

☐ Alaska Records Management System (ARMS)

☐ Traffic and Criminal Software (TraCs)

☐ DPS Virtual Private Network (VPN)

Reason VPN Required: _____

☐ Report Manager

List Which Folders/Reports _____

☐ Livescan

☐ Felony Sex Offense Database

☐ Other (please describe): _____

I certify that the above information is accurate, and the requested access is necessary for the applicant to complete their assigned duties. I will review this person's access annually, ensure appropriate training and certification is completed, and will notify the CJIS Programs Unit when the above requested access is no longer required and/or authorized for this person.

TAC/Agency Supervisor's Signature: _____ Date: _____

Please send completed forms to:

Mail: Department of Public Safety, CJIS Programs Unit-Security, 5700 E Tudor Road, Anchorage, AK

99507, Fax: (907) 338-1051

APPLICANT SECTION:

Name: _____
(Last) (First) (Middle) (Suffix)

Date of Birth: ____ / ____ / ____ Sex: ____ Driver's License Number: ____ State: ____
(MM) (DD) (YYYY) (M / F)

Job Title: _____ Agency _____ City _____

E-Mail: _____

One Legible Fingerprint Card** Included: ☐ Yes ☐ No (Application cannot be processed) ☐ Already on file***

***Client number on card should be 4003 for Direct APSINIARMS Access; 4156 for Building or Non-Direct System Access*

****Fingerprint cards already on file with DPS for current APSIN clearance; this request is for additional system access*

ACCESS AGREEMENT

I understand that by executing this request, I am agreeing that an investigation into my background, including the search of Alaska Public Safety Information Network (APSIN) and National Crime Information Center (NCIC) will be conducted. I understand that I will be required to submit my fingerprints in connection with this request. I understand that the results of the investigation will be released to the APSIN Security Team personnel and the person requesting this clearance on my behalf for use in determining approval, denial, or appeal of the security clearance.

I hereby certify that I am familiar with the contents of (1) the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy; (2) Alaska Statute 12.62; (3) Alaska Administrative Code (AAC) 13 AAC 68.300-345; and the (4) CJIS Systems Agency (CSA) and agree to be bound by their provisions. The Department of Public (DPS) is the CSA for Alaska. I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which the agency has been authorized. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating, or re-disseminating information received as a result of direct or indirect access for a purpose other than that directly authorized, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than what is authorized also constitutes misuse. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes. In addition to any criminal, civil, or employee disciplinary actions that may result from such misuse, if I am found to have violated this agreement, DPS will revoke my security clearance. DPS may consider reinstatement of the clearance upon receipt of the completed Reinstatement Request form and completion of remedial training. DPS reserves the right to permanently revoke my security clearance.

I understand that unauthorized disclosure of information about the methodology, operation, or internal structure of APSIN or the computer networks that interface with APSIN may threaten the security of these systems. I will not disclose information about the security measures, access and/or operating procedures, equipment, or programs without specific authorization from the DPS CJIS Systems Officer (CSO). I understand that biennial Security Awareness training will have to be completed to maintain a clearance, and that initial training must be completed within six (6) weeks of receiving this security clearance. Security Awareness training is incorporated into the certification exam for direct access users which also requires biennial training/certification and must be completed within six (6) weeks of receiving access codes.

Direct Access Accounts Only: If issued a User ID and password, I will not share the password with anyone. I understand that DPS will maintain a record of all direct access account activity for three years; that this record may be used to audit my use of the system(s) at any time; and that this record may be released to my employer for an administrative investigation and/or to a law enforcement agency for a criminal investigation. I have read, understand, and agree to abide by the terms of this agreement for physical or logical access to the aforementioned criminal justice systems or for access to buildings or computer networks processing CJI from these systems.

Applicant Signature: _____

Date: _____

Attachment 15

APPENDIX H SECURITY ADDENDUM

The following pages contain the legal authority, purpose, and genesis of the Criminal Justice Information Services Security Addendum (H2-H4); the Security Addendum itself (H5-H6); and the Security Addendum Certification page (H7).

FEDERAL BUREAU OF INVESTIGATION CRIMINAL JUSTICE INFORMATION SERVICES SECURITY ADDENDUM

Legal Authority for and Purpose and Genesis of the Security Addendum

Traditionally, law enforcement and other criminal justice agencies have been responsible for the confidentiality of their information. Accordingly, until mid-1999, the Code of Federal Regulations Title 28, Part 20, subpart C, and the National Crime Information Center (NCIC) policy paper approved December 6, 1982, required that the management and exchange of criminal justice information be performed by a criminal justice agency or, in certain circumstances, by a noncriminal justice agency under the management control of a criminal justice agency.

In light of the increasing desire of governmental agencies to contract with private entities to perform administration of criminal justice functions, the FBI sought and obtained approval from the United States Department of Justice (DOJ) to permit such privatization of traditional law enforcement functions under certain controlled circumstances. In the Federal Register of May 10, 1999, the FBI published a Notice of Proposed Rulemaking, announcing as follows:

1. Access to CHRI [Criminal History Record Information] and Related Information, Subject to Appropriate Controls, by a Private Contractor Pursuant to a Specific Agreement with an Authorized Governmental Agency To Perform an Administration of Criminal Justice Function (Privatization). Section 534 of title 28 of the United States Code authorizes the Attorney General to exchange identification, criminal identification, crime, and other records for the official use of authorized officials of the federal government, the states, cities, penal, and other institutions. This statute also provides, however, that such exchanges are subject to cancellation if dissemination is made outside the receiving departments or related agencies. Agencies authorized access to CHRI traditionally have been hesitant to disclose that information, even in furtherance of authorized criminal justice functions, to anyone other than actual agency employees lest such disclosure be viewed as unauthorized. In recent years, however, governmental agencies seeking greater efficiency and economy have become increasingly interested in obtaining support services for the administration of criminal justice from the private sector. With the concurrence of the FBI's Criminal Justice Information Services (CJIS) Advisory Policy Board, the DOJ has concluded that disclosures to private persons and entities providing support services for criminal justice agencies may, when subject to appropriate controls, properly be viewed as permissible disclosures for purposes of compliance with 28 U.S.C. 534.

We are therefore proposing to revise 28 CFR 20.33(a)(7) to provide express authority for such arrangements. The proposed authority is similar to the authority that already exists in 28 CFR 20.21(b)(3) for state and local CHRI systems. Provision of CHRI under this authority would only be permitted pursuant to a specific agreement with an authorized governmental agency for the purpose of providing services for the administration of criminal justice. The agreement would be required to incorporate a security addendum approved by the Director of the FBI (acting for the Attorney General). The security addendum would specifically authorize access to CHRI, limit the use of the information to the specific purposes for which it is being provided, ensure the security and confidentiality of the information consistent with applicable laws and regulations, provide for sanctions, and contain such other provisions as the Director of the FBI (acting for the Attorney General) may require. The security addendum, buttressed by ongoing audit programs of both the FBI and the sponsoring governmental agency, will provide an appropriate balance between the benefits of privatization, protection of individual privacy interests, and preservation of the security of the FBI's CHRI systems.

The FBI will develop a security addendum to be made available to interested governmental agencies. We anticipate that the security addendum will include physical and personnel security constraints historically required by NCIC security practices and other programmatic requirements, together with personal integrity and electronic security provisions comparable to those in NCIC User Agreements between the FBI and criminal justice agencies, and in existing Management Control Agreements between criminal justice agencies and noncriminal justice governmental entities. The security addendum will make clear that access to CHRI will be limited to those officers and employees of the private contractor or its subcontractor who require the information to properly perform services for the sponsoring governmental agency, and that the service provider may not access, modify, use, or disseminate such information for inconsistent or unauthorized purposes.

Consistent with such intent, Title 28 of the Code of Federal Regulations (C.F.R.) was amended to read:

§ 20.33 Dissemination of criminal history record information.

- a) Criminal history record information contained in the Interstate Identification Index (III) System and the Fingerprint Identification Records System (FIRS) may be made available:
 - 1) To criminal justice agencies for criminal justice purposes, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies.
 - 2) To noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and
 - 3) To private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) of this section and for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement must incorporate a security addendum approved by the Attorney General of the United States, which shall specifically authorize access to criminal history record information, limit the use of the information to the purposes for which it is provided, ensure the security and confidentiality of the information consistent with these regulations, provide for sanctions, and contain such other provisions as the Attorney General may require. The power and authority of the Attorney General hereunder shall be exercised by the FBI Director (or the Director's designee).

This Security Addendum, appended to and incorporated by reference in a government-private sector contract entered into for such purpose, is intended to ensure that the benefits of privatization are not attained with any accompanying degradation in the security of the national system of criminal records accessed by the contracting private party. This Security Addendum addresses both concerns for personal integrity and electronic security which have been addressed in previously executed user agreements and management control agreements.

A government agency may privatize functions traditionally performed by criminal justice agencies (or noncriminal justice agencies acting under a management control agreement),

subject to the terms of this Security Addendum. If privatized, access by a private contractor's personnel to NCIC data and other CJIS information is restricted to only that necessary to perform the privatized tasks consistent with the government agency's function and the focus of the contract. If privatized the contractor may not access, modify, use, or disseminate such data in any manner not expressly authorized by the government agency in consultation with the FBI.

FEDERAL BUREAU OF INVESTIGATION CRIMINAL JUSTICE INFORMATION SERVICES SECURITY ADDENDUM

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A-130 as “security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information.”

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks, and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

2.00 Responsibilities of the Contracting Government Agency.

2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes. The acknowledgement may be signed by hand or via digital signature (see glossary for definition of digital signature).

3.00 Responsibilities of the Contractor.

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed and all subsequent versions), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

4.00 Security Violations.

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

4.02 Security violations can justify termination of the appended agreement.

4.03 Upon notification, the FBI reserves the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend or terminate access and services, including telecommunications links. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CGA and Contractor. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.00 Audit

5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

6.00 Scope and Authority

6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.

6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

6.04 This Security Addendum may only be modified by the FBI and may not be modified by the parties to the appended Agreement without the consent of the FBI.

6.05 All notices and correspondence shall be forwarded by First Class mail to:

Information Security Officer

Criminal Justice Information Services Division, FBI

1000 Custer Hollow Road

Clarksburg, West Virginia 26306

**FEDERAL BUREAU OF INVESTIGATION CRIMINAL JUSTICE INFORMATION
SERVICES SECURITY ADDENDUM**

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating, or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating, or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Printed Name/Signature of Contractor Employee

Date

Printed Name/Signature of Contractor Representative

Date

Organization and Title of Contractor Representative

Attachment 16



State of Alaska Correctional Officer 2

Class Spec Code	PJ0312	Established Date	03/01/1970
Last Revised Date	09/14/2023	Bargaining Unit	DP
EEO	EEO4-Protective Service Workers - Sworn	Occupational Group	PJ
FLSA	Determined by Position	Benefit Code	GEN
Physical Class	NA		

General Description

Series Description:

Correctional Officers perform a wide variety of administrative, operational, and educational duties in support of the safety and security of adult correctional facilities, personnel, and inmates.

Class Definition:

Correctional Officers 2 perform security duties among prisoners in an adult correctional institution or facility.

Distinguishing Characteristics:

Correctional Officers 2 are the journey level of the series and perform the full range of security duties in an adult correctional institution or facility.

Correctional Officers 2 are distinguished from Correctional Officers 1 by the latter's role as a trainee.

Correctional Officers 2 are distinguished from Correctional Officer 3 by the latter's responsibility in performing a specialized function such as Prisoner Transportation Officer or Certified Field Training Officer.

Examples of Duties

Direct prisoners to work assignments, meals, recreation, and return to living units or dormitories.

Maintain order and discipline in dormitories, shops, work details, and recreational activities; report infractions of rules and manage prisoners using appropriate force.

Patrol and inspect grounds, corridors, recreation areas, living units, and dormitories; supervise close confinement facilities and quarters for recalcitrant prisoners.

Maintain security at off-site posts such as hospital visits.

Inspect prisoner quarters for cleanliness and orderliness; search quarters and persons for weapons and other contraband; escort prisoners on outside trips; search for and recapture escapees; and carry firearms during searches for escapees and tower duty.

Observe prisoners for unusual or significant behavior; prepare reports for supervisor.

Knowledge, Skills, and Abilities

Working knowledge of correctional statutes, regulations, and procedures.

Working knowledge of personal computer workstations and related business software suites.

Skill in interpersonal and group communication.

Skill in writing reports following rules of grammar and spelling.

Skill in understanding and impartially applying institutional policies, procedures, and techniques used with inmate populations.

Skill in modeling socially acceptable attitudes and behavior.

Skill in thinking and responding quickly in emergencies.

Skill in analyzing situations and adopting an effective course of action.

Skill in establishing and maintaining cooperative relationships with those contacted in the course of the work.

Skill in observing and correctly interpreting inmate behaviors.

Skill in managing and directing groups of varying sizes.

Skill in applying techniques of self-defense, firearms, and appropriate force to protect oneself and others.

Skill in exercising a high degree of tact, discretion, and sound judgment in recognizing and diffusing conflict.

Skill in exercising sound judgment in a wide variety of situations.

Skill in comparing data from a variety of sources for accuracy and completeness, identifying discrepancies or inaccuracies, and making corrections.

Ability to maintain acceptable physical agility, visual and auditory acuity, and other health and fitness standards in order to manage the inmate population with appropriate force.

Ability to operate communications equipment such as two-way radios or public address equipment in accordance with established policies and procedures.

Minimum Qualifications

Successful completion of the Alaska Correctional Officer Academy, or equivalent program accredited by the Alaska Police Standards Council
AND

One year of experience learning and performing duties which support the custody, security, and rehabilitation of prisoners in an adult correctional institution. The required experience is met by service as a Correctional Officer 1 with the State of Alaska or the equivalent elsewhere.

Special Note:

At the time of employment: be 21 years of age and a United States citizen or a United States National; have a high school or home school diploma recognized or certified by a state or a local school district within a state as

having met that state's graduation requirement; or have a General Educational Development certificate.

Appointment to Correctional Officer 2 is conditional, pending successful completion of a thorough background investigation, psychological evaluation, drug screening, and medical examination.

This class series is considered technical/paraprofessional for purposes of evaluating minimum qualifications.

Possess a valid driver's license issued within the United States at time of appointment.

Some positions may require possession of a Commercial Driver's License with appropriate endorsements issued within the United States.

Employees must be willing to work shift assignments and on-call availability may be required.

Individuals not continuously employed since February 9, 1991, by the State of Alaska Department of Corrections in a "correctional officer," "probation officer," or "parole officer" position, as defined by 13 AAC 85.900, are subject to requirements established by Alaska Police Standards Council (APSC). As a condition of continued employment, these individuals must obtain a basic correctional officer certificate issued by the APSC within 14 months of hire.

Any employment action that resulted in discharge, resignation in lieu of discharge, or discipline, must be disclosed at the time of application to vacancies within this classification. Applicants who fail to provide this information will be deemed to be ineligible for interview or further consideration. Applicants with an employment action that makes them ineligible for certification under APSC regulations will be ineligible to receive an interview or further consideration.

For purposes of the minimum qualifications for this job class, "misdemeanor" means:

- 1) A crime classified as a misdemeanor in Alaska at the time the crime was committed.
- 2) A crime committed in another jurisdiction for which there was a conviction in that jurisdiction by a civilian or military court is a "misdemeanor"

conviction if the crime has elements similar to those of a misdemeanor under Alaska law at the time the offense was committed.

3) An offense punishable as a misdemeanor in Alaska or under the law of another jurisdiction, that results in a completed suspended imposition of sentence, expungement of record, or a pardon, is considered a "misdemeanor" conviction unless the offense was committed by the person before the age of 21.

A qualified applicant may not:

Have been convicted of any felony or a misdemeanor crime of domestic violence by a civilian court of Alaska, the United States, another state or territory, or by a military court.

Have been convicted during the past ten (10) years by a civilian court of Alaska, the United States, another state or territory, or by a military court of a crime of dishonesty or moral turpitude, of a crime that resulted in serious physical injury to another person, or of two or more driving under the influence offenses.

Have illegally manufactured, transported, or sold a controlled substance during the past 10 years, provided you were under 21 years of age at the time.

Have illegally used a Schedule IA, IIA, IIIA, IVA, or VA controlled substance during the past 5 years, provided you were at least 21 years of age at the time.

Have used marijuana during the last year, provided you were at least 21 years of age at the time.

Have been denied certification by the Alaska Police Standards Council or the responsible certifying agency in any other issuing jurisdiction unless the denial, revocation, or surrender has been rescinded by the council under 13 AAC 85.270 or by the responsible certifying agency of the issuing jurisdiction.

Have ever used a controlled substance while employed as a certifiable municipal, state, federal peace officer, correctional officer, adult probation officer, or military law enforcement officer.

Salary Range

13

AKPAY Code

P7653

[Current Position Information](#)[Last Full PD](#)[Position History](#)[Printer friendly Version](#)[Return to the Home Page](#)[Position Control Information](#)[Duties](#)[Other Work Detail](#)[Work Demands](#)[Supervisory Authority](#)[Department Request and Certification](#)[Staffing Chart & Attachments](#)[Analysis](#)

Class Title:

Go to:

**Position Control
Number (PCN):**

208168

Correctional Officer II ▼

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Maintain security and control of prisoners and facility; respond to emergency situations to maintain or regain safety and security. Protect the public by implementing the Department of Corrections mission to provide secure confinement, reformative programs and a process of supervised community reintegration to enhance the safety of our communities.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or Marginal (M).

Functional Area Title: Working Conditions

E/M	% of Time	Duty Statement
E	0 %	<p>Work is performed in 24-hour facilities. Incumbents will work shifts based on the needs of the facility.</p> <p>Correctional facilities are secure institutions. Incumbents must be able to work in confined, often physically restricted areas.</p> <p>Correctional Officers are required to interact with the prisoners in a wide variety of situations, often in circumstances in which the prisoners significantly outnumber the Officers. Prisoners may be hostile, verbally and physically aggressive. Correctional Officers must be able to work under these mentally and physically challenging conditions and to react quickly and appropriately to emergencies affecting the safety and security of staff and prisoners</p> <p>Correctional officers must be able physically to respond immediately to an emergency and to apply the full range of restraints and force as described in the Department's use of force policy.</p>

Functional Area Title: Security: Maintain safety and security of prisoners and facility

E/M	% of Time	Duty Statement
E	50 %	<p>Physically patrol and visually inspect units, yards, buildings, prisoner cells, prisoners, prisoner property and clothing, etc., to ensure safety and security. Maintain visual surveillance from an observation tower or rover vehicle.</p> <p>Perform inspections and searches of physical premises and cells, checking for compliance with regulations and for contraband, investigating and reporting unusual circumstances. Conduct pat or strip searches of prisoners and visitors.</p> <p>Observe prisoners through audio, visual and video monitoring to check for unusual or abnormal activity, to ensure the physical safety of prisoners, staff and public. Observe and respond to obvious and subtle changes in prisoner conversation or behavior that might be inappropriate or indicate the potential for trouble.</p> <p>Monitor radio transmissions between staff in order to respond immediately to directions and to emergencies, and to call for backup as needed</p> <p>Escort and provide security for visitors.</p> <p>Comply with and enforce security procedures for keys, equipment and supplies.</p> <p>Operate control room, controlling gates, cameras, doors and alarms, monitor video terminals; operate control panels by responding to audio and visual cues and requests.</p>

Functional Area Title: Prisoner Management:		
E/M	% of Time	Duty Statement
E	30 %	<p>Receive prisoners into custody, conduct personal body searches. Make initial assessment of prisoners for medical, safety and security reasons.</p> <p>Explain rules and procedures of the facility to individual prisoner or groups of prisoners so that they understand expectations and consequences.</p> <p>Supervise prisoners to maintain general order in daily activities, work details, programming. Monitor phone activity, mail, hygiene, etc.</p> <p>Enforce institutional rules and SOPs. Report infractions orally or in writing, confront prisoners who violate rules or SOPs, initiate segregation or disciplinary procedures, and perform enforcement activities in compliance with Department policies.</p> <p>Function as Prisoner Hearing Advisor at Disciplinary and/or Classification Hearing to ensure that prisoners' rights and welfare are safeguarded.</p> <p>Apply the appropriate level of force in accordance with Department policies, ranging from verbal warnings and physical presence through use of chemical spray, physical restraints and in extreme cases, deadly force.</p> <p>Control and direct prisoner movement, individually or in groups, to and from various areas and activities within the facility; use appropriate restraints such as handcuffs and leg irons.</p> <p>Obtain and deliver meal trays, clothing, bedding supplies to prisoners as necessary.</p> <p>Perform head counts of prisoners; verify identification.</p> <p>Collect and document random and routine urine samples for testing</p>

Functional Area Title: Administration and Records Management:		
E/M	% of Time	Duty Statement
E	18 %	<p>Collect, inventory, store, file, track and maintain prisoner personal property and information. Process prisoner photographs and fingerprints; enter incoming prisoner into the Alaska Corrections Offender Management System (ACOMS). Maintain accurate movement sheet of incoming and outgoing prisoners.</p> <p>Read, understand and enforce regulations, policies, standard operating and emergency procedures, post orders, court orders, etc.</p> <p>Provide information concerning prisoners via telephone and in-person to relatives, attorneys, probation officers, law enforcement agencies, etc. Direct requests for information to other staff as necessary.</p> <p>Prepare written incident and other required reports. Prepare forms and paperwork completely and accurately. Access and input information into computer systems.</p> <p>Admit and release prisoners in accordance with standard operating procedures and court orders; prepare necessary paper and computer documentation. Distribute inmate funds due upon release.</p> <p>Use a personal computer to create and retrieve reports and documents and input data</p>

Functional Area Title: Emergency Response:		
E/M	% of Time	Duty Statement
E	2 %	<p>In medical emergencies, provide first aid to staff and prisoners until medical assistance arrives; administer CPR; respond to incidents such as prisoner suicide attempts and deaths.</p> <p>In the event of a fire within the facility, don an emergency escape hood and direct/assist with the evacuation of prisoners, staff and visitors.</p> <p>Respond to prisoner disturbances, such as fights, escape attempts, hostage situations, or riots; assess critical factors, notify appropriate personnel, intervene as necessary to apply appropriate level of force.</p> <p>Evacuate prisoners or groups of prisoners from area or facility during an emergency while maintaining security. Following evacuation perform head count to maintain population control during and after the incident.</p>

Functional Area Title: Special Assignments (When applicable)		
E/M	% of Time	Duty Statement
E	0 %	<p>Individual employees or positions may be responsible for special assignments based on the qualifications of the individual and the needs of the facility.</p> <p>Disciplinary Hearing Officer:</p>

E	0 %	<p>Review and numerically log incoming incident reports; prepare and duplicate necessary documents to distribute to the prisoner and hearing advisor; provide timely advance hearing notice to the prisoner and disciplinary advisor, any witnesses and report writers; ensure appropriate evidence is available for the hearing. Notify and coordinate with the District Attorney if incident is referred for prosecution.</p> <p>Conduct fair and impartial hearing to determine innocence or guilt regarding rule infraction(s) charged; impose appropriate punitive sanction in accordance with existing statutes and administrative codes.</p> <p>Complete all necessary follow-up administrative functions after the hearing ensuring the appropriate disposition of evidence and hearing tapes, duplication of and distribution of final disciplinary hearing document packets and processing of requests for continuance and appropriate appeals to ensure time requirements are met.</p> <p>Individual employees or positions may be responsible for special assignments based on the qualifications of the individual and the needs of the facility.</p> <p>Prisoner Transportation Officer:</p> <p>Transport prisoners to and from facility to authorized destinations using department vehicles and commercial airlines, providing direct prisoner supervision (armed or unarmed) to ensure safety and security of prisoners, staff and public.</p> <p>Escort individual prisoners or small groups to and from a location outside the facility, ensuring direct supervision is maintained when prisoners are removed from the housing unit.</p> <p>Prepare equipment and vehicle for transport of prisoners to and from other locations.</p> <p>Properly apply appropriate restraints such as handcuffs, leg irons, or other restraints for transportation.</p> <p>Coordinate with Central Prisoner Transport Unit, Judicial Services, Alaska State Troopers, the Anchorage Police Department and other agencies as required for transporting prisoners.</p> <p>Maintain firearm qualification. Carry and be prepared to use firearms in accordance with Department policies on the use of force. Maintain firearms and equipment to ensure they are clean and operational at all times.</p> <p>Note: Assignment and performance of a Prisoner Transport Officer require a special commission.</p>
Percentage Total: 100%		

Class Title:

Go to:

Position Control Number (PCN): 208168

Correctional Officer II ▼

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Computer with Microsoft Operating System, monitor, keyboard and mouse - (Daily)

Printer and scanner - (Daily)

Alaska Corrections Offender Management System (ACOMS) - (Daily)

Alaska Public Safety Information Network (APSIN) - (Daily)

NCIC - (Daily)

Microsoft Office Software Suite (Access, Excel, Word, Outlook, Power Point) - (Daily)

Electronic Monitoring Program (BI) - (Daily)

Audio/Video Recording/Copying - (1-2 times a week)

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Two Way Radio Transmission and Receiving Equipment - (Daily)

Electronic and Mechanical Locking Devices, Keys and locks - (Daily)

Hard and Soft Restraints - (Daily)

Photo-copy Machine - (Daily)

Sedan or Pickup - (Daily)

Calculator - (Daily)

Telephone - (Daily)

Fingerprint Equipment both computerized and manual - (Daily)

Audio/Video Recording Equipment - (1-2 times a month)

Use of Force Equipment - (1-2 times a month)

Firearms - (1-2 times a year)

Non-lethal use of force equipment (taser and Oleoresin Capsicum (OC) dispenser - (1-2 times a month)

Computer with Microsoft Operating System, monitor, keyboard and mouse (Daily)

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Department of Corrections Policies and Procedures (P&P) - (Daily)

Institutional Standard Operating Procedures (SOP) - (Daily)

Post Orders - (Daily)

Prisoner Handbook - (Daily)

Alaska Statutes and Administrative Codes(1-2 times a week)

Emergency Manuals - (1-2 times a week)

Classification and Time Accounting Manuals - (1-2 times a week)

Administrative Regulations - (1-2 times a week)

NCIC/APSIN Manual - (1-2 times a week)

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Incumbent makes initial decisions regarding prisoner living conditions, daily cleanliness inspections, searches, and counts. Counsels prisoners when appropriate regarding housing issues, personal cleanliness, in-house social issues and work assignments. Hires, trains and supervises prisoner workers in an assigned area. Reports housing and security issues, as well as emergency situations to the supervisor when necessary. Makes recommendations to supervisor regarding prisoners and assigned areas under his or her control.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how

often the contact is made.

The position has a wide variety of obligations to contact/notify organizations and individuals during the course of the day - by personal contact, telephone, fax, and email. Persons contacted include, but are not limited to, Alaska State Troopers, Local police departments, Court System, Judicial System, Department of Corrections Transportation, Department of Corrections Training, US Marshalls, Immigration Services, Probation, and Electronic Monitoring. Reasons for the contact encompass a wide variety of inmate transportation, incarceration, and sentencing/release reasons. These contacts are made daily.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Mistakes made by correctional officers during routine operations, an emergency, or a high stress situation can result in far reaching consequences for the facility and the department. Errors made can result in injury or loss of life for staff and prisoners, as well as destruction of property. Errors can also result in escapes, endangering the general public and law enforcement personnel.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Ability to write clear and concise reports. Ability to communicate clear, direct and understandable instructions to prisoners. Ability to converse in such a manner as to encourage prisoner compliance with institutional rules and elicit responses that enable the officer to accurately assess various situations and prisoner intentions and moods Ability to respond to emergencies throughout the facility upon demand. Ability to exercise force in accordance with policy and procedure. Ability to work cooperatively with others under physically and mentally stressful situations. Computer skills and a willingness to learn new computer programs are important, along with the ability to work with digital camera equipment, recording devices and fingerprinting equipment.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

CPR Training- Department of Corrections/OSHA

Bloodborne Pathogens Training - Department of Corrections/OSHA

Firearms Training - Department of Corrections

Alaska Police Standards Council (APSC) Peace Officer Certification.

Alaska Drivers License

[Current Position Information](#)[Last Full PD](#)[Position History](#)[Printer friendly Version](#)[Return to the Home Page](#)[Position Control Information](#)[Duties](#)[Other Work Detail](#)[Work Demands](#)[Supervisory Authority](#)[Department Request and Certification](#)[Staffing Chart & Attachments](#)[Analysis](#)

Class Title:

Go to:

**Position Control
Number (PCN): 208168**

Correctional Officer II ▼

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job.***

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating

Description

Not Required (N):

Not required of this position.

Present (P):

Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O):

Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F):

Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting			O	
Walking				F
Standing				F
Running			O	
Jumping		P		
Bending or twisting				F
Squatting or kneeling				F
Crawling		P		

Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs				F
Driving cars, light duty trucks				F
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers			O	
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms				F
Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces		P		
Balancing on slippery surfaces				F
Balancing on uneven surfaces			O	
Restraining/grappling with people in a public protection environment				F
Seeing objects at a distance				F
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell				F
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water	N			
Work/live in remote field sites	N			

Work in confined areas (under desks, in heating vents, etc.)		P		
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)			O	
Work at heights over 25 feet (e.g., towers, poles)		P		
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts		P		
Work on and off moving equipment	N			
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters	N			
Exposure to high noise levels			O	
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)			O	
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)				F
Exposure to needles or sharp implements (e.g., hospital, kitchens)				F
Use of hot equipment (e.g., kitchen ovens, lab equipment)		P		
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment				F

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Restraining/grappling with people in a public protection environment			O	

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Ability to communicate directly and clearly with aggressive/angry people. Ability to work cooperatively with others under physically and mentally stressful conditions. Ability to accurately assess the situation and the mood and intentions of individuals and groups. Ability to respond quickly and appropriately in emergency situations; for example the exercising the use of force in accordance with DOC policy and rendering CPR/first aid.

Attachment 17



State of Alaska Adult Probation Officer 1

Class Spec Code	PJ04A1	Established Date	08/21/2023
Last Revised Date	09/30/2024	Salary Range	\$0.00 Biweekly
Bargaining Unit	DP	EEO	EEO4-Professionals
Occupational Group	PJ	FLSA	Determined by Position
Benefit Code	GEN	Physical Class	NA

General Description

Class Definition:

Adult Probation Officers perform a broad range of probation/parole functions and provide rehabilitative services for an adult offender population in an institutional or community setting.

Distinguishing Characteristics:

Adult Probation Officers apply professional knowledge of probation and parole principles and practices to perform casework; evaluate and assess offender needs and risk level; develop and recommend release plans; coordinate placement and rehabilitative services; monitor, manage, and enforce compliance with release conditions; and prepare and complete extensive documentation and reports.

Incumbents perform duties in correctional facilities as institutional probation/parole officers or in the community as field probation/parole officers. In both settings, Adult Probation Officers manage an offender caseload, analyze offender risk level, monitor compliance with probation/parole conditions, assist with reentry/rehabilitative services, make treatment referrals, testify in court or at parole hearings, and monitor offender progress long-term. In an institutional setting, Adult Probation Officers are not required to be field certified and primarily perform inmate classification and offender casework within a controlled environment. In a community setting, Adult Probation Officers are required to be field certified to supervise offenders, conduct compliance checks, and respond to violations of probation/parole conditions in a dynamic environment.

PJ04A1 - Adult Probation Officer 1, Grade 15

Adult Probation Officer 1 is the trainee level of the series. At this level, incumbents learn to assess, evaluate, guide, and supervise incarcerated or released felony adult offenders while receiving training and on-the-job experience in probation/parole duties.

Adult Probation Officer 1 gains professional knowledge of probation and parole principles and practices through training and on-the-job experience.

Incumbents learn to conduct investigations; assess offender needs and risk level; develop and recommend release plans; coordinate placement and program services; monitor, manage, and enforce compliance with probation/parole terms of supervision; and prepare and complete extensive documentation and reports.

As a trainee, the incumbent works towards obtaining the Alaska Police Standards Council (APSC) certification and receives practical on-the-job experience and instruction to become familiar with probation, parole and/or pretrial functions, services, and programs; understand governing state statutes and regulations, court judgments, Parole Board conditions, American Correctional Association Standards for Probation and Parole, and divisional policies and procedures; and gain proficiency at exercising the analytical, evaluative, and interpretative skills needed to perform the work. While on-the-job experience may occur under close supervision of a higher-level position, as experience and competency are gained, the incumbent is expected to become more independent and proficient in carrying out assignments.

Adult Probation Officers are distinguished from Pretrial Services Officers by the latter's primary focus on supervising and enforcing court-ordered conditions of release for unsentenced defendants awaiting trial in a community setting.

Examples of Duties

The listed duties are illustrative only and are not intended to describe every function that may be assigned to this job class. General duties may overlap between job classes within the class series.

PJ04A1 – Adult Probation Officer 1

Receive training in proper techniques for performing professional assessment and writing reports.

Receive training in probation and parole processes, institutional/field work, compliance monitoring, and court procedures.

Learn to interpret court orders and become proficient testifying in court. Attend court hearings.

Learn to apply department and duty location policies and procedures, directives, written orders, and standard operating procedures.

Learn to communicate effectively and professionally with the public, co-workers, supervisors, and offenders.

Receive training in the proper techniques of arrest and apprehension.

Learn to communicate effectively with the public, supervisors, co-workers, and offenders.

Learn the chain of command and its applications.

Knowledge, Skills, and Abilities

Knowledge of the principles, practices, and methods of probation, parole and institutional corrections in case management, pre-sentence report writing, and the investigation and acquisition of legal evidence.

Knowledge of available social service programs, community resources, and public services.

Knowledge of social and psychological principles of human development and behavior, social organization, and environmental and cultural influences.

Knowledge of the principles and techniques of adult rehabilitation; and/or therapeutic treatment practices of providing guidance and assistance.

Knowledge of Miranda warning, procedural due process, and other applicable procedural rights.

Knowledge of organizational structures, workflow, staffing plans, forms, and procedures.

Knowledge of evidence collection and chain of custody.

Skill in assessing risk level in the field, analyzing situations, remaining calm, and making sound decisions under unpredictable conditions or danger.

Skill in assessing risk level in the field of probationers and non-probationers, analyzing situations, remaining calm, and making sound decisions.

Ability to assess events or situations, prioritize responses, and select and carry out appropriate courses of action.

Ability to apply use of force principles, compliance techniques, and defensive tactics in the field or office to subdue probationers/parolees resisting apprehension.

Ability to speak and write clearly and concisely.

Ability to work effectively under pressure.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Minimum Qualifications

PJ04A1 –Adult Probation Officer 1

A bachelor's degree from an accredited college or university in any field.

Or substitution:

Four years of paraprofessional experience in probation, parole, pretrial, criminal justice, juvenile justice, social services, corrections, criminal investigation, public safety or law enforcement.

Or substitution:

Four years in any combination of postsecondary education from an accredited college and paraprofessional experience in probation, parole, pretrial, criminal justice, juvenile justice, social services, corrections, criminal investigation, public safety or law enforcement (2.67 semester hours or 4 quarter hours of post-secondary education are equal to one month of experience).

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All Adult Probation Officer 1 positions are flexibly staffed. Advancement to the Adult Probation Officer 2 level occurs only when the incumbent successfully completes all training, including the specified terms of the APSC training and certification requirements, and is certified by the supervisor as prepared to

perform at the next level. Advancement to the Adult Probation Officer 2B level is contingent upon completion of the Department's Probation Officer Academy and the Probation Officer Field Training Manual.

Special Note (All Levels):

At the time of employment, a qualified applicant must: be 21 years of age and a United States citizen or a United States National; have a high school or home school diploma recognized or certified by a state or a local school district within a state as having met that state's graduation requirement; or have a General Educational Development certificate.

Possess a valid driver's license issued within the United States at time of appointment.

Some positions in this job class series may be required to carry a firearm and maintain a firearms proficiency qualification. If this requirement is present, it will be stated in the position description and vacancy announcement.

Employees may be required to work shift assignments and on-call availability may be required. Individuals not continuously employed since February 9, 1991, by the State of Alaska Department of Corrections in a "correctional officer," "probation officer," or "parole officer" position, as defined by 13 AAC 85.900, are subject to requirements established by Alaska Police Standards Council (APSC). As a condition of continued employment, these individuals must obtain a basic correctional officer certificate issued by the APSC within 14 months of hire.

Any employment action that resulted in discharge, resignation in lieu of discharge, or discipline, must be disclosed at the time of application to vacancies within this classification. Applicants who fail to provide this information will be deemed to be ineligible for interview or further consideration. Applicants with an employment action that makes them ineligible for certification under APSC regulations will be ineligible to receive an interview or further consideration.

For purposes of the minimum qualifications for this job class, "misdemeanor" means: 1) A crime classified as a misdemeanor in Alaska at the time the crime was committed. 2) A crime committed in another jurisdiction for which there was a conviction in that jurisdiction by a civilian or military court is a "misdemeanor" conviction if the crime has elements similar to those of a misdemeanor under Alaska law at the time the offense was committed. 3) An

offense punishable as a misdemeanor in Alaska or under the law of another jurisdiction, that results in a completed suspended imposition of sentence, expungement of record, or a pardon, is considered a "misdemeanor" conviction unless the offense was committed by the person before the age of 21.

A qualified applicant may not:

Have been convicted of any felony or a misdemeanor crime of domestic violence by a civilian court of Alaska, the United States, another state or territory, or by a military court.

Have been convicted during the past ten (10) years by a civilian court of Alaska, the United States, another state or territory, or by a military court of a crime of dishonesty or moral turpitude, of a crime that resulted in serious physical injury to another person, or of two or more driving under the influence offenses.

Have illegally manufactured, transported, or sold a controlled substance during the past 10 years, provided you were under 21 years of age at the time.

Have illegally used a Schedule IA, IIA, IIIA, IVA, or VA controlled substance during the past 5 years, provided you were at least 21 years of age at the time.

Have used marijuana during the last year, provided you were at least 21 years of age at the time.

Have been denied certification by the Alaska Police Standards Council or the responsible certifying agency in any other issuing jurisdiction unless the denial, revocation, or surrender has been rescinded by the council under 13 AAC 85.270 or by the responsible certifying agency of the issuing jurisdiction.

Have ever used a controlled substance while employed as a certifiable municipal, state, federal peace officer, correctional officer, adult probation officer, or military law enforcement officer.

Salary Range

[Current Position Information](#)[Last Full PD](#)[Position History](#)[Printer friendly Version](#)[Return to the Home Page](#)[Position Control Information](#)[Duties](#)[Other Work Detail](#)[Work Demands](#)[Supervisory Authority](#)[Department Request and Certification](#)[Staffing Chart & Attachments](#)[Analysis](#)

Class Title:

Go to:

Adult Probation Officer 1 ▼

**Position Control
Number (PCN):****207211**

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Entry level position to receive instruction and work to achieve position as Adult Probation Officer II at the Anchorage Correctional Complex (ACC).

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or Marginal (M).

Functional Area Title: Adult Probation Officer I Entry/Trainee Level

E/M	% of Time	Duty Statement
E	100 %	<p>The incumbent performs the above stated tasks under close supervision with clearly defined instructions. This is the entry-level professional position where the incumbent receives instruction and training to provide familiarity with the purpose, functions, and operations of the probation officers duties within an institution. The incumbent also receives experience in the practical application of basic principles, techniques, and concepts used in probation/parole.</p> <p>All Probation/Parole Officers serve under the jurisdiction of the Superior Court for the State of Alaska and the Alaska Board of Parole in accordance with Alaska State Statutes, Title 12 and 33.</p>

Percentage Total: 100%

Class Title:

Go to:

Position Control Number (PCN): 207211

Adult Probation Officer 1 ▼

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Under close supervision, as described in Adult Probation Officer II.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Under close supervision, as described in Adult Probation Officer II.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Under close supervision, as described in Adult Probation Officer II.

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Under close supervision, as described in Adult Probation Officer II.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Under close supervision, as described in Adult Probation Officer II.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Under close supervision, as described in Adult Probation Officer II.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Under close supervision, as described in Adult Probation Officer II.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Under close supervision, as described in Adult Probation Officer II.

[Current Position Information](#)[Last Full PD](#)[Position History](#)[Printer friendly Version](#)[Return to the Home Page](#)[Position Control Information](#)[Duties](#)[Other Work Detail](#)[Work Demands](#)[Supervisory Authority](#)[Department Request and Certification](#)[Staffing Chart & Attachments](#)[Analysis](#)

Class Title:

Go to:

**Position Control
Number (PCN):**

207211

Adult Probation Officer 1 ▼

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job.***

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating

Description

Not Required (N):

Not required of this position.

Present (P):

Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O):

Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F):

Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				F
Walking			O	
Standing			O	
Running		P		
Jumping		P		
Bending or twisting		P		
Squatting or kneeling		P		
Crawling		P		

Reaching above shoulder level		P		
Reaching below shoulder level		P		
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs			O	
Driving cars, light duty trucks			O	
Driving heavy duty vehicles		P		
Using floor mounted foot controls to operate equipment (e.g., not driving a car)				F
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)			O	
Fine manipulation with fingers		P		
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms		P		
Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds		P		
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces		P		
Balancing on narrow surfaces		P		
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment		P		
Seeing objects at a distance			O	
Seeing objects peripherally			O	
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather		P		
Work in/exposure to cold water	N			
Work/live in remote field sites	N			

Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes		P		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		P		
Exposure to electrical current (not outlets)		P		
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment		P		
Work around moving mechanical parts		P		
Work on and off moving equipment		P		
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters	N			
Exposure to high noise levels		P		
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)		P		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)		P		
Exposure to needles or sharp implements (e.g., hospital, kitchens)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)		P		
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)			O	
Exposure to aggressive/angry people in the work environment		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Working in a correctional environment that requires regular contact with incarcerated felons and misdemeanants, some of which have been incarcerated for extremely violent offenses, can be potentially hazardous at any given time.

Attachment 18



State of Alaska Correctional Officer 3

Class Spec Code	PJ0315	Established Date	03/01/1970
Last Revised Date	09/14/2023	Bargaining Unit	DP
EEO	EEO4-Protective Service Workers - Sworn	Occupational Group	PJ
FLSA	Determined by Position	Benefit Code	GEN
Physical Class	NA		

General Description

Series Description:

Correctional Officers perform a wide variety of administrative, operational, and educational duties in support of the safety and security of adult correctional facilities, personnel, and inmates.

Class Definition:

Correctional Officers 3 perform activities in specialized functional area requiring advanced training and/or certification such as Prisoner Transportation Officer (PTO) or Time and Accounting. While this specialized function is the primary duty, incumbents assigned to this class also perform the full range of security work among prisoners in an adult correctional institution or facility.

Distinguishing Characteristics:

Correctional Officers 3 are the specialized level of the series with increased responsibility and authority to make higher level decisions such as training and certifying security staff, conducting prisoner transports, and making disciplinary decisions for prisoner conduct.

Positions assigned to this job class perform specialty functions requiring additional training and/or certifications. Due to the specialized nature of these positions, when present in institutions their numbers are limited and tied to their primary duty assignment. Specialized training and/or

certifications are substantiated in individual position descriptions. Other positions may possess specialty certifications without having specialized duty assignments.

Correctional Officers 3 are distinguished from Correctional Officers 2 by the latter's primary responsibility for providing the full range of security duties in an adult correctional institution or facility.

Correctional Officers 3 are distinguished from the Correctional Officers 4 by the latter's responsibility to lead subordinate Correctional Officers and/or administrative staff.

Examples of Duties

Prisoner Transportation Officer:

Transport prisoners to and from institution or facility to authorized destinations using Department vehicles and commercial airlines, providing direct prisoner supervision (armed or unarmed) to ensure safety and security of prisoners, staff, and public.

Escort individual prisoners or small groups to and from a location outside the facility, ensuring direct supervision is maintained when prisoners are removed from the housing unit.

Prepare equipment and vehicles for transport of prisoners to and from other locations.

Properly apply appropriate restraints such as handcuffs, leg irons, or other restraints for transportation.

Coordinate with Central Prisoner Transport Unit, Judicial Services, Alaska State Troopers, local Police Departments, and other agencies as required for transporting prisoners.

Maintain firearm qualification. Carry and be prepared to use firearms in accordance with Department policies on the use of force.

Assignment and performance of a Prisoner Transport Officer requires a special commission.

Time Accounting:

Review court documents for accuracy and completeness, and complete

Time Accounting Records to calculate sentences and release dates.

Review prisoner files and input prisoner information accurately into Alaska Corrections Offender Management System and the institutional database regarding sentence information, probation parole information, criminal history and any other pertinent data. Update prisoner computer records as needed.

Retrieve and file paperwork generated concerning an inmate such as: court judgments, temporary orders, parole orders, transfer receipts, booking records, central monitoring, classifications, designations, notifications of release, final disciplinary paperwork, restoration/forfeiture of good time, segregation admissions and notices, furlough appeals, etcetera.

K-9 Specialist:

Conduct K-9 searches of Alaska correctional facilities throughout the state.

Complete search reports, logs, and statistics.

Coordinate with agencies and institutions to conduct surprise searches.

Maintain K-9 and PTO certifications.

Maintain K-9 readiness for testing and recall.

Engage, train, and build a trust relationship with the K-9.

Conduct training searches with the K-9 and maintain readiness and efficacy.

Maintain the K-9's health and safety.

Testify in court regarding searches and demonstrate K-9's certifications and credibility.

Instruct staff in appropriate engagement and interaction with the K-9.

Disciplinary Hearing Officer:

Review and numerically log incoming incident reports; prepare and duplicate necessary documents to distribute to the prisoner and hearing advisor; provide timely advance hearing notice to the prisoner, disciplinary advisor, any witnesses, and report writers; and ensure appropriate evidence is

available for the hearing.

Notify and coordinate with the District Attorney if incident is referred for prosecution.

Conduct fair and impartial hearings to determine innocence or guilt regarding rule infraction(s) charged and impose appropriate punitive sanctions in accordance with existing statutes and administrative codes.

Complete all necessary follow-up administrative functions after the hearing to ensure time requirements are met.

Knowledge, Skills, and Abilities

Considerable knowledge of correctional statutes, regulations, and procedures.

Considerable knowledge of personal computer workstations and related business software suites.

Skill in interpersonal and group communication.

Skill in writing reports following rules of grammar and spelling.

Skill in understanding and impartially applying institutional policies, procedures, and techniques used with inmate populations.

Skill in modeling socially acceptable attitudes and behavior.

Skill in thinking and responding quickly in emergencies.

Skill in analyzing situations and adopting an effective course of action.

Skill in establishing and maintaining cooperative relationships with those contacted in the course of the work.

Skill in observing and correctly interpreting inmate behaviors.

Skill in managing and directing groups of varying sizes.

Skill in applying techniques of self-defense, firearms, and appropriate force to protect oneself and others.

Skill in exercising a high degree of tact, discretion, and sound judgment in recognizing and diffusing conflict.

Skill in applying and explaining correctional statutes, regulations, and procedures to the public and others.

Skill in exercising sound judgment in a wide variety of situations.

Skill in comparing data from a variety of sources for accuracy and completeness, identifying discrepancies or inaccuracies, and making corrections.

Ability to maintain acceptable physical agility, visual and auditory acuity, and other health and fitness standards in order to manage the inmate population with appropriate force.

Ability to operate communication equipment such as two-way radios or public address equipment in accordance with established policies and procedures.

Ability to set goals, monitor progress, and adjust resources to accomplish objectives.

Minimum Qualifications

Successful completion of the Alaska Correctional Officer Academy, or equivalent program accredited by the Alaska Police Standards Council
AND

One year of experience performing duties which support the custody, security, and rehabilitation of prisoners in an adult correctional institution. The required experience is met by service as a Correctional Officer II with the State of Alaska or the equivalent elsewhere.

Special Note:

At the time of employment: be 21 years of age and a United States citizen or a United States National; have a high school or home school diploma recognized or certified by a state or a local school district within a state as having met that state's graduation requirement; or have a General Educational Development certificate.

Appointment to Correctional Officer 3 is conditional, pending successful completion of a thorough background investigation, psychological evaluation, drug screening, and medical examination.

This class series is considered technical/paraprofessional for purposes of evaluating minimum qualifications.

Possess a valid driver's license issued within the United States at time of appointment.

Some positions may require possession of a Commercial Driver's License with appropriate endorsements issued within the United States.

Positions in this job class are required to possess special certification(s) or additional training directly related to the primary function of the specific position as noted in the Position Description of record.

Employees must be willing to work shift assignments and on-call availability may be required.

Individuals not continuously employed since February 9, 1991, by the State of Alaska Department of Corrections in a "correctional officer," "probation officer," or "parole officer" position, as defined by 13 AAC 85.900, are subject to requirements established by Alaska Police Standards Council (APSC). As a condition of continued employment, these individuals must obtain a basic correctional officer certificate issued by the APSC within 14 months of hire.

Any employment action that resulted in discharge, resignation in lieu of discharge, or discipline, must be disclosed at the time of application to vacancies within this classification. Applicants who fail to provide this information will be deemed to be ineligible for interview or further consideration. Applicants with an employment action that makes them ineligible for certification under APSC regulations will be ineligible to receive an interview or further consideration.

For purposes of the minimum qualifications for this job class, "misdemeanor" means:

- 1) A crime classified as a misdemeanor in Alaska at the time the crime was committed.
- 2) A crime committed in another jurisdiction for which there was a

conviction in that jurisdiction by a civilian or military court is a "misdemeanor" conviction if the crime has elements similar to those of a misdemeanor under Alaska law at the time the offense was committed.

3) An offense punishable as a misdemeanor in Alaska or under the law of another jurisdiction, that results in a completed suspended imposition of sentence, expungement of record, or a pardon, is considered a "misdemeanor" conviction unless the offense was committed by the person before the age of 21.

A qualified applicant may not:

Have been convicted of any felony or a misdemeanor crime of domestic violence by a civilian court of Alaska, the United States, another state or territory, or by a military court.

Have been convicted during the past ten (10) years by a civilian court of Alaska, the United States, another state or territory, or by a military court of a crime of dishonesty or moral turpitude, of a crime that resulted in serious physical injury to another person, or of two or more driving under the influence offenses.

Have illegally manufactured, transported, or sold a controlled substance during the past 10 years, provided you were under 21 years of age at the time.

Have illegally used a Schedule IA, IIA, IIIA, IVA, or VA controlled substance during the past 5 years, provided you were at least 21 years of age at the time.

Have used marijuana during the last year, provided you were at least 21 years of age at the time.

Have been denied certification by the Alaska Police Standards Council or the responsible certifying agency in any other issuing jurisdiction unless the denial, revocation, or surrender has been rescinded by the council under 13 AAC 85.270 or by the responsible certifying agency of the issuing jurisdiction.

Have ever used a controlled substance while employed as a certifiable municipal, state, federal peace officer, correctional officer, adult probation officer, or military law enforcement officer.

Salary Range

14

AKPAY Code

K0169

Class Title:
Correctional Officer III

Position Control Number (PCN): 205520

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Maintain security and control of prisoners and facility; respond to emergency situations to maintain or regain safety and security. Protect the public by implementing the Department of Corrections mission to provide secure confinement, reformative programs and a process of supervised community reintegration to enhance the safety of our communities. Transport prisoners to and from institution or facility using Department vehicles, providing direct prisoner supervision (armed and unarmed) to ensure safety and security of prisoners, staff, and public.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or Marginal (M).

Functional Area Title: Working Conditions		
E/M	% of Time	Duty Statement
E	0 %	<p>Work is performed in 24-hour facilities. Incumbents will work shifts based on the needs of the facility.</p> <p>Correctional facilities are secure institutions. Incumbents must be able to work in confined, often physically restricted areas.</p> <p>Correctional Officers are required to interact with the prisoners in a wide variety of situations, often in circumstances in which the prisoners significantly outnumber the Officers. Prisoners may be hostile, verbally and physically aggressive. Correctional Officers must be able to work under these mentally and physically challenging conditions and to react quickly and appropriately to emergencies affecting the safety and security of staff and prisoners</p> <p>Correctional officers must be able physically to respond immediately to an emergency and to apply the full range of restraints and force as described in the Department's use of force policy.</p>

Functional Area Title: Prisoner Transportation Officer		
E/M	% of Time	Duty Statement

E	70 %	<p>Transport prisoners to and from facility to authorized destinations using department vehicles and commercial airlines, providing direct prisoner supervision (armed or unarmed) to ensure safety and security of prisoners, staff and public.</p> <p>Escort individual prisoners or small groups to and from a location outside the facility, ensuring direct supervision is maintained when prisoners are removed from the housing unit.</p> <p>Prepare equipment and vehicle for transport of prisoners to and from other locations.</p> <p>Properly apply appropriate restraints such as handcuffs, leg irons, or other restraints for transportation.</p> <p>Coordinate with Central Prisoner Transport Unit, Judicial Services, Alaska State Troopers, the Anchorage Police Department and other agencies as required for transporting prisoners.</p> <p>Maintain firearm qualification. Carry and be prepared to use firearms in accordance with Department policies on the use of force. Maintain firearms and equipment to ensure they are clean and operational at all times.</p> <p>Note: Assignment and performance of a Prisoner Transport Officer require a special commission.</p>
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Functional Area Title: Security: Maintain safety and security of prisoners and facility		
E/M	% of Time	Duty Statement
E	13 %	<p>Physically patrol and visually inspect units, yards, buildings, prisoner cells, prisoners, prisoner property and clothing, etc., to ensure safety and security. Maintain visual surveillance from an observation tower or rover vehicle.</p> <p>Perform inspections and searches of physical premises and cells, checking for compliance with regulations and for contraband, investigating and reporting unusual circumstances. Conduct pat or strip searches of prisoners and visitors.</p> <p>Observe prisoners through audio, visual and video monitoring to check for unusual or abnormal activity, to ensure the physical safety of prisoners, staff and public. Observe and respond to obvious and subtle changes in prisoner conversation or behavior that might be inappropriate or indicate the potential for trouble.</p> <p>Monitor radio transmissions between staff in order to respond immediately to directions and to emergencies, and to call for backup as needed</p> <p>Escort and provide security for visitors.</p> <p>Comply with and enforce security procedures for keys, equipment and supplies.</p> <p>Operate control room, controlling gates, cameras, doors and alarms, monitor video terminals; operate control panels by responding to audio and visual cues and requests.</p>

Functional Area Title: Prisoner Management:		
E/M	% of Time	Duty Statement

E	10 %	<p>Receive prisoners into custody, conduct personal body searches. Make initial assessment of prisoners for medical, safety and security reasons.</p> <p>Explain rules and procedures of the facility to individual prisoner or groups of prisoners so that they understand expectations and consequences.</p> <p>Supervise prisoners to maintain general order in daily activities, work details, programming. Monitor phone activity, mail, hygiene, etc.</p> <p>Enforce institutional rules and SOPs. Report infractions orally or in writing, confront prisoners who violate rules or SOPs, initiate segregation or disciplinary procedures, and perform enforcement activities in compliance with Department policies.</p> <p>Function as Prisoner Hearing Advisor at Disciplinary and/or Classification Hearing to ensure that prisoners' rights and welfare are safeguarded.</p> <p>Apply the appropriate level of force in accordance with Department policies, ranging from verbal warnings and physical presence through use of chemical spray, physical restraints and in extreme cases, deadly force.</p> <p>Control and direct prisoner movement, individually or in groups, to and from various areas and activities within the facility; use appropriate restraints such as handcuffs and leg irons.</p> <p>Obtain and deliver meal trays, clothing, bedding supplies to prisoners as necessary.</p> <p>Perform head counts of prisoners; verify identification.</p> <p>Collect and document random and routine urine samples for testing</p>
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Functional Area Title: Administration and Records Management:		
E/M	% of Time	Duty Statement
E	5 %	<p>Collect, inventory, store, file, track and maintain prisoner personal property and information. Process prisoner photographs and fingerprints; enter incoming prisoner into the Alaska Corrections Offender Management System (ACOMS). Maintain accurate movement sheet of incoming and outgoing prisoners.</p> <p>Read, understand and enforce regulations, policies, standard operating and emergency procedures, post orders, court orders, etc.</p> <p>Provide information concerning prisoners via telephone and in-person to relatives, attorneys, probation officers, law enforcement agencies, etc. Direct requests for information to other staff as necessary.</p> <p>Prepare written incident and other required reports. Prepare forms and paperwork completely and accurately. Access and input information into computer systems.</p> <p>Admit and release prisoners in accordance with standard operating procedures and court orders; prepare necessary paper and computer documentation. Distribute inmate funds due upon release.</p> <p>Use a personal computer to create and retrieve reports and documents and input data</p>

Functional Area Title: Emergency Response:
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E/M	% of Time	Duty Statement
E	2 %	<p>In medical emergencies, provide first aid to staff and prisoners until medical assistance arrives; administer CPR; respond to incidents such as prisoner suicide attempts and deaths.</p> <p>In the event of a fire within the facility, don an emergency escape hood and direct/assist with the evacuation of prisoners, staff and visitors.</p> <p>Respond to prisoner disturbances, such as fights, escape attempts, hostage situations, or riots; assess critical factors, notify appropriate personnel, intervene as necessary to apply appropriate level of force.</p> <p>Evacuate prisoners or groups of prisoners from area or facility during an emergency while maintaining security. Following evacuation perform head count to maintain population control during and after the incident.</p>
<p align="center">Percentage Total: 100%</p>		

[Current Position Information](#)[Last Full PD](#)[Position History](#)[Printer friendly Version](#)[Return to the Home Page](#)[Position Control Information](#)[Duties](#)[Other Work Detail](#)[Work Demands](#)[Supervisory Authority](#)[Department Request and Certification](#)[Staffing Chart & Attachments](#)[Analysis](#)**Class Title:**

Correctional Officer III

**Position Control
Number (PCN):****205520****3. Other Work Details****3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).**

Computer with Microsoft Operating System, monitor, keyboard and mouse - (Daily)

Printer and scanner - (Daily)

Alaska Corrections Offender Management System (ACOMS) - (Daily)

Alaska Public Safety Information Network (APSIN) - (Daily)

NCIC - (Daily)

Microsoft Office Software Suite (Access, Excel, Word, Outlook, Power Point) - (Daily)

Electronic Monitoring Program (BI) - (Daily)

Audio/Video Recording/Copying - (1-2 times a week)

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Prisoner Transport Vehicles - (Daily)

Two Way Radio Transmission and Receiving Equipment - (Daily)

Electronic and Mechanical Locking Devices, Keys and locks - (Daily)

Hard and Soft Restraints - (Daily)

Photo-copy Machine - (Daily)

Sedan or Pickup - (Daily)

Calculator - (Daily)

Telephone - (Daily)

Fingerprint Equipment both computerized and manual - (Daily)

Audio/Video Recording Equipment - (1-2 times a month)

Use of Force Equipment - (1-2 times a month)

Firearms - (1-2 times a year)

Non-lethal use of force equipment (taser and Oleoresin Capsicum (OC) dispenser - (1-2 times a month)

Computer with Microsoft Operating System, monitor, keyboard and mouse (Daily)

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Department of Corrections Policies and Procedures (P&P) - (Daily)

Institutional Standard Operating Procedures (SOP) - (Daily)

Post Orders - (Daily)

Prisoner Handbook - (Daily)

Alaska Statutes and Administrative Codes(1-2 times a week)

Emergency Manuals - (1-2 times a week)

Classification and Time Accounting Manuals - (1-2 times a week)

Administrative Regulations - (1-2 times a week)

NCIC/APSIN Manual - (1-2 times a week)

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Incumbent makes initial decisions regarding prisoner living conditions, daily cleanliness inspections, searches, and counts. Counsels prisoners when appropriate regarding housing issues, personal cleanliness, in-house social issues and work assignments. Hires, trains and supervises prisoner workers in an assigned area. Reports housing and security issues, as well as emergency situations to the supervisor when necessary. Makes recommendations to supervisor regarding prisoners and assigned areas under his or her control.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how

often the contact is made.

The position has a wide variety of obligations to contact/notify organizations and individuals during the course of the day - by personal contact, telephone, fax, and email. Persons contacted include, but are not limited to, Alaska State Troopers, Local police departments, Court System, Judicial System, Department of Corrections Transportation, Department of Corrections Training, US Marshalls, Immigration Services, Probation, and Electronic Monitoring. Reasons for the contact encompass a wide variety of inmate transportation, incarceration, and sentencing/release reasons. These contacts are made daily.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Mistakes made by correctional officers during routine operations, an emergency, or a high stress situation can result in far reaching consequences for the facility and the department. Errors made can result in injury or loss of life for staff and prisoners, as well as destruction of property. Errors can also result in escapes, endangering the general public and law enforcement personnel.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Ability to write clear and concise reports. Ability to communicate clear, direct and understandable instructions to prisoners. Ability to converse in such a manner as to encourage prisoner compliance with institutional rules and elicit responses that enable the officer to accurately assess various situations and prisoner intentions and moods. Ability to respond to emergencies throughout the facility upon demand. Ability to exercise force in accordance with policy and procedure. Ability to work cooperatively with others under physically and mentally stressful situations. Computer skills and a willingness to learn new computer programs are important, along with the ability to work with digital camera equipment, recording devices and fingerprinting equipment.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

CPR Training- Department of Corrections/OSHA

Bloodborne Pathogens Training - Department of Corrections/OSHA

Firearms Training - Department of Corrections

Alaska Police Standards Council (APSC) Peace Officer Certification.

Valid Alaska Drivers License

Class B or C Commercial Drivers License (must have the following endorsement: **P** - Knowledge & Skills (road test) - Transporting more than 15 passengers).

[Current Position Information](#)[Last Full PD](#)[Position History](#)[Printer friendly Version](#)[Return to the Home Page](#)[Position Control Information](#)[Duties](#)[Other Work Detail](#)[Work Demands](#)[Supervisory Authority](#)[Department Request and Certification](#)[Staffing Chart & Attachments](#)[Analysis](#)

Class Title:
Correctional Officer III

Position Control Number (PCN): 205520

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job.***

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating

Description

Not Required (N):

Not required of this position.

Present (P):

Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O):

Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F):

Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				F
Walking				F
Standing				F
Running			O	
Jumping		P		
Bending or twisting				F
Squatting or kneeling				F
Crawling		P		
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance		P		

Climbing stairs				F
Driving cars, light duty trucks				F
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers			O	
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms				F
Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces			O	
Balancing on narrow surfaces			O	
Balancing on slippery surfaces				F
Balancing on uneven surfaces				F
Restraining/grappling with people in a public protection environment				F
Seeing objects at a distance				F
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell				F
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)		P		
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)				F

Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)			O	
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts		P		
Work on and off moving equipment		P		
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters		P		
Exposure to high noise levels			O	
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)			O	
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)				F
Exposure to needles or sharp implements (e.g., hospital, kitchens)				F
Use of hot equipment (e.g., kitchen ovens, lab equipment)		P		
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment				F

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Restraining/grappling with people in a public protection environment			O	

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Ability to communicate directly and clearly with aggressive/angry people. Ability to work cooperatively with others under physically and mentally stressful conditions. Ability to accurately assess the situation and the mood and intentions of individuals and groups. Ability to respond quickly and appropriately in emergency situations; for example the exercising the use of force in accordance with DOC policy and rendering CPR/first aid.