State of Alaska FY2013 Governor's Operating Budget

Department of Corrections
Correctional Academy
Component Budget Summary

Component: Correctional Academy

Contribution to Department's Mission

Coordinate and conduct training of department employees.

Core Services

- Train Correctional Officers
- Train Probation Officers

Key Component Challenges

The Department of Corrections Training Academy continues to develop and train cadres of instructors. These instructors provide basic and in-service training at department institutions and field offices around the State. Some of these instructors will become academy instructors or adjunct instructors during the staff buildup for Goose Creek Correctional Center. Currently, the department's specific training needs for instructors include:

- Firearms.
- One-on-one control tactics,
- First Aid/CPR,
- Motivational interviewing,
- Levels of Service Inventory-Revised (LSI-R),
- Methods of instruction, and
- Taser training

Continue to develop the existing training staff and look at innovative ways to meet the increasing number of trainees due to normal attrition and the forecasted increase of training with the opening of Goose Creek Correctional Center.

Recruit, hire and train a workforce of well-qualified correctional and probation officers to meet the challenge of public protection and facility standards department-wide.

Implement alternative methods of instruction such as blended learning and other E-Learning practices. These blended methods have the potential to reach large numbers of students/officers and have been effective with other organizations spread over a large geographical area.

Significant Changes in Results to be Delivered in FY2013

No changes in results delivered.

Major Component Accomplishments in 2011

The Chief Training Officer for the academy participated in the National Institute of Corrections (NIC) Regional Field Initiative. In collaboration with NIC, the academy co-facilitated supervisory and leadership courses for departmental employees using internet based delivery.

Maintained an annual training schedule that is consistent with the increased needs of the Department.

Held two basic correctional officer academies and one probation officer academy.

Other training provided by the Academy included:

- Prisoner transport,
- Semi-automatic pistol courses,
- Rifle instructor course,

- Re-certification for firearms instructor and range officers,
- Re-certification for armed officers in the judgmental shooting exercises,
- One-on-one control tactics instructor courses,
- Taser instructor follow-up course,
- Support staff academy,
- Municipal officer academy, and
- In-service training opportunities to officers.

Continued to revise portions of the training curriculum and development / implementation of new lesson plans by collaborating with each Division within the department.

The Training Academy provided approximately 348 officer/employees 31,826 training hours.

The centralized Correctional Officer Recruitment Team provided 79% of the department's recruitment, hiring and background investigations for FY2011.

Statutory and Regulatory Authority

- 1) Probation, Prisons, Pardons, and Prisoners (AS 33)
- 2) Welfare, Social Services and Institutions (AS 47)
- 3) Corrections (22 AAC)
- 4) Health and Safety (AS 18)
- 5) Criminal Law (AS 11)
- 6) Public Finance (AS 37)
- 7) State Government (AS 44)

Contact Information

Contact: Sam Edwards, Deputy Commissioner

Phone: (907) 269-7394 **Fax:** (907) 269-7390

E-mail: sam.edwards@alaska.gov

•	Correctional Academy		
	omponent Financial Sum		dollars shown in thousands
	FY2011 Actuals	FY2012	FY2013 Governor
		Management Plan	
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	583.1	906.4	924.5
72000 Travel	100.1	196.9	196.9
73000 Services	385.9	179.4	179.4
74000 Commodities	65.8	69.7	69.7
75000 Capital Outlay	6.2	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,141.1	1,352.4	1,370.5
Funding Sources:			
1004 General Fund Receipts	1,141.1	1,352.4	1,370.5
Funding Totals	1.141.1	1,352.4	1,370.5

Summary of Component Budget Changes From FY2012 Management Plan to FY2013 Governor All dollars shown in thousands Unrestricted Designated Other Funds Federal **Total Funds** Gen (UGF) Gen (DGF) Funds FY2012 Management Plan 1,352.4 0.0 0.0 0.0 1,352.4 Adjustments which will continue current level of service: -FY2013 Salary Increases 12.3 0.0 0.0 0.0 12.3 -FY2013 Health Insurance 0.0 5.8 0.0 0.0 5.8 Increases FY2013 Governor 1,370.5 0.0 0.0 0.0 1,370.5

Correctional Academy Personal Services Information										
Α	uthorized Positions		Personal Services C	osts						
	FY2012									
	Management	FY2013								
	Plan	Governor	Annual Salaries	582,283						
Full-time	9	9	Premium Pay	0						
Part-time	0	0	Annual Benefits	369,648						
Nonpermanent	0	0	Less 2.88% Vacancy Factor	(27,431)						
			Lump Sum Premium Pay	Ó						
Totals	9	9	Total Personal Services	924,500						

Position Classification Summary											
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total						
Adult Probation Off III	0	0	0	1	1						
Chief Time Accounting Officer	1	0	0	0	1						
Correctional Officer III	0	0	0	3	3						
Correctional Officer IV	0	0	0	1	1						
Division Operations Manager	0	0	0	1	1						
Office Assistant I	0	0	0	1	1						
Office Assistant II	0	0	0	1	1						
Totals	1	0	0	8	9						

Component Detail All Funds Department of Corrections

	FY2011 Actuals	FY2012 Conference Committee	FY2012 Authorized	FY2012 Management Plan	FY2013 Governor	FY2012 Manageme FY2013	nt Plan vs Governor
71000 Personal Services	583.1	674.5	674.5	906.4	924.5	18.1	2.0%
72000 Travel	100.1	196.9	196.9	196.9	196.9	0.0	0.0%
73000 Services	385.9	128.9	129.4	179.4	179.4	0.0	0.0%
74000 Commodities	65.8	69.7	69.7	69.7	69.7	0.0	0.0%
75000 Capital Outlay	6.2	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	1,141.1	1,070.0	1,070.5	1,352.4	1,370.5	18.1	1.3%
Fund Sources:	•	•	,	,	•		
1004 Gen Fund (UGF)	1,141.1	1,070.0	1,070.5	1,352.4	1,370.5	18.1	1.3%
Unrestricted General (UGF)	1,141.1	1,070.0	1,070.5	1,352.4	1,370.5	18.1	1.3%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	7	7	7	9	9	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios With Descriptions Department of Corrections

Component: Correctional Academy (703)

RDU: Population Management (550)

										Po	sitions	
Scenario/Change	Trans	Totals	Personal	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	PFT	PPT	NP
Record Title	Type		Services									
	******	******	Changes F	rom FY2012 Co	nference Con	nmittee To FY20	012 Authorized	******	******	**		
FY2012 Conference	e Committee		•									
	ConfCom	1,070.0	674.5	196.9	128.9	69.7	0.0	0.0	0.0	7	0	0
1004 Gen Fund	1,0	70.0										
ETS/HR Chargeba	ck Transfer from I	Department of Admin	istration									
	Atrin	0.5	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.5										

Pursuant to Section 1, Chapter 3, FSSLA 2011, page 2, lines 22 - 25, \$1,328,200 is distributed to state departments and agencies in order to pay service costs charged by the Department of Administration in FY2012, primarily for Personnel and Enterprise Technology Services.

The amounts transferred to state agencies are as follows:

Administration (non-ETS): 94.4 Administration (internal): 291.2

Commerce: 30.3 Corrections: 70.2 Education: 25.6

Environmental Conservation: 32.5

Fish and Game: 82.6 Office of the Governor: 6.1 Health and Social Services: 210.4

Labor: 74.1 Law: 33.6

Military and Veterans Affairs: 15.9

Natural Resources: 60.2 Public Safety: 59.6 Revenue: 50.7 Transportation: 178.6 Legislature: 11.9 Court System: .3

	Subtotal	1,070.5	674.5	196.9	129.4	69.7	0.0	0.0	0.0	7	0	0	
	******	******	****** Changes	From FY2012 A	uthorized To FY	2012 Manageme	ent Plan *******	******	*****				
ADN#20-2-0004 Trans	ADN#20-2-0004 Transfer PCN 20-0039 Chief Time Accounting Officer from Classification & Furlough to the Academy												
	Trin	110.6	110.6	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0	
1004 Gen Fund	110).6											

Transfer PCN 20-0039 the Chief Time Accounting Officer position with funding from the Classification & Furlough component to the Correctional Training Academy. The Training Academy has been restructured and is now tasked with the oversight of the departments offender time management. This transfer will

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Change Record Detail - Multiple Scenarios With Descriptions Department of Corrections

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Po PFT	sitions PPT	NP
accurately reflect the	ne change in th	ne organizational struc	cture of the Training	Academy.								
ADN#20-2-0005 Tran	sfer PCN 20-5	5231, Correctional Of	fficer IV, w/funding	(Recruitment U	nit) from IDO to	the Academy						
	Trin	171.3	121.3	0.0	50.0	0.0	0.0	0.0	0.0	1	0	0
1004 Gen Fund		171.3										
		Recruitment Unit (PC)										
		red and is now tasked CN 20-5231 (w/fundin										
reporting of this un			9,				g					
-	Subtotal	1,352.4	906.4	196.9	179.4	69.7	0.0	0.0	0.0	9	0	0
	*******	*******	******* Change	s From FV2012	Management	t Plan To FY201	3 Governor **	******	*****			
FY2013 Salary Incre	ases		Onlange	3110111112012	. Management	111011201	3 GOVERNO					
1001 O - Free I	SalAdj	12.3	12.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		12.3										
FY2013 Salary Inci	reases: \$12.3											
FY2013 Health Insur	ance Increase	es										
	SalAdj	5.8	5.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		5.8										
FY2013 Health Ins	urance Increas	ses: \$5.8										
	Totals	1,370.5	924.5	196.9	179.4	69.7	0.0	0.0	0.0	9	0	0
		•										

FY2013 Governor
Department of Corrections

Personal Services Expenditure Detail

Department of Corrections

Scenario: FY2013 Governor (9494)
Component: Correctional Academy (703)
RDU: Population Management (550)

PCN	Job Class Title		Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pav	Annual Benefits	Total Costs	GF Amount
20-0039	Chief Time Accour Officer	ting	FT	Р	GP	Anchorage	200	18J / K	12.0		72,516	0	0	44,783	117,299	117,299
20-1087	Division Operation Manager	5	FT	Α	SS	Palmer	100	24A / B	12.0		88,372	0	0	50,437	138,809	138,809
20-5231	Correctional Office	r IV	FT	Р	SS	Palmer	100	18K / L	12.0		80,184	0	0	47,255	127,439	127,439
20-6678	Office Assistant I		FT	Α	GP	Palmer	200	8E / F	12.0		32,552	0	0	29,257	61,809	61,809
20-7001	Correctional Office	r III	FT	Р	GC	Palmer	100	15D / E	12.0		62,733	0	0	39,468	102,201	102,201
20-7002	Adult Probation Of	f III	FT	Р	SS	Palmer	100	18F / J	12.0		69,756	0	0	43,204	112,960	112,960
20-7003	Correctional Office	r III	FT	Р	GC	Palmer	100	15F / J	12.0		69,069	0	0	41,929	110,998	110,998
20-7006	Correctional Office	r III	FT	Р	GC	Palmer	100	15K / L	12.0		73,554	0	0	43,672	117,226	117,226
20-7007	Office Assistant II		FT	Α	GP	Palmer	200	10B / C	12.0		33,547	0	0	29,643	63,190	63,190
		Total											Total Sa	lary Costs:	582,283	
		Positions	N	lew	Dele	eted							1	otal COLA:	0	
Fu	III Time Positions:	9		0	C)							Total Pre	mium Pay::	0	
Pa	rt Time Positions:	0		0	C)							Tot	al Benefits:	369,648	
Non Perr	manent Positions:	0		0	C)										
Positio	ns in Component:	9		0	C)						•	Total Pi	e-Vacancy:	951,931	•

9	0	0	Total Pre-Vacancy:	
			Minus Vacancy Adjustment of 2.88%:	
			Total Post-Vacancy:	
108.0			Plus Lump Sum Premium Pay:	
			Personal Services Line 100:	
	9 108.0	9 0	9 0 0	Minus Vacancy Adjustment of 2.88%: Total Post-Vacancy: 108.0 Plus Lump Sum Premium Pay:

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	951,931	924,500	100.00%
Total PCN Funding:	951,931	924,500	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail Department of Corrections Travel

Line Number	Line Name			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel			100.1	196.9	196.9
Expendit	ure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
			72000 Travel Detail Totals	100.1	196.9	196.9
72110	Employee Travel (Instate)		Travel to provide training at various locations, departmental staff to attend academies, certification training, conferences and seminars, and to attend regional meetings.	97.3	190.4	190.4
72410	Employee Travel (Out of state)		Travel out of state for meetings and training.	2.8	6.5	6.5

Department of Corrections Services

Line Number	Line Name			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000	Services			385.9	179.4	179.4
Expendit	ture Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
			73000 Services Detail Totals	385.9	179.4	179.4
73025	Education Services		Professional service costs related to conference registration fees, training, membership dues to professional organizations, contracts with private vendors to conduct studies and other professional services and other miscellaneous services.	3.2	0.0	3.5
73156	Telecommunication		Local and long distance telephone services and other related miscellaneous communication charges.	0.9	1.0	1.0
73175	Health Services		Professional service contracts, i.e. psychiatric and psychological services, physical therapy, hospitalization, etc.	111.9	92.5	73.0
73225	Delivery Services		Freight costs, delivery and express services, postage, messenger services, etc.	2.1	0.5	0.5
73450	Advertising & Promos		Printing and binding of training manuals, costs for forms, and professional subscriptions.	11.0	50.5	50.0
73650	Struc/Infstruct/Land		Rental agreements, leases and repairs, annual maintenance.	18.0	0.0	0.0
73665	Rentals/Leases (Non IA- Struct/Infs/Land)		Office lease space charges.	0.0	2.7	2.7
73675	Equipment/Machinery		Minor repairs and rentals of office equipment not covered by maintenance or lease agreements.	5.9	1.0	5.0
73750	Other Services (Non IA Svcs)		Professional Services contracts for consulting services and psychological testing and health exams of new recruits and prisoner transportation officers. Other miscellaneous service costs such as conference registration fees, training, and membership dues to professional organizations, etc.	0.3	0.2	0.2
73805	IT-Non-Telecommunication	Admin	Computer charges.	4.3	2.6	4.5
73806	IT-Telecommunication	Admin	Telephone charges.	19.1	9.7	20.0
	FY2013 Governor				leased December	
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Department of Corrections Services

Component: Correctional Academy (703)

RDU: Population Management (550)

Expenditure Account Servicing Agency Explanation

Expenditure Account Servicing Age		Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
			73000 Services Detail Totals	385.9	179.4	179.4
73809	Mail	Admin	Central Mailroom charges.	0.0	0.3	0.3
73810	Human Resources	Admin	HR Integration charges.	5.5	6.9	7.2
73811	Building Leases	Admin	Building leases.	183.1	0.0	0.0
73814	Insurance	Admin	Risk Management charges.	0.4	0.5	0.5
73815	Financial	Admin	DOA chargeback Items (AKPAY, AKSAS, EEO, etc.).	0.4	0.4	0.4
73816	ADA Compliance	Labor	ADA charges.	0.1	0.1	0.1
73818	Training (Services-IA Svcs)	Admin	Education / Training charges.	0.0	0.5	0.5
73819	Commission Sales (IA Svcs)		Statewide Travel Office (STO) fees associated with travel arrangements for employee and non-employee in-state and out-of-state costs.	0.2	0.0	0.0
73848	State Equip Fleet	Trans	State Equipment Fleet charges.	19.5	10.0	10.0

Department of Corrections Commodities

Line Number	Line Name			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities			65.8	69.7	69.7
Expendit	ure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
			74000 Commodities Detail Totals	65.8	69.7	69.7
74200	Business		Consumable office supplies, duplicating, data processing supplies, i.e. paper forms, printer and toner cartridges, and other related supplies.	22.4	15.0	15.0
74480	Household & Instit.		Household and Institution - food, clothing and uniforms and cleaning supplies.	7.9	15.0	15.0
74520	Scientific & Medical		Medical and scientific supplies, i.e. laboratory, instruments, K-9 unit, and other related supplies.	0.7	0.0	0.0
74600	Safety (Commodities)		Other operating supplies including ammunition, law enforcement supplies and related training supplies.	30.7	39.2	39.2
74650	Repair/Maintenance (Commodities)		Repair and Maintenance - building materials, signs and paint.	4.1	0.5	0.5

Department of Corrections Capital Outlay

Line Number Line	ame	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
75000 Capita	l Outlay	6.2	0.0	0.0
Expenditure Acc	ount Servicing Agency Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
	75000 Capit	al Outlay Detail Totals 6.2	0.0	0.0
75700 Equip	nent Safety equipment, information te communication and electronic ed		0.0	0.0

Inter-Agency Services Department of Corrections

						FY2012	
Expenditure Account		Service Description	Service Type	Servicing Agency	FY2011 Actuals	Management Plan	FY2013 Governor
73805	IT-Non-Telecommunication	Computer charges.	Inter-dept	Admin	4.3	2.6	4.5
			73805 IT-Non-Tele	communication subtotal:	4.3	2.6	4.5
73806	IT-Telecommunication	Telephone charges.	Inter-dept	Admin	19.1	9.7	20.0
			73806 IT-Tele	communication subtotal:	19.1	9.7	20.0
73809	Mail	Central Mailroom charges.	Inter-dept	Admin	0.0	0.3	0.3
				73809 Mail subtotal:	0.0	0.3	0.3
73810	Human Resources	HR Integration charges.	Inter-dept	Admin	5.5	6.9	7.2
			73810 Hu	man Resources subtotal:	5.5	6.9	7.2
73811	Building Leases	Building leases.	Inter-dept	Admin	183.1	0.0	0.0
			73811	Building Leases subtotal:	183.1	0.0	0.0
73814	Insurance	Risk Management charges.	Inter-dept	Admin	0.4	0.5	0.5
			7	'3814 Insurance subtotal:	0.4	0.5	0.5
73815	Financial	DOA chargeback Items (AKPAY, AKSAS, EEO, etc.).	Inter-dept	Admin	0.4	0.4	0.4
				73815 Financial subtotal:	0.4	0.4	0.4
73816	ADA Compliance	ADA charges.	Inter-dept	Labor	0.1	0.1	0.1
			73816 A	DA Compliance subtotal:	0.1	0.1	0.1
73848	State Equip Fleet	State Equipment Fleet charges.	Inter-dept	Trans	19.5	10.0	10.0
			73848 S	tate Equip Fleet subtotal:	19.5	10.0	10.0
			Co	rrectional Academy total:	232.4	30.5	43.0
				Grand Total:	232.4	30.5	43.0