

# **State of Alaska FY2021 Governor's Operating Budget**

## **Department of Corrections Research and Records Component Budget Summary**

**Component: Research and Records****Contribution to Department's Mission**

Provide offender data and maintain records.

**Core Services**

- Perform Statistical Data Analysis
- Provide Central Record Management and Archival Services

**Major Component Accomplishments in 2019**

Established the Criminal Justice Information Services (CJIS) Unit, to monitor and manage department compliance with State and Federal regulations pertaining to the handling of Criminal Justice Information (CJI).

Established, reviewed, and modified current and new policies to comply with the Federal Bureau of Investigation (FBI) CJIS Security Policy.

Completed the annual Permanent Fund Dividend (PFD) verification process and responded to 92 PFD denial appeals.

Improved the Alaska Public Safety Information Network (APSIN) documentation to achieve nearly 100% compliance.

Identification and creation of master users lists for auditing of APSIN and Security Awareness Training along with deactivation of accounts for users no longer requiring access.

Responded to 325 court orders and subpoenas, 350 ad hoc requests, and managed 21 recurring requests for statistical information.

**Key Component Challenges**

Timely imaging of inactive offender criminal and medical records.

Recruit, hire and retain qualified staff to meet the challenge of public protection within fiscally responsible parameters.

Lack of infrastructure to implement an electronic system for offender records. Files are currently stored in conex containers, leased storage units, and leased warehouses all over the state creating exhaustive searches when attempting to locate an offender's record as well as high lease and storage costs.

Timely imaging of inactive offender criminal and medical records. There are currently more than 15,000 boxes stored statewide which need to be imaged. Imaging these files will reduce current space/storage requirements.

**Significant Changes in Results to be Delivered in FY2021**

No changes in results delivered.

**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
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Research and Records Personal Services Information					
Authorized Positions			Personal Services Costs		
	<u>FY2020</u> <u>Management</u> <u>Plan</u>	<u>FY2021</u> <u>Governor</u>			
Full-time	6	6	Annual Salaries		461,735
Part-time	0	0	COLA		3,537
Nonpermanent	0	0	Premium Pay		0
			Annual Benefits		287,266
			<i>Less 2.92% Vacancy Factor</i>		(21,938)
			Lump Sum Premium Pay		0
<b>Totals</b>	<b>6</b>	<b>6</b>	<b>Total Personal Services</b>		<b>730,600</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Criminal Justice Planner	2	0	0	0	2
Criminal Justice Technician II	0	0	1	0	1
Microfilm/Imaging Operator II	0	0	1	0	1
Research Analyst II	0	0	1	0	1
Research Analyst IV	0	0	1	0	1
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>6</b>

**Component Detail All Funds**  
**Department of Corrections**

**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

Non-Formula Component

	FY2019 Actuals	FY2020 Conference Committee	FY2020 Authorized	FY2020 Management Plan	FY2021 Governor	FY2020 Management Plan vs FY2021 Governor	
71000 Personal Services	625.1	701.4	701.4	721.4	730.6	9.2	1.3%
72000 Travel	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
73000 Services	186.6	16.8	16.8	16.8	16.8	0.0	0.0%
74000 Commodities	7.3	5.0	5.0	5.0	5.0	0.0	0.0%
75000 Capital Outlay	0.0	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%
<b>Totals</b>	<b>819.0</b>	<b>723.2</b>	<b>723.2</b>	<b>743.2</b>	<b>752.4</b>	<b>9.2</b>	<b>1.2%</b>
<b>Fund Sources:</b>							
1004 Gen Fund (UGF)	819.0	723.2	723.2	743.2	752.4	9.2	1.2%
<b>Unrestricted General (UGF)</b>	<b>819.0</b>	<b>723.2</b>	<b>723.2</b>	<b>743.2</b>	<b>752.4</b>	<b>9.2</b>	<b>1.2%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	6	6	6	6	6	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:** Research and Records (2758)  
**RDU:** Administration and Support (271)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2020 Conference Committee To FY2020 Authorized *****												
<b>FY2020 Conference Committee</b>	ConfCom	723.2	701.4	0.0	16.8	5.0	0.0	0.0	0.0	6	0	0
1004 Gen Fund		723.2										
<b>Subtotal</b>		<b>723.2</b>	<b>701.4</b>	<b>0.0</b>	<b>16.8</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>6</b>	<b>0</b>	<b>0</b>
***** Changes From FY2020 Authorized To FY2020 Management Plan *****												
<b>Transfer from Information Technology MIS</b>	Trin	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		20.0										
<b>Subtotal</b>		<b>743.2</b>	<b>721.4</b>	<b>0.0</b>	<b>16.8</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>6</b>	<b>0</b>	<b>0</b>
***** Changes From FY2020 Management Plan To FY2021 Governor *****												
<b>FY2021 Salary and Health Insurance Increases</b>	SalAdj	9.2	9.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		9.2										
<b>Totals</b>		<b>752.4</b>	<b>730.6</b>	<b>0.0</b>	<b>16.8</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>6</b>	<b>0</b>	<b>0</b>

Align personal services authority within the Administration and Support RDU to meet FY2020 personal services needs. Authorization is needed to meet costs associated with annual merit increases, positions transfers, and to maintain an appropriate vacancy factor. Authorization is available to transfer due to employee turnover.

\$ 20.0 of general fund authorization is reallocated as follows:

(\$ 20.0) Information Technology MIS  
 \$ 20.0 Research and Records

FY2021 GGU Salary Increases: \$5.8

FY2021 increase to GGU Health Insurance from \$1530 to \$1555 per member per month: \$3.4

**Line Item Detail (1676)**  
**Department of Corrections**  
**Services**

**Component:** Research and Records (2758)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
3000	Services		186.6	16.8	16.8
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
<b>3000 Services Detail Totals</b>			<b>186.6</b>	<b>16.8</b>	<b>16.8</b>
3002	Legal and Judicial Services	Transcription or recording services, i.e., case transcription or recording from one media into another.	20.4	1.2	1.2
3003	Information Technology	Imaging software maintenance/licensing.	8.1	1.0	1.0
3004	Telecommunications	Local and long distance telephone services and other related miscellaneous communication charges.	0.6	0.4	0.4
3006	Delivery Services	Freight costs, delivery and express services, postage, messenger services, etc.	4.3	1.0	1.0
3008	Utilities	Public utility services for heat, water, sewage, electricity, and waste disposal.	6.0	1.0	1.0
3009	Structure/Infrastructure/Land	Room and office leases, inspections, janitorial services, snow removal, other repairs and maintenance.	3.5	1.0	1.0
3010	Equipment/Machinery	Minor repairs and rentals of office equipment not covered by maintenance or lease agreements.	1.7	0.9	0.9
3011	Other Services	Other professional services contracts, e.g., construction consulting services, training, safety, graphics.	0.2	0.2	0.2
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Office of Information Technology (OIT) Core Services, OIT Server Hosting & Storage, OIT Licenses for	14.7	3.0	3.0

**Line Item Detail (1676)**  
**Department of Corrections**  
**Services**

**Component:** Research and Records (2758)

Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
<b>3000 Services Detail Totals</b>			<b>186.6</b>	<b>16.8</b>	<b>16.8</b>
		Adobe, Microsoft and SQL rates charges.			
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Office of Information Technology (OIT) Telephone charges.	7.9	2.0	2.0
3022	Inter-Agency Human Resources	Admin - Department-wide Human Resource service charges.	3.9	2.0	2.0
3023	Inter-Agency Building Leases	Admin - Department-wide Office lease space charges.	114.4	2.0	2.0
3026	Inter-Agency Insurance	Admin - Department-wide Risk Management service charges.	0.4	0.3	0.3
3027	Inter-Agency Financial	Admin - Department-wide Integrated Resource Information System (IRIS) Financial, IRIS Human Resource Management (HRM)/Payroll, Alaska Data Enterprise Reporting (ALDER) charges.	0.3	0.3	0.3
3037	State Equipment Fleet	Trans - Department-wide State Equipment Fleet (SEF) charges.	0.2	0.5	0.5



**Line Item Detail (1676)**  
**Department of Corrections**  
**Commodities**

**Component:** Research and Records (2758)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
4000	Commodities		7.3	5.0	5.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>
<b>4000 Commodities Detail Totals</b>			<b>7.3</b>	<b>5.0</b>	<b>5.0</b>
4000	Business	Consumable office supplies, duplicating, data processing supplies; i.e., paper forms, printer and toner cartridges, and other related supplies.	7.3	5.0	5.0

**Inter-Agency Services (1682)**  
**Department of Corrections**

**Component:** Research and Records (2758)

				FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
<b>Component Totals</b>				<b>141.8</b>	<b>10.1</b>	<b>10.1</b>
With Department of Administration				141.6	9.6	9.6
With Department of Transportation/Public Facilities				0.2	0.5	0.5
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2019 Actuals</b>	<b>FY2020 Management Plan</b>	<b>FY2021 Governor</b>	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Office of Information Technology (OIT) Core Services, OIT Server Hosting & Storage, OIT Licenses for Adobe, Microsoft and SQL rates charges.	14.7	3.0	3.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Office of Information Technology (OIT) Telephone charges.	7.9	2.0	2.0	
3022	Inter-Agency Human Resources	Admin - Department-wide Human Resource service charges.	3.9	2.0	2.0	
3023	Inter-Agency Building Leases	Admin - Department-wide Office lease space charges.	114.4	2.0	2.0	
3026	Inter-Agency Insurance	Admin - Department-wide Risk Management service charges.	0.4	0.3	0.3	
3027	Inter-Agency Financial	Admin - Department-wide Integrated Resource Information System (IRIS) Financial, IRIS Human Resource Management (HRM)/Payroll, Alaska Data Enterprise Reporting (ALDER) charges.	0.3	0.3	0.3	
3037	State Equipment Fleet	Trans - Department-wide State Equipment Fleet (SEF) charges.	0.2	0.5	0.5	

**Personal Services Expenditure Detail**  
**Department of Corrections**

**Scenario:** FY2021 Governor (16414)  
**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
20-1031	Microfilm/Imaging Operator II	FT	A	GP	Juneau	205	12E / F	12.0		47,193	650	0	36,620	84,463	84,463
20-1057	Criminal Justice Technician II	FT	A	GP	Juneau	205	14L / M	12.0		65,404	901	0	43,500	109,805	109,805
20-1080	Research Analyst II	FT	A	GP	Juneau	205	16D / E	12.0		61,544	848	0	42,042	104,434	104,434
20-2054	Research Analyst IV	FT	A	SS	Juneau	99	21L	12.0		107,162	0	0	59,316	166,478	166,478
20-6130	Criminal Justice Planner	FT	A	SS	Anchorage	200	21J / K	12.0		97,848	0	0	55,797	153,645	153,645
20-6162	Criminal Justice Planner	FT	A	GP	Anchorage	200	21D / E	12.0		82,584	1,138	0	49,991	133,713	133,713
													<b>Total Salary Costs:</b>	461,735	
													<b>Total COLA:</b>	3,537	
													<b>Total Premium Pay:</b>	0	
													<b>Total Benefits:</b>	287,266	
													<b>Total Pre-Vacancy:</b>	752,538	
													<b>Minus Vacancy Adjustment of 2.92%:</b>	(21,938)	
													<b>Total Post-Vacancy:</b>	730,600	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	730,600	

	Total Positions	New	Deleted
Full Time Positions:	6	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	6	0	0

**Total Component Months:** 72.0

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	752,538	730,600	100.00%
<b>Total PCN Funding:</b>	<b>752,538</b>	<b>730,600</b>	<b>100.00%</b>

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.

*Department of Corrections*  
**Research and Records**  
*FY 2021 Organizational Structure*

