

# **State of Alaska FY2014 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 2012

Completed the 2011 Offender Profile while simultaneously expanding statistics.

Increased the accuracy of permanent fund dividend (PFD) denials while also keeping the PFD denial appeal count steady.

Completed annual, semi-annual and quarterly reports for federal agencies including: Census Bureau, Internal Revenue Service, Federal Aviation Administration, and Bureau of Justice Statistics.

Became a participating state in a comprehensive data exchange with the Association of State Correctional Administrators (ASCA). Participation with ASCA will allow the State of Alaska to compare offender statistics with other, similar states in greater detail.

Provided data on general prison population statistics to the public as well as other state and federal agencies as requested.

Initiated multiple data quality assurance reviews including but not limited to: increased documentation of offender citizenship which will improve State Criminal Alien Assistance Program grant awards, improved probation and parole data which will contribute towards reducing probation officer workload; and, improved offender discharge data which will increase the quality and accuracy of PFD denials.

Increased the number of hard file documents (inmate files) converted to electronic format by nearly 50%. Began working with rural DOC offices and institutions to reduce the number of stored inactive offender files.

Implemented a centralized for responding to court ordered document requests where the process is now actively monitored improving the efficiency and timeliness of providing critical legal documents to the Department of Law and the Alaska Court System.

### Key Component Challenges

Timely imaging of inactive offender criminal and medical records.

Continue to improve the data quality of ACOMS database.

Inconsistent documentation of events due to ancillary databases which prevents the ability to produce consistent or accurate reports.

### Significant Changes in Results to be Delivered in FY2014

No changes in results delivered.

### Statutory and Regulatory Authority

- 1) Probation, Prisons, Parsons, 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
<p><b>Contact:</b> Leslie Houston, Director of Administrative Services <b>Phone:</b> (907) 465-3339 <b>Fax:</b> (907) 465-3315 <b>E-mail:</b> leslie.houston@alaska.gov</p>

**Research and Records  
Component Financial Summary**

*All dollars shown in thousands*

	<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	203.4	274.5	274.5
72000 Travel	0.0	0.0	0.0
73000 Services	115.0	54.2	54.2
74000 Commodities	16.8	5.0	5.0
75000 Capital Outlay	6.8	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>342.0</b>	<b>333.7</b>	<b>333.7</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	342.0	333.7	333.7
<b>Funding Totals</b>	<b>342.0</b>	<b>333.7</b>	<b>333.7</b>

**Summary of Component Budget Changes  
From FY2013 Management Plan to FY2014 Governor**

*All dollars shown in thousands*

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
<b>FY2013 Management Plan</b>	333.7	0.0	0.0	0.0	333.7
<b>FY2014 Governor</b>	333.7	0.0	0.0	0.0	333.7

**Research and Records  
Personal Services Information**

<b>Authorized Positions</b>			<b>Personal Services Costs</b>	
	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>		
Full-time	3	3	Annual Salaries	169,147
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	112,704
			<i>Less 2.61% Vacancy Factor</i>	<i>(7,351)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>Total Personal Services</b>	<b>274,500</b>

**Position Classification Summary**

<b>Job Class Title</b>	<b>Anchorage</b>	<b>Fairbanks</b>	<b>Juneau</b>	<b>Others</b>	<b>Total</b>
Microfilm/Imaging Oper I	0	0	1	0	1
Microfilm/Imaging Oper II	0	0	1	0	1
Research Analyst IV	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>

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

**Component:** Research and Records (AR50575) (2758)  
**RDU:** Administration and Support (271)

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Management Plan vs FY2014 Governor	
71000 Personal Services	203.4	274.5	274.5	274.5	274.5	0.0	0.0%
72000 Travel	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
73000 Services	115.0	54.2	54.2	54.2	54.2	0.0	0.0%
74000 Commodities	16.8	5.0	5.0	5.0	5.0	0.0	0.0%
75000 Capital Outlay	6.8	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>342.0</b>	<b>333.7</b>	<b>333.7</b>	<b>333.7</b>	<b>333.7</b>	<b>0.0</b>	<b>0.0%</b>
<b>Fund Sources:</b>							
1004 Gen Fund (UGF)	342.0	333.7	333.7	333.7	333.7	0.0	0.0%
<b>Unrestricted General (UGF)</b>	<b>342.0</b>	<b>333.7</b>	<b>333.7</b>	<b>333.7</b>	<b>333.7</b>	<b>0.0</b>	<b>0.0%</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	3	3	3	3	3	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 FY2013 Conference Committee To FY2013 Authorized *****												
FY2013 Conference Committee	ConfCom	333.7	274.5	0.0	54.2	5.0	0.0	0.0	0.0	3	0	0
1004 Gen Fund		333.7										
<b>Subtotal</b>		<b>333.7</b>	<b>274.5</b>	<b>0.0</b>	<b>54.2</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3</b>	<b>0</b>	<b>0</b>
***** Changes From FY2013 Authorized To FY2013 Management Plan *****												
<b>Subtotal</b>		<b>333.7</b>	<b>274.5</b>	<b>0.0</b>	<b>54.2</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3</b>	<b>0</b>	<b>0</b>
***** Changes From FY2013 Management Plan To FY2014 Governor *****												
<b>Totals</b>		<b>333.7</b>	<b>274.5</b>	<b>0.0</b>	<b>54.2</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3</b>	<b>0</b>	<b>0</b>

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

**Scenario:** FY2014 Governor (10289)  
**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	GF Amount
20-1031	Microfilm/Imaging Oper I	FT	A	GP	Juneau	205	10B / C	12.0		35,673	0	0	29,977	65,650	65,650
20-1057	Microfilm/Imaging Oper II	FT	A	GP	Juneau	205	12G / J	12.0		46,606	0	0	34,074	80,680	80,680
20-2054	Research Analyst IV	FT	A	SS	Juneau	205	21F	12.0		86,868	0	0	48,653	135,521	135,521
													<b>Total Salary Costs:</b>	169,147	
													<b>Total COLA:</b>	0	
													<b>Total Premium Pay:</b>	0	
													<b>Total Benefits:</b>	112,704	
													<b>Total Pre-Vacancy:</b>	281,851	
													<b>Minus Vacancy Adjustment of 2.61%:</b>	(7,351)	
													<b>Total Post-Vacancy:</b>	274,500	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	274,500	
<b>Total Component Months:</b>		36.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	281,851	274,500	100.00%
<b>Total PCN Funding:</b>	<b>281,851</b>	<b>274,500</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.

**Line Item Detail**  
**Department of Corrections**  
**Services**

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

<b>Line Number</b>	<b>Line Name</b>		<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>	
73000	Services		115.0	54.2	54.2	
<b>Expenditure Account</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>	
<b>73000 Services Detail Totals</b>			<b>115.0</b>	<b>54.2</b>	<b>54.2</b>	
73150	Information Technlgy	Imaging software maintenance/licensing.	2.7	5.5	5.5	
73156	Telecommunication	Local and long distance telephone services and other related miscellaneous communication charges.	2.5	2.0	2.0	
73225	Delivery Services	Freight costs, delivery and express services, postage, messenger services, etc.	0.9	5.0	5.0	
73525	Utilities	Public utility services for heat, water, sewage, electricity, and waste disposal.	0.9	1.3	1.3	
73650	Struc/Infstruct/Land	Room and office leases, inspections, janitorial services, snow removal, other repairs and maintenance.	15.9	13.0	13.0	
73675	Equipment/Machinery	Minor repairs and rentals of office equipment not covered by maintenance or lease agreements.	7.4	5.0	5.0	
73750	Other Services (Non IA Svcs)	Other professional service contracts, i.e. education, consultanting services, training, etc.	0.2	0.5	0.5	
73805	IT-Non-Telecommunication	Admin	Computer charges.	1.7	1.9	1.9
73806	IT-Telecommunication	Admin	Telephone charges.	4.1	4.2	4.2
73809	Mail	Admin	Central Mailroom charges.	0.0	0.1	0.1
73810	Human Resources	Admin	HR integration charges.	2.3	2.8	2.8
73811	Building Leases	Admin	Office lease space charges.	76.1	12.5	12.5
73814	Insurance	Admin	Risk Management charges.	0.2	0.2	0.2
73815	Financial	Admin	DOA chargeback Items (AKPAY, AKSAS, EEO, etc.).	0.1	0.1	0.1
73816	ADA Compliance	Labor	ADA charges.	0.0	0.1	0.1

**Line Item Detail**  
**Department of Corrections**  
**Commodities**

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

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000	Commodities		16.8	5.0	5.0
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>74000 Commodities Detail Totals</b>			<b>16.8</b>	<b>5.0</b>	<b>5.0</b>
74200	Business	Consumable office supplies, duplicating, data processing supplies, i.e. paper forms, printer and toner cartridges, electronic supplies, minor tools, and other related supplies.	16.8	5.0	5.0

**Line Item Detail**  
**Department of Corrections**  
**Capital Outlay**

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

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
75000	Capital Outlay		6.8	0.0	0.0
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>75000 Capital Outlay Detail Totals</b>			<b>6.8</b>	<b>0.0</b>	<b>0.0</b>
75700	Equipment	Information Technology equipment; network, micro computers, imaging equipment etc.	6.8	0.0	0.0

**Inter-Agency Services**  
**Department of Corrections**

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

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2013			
				FY2012 Actuals	Management Plan	FY2014 Governor	
73805	IT-Non-Telecommunication	Computer charges.	Inter-dept	Admin	1.7	1.9	1.9
<b>73805 IT-Non-Telecommunication subtotal:</b>					<b>1.7</b>	<b>1.9</b>	<b>1.9</b>
73806	IT-Telecommunication	Telephone charges.	Inter-dept	Admin	4.1	4.2	4.2
<b>73806 IT-Telecommunication subtotal:</b>					<b>4.1</b>	<b>4.2</b>	<b>4.2</b>
73809	Mail	Central Mailroom charges.	Inter-dept	Admin	0.0	0.1	0.1
<b>73809 Mail subtotal:</b>					<b>0.0</b>	<b>0.1</b>	<b>0.1</b>
73810	Human Resources	HR integration charges.	Inter-dept	Admin	2.3	2.8	2.8
<b>73810 Human Resources subtotal:</b>					<b>2.3</b>	<b>2.8</b>	<b>2.8</b>
73811	Building Leases	Office lease space charges.	Inter-dept	Admin	76.1	12.5	12.5
<b>73811 Building Leases subtotal:</b>					<b>76.1</b>	<b>12.5</b>	<b>12.5</b>
73814	Insurance	Risk Management charges.	Inter-dept	Admin	0.2	0.2	0.2
<b>73814 Insurance subtotal:</b>					<b>0.2</b>	<b>0.2</b>	<b>0.2</b>
73815	Financial	DOA chargeback Items (AKPAY, AKSAS, EEO, etc.).	Inter-dept	Admin	0.1	0.1	0.1
<b>73815 Financial subtotal:</b>					<b>0.1</b>	<b>0.1</b>	<b>0.1</b>
73816	ADA Compliance	ADA charges.	Inter-dept	Labor	0.0	0.1	0.1
<b>73816 ADA Compliance subtotal:</b>					<b>0.0</b>	<b>0.1</b>	<b>0.1</b>
<b>Research and Records total:</b>					<b>84.5</b>	<b>21.9</b>	<b>21.9</b>
<b>Grand Total:</b>					<b>84.5</b>	<b>21.9</b>	<b>21.9</b>