

# **State of Alaska FY2017 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 2015**

Participated in a major and ongoing data analysis project with the PEW Charitable Trust as part of the Justice Reinvestment Initiative. To date, the department has provided approximately 400 megabytes of data to PEW.

Began data analysis and reporting for the Prisoner Re-entry Initiative.

Received, determined and responded to 257 Permanent Fund Dividend denial appeals.

Received and cataloged over 32,000 pounds of offender files and converted over 745 offender files to an electronic format.

**Key Component Challenges**

Timely imaging of inactive offender criminal and medical records.

**Significant Changes in Results to be Delivered in FY2017**

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**

**Contact:** Remond Henderson, Deputy Commissioner  
**Phone:** (907) 465-3339  
**Fax:** (907) 465-3315  
**E-mail:** remond.henderson@alaska.gov

| Research and Records<br>Personal Services Information |   |                                  |                                  |                |
|---|---|----------------------------------|----------------------------------|----------------|
| Authorized Positions                                  |   |                                  | Personal Services Costs          |                |
|   | <u>FY2016</u><br><u>Management</u><br><u>Plan</u> | <u>FY2017</u><br><u>Governor</u> |                                  |                |
| Full-time   | 4   | 4                                | Annual Salaries                  | 238,981        |
| Part-time   | 0   | 0                                | Premium Pay                      | 1,155          |
| Nonpermanent  | 0   | 0                                | Annual Benefits                  | 154,718        |
|   |   |                                  | <i>Less 3.00% Vacancy Factor</i> | (11,846)       |
|   |   |                                  | Lump Sum Premium Pay             | 0              |
| <b>Totals</b>   | <b>4</b>  | <b>4</b>                         | <b>Total Personal Services</b>   | <b>383,008</b> |

| Position Classification Summary |           |           |          |          |          |
|---------------------------------|-----------|-----------|----------|----------|----------|
| Job Class Title                 | Anchorage | Fairbanks | Juneau   | Others   | Total    |
| Criminal Justice Technician II  | 0         | 0         | 1        | 0        | 1        |
| Microfilm/Imaging Oper I        | 0         | 0         | 1        | 0        | 1        |
| Research Analyst I              | 0         | 0         | 1        | 0        | 1        |
| Research Analyst IV             | 0         | 0         | 1        | 0        | 1        |
| <b>Totals</b>                   | <b>0</b>  | <b>0</b>  | <b>4</b> | <b>0</b> | <b>4</b> |

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

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

Non-Formula Component

|                                   | FY2015 Actuals | FY2016 Conference Committee | FY2016 Authorized | FY2016 Management Plan | FY2017 Governor | FY2016 Management Plan vs FY2017 Governor |             |
|-----------------------------------|----------------|-----------------------------|-------------------|------------------------|-----------------|---|-------------|
| 71000 Personal Services           | 334.1          | 373.3                       | 373.3             | 373.3                  | 383.0           | 9.7                                       | 2.6%        |
| 72000 Travel                      | 0.4            | 0.0                         | 0.0               | 0.0                    | 0.0             | 0.0                                       | 0.0%        |
| 73000 Services                    | 142.7          | 54.2                        | 54.2              | 54.2                   | 44.5            | -9.7                                      | -17.9%      |
| 74000 Commodities                 | 6.7            | 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>483.9</b>   | <b>432.5</b>                | <b>432.5</b>      | <b>432.5</b>           | <b>432.5</b>    | <b>0.0</b>                                | <b>0.0%</b> |
| <b>Fund Sources:</b>              |                |                             |                   |                        |                 |   |             |
| 1004Gen Fund (UGF)                | 483.9          | 432.5                       | 432.5             | 432.5                  | 432.5           | 0.0                                       | 0.0%        |
| <b>Unrestricted General (UGF)</b> | <b>483.9</b>   | <b>432.5</b>                | <b>432.5</b>      | <b>432.5</b>           | <b>432.5</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               | 4              | 4                           | 4                 | 4                      | 4               | 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 FY2016 Conference Committee To FY2016 Authorized *****   |                 |              |                   |            |             |             |                |                  |               |           |          |          |
| <b>FY2016 Conference Committee</b>  |                 |              |                   |            |             |             |                |                  |               |           |          |          |
| 1004 Gen Fund   | ConfCom         | 432.5        | 373.3             | 0.0        | 54.2        | 5.0         | 0.0            | 0.0              | 0.0           | 4         | 0        | 0        |
|   | <b>Subtotal</b> | <b>432.5</b> | <b>373.3</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>4</b>  | <b>0</b> | <b>0</b> |
| ***** Changes From FY2016 Management Plan To FY2017 Governor *****  |                 |              |                   |            |             |             |                |                  |               |           |          |          |
| <b>Transfer Out FY2016 One-Time Salary Reductions to Unallocated in FY2017</b>  |                 |              |                   |            |             |             |                |                  |               |           |          |          |
| 1004 Gen Fund   | SalAdj          | 7.6          | 7.6               | 0.0        | 0.0         | 0.0         | 0.0            | 0.0              | 0.0           | 0         | 0        | 0        |
| Restore UGF FY2016 Salary Increases because cuts taken in other expenditure lines.  |                 |              |                   |            |             |             |                |                  |               |           |          |          |
| <b>Reverse FY2016 One-Time Unrestricted General Fund Salary Adjustments in FY2017 Budget Request</b>  |                 |              |                   |            |             |             |                |                  |               |           |          |          |
| 1004 Gen Fund   | SalAdj          | -7.6         | -7.6              | 0.0        | 0.0         | 0.0         | 0.0            | 0.0              | 0.0           | 0         | 0        | 0        |
| Cost of living adjustment for certain bargaining units: \$7.6   |                 |              |                   |            |             |             |                |                  |               |           |          |          |
| Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$4.5   |                 |              |                   |            |             |             |                |                  |               |           |          |          |
| Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$3.1   |                 |              |                   |            |             |             |                |                  |               |           |          |          |
| <b>Align Authority to Comply with Vacancy Factor Guidelines</b>   |                 |              |                   |            |             |             |                |                  |               |           |          |          |
|   | LIT             | 0.0          | 9.7               | 0.0        | -9.7        | 0.0         | 0.0            | 0.0              | 0.0           | 0         | 0        | 0        |
| After reconciliation of the current operational needs within this component, authorization is being transferred from services to the personal services to meet the anticipated costs for FY2017. The increased personal services costs are associated with annual merit increases, position reclassifications and to maintain a maximum vacancy factor. |                 |              |                   |            |             |             |                |                  |               |           |          |          |
|   | <b>Totals</b>   | <b>432.5</b> | <b>383.0</b>      | <b>0.0</b> | <b>44.5</b> | <b>5.0</b>  | <b>0.0</b>     | <b>0.0</b>       | <b>0.0</b>    | <b>4</b>  | <b>0</b> | <b>0</b> |

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

**Scenario:** FY2017 Governor (12995)  
**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 Oper I       | FT          | A           | GP        | Juneau   | 205          | 10E / F      | 12.0        |               | 40,746          | 0    | 1,155       | 32,158                                    | 74,059      | 74,059     |
| 20-1057                             | Criminal Justice Technician II | FT          | A           | GP        | Juneau   | 205          | 14J / K      | 12.0        |               | 59,560          | 0    | 0           | 38,625                                    | 98,185      | 98,185     |
| 20-2054                             | Research Analyst IV            | FT          | A           | SS        | Juneau   | 405          | 21J / K      | 12.0        |               | 95,385          | 0    | 0           | 51,268                                    | 146,653     | 146,653    |
| 20-7008                             | Research Analyst I             | FT          | A           | GP        | Juneau   | 205          | 13A / B      | 12.0        |               | 43,290          | 0    | 0           | 32,667                                    | 75,957      | 75,957     |
| <b>Total</b>                        |                                |             |             |           |          |              |              |             |               |                 |      |             | <b>Total Salary Costs:</b>                | 238,981     |            |
| <b>Positions</b>                    |                                |             |             |           |          |              |              |             |               |                 |      |             | <b>Total COLA:</b>                        | 0           |            |
| <b>Full Time Positions:</b>         |                                |             |             |           |          |              |              |             |               |                 |      |             | <b>Total Premium Pay:</b>                 | 1,155       |            |
| <b>Part Time Positions:</b>         |                                |             |             |           |          |              |              |             |               |                 |      |             | <b>Total Benefits:</b>                    | 154,718     |            |
| <b>Non Permanent Positions:</b>     |                                |             |             |           |          |              |              |             |               |                 |      |             |   |             |            |
| <b>Positions in Component:</b>      |                                |             |             |           |          |              |              |             |               |                 |      |             | <b>Total Pre-Vacancy:</b>                 | 394,854     |            |
|                                     |                                |             |             |           |          |              |              |             |               |                 |      |             | <b>Minus Vacancy Adjustment of 3.00%:</b> | (11,846)    |            |
| <b>Total Component Months:</b> 48.0 |                                |             |             |           |          |              |              |             |               |                 |      |             | <b>Total Post-Vacancy:</b>                | 383,008     |            |
|                                     |                                |             |             |           |          |              |              |             |               |                 |      |             | <b>Plus Lump Sum Premium Pay:</b>         | 0           |            |
|                                     |                                |             |             |           |          |              |              |             |               |                 |      |             | <b>Personal Services Line 100:</b>        | 383,008     |            |

| PCN Funding Sources:       | Pre-Vacancy    | Post-Vacancy   | Percent        |
|----------------------------|----------------|----------------|----------------|
| 1004 General Fund Receipts | 394,854        | 383,008        | 100.00%        |
| <b>Total PCN Funding:</b>  | <b>394,854</b> | <b>383,008</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**  
**Travel**

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

| Line Number                       | Line Name                 |  | FY2015 Actuals | FY2016 Management Plan | FY2017 Governor |
|-----------------------------------|---------------------------|--|----------------|------------------------|-----------------|
| 72000                             | Travel                    |  | 0.4            | 0.0                    | 0.0             |
| Expenditure Account               | Servicing Agency          | Explanation  | FY2015 Actuals | FY2016 Management Plan | FY2017 Governor |
| <b>72000 Travel Detail Totals</b> |                           |  | <b>0.4</b>     | <b>0.0</b>             | <b>0.0</b>      |
| 72110                             | Employee Travel (Instate) | Travel for research and records oversight, provide training to departmental staff. | 0.4            | 0.0                    | 0.0             |

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

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

| Line Number                         | Line Name        |                              |  | FY2015 Actuals | FY2016 Management Plan | FY2017 Governor |
|-------------------------------------|------------------|------------------------------|--|----------------|------------------------|-----------------|
| 73000                               | Services         |                              |  | 142.7          | 54.2                   | 44.5            |
| Expenditure Account                 | Servicing Agency | Explanation                  |  | FY2015 Actuals | FY2016 Management Plan | FY2017 Governor |
| <b>73000 Services Detail Totals</b> |                  |                              |  | <b>142.7</b>   | <b>54.2</b>            | <b>44.5</b>     |
| 73150                               |                  | Information Technlgy         |  | 13.1           | 13.8                   | 8.2             |
| 73156                               |                  | Telecommunication            |  | 2.5            | 1.0                    | 1.0             |
| 73225                               |                  | Delivery Services            |  | 8.5            | 5.0                    | 3.0             |
| 73421                               | Trans            | Sef Fuel A87 Allowed         |  | 0.1            | 0.1                    | 0.1             |
| 73525                               |                  | Utilities                    |  | 0.9            | 0.5                    | 0.5             |
| 73650                               |                  | Struc/Infstruct/Land         |  | 1.7            | 5.1                    | 4.0             |
| 73675                               |                  | Equipment/Machinery          |  | 2.4            | 5.0                    | 4.0             |
| 73750                               |                  | Other Services (Non IA Svcs) |  | 0.0            | 0.1                    | 0.1             |
| 73805                               | Admin            | IT-Non-Telecommunication     |  | 0.0            | 2.7                    | 2.7             |
| 73806                               | Admin            | IT-Telecommunication         |  | 7.5            | 4.8                    | 4.8             |
| 73809                               | Admin            | Mail                         |  | 0.0            | 0.1                    | 0.1             |
| 73810                               | Admin            | Human Resources              |  | 2.5            | 2.6                    | 2.6             |
| 73811                               | Admin            | Building Leases              |  | 102.0          | 12.5                   | 12.5            |
| 73814                               | Admin            | Insurance                    |  | 0.2            | 0.2                    | 0.2             |
| 73815                               | Admin            | Financial                    |  | 0.1            | 0.1                    | 0.1             |
| 73816                               | Labor            | ADA Compliance               |  | 0.0            | 0.1                    | 0.1             |
| 73848                               | Trans            | State Equip Fleet            |  | 1.2            | 0.5                    | 0.5             |

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

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

| Line Number                            | Line Name            |  | FY2015 Actuals | FY2016 Management Plan | FY2017 Governor |
|--|----------------------|--|----------------|------------------------|-----------------|
| 74000                                  | Commodities          |  | 6.7            | 5.0                    | 5.0             |
| Expenditure Account                    | Servicing Agency     | Explanation  | FY2015 Actuals | FY2016 Management Plan | FY2017 Governor |
| <b>74000 Commodities Detail Totals</b> |                      |  | <b>6.7</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, and other related supplies. | 6.7            | 4.0                    | 4.0             |
| 74600                                  | Safety (Commodities) | Other operating supplies, including ammunition, law enforcement supplies, safety and electronic supplies and other related supplies.           | 0.0            | 1.0                    | 1.0             |

**Interagency Services  
Department of Corrections**

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

| Expenditure Account | Service Description      | Service Type                                    | Servicing Agency                                | FY2015 Actuals | FY2016          | FY2017      |
|---------------------|--------------------------|---|---|----------------|-----------------|-------------|
|                     |                          |   |   |                | Management Plan | Governor    |
| 73421               | Sef Fuel A87 Allowed     | State Equipment Fleet fuel charges.             | Inter-dept Trans                                | 0.1            | 0.1             | 0.1         |
|                     |                          |   | <b>73421 Sef Fuel A87 Allowed subtotal:</b>     | <b>0.1</b>     | <b>0.1</b>      | <b>0.1</b>  |
| 73805               | IT-Non-Telecommunication | Computer charges.                               | Inter-dept Admin                                | 0.0            | 2.7             | 2.7         |
|                     |                          |   | <b>73805 IT-Non-Telecommunication subtotal:</b> | <b>0.0</b>     | <b>2.7</b>      | <b>2.7</b>  |
| 73806               | IT-Telecommunication     | Telephone charges.                              | Inter-dept Admin                                | 7.5            | 4.8             | 4.8         |
|                     |                          |   | <b>73806 IT-Telecommunication subtotal:</b>     | <b>7.5</b>     | <b>4.8</b>      | <b>4.8</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                                | 2.5            | 2.6             | 2.6         |
|                     |                          |   | <b>73810 Human Resources subtotal:</b>          | <b>2.5</b>     | <b>2.6</b>      | <b>2.6</b>  |
| 73811               | Building Leases          | Office lease space charges.                     | Inter-dept Admin                                | 102.0          | 12.5            | 12.5        |
|                     |                          |   | <b>73811 Building Leases subtotal:</b>          | <b>102.0</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>  |
| 73848               | State Equip Fleet        | State Equipment Fleet charges.                  | Inter-dept Trans                                | 1.2            | 0.5             | 0.5         |
|                     |                          |   | <b>73848 State Equip Fleet subtotal:</b>        | <b>1.2</b>     | <b>0.5</b>      | <b>0.5</b>  |
|                     |                          |   | <b>Research and Records total:</b>              | <b>113.6</b>   | <b>23.7</b>     | <b>23.7</b> |
|                     |                          |   | <b>Grand Total:</b>                             | <b>113.6</b>   | <b>23.7</b>     | <b>23.7</b> |