

Setting up a call for parents incarcerated at Ketchikan Correctional Center



Procedure for setting up telephonic attorney calls (or to include an incarcerated parent in a CINP hearing):

1. The telephonic call hours will be scheduled Monday – Friday between 08:00 AM – 4:00 PM with no calls occurring during meal service. All telephonic calls may either be postponed or cancelled in the event a security issue arises.
2. All requests should be submitted via fax to (907) 225-7031 by 3:00 PM on the day prior to the call and will be handled on a first come first serve basis.
 - One phone line is shared for all telephonic calls; due to limited resources, phone calls must be kept as brief as possible. If a call runs into another scheduled call, it may be terminated in order to facilitate the other need.
3. A confirmation email will be sent by the on-duty Shift Supervisor containing the scheduled time and the contact number to call. If there is a conflict, the attorney will be notified as soon as possible to reschedule.
4. To call in for your telephonic meeting, use the booking number and staff will connect you. Telephonic court hearings always take priority.
5. To ensure due process, try to follow up with the inmate individually to find out how the connection/scheduling went inside KCC in case there were any difficulties.
6. Notices and orders can be mailed to individuals at KCC by mailing it to:

[Inmate name, ID number]
Ketchikan Correctional Center
1201 Schoenbar Road
Ketchikan, Alaska 99901-6270

Times to avoid scheduling when possible, due to KCC procedure:

11:00am - 12:30pm: meal time

3:30pm – 5:30pm meal time

10:00am, 2:00pm and 5:30pm count times

