

STATE OF ALASKA DEPARTMENT OF LAW



**INTERN GUIDEBOOK
2010**

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Office Information

The workplace

Mailing address – 1037 W. 4th Avenue, Suite 200, Anchorage, Alaska, 99501

Telephone number – (907) 269-5100

Office keys – All of the doors to the office (except for reception at Suite 200) are kept locked at all times. You will get a set of keys from your section contact.

About the Department of Law

People to know - Attorney General Daniel S. Sullivan
 Deputy Attorney General Craig Tillery
 Statewide Office Chief Nancy Gordon
 Legal Office Administrator Melanie Ferguson

The Department website - The department maintains a public website with information about the department's various divisions and sections and their contact information. Employment opportunities at the department, press releases, and published Attorney General opinions are also posted to this site. The website can be accessed from any internet connection, at www.law.alaska.gov.

Organization and authority of the Attorney General

Organizational Charts

The Department of Law is comprised of three divisions: Administrative, civil, and criminal. Organizational charts for the administrative and civil divisions can be found on our internet site.

Authority and Duties of the Attorney General

The Alaska Constitution governs the manner of appointing the Attorney General. Article III, section 25 states that the Governor appoints the head of each principal department, including the Attorney General, subject to confirmation by a majority of the members of the legislature in joint session, and that the head of each principal department serves at the pleasure of the Governor. The same provision requires that the Attorney General be a citizen of the United States.

The Attorney General is the principal officer of the Department of Law. AS 44.23.010. The Attorney General also is the legal advisor to the Governor and other state officers, and is responsible for the administration of state legal services. AS 44.23.020. The Attorney General's duties include furnishing written legal opinions to the Governor, the legislature, and all state officers and departments. *Id.*

The Attorney General has the duty to bring, prosecute, and defend all necessary and proper actions in the name of the state for the collection of revenue; represent the state in all civil actions in which the state is a party; and prosecute all cases involving violation of state law. AS 44.23.020(b).

Civil Division Sections

The civil division of the Department of Law has 14 sections, categorized by subject matter, that perform the state's civil legal work.

1. The Child Protection Section provides advice and representation to the Department of Health and Social Services, Office of Children's Services.
2. The Collections and Support Section provides advice and representation to the Child Support Services Division of the Department of Revenue. The section is also responsible for collecting judgments owed to the State of Alaska and restitution on behalf of victims of crimes and delinquent acts.
3. The Commercial and Fair Business Section enforces consumer protection and antitrust laws, which are aimed at protecting the public. The section provides advice and representation to numerous departments and agencies of state government, including fifteen different divisions, commissions and corporations within the Departments of Revenue, Education and Early Development, and Commerce, Community, and Economic Development.
4. The Environmental Section provides advice and representation to several agencies, including primarily the Department of Environmental Conservation, to assist them in the performance of their duties related to environmental matters. The section's representation includes enforcement and recovery of costs and damages as well as defense of the state with respect to its role in contaminated sites or in carrying out its regulatory functions.
5. The Human Services Section provides advice and representation to the Department of Health and Social Services on issues arising from the state's health services, social services, and public assistance programs, including licensing, public health, adult protective services, the long-term ombudsman, and emergency mental health.
6. The Information and Project Support Section serves all of the sections. This section also advises agencies on information-related matters, such as responding

to Alaska Public Records Act requests, conducting electronic discovery, implementing legal holds, identifying and handling privileged and confidential information, negotiating confidentiality agreements, compiling administrative records, maintaining electronically stored information, and utilizing the Internet.

In addition, in conjunction with the administrative services division, this section provides law office management services and maintains a fully managed timekeeping and case management system for the civil division.

7. The Labor and State Affairs Section provides advice and representation to various departments and agencies of state government on a number of topics, including budget, public finance, employment, labor relations, procurement, retirement programs, elections, Medicaid rate disputes, investment of treasury and Permanent Fund Corporation funds, AIDEA, Department of Education, Department of Motor Vehicles, municipal law and homeland security. The section also provides advice and representation to the Alaska Worker's Compensation Board and the Alaska Worker's Compensation Appeals Commission.
8. The Legislation and Regulations Section provides legal advice and assures compliance with legal standards regarding legislation and regulations that implement executive branch policy directives.
9. The Natural Resources Section provides legal advice and representation to state departments, boards, and commissions that regulate Alaska's lands, waters, fish, game, and other renewable natural resources.
10. The Oil, Gas and Mining Section provides legal advice and representation to state departments, boards, and commissions to ensure that the state receives the maximum benefit from development of its oil, gas, and mining resources.
11. The Opinions, Appeals and Ethics Section provides specialized legal services and representation to state government on all legal opinions, civil appeals in state and federal court, all executive branch ethics matters, and Indian law.
12. The Regulatory Affairs and Public Advocacy Section exercises the Attorney General's responsibility to represent the public interest in regulatory affairs by performing the public advocacy function in utility and pipeline carrier matters before the Regulatory Commission of Alaska and providing policy analysis on related matters.
13. The Torts and Workers' Compensation Section provides legal defense and advice in personal injury lawsuits filed against state agencies and state employees. It also provides advice and training to state agencies and represents the state as employer before the Workers Compensation Board and the Alaska Workers Compensation Appeals Commission.

14. The Transportation Section provides advice and legal representation to state agencies on all aspects of the construction and operation of the state's public facilities, including highways, airports, ferries, buildings, harbors, and other public works. The Department of Transportation and Public Facilities generates a high percentage of the section's work.

Civil Division Employees

The Attorney General, as the principal executive officer of the Department of Law, may assign the functions vested in the department to subordinate officers and employees. AS 44.17.010.

1. The department has two deputy attorneys general, one each for the civil and the criminal divisions. The deputies' duties include preparing their division's annual program and budget, managing their division's activities, and exercising supervisory authority over all of their respective division's personnel.
2. The Statewide Office Chief oversees all the legal work of the civil division, in all offices; oversees and directs the administrative functions of the division; and manages the supervising attorneys of the sections.
3. Statewide supervising attorneys serve in the partially exempt service and are responsible for managing work and procedures within their sections, and for coordinating with the activities of other sections.
4. Civil division attorneys provide counsel and handle civil and appellate litigation for state government. All department attorneys are at-will employees who are appointed by and serve at the pleasure of the Attorney General.
5. Litigation assistants and litigation coordinators serve in the partially-exempt service as an associate to one or more attorneys. They perform more difficult assignments in assisting the legal staff in litigation. This advanced level position may also serve as an independent program administrator or manage a program for the Attorney General's Office.
6. Paralegal assistants perform general research, investigation, reporting, trial support, and legal drafting assignments. Paralegal assistant positions are in the classified service, covered by collective bargaining agreements.
7. Law Office Assistants provide assistance to attorneys and paraprofessional staff in preparing and serving a variety of legal documents and correspondence. Their duties include editing, proofreading, and revising documents; date stamping, labeling, notarizing, and copying legal documents; scheduling meetings, depositions, pre-hearing conferences, and teleconferences; maintaining logs and calendars; managing case files; arranging for travel; processing invoices for payment; and processing incoming and outgoing mail. Law Office Assistant II

positions are distinguished from Law Office Assistant I positions in that they include supervisory duties. The positions are in the classified service, covered by collective bargaining agreements.

8. Other staff members include a statewide legal office administrator, law office managers, a webmaster, and administrative and office assistants. The legal office administrator implements top level management program objectives, performs unusually difficult assignments to assist the legal staff, and coordinates sensitive projects or matters dealing with departmental programs, policies, and action. The position directly supervises the law office managers in Anchorage, Fairbanks, and Juneau and oversees all administrative and clerical functions. The law office managers independently manage the business functions of a branch of the Attorney General's Office including personnel, supervision, and purchasing. The internet specialist serves as the department's webmaster, maintaining the department's public web site as well as the department's intranet. This position also assists with the design and publication of printed material and graphic presentations. The administrative and office assistants perform a wide variety of administrative and clerical duties to assist the day-to-day operation of division administrative activities or specific legal programs. Some of these positions are in the classified service, covered by collective bargaining agreements.

Administrative Services Division

The administrative services division provides budgeting, accounting, procurement, and computing services to the department. These services enable the department to meet its mission to provide legal services to state agencies and to prosecute crime.

Confidentiality of Work

In performing their duties, interns have access to a considerable amount of confidential information. Interns must maintain the confidentiality of that information. Statutory protections and ethical walls may even prevent division interns from exchanging information with each other. Interns should assume that all information that is not publically available on a website or published is confidential, unless otherwise instructed by an attorney. Requests for information or records should be referred to an attorney.

There are many bases for confidentiality. Much of an attorney's work must be kept confidential under the attorney-client and attorney work-product privileges. Attorneys are subject to the Rules of Professional Conduct, including Rule 1.6 (Confidentiality of Information) and Rule 5.3 (Responsibilities Regarding Nonlawyer Assistants). The work of a government attorney may also be subject to a deliberative process privilege. Some information may also be protected by statute or regulation, such as certain information concerning state employees, families and children, and entities that do business with the state. Information contained in records that are not protected by a specific privilege or statute may still be excluded from disclosure by balancing-of-interests tests that derive from the privacy clause of the Alaska Constitution and common law. *See, e.g., Municipality of Anchorage v. Anchorage Daily News,*

794 p.2d 584, 590 (Alaska 1990); 1986 Op. Att’y Gen. No 661-86-0553, 1986 WL 81178, at *7-*8 (Alaska A.G., July 17).

The manner in which information is disclosed may also be constrained by the Rules of Civil Procedure, statute, or regulation. For example, AS 40.25.122 limits the manner in which public records are disclosed when a matter is in judicial or administrative litigation. (Other information concerning the Public Records Act, AS 40.25, is addressed in Section VII, Public Records, of this document.)

Each area of practice has its own specific confidentiality and disclosure requirements. Interns must check on those requirements before disclosing any information or records.

Some statutes governing specific types of confidentiality provide that willful violations of their provisions are punishable by fines or imprisonment or both. E.g., AS 43.05.230(f). An important law that can impose liability on individuals and the department is the Alaska Personal Information Protection Act (APIPA), AS 45.48.010 et seq., which protects an individual’s social security number from use or disclosure, and protects other types of personal information. A description of APIPA can be found at: <http://www.law.alaska.gov/department/civil/consumer/4548.html>.

State of Alaska Policies

Administrative Order 75 - EEO Policy



BILL SHEFFIELD
GOVERNOR

STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

April 7, 1983

ADMINISTRATIVE ORDER NO. 75

It is the policy of the Executive Branch of Alaska State Government that all employees and applicants for employment shall be afforded equal opportunity in all aspects of personnel management. To insure equal opportunity there shall be no unlawful discriminatory treatment concerning any individual or group because of race, religion, color, or national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood.

By virtue of the authority vested in me as Governor, I hereby direct that this order be implemented in accordance with the attached [Procedures for Implementing Administrative Order No. 75](#).

This Order takes effect on April 8, 1983.

DATED at Juneau, Alaska, this 7th day of April, 1983.

S/S Bill Sheffield
Bill Sheffield
Governor of the State of Alaska

Administrative Order 81 - Harassment Policy



BILL SHEFFIELD
GOVERNOR

STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

October 25, 1984

ADMINISTRATIVE ORDER NO. 81

In furtherance of the State of Alaska's commitment to human rights and equal employment opportunity, I, Bill Sheffield, Governor of the State of Alaska, under the authority granted by Article III of the Alaska Constitution and by Alaska Statute 44.17.060, hereby order the following as the policy and guidelines for the Executive Branch of Alaska State Government on discriminatory harassment and more specifically on sexual harassment. This Order amends and supplements Administrative Order No.75, the general policy on equal employment opportunity.

1. STATEMENT OF POLICY

1.1 The Executive Branch of the State of Alaska, as an employer, will not tolerate, condone or permit any kind of harassment of employees or applicants for employment on the basis of their sex, color, race, religion, national origin, age, handicap, marital status, changes in marital status, pregnancy or parenthood. Such harassment is in direct violation of Federal and State law and is inconsistent with the State's policy on equal employment opportunity.

1.2 Persons who knowingly engage in or instigate such harassment will be subject to disciplinary actions which may lead to suspension and discharge. Additionally, managers and supervisors who knowingly permit harassment activity to occur without further action will be subject to disciplinary action. Where such prohibited activity is perpetrated by a non-employee, the State will take available and appropriate disciplinary action which may include, by way of example, loss of contract.

2. GENERAL PROVISIONS

2.1 Scope: The policy and guidelines herein apply to all agencies, employees and applicants for employment within the Executive Branch of Alaska State Government.

2.2 Frivolous or Malicious Accusations: Persons making frivolous or malicious accusations of harassment may be subjected to disciplinary actions.

2.3 Management Activities: This Order is not intended to restrict bonafide activities such as reprimands, disciplinary actions and employee performance evaluations which are clearly within the scope of a supervisor's duties and responsibilities, and which serve a legitimate management purpose.

3. DEFINITIONS

3.1 Harassment: Unwanted communication and/or conduct by a supervisor, co-worker or non-employee in the workplace which adversely affects the employment relationship or working environment for the employee or applicant for employment and is based on the sex, race, religion, national origin, age, handicap, marital status, changes in marital status, pregnancy or parenthood of that individual. Harassment may include slurs, abusive language, threats, derogatory comments, unwelcome jokes, teasing and other such verbal or physical conduct.

3.2 Sexual harassment: Addressed and defined by the U.S. Equal Employment Opportunity Commission in the Federal Guidelines on Discrimination Because of Sex published on November 10, 1980, and codified as 29 CFR Section 1604.11, sexual harassment is defined as follows:

"(a) Harassment on the basis of sex is violation of Sec. 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment."

4. GUIDELINES FOR THE IMPLEMENTATION OF POLICY

4.1 Responsibility for implementation:

(a) Overall responsibility for the administration of this order is delegated to the Director of the Division of Equal Employment Opportunity.

(b) All agency heads, managers and supervisors within the Executive Branch of State Government are responsible for taking immediate and appropriate corrective action where they have any knowledge of such prohibited practices. Such corrective actions should be taken only after consultation with the State Division of Equal Employment Opportunity.

4.2. Complaints:

(a) Employees believing they have been subjected to harassment should contact their department or agency's Equal Employment Opportunity Representative or the State Division of Equal Employment Opportunity.

(b) A complaint may be formally filed on the "Complaint of Discrimination Form" available through agency personnel offices and the State Division of Equal Employment Opportunity.

(c) The Division of Equal Employment Opportunity shall develop the appropriate administrative process to resolve harassment complaints.

(d) Any form of retaliation, reprisal or adverse action taken against an employee for complaining about, reporting, or cooperating in the investigation of such harassment is prohibited and will be dealt with severely. Such disciplinary action may include suspension and dismissal.

4.3 Dissemination of Policy:

(a) The policy is to be posted in the form provided in [Appendix A](#) of this order on all bulletin boards and at every facility and office within each department.

(b) It will be the responsibility of each agency head to ensure that copies of this policy are disseminated to all supervisory staff and that copies of this policy are included in all agency policy manuals and employee handbooks.

This Order takes effect October 25, 1984.

Dated at Anchorage, Alaska October 25

S/S Bill Sheffield
Bill Sheffield
Governor of the State of Alaska

[Related Memorandum](#)
[Appendix A](#)

Administrative Order 129 - ADA Policy



WALTER J. HICKEL
GOVERNOR

STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

April 22, 1992

ADMINISTRATIVE ORDER NO. 129

In 1990 the President of the United States signed into law the Americans with Disabilities Act (42 U.S.c. Sec. 12101 et seq.) mandating the elimination of discrimination against individuals with disabilities and requiring state and local governments, among other affected entities, to begin complying with the Act in 1992.

It has also been the policy of the State of Alaska, as expressed in the Alaska Human Rights Act (AS 18.80) and reflected in a number of other statutes, including

- * AS 11.76.130 (making it a crime to interfere with persons with disabilities)
- * AS 09.20.010 (permitting disabled people to serve as jurors)
- * AS 35.10.015 (regarding accessibility of public buildings),
- * AS 36.30.040(b)(16) (requiring procurement regulations to prohibit discrimination),
- * AS 39.25.150(21) (requiring the personnel rules to grant employment preference in state service to severely handicapped persons),
- * AS 44.21.500 -.509 (establishing a mechanism for dealing with complaints of employment discrimination in state government), and
- * AS 47.80 (governing programs for people with disabilities)

to eliminate and prevent discrimination because of physical or mental disability in employment, in credit and financing practices, in places of public accommodation, in the sale, lease, or rental of real property, and in government policies, practices, and services. In addition AS 18.80.200(b) makes it the policy of the state to encourage and enable physically and mentally disabled persons to participate fully in the social and economic life of the state and to engage in remunerative employment.

Therefore, in furtherance of the State of Alaska's long standing commitment to human rights and equal opportunity for people with disabilities and to ensure compliance with title I and title II of the Americans with Disabilities Act of 1990, I, Walter J. Hickel, Governor of the State of Alaska, under the authority granted by article III, section 1, of the Alaska Constitution and by AS 44.17.060, hereby order the following as the policy of the executive branch of state government for the provision of services to and employment of

people with disabilities and establish the Americans with Disabilities Act compliance program for the executive branch of Alaska state government.

AMERICANS WITH DISABILITIES ACT COMPLIANCE PROGRAM

Section

I. Purpose

II. Policy

III. Supplement to Earlier Orders

IV. Roles and Responsibilities

V. Department Compliance Programs

VI. Technical Guidance and Assistance

VII. Training

VIII. Annual ADA Compliance Program Audit Report

X. Policy Dissemination

XI. Recordkeeping

XII. Definitions

XIII. Effective Date

I. PURPOSE:

It is the purpose of this order and the Americans with Disabilities Act compliance program:

A. To prevent and eliminate discrimination against individuals with disabilities in employment and public services within state government;

B. To establish policies, guidelines and procedures for state agencies to follow to ensure compliance with title I and title II of the Americans with Disabilities Act of 1990, as amended, and their implementing regulations.

II. POLICY:

It is the policy of the state that:

A. No qualified individual with a disability shall be excluded, by reason of such disability, from participation in or be denied the benefits of the services, programs, or activities of a state agency, or be subjected to discrimination by any such agency.

B. No agency shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and any other term, condition, and privilege of employment.

C. Each agency shall operate each of its services, programs, and activities so that a service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

III. SUPPLEMENT TO EARLIER ORDERS:

This order supplements Administrative Order No. 18, dated November 22, 1972; Administrative Order No. 59, dated June 20, 1980; Administrative Order No. 75, dated April 8, 1983; Administrative Order No. 76, dated May 23, 1983; Administrative Order No. 81, dated October 25, 1984; Administrative Order No. 86, dated March 4, 1986; Administrative Order No. 93, dated March 4, 1987; and Administrative Order No. 109, dated May 13, 1988, by setting the controlling policies in regard to disability issues.

IV. ROLES AND RESPONSIBILITIES:

A. The Office of the Governor will retain overall responsibility for the coordination of the state's efforts to comply with and carry out its responsibilities under this order and the Americans with Disabilities Act. The governor shall appoint an official from within the state to serve as the State ADA Coordinator and make available to the public and state agencies the name, title, office address, and telephone number of the selected official.

B. The State ADA Coordinator will:

(1) Coordinate and direct the activities of agencies under this order and the efforts of state agencies to comply with title I and title II of the Americans with Disabilities Act;

(2) Serve as the state's primary contact and liaison with the public and agencies on compliance issues regarding the Americans With Disabilities Act and the state's ADA compliance program;

(3) Ensure compliance with the order;

(4) Communicate to the public and interested individuals information regarding the ADA compliance program and the names, office addresses, and telephone numbers of agency ADA coordinators appointed under this order;

(5) Convene and facilitate meetings of the ADA taskforce assigned in this order with

interdepartmental responsibilities for providing technical guidance and assistance;

(6) Serve as the primary point of service for and the overall coordinator of the state's responses to all complaints filed against state agencies with federal and state compliance agencies under the title II compliance procedures (28 C.F.R. 35.170) where the allegations are that the state discriminated in its services, policies, or practices, or failed to comply with the Americans with Disabilities Act.

C. Each commissioner is responsible for ensuring the effective implementation of this order within her or his department and ensuring compliance with the Americans with Disabilities Act. Each commissioner shall designate an official within the department to serve as the Department ADA Coordinator and the overall administrator of the department's ADA compliance program. Each commissioner shall make available to the public, the State ADA Coordinator, and department employees the name, title, office address and telephone number of the selected official. The Department ADA Coordinator shall receive guidance and direction from the department commissioner and the State ADA Coordinator on matters dealing with the Americans with Disabilities Act and is responsible for assuring timely and adequate requests for appropriations to implement the department's ADA compliance program.

D. The Department ADA Coordinator will:

(1) Coordinate the department's efforts to comply with and carry out its responsibilities under title I and title II of the Americans with Disabilities Act;

(2) Serve as the department's primary liaison between the department, the public, and other agencies on issues with the Americans with Disabilities Act and this order;

(3) Supervise the preparation and drafting of the department's title II self-evaluation required under 28 C.F.R. 35.105 and any transition plans developed under 28 C.F.R. 35.150;

(4) Maintain the department's self-evaluation on file and make it available for public inspection as required by 28 C.F.R. 35.105 and the State ADA Compliance Program;

(5) Supervise the department's title II complaint procedure, as required by 28 C.F.R. 35.107, and ensure that, for any complaint communicated to the department alleging noncompliance with the Americans with Disabilities Act or alleging any actions that would be prohibited by the Act or its implementing regulations, an investigation is conducted and the complaint is resolved promptly and equitably;

(6) Develop a training plan in consultation and cooperation with the Productivity Improvement Center in the Division of Personnel and Office of Equal Employment Opportunity, Department of Administration for department employees to ensure that managers, supervisors, and employees who provide direct services to the public are aware of their responsibilities under the Americans with Disabilities Act, the state policy, and this

order, and are sensitized to the needs of people with disabilities;

(7) Direct the activities of the division directors and ADA coordinators within the department in complying with this order and with the Americans with Disabilities Act.

E. Each division director is responsible for ensuring the effective implementation of the department ADA compliance program within her or his division and ensuring compliance with the Americans with Disabilities Act. Directors of divisions with 50 or more employees shall appoint a Division ADA Coordinator to administer the division's ADA compliance program and shall make available to the public, the Department ADA Coordinator, the State ADA Coordinator, and division employees the name, title, office address, and telephone number of the selected employee.

F. The director in smaller divisions and the Division ADA Coordinator in divisions with 50 or more employees will, under the guidance and review of the Department ADA Coordinator:

(1) Coordinate the division's efforts to comply with and carry out its responsibilities under title I and title II of the Americans with Disabilities Act, this order, and department directives;

(2) Serve as the division's primary liaison between the division, the public, and other agencies on issues regarding the Americans with Disabilities Act and this order;

(3) Oversee and coordinate the preparation of the division's title II self-evaluation required under 28 C.F.R. 35.105 and assist in the preparation of any transitional plans developed under 28 C.F.R. 35.150;

(4) Serve as the coordinator for ADA complaints within the division;

(5) Ensure that notice is given to applicants, participants, beneficiaries, and other interested persons on information regarding the Americans with Disabilities Act as required in 28 C.F.R. 35.106.

V. DEPARTMENT COMPLIANCE PROGRAMS:

Each department will implement a program to ensure that it is in compliance with title I and title II of the Americans with Disabilities Act. The department ADA compliance program must include the following components and measures:

A. The appointment of a Department ADA Coordinator and division ADA coordinators for divisions with 50 or more employees by May 1, 1992 and as needed thereafter to fill vacancies;

B. An evaluation of the department's current services, policies, and practices, as required in 28 C.F.R. 35.105, to be completed initially for public comment by June 15, 1992, finalized

by January 26, 1993, updated through June 30, 1993; and updated annually thereafter;

C. A plan of action, including a timetable, for making the necessary modifications to current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of the Americans with Disabilities Act and its implementing regulations, to be completed initially by January 26, 1993, updated through June 30, 1993, and updated annually thereafter;

D. Transition plans, as required in 28 C.F.R. 35.150, in the event that structural changes to facilities will be undertaken to achieve program accessibility, to be completed initially by July 26, 1992, updated through June 30, 1993, and updated annually thereafter;

E. An interim complaint procedure adopted under paragraphs IX.B. and IX.C., meeting the standards imposed by 28 C.F.R. 35.107, to be employed until the regulations referred to in paragraph IX.A. below have been adopted in accordance with the Administrative Procedure Act and have taken effect. Such an interim procedure must provide for prompt and equitable resolution of complaints alleging any action that would be prohibited by title II of the Americans with Disabilities Act;

F. A plan for providing notice to applicants, participants, beneficiaries, and other interested persons on the provisions of title II of the Americans with Disabilities Act and its implementing regulations as required by 28 C.F.R. 35.106, to be completed by July 26, 1992;

C. A plan for training managers, supervisors, and employees who provide direct services to the public in their responsibilities under the Americans with Disabilities Act and sensitizing them to the needs of people with disabilities to be completed by September 1, 1992, updated through June 30, 1993, and updated annually thereafter.

VI. TECHNICAL GUIDANCE AND ASSISTANCE:

A. The Division of Personnel and Office of Equal Employment Opportunity in the Department of Administration will provide technical guidance and assistance to agencies on how to comply with the employment provisions of title I and title II of the Americans with Disabilities Act.

B. The Division of Engineering and Operations in the Department of Transportation and Public Facilities will provide technical guidance and assistance to state agencies on developing transition plans and making structural changes to state-owned facilities to achieve program accessibility, and on providing appropriate signage on buildings and other facilities.

C. The Division of General Services in the Department of Administration will provide technical guidance and assistance to agencies on procurement of assistive technologies and on issues where structural changes are required on state-leased facilities to achieve program

accessibility.

D. The Division of Information Services in the Department of Administration will provide technical guidance and assistance to agencies on telecommunication devices for the deaf and other issues having to do with making telecommunications accessible within the state;

E. The Division of Vocational Rehabilitation in the Department of Education will provide technical advice to agencies on the nature of a disability and reasonable accommodations.

VII. TRAINING:

A. Each department will ensure that program managers, supervisors, and staff providing direct services to the public receive appropriate training to perform their duties under the Americans with Disabilities Act.

B. The Division of Personnel and Office of Equal Employment Opportunity's Productivity Improvement Center will provide advice and assistance to agencies in developing training plans and meeting training needs. Agencies shall submit the ADA training plans required under paragraph V.E. of this order and requests for training to the Productivity Improvement Center. Agencies will be responsible for training costs.

VIII. ANNUAL ADA COMPLIANCE PROGRAM AUDIT REPORT:

The Division of Audit and Management Services in the Office of Management and Budget, Office of the Governor shall conduct an annual performance audit of the State ADA Compliance Program, corresponding with the state fiscal year, and submit an audit report to the Governor and the State ADA Coordinator by September 30, 1993 and annually thereafter.

IX. COMPLAINT PROCEDURES:

A. Within 90 days of the date of this order, the State ADA Coordinator will prepare for adoption under AS 44.62.020 - 44.62.290 regulations setting out a complaint procedure meeting the requirements of 28 C.F.R. 35.107 which provide for prompt and equitable resolution of complaints alleging any action which would be prohibited by title II of the Americans with Disabilities Act. Public hearings under AS 44.62.210 may be conducted under the auspices of the Governor's Council for the Handicapped and Gifted. The regulations shall be adopted by the Governor and enforced as provided in the regulations.

B. Until the foregoing regulations are adopted¹ agencies shall follow the complaint procedures established under Administrative Order No. 81 for resolving complaints alleging violations of title II of the Americans with Disabilities Act.

C. For internal complaints of employment discrimination, and for employment discrimination complaints filed with federal or state compliance agencies under 29 C.F.R. 1630, 28 C.F.R. 35.170, or AS 128.80.220, agencies shall follow the procedures established

under AS 44.21.505 by the Division of Personnel and Office of Equal Employment Opportunity in the Department of Administration.

X. POLICY DISSEMINATION:

A. Each agency shall post the state policy in Section II of this order in the form provided by the State ADA Coordinator on all bulletin boards and at every facility and office.

B. Each commissioner and division director shall ensure that copies of this order are disseminated to all managers and supervisors and that copies of the policy are included in all employee handbooks and department operating policies and procedures manuals.

C. The director of the Division of Personnel and Office of Equal Employment Opportunity shall ensure that a copy of this order is provided to all recruitment resources and to labor unions representing state employees.

XI. RECORDKEEPING:

A. An agency, as required by 29 C.F.R. 1602, shall maintain employee records, including applications, employee files, and agency anecdotal employee records, for a minimum of one year or, if an employment discrimination complaint has been filed, until the complaint is finally resolved, whichever is longer.

B. An agency, as required by 28 C.F.R. 35.105(c), shall maintain on file and make available for public inspection for at least three years following completion of its self-evaluation:

- (1) A list of the interested persons consulted in preparing the agency's self-evaluation and transition plans;
- (2) A description of areas examined and any problems identified; and,
- (3) A description of any actions taken and modifications made.

XII. DEFINITIONS:

Unless the context indicates otherwise, in this order

- (1) "ADA" means the Americans With Disabilities Act;
- (2) "agency" or "state agency" means a department, office, agency, public corporation, board, commission, authority, or other organizational unit of the executive branch of state government excluding the University of Alaska and the Alaska Railroad Corporation;
- (3) "commissioner" means the chief executive officer of an executive department or other

agency with cabinet-level reporting status;

(4) "department" means one of the principal departments of the executive branch or any other agency approved by the State ADA Coordinator to function as a department under this order;

(5) "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment, as defined for title I of ADA in 29 C.F.R. 1630.2(g) and for title II of ADA in 28 C.F.R. 35.104;

(6) "qualified individual with a disability" means with respect to employment, as defined in 29 C.F.R. 1630.2(m), an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of the position;

For purposes of programs and services other than employment, "qualified individual with a disability", as defined in 28 C.F.R. 35.104, means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity;

(7) "order" means Administrative Order No.129;

(8) "state" means the executive branch of Alaska state government.

XIII. EFFECTIVE DATE:

This order takes effect immediately.

DATED at Juneau, Alaska this 22 day of April, 1992.

By: S/S Walter J. Hickel _____
Walter J. Hickel
Governor

Administrative Order 195 - Diversity Policy



TONY KNOWLES
GOVERNOR

STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

March 5, 2002

ADMINISTRATIVE ORDER NO. 195

FINDINGS

I, Tony Knowles, Governor of the State of Alaska, make the following findings:

1. Alaska is one of the most ethnically diverse states in the nation. According to the 2000 census, 15.6 percent of Alaskans identify themselves as Alaska Native; 4.1 percent as Hispanic or Latino; 4 percent as Asian; 3.5 percent as African American; 5.4 percent as "mixed," and 69.3 percent as white.
2. As Alaskans, we cherish our freedoms and civil rights. The first act of the Territorial Legislature in 1913 gave women the right to vote--seven years before the rest of the nation. Civil rights legislation championed by Elizabeth Peratrovich and the Alaska Native Brotherhood and Sisterhood passed in 1945, two decades before the United States Civil Rights Act.
3. Alaskans have made great strides in overcoming discrimination and injustice, but recent events and findings of the Governor's Commission on Tolerance make it clear that levels of intolerance and discrimination continue to exist in our state.
4. As a nation and a state dedicated to democracy and civil liberties, we, as individuals, employers, employees, and communities must do all we can to eliminate discrimination and intolerance from our society and celebrate our diversity.
5. While tolerance and respect for all peoples inherently is the responsibility of each individual, those in leadership and institutional roles should lead this effort and teach by example.
6. As an employee, public servant, and institution, the State of Alaska can take steps to improve our workplaces and customer service to reflect the diversity of our state and our respect for all peoples.

ORDER

I, Tony Knowles, Governor of the State of Alaska, under the authority vested in me by art. III, secs. 1, 16, and 24, of the Alaska Constitution, and in recognition of the findings concerning perceived institutional intolerance in state agencies set out in the final report of the Governor's Commission on Tolerance, renew the state's commitment to diversity in the state workplace free from discrimination and harassment. I declare that it is the continued goal of the executive branch to eliminate discrimination and harassment in the contexts of the state as an employer and service provider; to assure timely response to discrimination and harassment complaints concerning state personnel or services; to prohibit and prevent discriminatory behavior in the state workplace based on race, sex, color, religion, physical or mental disability, sexual orientation, or economic status, to assure that all Alaskans have the opportunity to compete fairly for state jobs; and to assure that state personnel serve all Alaskans with respect. This Order fosters policies contained in AS 18.80.010 - 18.80.300, AS 39.25.010 - 39.25.995, AS 44.19.450 - 44.19.458, in related regulations adopted under those statutes, and in Administrative Orders No. 189, 129, 109, 93, 86, 81, 76, 75, 59, 35, 24, and 18 on this subject.

To promote these policies, I order all of the state agencies of the executive branch to:

1. Implement within the head office of each state agency an early intervention process for discrimination and harassment complaints concerning state personnel. The Department of Administration shall establish this informal harassment and discrimination complaint process to be implemented by all state agencies consistent with collective bargaining agreements and law. The Department of Administration shall publicize the process to all state personnel through training, orientation, and educational materials. The Department of Administration shall facilitate training for supervisors and other state managers on how to recognize complaints of discrimination or harassment and the appropriate initial response to those complaints. The state agency head shall assign an internal complaint officer within the agency head's office to be responsible for the implementation and operation of the internal, informal complaint process within each state agency.

2. Implement standardized orientation for new hires to the state workforce and provide diversity training for all state personnel. The Department of Administration shall standardize new hire orientation to assure that new state personnel are advised of their rights and responsibilities with respect to human rights, equal employment opportunity, and civil rights law and of their responsibility for contributing to a positive workplace for all state workers. In addition to the currently offered curriculum on "Respectful Workplace," the Department of Administration shall embark on a statewide diversity training initiative for all state employees. This training shall emphasize a broad definition of diversity. The course shall be available through the division of personnel, Department of Administration, as a regularly scheduled class in Anchorage, Fairbanks, Juneau, and other communities as necessary, and on request as a customized course for state staff units throughout Alaska. With the approval of the Department of Administration, each state agency may adapt the training to specific needs and circumstances of that agency and may use current, successful training programs to avoid duplication with the statewide program, with the understanding that all agency training must include all essential elements of the statewide program. To the maximum extent possible, all state employees currently serving in a supervisory position must complete a diversity training course described in this provision within one year after the effective date of this Order and state employees hired for a supervisory

position after the effective date of this Order must complete the training course within one year after hire.

3. Increase recruitment outreach, improve training for hiring managers, and broaden the high school and college internship programs to ensure the widest diversity of opportunity for all Alaskans. Each state agency shall engage in active recruitment outreach activities, including job fairs, that reach more diverse segments of Alaska's population and cooperative efforts with Alaska Native and other ethnic organizations to provide training on how to apply for state jobs. The Division of Personnel, Department of Administration, shall assure that basic Workplace Alaska training for hiring managers emphasizes the importance of fair treatment for all minorities throughout the state recruitment process. Training for managers shall include techniques for interviewing diverse applicants to assure absence of bias. The division of personnel, Department of Administration, shall work with public school and University of Alaska administrators to develop and advertise a statewide high school and college internship program that is open to all Alaska students.

4. Implement customer service training for all state agency employees who deal with the public on a day-to-day basis and an informal public service complaint process within each state agency. Each state agency shall establish an open and publicized complaint process through which the public can make their concerns known to the state agency regarding perceived discrimination in state service delivery. Each state agency shall report to the Governor annually, no later than December 31 of each year, on the number and type of complaints and their response to each. State employees who interact with the public will attend training offered by the division of personnel, Department of Administration, stressing the importance of treating all citizens with respect regardless of the citizen's background, origin, or life style. The training will develop skills for providing service to a diverse public and will take into consideration the specific needs of each state agency based on the customers it serves.

This Order takes effect immediately.

Dated at Juneau, Alaska this 5th day of March 2002.

S/S Tony Knowles

Tony Knowles

Governor

Drug Free Workplace Act

MEMORANDUM

State of Alaska Department of Administration

TO: All Human Resources Managers

DATE: December 21, 1993

PHONE: 465-4429

FM: Kevin C. Richie
Director
Division of Personnel/OEEO

SUBJECT: Personnel Memorandum 93-4
Drug-Free Workplace Policy

This memorandum shall replace all previous personnel memoranda which speak to policy for the State of Alaska on the Drug-Free Workplace Act of 1988. This memorandum becomes effective immediately.

For purposes of this policy statement, "controlled substances" are those included in the Drug-Free Workplace Act of 1988. Copies of Schedules I through V of Section 202 of the Federal Controlled Substance Act, Title 2.1, Section 812 of the U.S. Code and 21 CFR . 1308.11 through 1308.15 which define controlled substances are available from the Alaska State Library.

The Drug-Free Workplace Act requires that all employees who are in any way funded by federal monies must be made aware of the State's drug-free workplace policy and the conditions of employment, and also that the employees certify that they have received and understand this information. It is the policy of the State that all employees will be given a copy of this policy and asked to certify receipt and understanding.

The Drug-Free Workplace policy is part of the Employee Orientation section of the Supervisors' Manual and one of the documents to be completed when an employee hires on with the State.

Policy Statement

It is the policy of the State of Alaska to provide a drug-free work environment. The use of controlled substances or alcohol in the workplace is inconsistent with expected behavior, subjects employees and visitors to unacceptable safety risks, and undermines the employee's ability to function effectively and efficiently.

Any employee who unlawfully manufactures, distributes, dispenses, possesses, or uses a controlled substance or alcohol in the workplace, or on State property, is subject to disciplinary action up to and including dismissal. This does not preclude legal action concerning criminal offenses.

Procedures

- Notices of this policy (attached for your convenience) and the dangers of drug abuse/alcohol use in the workplace are to be posted at each State job site along with information on where to get a current listing of agencies and institutions that provide drug or alcohol abuse counseling and rehabilitation. Such agencies are the. Employee

Assistance Program and the agencies listed in the Directory of Approved Alcoholism and Drug Abuse Programs which is put out each year by the Division of Alcoholism and Drug Abuse in the Department of Health and Social Services.

- The Policy Statement and Certification (attached) setting out the policy and the consequences of noncompliance shall be given to each employee of the State and then made a part of each new employee packet. Each employee will be required to read and certify they have received, read, and understand that compliance with the policy is a condition of employment. For those agencies who have employees currently who have not completed a certification, these should be secured at the time of this initial distribution; Posters (in accessible formats, of course) are needed which clearly states the Drug-Free Workplace policy and provides space for each agency to include the name, address, and telephone number of any regionally available approved drug/alcohol rehabilitation programs.

These signed certifications are made a part of the employee's permanent State employee record. A copy will also be kept in the employee's agency personnel file.

- Supervisors will report to the respective Human Resources Managers who will, in turn report to the Division of Personnel/OEEO, any employee who sustains a conviction of job related drug/alcohol abuse within 7 calendar days of the conviction. The Division of Personnel/OEEO will make the necessary report to the federal agencies on behalf of the Governor.
- The Director of the Division of Personnel/OEEO will annually provide the Governor with the required Certification of a Drug-Free Workplace form for his signature. The Division will then distribute this signed certification to each of the Human Resources Managers for appropriate distribution. These Certifications are required to be a part of each agency-federal grant agreement and must be updated annually for the federal fiscal year. With the distribution of this annual certification document, the Division will include any new information on employee assistance programs, certified rehabilitation and/or counseling programs. This information can then be used to bring the locational posters up to date in areas where there is a change.
- The Division will develop information for employees which discusses the dangers of drug/alcohol abuse in the workplace for distribution thru each department. This may take a format which may be posted at each worksite or given to each individual employee. Some agencies (Transportation and Public Facilities and Public Safety) have developed comprehensive informational brochures which are given to their employees. These are an option for use in meeting the requirement to inform employees of the hazards of drug and alcohol use/abuse in the workplace. As they are relatively expensive to produce, this choice is left to the respective departments.

KCR:AS
Attachments

DRUG FREE WORKPLACE ACT OF 1988

NOTICE TO EMPLOYEES COVERED BY THE ACT

It is the policy of the State of Alaska to provide a drug free workplace. Any employee who unlawfully manufactures, distributes, dispenses, possesses, or uses a controlled substance in the workplace or during working hours is subject to disciplinary action to and including dismissal. This is independent of any criminal action concerning the offense.

The State is committed to helping employees find resources for drug or alcohol counseling and rehabilitation. Substance abuse on State property, however, will not be tolerated.

Employees are required to notify the employer in writing no later than five calendar days following a conviction for any criminal drug offense occurring in the workplace.

As a condition of employment, employees in agencies receiving federal grants covered by the Drug Free Workplace Act of 1988 must abide by the terms of this policy.

Employee Certification

I certify that I have read the above policy and understand it and the conditions of employment with the State of Alaska. I understand I may receive discipline up to and including dismissal should I fail to follow the dictates of this policy.

Employee Signature

Date

1. Purpose

To outline acceptable use and clarify the protection of State of Alaska (SOA) information assets and technology resources. Unacceptable use exposes SOA to unwarranted risk (e.g., virus attacks, compromised network systems, services and legal issues associated with data tampering, data theft and privacy).

2. Statutory Authority

Alaska Statute 44.21 designates the Commissioner of the Department of Administration (DOA) with the responsibility for oversight of all SOA executive branch information technology, fulfilling the role of the Chief Information Officer (CIO) for the State. The roles and responsibilities for statewide information security have been delegated to the Chief Security Officer (CSO) through the Enterprise Technology Services (ETS) division director, by the CIO.

Records owned by the Departments are subject to oversight as designated by the Commissioner of the department under AS 44.17. Record retention requirements are subject to State archivist statutes under AS 40.21.

3. Policy Scope

This policy is applicable to all SOA branches, departments, divisions, corporations, commissions or other related entities which will be referred to as Department(s).

4. Definitions

Terms in this document are defined in the SOA policy ISP-002 Information Security Glossary.

5. Policy Statement

This policy stipulates:

- Acceptable Use.

5.1. Acceptable Use

5.1.1 Access for Authorized Purposes

Acceptable use applies to all personnel (e.g., employees, partners, contractors, consultants, temporaries, other SOA workers and workers affiliated with third parties or anyone having access to SOA information that is not directly accessible to the general public from a non-SOA network (e.g., Internet)) and the use of all information processing equipment, including but not limited to computer equipment, software, operating system, storage media, and network accounts providing electronic mail, World Wide Web (www) browsing, file transfer protocol (FTP), Windows[®] mobile devices, Smartphones, personal digital assistants (PDAs), etc. and further applies to resources owned, leased, or managed by SOA or its designees and to non-SOA resources used at SOA facilities in the conduct of SOA business.

Personnel must use SOA networks and associated systems for authorized business purposes only. Personnel must not access information, programs, or systems when such access is not required for an authorized business purpose. This includes system

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administrators who must have system access rights due to their job responsibilities. Administrators must not view or otherwise access SOA user information without the express consent of the user, Executive Management or the Division of Personnel and Labor Relations (DOPLR).

SSO personnel will monitor equipment, systems, and network traffic at any time, for the purpose of security and network maintenance.

5.1.2 Personal Computing Equipment Prohibited Use

Personnel must not use personal computing equipment (e.g., laptops, PC, workstations, servers, external hard drive, USB devices, Smartphone or other networking equipment) within the SOA wide area network (WAN) or local area networks (LANs) for SOA or personal business. Personnel who connect a personal device to an SOA network or device in violation of this policy are exposing the device and all information on the device to potential monitoring, collection and public disclosure.

5.1.3 Contractors Computing Equipment Authorization

Contractors may use their personal or company owned devices within the SOA WAN or LANs, but these devices must be subject to all SOA policies when connecting to the SOA networks and will be monitored, reported and audited for security purposes. Contractors forfeit any right to privacy.

Contractors who connect personal or company owned devices to the SOA network acknowledge that all materials and information on each device are subject to monitoring, review, collection and public disclosure by State or federal statute, regulations, administrative order, policy or directive.

5.1.4 Application of Passwords

Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed regularly. Personnel must use passwords of strength, specific criteria and control to access and protect the SOA WAN and LANs and must adhere to what is defined in SOA policy ISP-178 Password Management.

With the exception of public-access terminals or by SOA SSO written authorization, all non-mainframe computers (e.g., servers, workstations, terminals and laptop computers) must be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less. When personnel leave a computer unattended this password-protected screensaver feature must be manually activated or the computer must be turned off.

5.1.5 Posting of SOA Sponsored Accounts

SOA sponsored accounts to news groups or web forums shall contain a disclaimer which states the opinions expressed are strictly the poster's own and not necessarily those of the SOA, unless posting is in the course of business duties.

5.1.6 Use of Issued Credentials

Personnel must use only the user IDs, network addresses, and network connections defined by the SOA or department information technology administration staff to access SOA networks and associated systems.

5.1.7 Unauthorized Security Tools

Personnel must not download, install, or execute any security program or utility (e.g., password cracker, network sniffer, vulnerability scanner) designed to reveal weaknesses in the security of a system without explicit authorization from the State Security Office (SSO).

5.1.8 Execution of Electronic Information

Personnel must use extreme caution when opening files that have been sent to or received either electronically or on removable media (e.g., floppy disk, CD/DVD, USB Flash drive). Examples of such files are email attachments received from unknown senders, files downloaded from the www or FTP sites, seemingly innocuous commercial files, etc. Any and all of these items can contain viruses, e-mail bombs, trojan-horse code, spyware/ad-ware, BOT net, other malware, or inappropriate material and should be suspected. If personnel experience unusual computer symptoms when opening unknown files, they must report these to their department IT staff immediately. If contractors with SOA business suspect any of the above listed items they shall disconnect from SOA network and notify their client supervisor immediately for remediation in all efforts to protect SOA information assets.

5.1.9 Unacceptable Use

Under no circumstances are personnel of the SOA authorized to engage in any activity that is illegal or in violation of local, State, federal or international law, or Alaska Administrative Code.

Prohibited email, communication activities, system and network activities are listed below. Personnel may be exempted from some of these restrictions during the course of their valid job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services or the requirement of a law enforcement investigation) however, cautious and meticulous adherence must be followed by all users.

5.1.9.1 E-mail and Communications Prohibited Activities:

- Any illegal activity.
- Intentionally sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material.
- Any form of harassment via email, instant messaging, telephone, paging, or other electronic means, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within SOA networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by SOA or connected via the State's network.
- Posting the same or similar non-business-related messages to Usenet news groups or web forums.
- Use for access to or distribution of indecent or obscene material, including child pornography.
- Use for commercial activities, including advertising, unless specific to charter, mission, or duties of the government agency.

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- Use for fundraising, political campaign or partisan activities, or public relations activities not specifically related to SOA government activities.
- Use of SOA information technology resources for personal gain.

5.1.9.2 System and Network Prohibited Activities:

- Violations of the rights of any person or company protected by copyright “©”, or trade mark “™” or registered “®”, or trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the SOA.
- Unauthorized copying of Copyright Material “©” including, but not limited to, digitization and distribution of photographs from magazines, books or other copyright sources, copyright music, and the installation of any copyright software for which the SOA or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. Intentional introduction of malicious programs into SOA information technology resources (e.g., introducing viruses, worms, Trojan horses, e-mail bombs, etc. into the SOA network or individual SOA computing devices).
- Revealing account information to others or allowing use of a personal account by others. This includes family and other household members when work is being done at home.
- Using SOA computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Making fraudulent offers of products, items, or services originating from any SOA account.
- Intentionally causing security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forging route information for malicious purposes.
- Network vulnerability testing, security scanning, virus or Trojan horse testing or executing any form of network monitoring, which will intercept data not intended for the user's host.
- Any activity, application or service that disables, tampers with, circumvents security solutions, services, controls, user authentication, security of any host, network or account, or interfering with or denying service to any authorized user or service is prohibited and strictly enforced. (e.g., URL filtering, network monitoring, remote access requirements through SOA virtual private network, SOA ingress/egress access control requirements, Cisco Security Agent, and other security solution, service, or control, intentionally evading a security solution or process, or creating a denial of service to a user, applications, host, network, or other SOA process).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with or disable another user's terminal session via any means, locally or via the Internet/intranet/extranet.
- Providing information about or lists of SOA personnel to any outside parties, without a business case or SSO approval.

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- Personal use of or divulging of private or confidential information regarding any individual obtained by any personnel, as a result of performance of job duties or as a result of their employment with the SOA.
- Use of encryption (at rest or in transit) without an approved business case justification and written approval from the ISO Designee and the SSO.
- Uses of peer-to-peer (P2P) file transfer solutions (e.g., Gnutella, BitTorrent, etc.) without an approved business case justification and written approval from the Department Information Security Officer (ISO) and the SSO.
- Use of non-standard, non-SOA provided instant messaging technologies (e.g., Skype, MSN, AOL, Googletalk, etc.) or other similar technologies without an approved business case justification and written approval from the Department Information Security Officer (ISO) and the SSO.
- Use of non-standard remote control technologies (e.g., GoToMyPC, Dameware, Radmin, etc.) or other similar technologies.
- Use of non-operating system standard screen saver or other similar technologies.
- Use of any external proxy systems or other similar technologies.
- Use of any program or application that performs off-site document or file indexing (e.g., Google Desktop) or other similar technologies.
- Use of any streaming media technologies (e.g., Radio, YouTube, etc.) without an approved business case justification and written approval from the Department Information Security Officer (ISO) and the SSO.

5.1.10 Least Privilege

Personnel tasked with network user administration must ensure that network and system access controls are configured to limit the privileges extended to users to the least necessary to accomplish authorized business purposes.

5.1.11 Applicable Statutes and Enforcement

The Executive Branch Ethics Act states a public employee may not "**use state time, property, equipment, or other facilities to benefit personal or financial interests**" (AS 39.52.120(b)(3)). Further, "standards of ethical conduct for members of the executive branch need to distinguish between those minor and inconsequential conflicts ... and those conflicts of interests that are substantial and material." (AS 39.52.110(a)(3)).

The Executive Management acknowledges that incidental personal use may be unavoidable in today's electronic environment. In cases where SOA office technology incidental personal use occurs, users must be aware that there is no right to privacy regarding these occurrences. Applicable Statutes, Administrative Orders and Codes include, but are not limited to: AS 39.52, Alaska Executive Branch Ethics Act; Administrative Order #81, Nondiscrimination and Non-Harassment; Administrative Code 9 AAC 52, Alaska Executive Branch Code of Ethics; AS 39.25.160, Alaska Little Hatch Act; AS 24.60, Legislature Standards of Conduct.

Personnel found to have violated this policy are subject to discipline up to and including dismissal.

Political Activities Policy

EXECUTIVE BRANCH ETHICS ACT

Prohibition on Use of State Resources for Partisan Political Purposes

Alaska Statute 39.52.120(b)(6) states that a public officer may not "use or authorize the use of state funds, facilities, equipment, services, or another government asset or resource for partisan political purposes." The phrase "for partisan political purposes" means "having the intent to differentially benefit or harm a (i) candidate or potential candidate for elective office; or (ii) political party or group." It does not include "having the intent to benefit the public interest at large through the normal performance of duties."

This provision is interpreted stringently to prohibit any use of state equipment and facilities for political activity. It is also unacceptable to use state equipment "for fundraising, political campaign activities, or public relations activities not specifically related to state government activities" under the State of Alaska's *Business Use/Personal Use Policy (ISP-172)*.

A state officer may reply to a communication relating to a partisan political activity only to advise the sender that use of state equipment for such purposes is prohibited and to provide an alternate place of contact, if courtesy would require it, without violating the Ethics Act. Any other activity related to partisan political activity is prohibited.

There are express exceptions for use of the governor's residence, a state facility, and, so long as there is no charge to the state, use of communications equipment in the residence and some limited use of state aircraft.

In addition AS 39.52.120(d) provides:

[W]hen determining whether a public officer is considered to be performing a task on government time, the attorney general and personnel board shall consider the public officer's work schedule as set by the public officer's immediate supervisor, if any. A public officer other than the governor and lieutenant governor who, during the work days, engages in political campaign activities other than minor, inconsequential, and unavoidable campaign activities shall take approved leave for the period of campaigning.

Finally, section 120 also prohibits a state officer from misusing his or her position to benefit a "personal interest." The definition of that term includes involvement in a political organization. We address issues on a case by case basis guided by these provisions as well as AS 39.25.178 listing employee political rights and AS 39.25.160 in part stating prohibitions related to political activity.

If uncertain of the propriety of an activity, a staff member of the Office of the Governor should take questions about circumstances to Linda Perez as designated ethics supervisor.

Ethics

The Alaska Executive Branch Ethics Act applies to all executive branch employees. Department employees should seek to understand their obligations under the act because they owe the public a duty to behave ethically and can be subject to severe penalties for violating the act.

Details of the Act can be found in the statutes, AS 39.52.101-960, and the regulations, 9 AAC 52.010 – 990, which are available on the Department of Law website. The website also provides other helpful Ethics Act information, including a video, self-guided training, disclosure forms, and guidance on particular issues:

<http://www.law.alaska.gov/doclibrary/ethics.html>.

In general, the Ethics Act prohibits substantial and material conflicts of interest, and improperly benefitting from one's position as a public employee. The Ethics Act prohibits or restricts the following:

- a. Misuse of Official position (AS 39.52.120), which includes:
 - (1) using your position to obtain a personal gain or to grant an unwarranted benefit or treatment for someone else, AS 39.52.120(a);
 - (2) using your position to get yourself a private job or a private contract, AS 39.52.120(b)(1);
 - (3) asking for—or accepting—money or any other valuable commodity for doing your state job, AS 39.52.120(b)(2);
 - (4) using your on-duty time, your office, or your office equipment (including the telephone) as if they were your own, especially if it furthers a personal or financial interest, AS 39.52.120(b)(4);
 - (5) taking an official action in a matter in which you have a personal or financial stake, AS 39.52.120(b)(4);
 - (6) coercing a subordinate state employee for your personal or financial benefit, AS 39.52.120(b)(5);
 - (7) using or authorizing the use of state funds, facilities, equipment, services, or another government asset or resource for partisan political purposes, AS 39.52.120(b)(6); and
 - (8) attempting to influence the outcome of an administrative hearing by contacting, or attempting to contact, the hearing officer or other official with authority to make the final decision in a case, with certain exceptions, AS 39.52.120(e).
- b. Improper Gifts (AS 39.52.130), which includes:

- (1) accepting or receiving a gift (including entertainment, travel, or hospitality) that is a benefit to your personal or financial interests, ~~under~~ circumstances in which it could be reasonably inferred that the gift is intended to influence the performance of official duties, actions, or judgment,” AS 39.52.130(a); and
 - (2) accepting a gift with a value in excess of \$150 and failing to file a disclosure with your designated ethics supervisor for review and approval within 30 days after receipt of the gift, AS 39.52.130(b).
- c. Improper Use or Disclosure of Information (AS 39.52.140), which includes:
- (1) using or disclosing undisseminated information acquired from state employment if that use or disclosure could result in a financial or personal benefit to you or a family member, unless the information has already been publicly disseminated, AS 39.52.140(a); or
 - (2) using or disclosing, without appropriate authorization, information acquired in the course of your state duties that is confidential by law, AS 30.52.140(b).
- d. Improper Influence in State Grants, Contracts, Leases, or Loans (AS 39.52.150), which includes awarding a grant or contract to a business in which you have a personal or financial stake, or to a business of a close relative, with certain exceptions.
- e. Improper Representation (AS 39.52.160), which includes representing someone for compensation in a matter pending in the administrative unit in which you serve or for free if it benefits your personal or financial interest.
- f. Outside Employment (AS 39.52.170), which includes taking an additional job or undertaking outside services that make it difficult for you to get your state work done or that is incompatible with your state job. Department attorneys may not engage in the private practice of law for profit. Other employment or services might be permissible; all state employees must report any outside employment or services, legal or otherwise. An employee must submit a report of outside employment or services that benefit a personal or financial interest by July 1 of each year, and must report any changes during the year as they occur. Reporting forms can be found at this link: http://www.law.state.ak.us/doc/ethics/outside_employment_for_m.doc. The designated ethics supervisor, in conjunction with the employee’s supervisor, will determine whether the reported outside employment or service is approved. The employment or service may be disapproved if it is incompatible or in conflict with the proper discharge of official duties.
- g. Aiding a Violation of the Ethics Act (AS 39.52.190), which prohibits knowingly aiding another public officer in a violation of the Ethics Act.

- h. Post-state employment. The Ethics Act also restricts post-employment actions. A public officer who leaves state service may not—for two years after leaving state service—represent, advise, or assist a person for compensation regarding a matter that was under consideration by the administrative unit served by that public officer, and in which the officer personally and substantially participated through the exercise of official action. See AS 39.52.180(a). For the purposes of this prohibition, “matter” includes a case, proceeding, application, contract, determination, proposal or consideration of a legislative bill, a resolution, a constitutional amendment, or other legislative measure, or proposal, consideration, or adoption of an administrative regulation. *Id.*

The Ethics Act also limits the manner in which a state official can seek other employment while still in state service. For details, see Ethics Opinion of May 25, 2005: http://www.law.alaska.gov/pdf/opinions/opinions_2005/05-010_ethics.pdf.

Political Activities

Departmental employees, like all state employees, enjoy statutory protection to engage in certain political activities. See AS 39.25.178. A state employee may:

1. be a member of a national, state, or local political party;
2. take part in a political campaign;
3. express political opinions; however, while engaged in official business, a state employee may not display or distribute partisan political material;
4. register party preference;
5. serve as a voting or nonvoting delegate to a party convention;
6. be appointed, nominated, or elected to nonpartisan public office in a local government unit; and
7. make contributions to a political party or candidate for public office.

Employees of the department are also subject to certain restrictions relating to political activities. Prohibited political activities are enumerated in AS 39.25.160 and include the following:

1. a classified employee may not take an active part in the management of a political party above the precinct level;
2. a person may not require an assessment, subscription, contribution, or service for a political party from a state employee;

3. a person may not seek or attempt to use a political party endorsement in connection with an appointment or promotion in the classified service;
4. an employee in the classified or partially exempt service who seeks nomination or becomes a candidate for state or national elective political office shall immediately resign any position on the date the employee files a declaration of candidacy for state or national elective office (exempt employees should consult AS 39.25.160(e));
5. action affecting the employment status of an employee in the classified service or an applicant for a position in the classified service, including appointment, promotion, demotion, suspension, or removal, may not be taken or withheld on the basis of unlawful discrimination due to political beliefs;
6. a state employee, whether in the classified, partially exempt, or exempt service, may not campaign on behalf of a political candidate on government time.

In addition, AS 39.52.120(b)(6) prohibits the use of any state funds, facilities, equipment, services, or government asset or resource for partisan political purposes. Likewise, AS 15.13.145 generally prohibits state employees or officers from using state funds to affect the outcome of a state or municipal election unless the expenditure is one of the limited exceptions specifically authorized by AS 15.13.145 (b) or (c). State funds encompass all state resources including travel vouchers, reimbursement for lodging, meals, per diem, staff time, and state equipment.

As explicit as these provisions are, they do not replace good judgment in your daily conduct of state business. They also may not cover every possible situation. Employees are encouraged to seek guidance from their supervisors if questions arise.

Hours/lunch/vacation time

Our offices are open Monday through Friday, from 8:00 a.m. to 5:00 p.m. Support staff's schedules ensure that telephones are answered and service provided nine hours per day, five days per week.

Most of you have a ten week internship with the Department of Law. You can elect to work five days a week, for 7.5 hours a day (not including an hour for lunch). In addition, the department allows employees to elect (with the approval of their supervisor) either a flex schedule or an alternate work week schedule. A flex schedule consists of working seven and one half hours, five days per week outside of normal office hours (starting between 7:00 a.m. and 9:30 a.m., and ending between 3:00 p.m. and 6:30 p.m.). An alternate work week schedule consists of working nine out of every 14 days and completing 75 working hours within every two-week period.

You can speak with your mentor to set the times for the beginning and ending of your day. We encourage you to work hard, but to get out and explore Alaska as well. If you would like to take any time off in the regular work week, please speak to your section contact and get approval. Some sections will approve time off in the middle of the internship (i.e. a one week vacation) as long as the full term of the internship is ten weeks.

If you will not be coming into the office because of illness or other reasons, please telephone your mentor and report the reason. It is preferable for interns to speak with someone rather than leave a voicemail message.

Telephone use and system

MEMORANDUM

State of Alaska
Department of Law

To: All Employees

Date: June 30, 2003

Telephone:

From: Kathryn Daughhetee
Director
Administrative Services Division

Subject: Personal Long Distance
Phone Calls

The use of the State telephone network to make personal long distance calls is unacceptable. Such practices constitute an unauthorized expenditure under the State of Alaska Administrative Manual 35.150 Unauthorized Expenditures.

The intent to reimburse the state does not favorably resolve the issue. Identification of personal calls and the process of reimbursement are costly, often far above the cost of the call itself. It is a simple matter to obtain a telephone calling card and carry it along with other essential personal identification for use when a personal emergency may arise during working hours.

Employees are requested to either obtain a personal long distance card, charge calls to their home numbers, or refrain from using the State telephone network for personal long distance calls entirely. Your cooperation in this matter will be greatly appreciated.

Introducing Your New IP Phone!

Your telephone is now a personal communications productivity tool.

Your phone system has been upgraded to the new IP Telephony system. The system will be a replacement for the on-site telephone switching system (PBX) with more contemporary and feature-rich system capabilities.

The State of Alaska is making this change to improve the services and support we provide including:

- Meeting a growing need for enhanced and new voice services
- Improving delivery time frames
- Improved operational efficiency
- Lowering costs

Your IP phone offers many new capabilities and personal customizations that are possible. This deployment is all about Unifying Communications via your phone. With this new phone system, you are now able to:

- Easily manage your list of personal fast dials for frequently called people
- Display a list of missed calls and return those calls with the touch of a button
- Search the phone directory right from the phone's built-in display
- Forward and reply to voicemails from anyone on the corporate voicemail network
- Customize your phone's features via the Intranet
- Select distinctive ring tones for your phone

Please see the attached instructional sheets for detailed directions on how to use your new phone and voice mail.

If you are having a problem or technical issue regarding your IP Telephone, please call Kelly Gamble at 269-5101.

HOW TO USE CISCO 794117961 Phone

State of Alaska

October 2006

MAKE A CALL

- Lift handset
- Dial 7-digit State extension number or dial 9 for an outside line
- Converse

Note: You may also press **Speaker**, your extension, **New Call** soft key, **Headset** key, **Speed dial** keys, **Dial** soft keys if using one of the directories, or **Redial** soft key.

ANSWER A CALL

- Lift handset, or
- If using headset, press **Headset** key
- to use speaker, press **Answer** or **Speaker**

END A CALL

- Hang up handset,
- Or, press **Headset** if using headset
- Or **End Call** soft key
- Or if using speaker, press **Speaker**, or **End Call** soft key

MUTING A CALL (works on handset, headset, or speakerphone during a call)

- Press **Mute** key
- To disengage Mute, press **Mute** again

Note: Mute temporarily disables your microphone. Mute prevents the party from hearing you, but does not interfere with your ability to hear them

PUTTING A CALL ON HOLD

- Press **Hold** soft key
- Press **Resume** soft key to return to held call, **then lift handset**

TRANSFER A CALL

- During a call, press **Transfer** soft key (this holds call)
- Dial 7-digit extension number or dial 9 and outside number
- When it rings, press **Transfer** again, or when party answers, announce the caller **privately**, and then press **Transfer** to complete the call.

TRANSFER TO VOICE MAIL

- While talking with caller press **Transfer**
- Press "*" (star)
- Dial 7-digit mailbox
- Press **Transfer** again

CONFERENCE CALL (6)

- During a call, press **More** soft key, then press **Confirm** soft key
- Dial 2nd call-announce call privately
- Press **Confirm** again to add new party

Note: Repeat to add more

Note: Can press **More** soft key, and press **Conflist** and "list" the conferees. Then using the cursor key, Initiator can **highlight** a specific conferee and press **Remove** soft key to disconnect that person.

Note: Once the conference call initiator disconnects, no additional parties can be added

REDIAL LAST NUMBER

- Press **Redial** soft key

PARK A CALL

(park a call when you want to put a call on hold and retrieve it from another phone in the system)

- During a call press *more* soft key until you see *Park*
- Press **Park**
- Make a note of the call park number and hang up
- **Retrieve the call** by dialing the call park number from any phone in the system.

CALL FORWARD ALL CALLS

- Press **CfwdAll** soft key
- Enter number where your calls will be forwarded

Note: Cancel: press **CfwdAll**

IDIVERT (*To transfer a **ringing** call automatically to Voice Mail*)

- Call rings on your phone
- Press **iDivert** soft key during ringing
- Call forwards immediately to your voice mail box

JOIN (*this feature allows you to join 2 calls you are alternating between*)

- Use the Navigator button to highlight the first of 2 calls you wish to connect
- Press **Select** soft key (check will appear next to this call)
- Repeat this process for the second call you wish to connect
- With either calls highlighted, press **Join** soft key -all 3 are on the call (you may need to press "**more**" soft key to get to Join feature)

DIRECT TRANSFER

- While alternating between 2 calls, to join only the 2 of them:
- Use Navigator button to highlight first call
- Press **Select** soft key (check mark appears next to call)
- Repeat process for second call
- With either one highlighted press **DirTrfr** soft key (you may have to press More to find DirTrfr option)
- Calls are connected and you are dropped from the call

Note: If you wanted to stay on the line with the callers, use **JOIN** option to create a 3-party call (see Join feature)

TO CALL A VOICE MAIL BOX DIRECILY

- Lift handset
- Press *(star)
- Dial 7-digit mailbox number

Note: You may also log into your voice mail box and press "2" on the main menu to leave a message for any state employee on the voice mail system.

LOGON TO VOICE MAIL FROM YOUR EXTENSION:

- Press Message Key
- Follow voice prompts

Note: Your default password is 12345

LOGON TO VOICE MAIL FROM OUTSIDE THE SYSTEM:

- Dial 865-1999
- When answers will prompt for your ID number
- Dial your 7 -digit extension Dumber, press # key
- Dial password, press # key
- Follow voice prompts

Note: You may also dial your DID number to pick up messages remotely, dial * key once your voice mail answers, dial your 7-digit extension, dial #, dial your password, dial #, follow prompts

MAIN MENU PROMPTS

- 1 Play New Messages
- 2 Send Messages to other State personnel on this voice mail system
- 3 Check Saved Messages
- 4 Change Set Up Options
- 0 Help *Cancel/back up, # Skip/Move Ahead

DURING A MESSAGE:

- 1 = Repeat
- 2 = Save
- 3 = Delete
- 4 = Slower
- 5 = Change Volume
- 6 = Faster
- 7 = Rewind 3 sec
- 8 = Pause/Resume
- 9 = Fast Forward
- # = Fast Forward to end of message
- ## = Save as New

AFTER LISTENING TO A MESSAGE:

- 1 = Repeat
- 2 = Save
- 3 = Delete
- 4 = Reply
- 5 = Forward
- 6 = Mark as New
- 7 = Skip Back
- 9 = Play message Properties

Note: To Call Forward all your calls immediately to Voice Mail, press CfdALL soft key and press Message key. To Cancel: Press CfdAll

E-mail etiquette

Email is now a common form of communication within and outside of our office and may be a public record (See Section VII, Public Records). Keep in mind that it is only one of many forms of communication—other methods include in-person conversations, telephone conversations, and letters sent via mail or facsimile. Determine the appropriate communication tool based on the circumstances including content, schedules, and timing. If you determine an email is the best form of communication, consider the following guidelines when you draft and send an email:

1. Recipients (**To**, **CC**, and **BCC**): Determine who should receive the email and whether the recipient should be in the **To**, **CC**, or **BCC** field. Put a person in the **To** field if you expect the person to read and respond to the email. A person in the **CC** field is a person who you do not expect to respond but who needs to know about the information in the email, such as a supervisor or a project team member. The **BCC** field should be used sparingly; the other recipients of the email cannot see the name and email address of a person in the BCC field.
2. Content: The email should be clear and concise. The longer and wordier the email, the less likely the person will respond promptly. Consider the recipient and include sufficient information for the recipient to understand the email. If you are requesting the recipient to take action, clearly state that in your email. If you have multiple requests or multiple issues, number each request or issue.
3. Grammar: Use proper grammar, punctuation, and sentence structure when drafting your email. Spell-check your email. Emails with spelling and other mistakes are unprofessional and reflect poorly on you and the department. Reread your email before sending it.
4. Format: Do not type in all capitalized letters; it is the written equivalent of shouting. Be careful with patterned backgrounds as they can make email difficult to read. Avoid unusual fonts; not all computers are equipped with all font types.
5. Subject line: Include one or two descriptive words in the subject line of the email to alert the recipient of the topic. This also makes it easier to search for emails by topic.
6. Priority: Use the high priority flag only for urgent matters; do not overuse this priority status.
7. Forwarding: When forwarding emails, include a brief description to the recipient explaining why you are forwarding the email. Also, be aware of the previous message thread, including previous recipients and emails, and consider whether you want a new recipient to have the previous message thread. This is particularly important when forwarding a message to a person outside of the Attorney General's office or the state email system.

8. Confusion and Misunderstanding: Do not make assumptions about an email. If you do not understand an email or it is confusing, consider contacting the sender and discussing it over the phone.
9. Tone: Consider the tone of your email. Avoid sarcasm which can be misinterpreted when read without the benefit of voice inflection or non-verbal clues.
10. Emotions: Avoid sending or replying to an email when emotions are high or if you are angry.
11. Reply All: Avoid hitting ~~reply all~~ to an email if everyone on the email does not need to see your response. When drafting an email to many recipients, you can eliminate the possibility of this occurring by sending the email to yourself and placing the other recipients in the BCC field. If a recipient hits ~~reply all~~, the reply will not be sent to the BCC recipients in the original email.
12. Message Thread: When replying to an email, include the message thread so the recipient has the history of the previous conversation and can understand your current email in the context of the previous emails.

Solicitation

Commercial solicitation is prohibited in all offices.

Personal mail

The prohibitions on use of state resources for personal gain include personal mail. The division disapproves of staff receiving personal mail at the office. Mail is handled by state employees, and it is considered an inappropriate use of state resources to require state employees to handle personal mail.

Recording of Telephone Conversations

Attorneys may record telephone conversations only if all parties to the conversation are on notice and certain information is captured on the recording at the onset. A non-attorney employee whose job description includes the taking of witness statements is to follow the same guidelines.

Telephone taping or recording without the knowledge and consent of all parties is not to be undertaken by any department employee as a matter of course. It is only permitted in urgent circumstances such as when a caller is threatening a department employee or others with harm, or upon approval of the Civil or Criminal Deputy Attorney General.

Purchases of supplies, equipment and services

If you need specific supplies, equipment or services, you must get approval beforehand. Please talk to your section supervisor.

Travel

1. All travel for state business must be approved in advance. If necessary, signature approvals may be done by email or facsimile.

2. Travel within Alaska

For travel within Alaska, prior approval is required by the traveler's statewide section supervisor or his/her designee.

3. Travel outside Alaska

For travel to other states, British Columbia, or the Yukon Territory, prior approval is required by the statewide section supervisor and the Statewide Office Chief or his/her designee. For other travel outside the United States, additional prior approval is required by the Attorney General and the Governor's office. A memorandum explaining the need for the travel must be included with the travel authorization form.

4. Forms and Travel Rules

Required travel documents, including travel authorization forms, out of state authorizations, rental car requests, mileage reimbursement forms, and other travel related documents, can be found at the State Travel Office homepage (<http://fin.admin.state.ak.us/dof/main/forms.jsp#trav>). The Alaska Administrative Manual provides written criteria and rules for travel related matters and can be found at: http://fin.admin.state.ak.us/dof/ak_admin_manual/aam_toc.jsp.

Records Management and Retention

Under AS 40.21 and its implementing regulations, division personnel must comply with the General Administrative Records Retention Schedule and the records retention schedules for the civil division, administrative services division, and Office of the Attorney General. Records subject to multiple retention requirements must be retained for the longest applicable period.

Division personnel must also comply with the email archiving policy issued by the Commissioner of the Department of Administration. That policy makes clear that emails, including attachments, are subject to the same records retention requirements that are applicable to any other electronic or non-electronic records. Under the policy, executive branch employees, who are divided into two groups—“executive employees” and “non-executive employees” (as defined by the policy)—must archive their sent and received emails that are “records” (as defined by AS 40.21.150) into the designated executive branch email archiving system, Symantec Enterprise Vault. “Executive employees” are “public officials” under AS 39.50.200(a)(9) or persons in a job classification that is identified in the Email Retention Policy;

all other executive branch personnel are ~~non-executive employees.~~” In the civil division, the Attorney General, Deputy Attorney General, and Statewide Office Chief are ~~executive employees~~”; all other civil division employees are ~~non-executive employees.~~”

Executive employees’ emails that are not deleted within 90 days after being sent or received will be automatically archived in a ~~permanent~~” retention folder. Non-executive employees’ emails that are not archived within 90 days after being sent or received will be automatically deleted.

All employees must archive their record emails in accordance with the applicable records retention requirements; no employee may delete or allow the automatic deletion of record or non-record email that is subject to any preservation requirement (*e.g.*, under the Alaska Public Records Act or a legal hold). Archived email may be moved from any archive retention folder to any other retention folder; for retention purposes, the relevant date is the date the email was sent or received, not the date it was archived or moved from one retention folder to another; therefore, an email moved into a folder with a shorter retention schedule than the email’s age (calculated from the sent or received date) will automatically expire.

When executive branch employees use email for state business, they must, whenever feasible, use the state’s email system. If a personal email account is used, the email must also be sent to the employee’s state email account. ~~Personal information~~” (as defined by AS 45.48.090(7) and AS 45.48.590(4)) must never be sent to or from an executive branch employee’s personal email account or to or from a state employee who is not authorized to review it. ~~Personal information~~” includes an individual’s passport number; driver’s license number; state identification number; bank account number or credit, debit, or other payment card number, including any personal codes; financial account information; information from a financial application; or an individual’s (i) name *and* (ii) social security number, medical information, insurance policy number, employment information, or employment history.

Not complying with the email archiving policy may result in discipline including dismissal. Upon implementation of the email archiving system, all executive branch employees with state email accounts must be educated on the policy; and new employees’ accounts will not be activated until they receive that education.

More detailed guidance is found at the following links:

Department of Law’s Record Retention Schedules:

http://www.archives.state.ak.us/records_management/schedules/law_retention.html

Email Archiving Policy:

<http://doa.alaska.gov/ets/messaging/Archiving/EmailRetentionPolicy.pdf>

Information management and electronic resources

Legislative History Research

- 1 Before giving legal advice, reviewing a regulation project, or drafting a brief, an assistant attorney general should review the legislative history of a statute.
- 2 Alaska courts recognize the value of legislative history in interpreting statutes. *See Alaska Nat'l Ins. Co. v. Nw. Cedar Structures, Inc.*, 153 P.3d 336, 339 (Alaska 2007).
- 3 There are three primary ways to research a statute's legislative history:

Legislative Computer Resources – Through the Alaska State Legislature's tracking system (BASIS), various versions of introduced bills and committee substitutes can be located and compared. Also, minutes of legislative committees are routinely posted. Letters of intent passed in committees or on the House or Senate floor can be located by researching the House and Senate journals posted. Finally, for bills introduced at the Governor's request, transmittal letters signed by the Governor are available. BASIS is located at www.legis.state.ak.us/basis.

Legislative Affairs Agency Reference Library – Originals of many legislative committee file records are deposited with the Legislative Affairs Agency's Legislative Reference Library in Juneau. Typical materials located in the files are written testimony of witnesses, research memoranda of staff, sectional analyses of bills, and released legal opinions of the Legislative Affairs Agency's legal counsel. The Legislative Reference Library can be reached at (907) 465-3808.

Department of Law Bill Review Files – The division routinely prepares bill reviews, which are legal analyses of bills that have passed the legislature and are awaiting action by the Governor. Bill review files can be located and reviewed by contacting the legislation and regulations section.

Westlaw Passwords

The division subscribes to a large number of Westlaw databases. A pop-up screen will alert a user when they attempt to access a Westlaw database that is not included in the division's subscription. As an important cost control measure, employees who wish to use a Westlaw database that is not included in the division's subscription must first obtain permission from their statewide section supervisor.

Office Managers will provide Westlaw passwords to all PX employees, paralegals, and summer interns at the start of their employment with the division.

PACER

Upon request, office managers will provide PACER (Public Access to Court Electronic Records) passwords to any staff. PACER is an electronic public access service that allows

users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and the U.S. Party/Case Index via the Internet.

Outlook

The division uses Microsoft Office Outlook 2003 for email communications. Training guides and answers to other frequently asked questions are available on the department's Intranet under the "Support" section, Outlook Help.

Concordance

Concordance is a database that allows you to search, tag, organize, redact, and produce electronic documents. The division has a limited number of Concordance licenses. Concordance is on the network and can be pushed out to the end-user. Currently, Concordance is only being used in the Anchorage office. To use Concordance, contact the Information and Project Support Section.

Sanction

Sanction is a document management and multimedia presentation system that can be a useful tool for trials and hearings. For example, it may be used to show clips of video depositions while simultaneously displaying the transcript. The division has Sanction licenses loaded on laptops that may be checked out. Contact the Information and Project Support Section to reserve a laptop that has the Sanction software loaded.

ADN Archives

Employees who have a business need may access the Anchorage Daily News online for archived copies of news articles.

Intranet

The Department of Law has an internal site that is accessible only from computers in the office. The intranet site has a lot of information that might be helpful to you during your internship. For example, there is a directory of employees at the department, which indicates where the person works and there are some pictures included as well (not everyone has a picture yet). The intranet also has a civil manual, which includes department policy on almost everything you can think of.

Timekeeping

All civil division attorneys and paralegals are required to enter their time using ProLaw. The latest version of the timekeeping manual can be found on the intranet.

Interns are not required to keep their time on ProLaw, but if you need to account for your time due to law school requirements, we can set you up with a ProLaw account for these purposes.

Civil Manual

The Department has a Civil Manual which was developed to assist personnel of the civil division in performing their assignments. The civil manual states the official policies and procedures of the department and applies to all department personnel. It has not been filed with the Lt. Governor and does not have the force of law. It is simply a statement of internal procedures and does not establish any legal duty on the Department of Law and its personnel. This is a helpful document that can answer many of your questions about practicing as a state lawyer. It is located on the intranet under ~~Resources~~” caption under ~~Manuals, Documents & Forms.~~”

Style Manual

The department has created a style manual for use by employees to ensure that all documents produced by the department and signed by or on behalf of the Attorney General have a uniform style. The current version of the department’s style manual is available on the intranet.



State of Alaska
Department of Law

ANCHORAGE ATTORNEY GENERAL'S OFFICE
EMERGENCY RESPONSE PLAN

BRADY BUILDING

September 2008

Anchorage Attorney General's Office Emergency Response Plan Brady Building

This emergency response plan has been prepared by a committee of employees of the Attorney General's Office using materials from a number of prototype emergency response plans. The plan is meant to provide guidelines for employees in an emergency. Employees should use good judgment and common sense in responding to any emergency situation at the office.

As shown on Appendix B to this plan, certain employees have been designed as Floor Coordinators (FC) and Section Coordinators (SC). It is vital to know who the FC and the backup FC is for your floor and who the SC and backup SC is for your section.

If it is necessary to evacuate the building, and there is no fire alarm, the SC will notify you of the evacuation.

The FC's have walkie talkies and can communicate with each other and the office chief concerning the situation and evacuation. During an evacuation, the FC's, or designees, are responsible for checking the bathroom on their floor and for informing the SC's that it is necessary to evacuate.

The SC's will inform the employees in their section of the need to evacuate, will note who is not accounted for in the section, will check storage rooms, file rooms to ensure all employees in the section are evacuating. The SC will ensure the injured or disabled employees are being assisted. The SC will attempt to close the door of each room the SC has cleared and put a yellow sticky on the door indicating the room is empty. As set out in this plan, after evacuating, you need to notify the SC if you are going to leave the designated assembly area.

Attached to this plan are maps showing the evacuation routes for each floor and the location of fire extinguishers and first aid kits.

PLEASE NOTE THE NECESSARY ROUTE OUT OF THE BUILDING ON THE FIRST FLOOR IN THE EVENT THE MAIN ENTRANCE IS BLOCKED- IT IS NOT OBVIOUS.

Employees are responsible for becoming familiar with these instructions and the floor plan diagram. Employees are also encouraged to keep an individual emergency kit near their desk. This kit should include: a) a flashlight or light stick; b) a pair of walking or running shoes; and c) a small knapsack with emergency supplies, i.e., water, extra eyeglasses, medication, energy bars or other nonperishable food, space blanket, gloves, etc.

You may want to consider emergency planning for outside the office as well. You may be better able to deal with emergencies at the office if your family has a plan in place. See Appendix A attached to this plan.

EARTHQUAKE

1. During the Earthquake

- a. Sound usually proceeds earthquake motion by a split second.
- b. Keep Calm. DO NOT run or panic. If you can stay calm, you will be better able to assess the situation and talk yourself through the violent motion phase. Think of the consequences of any action you take.
- c. **THE DOORWAYS DO NOT PROVIDE PROTECTION.** Hold on to furniture legs, if furniture moves, be prepared to move with it. Stay away from windows and doors. If there is no cover nearby, sit against an interior wall, bend over, tucking your head in you lap and cover your head with your arms. Grab anything handy (coat, blanket, newspapers, cardboard box) to shield your face and head from falling debris and splintering glass.
- d. Remain in the general area, do not try to leave or run outdoors. Moving about during the shaking is difficult and hazardous. Furniture and building components may be moving or dropping.
- e. Stay clear of shelves, hanging baskets, high piled material, tall furniture and any other objects that may fall (ceiling tiles, light fixtures, wall objects).
- f. If the main electric power source fails, the building is equipped with an auxiliary generator with emergency power to light stairwells and hallways. Visibility may be poor from dust, but DO NOT light a match. There may be a gas leak.
- g. Be aware that the fire alarm or sprinkler systems may be activated.
- h. If you are in an elevator, stop at the nearest floor, get off the elevator, and follow the instructions stated above. If the elevator comes to a stop between floors, REMAIN CALM and push the red “Emergency Call” button which will activate a bell alarm.
- i. If you are outdoors, stay there, but move away from buildings, poles and falling wires. If you are on a sidewalk near buildings, duck into a doorway to protect yourself from falling glass, bricks, plaster, and other debris. If you are in a car, stay there.

2. Following the Earthquake
 - a. Check your immediate area to see if anyone requires medical assistance. Report injuries to your SC. DO NOT move seriously injured persons unless they are in immediate danger
 - b. Follow all instructions given by the SC. DO NOT evacuate unless instructed to do so by your SC.
 - c. A decision to evacuate will be made by the Office Chief or their designee and will be conveyed by walkie-talkie to each floor coordinator. The FC's will notify the SC's to begin the evacuation. Try to evacuate with someone or in a group. This will ensure you are known to have safely exited.
 - d. Each SC will confirm that all employees from their area are evacuated, will note who is not accounted for, and will ensure the injured and disabled are assisted. SC's will check storage rooms and the like in their areas. The SC will attempt to close and place a yellow "sticky" on the door of each empty office as a sign no one is there.
3. The severity of the earthquake and the amount of damage to the building will determine how other conditions must be addressed and whether the building should be evacuated. If the building is evacuated, follow the exit route for your location and go to the Attorney General's designated Assembly Area location and go to the lot just east of our building (the parking lot in between our building and the building that houses Moose Ala Mode) for a head count. Do not congregate outside exit doors. DO NOT reenter the building until authorized by the Office Chief or their designee. DO NOT leave the area before you check in with your SC.
4. When evacuating, DO NOT use elevators. Follow your assigned exit route using the stairs, keep to the right on the stairway, grasp a hand rail, walk and keep silent to hear any instructions.
5. Determine in advance the nearest exit from your work station and the route you will follow to reach the exits if evacuation is necessary. Also familiarize yourself with an alternative route to be used if your first route is blocked or unsafe. For example, there could be too much fallen or hanging glass in the first floor main atrium for safe exiting. Use the secondary exit in the east side of the building (access through east stairwell of first floor) may be necessary. Please become familiar with the diagram attached to this plan which shows exit routes.

6. BE AWARE THAT IF THE FIRST FLOOR MAIN ATRIUM IS UNSAFE, THE ROUTE TO THE ALTERNATIVE EXIT IS NOT DIRECT SO YOU NEED TO FIGURE OUT IN ADVANCE. (CHECK WITH YOUR SC, IF YOU ARE UNCLEAR)
7. Visitors may be particularly confused or disoriented and should be assisted in evacuating.
8. Anyone with a disability who requires assistance should meet with their SC in advance to determine what steps should be taken during and following an earthquake.
9. DO NOT reenter the building or leave the designated Assembly Area until authorized to do so by the Office Chief. Particularly DO NOT leave without notifying your SC. If you are mistakenly considered absent, your absence could promote a search that could unnecessarily risk others' safety.
10. Expect and anticipate after shocks causing additional damage. Weakened structures may topple. The greatest danger from falling debris is just outside doorways and close to walls.

FIRE

A. Fire Discovered

1. Any person discovering fire or smoke should immediately leave the fire area, notify employees in the immediate area as you go. If you are trained in the use of fire equipment, use it if the fire is small. However, do not take risks. Your safety comes first.
2. Telephone the Fire Department: 911
Give:
 - a. Your Name
 - b. Attorney General's Office
 - c. 269-5100 (and number of your extension)
 - d. Specific location (floor and room number)
 - e. Extent of fire, for example, wastebasket and carpet, storeroom, ect.
 - f. Be calm, clear and concise.
 - g. DO NOT HANG UP; stay on the phone until you are told to hang up; the operator may need additional information.

3. Activate or ask someone to activate one of the Fire Alarm Boxes located in the building. Familiarize yourself with the diagrams attached to this plan showing fire alarm box, and fire extinguisher locations.
4. If possible, notify the front desk (Ext. 5100), Office Manager, or Office Chief.
5. DO NOT attempt to fight a large fire. If the fire is discovered in an enclosed space, close the door to stop its spread. Even small fires can quickly grow out of control. If the fire gets too big, leave at once and call the fire department from another location.

B. Evacuation

1. If you hear the fire alarm, evacuate immediately. Try to evacuate with someone or in a group. This will ensure you are known to have safely exited.
2. Keep calm. Think ahead and mentally prepare yourself for an evacuation, confirming what exit routes are available and whether anyone nearby needs your assistance. Please become familiar with the map attached to this plan which shows exit routes.
3. When evacuating the building, do not use elevators. Follow your assigned exit route using the stairs, keep to the right on the stairway, grasp a hand rail, walk, DO NOT run and keep silent to hear any instructions. If you are in an elevator, get off at the next floor. If you cannot exit, push the emergency alarm.
4. Before opening any doors, feel the door and if it is hot, do not open it.
5. If you are caught in smoke, take short breaths and breathe through the nose (cover nose and mouth with thin cloth, dampened if possible), crawl along the floor where the air is cooler and smoke less dense. If forced to make a dash through smoke or flame, hold your breath and cover your face.
6. SC's or their alternates will confirm that employees from their area are evacuated, will note who is not accounted for and will assist their injured and disabled. SC's will also check storage rooms and the like in their areas. SC's will attempt to close and place yellow "sticky" on the door of each empty office or other room as a sign no one is inside and will close the doors to slow the spread of fire.
7. Visitors may be particularly confused or disoriented and should be assisted in evacuating.

8. Anyone with a disability who requires assistance should meet with their SC in advance to determine what steps should be taken in the event of a fire.
9. After evacuating the building, assemble at the Attorney General's designated Assembly Area located in the parking lot just east of our building for a head count. Do not congregate outside exit doors. Become familiar with the diagram attached to this plan which shows evacuation routes.
10. Once in the assembly area, check in with your SC. **DO NOT REENTER** the building or leave the Designated Assembly Area until authorized to do so by the Office Chief. Particularly do not leave without notifying your SC. If you are mistakenly considered missing, your absence could prompt a search that could unnecessarily risk others' safety.

OTHER EMERGENCIES

In the event of an emergency other than earthquake or fire,

1. Call 911 (see page 5)
2. Notify the Office Chief of the nature of the emergency.
3. If evacuation is necessary, follow evacuation plan for your area. (If possible, wait for direction from your SC before evacuation if you do not hear the fire alarm.)
4. After evacuating, assemble at the Attorney General's Designated Assembly Area. Once in the assembly area, check in with your SC. **DO NOT REENTER** the building or leave the Designated Assembly Area until authorized to do so by the Office Chief. Particularly do not leave without notifying your SC. If you are mistakenly considered missing, your absence could prompt a search that could unnecessarily risk others' safety.

APPENDIX A

Families should develop plans for reuniting after an emergency, including a common meeting place with a possible back up. Telephone service may be limited or unavailable. Sometimes long distance may work better than local calls. Establish a common telephone contact outside Alaska for family members to call to let others know they are safe. Sometimes pay phones or cellular service will work better than regular lines. Encourage all family members to monitor the same radio station in case of emergency.

Family members should know how to shut off utilities (only if necessary such as a gas leak). Once the gas is shut off, only the gas utility or certified plumbing/heating repair person can restore the service. Basic survival items should be kept at home, including:

- ✓ a battery powered radio with extra batteries
- ✓ a flashlight with extra batteries
- ✓ a first aid kit with specific medicines for family members and first aid instruction book
- ✓ a fire extinguisher
- ✓ an adjustable wrench for turning off gas and water
- ✓ a functioning smoke detector in each bedroom and on each floor
- ✓ enough bottled water and canned food for one week (rotate every 6 months)
- ✓ a non-electric can opener
- ✓ waterproof matches
- ✓ candles
- ✓ telephone numbers of police, fire department, and hospital
- ✓ a portable stove such as butane or charcoal
- ✓ a portable fire escape ladder for each second floor bedroom
- ✓ an extra set of car keys
- ✓ credit cards, cash, or travelers checks
- ✓ sanitation supplies
- ✓ special items for infants, elderly, or disabled family members
- ✓ extra eye glasses

Think about materials needed for winter, including sturdy gloves, shoes, sleeping bags, change of clothes (especially warm clothing) care. Keep important family documents in a waterproof container. Keep a smaller kit in the car trunk.

APPENDIX B

DESIGNATED EVACUATION MEETING AREAS

Please meet and check-in with Section Coordinator:

Designated Meeting Area: Parking Lot East of our building
Alternate Meeting Area if directed by Coordinator: Open Area in front of the Boney
Courthouse (4th & K)

FIRST FLOOR AND SECTION COORDINATORS AND ALTERNATES

OFFICE COORDINATOR

Nancy Gordon – Office Coordinator (Office Chief - 3rd floor office – walkie-talkie)

Gail Voigtlander – Alternate Office Coordinator (2nd floor office– walkie-talkie)

Information Services Section

Jeremiah Bowlus – Primary SC (Walkie-talkie)

Jennifer Gardino- Alternate SC

Child Protection and Human Services Sections

Shelia Olson -Primary FC (Walkie-talkie)

Shelby Mason – Alternate FC

Natalie Lawrence – Primary SC

Carla Raymond - Alternate SC

Tina Osgood - Responsible for checking lobby (Walkie-talkie)

Legal Support Services and RAPA Sections

Kay Rawlings – Primary SC

Karyl Richards - Alternate SC

EMERGENCY SUPPLIES

Emergency Supply Kit Located Rm 135

First Aid Kit Located Rm 104

DESIGNATED EVACUATION MEETING AREAS

Please meet and check-in with Section Coordinator:

Designated Meeting Area: Parking Lot East of our building
Alternate Meeting Area if directed by Coordinator: Open Area in front of the Boney
Courthouse (4th & K)

SECOND FLOOR AND SECTION COORDINATORS AND ALTERNATES

OFFICE COORDINATOR

Nancy Gordon – Office Coordinator (Office Chief – 3rd floor office-walkie-talkie)

Gail Voigtlander – Alternate Office Coordinator (2nd floor office-walkie-talkie)

Torts and Workers' Compensation Section

Ruth Botstein - Primary SC (Walkie-talkie)

Chris Beltzer - Alternate SC

Administration and Commercial & Fair Business Sections

Mindy Johnson – Primary FC (Walkie-talkie)

Kelly Gamble – Alternate FC

Nick Atwood – Primary SC (Walkie-talkie)

Signe Andersen – Alternate SC

Ed Sniffen – Alternate SC

EMERGENCY SUPPLIES

Emergency Supply Kit Located in kitchen

First Aid Kit Located in RM 240

DESIGNATED EVACUATION MEETING AREAS

Please meet and check-in with Section Coordinator:

Designated Meeting Area: Parking Lot East of our building
Alternate Meeting Area if directed by Coordinator: Open Area in front of the Boney Courthouse (4th & K)

THIRD FLOOR AND SECTION COORDINATORS AND ALTERNATES

OFFICE COORDINATOR

Nancy Gordon – Office Coordinator (Office Chief – 3rd floor office - walkie-talkie)

Gail Voigtlander – Alternate Office Coordinator (2nd floor office– walkie-talkie)

Labor and State Affairs Section

Mags Paton Walsh - Primary SC (walkie-talkie)

Brian Bjorkquist - Alternate SC

Environmental Section

Steve Mulder - Primary SC/Alternate FC

Breck Tostevin – Alternate SC

Natural Resources/Opinions, Appeals and Ethics Sections

Kevin Saxby - Primary FC (walkie-talkie)

John Baker - Primary SC

Mike Hotchkin – Alternate SC

EMERGENCY SUPPLIES

Emergency Supply Kit located in RM 319

DESIGNATED EVACUATION MEETING AREAS

Please meet and check-in with Section Coordinator:

Designated Meeting Area: Parking Lot East of our building
Alternate Meeting Area if directed by Coordinator: Open Area in front of the Boney Courthouse (4th & K)

FIFTH FLOOR AND SECTION COORDINATORS AND ALTERNATES

OFFICE COORDINATOR

Nancy Gordon – Office Coordinator (Office Chief – 3rd Floor Office-walkie-talkie)

Gail Voigtlander – Alternate Office Coordinator (2nd Floor Office – walkie-talkie)

Collections & Support Section

Doris Stevenson - Primary SC (walkie talkie)

Stacy Steinberg - Alternate SC

Constance Croak - Alternate SC

Oil, Gas and Mining Section

Tracy Gould - Primary FC (Walkie-talkie)

Dana Burke - Primary SC

Jeff Landry - Alternate SC

Transportation Section

Jeff Stark – Primary SC/Alternate FC (Walkie-talkie)

Sue Urig – Alternate SC

EMERGENCY SUPPLIES

First Aid Kit Located RM 522

Other notable state/federal buildings

Supreme Court – 303 K Street. This is where you will go to hear oral argument on any Supreme Court case. There is also a law library on the first floor which you will have access to. If you need to check anything out of the law library for use in your internship, please speak to your section contact.

Superior Court – 825 W. 4th Avenue

Federal Courthouse – 222 W. 7th Avenue

Lunch places*

All of these are walking distance from the Anchorage office

M.A.'s Reindeer hotdogs – on 4th avenue and E, in front of the Federal Building. If you're in Alaska, you should try a reindeer hotdog. This little cart is all the rave amongst the experts.

Snow city - breakfast and lunch - 1034 W. 4th Ave. – sometimes known as “Slow City,” but the food is great. They have something for everyone from vegans to meat eaters. Check their webpage for specials. They're also especially good for breakfast on the weekends. And you can call ahead and put your name on the waiting list.

Moose a la Mode – next door to the office, great coffee shop that also serves lunches of soups, sandwiches and salads.

Sandwich Deck – 400 K Street - Basic diner-type eats.

Muffin Man – 817 W. 6th Ave. – sandwiches

Teriyaki Box – 401 I Street, sushi, beef and chicken boxes and other stuff.

Ginger – 425 W. 5th Ave. – a little pricier but fun Asian foods, vegetarian and meat.

Humpy's Great Alaskan Alehouse – 610 W. 6th Avenue – a great Alaskan place with fish tacos and other good stuff.

Glacier Brewhouse – 737 W. 5th Ave. - Chop house style menu with great beer brewed onsite.

Simon and Seafort's – 420 L St. - Great views of the Cook Inlet and good food. At lunch you can eat at the bar.

Sacks Café and Restaurant – 328 G St. - “Eclectic New American cuisine” = consistently good food.

Snow Goose Restaurant and Sleeping Lady Brewery – 717 W. 3rd Ave. - Consistently good food but a little pricey for what you get. The views from their multiple decks are some of the best in town.

The Whale's Tail, Fletcher's and The Pantry (all inside the Captain Cook Hotel) - 939 W. 5th Ave. - You can get coffee and pastries inside the Whale's Tail or sit down and order lunch.

**Some of this information was borrowed from the Law Clerk Survival Guide*

General warnings about the Alaska outdoors*

This guide should give you ideas about the ways you can get out into the wilds of Alaska, but there are a number of things to remember as you explore: This page is not intended to scare you, but instead to help you enjoy the outdoors with a healthy dose of respect and preparation.

Moose

Let's be honest – we are not alone. We share Anchorage with the moose. You'll find them in the streets, on the trails, and in your yard. And while they appear cute and cuddly, they are not Bullwinkle. Keep your distance. They're massive animals that will charge if a person gets too close, especially if it has a calf in the area. And again, not to be scary, but on average more deaths result from moose encounters each year than from bear encounters. (At least, that's the legend. I have no citation.) Keep an eye out for moose near the trails when you're running or biking and if you see one, avoid it, or turn around and go the other way. No sudden movements.

Bears

Bears are always a concern. Downtown Anchorage is generally bear-free territory – maybe a stray black bear will get lost and end up at the Park Strip, but that's really uncommon. In the areas to the east, like Bicentennial Park and Hillside, you'll find few more bears. If you're living or playing in those areas, take general bear-safety precautions: go in groups, make noise, be alert. You never want to startle a bear, so always let it know you're coming. Talk loudly, sing songs, yell indiscriminately. Before going on any hikes through bear territory, make sure you know how to deal with a bear encounter. Know the difference between a brown bear and a black bear. Acquire some bear spray. Once you know what to do, get out there and have fun.

Mudflats

Alaska has some pretty big tides, and that means big mudflats. You might be tempted to wander out onto the mudflats when the tide is out, but don't. You'll get stuck in the mud, and then the tide will come back in, and that's just trouble. On a similar note, when you're kayaking, know your tides!

Glaciers

Glaciers are awesome. Definitely check them out, either by hiking up to them or by paddling out to them. But again, keep your distance. Water-facing glaciers can calve, sending enormous chunks of ice into the water. If you're too close, this will dump you out of your kayak. You can get a little closer to mountain glaciers, but don't climb around inside or underneath them.

The Weather

It can get cold, even in the summer, so bring warm layers of synthetic fabrics or wool (i.e., no cotton), along with some extra food and water.

*Some of this information was borrowed
from the Law Clerk Survival Guide

Activities in and Around Anchorage

Note: All photos were taken by (or of) DOL employees...yes, you really WILL see these things!



Activity Calendar

May	Women’s Gold Nugget Triathlon - www.goldnuggettriathlon.com
June	<p>Mayor’s Midnight Sun Marathon and Half-Marathon www.mayorsmarathon.com</p> <p>Eagle River Triathlon - http://www.eaglerivertri.com/</p> <p>Arctic Thunder air show in Anchorage</p>
July	<p>July 4 weekend in Seward, which includes the famous Mount Marathon race www.sewardak.org/news-events/july4th.htm</p> <p>July 4 weekend in Girdwood, including the Forest Fair www.girdwoodforestfair.com</p> <p>Week after July 4 weekend in Eagle River – Bear Paw www.bearpawfestival.org</p> <p>Fireweed 400 Cycling race - www.fireweed400.com</p> <p>Moose Dropping Festival in Talkeetna – music, parades, 5k run www.talkeetnachamber.org/event-moosedropping.html</p> <p>World Eskimo-Indian Olympics in Fairbanks - www.weio.org/</p> <p>Homer’s Concert on the Lawn - www.kbbi.org/cotl.html</p> <p>Anderson Bluegrass and Country Music Festival - www.acousticadventures.com</p>
August	<p>Talkeetna Bluegrass Festival</p> <p>Big Wild Life Marathon – www.anchoragerunningclub.org/bwlr/index.html</p> <p>Alaska State Fair in Palmer – www.alaskastatefair.org</p>

Hiking and Backpacking

Miscellaneous resources:

Look in the guidebook library for “50 Chugach Hikes” and “55 Ways to the Wilderness in Southcentral Alaska”
www.alaskahikesearch.com/ Has a great description of trails by distance, difficulty, location, etc., and has pictures and hiker-submitted updates (i.e., about flooded areas, closed bridges, etc.)
www.akhs.atfreeweb.com/search_hikes.htm Another website with good trail information. Not always functional.
aktrailhead.com/ Yet another Alaska hiking website.
You can print out USGS maps of particular areas at REI, and the best maps for the mountains around Anchorage are: Anchorage & Vicinity” Road and Recreation Map, published by Todd Communications and “Chugach State Park” www.amazon.com/Chugach-State-Park-Imus-Geographics/dp/0966534573
“Alaska Outdoors” Monday/Thursday hiking group www.alaska-outdoors.org/
“Anchorage Adventurers” group on www.meetup.com
“All Things Alaska” group on Facebook

Sample Day Hikes

The Coastal Trail

Maybe not a real —hikē, but a darn pretty way to spend the day. The Coastal Trail is a paved multi-use trail that goes along the water from downtown all the way to Kincaid Park, about 12 miles.



And there is wildlife on the trail!

Kincaid Park

Kincaid has a bunch of different trails. There are moose everywhere in Kincaid.



You can also take a trail down to the beach. It is very pretty especially late in the day. You can even make a fire down there or picnic or whatever if you carry down the necessary items

Flattop

<http://www.alaskahikesearch.com/Hikes/FlatTop.htm>

Great after work hike from the Glen Alps trailhead. A very popular, heavily used trail. You can get a shuttle to and from the trailhead from downtown Anchorage.



Little O'Malley

Another great after work hike from the Glen Alps trailhead. This is the start of the O'Malley hike, which is much more strenuous (with steep scree).



Powerline Pass trail

<http://www.alaskahikesearch.com/Hikes/PowerlinePass.htm>

Wide, gentle trail. Links up to a lot of other hikes. Awesome for mountain biking too. Accessible from Glen Alps or Prospect Heights trailheads.



Wolverine Peak

<http://www.alaskahikesearch.com/Hikes/Wolverine.htm>

A 5000 foot climb that gives an amazing view of Anchorage with very little mountain scramble. A great way to get into the mountains and up the climbing ante.



Arctic Valley

Ski area in the winter. Has cool WWII missile sites



Bird Ridge

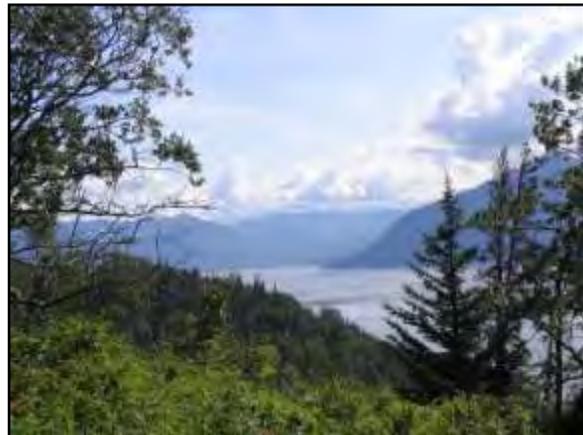
<http://www.alaskahikesearch.com/Hikes/BirdRidge.htm>

Excellent hike! Very steep, but the effort is rewarded by amazing views of Turnagain Arm the entire way.



McHugh Trailhead

http://www.alaskahikesearch.com/Hikes/McHugh_Rabbit.htm



Crow Pass

<http://www.alaskahikesearch.com/Hikes/CrowPass.htm>

25 mile hike extending from Girdwood to Eagle River or vice versa. Can be done as a long day hike, or an overnight. Raven Glacier is a great day hike from the Girdwood side (where these pictures were taken).



Sample overnight hikes:

Crow Pass

<http://www.alaskahikesearch.com/Hikes/CrowPass.htm>

This trail runs about 25 miles between Girdwood and Eagle River, and can be done as a very long day hike or an overnight hike. There are great camping spots along the way. Have somebody pick you up at the end, or leave a car there.



Johnson Pass

<http://www.alaskahikesearch.com/Hikes/JohnsonPass.htm>

A gentle, 23 mile trail that makes for a good overnight hike. As with Crow Pass, you'll need to find a way to get a ride back to the beginning.

Also a great trail for mountain biking, but not for beginners. Be careful of cow parsnip on this trail. Ride it before it gets too overgrown (i.e. before August).



Williwaw Lakes

<http://www.alaskahikesearch.com/Hikes/WilliwawLakes.htm>

Close to town. Hike in and camp at Williwaw Lakes, then explore the area and climb some of the surrounding peaks.

Resurrection Pass

<http://www.alaskahikesearch.com/Hikes/ResurrectionPass.htm>

Near Hope. There are public use cabins along the way that you can reserve online.

Other Activities

Biking

There are numerous paved and unpaved biking trails in and around Anchorage. You can get biking maps from either REI or the Municipality of Anchorage website, www.muni.org

Downtown - Rent/borrow bikes and ride down the Coastal Trail or the Chester Creek Trail. The Coastal Trail runs along the coast about 12 miles to Kincaid Park. It is very pretty and rather flat. Frequent moose sightings. You can also hook up with the Campbell Creek trail and do a big loop around town almost entirely on paved bike trails.

Kincaid and Hillside are great spots for mountain biking (new single track at Hillside) as are many trails in the mountains, like the Powerline Pass trail.

Fishing

You need a permit or the fish police will get you! You can get one online or you can go to Walmart, Fred Meyer or Carrs (at the customer service desk) http://www.admin.adfg.state.ak.us/license/license_home.html

Right downtown you can fish for salmon out of Ship Creek. This can be a crazy scene. Ship Creek is in the middle of downtown and fishing there is sometimes called “combat fishing” because people are standing so close to each other and jockeying for position.



There are so many places to fish it's hard to know where to start. Ask one of the DOL contacts for good ideas!

You can also go on a fishing charter out of Seward and Homer to catch halibut, salmon, and other kinds of fish. Also, ask a DOL contact about Ninilchik



Four wheeling



Shooting

Birchwood Shooting Park



Ice climbing

This picture was taken at the Matanuska Glacier.



Public use cabins

Alaska has a huge number of public use cabins located on both state and federal parks. Many of these are booked a long time in advance, but they are worth checking out.

<http://alaskacenters.gov/cabins.cfm>

<http://dnr.alaska.gov/parks/cabins/index.htm> - State cabins

<http://www.recreation.gov/> - Federal cabins

Dale Clemmens Cabin down by Seward (and the view from the Cabin):



The Alaska Railroad

The Alaska Railroad is a fun (albeit pricey) way to visit places. It goes south to Seward on a very scenic ride and it goes north to Denali and Fairbanks. It also has a new-ish —“Wistle Stop” program that takes you to more remote areas and provides activities, or you can just hike. <http://www.alaskarailroad.com/travel/BestDayTours/tabid/105/Default.aspx>

Museums

Alaska Native Heritage Center: <http://www.alaskanative.net/> Often schedules native dancing. Great displays out back to show how native Alaskans live.

Anchorage Museum: <http://www.anchoragemuseum.org/>

also visit this site for a pass to go between the two museums:
<http://www.alaskaculturepass.org/>

Kayaking

See Eklutna, Seward and Whittier below.

Rafting

See Cooper Landing, Hope and Denali below.

Activity contacts

This is a list of people who are available for you to talk to about different activities. Please feel free to stop by their offices and ask questions

Hiking – Laura Fox, Lindsay Wolter, Diane Foster, Mike Mitchell

Kayaking – Jenn Currie, Lindsay Wolter

Biking – Steve Mulder, Ed Sniffin, Lindsay Wolter

Berry picking – Molly Benson, Angie White

Fishing – John Baker, Breck Tostevin, Brad Meyen, Jen Schorr

Cabins – Lindsay Wolter, Jenn Currie, Molly Benson

Rafting – Jenn Currie, Joanne Grace

Wildlife cruises – Jenn Currie

Shooting – Joanne Grace

Gear/toys for loan

DOL employees have offered to loan out gear/toys for your use. Please contact these people directly!

Fishing gear:

Tom Dosik
Jenn Currie
Mags Paton-Walsh

Bicycles:

Tom Dosik
Judy Bockman (back in country June 1)
Sam Cason

Camping gear:

Tom Dosik
Lindsay Wolter
Jenn Currie

Kayaks:

Nelleene Boothby

Canoes:

Michelle McComb
Tom Dosik
Brad Meyen

Lifevests:

Michelle McComb
Jenn Currie

House sitting

If needed (or if you want a change of pace), here are a few house sitting opportunities. Please contact these people directly!

Eagle River house sitting opportunity for June 24 through July 10 – Call Jonathan Woodman – the person house sitting would be able to use their bikes and the house is near great hiking trails.

Valley of the Moon (near downtown) - July 14-Aug 1 - Diane Foster – if you housesit, you have access to her car. You also have two golden retrievers that will need feeding/watering.

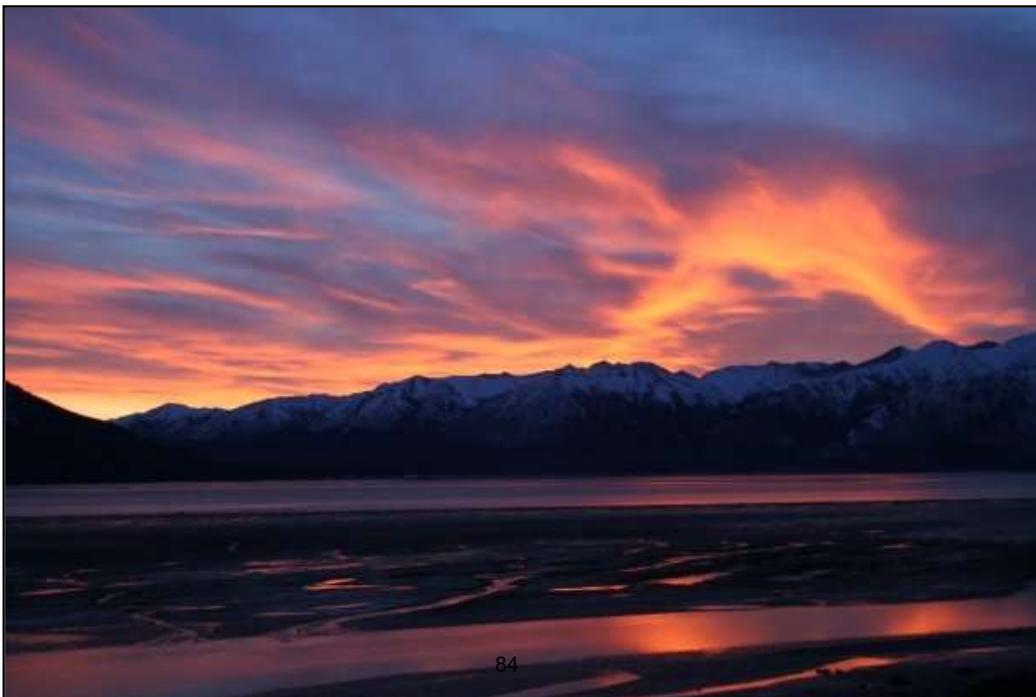
On the Chester Creek Trail at Lake Otis (near downtown) - July 16-30 – Chris Beltzer

July 12-July 21 or 23 – Lisa Reynolds

Getting Out of Anchorage

One thing to know about Anchorage...there is one road in/out to the north...and one road in/out to the south. It's just that simple. Drives in either direction are beautiful, but to the south it can be stunning.

Just drive down the Seward Highway and take pictures. It's almost always pretty, even when it's raining. There are turnouts and beautiful overlooks across the water to mountains.



Destinations (in alphabetical order)

Cooper Landing – <http://www.cooperlandingchamber.com/>

Cooper Landing is approximately 100 miles south of Anchorage. It is the launching point for floats down the Kenai River, which are very scenic. Most times you can also float through the combat fishing taking place on the Russian River. There are also hikes originating in and around Cooper Landing.

Cordova – <http://www.cordovachamber.com/>

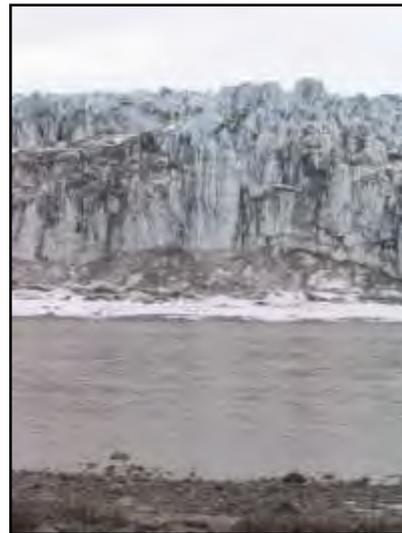
Cordova is a fishing town and is a great place to visit. It has a fun little downtown. You can do lots in Cordova, including biking, hiking and, if you take your car, you can visit Childs Glacier and the million dollar bridge. There are great camping places (don't stay in the camping sites downtown – they are awful – if you need help with Cordova, see Jenn Currie or Lindsay Wolter).

You can't drive to Cordova – there are no roads in. You can get there by the ferry system, though (you can leave out of Whittier). Alaska has a marine highway system, ferries go to many different cities. You can walk onto the ferry, or take your bike, or take a kayak, or drive your car. Take the fast ferry, you'll stop briefly in Valdez on the way.

To get the schedule for ferries, look here: <http://www.dot.state.ak.us/amhs/index.shtml>



Right off/in downtown Cordova is the small boat harbor where you can watch fishing boats come and go.



Childs Glacier and the Million Dollar Bridge are great destinations. You need a car, and you'll be driving for a while on a rough road, but the payoff is the views!



Hiking in Cordova is beautiful



Denali National Park – <http://www.nps.gov/dena/>

The park has a great visitor center. You can park there and get lots of information. Generally, you are permitted to drive into Denali 16 miles to Savage River. There is a little bit of hiking at this point. To get real access to the park, you have to take one of these great green buses! You can get on and off the buses when you want. Both the guidebooks and the visitor center have lots of information.



Hiking – there are great hikes inside the park, not really “established” trails, more like wide open places you can roam. You can pretty much get off the busses and go where you want. But it is *very important* to understand how easy it is to get turned around in the park when you are hiking. Once you get a little way from the road, it can be very difficult to see. You should carry a GPS and a map. People regularly have to get rescued by emergency services...you do NOT want to be one of these people!

There are also some day hikes that leave from the visitor center area, Mt. Healy trail for example:



Rafting – there are some great rafting trips down the Nenana River in Denali.

Biking – The biking is really only good in the spring and fall, otherwise the busses are the way to go. Of course...going early or late in the season tests you against the weather sometimes.



Eagle River

Eagle River, which is part of the Municipality of Anchorage, is about 15 minutes north of downtown.

Eagle River Nature Center – Amazing mountain views, rising from sea level. Has walks and hikes for all skill levels. There are yurts to rent for overnight adventures.

<http://www.ernc.org/>

Eagle River Campground – <http://www.hikercentral.com/campgrounds/113968.html>

Mt. Baldy – <http://www.alaskahikesearch.com/Hikes/Baldy.htm>



Harp Mountain (South Fork of Eagle River, accessible from Hiland Road)



Eklutna – <http://dnr.alaska.gov/parks/units/chugach/eklutna.htm>



Camping

Thunderbird Falls – hiking, pretty waterfalls.

Kayaking - You can rent kayaks here and just drop them into the lake.

Hiking – there is a trail along the lake and you can hike up the mountains from this trail. Also see <http://www.alaskahikesearch.com/Hikes/EklutnaLake.htm>

Biking – There is a 12 mile (24 mile round trip) ride along the lake.

Public use cabins – they are usually booked early, but worth looking on the website!

Girdwood – <http://www.girdwoodchamber.com/cgi-bin/commerce.cgi>

Alyeska tram – during summer you can take the ski tram up the mountain and hike around. There is also a restaurant at the top of the mountain.



Cabins – Girdwood has tons of cabin rentals. There are services that will point you to the rental you might want. Fun to do for a weekend with a bunch of people.

Bike trails

Hiking trails – for example Winner Creek trail is stunning and you get to use a hand tram to cross the creek! See also Crow Pass hike above.

Paragliding for the very brave!



Hatcher Pass

Hatcher Pass is 1 ½ hour drive from Anchorage. It traverses Palmer/Wasilla to Willow. Hatcher Pass has great hiking. The Reed Lakes Trail is highly recommended. The Bomber Glacier is an awesome but rugged hike. There are also cabins for rent in the area and old mining areas you can explore.



Homer – <http://www.ci.homer.ak.us/> <http://www.homeralaska.org/>

Homer is 5-6 hours south of Anchorage and has a lot of things to do:

Camping - There is camping on “the spit” of Homer, right by the water.



Kayaking – you can rent kayaks and paddle across the bay to some great locations. You can also take a water taxi (Mako’s or Homer water taxi) across Kachemak Bay. There are cabins, yurts, glaciers and coves to explore.

Fishing – there are a lot of fishing charters out of Homer.

Halibut Cove – <http://www.halibutcove.com/> and <http://www.halibut-cove-alaska.com/> You can take a water taxi or a boat called the “Danny J” to Halibut Cove and have dinner and hike around. The houses are on stilts and it is very picturesque.



Hiking - take a water taxi across Kachemak Bay (use Mako’s water taxi or Homer water taxi, they rent kayaks too). Grace Ridge is recommended, and there are other flatter hikes.

Shopping – don’t laugh...there are cute shops on the spit and it’s just fun to walk up and down. It’s like a boardwalk...

Bear viewing – there are charters that will take you across the water to Katmai National Park where you can get up close and personal with some grizzly (brown) bears.

Hope

Hope is a funky little town that's right across Turnagain Arm from Anchorage (but you have to drive around the long way!) There are a few (very few) stores, cabins and campgrounds. There are nice hikes from the campground, and you can walk along the beach. There are fishing and rafting opportunities in Hope too!



Juneau

Festivals and holidays

Juneau Jazz and Classics is a 10-day music festival with events every day, including some free brown-bag lunch concerts in the State Office Building (SOB) lobby, a whale watching “Blues Cruise”, and many others. The dates for this 24th annual concert series are May 21-30, 2010. More info at www.juneaujazzandclassics.org.

Celebration is a huge gathering of people of Native heritage, sponsored by the Sealaska Heritage Foundation, held every two years in June. Hundreds of Tlingit, Haida, and Tsimshian people celebrate their cultures with a parade, dances, artwork, and regalia. Events take place in downtown Juneau, at Centennial Hall, and the Juneau Arts and Culture Center (the JACC – formerly the Armory). More info at http://www.sealaskaheritage.org/celebration/celebration_2010.htm.

Some would argue that the 4th of July is Juneau’s favorite holiday. There’s a two-day slate of activities in both Douglas and Juneau, starting on July 3rd with softball games and a BBQ at Sandy Beach in Douglas. Because it’s light so late in mid-summer, the fireworks show starts at midnight on the night of the 3rd, set off on a barge in Juneau harbor. People line the downtown docks to see them or watch from boats or bonfires on the beach. There’s not one, but two parades – in Juneau in the late morning, then in Douglas in the afternoon. Douglas hosts a two-mile race, field events for kids, pony rides, a sandcastle contest judged by the architecture society, Frisbee dog contest, food booths, and music. A highlight is a fire hose competition between volunteer fire departments; if you want to get wet, stand at the bottom end of the course! Traffic entering Douglas after the Juneau parade can be very slow, so walking or riding a bike there is advisable. A full schedule of events is published in the Juneau Empire.

The Southeast Alaska Fair is a fun, eclectic event held in Haines, Alaska. The dates this year are July 29-August 1, 2010. There’s a full slate of musical acts and other entertainment, some rides and other country fair events. The Alaska Marine Highway System usually adds extra ferries to the schedule for fair transportation. To get more info, see www.seakfair.org.

There’s an active dance community in Juneau, and dances are held throughout the year for all experience levels, with a variety of themes from salsa to contra to ballroom to international dance. In the summer, Camp Damp is a weekend of dancing held at a camp facility “out the road.” For more info on this year’s event August 6-8, 2010, featuring Les Trois Capitaines (“who light up the dance floor with their own blend of Quebecois and Acadian tunes”), check <http://www.juneaucontras.org>.

The Golden North Salmon Derby is a 3-day weekend event in which people buy a ticket to compete, and bring their catch daily to designated collection and weigh-in sites. There are dozens of cash and other prizes for the largest fish. Proceeds from the collected fish support a college scholarship program. More info for the derby, held this year on August 13-15, 2010, is online at <http://www.goldennorthsalmonderby.org>. (Volunteers welcomed!)

Helpful calendars of events and activities

www.traveljuneau.com

www.ktoo.org – scroll down to find the Community Calendar links

www.juneau.com

www.jahc.org

Hiking: Juneau has a wealth of hiking trails and opportunities range from short, level walks to longer more difficult hikes. A great source for information on trails and hikes, including length, vertical distance, history, location, and more, is the booklet “90 Short Walks Around Juneau,” by Mary Lou King. A copy is available for borrowing in Susan Cox’s office. A short list of some of the most popular options is below:

Simple Walks –

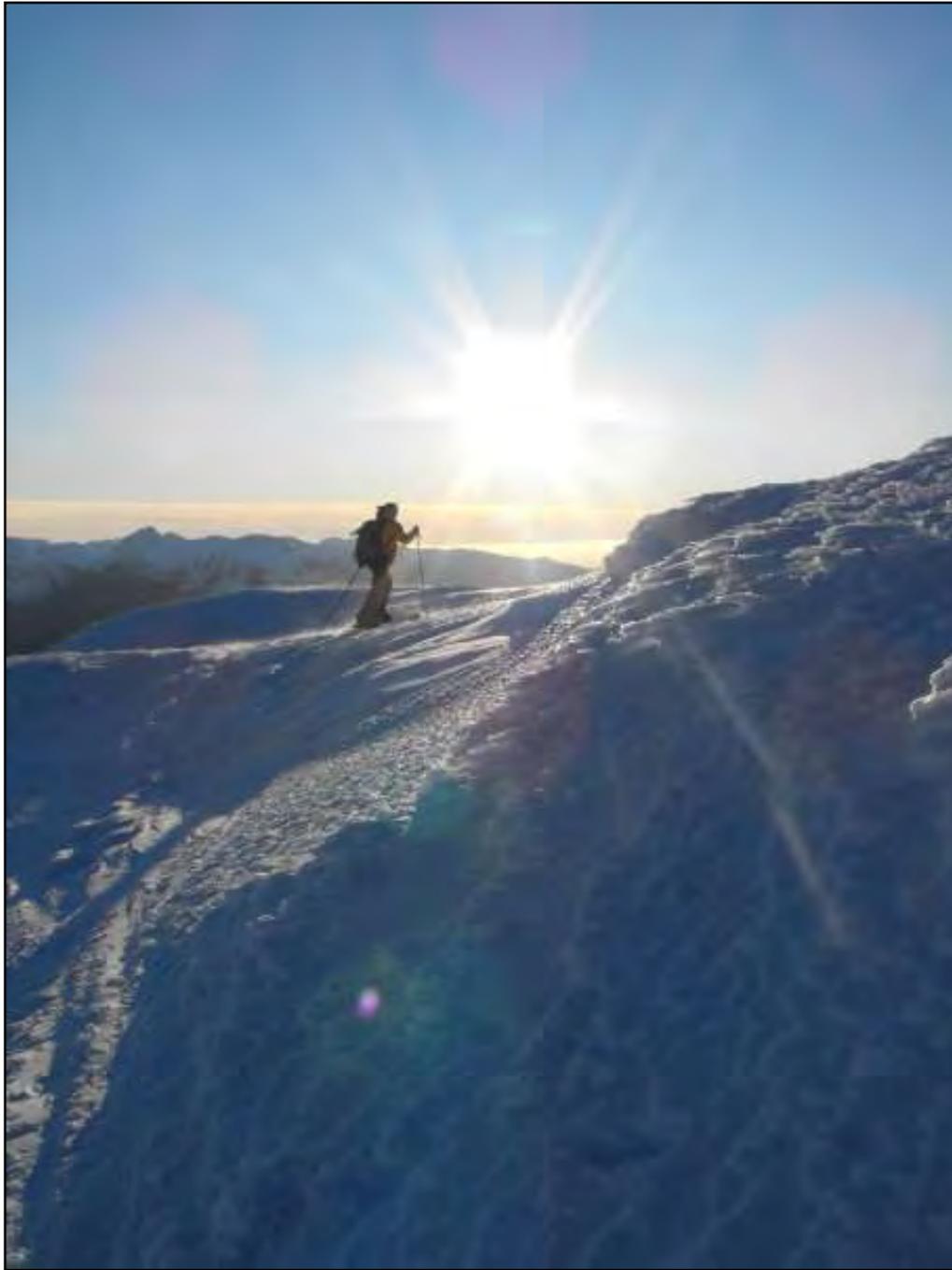
1. Basin Road - Perseverance Basin is above downtown Juneau – take Gold Street uphill; continue on Basin Road past old miners’ cabins and over an old wooden bridge. Choices include walking on the Flume on the opposite side of the canyon, above Gold Creek, or going to the end of Basin Road, where you’ll find the Juneau Mining Museum and connect to the trailhead for Perseverance and Granite Creek Trails.
2. Mendenhall River – Just past Brotherhood Bridge at about Mile 10 Glacier Highway is a parking lot for the river trailhead. You can bike, ride a horse, or walk along the Mendenhall River trail most of the way to the Back Loop Road - it is easy to continue by road to bike paths that go all the way to the Mendenhall Glacier.

Mendenhall Glacier
as seen from the
beginning of the
Mendenhall River
Trail



3. Auke Lake – At Mile 11.3 of Glacier Highway there is a small parking pullout for one of Juneau’s most recently improved trails. Besides taking you through woods, the trail crosses over two floating sections on the lake, with seating and beautiful views. The trail ends on the Back Loop Road, but if you didn’t want to return the way you came, you could take a longer loop along the road around the far side of Auke Lake and through the University of Alaska Southeast campus.
4. Herbert Glacier – The trail to Herbert Glacier has been improved for better access and is great for easy biking. If you want to get all the way to the glacier, you’ll need to leave your bike at the very end of the trail and walk the last little bit. Trailhead parking is at Mile 27 Glacier Highway.
5. Boy Scout camp – Just before you cross the Eagle River at about Mile 28 Glacier Highway, take a left down a dirt road and then a right at the T intersection; go a short distance to a dead-end parking area. The trail to the Boy Scout camp follows the Eagle River out to the sea – to avoid ending up at the camp, stay to the right and you’ll reach a beautiful meadow and point with spectacular views of the Chilkat Mountains and Lynn Canal. This trail is handicapped accessible.
6. Rainforest – the Rainforest Trail on North Douglas is also fairly newly improved, and includes a couple of loops through woods out to the beach and back. Find it at 12 Mile North Douglas Highway, past Outer Point.

More Challenging Hikes-



1. You'll find a variety of elevation change and difficulty on the trails in Perseverance Basin. The Perseverance trail climbs for the first mile before gently leveling off; the trail takes you by very scenic Ebner Falls; the Mt. Juneau trail branches off approximately one mile up the trail and goes to the top of Mt. Juneau (a steep climb up to 3,500 feet elevation with spectacular views!). Continuing on past the Mt. Juneau trailhead for another mile brings you to the Granite Creek trailhead, which continues to climb

(approximately 1,200 additional feet of elevation over another mile and a half) on to the back of the basin. Perseverance trail is also shared by mountainbikers, runners, and Juneau's wildlife alike. Staying on Perseverance, the trail is approximately 7 miles round trip from the first Basin Road turnoff.

This is the hike in the basin up Perseverance Trail.



This is the view from the top of Mt. Juneau looking south down the Gastineau Channel, with some of downtown Juneau and the cruise ship docks visible at the foot of Mt. Roberts. on the other side of the channel is the community of Douglas on Douglas Island.

2. Mt. Roberts is a popular trail, which starts at the end of 6th Street downtown (Star Hill neighborhood). The uphill climb zigzags back and forth through woods, with few scenic overlooks until you get to the tram building and restaurant/bar at roughly 1,700 feet elevation. You can stop there & enjoy a burger or a cold, deserved beer (saving your

receipt showing you spent \$5 allows you to take the tram ride down and save your knees the return trip back to the car!). A hike up to the tram can take anywhere from 45-90 minutes. From the tram, you can continue on trails above tree line (there's a cross at a higher vantage point with beautiful views of Juneau, Douglas, and the surrounding mountains) all the way to Gastineau Peak & the summit of Mt. Roberts for superb views and great ridge hiking.

Hike up from the Roberts Tram to where the cross is. This is on Mt. Roberts looking north up the Gastineau Channel with the Chilkat Mountain Range off in the distance.



3. Mt. Jumbo –The Dan Moller Trail begins in a residential neighborhood on Pioneer Ave. on Douglas Island; take the bridge over from Juneau, turn south, take an immediate right on Cordova Street until it turns left into Pioneer Ave. The parking lot is on the uphill side of the street. The trail takes you through the earliest locations of Juneau's alpine ski operations, and by a forest service cabin.
4. Eaglecrest Ski Area now has a road that winds uphill through the ski runs to the top of the highest chairlift. To get there, go over to Douglas Island, turn right on North Douglas Highway to about Mile 9, then turn left on the Eaglecrest Road. The lodge and parking are about 5 miles up.

You can hike/skin up the mountains next to our ski area, Eaglecrest - looking southwest at the peaks of Admiralty Island



5. Mendenhall Glacier – there are trails on both the east and west sides of the glacier, including a loop from the Visitor’s Center on the east side and a walk out to Nugget Falls. A more rigorous hike is on the west side – the trailhead is past Skater’s Cabin in the Montana Creek area.
6. Spaulding Meadows Trail takes you through a series of meadows on Auke Mountain above Auke Bay. Find the trailhead and parking area at 12.5 Mile Glacier Highway. The John Muir cabin is on this trail and is a popular overnight destination .
7. Peterson Creek/Lake, Windfall Lake, Eagle Glacier – there are numerous trails —“out the road,” many of which lead to forest service cabins that can be rented.

Forest Service cabin at Windfall Lake



Fishing

Fishing is one of the most popular activities in Juneau. Lots of people troll for salmon or fish for halibut from boats. Others use spinning gear to fish for salmon from shore in places like Outer Point on North Douglas or the accessible platform near the fish hatchery (DI-PAC). The latter is located on a frontage road on Gastineau Channel, accessed at the highway intersection with Salmon Creek (by Twin Lakes), about three miles north of downtown Juneau. There are some fly fishing aficionados here, who fish in local streams or right in Gastineau Channel near downtown for various species of trout and/or salmon. It is also possible to fish for shrimp, Dungeness crab, and King crab in certain seasons, but it requires a boat and the right pots. Many people in the office can be resources for tips on where to fish, what gear to use, etc. and they're willing to take interns out on their boats. Just be sure to buy a state fishing license before you go – and buy a king salmon tag if you want to keep any king salmon that bites your line! Licenses can be purchased online at <http://www.admin.adfg.state.ak.us/license>.

King Crab comes right off the boat!



Kayaking

Sea kayaking is very popular in Southeast Alaska. If you don't have a kayak, talk to your section supervisors or Susan Cox to see about borrowing one. There are places that rent kayaks, teach classes, and lead trips ranging from part of a day to multiple days. Check out

<http://www.beyondak.com/seakayaking.html> or www.juneaukayak.com.

Ideas for kayak trips can be found at <http://www.trails.com/activity.aspx?area=11142>.

Freshwater paddling spots are Mendenhall Lake and Auke Lake. (Note that unguided kayaking or rafting is not recommended on the Mendenhall River.) Berners Bay is a very popular kayak trip destination, which takes time and planning.

Boating

The Juneau Yacht Club sponsors sailboat races in the summer.

<http://www.juneauyachtclub.com>. The Juneau Rowing Club offers beginners' lessons, as well as loans out rowing shells and hosts a summer regatta. <http://juneau-rowing.org/float.htm>. There are a number of public boat ramps from which to launch boats, but a city sticker must be purchased from the harbormaster (\$14/day or \$90/year). The harbors fee schedule for launching and mooring a boat is posted at:

http://www.juneau.org/harbors/documents/RateFeeChart_002.pdf.



Cycling

There are lots of good places to ride bicycles, and if you don't have one there may be loaners available through people in the office. Suggestions for rides would include the Mendenhall River trail, the Powerline trail to the Mendenhall Glacier and Visitors' Center, Herbert Glacier trail. A bike path runs the length of the Mendenhall Valley from the glacier to the highway, and then runs parallel to the highway as far as Fred Meyer. From there you have to ride surface streets through the Lemon Creek area until you can get on the bike path at Twin Lakes, eventually connecting to Old Glacier Highway that runs parallel to the main highway, all the way into downtown. The local cycling club, the Juneau Freewheelers, sponsors races and events throughout the summer. To see their schedule, go to http://www.juneaufreewheelers.com/2010_events.html.

Recreation Areas

As with hiking trails, there are an endless number of spots for picnics and beachcombing in the Juneau area. Here are some of the highlights:

1. Marine Park – watch tourists or eat lunch at this park downtown on the docks, with restroom facilities across the street at City Hall.
2. Twin Lakes – turn right at the Salmon Creek intersection of Glacier Highway; park has lots of play equipment, bike path, and some fishing.
3. Auke Village Recreation Area – commonly referred to as —Auk Rec,” there are numerous picnic shelters at this long stretch of beach past the ferry terminal, some of which have working stone fireplaces so bring wood to burn if it’s cold or rainy. The biggest shelters can be reserved through the Juneau Parks and Rec Dept. for a small rental charge.



Auke Village Recreation Area
(—Auk Rec”)



4. Eagle Beach – there’s a new state park as well as a day use picnic area “out the road” around 28 Mile Glacier Highway. The sandy beach is one of the only around Juneau; beware of fast-rising tides here!
5. Echo Cove – boat launch and camping area at the end of the road, about 40 miles north of Juneau. Common starting point for boating trips into Berners Bay.
6. Skaters Cabin – this stone building is on the west side of Mendenhall Lake, in the Montana Creek area. It is part of the federal park for the glacier; you can’t reserve it or stay overnight but it’s open for day use and it has a stone fireplace.
7. Sandy Beach – just south of the town of Douglas is a large recreation area, with fields and the ice rink/indoor basketball facility at Savikko Park, and public beach with two shelters, playground equipment, and restrooms. The beach is made of sand from mine tailings and people have been known to swim there; an effort is being made to preserve remnants of the mine buildings, which can be seen on a short walk in the woods south of the beach.
8. Outer Point – about 11 miles north of the bridge on North Douglas Highway are a number of spots for picnicking. There are no structures or facilities other than a boat ramp, but may be portable toilets there in the summer.

Campgrounds and cabins

There are two Forest Service campgrounds for tent camping: one near Skaters Cabin in the Mendenhall Valley in the Montana Creek area and one on the coast at Point Louisa in the Auke Recreation Area, about 15.7 Mile on the old section of Glacier Highway. There is a limitless supply of other camp sites on other beaches and islands, depending on your mode of transportation. For more information, check out:

http://www.fs.fed.us/r10/tongass/recreation/rec_facilities/campground_info.shtml.

There are 150 public use cabins managed by the Forest Service in the Tongass National Forest, which encompasses most of Southeast Alaska. Many are accessible from the Juneau road system, with a varying degree of hiking necessary. Others can be easily reached by boat or floatplane from Juneau – on Admiralty Island or down Gastineau Channel. The cost is from \$25 to \$45 per night. Reservations are handled through the Forest Service website:

<http://www.fs.fed.us/r10/tongass/cabins/cabins.shtml>.

Museums

The Alaska State Museum is located downtown on Whittier Street, just a block from the convention center, Centennial Hall. It features Alaskan art and historical exhibits. For hours and other information, go to: <http://www.museums.state.ak.us/address.html>.

The Juneau-Douglas City Museum occupies a former city library building at the corner of Main Street and 4th Street, across the street from the Capitol and the Dimond Courthouse. It features exhibits related to Juneau’s past, and artwork by local and Native artists. To find out about current exhibits, check out: <http://www.juneau.org/parkrec/museum/new.php>.

Top tourism activities (that locals like to do too)

Mt. Roberts Tram

Salmon Bakes – Gold Creek Salmon Bake, Thane Ore House

Whale Watching – many different companies

Glacier Flightseeing/Treks – Northstar Trekking, Coastal Helicopters, Temsco Helicopters,
ERA Helicopters

Mendenhall Visitor Center

Ziplines – Alaska Zipline at Eaglecrest, Alaska Canopy Adventures (south of Douglas)

Tracy Arm day trip – several operators

Taku Lodge floatplane flightseeing and salmon bake

Alaskan Brewery

DIPAC hatchery

Glacier Gardens

Excursions to take for a day or weekend outside of Juneau

The state ferry system offers fairly frequent summer connections to many towns in Southeast Alaska at a reasonable price. The fast ferry Fairweather is a high-speed catamaran that travels between Juneau and Sitka and from Juneau to Haines and Skagway. The older slower LeConte goes to smaller communities like Angoon, Hoonah, and Tenakee Springs.

Cabin in Tenakee Springs on Chichagof Island



There are more brown bears per square mile on the islands west of Juneau than anywhere in the country!



Other ferries connect to all the larger ports of Southeast Alaska, and some go to Prince Rupert, BC, Canada, Bellingham, Washington, and across the gulf to Seward, Alaska. Popular weekend destinations are the towns served by the Fairweather and LeConte. All the ferries accommodate bikes and cars; some have staterooms. If taking a vehicle, the Yukon Territory is accessible from either Haines or Skagway; great spots to visit in the Yukon are Whitehorse, Atlin, Haines Junction, and Kluane National Park. The Golden Loop is a very scenic drive from Skagway to Whitehorse to Haines Junction to Haines via Kluane National Park, or vice-versa. For schedule information and prices, check the Alaska Marine Highway System website at <http://www.dot.state.ak.us/amhs/index.shtml>.

Glacier Bay National Park is not far away, but not served by the state ferry system. There are numerous companies offering tour packages that involve transportation to the park, boat tours of the park, and lodging. An alternative route for the independent traveler is to arrange a small plane flight to Gustavus, which has many small inns and bed&breakfasts, and then to kayak or take a day boat trip into the bay. For more information on the park, go to <http://www.nps.gov/glba/index.htm>.

Entertainment

With long nights of daylight, people tend to take advantage of the chance to be outdoors and engage in recreational activities in the summer, but that doesn't mean Juneau is short on entertainment opportunities. The Juneau Arts and Humanities Council sponsors free outdoor concerts in Marine Park every Friday evening, starting at 7:00 p.m. (held in the city assembly chambers in the event of rain). This year it is starting a similar series called Sundays at Savikko, from 4:30-6 pm at Savikko Park in Douglas. For the concert schedule or the calendar of other arts events in Juneau, go to <http://www.jahc.org>. Many arts establishments host receptions and openings on the First Friday of each month; the offerings are published on the JAHC website and in the Juneau Empire.

Another free opportunity is the weekly concert on the historic Kimball Pipe Organ in the SOB lobby, every Friday at noon, sometimes played by our very own TJ Duffy!

Local bars frequently have music and dancing. Popular spots downtown include the Imperial, Alaskan, Rendezvous, and the Hangar on the Wharf. Zephyr Restaurant often has a small group or combo on weekend nights; so does the bar Jaded (next to the Zen Restaurant in Goldbelt Hotel). The Red Dog Saloon has special musical entertainment for the zillion tourists who make a point of stopping there; it's usually very packed and to be avoided unless you've got guests in town. In Douglas, the Island Pub sometimes has music on weekends; in the valley, Marlintoni's routinely hosts sporting events, live bands, dancing.

Nearby places to grab coffee or lunch

Cafes –

There are several places near the office to get coffee, and some have food as well. Pie in the Sky is a block downhill on Seward, on the east side of the street in the entrance to The Canvas. It serves, not surprisingly, homemade pies and other desserts, as well as coffee and tea beverages. Heritage Coffee has two locations: the one on Second Street between Seward and Franklin Streets also serves gelato in the summer, while the larger one on S. Franklin Street has more food offerings. Valentine's Café is two blocks downhill on the east side of Seward Street and serves pizza, calzones, salads, desserts, as well as coffee and teas. The Silberbow Bakery is on Second Street between Main and Seward Streets; it is well known for its New York style bagels and homemade breads, but also serves sandwiches and soups.

Restaurants within Walking Distance of the Office-

Mexican: Olivias' De Mexico (a block away on Seward Street, downstairs in the basement), El Zarape (new on Franklin Street, across from the Baranof Hotel), Latino's (no sign – in the building downhill from the Baranof Hotel), and El Sombrero (on S. Franklin Street by the junction of Front Street).

Asian: Kenny's Wok and Teriyaki (on Front Street – can get crowded with cruise ship crews eating there); Zen (in the Goldbelt Hotel); Seong's Sushi (off the beaten path, across the street from the Federal Building).

Italian/pizza: Tarentino's (corner of Seward and Second Street); Pizzeria Roma (on the Wharf); Bullwinkle's (on Willoughby Street across from the State Office Bldg.)

Sandwiches and Light Fare: Subway (corner of Seward and Second Street); Valentine's Café or Silverbow Bakery (see Cafes above); Capitol Café (diner in the Baranof Hotel); the Sandpiper (off the beaten path, on Willoughby Ave. on the way to A&P); the Flight Deck (take-out seafood located at end of the wharf building).

Full menu and water view: Hangar on the Wharf (on the Wharf); Twisted Fish (by the tram building, down the waterfront); TK McGuire's (in the Prospector Hotel on Egan Drive, just past Centennial Hall).

Grocery Stores with Salad Bars and Hot Lunch Choices: Rainbow Foods (natural foods store on 4th Street); A&P Grocery Store (on Willoughby Ave.)

Palmer

Palmer is approximately 45 minutes north of Anchorage. Basically you get on the only road going north...which is the Glenn Highway, and head to Palmer (watch for a split in the highway – you'll have a choice of either Parks Highway to Wasilla or the Glenn to Palmer).

Palmer Musk Ox farm - <http://www.muskoxfarm.org/> - this is a fun activity. You get a walking tour of the musk ox farm (you don't get to walk amongst them, like you can with the reindeer below...because they will kill you if they decide to!). Very good museum with displays about musk ox history and anatomy.



Reindeer farm - <http://www.reindeerfarm.com/> - OK, maybe a little corny...but you get to walk around in the reindeer pen and feed them pellet food. They come up to you and bump into you. You also get an educational talk on how incredibly cool reindeer/caribou are.



Portage

Alaska Wildlife Conservation Center This is an animal rehabilitation center. It takes injured or orphaned animals and rehabilitates them. Their goal is to release into the wild, but if they can't be released into the wild, they remain at the center. You can get up close to lots of animals, including brown and black bears. <http://www.alaskawildlife.org/>



Camping

Portage Glacier <http://www.alaska.net/~design/scenes/portage/portage.html>

Low key hiking

Seldovia – <http://www.seldovia.com/>

Seldovia can be reached via water taxi ride from Homer. It is a quaint artistic community with houses on stilts. Another great kayaking place.

Seward – <http://www.sewardak.org/>

Seward is a cute town approximately 2.5 hours south of Anchorage. It gets some cruise ship visits, but not nearly as much as Whittier and Juneau.



Camping – there is a great camping area right by the water in downtown Seward. There is one part that is RV parking, but another part that is tent camping. You wake up looking over the water at mountains. It is quite pretty. Another great camping spot is Caines Head. See below. You can hike here, or kayak here. You can also camp along the Exit Glacier Road.

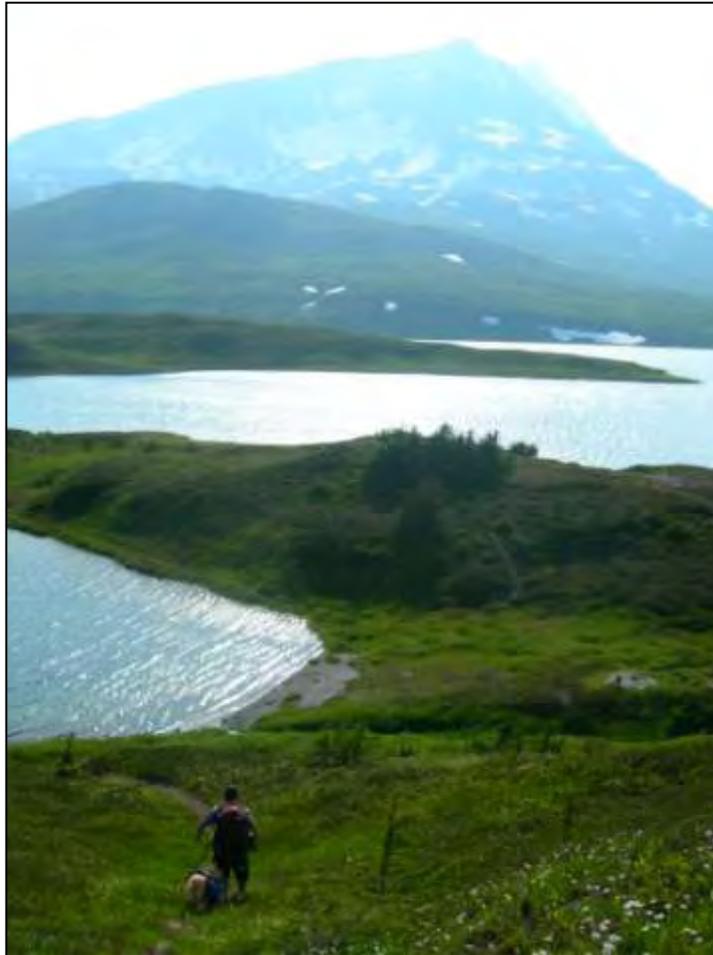
Hiking

Caines Head – ONLY HIKE AT LOW TIDE! The tide comes up and you can't get back. You can get a free tide book in Seward.

http://www.alaskahikesearch.com/Hikes/Caines_head.htm



Lost Lake – awesome hike. About 13 miles one way (or you can hike up to the lake and return the same way – about 7 miles to the lake from either direction). Going from north to south, start at Primrose Trail at about mile 17 on the Seward Highway. Then you get stunning views of Resurrection Bay on your way down into Seward. Will need to hitch a ride back to the trailhead (about 12 miles on the highway) or drop a car before you hike. To drop a car, turn onto Scott’s Way at about mile 5 and Follow signs to parking area. Fantastic camping at the lake. <http://www.alaskahikeseach.com/Hikes/LostLake.htm>



Kayaking – you can rent boats in Seward. You can push off from the shore and paddle around heading for Caines Head.

Or you can head across the bay into a couple of coves, including Thumb Cove and Kayaker’s Cove.



You can also pick up water taxis to take you to destinations farther off and use a water taxi. One great location is Aialik Bay



Tour boats to glaciers and for wildlife – tons of tour boats take off from Seward. They have all sorts of wildlife and glacier cruises. You almost always see tons of animals.



Sealife Center – <http://www.alaskasealife.org/> - This is a great center/aquarium. They have displays with information like a museum, but they also have mammal and bird displays. This center actually rehabilitates injured and orphaned animals to be returned to the wild. You can do fun behind the scenes tours here too.

Exit Glacier – <http://www.nps.gov/kefj/planyourvisit/exit-glacier.htm> - A glacier you can just walk right up to. There are signs that tell you where the glacier was located at various points in the past, showing you how fast it is receding. There are also hikes that take you up to the Harding Ice Field. This can take about 8 hours.



Dog sled kennels – there is at least one dog sled kennel on the way into Seward (same road as Exit Glacier). <http://www.ididaride.com/> This group offers tours of the dog kennel (the owner is an Iditarod racer), information about dog racing, and a ride on a cart that is pulled by the dogs over a dirt path. This kennel is owned by the Seavey family – they have a long history of running the Iditarod...you can pet and hold Iditarod puppies!



Fishing charters – Seward has lots of them

Fishing – Seward can have some combat fishing!



Talkeetna - <http://www.talkeetnachamber.org/>

Talkeetna is a funky little town north of Anchorage. It is about 1.5 hours north off of the Parks Highway (on your way to Denali National Park). It has a bluegrass festival in August. Many air taxi places will take you on flightseeing trips, including over the top of Denali. Awesome views of Denali.



Valdez – <http://www.ci.valdez.ak.us/>

Valdez is a fun city to visit. It has museums that have great information on the 1964 earthquake, which wiped out the city of Valdez. Valdez was subsequently rebuilt in a different area. You can rent kayaks in Valdez, and there are wildlife/glacier cruises out of Valdez that are quite good. You can drive to Valdez from Anchorage. It is approximately a 6-7 hour drive. The scenery between Anchorage and Valdez is beautiful. You can also get to Valdez on the ferry (you can leave out of Whittier). Alaska has a marine highway system, ferries go to many different cities. You can walk onto the ferry, or take your bike, or take a kayak, or drive your car. To get the schedule for ferries, look here – <http://www.dot.state.ak.us/amhs/index.shtml>



Thompson pass on the road to Valdez from Anchorage:



Whittier

Whittier is quite a little trip. It is about 90 minutes south of Anchorage. To get to Whittier, you need to go through a one car tunnel that runs through the mountain. The tunnel works by letting cars go one way at the top of the hour in the opposite way at the bottom of the hour. If you need to be in a Whittier at a certain time, make sure that you check the schedule online.

<http://www.dot.state.ak.us/creg/whittiertunnel/schedule.shtml>. Land is at a premium in Whittier.

One of the first things you'll notice when you enter the city is that almost the entire city lives inside a multistory apartment building. Different stores and municipal offices are located on the bottom floors of this apartment building and residents live in the upper floors. Whittier is also the launching point for the ferry that can take you to both Valdez and Cordova.

Kayaking - some of the best kayaking in Alaska is out of Whittier. Water taxis will take you from the port of Whittier out into Prince William Sound to a number of different destinations.

Tour boats for glaciers, wildlife and fishing - that can take you out into Prince William Sound for a wide variety of activities. You can go on a "26 glacier tour" or you can charter a smaller boat with a group of people and go to specific areas of the Sound.

