

INMATE RECORDS

STANDARD NO(S):

NYSSA # 44, 67

DATE:

June 28, 2009

REVISED: June 29, 2010

REFER TO:

Daniel J. Dressing

Donald N. Borland

I. OBJECTIVE:

To establish procedures for inmate record keeping.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to ensure that all inmate records are properly maintained and documented in accordance with all applicable laws and policy and procedural requirements by establishing and maintaining a system to acquire, record, and store all such information required.

III. DETAILS:

- A.** With the exception of corrections staff, facility records will not be accessed without the prior authorization of the Chief Administrative Officer.
- B.** All facility records are confidential to the facility and will not be released without the authorization of the Chief Administrative Officer.
- C.** Every officer is charged with the security of facility records at all times.
- D.** Facility records maintained will include, but not be limited to, the following:
 - 1.** Photographs
 - 2.** Fingerprint cards
 - 3.** Court commitments
 - 4.** Inmate medical paperwork
 - 5.** Any facility form with specific inmate information
- E.** All correction officers will maintain accurate and current information and custody records utilizing the facility electronic records management system known as Sallyport. Such records will include, but not be limited to, the following:
 - 1.** Booking intake information

2. Computer generated background information
 3. Cash and property receipt
 4. Reports of disciplinary actions, incidents or crime(s) committed while in custody
 5. Records of program participation, including workers programs, “good time” accumulated and educational programs
 6. Good time accumulation
 7. Record of grievances and resolutions
 8. Classifications
 9. Housing location(s)
 10. Consent forms for release of any information and/or property
 11. Medical and mental health records which will be filed separately from general records
- F.** Each individual inmate record will be reviewed by a Shift Supervisor upon the completion of the booking process or as soon as practicable, but prior to the classification process. Such review will be documented by an electronic shift log entry.