

INMATE MANAGEMENT SYSTEM

STANDARD NO(S):

NYSSA # 66

DATE:

October 13, 2009

REFER TO:

Thomas J. Mulheron

I. OBJECTIVE:

To describe the inmate management system relating to inmate information that will be used in the Seneca County Correctional Facility and its operation within the facility.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to maintain an inmate management system to ensure that the Chief Administrative Officer and facility management have available to them organized information about facility operations to make informed operational decisions.

III. DETAILS:

A. The Correctional Facility will use an organized inmate management system to collect, store, retrieve, report and review information.

B. Standard information contained within the system will include the following:

- 1.** General information characteristics
- 2.** Booking information (i.e. offense type, previous incarceration records, classification, inmate status, housing location, etc)
- 3.** Population count (i.e. booking recap report, inmate list report, inmate status report, inmates in custody report, etc)

C. The collection of information will be as follows:

- 1.** Search inmates name for prior listing:
 - a.** If the inmate is not in the system, add the inmate's name and complete the current booking
 - b.** If the inmate is already in the system, update/confirm identification and historical information and complete current booking
 - c.** Update information as status changes occur

D. The system will generate the following reports:

1. Sheriff's Annual Report
2. Housed for Revenue Summary
3. Social Security Report
4. School Lunch Report
5. Parole Violator Reimbursement Report