1.0 PURPOSE

To define a standard procedure to ensure accurate and complete reporting of inmate counts for planning control purposes.

2.0 REFERENCES AND DEFINITIONS

.1 Definitions

a. Weekly Inmate Population Report

A weekly summary of the inmate population by facility, assigned and head count, legal status, and gender.

b. End of Month Inmate Population Report

An end of month summary of the inmate population by facility, assigned and head count, legal status, and gender.

3.0 POLICY

Population counts shall be documented and reported on a weekly and end of month basis. Documentation shall be in the form of a report which shall be prepared in accordance with the attached instructions. PSD Form 1501, Monday and End of Month Inmate Counts.

4.0 PROCEDURES

.1 The Monday and End of Month Inmate Counts (PSD Form 1501) shall be sent weekly and monthly by FAX (587-1244) or by email to the Administrative Services Office, Program Planning and Evaluation Unit (ASO/PPE). The Monday Inmate Counts should be sent no later than 1200 hours by the next working day. The End of Month Counts should be sent to the ASO/PPE no later than 1200 hours by the next working day.
Fax Transmittal Cover Sheet

To: RESEARCH AND STATISTICS
Company: Hawaii Dept. of Public Safety
Phone: (808) 587-1237
Fax: (808) 587-1244

From: ________________________________
Company: ________________________________
Phone: ________________________________
Fax: ________________________________

Date: _________ (mm/dd/yy)

Number of pages including this cover sheet: 1

MONDAY AND END OF THE MONTH INMATE COUNTS

ASSIGNED AND HEAD COUNTS AS OF: _____________ (mm/dd/yy)

<table>
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<th>SF</th>
<th>SFP</th>
<th>SM</th>
<th>PTF</th>
<th>PTM</th>
<th>OJ</th>
<th>PARV</th>
<th>PRBV</th>
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<tbody>
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Completed By: ________________________________
Reviewed By: ________________________________

PSD FORM 1501 (Revised 9/1/08)