

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: AUG 04 2009	POLICY NO.: COR.23.15
		SUPERSEDES (Policy No. & Date): New	
SUBJECT: INMATE POPULATION REPORTS		Page 1 of 2	

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.

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APPROVAL RECOMMENDED:


Deputy Director for Corrections

8/4/09
Date

APPROVED:


Director

8/6/09
Date

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)

	Total Population			SF		SFP		SM		PTF		PTM		OJ		PARV		PRBV	
	Total	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Assigned Count	0	0	0																
Head Count	0	0	0																

Completed By: _____

Reviewed By: _____