Authority
In accordance with 22 AAC 05.155, the Department will maintain a manual composed of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

References
Alaska Statutes
AS 33.30.011
Standards for Adult Correctional Institutions, 3rd Edition 1990
3-4180, 3-4181
Standards for Adult Local Detention Facilities, 3rd Edition 1991
3-ALDF-3A-14, 3A-15

Purpose
To establish uniform procedures within the Department for a system that enables a facility to quickly determine how many and which prisoners are assigned to it.

Application
All staff.

Definitions
As used in this policy, the following definition shall apply:

A. Master Population Roster
A complete alphabetical listing of all prisoners officially assigned to the facility with other status indicators specific to each prisoner listed.

B. Prisoner Sign-Outs
Sign-outs, short- and long-term, are absences for purposes of a court appearance locally or in another jurisdiction, hospitalization of a prisoner under guard, emergency medical or mental health placement for stabilization and observation, work furlough from the institution, and similar circumstances requiring a stay out of the institution for a temporary and interim period.

Policy
Each Department facility will maintain a current and accurate record of its prisoners at all times. The Superintendent shall assign employees to maintain a master roster identifying all prisoners assigned to the institution, whether the prisoners are on the grounds, temporarily off the grounds, or in another unit or location. This information must be maintained so that it is readily available to ensure population accountability and compliance with appropriate security and control levels for prisoners assigned to the facility.

Procedures
A. Daily Report of Admissions and Releases
The Shift Supervisor shall prepare a Daily Count Sheet, Form 602.02A, of all prisoner admissions and releases from the institution. This report must include:
1. All new commitments from all sources, including name, charge code, date of birth, assigned OTIS number, race and sex code, and time of admission;
2. A listing of all releases, including name, charge code, date of birth, OTIS number, race and sex code, and time of release; and
3. Count totals for beginning and end of day, with the number of admissions, releases, adults, offenders under the age of 18, males, and females verified and signed off by the Shift Supervisor.

B. Temporary Prisoner Check-out
Each Superintendent shall establish procedures for checking prisoners in and out of the institution for temporary absences such as work projects, work furlough, court appearances, program escorts, medical appointments, etc., as follows:
1. The Shift Supervisor shall maintain a Prisoner Sign-Out Sheet, Form 602.02B, for each 24-hour period to coincide with the Daily Count Sheet time periods. The check-out sheet must include:
   a. The date and time of each prisoner's check-out and check-in;
   b. Name of the prisoner;
   c. Destination;
   d. Indication of whether sign-out is short-term or long-term; and
   e. Officer's initials checking prisoner out and in.
2. Sign-outs on the Sign-Out Sheet will be entered for each prisoner coming and going and for every entry or egress to include the nature of the sign-out, as follows:
   a. A short-term sign-out will be indicated for every authorized temporary absence of 24 hours or less; and
   b. Long-term sign-out will be indicated for authorized interim absence from the institution for a period in excess of 24 hours.

C. Master Population Roster
An alphabetical list of all prisoners assigned to the institution shall be maintained by the Shift Supervisor or designee. This master population roster shall include:
1. The names of all prisoners within the institution.
2. The names of all prisoners temporarily out of the institution for:
   a. Furlough;
   b. Court appearance;
   c. Work detail outside the facility;
   d. Escorted trip;
   e. Escape (until midnight of the day following escape); and
   f. Other absences such as medical, hospital, etc.
3. Prisoner status data, such as:
   a. Prisoner full name, date of birth, and OTIS number;
   b. Housing Assignment;
   c. Custody level; and
   d. Projected release date.
4. Long-term prisoner movement and status changes must be recorded on the master population roster. Each Shift Supervisor will review the master population roster for accuracy and update as necessary.

D. Shift Supervisor's Report

At the end of every shift, a Shift Supervisor's Report, Form 1208.04B, will be prepared for the shift ending and routed to the Superintendent. This report must include a record of prisoner admissions, releases, short- or long-term sign-outs, transfers outside the institution, and other information relevant to prisoner movement.

E. Unaccounted Prisoner Absences

The Shift Supervisor shall immediately report to the Superintendent any unaccounted prisoner absences.

Implementation

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.

November 7, 2002

Date

Margaret M. Pugh, Commissioner
Department of Corrections

Forms applicable:
602.02A
602.02B
1208.04B