



<b>STATE OF ALASKA</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>POLICIES &amp; PROCEDURES</b>	SECTION: <b>Administration</b>		PAGE: Page 1 of 3
	CHAPTER: <b>600</b>	NUMBER: <b>602.02</b>	P&P TYPE: <b>Public</b>
	TITLE: <b>Master Population Roster And Daily Population Movement Reports</b>		
	APPROVED BY:  <b>Dean R. Williams, Commissioner</b>		DATE: <b>03/07/18</b>
ATTACHMENTS / FORMS: <b>(A.) Daily Count Sheet.</b> <b>(B.) Prisoner Sign-In Sign-Out Sheet.</b>		AUTHORITY / REFERENCES: <b>22 AAC 05.155 AS 44.28.030</b> <b>AS 33.05.010 DOC P&amp;P 1208.04</b> <b>AS 33.16.180</b> <b>AS 33.30.011</b> <b>AS 33.30.021</b>	

**POLICY:**

- I. It is the policy of the Department of Corrections (DOC) to have in place uniform procedures for a system that enables an institution to quickly determine how many prisoners are assigned to it, and of which type those prisoners are. 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 each institution.
  
- II. It is the policy of the Department that each institution shall 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.

**APPLICATION:**

This policy and procedure will apply to all Department employees and prisoners.

**DEFINITIONS:**

As used in this policy, the following definitions shall apply:

**Master Population Roster Or ACOMS Facility Roster Report (“Alpha Roster”):**

A complete alphabetical listing of all prisoners officially assigned to an institution produced by the DOC offender management system, with other status indicators specific to each prisoner listed.

**Prisoner Sign-Outs:**

Sign-outs, short- and long-term, are absences for purposes which may include 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.

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## PROCEDURES:

### I. Daily Report Of Admissions And Releases:

The Shift Supervisor shall ensure a *Daily Count Sheet* (Attachment A) of all prisoner admissions and releases from the institution is maintained. This report must include:

- A. All new commitments from all sources, including name, charge code, date of birth, assigned offender number, race and sex code, and time of admission;
- B. All listings of all releases, including name, charge code, date of birth, offender number, race and sex code, time of release, and type of release; and
- C. Count totals for the beginning and the 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.

### II. 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; programs escorts; medical appointments; etc. These procedures are as follows:

- A. The Shift Supervisor shall ensure a *Prisoner Sign-In Sign-Out (SISO) Sheet* (Attachment B), for each 24-hour period is maintained to coincide with the *Daily Count Sheet* (Attachment A) time periods. The check-out sheet must include:
  1. The dates and time of each prisoner's check-out and check-in;
  2. The name of the prisoner;
  3. The prisoner's destination;
  4. An indication of whether sign-out will be indicated for every authorized temporary absence of 24 hours or less; and
  5. The initials of the officer checking the prisoner out and in.

### III. Master Population Roster:

The master population roster shall include:

- A. The names of all prisoners within the institution.
- B. Prisoner status data, such as:
  1. Offender number;
  2. Prisoner full name;
  3. Prisoner sex;
  4. Prisoner date of birth;
  5. Bed / housing assignment;
  6. Arrival date;

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7. Projected release date;
8. Legal status;
9. Custody level;
10. Criminal degree; and
11. Administrative Segregation status.

C. 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 it as necessary.

IV. Shift Supervisor's Report:

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

V. Unaccounted Prisoner Absences:

The Shift Supervisor shall immediately report to the Superintendent any prisoner who is unaccounted for.

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