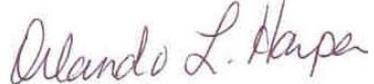


 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #219	EFFECTIVE: 10/30/07 REVIEWED: 4/4/23
	TITLE: Management of Inmate Records ACA Standard 2A-16, 7D-20, 7D-22	
	AUTHORIZED BY: ORLANDO L. HARPER	
SIGNATURE:		

POLICY

It is the policy of the Allegheny County Bureau of Corrections to maintain an inmate population system that includes records on the admission, processing and releasing of inmates.

PROCEDURAL GUIDELINES

1. All electronic record keeping systems will be protected from unauthorized use by requiring all users to enter a password to gain access.
2. The Bureau of Corrections will maintain custody records of all inmates committed to the facility which will include the following:
 - Booking information
 - Court generated background information
 - Cash receipts
 - Property receipts
 - Disciplinary actions against an inmate, grievances, incidents, or crime(s) committed while in custody
 - Court dispositions
 - Program participation
 - Work assignments
 - Classification records