

<b>DATE:</b>	DECEMBER 17, 2015
<b>NUMBER:</b>	F.7
<b>SUBJECT:</b>	RECORD OF INMATE PARTICIPATION IN PROGRAMS
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To establish a standard procedure for maintaining records of inmate participation in programs.

**POLICY**

Correctional counselors will maintain complete and accurate records of all inmates participating in programs.

**PROCEDURE**

Correctional counselors will be responsible for maintaining a record of the programs available to the inmates. Participation by inmates will be recorded on an attendance record and entered into the Offender 360 database by reentry services staff.

The attendance records will be kept in the correctional counselor's office and will be maintained for two (2) years.