

San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures

DATE:	MAY 2, 2022
NUMBER:	F.7
SUBJECT:	RECORD OF INCARCERATED PERSON PARTICIPATION IN PROGRAMS
RELATED SECTIONS:	

PURPOSE

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

POLICY

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

PROCEDURE

Correctional counselors will be responsible for maintaining a record of the programs available to the population. Participation by incarcerated person(s) 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 years.