

 <p style="text-align: center;"><b>ALLEGHENY COUNTY BUREAU OF CORRECTIONS</b></p>	<b>APPLICABILITY: All Authorized Personnel</b>	
	<b>POLICY NUMBER: #219</b>	<b>EFFECTIVE: 10/30/07 REVIEWED: 3/12/20</b>
	<b>TITLE: Management of Inmate Records ACA Standard 2A-16, 7D-20, 7D-22</b>	
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**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