


Idaho Department of Correction 	Policy	Control Number: 501	Version: 2.0	Page Number: 1 of 1
		Title: Counts: Daily Offender		Adopted: 12-1-1982 Reviewed: 6-6-2012

This document was approved by Brent Reinke, director of the Idaho Department of Correction, on 6/6/12 (signature on file).

Open to the public: Yes No

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT

It is the policy of the Idaho Board of Correction that the Idaho Department of Correction (IDOC) and its contractors develop and maintain an adequate method of counting offenders.

PURPOSE

The purpose of this policy is to communicate the Board's management philosophy regarding offender counts and accountability.

SCOPE

This policy applies to all procedures created under the authority of this policy and to IDOC facilities, assigned staff, and offenders under the jurisdiction of the IDOC.

RESPONSIBILITY

The director of the IDOC and the chief of the Operations Division are responsible for overseeing the development, implementation, and monitoring of standard operating procedures (SOPs) that provide guidance on or establishes, at a minimum, the following:

- Offender accountability;
- Offender count procedures to include, but not limited to, formal and informal counts;
- Offender trip permits for allowing community work center (CWC) offenders permission to leave facility grounds for job searches, interviews, vocational rehabilitation, and medical appointments; and
- Documentation and retention requirements for offender count sheets, sign-in/out sheets, and trip permits.

REFERENCES

None

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