WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #1.400

Monthly Reporting for Correctional Facilities

Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 4-4018	**Effective Date:** July 30, 2016 **Revision/Review History:** 07/15/15, 06/01/14, 06/01/13, 07/15/12, 07/11/11, 04/04/01 **Summary of Revision/Review:** Updates existing policy pursuant to annual review.
Cross Reference of Policy:	**Supersedes Existing Policy :**
Approved: R.O. Lampert — 7-12-16 Robert O. Lampert, Director — Date	

REFERENCE

1. **ATTACHMENTS – None Noted**

2. **OTHER – None Noted**

I. PURPOSE

A. Collection of Information from Correctional Facilities. The purpose of this policy and procedure is to establish uniform guidelines which ensure that a process is in place for the Wyoming Department of Corrections (WDOC) to collect pertinent correctional facility information that may be used to plan for future growth, make sound operational decisions, and respond to legislative, governmental, or public inquiries.

II. POLICY

A. General Policy. It is the policy of the WDOC that all correctional facilities report their activities at least quarterly to the Central Office. These reports shall be in writing and shall include major developments in each department or administrative unit, major incidents, population data, assessment of staff and inmate morale, and major problems and plans for solving them. (ACA 4-4018)

1. Monthly reports analyzing correctional facility operations shall be submitted to the Central Office either electronically or in hard copy in a format prescribed by the Prison Division Administrator.

III. DEFINITIONS

A. None Noted

IV. PROCEDURE

A. Monthly Operations Reports. Correctional facility monthly operations reports required by this policy shall include those areas of operations that are determined by the Prison Division Administrator to be necessary and shall, at a minimum, include: major developments in each administrative unit, major incidents, population data, assessment of staff and inmate morale, any major problems and plans for solving them, inmate disciplinary information, restrictive housing information, inmate grievance information, classification information, education and programming information, inmate work information, and staffing information.

1. The Prison Division Administrator shall designate a format for monthly reports and each correctional facility warden shall be responsible for completing and submitting monthly reports as required.

2. Major activities of the correctional facility, including unit activities, community endeavors, any serious incidents, and visits by government officials, other than WDOC staff, shall be noted in a narrative format.

3. The report shall include numerical values in those sections of the report that require such information. Any trends that raise concern must include a discussion of steps taken at the correctional facility level to address such observations.

4. The report shall be reviewed, signed and dated by the warden of each correctional facility or a designee unless otherwise directed by the Prison Division Administrator.

5. Reports shall be submitted to the Prison Division Administrator no later than the end of each month for the report regarding the preceding month (*e.g.*, the January report shall be submitted no later than the end of February, the February report shall be submitted no later than the end of March, *etc.*).

6. Reports will be routed to senior staff in the Central Office by the Prison Division Administrator and forwarded to the Director for review.

7. A copy of each monthly report should be maintained at the facility in accordance with the ACA standard noted above.

B. **Report Format.** Each facility shall submit monthly reports as required by this policy. In submitting monthly reports, each facility shall identify the facility name, the month for which the report is being submitted, and any other identifying information required by the Prison Division Administrator or designee. Any other changes to the reporting format must be approved by the Prison Division Administrator or Deputy Administrator for Prison Operations.

C. **Performance Based Measurement System Data.** Each month each facility shall be required to electronically submit the Performance Based Measurement System (PBMS) data as required by the Prison Division Administrator or designee.

1. If the PBMS data is not able to be entered electronically, the data shall be submitted to the Deputy Administrator for Prison Operations no later than the end of each month for the data related to the preceding month (*e.g.*, the January data shall be submitted no later than the end of February, the February data shall be submitted no later than the end of March, *etc.*).

V. TRAINING POINTS

A. When must the report be in the Prison Division Administrator's office?

B. What are the contents of the monthly report?