

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.32	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-2A-16	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 30, 2010	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Statistics	

- I. **PURPOSE:** To establish an accurate, efficient, and secure system for recording, compiling, and reporting inmate population statistical data.

- II. **POLICY:** It shall be the policy of the Detention and Corrections Division to ensure that inmate population statistical data is accurately recorded. It is the responsibility of the billing/statistics clerk to compile, record, and report all inmate population statistical data. This data shall include, but not be limited to, records on admission, processing, and releases.

- III. **PROCEDURE:**
 - A. Information contained in the daily record shall be used to provide the necessary numbers for producing statistical reports.

 - B. Statistical information will be broken down into the following categories:
 1. Male/Female

 2. Sentenced/Un-sentenced

 - C. The statistical information shall be compiled into five reports.
 1. Population Analysis:
 - a. Book-in and Book out
 - b. Releases (by type)
 - c. Average Daily Count

2. Events Processed:
 - a. Glenn E. Dyer Detention Facility (GEDDF)
 - b. Santa Rita Jail (SRJ)
 3. Daily Housing Report.
 4. Number of inmate's physically booked-in.
 5. Number of inmates physically released.
- D. These reports are compiled daily, with a monthly and year end recapitulation.
- E. Monthly and yearly recapitulations are distributed to the Detention and Corrections Division Commander and the Planning and Research Unit, for use in compiling Agency statistics.