

Index as:
A-Files
Classification Files
Inmate Records

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INMATE RECORDS

I. PURPOSE

- A. The purpose of this policy is to establish guidelines for the maintenance of individual inmate records.
- B. This policy and procedure will also explain where individual inmate records are placed during and after an individual's incarceration.
- C. It will also explain who is responsible for updating files during and after an individual's incarceration.

II. POLICY

- A. The Corrections Division shall maintain individual records on all incarcerated individuals. The records shall include, but not be limited to, intake information, personal property receipt, commitment orders, court orders, medical treatment orders, reports of disciplinary actions, classification information, inmate grievances, and inmate requests and non-medical information regarding disabilities and other limitations.

III. TYPES OF FILES

- A. The Corrections Division maintains two separate files on each incarcerated individual; an A-file and a Classification file.
 - 1. The principal file for basic booking paperwork, court transactions, and other inmate transactions is the A-file. An A-file is initiated and maintained by the Booking Deputy.
 - a. Copies of the following forms and documents are maintained in the A-file.
 - (1) Initial Booking form.

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- (2) Probable Cause Declaration and/or a copy of the warrant.
 - (3) Property Inventory Sheet.
 - (4) Arrestee's photo sheet.
 - (5) Arrestee Strip/Visual Search Form
 - (6) Inmate/Arrestee Telephone Record.
 - (7) Holds from other law enforcement agencies.
 - (8) Court Orders and Court Commitments.
 - (9) Inmate Grievance forms.
 - (10) Inmate Request forms.
2. The principal record of classification matters is the Classification File. It is established and maintained for each inmate who is booked and not released. The Classification File is initiated by the Booking Officer and maintained by the Classification Officer.
- a. Copies of the following forms and documents are maintained in the Classification File.
 - (1) Chronological Log for Classification/Housing.
 - (2) Classification Questionnaire form.
 - (3) Classification Input form.
 - (4) Incident Report.
 - (5) Evaluation of Intoxicated Arrestee form.
 - (6) Inmate Monitoring Logs.
 - (7) Booking Photograph.
 - (8) Medical Treatment Orders.

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- (9) Any other documents supporting classification decisions.
- (10) Disciplinary Action Log.
- (11) Disciplinary Board Report.
- (12) Disciplinary Notification form.

IV. PLACEMENT OF FILES INTO THE "ELSEWHERE" FILE

- A. Placing files into the "Elsewhere" file is done when one of the following occurs:
 - 1. An inmate is transferred to another facility with the assumption of returning to our custody.
 - 2. An inmate is placed on the Home Detention or Work Release Program.
- B. The A-file and Classification File will be maintained by the Booking Officer and placed into the file drawer marked "Elsewhere."
 - 1. Home Detention and Work Release files will be maintained in the Home Detention/Work Release Office.
 - 2. *Any special security information shall be attached to the outside of the folder; for example, mail restrictions. This is important to ensure that security measures resumes once the inmate returns.*

V. POST INCARCERATION FILES

- A. Once the individual is released, the A-file and Classification File are forwarded to the Records Clerk. The Records Clerk then merges the files and archives them into the individual's master file. (Refer to [Policy and Procedure 410.00 - Jail Records Management and Access](#).)

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