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04/17/96
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_____ OFF-SITE SUPERVISOR INMATES SIGN OUT LOG _____

- I. POLICY: It is a requirement of the Corrections Division that inmates assigned to work off the facility compound be accounted for at all times and that they be signed in and out of the facility compound accordingly.
- II. PROCEDURE
 - A. The "Off-Site Supervisor Inmates Sign Out Log" will be kept on the cabinet inside to the Building II Sallyport.
 - B. It is the responsibility of the off-site supervisor, upon receiving an inmate for off-site work, to provide the following required information in completing this log:
 1. DATE - log is being utilized;
 2. NAME AND MASTER NUMBER - of the inmate assigned to work off the facility compound;
 3. DESTINATION - inmate will be assigned for the day;
 4. TIME - OUT / RETURN - of the inmate;
 5. ANY & ALL SUPERVISOR/I.D.# - This space is reserved for the names and identification numbers, when applicable, of ALL personnel that supervised the inmate during the out/return times indicated in the previous column.
 - a. The Corrections Deputy will have to make a verbal inquiry of the civilian returning the inmate to the compound, as to other supervisors of the inmate.
 - b. It is most important that the names of ALL those who supervised during this time are listed in this column.
 6. AGENCY - This space is for the name of the agency utilizing the inmate labor.

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- C. When the off-site supervisor returns the inmate at the end of the work period, he/she shall log the inmate in and sign the log as the supervisor.
- D. It will be the responsibility of the Building Two Corrections Deputy to forward completed "Off-Site Supervisor Inmates Sign Out Log" to Jail Records.

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