

T7300.01 COMMUNITY CORRECTIONS TECHNICAL REFERENCE MANUAL



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Community Corrections

TECHNICAL REFERENCE MANUAL

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I. INTRODUCTION

This Community Corrections Technical Reference Manual (TRM) contains the following three sections:

- A listing and description of required and optional SENTRY assignments used by community corrections (CC) offices.
- Examples of SENTRY rosters and censuses useful in monitoring the community corrections population, ensuring correct SENTRY procedures are implemented, and monitoring contract locations.
- Instructions regarding financial management procedures administered in CC offices.

II. COMMUNITY CORRECTIONS SENTRY ASSIGNMENTS

The following information is intended to supplement the **SENTRY General Use Technical Reference Manual** by providing instructions for SENTRY assignments and transactions specifically used by community corrections.

A. SENTRY for Community Corrections

1. UPDATE INMATE ASSIGNMENT (PP34): Inmate assignments are added using the PP34 transaction. CC offices use this transaction primarily to update the destination (DST), community corrections (COM), drug (DRG), and waiting list (WLS) assignments.

2. DESTINATION ASSIGNMENTS: Using the PP34, the CC office enters a DST assignment for an offender once an acceptance date for transfer to a CCC is received. The parent institution monitors daily logs to track acceptance dates and will begin processing transfer and release paperwork once a DST is loaded. Thus, it is important that CC offices load DSTs promptly. In the following example, the bolded items reflect CC office entries:

BOPD3 *

PAGE 001 OF 001

UPDATE INMATE ASSIGNMENT

* 07-21-1999
15:01:28

```

FUNCTION.....: REP          CATEGORY.....: DST
CURRENT ASSIGNMENT: W CCC ACT  NEW ASSIGNMENT: CBR 3GS
EFFECTIVE DATE....: 10-01-2000 EFFECTIVE TIME: CURR          FACL:

```

REG NO	NAME	REG NO	NAME	REG NO	NAME	REG NO	NAME
12345-678	KILROY						

In this example, inmate Kilroy is transferring to the CCC (3GS) on 10-01-2000. The time is not generally known at this point -- use the default.

NOTE: Most pending referrals will already have the DST assignment W CCC ACT. Referring institutions use this to track pending referrals. This is why the replace (REP) function is used. If a DST does not exist, use the add (ADD) function. Also use ADD when entering DSTs for supervision cases as they may not have the W CCC ACT assignment unless this assignment was entered by the CC office.

3. POPULATION MONITORING CENSUS/ROSTER (PP30/PP31): These transactions are used by CC offices to run rosters and censuses that track certain populations or the status of contracts. These transactions can also be used to ensure that the inmates under a CC office's jurisdiction have the correct SENTRY assignments. This TRM provides numerous examples of these transactions in Section II.

4. LOCATION: When an offender reaches a contract location, the CC office admits him/her in SENTRY using the PP63 function. The offender is assigned the LOC assignment for the contract location that houses the inmate. For example, 3GS is the LOC assignment for Volunteers of America Comprehensive Sanctions Center in Baltimore, Maryland. The LOC assignments are made by the CCRA. As with all SENTRY assignments, the LOC assignments also have SENTRY group code assignments that identify the type of contract location. Examples of how these group codes can be used to track offenders and contract locations are found throughout the SENTRY examples in this TRM. Use the following chart to identify group codes for different types of contracts. For example, the LOC group code (LOCG) for

inmates on home confinement is TH**.

GROUP CODE ASSIGNMENT

LOCATION (LOC) CATEGORY

1 2 3 4

1. BUDGET DECISION TYPE				3. SPECIFIC CONTRACT TYPE
D = Confinement Budget Contract Decision Unit D				C = Competitive
F = Transitional Drug Services				I = Inter-Governmental Agreement (IGA)
T = CCC Budget/Decision Unit T				M = Marshals Piggy-Back
				O = Purchase Order
				P = Probation Piggy-Back
U = Unassigned/Admin. Locations				U = Memorandum of Understanding with Federal Probation (Home Confinement Only)
2. CONTRACT/FACILITY TYPE				4. TYPE OF CONTRACTING AGENT
A = Adult Long Term Boarding				C = City Corrections
D = Jail/Detention Center - Adult				N = Private, Non-Profit
H = Home Confinement				P = Private, for Profit
N = Non Secure Juvenile Facility (i.e. staff secure or community based)				S = State Corrections
S = Secure Juvenile Facility				U = Federal Probation (Home Confinement Only)
R = Residential CCC				Y = County Corrections
F = T-DAT (Transitional Drug Abuse Treatment, CCC is not the Contractor - non residential)				

The LOC assignments and appropriate group codes are established in SENTRY by the CCM at the time that other contract information is added to the data base (see **CCM Manual, Attachment 4-17**).

B. COM Assignments

1. Introduction: The SENTRY COM category is used to track inmates participating in community corrections programs.

2. Type of Admission: Each offender may have only one of the following assignments. The effective date is the date the offender arrived at the contract location.

Table B1: COM Assignments
Type of Admission (Group Code P)

Assignment	When Used	Related ARS
INST TRANS	Assigned to inmates who transfer from a Bureau institution to a community corrections center or work release jail.	A-DES A-HC SENT
DIRECT CRT	Assigned to inmates committed directly to a contract location to serve a term of imprisonment.	A-DES A-HC SENT
SUPV	Assigned to offenders who are required to reside in a CCC as a condition of probation, supervised release, or parole, or mandatory release.	A-COM CON A-PL MR A-PL PAROLE A-PL PROB
STUDY	Assigned to inmates committed for a period of observation and study ordered by the court prior to sentencing.	A-PRE
INT CONF	Assigned to offenders who are committed to jails for specific intervals (e.g. weekends) as a condition of probation.	A-COM CON
CUBAN	Assigned to offenders whose INS parole status requires placement in a CCC.	A-INS A-HC SUPV

NOTE: The admission/release status (ARS) codes in this table are provided as general guidance to highlight the COM assignments. The **SENTRY General Use and Technical Reference Manuals** should be consulted for specific information about ARS assignments.

3. Aftercare and Testing Assignments: Offenders with substance abuse histories or mental health concerns are monitored by CC offices for appropriate testing and treatment requirements. The aftercare assignments reflect conditions established by the sentencing court, USPO, or U.S. Parole Commission. The testing assignments are established by the CCM. No inmate may have DRUG TEST and

AFTR DRUG or ALCH TEST and AFTR ALCH at the same time.

**Table B2: COM Assignments
Aftercare and Testing Assignments**

Assignment	When Used
AFTR MENTL	The court, USPO or U.S. Parole Commission has ordered mental health aftercare.
AFTR DRUG	The court, USPO, or U.S. Parole Commission has ordered that the inmate participate in drug treatment and testing during supervision.
AFTR ALCH	The sentencing court, USPO, or U.S. Parole Commission has ordered that the inmate participate in treatment and testing for alcohol use during supervision.
DRUG TEST	Assigned by the CCM to indicate urinalysis is required at least four times monthly. The CCM assigns this to inmates with a history of drug use who do not have the aftercare requirements.
ALCH TEST	Assigned by the CCM to indicate breathalyser testing is required. The CCM assigns this to inmates with a history of alcohol abuse who do not have the aftercare requirements.

4. CCC Denials: If a CCM is unable to place an institution referral, a COM assignment for the denial must be entered into SENTRY. Only one code may be used for an inmate, and when multiple reasons exist, the code for most significant reason is used.

**Table B3: COM Assignments
CCC Denial Assignments**

Assignment	Reason for Denial
DENY VIOL	history of violence
DENY ESC	history of escape
DENY FAIL	previous CCC failures
DENY MED	medical or dental conditions
DENY NOBED	no available bed space
DENY OTHER	other

5. Intensive Confinement Center (ICC): These assignments track inmates who have completed the institution phase of the ICC program and are participating in the community-based phases of the ICC program.

Each ICC inmate may have only one of these assignments at any time. Eligibility for phases in the ICC program are

outlined in the Program Statement on **the Intensive Confinement Program**. As an inmate's community ICC program status changes, the CC office shall replace the existing assignment to indicate the inmate's current status.

**Table B4: COM Assignments
ICC Assignments**

Assignment	When Used
C ICC CCC	The ICC inmate is residing in a CCC.
C ICC HC	The ICC inmate is on home confinement.
C ICC COMP	The ICC inmate has completed the community-based portion of the ICC program. This must be entered prior to releasing the inmate.
C ICC FAIL	The ICC inmate failed the community-based portion of the ICC program, e.g. disciplinary action or escape.
C ICC DECL	The ICC inmate has declined to participate in the community-based portion of the ICC program.
C ICC RMV	The ICC inmate, who did not fail, has been removed from the community-based portion of the ICC program.

NOTE: Inmates who fail in a community phase of the ICC program and are later returned to community corrections are not ICC inmates. The assignment C ICC FAIL shall be left in the COM category and no further ICC entries shall be made.

6. Mothers and Infants Together Program (MINT): The following assignments track female inmates' progress through the MINT program. An inmate may have only one of the following assignments at a time. As an inmate's MINT status changes, the existing assignment is replaced to indicate the inmate's current status.

**Table B5: COM Assignments
MINT Assignments**

Assignment	When Used
MINT PART	The inmate is participating in the program.
MINT COMP	The inmate has successfully completed the program.
MINT FAIL	The inmate has failed the program, e.g. disciplinary action or escape.
MINT REMOV	The inmate was removed for reasons other than failure.

7. Urban Work Cadre (UWC): The following assignments track inmate participating in the UWC program. An inmate may have only one assignment; as an inmate's UWC status changes, the CC Office shall replace the existing assignment to indicate the inmate's current status.

**Table B6: COM Assignments
UWC Assignments**

Assignment	When Used
UWC PART	The inmate is participating in the UWC program.
UWC COMP	The inmate has completed the program.
UWC FAIL	The inmate has failed the program, e.g. disciplinary action or escape.
UWC REMOV	The inmate was removed for reasons other than failure.

8. Juvenile: The JUVENILE assignment indicates that the offender is either under the age of 18 or has been sentenced under the Federal Juvenile Delinquency Act (FJDA) and is under the age of 21. When the juvenile sentenced as an adult achieves the age of 18, or when the juvenile sentenced under FJDA achieves the age of 21, the assignment shall be deleted.

C. **DRG ASSIGNMENTS - COMMUNITY TRANSITIONAL DRUG ABUSE TREATMENT PROGRAM**

The SENTRY DRG category is used by community corrections staff to track inmates' participation in the Transitional Drug Abuse Treatment (TDAT) Program.

Refer to the Program Statement on **Community Transitional Drug Abuse Treatment** and the **Drug Abuse Programs Manual** for detailed instructions regarding TDAT assignments.

D. **Optional WLS Assignments**

CCMs, MCAs, CCRAs and Community Corrections Branch staff may create waiting list (WLS) assignments to help manage and monitor the community corrections offender population.

Examples of WLS assignments are:

"**WEEKEND**" could be used to monitor offenders who have weekend sentences.

"**DRIVING OK**" could be used to track inmates who have been approved to drive.

Care must be taken that WLS assignments do not duplicate mandatory SENTRY assignments.

III. Examples of Community Corrections SENTRY Assignments

The following sample rosters may be used to monitor the inmate population and contract facilities:

Example M1

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-08-1995
 PAGE 001 * GENERALIZED RETRIEVAL * 08:37:51
 FUNCTION: R-P SELECTION CATEGORY: LOCG EQ TR** COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CDE
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES
 COLUMNS 1: REG 2: LN 3: FN 4: FPS 5: TCMP 6: SEQ: 4 NP:
facility projected stay / \ number of sentence computations
 CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 COMG NN IP** Not ICC
 COMG NN U*** Not Urban Work cadre
 COM NN CUBAN Not Cuban Detainee

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
 G TOT 24 21 3 19 3 2 0 5 19

G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 05-08-1995
 PAGE 002 OF 002 08:37:51

GRP. SPECIFIC.. REG..... LN.. FN... FPS..... TCMP.....

TR P 8LP	2-048	G	L	46	1
TR P 8LP	0-046	D	S	49	1
TR P 7NP	2-013	E	E	57	1
TR P 8LP	2-013	M	D	59	1
TR P 7NP	1-013	S	R	61	1
TR N 8BA	2-013	F	M	61	1
TR P 8LP	2-013	H	P	88	1
TR P 8LP	2-013	H	W	89	1
TR P 8LP	2-013	G	J	90	1
TR N 8BA	3-008	S	P	91	1
TR P 7NP	2-013	S	D	93	1
TR P 8LP	2-013	B	K	112	1
TR N 8BA	2-013	G	R	119	1
TR N 8BA	2-013	M	M	122	1
TR P 8LP	2-013	M	S	122	1
TR P 8LP	2-013	H	S	123	1
TR Y 8PE	0-046	M	W	123	1
TR P 7NP	1-051	C	M	145	1
TR Y 8PE	2-013	A	N	148	1
TR P 8GD	2-013	S	D	152	1
TR N 8BA	2-013	E	J	153	1
TR P 8GD	1-073	R	G	153	1
TR Y 8PE	2-013	B	K	183	1
TR N 8JM	2-013	W	R	184	1

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This is an example of a PP30 roster that could be used to determine the median length of stay for inmates in this facility's CCCs. The median is the middle value (half are greater and half are less.)

If there are an even number of inmates, the middle value falls between two numbers as in the example here. If there are an odd number of inmates, the median would be the number of days for the middle inmate.

Example P1

NERGD 530.07 * POPULATION MONITORING CENSUS/ROSTER * 07-26-1999
PAGE 001 OF 001 * GENERALIZED RETRIEVAL * 13:48:44

FUNCTION: ROS SELECTION CATEGORY: LOC EQ ALL COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CPG
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
COLUMNS 1: REG 2: LN 3: FN 4: HGT 5: WGT 6: EYE SEQ: NP:
COL TO SORT: SEQ IN COL:
CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
HGT EQ NONE EYE EQ NONE WGT EQ NONE

(SSN, CITZ and HAIR can also be checked using a similar roster).

G5053 NO INMATES MEET SELECTION CRITERIA

Roster showing inmates missind load data.

PP30 roster of inmates in admission status to be reviewed
for missing load data.

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * Example P2
PAGE 001 * GENERALIZED RETRIEVAL * 05-08-1995
08:47:51

FUNCTION: R-P SELECTION CATEGORY: ARSG EQ AP** COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CMS
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES
COLUMNS 1: REG 2: LN 3: DRG 4: CMA 5: COM 6: SEQ: NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
COMG NN P***

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		46	37	9	20	6	18	2	0	46
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 05-08-1995
PAGE 002 08:47:51

GRP. SPECIFIC..	REG...	LN....	DRG.....	CMA.....	COM.....
TR N 5BH	0-041	P	DRG I NONE	PROG RPT	
TR N 5BH	0-041	K	DRG I NONE	COMPUTR OK	
				PROG RPT	
TR N 5BH	0-041	C			
TR N 5BH	0-041	S			
.....					

G0000 TRANSACTION SUCCESSFULLY COMPLETED

The condition on this PP30 roster (COMG NN P***) provides a listing of those who are missing a mandatory COM assignment indicating the type of committment.

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * Example P3
PAGE 001 * GENERALIZED RETRIEVAL * 05-08-1995
08:54:00

FUNCTION: R-P SELECTION CATEGORY: LOC EQ ALL COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CMI
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES
COLUMNS 1: REG 2: LN 3: FN 4: ARSD 5: PSD 6: TIE SEQ: NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
TIE GT 000-00-30
LEV EQ UNASSG
COMG EQ PB**

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		1	1	0	0	0	1	0	0	1
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 05-08-1995
PAGE 002 OF 002 08:54:00

GRP. SPECIFIC.. REG..... LN..... FN..... ARSD..... PSD.....
TIE.....
DJBS 5GD 0 -059 L M 11-30-1992 12-19-1997 006-01-2

G5051 LAST COLUMN DOES NOT FIT - EXCESS IGNORED
G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster lists those serving sentences of more than 30 days
without security/designation data in SENTRY.

Example P4

NERGD 530.07 * POPULATION MONITORING CENSUS/ROSTER * 07-28-1999
 PAGE 001 * GENERALIZED RETRIEVAL * 07:24:34

FUNCTION: ROS SELECTION CATEGORY: LOC EQ ALL COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CNK
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
 COLUMNS 1: REG 2: LN 3: ARSD 4: HOWC 5: PSD 6: LOC SEQ: NP:
 COL TO SORT: SEQ IN COL:
 CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 COJ EQ NONE PRD EQ NONE
 ARS NE A-INS

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
 G TOT 4 3 1 3 0 0 1 1 3
 G0002 MORE PAGES TO FOLLOW . . .

NERGD 530.07 * ROSTER * 07-28-1999
 PAGE 002 OF 002 07:24:34

GRP. SPECIFIC..	REG.....	LN.....	ARSD.....	HOWC.....	PSD.....	LOC.....
TRCN 3YG	124-050	M	07-27-1999			3YG
TRCN 3YG	184-068	R	07-26-1999	123		3YG
TRCP 3YK	215-050	N	07-27-1999			3YK

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This roster shows the number of inmates who do not have the PSJW data within 48 hours or their arrival as well as inmates who do not have sentence computations in SENTRY. The time frames for entering sentence computations differ according to sentence length. If the ARSD is an old date, the sentence computation may have been satisfied but the individual was never released in SENTRY.

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * Example P5
PAGE 001 * GENERALIZED RETRIEVAL * 07-07-1995
10:28:55

FUNCTION: R-P SELECTION CATEGORY: ARSG NE RP** COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CNO
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES
COLUMNS 1: REG 2: LN 3: LOC 4: IRNO 5: HRD 6: IS SEQ: 32 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
ISG EQ P***

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		1	1	0	1	0	0	0	0	1
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 07-07-1995
PAGE 002 OF 002 10:28:55

GRP.	SPECIFIC..	REG.....	LN.....	LOC.....	IRNO.....	HRD.....	IS.....
AP	A-DES	3	H	6TP	124380		PEND UDC

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 shows inmates with a pending disciplinary action.

Example P6

NERGD 530.07 *	POPULATION MONITORING CENSUS/ROSTER	*	07-28-1999
PAGE 001 *	GENERALIZED RETRIEVAL	*	08:34:49

FUNCTION: ROS	SELECTION CATEGORY: DRGG EQ TP**	COPIES: 1
ZERO/NBR: NO	ORGANIZATION: FACL EQ CBN	
OPTION:	TYPE OF FACILITY: TOF EQ C	
DUP SUPR: YES	FACILITY MANAGED BY: FMB EQ AP	
COLUMNS 1: REG 2: LN 3: COM 4: ARSD 5: PSD 6: LOC SEQ: 652	NP:	
COL TO SORT:	SEQ IN COL:	

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

COMG NN A***

COMG NN T***

G5053 NO INMATES MEET SELECTION CRITERIA

This roster shows transitional drug abuse treatment participants who are missing a required aftercare or test assignment. To run a roster of all individuals who have aftercare assignments, use the selection category of COMG EQ A***

NERGD 530.07 * POPULATION MONITORING CENSUS/ROSTER * Example P7
 PAGE 001 * GENERALIZED RETRIEVAL * 07-28-1999
 12:20:41

FUNCTION: ROS SELECTION CATEGORY: ARSG EQ AP** COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CBN
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
 COLUMNS 1: REG 2: LN 3: FN 4: CMA 5: PSD 6: PRM SEQ: 52 NP:
 COL TO SORT: SEQ IN COL:
 CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 CMAG EQ VV** CMAG EQ VD**
 RTS EQ Y

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
 G TOT 73 62 11 59 13 0 1 16 57
 G0002 MORE PAGES TO FOLLOW . . .

BOPD3 530.07 * ROSTER * 08-19-1999
 PAGE 002 11:44:21

GRP.	SPECIFIC..	REG.....	LN.....	FN.....	CMA.....	PSD.....	PRM.....
AP	A-DES	065-000	E	M	COMPUTR OK	08-21-1999	GCT REL
					PROG RPT		
					RPP COMPLT		
					V94 COA913		
					V94 PV		
AP	A-DES	120-080	M	M	PROG RPT	08-21-1999	GCT REL
					RPP COMPLT		
					V94 CVA913		
AP	A-DES	040-070	W	T	COMPUTR OK	08-21-1999	GCT REL
					PROG RPT		
					RPP PART		
					V94 CVB913		
					V94 PV		
AP	A-HC SENT	029-025	W	S	PROG RPT	08-21-1999	GCT REL
					RPP COMPLT		
					V94 CDB913		

This roster lists inmates who have VCCLEA assignments requiring local/federal law enforcement notifications prior to release. For a roster showing inmates who are missing VCCLEA CMA assignments, use CMAG NN V*** and COMG EQ PB** as the conditions.

Example P8

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-08-1995
 PAGE 001 * GENERALIZED RETRIEVAL * 14:39:09

FUNCTION: R-P SELECTION CATEGORY: ARSG EQ A*** COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CBN
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES
 COLUMNS 1: REG 2: LN 3: CMC 4: ARSD 5: PSD 6: LOC SEQ: 2 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 CMC EQ ANY

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
 G TOT 73 65 8 52 19 2 0 3 70
 G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 05-08-1995
 PAGE 002 14:39:09

GRP. SPECIFIC.. REG... LN..... CMC..... ARSD..... PSD..... LOC.....

.....
 AP A-DES 0-059 B SEPARATION 01-31-1994 07-25-1997 1BB
 SP TEX SYN

 AP A-HC SENT 0-049 S SEPARATION 04-14-1995 05-10-1995 3SN
 AP A-DES 1-077 S SEPARATION 02-22-1993 01-11-2003 1EJ
 SP MEX MAF
 AP A-DES 0-052 U SEPARATION 03-06-1995 08-30-1995 1BN
 AP A-DES 1-038 V SEPARATION 04-20-1995 07-08-1995 1BN
 AP A-HC SENT 0-036 V SEPARATION 04-29-1995 09-02-1995 1DC HC
 AP A-DES 0-035 W SEPARATION 10-26-1984 04-21-2011 3XB
 AP A-HC SENT 0-049 W SEPARATION 01-21-1995 06-21-1995 3SN
 AP A-DES 1-038 W SEPARATION 05-01-1995 08-19-1995 1BN
 AP A-DES 0-049 W SEPARATION 04-17-1995 10-10-1995 1BB
 AP A-DES 2-145 W SEPARATION 05-19-1994 09-17-2019 3XB
 AP A-HC SENT 0-070 Y SEPARATION 04-17-1995 07-20-1995 1AW
 AP A-HC SENT 1-038 Z SEPARATION 02-08-1995 05-15-1995 1AW
 AP A-DES 0-070 Z SEPARATION 03-24-1995 09-20-1995 1BN

G0000 TRANSACTION SUCCESSFULLY COMPLETED

Provides a list of inmates with CIMS assignments

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER *
 PAGE 001 * GENERALIZED RETRIEVAL *

Example P9
 07-07-1995
 09:57:28

FUNCTION: R-P SELECTION CATEGORY: ARSG NE RP**
 ZERO/NBR: NO ORGANIZATION: FACL EQ CCH
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES
 COLUMNS 1: REG 2: LN 3: LOC 4: FRP 5: PRD 6: PRM SEQ: 2 NP:

COPIES: 1

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

FRPG EQ I***
 FRP NN COMPLT

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		29	21	8	12	16	0	1	2	27
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 07-07-1995
 PAGE 002 OF 002 09:57:28

GRP.	SPECIFIC..	REG.....	LN.....	LOC.....	FRP.....	PRD.....	PRM.....
AP	A-COM CON	0	P	5SA	PART	11-23-1995	SUPV REL
AP	A-DES	0	P	5SA	PART	07-08-1995	FT REL
AP	A-DES	0	P	5SA	PART	09-27-1995	GCT REL
AP	A-DES	0	R	5SA	PART	09-08-1995	FT REL
AT	A-HLD	8	S	5RV	PART	08-14-1999	GCT REL
AP	A-DES	0	S	5SA	PART	09-09-1995	PAROLE
AP	A-DES	0	S	5SA	PART	08-02-1995	GCT REL
AP	A-HC SENT	0	T	5SA HC	PART	07-11-1995	FT REL
AP	A-DES	0	V	5SA	PART	11-26-1995	GCT REL
AP	A-DES	0	W	5HJ	PART	08-09-1995	GCT REL
AP	A-DES	0	W	5DX	PART	08-22-1995	GCT REL

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30, roster shows inmates who are participating in the financial responsibility program and have not completed their obligation.

Example P10

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-08-1995
PAGE 001 * GENERALIZED RETRIEVAL * 14:41:55

FUNCTION: R-P SELECTION CATEGORY: LOCG EQ T*** COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CNK
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES
COLUMNS 1: REG 2: LN 3: FN 4: ARS 5: CUS 6: LOC SEQ: 42 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
CUS NE COM
COMG NN PS**

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
G TOT 15 13 2 11 3 1 0 8 7
G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 05-08-1995
PAGE 002 OF 002 14:41:55

GRP.	SPECIFIC..	REG....	LN....	FN.....	ARS.....	CUS.....	LOC.....
TR P	3TM	3-054	C	J	A-DES		3TM
TR P	3TM	4-053	L	W	A-DES		3TM
TR P	3TM	1-050	L	A	A-DES		3TM
TR P	3SP	3-054	L	A	A-DES		3SP
TR P	3TM	1-050	M	F	A-DES		3TM

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster provides a list of CCC residents without community custody. The condition COMG NN PS** excludes probation and supervision cases with the Com assignment of SUPV.

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * Example P11
PAGE 001 * GENERALIZED RETRIEVAL * 07-07-1995
10:07:26

FUNCTION: R-P SELECTION CATEGORY: ARSG NE RP** COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CCN
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES
COLUMNS 1: REG 2: LN 3: PRD 4: LOC 5: DETN 6: NOTF SEQ: 3 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
DETN EQ Y NOTF EQ Y

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		13	13	0	10	3	0	0	0	13
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 07-07-1995
PAGE 002 OF 002 10:07:26

GRP.	SPECIFIC..	REG.....	LN.....	PRD.....	LOC.....	DETN.....	NOTF....
AP	A-DES	4	G	07-13-1995	5EP	N	Y
AP	A-HC SENT	0	G	07-26-1995	5PN HC	N	Y
AP	A-DES	0	B	08-12-1995	5LK	N	Y
.....							

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster shows inmates with a detainer or
a request to notify.

Example P12

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-08-1995
PAGE 001 * GENERALIZED RETRIEVAL * 14:45:41

FUNCTION: R-P SELECTION CATEGORY: ARSG EQ A*** COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CDT
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES
COLUMNS 1: REG 2: LN 3: DETN 4: NOTF 5: ARSD 6: LOC SEQ: 2 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
DETN EQ U NOTF EQ U

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
G TOT 4 4 0 3 1 0 0 0 4
G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 05-08-1995
PAGE 002 OF 002 14:45:41

GRP.	SPECIFIC..	REG.....	LN.....	DETN.....	NOTF.....	ARSD.....	LOC.....
AP	A-HC SENT	1	-050	D	N	U	02-03-1995 FMIE
AP	A-DES	0	-040	L	U	U	05-03-1995 5TZ
AP	A-DES	1	-039	S	U	U	08-02-1994 5WN
AP	A-COM CON	1	-039	Y	U	U	01-13-1995 5TK

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster provides a list of inmates with
unknown detainers and unknown notifies in
SENTRY

Example P13
BOPD3 530.07 * POPULATION MONITORING CENSUS/ROSTER * 08-19-1999
PAGE 001 * GENERALIZED RETRIEVAL * 14:06:38

FUNCTION: ROS SELECTION CATEGORY: LOC EQ ALL COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CBN
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
COLUMNS 1: REG 2: LN 3: FN 4: COM 5: ARS 6: PRM SEQ: NP:
COL TO SORT: SEQ IN COL:
CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
COMG EQ I***

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
G TOT 10 9 1 10 0 0 0 2 8
G0002 MORE PAGES TO FOLLOW . . .

BOPD3 530.07 * ROSTER * 08-19-1999
PAGE 002 14:06:38

GRP. SPECIFIC..	REG.....	LN.....	FN.....	COM.....	ARS.....	PRM.....
THUU FVT	042-083	L	S	AFTR ALCH AFTR DRUG C ICC HC DIRECT ICC INST TRANS	A-HC SENT	4046C CM
TRCN 1BL	131-010	C	K	AFTR ALCH AFTR DRUG C ICC CCC INST TRANS TRANS ICC	A-DES	4046C CM
TH N 1BL HC	129-014	L	J	C ICC HC DIRECT ICC	A-HC SENT	4046C CM

PP30 roster listing ICC inmates.

Example P14

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-19-1995
 PAGE 001 * GENERALIZED RETRIEVAL * 15:35:46

FUNCTION: R-P SELECTION CATEGORY: LOC EQ ALL COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CMM
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES
 COLUMNS 1: REG 2: LN 3: FN 4: CC 5: CF 6: CFA SEQ: 2 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 CF GT 0

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
 G TOT 3 3 0 3 0 0 0 2 1
 G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 05-19-1995
 PAGE 002 OF 002 15:35:46

GRP.	SPECIFIC..	REG.....	LN.....	FN.....	CC.....	CF.....	CFA.....
TR N	2ET	0 -069	B	C	N/A	2800	N/A
TR N	4LA	1 -004	C	S	N/A	N/A	N/A
						125000	
TH	2ET HC	0 -069	R	H	N/A	48000	N/A

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster provides a list of inmates with committed fines.

Example P15

BOPML 530*07 * POPULATION MONITORING CENSUS/ROSTER * 06-14-1999
 PAGE 001 * GENERALIZED RETRIEVAL * 15:49:40

FUNCTION: R-P SELECTION CATEGORY: LOC EQ ALL COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CDA
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
 COLUMNS 1: REG 2: ARSD 3: SP 4: PSM 5: PHD 6: PHM SEQ: NP:
 COL TO SORT: SEQ IN COL:
 CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 SP LT 0080 SP GE 0099
 SP GT 0010 SP LT 3000
 SP NE 0050 TIE GT 001-00-00

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
 G TOT 12 11 1 10 2 0 0 3 9
 G0002 MORE PAGES TO FOLLOW . . .

BOPML 530*07 * ROSTER * 06-14-1999
 PAGE 002 OF 002 15:49:40

GRP.	SPECIFIC..	REG.....	ARSD.....	SP.....	PSM.....	PHD.....	PHM.....
THUU	FTXN	5-077	04-28-1999	0012	MAND REL	N/A	WAIVED
TRCN	6BW	0-640	05-17-1999	0012	PRESUM PAR	N/A	PRESUM P
TRCN	6PQ	9-128	04-06-1999	0012	MAND REL	N/A	WAIVED
				0014			
TRCN	6PQ	1-078	01-28-1999	0012	PAROLE	N/A	PAROLE
TRCN	6PQ	1-081	05-12-1999	0012	PAROLE	N/A	PAROLE
TRCN	6PQ	0-077	01-11-1999	0068	MAND REL	N/A	NE
TH	6PQ HC	6-077	06-03-1999	0012	MAND REL	N/A	CTE
TRCN	6QM	2-077	01-07-1999	0012	PAROLE	N/A	WAIVED
TRCN	6QM	4-138	04-15-1999	0012	MAND REL	N/A	CTE
TH	6QM HC	7-077	04-26-1999	0012	MAND REL	N/A	CTE

PP30 roster listing old law cases to monitor parole hearing status.

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * Example P16
 PAGE 001 * GENERALIZED RETRIEVAL * 07-07-1995
 10:26:47

FUNCTION: R-P SELECTION CATEGORY: ARSG NE RP** COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CAT
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES
 COLUMNS 1: REG 2: LN 3: PRD 4: LOC 5: PROB 6: SPT SEQ: 3 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 PROB EQ Y SPT EQ Y

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		34	27	7	14	20	0	0	0	34
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 07-07-1995
 PAGE 002 OF 002 10:26:47

GRP.	SPECIFIC..	REG.....	LN.....	PRD.....	LOC.....	PROB.....	SPT.....
AP	A-COM CON	4	T	07-07-1995	4YM	Y	N
AP	A-COM CON	4	T	07-10-1995	4VY	Y	N
AP	A-DES	4	M	07-10-1995	4F4	Y	N
AP	A-HC SENT	8	M	07-13-1995	4XS HC	N	Y
AP	A-DES	8	M	07-15-1995	4J6	Y	N
AP	A-DES	2	G	07-16-1995	4F4	Y	N
AP	A-COM CON	0	B	07-22-1995	4WR	Y	N
AP	A-COM CON	0	J	07-31-1995	4QH	Y	N
AP	A-COM CON	4	R	08-05-1995	4VY	Y	N
RTF	WK/OVRNT	4	S	08-13-1995		Y	N
AP	A-COM CON	4	D	08-18-1995	4YM	Y	N
AP	A-COM CON	9	J	08-23-1995	4SR	Y	N
AP	A-DES	0	W	08-26-1995	4ZY	N	Y
AP	A-COM CON	9	M	08-31-1995	4XS	Y	N
AP	A-PL PAR	3	G	09-09-1995	4YM	Y	N

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 shows inmates with probation to follow or a special parole term to follow their sentence.

Example P17

BOPML 530*07 * POPULATION MONITORING CENSUS/ROSTER *
PAGE 001 * GENERALIZED RETRIEVAL *

Example P25
06-14-1999
15:23:56

FUNCTION: R-P SELECTION CATEGORY: ARSG EQ A*** COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CDA
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
COLUMNS 1: REG 2: LN 3: EGTS 4: ARSD 5: PSD 6: PSM SEQ: NP:
COL TO SORT: SEQ IN COL:
CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
PSD LT 07-01-1999
EGTS EQ ANY

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		2	2	0	2	0	0	0	0	2
G0002	MORE PAGES TO FOLLOW . . .									

BOPML 530*07 * ROSTER * 06-14-1999
PAGE 002 OF 002 15:23:56

GRP.	SPECIFIC..	REG.....	LN.....	EGTS.....	ARSD.....	PSD.....	PSM.....
AP	A-DES	1-078	G	CCC	01-28-1999	06-27-1999	PAROLE
AP	A-HC SENT	2-077	C	CCC	04-28-1999	06-29-1999	MAND REL

PP30 roster of inmates earning extra good time that needs to be closed out prior to release.

Example P18

BOPD3 530.07 * POPULATION MONITORING CENSUS/ROSTER * 06-17-1999
 PAGE 001 * GENERALIZED RETRIEVAL * 14:41:46

FUNCTION: ROS SELECTION CATEGORY: LOC EQ ALL COPIES: 1

ZERO/NBR: NO ORGANIZATION: FACL EQ CBR

OPTION: TYPE OF FACILITY: TOF EQ C

DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP

COLUMNS 1: REG 2: LN 3: ARSD 4: EGTS 5: PSD 6: SP SEQ: NP:

COL TO SORT: SEQ IN COL:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

EGTS EQ CGT

EGTS EQ IGT

LOC EQ T***

SP LT 0080

SP GT 0099

SP LT 3000

EGTS NE CCC

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
 G TOT 1 0 1 0 1 0 0 0 0 1
 G0002 MORE PAGES TO FOLLOW . . .
 BOPD3 530.07 * ROSTER * 06-17-1999
 PAGE 002 OF 002 14:41:46

GRP. SPECIFIC.. REG..... LN..... ARSD..... EGTS..... PSD..... SP.....
 TRCP 2AG 0-549 W 04-05-1999 CGT 08-06-1999 0712

Roster to determine if eligible inmates are in the correct extra good time earning status.

Example P19

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 07-06-1995
 PAGE 001 * GENERALIZED RETRIEVAL * 15:50:15

FUNCTION: R-P SELECTION CATEGORY: ARSG EQ A*** COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CPH
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES
 COLUMNS 1: REG 2: LN 3: FN 4: ARSD 5: PSD 6: PSM SEQ: NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

PSD LT 07-06-1995

EGTS EQ ANY

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		18	17	1	16	2	0	0	1	17
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 07-06-1995
 PAGE 002 OF 002 15:50:15

GRP.	SPECIFIC..	REG....	LN....	FN...	ARSD.....	PSD.....	PSM.....
AP	A-DES	0	F	L	06-26-1995	10-25-1995	PAROLE
AP	A-DES	0	C	J	06-27-1995	10-27-1995	MAND REL
AP	A-DES	1	M	D	06-20-1995	02-17-1996	PRESUM P
AP	A-DES	2	B	A	06-19-1995	12-17-1995	MAND REL
AP	A-DES	2	S	M	06-01-1995	08-04-1995	PAROLE
AP	A-DES	2	F	R	02-23-1995	09-18-1995	MAND REL
AP	A-DES	3	T	R	06-02-1995	08-02-1995	PAROLE
AP	A-DES	5	B	K	06-05-1995	11-05-1995	MAND REL
AP	A-DES	5	G	G	07-05-1995	01-05-1996	PRESUM P
AP	A-DES	6	R	W	06-20-1995	10-27-1995	MAND REL
AP	A-DES	8	M	J	04-14-1995	04-11-1996	MAND REL
AP	A-DES	8	M	W	06-28-1995	10-26-1995	MAND REL
AP	A-DES	9	W	V	04-07-1995	10-08-1996	PRESUM P
AP	A-DES	9	C	L	06-23-1995	09-23-1995	PAROLE
AP	A-DES	9	W	R	05-13-1995	05-03-1996	MAND REL
AP	A-HC SENT	3	W	W	04-28-1995	07-28-1995	MAND REL
AP	A-HC SENT	3	O	M	05-08-1995	07-09-1995	MAND REL
AP	A-HC SENT	61	G	C	07-01-1995	08-01-1995	EXP W/GT

G5051 LAST COLUMN DOES NOT FIT - EXCESS IGNORED
 G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster shows inmates due for release who are earning good time.

Example P20

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-16-1995
 PAGE 001 * GENERALIZED RETRIEVAL * 15:53:35

FUNCTION: R-P SELECTION CATEGORY: LOCG EQ TR** COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CDE
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES
 COLUMNS 1: REG 2: LN 3: ARSD 4: PCD 5: PRD 6: LOC SEQ: 62 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 PCD LT 05-16-1995
\pre-release custody date (10% date)

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		10	9	1	8	1	1	0	1	9
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 05-16-1995
 PAGE 002 OF 002 15:53:35

GRP. SPECIFIC.. REG... LN.... ARSD..... PCD..... PRD..... LOC.....

TR P 7NP	2-013	E	04-07-1995	03-09-1995	06-03-1995	7NP
TR N 8BA	2-013	E	04-12-1995	03-12-1995	09-12-1995	8BA
TR N 8BA	3-008	S	04-14-1995	05-05-1995	07-14-1995	8BA
TR P 8GD	1-073	R	03-03-1995	04-02-1995	08-03-1995	8GD
TR P 8LP	0-046	D	05-01-1995	04-18-1995	06-19-1995	8LP
TR P 8LP	2-013	G	04-18-1995	03-05-1995	07-17-1995	8LP
TR P 8LP	2-048	G	04-09-1995	02-07-1995	05-25-1995	8LP
TR P 8LP	2-013	H	04-17-1995	04-25-1995	07-14-1995	8LP
TR P 8LP	2-013	M	04-05-1995	05-05-1995	06-03-1995	8LP
TR Y 8PE	2-013	A	01-17-1995	04-21-1995	06-14-1995	8PE

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster shows all those who are still in residence at CCCs past their 10% date. Review to determine why they are not on home confinement.

Example P21

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-09-1995
 PAGE 001 * GENERALIZED RETRIEVAL * 15:54:04

FUNCTION: R-P SELECTION CATEGORY: LOCG EQ D*** COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CST
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES
 COLUMNS 1: REG 2: LN 3: FN 4: ARS 5: CUS 6: LOC SEQ: 42 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

CUS NE IN

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		18	18	0	7	11	0	0	1	17
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 05-09-1995
 PAGE 002 OF 002 15:54:04

GRP. SPECIFIC..	REG....	LN.....	FN..	ARS.....	CUS.....	LOC.....
DD Y 7KV	2-044	K	K	A-DES	COM	7KV
DD Y 7KV	1-044	S	D	A-DES	COM	7KV
DD Y 5CH	0-026	A	S	A-HLD	COM	5CH
DD Y 5CH	2-044	A	L	A-HLD	COM	5CH
DD Y 5CH	2-044	B	T	A-HLD	OUT	5CH
DD Y 5CH	0-002	B	E	A-HLD	OUT	5CH
.....						
DD Y 5CH	1-009	S	M	TRANS SEG	OUT	5CH
DD Y 5CH	1-076	S	R	TRANS SEG	OUT	5CH
DD Y 5CH	0-025	T	T	TRANS SEG	OUT	5CH
DD Y 5CH	2-044	W	K	TRANS SEG	COM	5CH

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster provides a list of jail inmates without 'in' custody.

Example P22

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-09-1995
PAGE 001 * GENERALIZED RETRIEVAL * 15:59:59

FUNCTION: R-P SELECTION CATEGORY: LOCG EQ DA** COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CSA
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES
COLUMNS 1: REG 2: LN 3: FN 4: ARS 5: CUS 6: LOC SEQ: 42 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
CUS EQ COM CUS EQ MAX

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
G TOT 1 1 0 0 1 0 0 0 1
G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 05-09-1995
PAGE 002 OF 002 15:59:59

GRP. SPECIFIC.. REG..... LN..... FN..... ARS..... CUS..... LOC.....
DA C 6VT 0 -055 B S A-DES COM 6VT

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster provides a list of inmates in long-term detention facilities with either community or maximum custody.

Example P23

BOPML 530*07 * POPULATION MONITORING CENSUS/ROSTER *
 PAGE 001 * GENERALIZED RETRIEVAL *

06-14-1999

15:16:27

FUNCTION: R-P SELECTION CATEGORY: LOCG EQ DS** COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CEP
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
 COLUMNS 1: REG 2: LN 3: COM 4: AGE 5: SP 6: LOC SEQ: S2 NP:
 COL TO SORT: SEQ IN COL:
 CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		43	41	2	17	2	23	1	12	31
G0002	MORE PAGES TO FOLLOW . . .									

BOPML 530*07 * ROSTER * 06-14-1999
 PAGE 002 15:16:27

GRP. SPECIFIC..	REG.....	LN.....	COM.....	AGE.....	SP.....	LOC.....
DSCY 6UL	0-198	A	JUVENILE	16	4091	6UL
			SUPV			
DSCY 6UL	0-051	B	JUVENILE	19	3192	6UL
			SUPV			
DSCY 6UL	9-051	B	ALCH TEST	18	4089	6UL
			DIRECT CRT			
			JUVENILE			
DSCY 6UL	9-008	B	JUVENILE	16	4092	6UL
			SUPV			
DSCY 6UL	2-052	C	DIRECT CRT	20	3188	6UL
			JUVENILE			
DSCY 6UL	9-064	C	DIRECT CRT	17	4088	6UL
			JUVENILE			

PP30 roster for inmates in "DS" facilities to determine if "COM" assignment of accurate and if placement is still appropriate for sentence procedure and age.

Example P24

BOPML 530*07 * POPULATION MONITORING CENSUS/ROSTER * 06-14-1999
 PAGE 001 * GENERALIZED RETRIEVAL * 15:15:10

FUNCTION: R-P SELECTION CATEGORY: LOCG EQ DN** COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CEP
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
 COLUMNS 1: REG 2: LN 3: COM 4: AGE 5: SP 6: LOC SEQ: S2 NP:
 COL TO SORT: SEQ IN COL:
 CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
 G TOT 10 10 0 0 0 10 0 0 10
 G0002 MORE PAGES TO FOLLOW . . .

BOPML 530*07 * ROSTER * 06-14-1999
 PAGE 002 OF 002 15:15:10

GRP.	SPECIFIC..	REG.....	LN.....	COM.....	AGE.....	SP.....	LOC.....
DNCN	6TV	7-767	A	ALCH TEST DIRECT CRT JUVENILE	18	4089	6TV
DNCN	6TV	1-529	B	JUVENILE SUPV	16	3192	6TV
DNCN	6TV	1-417	B	JUVENILE SUPV	18	4092	6TV
DNCN	6TV	1-442	C	JUVENILE SUPV	16	4092	6TV
DNCN	6TV	1-109	J	JUVENILE SUPV	19	3192	6TV
DNCN	6TV	1-323	J	JUVENILE SUPV	18	4092	6TV
DNCN	6TV	6-000	J	JUVENILE SUPV	18	4092	6TV
DNCN	6TV	4-509	J	JUVENILE SUPV	18	3192	6TV
DNCN	6TV	1-324	M	JUVENILE SUPV	15	4092	6TV
DNCN	6TV	1-553	T	JUVENILE SUPV	19	4092	6TV

G0000 TRANSACTION SUCCESSFULLY COMPLETED

PP30 roster of inmates in "DN" juvenile facilities to check "COM" assignment for accuracy and to determine if placement is still appropriate for sentence procedure and age.

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * Example P25
PAGE 001 * GENERALIZED RETRIEVAL * 05-09-1995
16:07:45

FUNCTION: R-P SELECTION CATEGORY: LOCG EQ DJ** COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CSC
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES
COLUMNS 1: REG 2: LN 3: COM 4: AGE 5: SP 6: LOC SEQ: NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
COM NN JUVENILE

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		3	2	1	1	0	2	0	0	3
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 05-09-1995
PAGE 002 OF 002 16:07:45

GRP. SPECIFIC..	REG.....	LN.....	COM.....	AGE.....	SP.....	LOC.....
DJBS 9EB	0	-196	B	22	0090	9EB
DJBS 9EB	2	-008	A	22	0090	9EB
DJBS 9EC	0	-012	B	18	0080	9EC

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster shows inmates in juvenile facilities who are not shown as 'JUVENILE' in the COM category. Review to determine if any may be moved to an adult facility.

Example P26

CARVX 530*07 * POPULATION MONITORING CENSUS/ROSTER * 07-04-1800
 PAGE 001 * GENERALIZED RETRIEVAL * 25:30:21

FUNCTION: R-P SELECTION CATEGORY: LOC EQ XYZ COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CAR
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
 COLUMNS 1: REG 2: LN 3: SMD 4: 5: 6: SEQ: NP:
 COL TO SORT: SEQ IN COL:
 CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 SMD EQ INFECT DIS

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		5	5	0	0	5	0	0	0	5
G0002	MORE PAGES TO FOLLOW . . .									

CARVX 530*07 * ROSTER * 07-04-1800
 PAGE 002 OF 002 25:30:21

GRP. SPECIFIC..	REG.....	LN.....	SMD.....
TR P XYZ	XXXXXX-XXX	J	HVTSTCV INFECT DIS V74.1
TR P XYZ	XXXXXX-XXX	M	INFECT DIS NOT TESTED
TR P XYZ	XXXXXX-XXX	M	A2 INFECT DIS MNTL HLTH NOT TESTED
TR P XYZ	XXXXXX-XXX	W	A1 DIABETIC INFECT DIS NOT TESTED V74.1 OMM

G0000 TRANSACTION SUCCESSFULLY COMPLETED

Note: Not all terminals are authorized to retrieve sensitive medical data.

Example P27

BOPOA 530*07 * POPULATION MONITORING CENSUS/ROSTER * 03-01-1999
PAGE 001 * GENERALIZED RETRIEVAL * 13:39:39

FUNCTION: R-P SELECTION CATEGORY: LOC EQ XYZ COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CAR
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
COLUMNS 1: REG 2: LN 3: FN 4: PUB 5: PRD 6: SEQ: 5 NP:
COL TO SORT: SEQ IN COL:
CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

BOPOA 530*07 * ROSTER * 03-01-1999
PAGE 002 13:39:39

GRP.	SPECIFIC..	REG.....	LN.....	FN.....	PUB.....	PRD.....
TR P	XYZ	5-016	M	K	NONE	05-14-1999
TR P	XYZ	4-011	W	M	GRT SVRTY	05-15-1999
TR P	XYZ	5-060	F	T	GRT SVRTY	05-20-1999
TR P	XYZ	2-016	G	J	NONE	05-21-1999
TR P	XYZ	8-000	C	M	NONE	05-25-1999
TR P	XYZ	6-025	S	T	PRIS DIST	05-27-1999
TR P	XYZ	8-083	T	A	NONE	05-29-1999
TR P	XYZ	5-068	M	M	NONE	05-30-1999
TR P	XYZ	8-058	D	F	NONE	05-31-1999
TR P	XYZ	7-016	S	J	GRT SVRTY	06-11-1999

G0000 TRANSACTION SUCCESSFULLY COMPLETED

Regional review may be required before approving inmates with public safety factors prior to activities such as home confinement.

Example P28

NERGD 530.07 * POPULATION MONITORING CENSUS/ROSTER * 07-26-1999
PAGE 001 * GENERALIZED RETRIEVAL * 13:55:58

FUNCTION: ROS SELECTION CATEGORY: LOC EQ ALL COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CPG
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
COLUMNS 1: REG 2: LN 3: FN 4: FBI 5: 6: SEQ: NP:
COL TO SORT: SEQ IN COL:
CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
FBI EQ NONE FBI EQ /

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
G TOT 5 2 3 3 0 0 2 0 5
G0002 MORE PAGES TO FOLLOW . . .

NERGD 530.07 * ROSTER * 07-26-1999
PAGE 002 OF 002 13:55:58

GRP. SPECIFIC..	REG.....	LN.....	FN.....	FBI.....
DDMY 2AM	095-053	C		
DDMY 2AM	095-053	S		
TRCN 2DS	091-053	V		
TRCN 2HS	066-153	G		

Use this roster to run missing FBI numbers. Use the backslash to identify inmates where N/A has been entered. This provides a list of individuals who are missing the number.

Example R1

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-08-1995
PAGE 001 * GENERALIZED RETRIEVAL * 14:37:25

FUNCTION: R-P SELECTION CATEGORY: ARSG EQ A*** COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CPH
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES
COLUMNS 1: REG 2: LN 3: ARSD 4: PSD 5: PSM 6: LOC SEQ: 4 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
CMAG EQ CUT
PRD GE 05-08-1995
PRD LE 07-09-1995

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
G TOT 15 12 3 10 0 5 0 2 13
G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 05-08-1995
PAGE 002 OF 002 14:37:25

GRP.	SPECIFIC..	REG.....	LN.....	ARSD.....	PRD.....	PRM.....	LOC.....
AP	A-HC SENT	2-008	W	07-24-1994	05-08-1995	GCT REL	9TM HC
AP	A-HC SENT	2-048	J	03-03-1995	06-02-1995	GCT REL	9PC HC
AP	A-COM CON	3-008	A	02-25-1995	06-24-1995	SUPV REL	9QE
AP	A-DES	3-198	K	04-24-1995	06-24-1995	GCT REL	9JV
AP	A-PL PROB	2-008	F	02-28-1995	06-27-1995	PL RELEASE	9TM
AP	A-COM CON	3-008	A	06-29-1994	06-28-1995	SUPV REL	9QE

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 provides a list of inmates being released in the next 60 days on whom victim/witness notification is required.

BOPD3 530.07 * POPULATION MONITORING CENSUS/ROSTER * Example R2
 PAGE 001 * GENERALIZED RETRIEVAL * 08-20-1999
 10:07:16

FUNCTION: ROS SELECTION CATEGORY: LOC EQ ALL COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CBR
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
 COLUMNS 1: REG 2: LN 3: PRD 4: PRM 5: DRG 6: SEQ: NP:
 COL TO SORT: SEQ IN COL:
 CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 PRM EQ 3621E CMPL

BOPD3 530.07 * ROSTER * 08-20-1999
 PAGE 002 10:07:16

GRP. SPECIFIC..	REG.....	LN.....	PRD.....	PRM.....	DRG.....
TRCP 2AA	0	M	11-16-1999	3621E CMPL	DAP COMP DRG E COMP DRG I NONE ELIGIBLE NR TS COMP TRAN PAR R
TRCP 2AA	1	S	01-15-2000	3621E CMPL	DAP COMP DRG I NONE ELIGIBLE TRAN PAR R
TRCP 2AA	1	H	11-12-1999	3621E CMPL	DAP COMP DRG E COMP DRG I RQ C ELIGIBLE NR COMP TRAN PAR R

This PP30 roster shows those whose projected method of release is 3621E following completion of the drug program. Ensure "DRG" assignments are properly updated before releasing the inmate from SENTRY.

Example R3

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER *
 PAGE 001 * GENERALIZED RETRIEVAL *

03-05-1996

10:26:18

FUNCTION: R-P SELECTION CATEGORY: LOC EQ ALL

COPIES: 1

ZERO/NBR: NO ORGANIZATION: FACL EQ CMS

OPTION: TYPE OF FACILITY: TOF EQ C

DUP SUPR: YES

COLUMNS 1: REG 2: LN 3: CMA 4: PRD 5: SP 6: COJ SEQ: 42 NP:

COL TO SORT: SEQ IN COL:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

PRD GE 03-05-1996 PRD GE 03-05-1996

PRD LE 05-05-1996 PRD LE 05-05-1996

CMAG EQ VV** CMAG EQ VD**

RTS EQ Y RTS EQ Y

DETN EQ N DETN EQ N

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-

G TOT 36 30 6 19 5 12 0 0 36

G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 *

ROSTER

*

03-05-1996

PAGE 002

10:26:18

GRP. SPECIFIC.. REG..... LN..... CMA..... PRD..... SP..... COJ.....

TR N 5BH 0 - M COMPUTR OK 03-09-1996 0080 FMN

PROG RPT

V94 CVB913

TH P 5BH HC 0 - R PROG RPT 03-09-1996 0080 FMN

V94 CDB913

DD Y 5XV 0 - S PROG RPT 03-11-1996 0080 FMN

V94 CDB913

V94 PV

TR N 8MA 0 - L PROG RPT 03-15-1996 0080 FSD

V94 CDB913

....
 TR Y 5VU 0 - R COMPUTR OK 04-01-1996 0080 FSD

PROG RPT

V94 CDB913

V94 CVB913

V94 PV

TH P 5BH HC 0 - M ICC COMP 05-04-1996 0080 FMN

LEW ICC 23

PROG RPT

V94 CDB913

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster shows those who are being released within the next 60 days on whom VCCLEA notification is required.

Example R4

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-10-1995
PAGE 001 * GENERALIZED RETRIEVAL * 13:12:33

FUNCTION: R-P SELECTION CATEGORY: ARSG EQ RT** COPIES: 1
ZERO/NBR: NO ORGANIZATION: REGN EQ NER
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES

COLUMNS 1: REG 2: LN 3: FACL 4: PRD 5: ARSD 6: FCLB SEQ: S NP:

facility from which the inmate is on temporary release/

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		7	4	3	6	1	0	0	0	7
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 05-10-1995
PAGE 002 OF 002 13:12:33

GRP.	SPECIFIC...	REG....	LN....	FACL.....	PRD.....	ARSD.....	FCLB....
RTF	FURL MED E	3-054	J	CNK	07-01-1995	02-24-1995	CNK
RTF	FURL TRAIN	0-055	M	CPG	07-01-1995	05-06-1995	CPG
RTF	WK/OVRNT	0-196	V	CPA	02-18-1996	05-07-1995	CPA
RTF	WK/OVRNT	0-052	S	CPG	07-23-1995	05-07-1995	CPG
RTF	WK/OVRNT	0-055	B	CPG	07-09-1995	05-07-1995	CPG
RTF	WK/OVRNT	3-054	P	CNK	05-20-1996	05-08-1995	CNK
RTF	WK/OVRNT	4-066	B	CPA	07-02-1995	05-07-1995	CPA

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster shows all the inmates in the region who are presently in temporary release status.

Check the release codes for accuracy and the dates for timeliness. To make corrections: 1. *Re-admit for release change* - use the old date and the time 1 minute later. OR 2. *Release* - use the old date and the time one minute later than admitted.

This roster should be run periodically to assure that a temporary release assignment is correct. These categories are temporary and of short duration. For example, "WK/OVNT" is a temporary release not a permanent one.

Example R5

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-08-1995
 PAGE 001 * GENERALIZED RETRIEVAL * 15:44:35

FUNCTION: R-P SELECTION CATEGORY: ARSG EQ A*** COPIES: 1
 ZERO/NBR: NO ORGANIZATION: REGN EQ NCR
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES
 COLUMNS 1: REG 2: LN 3: PRM 4: PRD 5: ARSD 6: ARS SEQ: F3 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 PRD LE 05-05-1995 PRD EQ NONE

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
 G TOT 6 6 0 4 1 1 0 1 5
 G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 05-08-1995
 PAGE 002 OF 002 15:44:35

AGN	RGN	FAC	REG...	LN.....	PRM.....	PRD.....	ARSD.....	ARS.....
BOP	NCR	CMS	0-046	D	HOSTRT	CMP	N/A	03-02-1995 A-PRE
BOP	NCR	CMS	0-501	P	LIFE		N/A	01-31-1995 A-DES
BOP	NCR	CMS	0-010	C	LIFE		N/A	06-29-1994 A-DES
BOP	NCR	CMS	1-018	M	LIFE		N/A	06-14-1994 A-DES
BOP	NCR	CMS	1-004	C	LIFE		N/A	12-13-1994 A-DES
BOP	NCR	CMS	7-012	T	LIFE		N/A	03-27-1991 A-DES

G0000 TRANSACTION SUCCESSFULLY COMPLETED (1 PAUSE)

This PP30 roster provides a list of all inmates that are in admission status and the projected release date has already passed or is not shown as a date on SENTRY. Prompt corrective action may be required.

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * Example R6
PAGE 001 * GENERALIZED RETRIEVAL * 07-06-1995
16:01:24

FUNCTION: R-P SELECTION CATEGORY: DST EQ ALL COPIES: 1
ZERO/NBR: NO ORGANIZATION: FACL EQ CAT
OPTION: TYPE OF FACILITY: TOF EQ C
DUP SUPR: YES
COLUMNS 1: REG 2: LN 3: CMC 4: DSTD 5: PSD 6: LOC SEQ: S2 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
PSD EQ ANY

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
G TO 9 7 2 5 4 0 0 0 9
G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 07-06-1995
PAGE 002 OF 002 16:01:24

GRP.	SPECIFIC..	REG.....	LN.....	CMC.....	DSTD.....	PSD.....	LOC.....
4CAT	CAT 4F4	4	S		07-14-1995	08-13-1995	
4CAT	CAT 4WR	9	S		07-07-1995	01-07-1996	
4CAT	CAT 4XS	8	T		07-17-1995	11-13-1995	
0EST	EST	8	R	SEPARATION	06-29-1995	11-08-1995	4GR
0EST	EST	8	S		06-29-1995	09-03-1995	4F9
0MAN	MAN	0	G		06-30-1995	10-22-1995	4GR
4MNA	MNA M	0	B		06-30-1995	10-08-1995	4AA
4TAL	TAL	4	Z		07-03-1995	11-21-1995	4F4
4TAL	TAL DCU	8	R	SEPARATION	06-30-1995	08-21-1995	4DK

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster shows inmates at your facility designated to go elsewhere to assure that the transfer orders are completed and the inmates are 106'd (if required).

Example R7

BOPML 530*07 * POPULATION MONITORING CENSUS/ROSTER * 06-14-1999
 PAGE 001 * GENERALIZED RETRIEVAL * 15:17:57

FUNCTION: R-P SELECTION CATEGORY: LOC EQ ALL COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CSA
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES FACILITY MANAGED BY: FMB EQ AP
 COLUMNS 1: REG 2: LN 3: FN 4: PRD 5: COM 6: DRG SEQ: 42 NP:
 COL TO SORT: SEQ IN COL:
 CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 COMG EQ I*** DRGG EQ T***
 PRD LT 07-01-1999 PRD LT 07-01-1999

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-

G TOT 10 10 0 9 1 0 0 7 3
 G0002 MORE PAGES TO FOLLOW . . .

BOPML 530*07 * ROSTER * 06-14-1999
 PAGE 002 15:17:57

GRP. SPECIFIC..	REG.....	LN.....	FN.....	PRD.....	COM.....	DRG.....
TRCN 6SA	6-039	V	M	06-15-1999	AFTR DRUG ALCH TEST INST TRANS	DAP COMP DRG E CO DRG I NO ELIGIBLE NR TS PA TRAN PAR
TRCN 6UC	5-080	R	C	06-18-1999	AFTR ALCH AFTR DRUG INST TRANS	DAP COMP DRG E CO DRG I RQ ELIGIBLE NR TS PA TRAN PAR
DDMY 6WG	2-080	D	A	06-19-1999	AFTR ALCH AFTR DRUG INST TRANS	DAP COMP DRG I RQ ELIGIBLE NR TS CO TRANS FA
TRCN 6UC	9-080	G	J	06-19-1999	AFTR ALCH AFTR DRUG INST TRANS	DAP COMP DRG E CO DRG I NO ELIGIBLE NR TS CO

PP30 roster of inmates scheduled for release with COM or DRG assignments that should be closed out.

Example I1

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-18-1995
PAGE 001 * GENERALIZED RETRIEVAL * 10:01:42

FUNCTION: R-P SELECTION CATEGORY: DSTG EQ *CNK COPIES: 1
ZERO/NBR: NO ORGANIZATION: AGEN EQ BOP
OPTION: TYPE OF FACILITY: TOF EQ TCMVIP
DUP SUPR: YES
COLUMNS 1: REG 2: FCLB 3: CMA 4: DSTD 5: PSD 6: SEQ: 42 NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
CMAG EQ CUT

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT		1	1	0	0	1	0	0	0	1
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * ROSTER * 05-18-1995
PAGE 002 OF 002 10:01:42

GRP. SPECIFIC.. REG..... FCLB..... CMA..... DSTD..... PSD.....
2CNK CNK 3TM 1 -056 OTV COMPUTR OK 05-31-1995 07-29-1995
PROG RPT
VWP 03

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster provides a list of incoming inmates who
have a victim/witness CMA.

Example I2

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-23-1995
 PAGE 001 * GENERALIZED RETRIEVAL * 15:51:32

FUNCTION: R-P SELECTION CATEGORY: DSTG EQ *CNV COPIES: 1
 ZERO/NBR: NO ORGANIZATION: AGEN EQ BOP
 OPTION: TYPE OF FACILITY: TOF EQ TCMVIP
 DUP SUPR: YES
 COLUMNS 1: REG 2: FCLB 3: CMC 4: DSTD 5: PSD 6: SEQ: NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
 CMC EQ ANY

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-
 G TOT 33 28 5 20 13 0 0 1 32
 G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 05-23-1995
 PAGE 002 OF 002 15:51:32

GRP.	SPECIFIC..	REG.....	FCLB.....	CMC.....	DSTD.....	PSD.....
0CNV	CNV 4DZ	0 -033	ASH	SEPARATION	09-12-1995	12-10-1995
0CNV	CNV 4DZ	0 -033	EST	SEPARATION	08-30-1995	11-30-1995
0CNV	CNV 4DZ	0 -032	BRY	SPEC SUP	06-01-1995	09-13-1996
3CNV	CNV 4FX	0 -190	1-T	SEPARATION	07-10-1995	
3CNV	CNV 4FX	0 -045	ALD	SEPARATION	07-11-1995	01-04-1996
3CNV	CNV 4FX	1 -074	ATL	SEPARATION	07-10-1995	01-07-1996
3CNV	CNV 4FX	1 -074	MAN	SEPARATION	06-05-1995	11-28-1995
3CNV	CNV 4FX	1 -074	MAN	SEPARATION	06-22-1995	12-18-1995
3CNV	CNV 4FX	1 -074	ALD	SEPARATION	05-30-1995	11-21-1995
0CNV	CNV 4FZ	0 -029	MEM	SEPARATION	09-12-1995	03-07-1996
3CNV	CNV 4F7	1 -076	1-T	SEPARATION	05-23-1995	06-15-1995
3CNV	CNV 4PE	1 -074	MON	SEPARATION	07-28-1995	01-24-1996
3CNV	CNV 4PE	1 -074	ATL	SEPARATION	08-23-1995	01-30-1996

.....

G0000 TRANSACTION SUCCESSFULLY COMPLETED

This PP30 roster shows incoming inmates who have a CIMS assignment.

Example I3

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 05-09-1995
 PAGE 001 * GENERALIZED RETRIEVAL * 15:43:28

FUNCTION: R-P SELECTION CATEGORY: DSTG EQ *CSE COPIES: 1
 ZERO/NBR: NO ORGANIZATION: AGEN EQ BOP
 OPTION: TYPE OF FACILITY: TOF EQ TCMVIP
 DUP SUPR: YES

COLUMNS 1: REG 2: DPS 3: FCLB 4: DSTD 5: PSD 6: CMC SEQ: 43 NP:

↑ *destination projected stay**

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
	157	136	21	121	24	8	4	8	149

G TOT
 G0002 MORE PAGES TO FOLLOW . . .

BOPM9 530*07 * ROSTER * 05-09-1995
 PAGE 002 15:43:28

GRP.	SPECIFIC..	REG.....	DPS.....	FCLB.....	DSTD.....	PSD.....	CMC.....
5CSE	CSE 0BC	0	179	4-V	05-09-1995	11-04-1995	SEPARATI
5CSE	CSE 0DP	2	134	SHE	05-10-1995	09-21-1995	
5CSE	CSE 0CS	5	175	SHE	05-11-1995	11-02-1995	
5CSE	CSE 0CZ	1	31	4-H	05-11-1995	06-11-1995	
5CSE	CSE FWAE	2	36	SHE	05-15-1995	06-20-1995	
5CSE	CSE 0CZ	2	136	SHE	10-19-1995	03-03-1996	SEPARATI
5CSE	CSE 0EX	2		2-H	10-25-1995		
5CSE	CSE 0EX	2		2-H	10-25-1995		
5CSE	CSE 0DY	1	89	OXF	11-13-1995	02-10-1996	
5CSE	CSE 0DP	2	92	SHE	11-13-1995	02-13-1996	

G5051 LAST COLUMN DOES NOT FIT - EXCESS IGNORED
 G0000 TRANSACTION SUCCESSFULLY COMPLETED

The PP30 roster provides a list of incoming inmates including their CIMS status and the projected length of stay at the destination.

* The destination projected stay is the difference between the date of arrival at the destination and the projected release date calculated by SENTRY.

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * Example U1
 PAGE 001 * GENERALIZED RETRIEVAL * 05-09-1995
 16:11:23

FUNCTION: C-P SELECTION CATEGORY: LOC EQ ALL COPIES: 1
 ZERO/NBR: NO ORGANIZATION: FACL EQ CEP
 OPTION: TYPE OF FACILITY: TOF EQ C
 DUP SUPR: YES
 COLUMNS 1: REG 2: LN 3: FN 4: 5: 6: SEQ: NP:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

	-Q-	-T-	-M-	-F-	-W-	-B-	-I-	-A-	-H-	-O-
G TOT	237	195	161	34	182	3	10	0	151	44
G0002	MORE PAGES TO FOLLOW . . .									

BOPM9 530*07 * CENSUS * 05-09-1995
 PAGE 002 OF 002 16:11:23

GRP	SPECIFIC	QUOTA	TOTAL	MALE	FEM	WHITE	BLACK	AM-IN	ASIAN	HISP	OTHER
TH U	FNM LSC	0	2	2	0	2	0	0	0	2	0
TH U	FTXW ELP	0	2	2	0	2	0	0	0	1	1
DD Y	6DM	10	9	9	0	9	0	0	0	9	0
DD Y	6DS	10	8	8	0	8	0	0	0	8	0
TR N	6EH	40	46	38	8	45	1	0	0	35	11
TH	6EH HC	0	13	12	1	13	0	0	0	8	5
TR N	6MN	31	17	13	4	15	1	1	0	8	9
TH	6MN HC	0	6	5	1	5	0	1	0	3	3
DD Y	6PJ	10	2	2	0	2	0	0	0	2	0
DD Y	6QU	10	11	11	0	11	0	0	0	11	0
DD Y	6RB	10	19	6	13	19	0	0	0	19	0
DD Y	6SU	10	14	8	6	14	0	0	0	13	1
DJCP	6TV	6	4	4	0	1	0	3	0	1	3
DJDY	6UL	18	8	7	1	3	0	5	0	2	6
DD Y	6WC	5	1	1	0	1	0	0	0	0	1
DD Y	6WJ	10	10	10	0	10	0	0	0	10	0
TR N	6XD	17	10	10	0	9	1	0	0	6	4
DD Y	6ZC	50	13	13	0	13	0	0	0	13	0

P TOT	237	195	161	34	182	3	10	0	151	44
G0000	TRANSACTION SUCCESSFULLY COMPLETED									

Check the following:

1. *Group Codes* - Are they correct?
2. *Quotas* - They should not be capacity figures only, but should accurately reflect the number of beds in the facility that have been contracted for.
3. *Count* - Is the count in each contract correct?

Example U2

BOPM9 530.01 *
PAGE 001

INMATE CENSUS

* 05-09-1995
16:12:54CATEGORY: ARS
ASSIGNMENT:GROUP CODE:
FACILITY: CDA

GRP	SPEC	ASGN	QUOTA	TOTAL	MALE	FEM	WHITE	BLACK	AM-IN	ASIAN	HISP	OTHER
AP	A-COM	CON	0	24	23	1	17	7	0	0	5	19
AP	A-DES		0	214	153	61	147	64	3	0	35	179
AP	A-HC	SENT	0	48	38	10	43	5	0	0	4	44
AT	A-HLD		0	11	0	11	2	9	0	0	0	11
AP	A-PL	PAR	0	2	2	0	2	0	0	0	1	1
AP	A-PL	PROB	0	1	1	0	1	0	0	0	0	1
RPP	ABSCOND		0	24	21	3	15	9	0	0	7	17
RPT	ADMIN	REL	0	26	23	3	22	3	0	1	5	21
RPP	APPEAL		0	1	1	0	1	0	0	0	0	1
RPPS	CTC		0	314	238	76	226	88	0	0	27	287
RPDS	DEATH		0	7	7	0	7	0	0	0	3	4
RPP	ESC	TECH N	0	1	1	0	0	1	0	0	0	1
RPP	ESCAPE		0	12	12	0	7	3	2	0	1	11
RPPS	EXP	FT	0	1	1	0	0	1	0	0	0	1
RPPS	EXP	W/GT	0	81	71	10	66	15	0	0	2	79
RPPS	EXPIRATION		0	853	696	157	647	193	12	1	60	793
RTWW	FED	WRIT	0	1	1	0	1	0	0	0	1	0
RPPS	FT	REL	0	773	619	154	641	117	7	8	262	511
RTF	FURL	TIES	0	2	1	1	2	0	0	0	1	1
RPPS	GCT	REL	0	1139	947	192	935	194	8	2	233	906
RPP	INS	REMOVE	0	16	16	0	10	6	0	0	16	0
RPPS	MAND	PAR	0	1	1	0	1	0	0	0	0	1
RPPS	MAND	REL	0	867	774	93	725	135	7	0	37	830
RPPS	PAROLE		0	1354	1173	181	1107	238	7	2	87	1267
RPPS	PL	MR	0	9	8	1	7	2	0	0	1	8
RPPS	PL	PAR	0	40	34	6	28	12	0	0	6	34
RPPS	PL	PROB	0	14	12	2	10	4	0	0	1	13
RPPS	PROB	BOP	0	24	21	3	22	2	0	0	1	23
RPPS	PROB	CTC	0	215	166	49	167	47	1	0	27	188
RPP	PROBATION		0	57	42	15	41	15	1	0	8	49
RPPS	SUPV	REL	0	115	89	26	80	34	1	0	19	96
RPPS	TERM	ORDER	0	26	24	2	20	5	0	1	3	23
RPP	UNCOMT	RMV	0	37	32	5	31	6	0	0	6	31

T O T A L S

0 6310 5248 1062 5031 1215 49 15 859 5451

G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

This PP31 permits review of the ARS categories that have been used.

BOPOA 530.01 * INMATE CENSUS Example U3
 PAGE 001 * 10-28-1998
 11:10:54
 CATEGORY: COM GROUP CODE:
 ASSIGNMENT: FACILITY: CLB

GRP	SPEC	ASGN	QUOTA	TOTAL	MALE	FEM	WHITE	BLACK	AM-IN	ASIAN	HISP	OTHER
A	AFTR	ALCH	0	87	75	12	60	25	0	2	25	62
A	AFTR	DRUG	0	153	132	21	87	62	0	4	31	122
A	AFTR	MENTL	0	23	18	5	14	8	0	1	8	15
T	ALCH	TEST	0	51	48	3	25	22	1	3	11	40
IP	C	ICC CCC	0	7	4	3	6	0	0	1	1	6
IP	C	ICC HC	0	12	11	1	7	5	0	0	3	9
P	CUBAN		0	21	21	0	10	11	0	0	21	0
PB	DIRECT	CRT	0	25	22	3	20	4	0	1	9	16
IO	DIRECT	ICC	0	14	11	3	9	4	0	1	4	10
T	DRUG	TEST	0	48	47	1	26	19	0	3	14	34
PB	INST	TRANS	0	242	206	36	132	94	1	15	50	192
P	INT	CONF	0	2	2	0	2	0	0	0	2	0
MRC	MINT	COMP	0	1	0	1	0	1	0	0	0	1
PS	SUPV		0	72	61	11	45	21	1	5	19	53

T O T A L S

0	771	667	104	453	278	4	36	198	573
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G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

This PP31 provides a listing of those COM categories presently in use.

BOPM9 530.01 *
PAGE 001

INMATE CENSUS

*

Example U4
05-09-1995
16:14:18

CATEGORY: CMA
ASSIGNMENT:

GROUP CODE:
FACILITY: CKC

GRP	SPEC	ASGN	QUOTA	TOTAL	MALE	FEM	WHITE	BLACK	AM-IN	ASIAN	HISP	OTHER
BB	BRY	ICC 03	0	1	0	1	1	0	0	0	0	1
BB	BRY	ICC 05	0	3	0	3	3	0	0	0	0	3
BB	BRY	ICC 06	0	4	0	4	4	0	0	0	0	4
BB	BRY	ICC 07	0	2	0	2	0	2	0	0	0	2
BB	BRY	ICC 08	0	3	0	3	1	2	0	0	0	3
BB	BRY	ICC 09	0	10	0	10	9	1	0	0	0	10
....	C	ICC PH3	0	1	1	0	1	0	0	0	0	1
CZ	COMPUTR	NO	0	3	3	0	3	0	0	0	0	3
CZ	COMPUTR	OK	0	60	38	22	42	18	0	0	2	58
....	HOME	CON *	0	1	1	0	1	0	0	0	0	1
....	HOME	CON E *	0	1	1	0	1	0	0	0	0	1
P RS	ICC	COMP	0	43	21	22	33	10	0	0	0	43
P E	ICC	PART	0	8	8	0	7	1	0	0	0	8
BW	LEW	ICC 02	0	1	1	0	1	0	0	0	0	1
BW	LEW	ICC 14	0	1	1	0	0	1	0	0	0	1
BW	LEW	ICC 17	0	3	3	0	3	0	0	0	0	3
BW	LEW	ICC 18	0	1	1	0	0	1	0	0	0	1
BW	LEW	ICC 19	0	3	3	0	3	0	0	0	0	3
BW	LEW	ICC 20	0	4	4	0	3	1	0	0	0	4
BW	LEW	ICC 21	0	1	1	0	0	1	0	0	0	1
BW	LEW	ICC 22	0	6	6	0	5	1	0	0	0	6
BW	LEW	ICC 23	0	6	6	0	5	1	0	0	0	6
BW	LEW	ICC 24	0	3	3	0	3	0	0	0	0	3
C K	OAK	REMOVE	0	1	1	0	1	0	0	0	0	1
C T	PROG	RPT	0	140	132	8	99	39	2	0	2	138
CUT	VWP	01	0	2	1	1	2	0	0	0	0	2
CM	WAT-EDNY		0	1	1	0	1	0	0	0	0	1
T O T A L S												
			0	313	237	76	232	79	2	0	4	309

G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

This PP31 provides a listing of CMA categories.

* these two categories are no longer used

BOPM9 530.01 *
PAGE 001

INMATE CENSUS

*

Example U5
05-09-1995
16:15:03

CATEGORY: COM

GROUP CODE:

ASSIGNMENT:

FACILITY: CRL

GRP	SPEC	ASGN	QUOTA	TOTAL	MALE	FEM	WHITE	BLACK	AM-IN	ASIAN	HISP	OTHER
GAC	AFTR	GAMBL	0	0	0	0	0	0	0	0	0	0
FAIL	CCC	FAIL	0	7	6	1	3	4	0	0	0	7
FINE	COMM	FINE	0	0	0	0	0	0	0	0	0	0
COC	COST	CONF	0	0	0	0	0	0	0	0	0	0
ADM	CUBAN		0	0	0	0	0	0	0	0	0	0
ADM	DIRECT	CRT	0	32	24	8	22	10	0	0	0	32
PGM	DRIVING-A		0	92	82	10	65	27	0	0	3	89
PGM	DRIVING-D		0	0	0	0	0	0	0	0	0	0
WXYZ	DRUG	TRFFK	0	57	51	6	30	27	0	0	1	56
HC	HC	APPV	0	13	11	2	8	4	1	0	0	13
HCE	HC	ELIG	0	141	121	20	67	74	0	0	4	137
HA	HIST	ALCH	0	44	42	2	32	12	0	0	2	42
ADM	INST	TRANS	0	229	195	34	117	111	1	0	5	224
ADM	INT	CONF	0	0	0	0	0	0	0	0	0	0
MINT	MINT	DUE	0	2	0	2	1	1	0	0	0	2
MINT	MINT	PART	0	3	0	3	2	1	0	0	0	3
MINT	MINT	REL	0	6	0	6	4	2	0	0	0	6
EXC	PSF	FACTOR	0	18	18	0	9	8	1	0	0	18
COC	SUB/REDUCE		0	2	1	1	1	1	0	0	0	2
COC	SUB/WAIVED		0	5	4	1	2	3	0	0	0	5
ADM	SUPV		0	8	8	0	2	5	1	0	0	8
WXYZ	VCCLEA	1	0	11	10	1	5	6	0	0	0	11
WXYZ	VCCLEA	2	0	8	8	0	5	3	0	0	0	8
WXYZ	VIOL	CRIME	0	23	19	4	12	11	0	0	0	23

T O T A L S

0	720	614	106	393	322	5	0	16	704
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G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

This PP31 shows the COM (waiting list) categories presently being used.

BOPM9	*	CONTRACT	REPORT	*	05-15-1995
PAGE 001	*			*	10:03:06

```

FUNCTION:  PRT              ORGANIZATION:  REGN  EQ  SER  SEQUENCE...:
STD REPT:                                     NEW PAGES...:

```

COLUMNS 1: FACL 2: ASSN 3: ASGP 4: QUOT 5: LIND 6: PIND 7:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
PIND LE 05-01-1995

GROUP	G	TOTAL	ACTIVE	INACTIVE	MAJ	MOD	MIN	INSP	REQ	INSP	NREQ
----		1	1	0	0	1	0	1			0

G0002 MORE PAGES TO FOLLOW . . .

BOPM9	*	CONTRACT	REPORT	*	05-15-1995
PAGE 002 OF 002	*			*	10:03:06

FACL	LOC	GRP	QUOTA	LAST	PROJ
CODE	CODE	CODE		INSP	INSP
CAT	4WR	TR N	21	04-12-1994	04-30-1995

G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

This PPC3 provides a list of contract facilities where the projected inspection date has passed. There are several possibilities: 1) the inspection is overdue; 2) the inspection has occurred but the CLP system has not been updated, or 3) the contract is inactive and the CLP system was not updated to reflect that.

Example C2

BOPM9	*	CONTRACT	REPORT	*	07-07-1995
PAGE 001	*			*	08:32:30

FUNCTION: PRT ORGANIZATION: FACL EQ CSE SEQUENCE...:
STD REPT: NEW PAGES...:

COLUMNS 1: ASSN 2: ASGP 3: CNM1 4: CNM2 5: QUOT 6: EFFD 7: EXPD

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
EXPD LE 07-07-1995
EXPD NE NONE

GROUP	G	TOTAL	ACTIVE	INACTIVE	MAJ	MOD	MIN	INSP REQ	INSP NREQ
----		1	1	0	0	0	1	1	0

G0002 MORE PAGES TO FOLLOW . . .

BOPM9	*	CONTRACT	REPORT	*	07-07-1995
PAGE 002 OF 002	*			*	08:32:30

LOC	GRP	NAME	QUOTA	EFF	EXP
CODE	CODE			DATE	DATE
0BF	TR N	ALLVEST, INC.	7	07-10-1990	05-31-1995

This PPC3 lists contracts which are past their expiration dates in order to assure that one of the following actions has been or will be taken: an RCA has been submitted for a new contract or an option year, or the CLP is changed to reflect the fact that the contract is inactive.

Example C3

BOPM9	*	CONTRACT	REPORT	*	07-07-1995
PAGE 001	*			*	08:32:30

```

FUNCTION:  PRT              ORGANIZATION:  FACL  EQ  CSE  SEQUENCE...:
STD REPT:                                NEW PAGES...:

```

COLUMNS 1: ASSN 2: ASGP 3: CNM1 4: CNM2 5: QUOT 6: EFFD 7: EXPD

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
EXPD LE 09-07-1996
EXPD NE NONE

GROUP	G	TOTAL	ACTIVE	INACTIVE	MAJ	MOD	MIN	INSP	REQ	INSP	NREQ
----		1	1	0	0	0	1	1			0

G0002 MORE PAGES TO FOLLOW . . .

BOPM9	*	CONTRACT	REPORT	*	07-07-1995
PAGE 002 OF 002	*			*	08:32:30

LOC	GRP	NAME	QUOTA	EFF	EXP
CODE	CODE			DATE	DATE
0BF	TR N	ALLVEST, INC.	7	07-10-1990	05-31-1995

G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

This PPC3 shows contracts that expire within the next fourteen months.

Example C4

BOPM9	*	CONTRACT	REPORT	*	05-15-1995
PAGE 001	*			*	10:06:31

```

FUNCTION:  PRT              ORGANIZATION:  FACL  EQ  CDT  SEQUENCE...:
STD REPT:                               NEW PAGES...:

```

COLUMNS 1: FACL 2: ASSN 3: ASGP 4: CNM1 5: CIT1 6: QUOT 7:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
ASGP EQ TR*N

GROUP	G	TOTAL	ACTIVE	INACTIVE	MAJ	MOD	MIN	INSP	REQ	INSP	NREQ
----		8	8	0	2	5	1	8			0

G0002 MORE PAGES TO FOLLOW . . .

BOPM9	*	CONTRACT	REPORT	*	05-15-1995
PAGE 002 OF 002	*			*	10:06:31

FACL CODE	LOC CODE	GRP CODE	NAME	CITY	QUOTA
CDT	5DH	TR N	HEARTLINE,	DETROIT	22
CDT	5LC	TR N	BRADLEY HO	MICHIGAN C	26
CDT	5TK	TR N	PROJECT RE	SAGINAW	30
CDT	5TZ	TR N	PROJECT RE	GRAND RAPI	30
CDT	5UQ	TR N	GREAT LAKE	MARQUETTE	2
CDT	5VN	TR N	PROJECT RE	DETROIT	50
CDT	5WN	TR N	PROJECT RE	DETROIT	35
CDT	5ZA	TR N	WAYNE COUN	HAMTRAMCK	20

G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

This PPC3 listing shows contract Community Corrections Centers, under the "T" budget, which are non-profit organizations.

Example C5

BOPM9 * CONTRACT REPORT * 05-15-1995
PAGE 001 * * 10:07:21

FUNCTION: PRT ORGANIZATION: FACL EQ CLB SEQUENCE...:
STD REPT: NEW PAGES...:

COLUMNS 1: FACL 2: ASSN 3: ASGP 4: CNM1 5: CIT1 6: QUOT 7:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
ASGP EQ TR*P

GROUP	G TOTAL	ACTIVE	INACTIVE	MAJ	MOD	MIN	INSP REQ	INSP NREQ
----	5	5	0	4	1	0	5	0

G0002 MORE PAGES TO FOLLOW . . .

BOPM9 * CONTRACT REPORT * 05-15-1995
PAGE 002 OF 002 * * 10:07:21

FACL CODE	LOC CODE	GRP CODE	NAME	CITY	QUOTA
CLB	9MN	TR P	ECLECTIC C	EL MONTE	48
CLB	9PN	TR P	MY BREAK T	GARDEN GRO	45
CLB	9RA	TR P	BEHAVIORAL	LOS ANGELE	48
CLB	9SF	TR P	BEHAVIORAL	RUBIDOUX	22
CLB	9WZ	TR P	WORKING AL	INGLEWOOD	44

G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

This PPC3 listing shows contract Community Corrections Centers, under the "T" budget, which are for profit organizations or corporations.

Example C6

BOPM9 * CONTRACT REPORT * 05-15-1995
PAGE 001 * * 10:08:44

FUNCTION: PRT ORGANIZATION: FACL EQ CMY SEQUENCE...:
STD REPT: NEW PAGES...:

COLUMNS 1: CNM1 2: CNM2 3: CIT1 4: STTE 5: CNR 6: OPTD 7:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
ASGP EQ T***

GROUP	G TOTAL	ACTIVE	INACTIVE	MAJ	MOD	MIN	INSP REQ	INSP NREQ
----	6	6	0	3	2	1	6	0

G0002 MORE PAGES TO FOLLOW . . .

BOPM9 * CONTRACT REPORT * 05-15-1995
PAGE 002 OF 002 * * 10:08:44

NAME	CITY	CNTRT STATE	CNTRT NUMBR	OPTN DATE
KEETON CORRECTIONS, I	SPANISH FO	AL	C00205	01-31-1996
KEETON CORRECTIONS I	BIRMINGHAM	AL	C00060	12-01-1995
KEETON CORRECTIONS,	TUPELO	MS	C00053	12-16-1995
KEETON CORRECTIONS I	PENSACOLA	FL	C00109	08-01-1995
KEETON CORRECTIONS I	JACKSON	MS	C00113	08-01-1995
BANNUM, INC	MONTGOMERY	AL	C00181	10-01-1995

G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

This PPC3 provides a listing of contracts for Community Corrections Centers showing the expiration date, option dates and contract numbers.

Example C7

BOPM9 * CONTRACT REPORT * 05-15-1995
PAGE 001 * 10:09:02

FUNCTION: PRT ORGANIZATION: FACL EQ CRI SEQUENCE...:
STD REPT: NEW PAGES...:

COLUMNS 1: CNM1 2: CNM2 3: CIT1 4: STTE 5: CNR 6: OPTD 7:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
ASGP EQ D***

GROUP	G TOTAL	ACTIVE	INACTIVE	MAJ	MOD	MIN	INSP REQ	INSP NREQ
----	12	12	0	0	0	12	12	0

G0002 MORE PAGES TO FOLLOW . . .

BOPM9 * CONTRACT REPORT * 05-15-1995
PAGE 002 OF 002 * 10:09:02

NAME	CITY	CNTRT STATE	CNTRT NUMBR	OPTN DATE
BRISTOL CITY JAIL	BRISTOL	VA	M00060	NONE
PORTSMOUTH CITY JAIL	PORTSMOUTH	VA	M00065	NONE
ROANOKE CITY JAIL	ROANOKE	VA	M00067	NONE
FAIRFAX COUNTY SHERI	FAIRFAX	VA	M00113	NONE
PR WM-MANASSAS ADULT	MANASSAS	VA	M00255	NONE
GLOUCESTER COUNTY SH	GLOUCESTER	VA	M00671	NONE
SHERIFF'S DEPT, ROCK	LEXINGTON	VA	M00696	NONE
CENTRAL VIRGINIA REG	ORANGE	VA	M00472	NONE
CLK-FRDK-WINCH REGIO	WINCHESTER	VA	C02511	NONE
WESTERN TIDEWATER RE	SUFFOLK	VA	M00082	NONE
VIRGINIA DEPT OF COR	STATEFARM	VA	C02893	NONE
WARSAW REGIONAL JAIL	WARSAW	VA	M95013	NONE

G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

The PPC3 listing shows the detention facilities including the option date and contract number.

Example C8

BOPM9 * CONTRACT REPORT * 05-15-1995
PAGE 001 * DIRECTORY * 10:11:32

FUNCTION: PRT ORGANIZATION: FACL EQ CEP SEQUENCE...: 12
STD REPT: DIRECTORY NEW PAGES...:

COLUMNS 1: STTE 2: CIT1 3: 4: 5: 6: 7:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
ASGP EQ T*** ASGP EQ D***

GROUP	G	TOTAL	ACTIVE	INACTIVE	MAJ	MOD	MIN	INSP REQ	INSP	NREQ
----		15	15	0	3	2	10	15		0

G0002 MORE PAGES TO FOLLOW . . .

BOPM9 * CONTRACT REPORT * 05-15-1995
PAGE 002 * DIRECTORY * 10:11:32

ACTIVE CONTRACTS

LA PASADA	ASSIGNMENT: 6MN	FACL: CEP
2206 4TH, N.W., P.O.BOX 1280	PHONE: (505)247-0484	GRP CODE: TR N
ALBUQUERQUE NM 87103	EXPIRATION DATE: 09-30-1995	SEX: BOTH
MAX CAPACITY: 38	QUOTA: 31	

SANDOVAL COUNTY JAIL	ASSIGNMENT: 6WC	FACL: CEP
100 MONTROYA ROAD	PHONE: (505)867-5339	GRP CODE: DD Y
BERNALILLO NM 87004	EXPIRATION DATE: NONE	SEX: BOTH
MAX CAPACITY: 6	QUOTA: 5	

INTERMOUNTAIN YOUTH CENTER	ASSIGNMENT: 6TV	FACL: CEP
P.O. BOX 1089	PHONE: (505)986-8481	GRP CODE: DJCP
SANTA FE NM 87504	EXPIRATION DATE: 09-30-1999	SEX: MALE
MAX CAPACITY: 7	QUOTA: 6	

SANTA FE COUNTY DETENTION CTR.	ASSIGNMENT: 6UL	FACL: CEP
4250 AIRPORT ROAD	PHONE: (505)473-4154	GRP CODE: DJDY
SANTA FE NM 87505	EXPIRATION DATE: NONE	SEX: BOTH
MAX CAPACITY: 23	QUOTA: 18	

BOPM9 * CONTRACT REPORT
G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED
This PPC3 directory shows all the active contracts which are the
responsibility of the facility.

```

BOPM9          *          CONTRACT   REPORT          *          05-15-1995
PAGE 001        *          DIRECTORY          *          10:12:30

```

```

FUNCTION:  PRT              ORGANIZATION:  FACL EQ CEP SEQUENCE...: 12
STD REPT:  DIRECTORY                               NEW PAGES...:

```

COLUMNS 1: STTE 2: CIT1 3: 4: 5: 6: 7:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
ASGP EQ D***

GROUP	G	TOTAL	ACTIVE	INACTIVE	MAJ	MOD	MIN	INSP	REQ	INSP	NREQ
----		12	12	0	1	1	10	12			0

G0002 MORE PAGES TO FOLLOW . . .

```

BOPM9          *          CONTRACT      REPORT          *          05-15-1995
PAGE 002        *          DIRECTORY      *          10:12:30

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ACTIVE CONTRACTS

SANDOVAL COUNTY JAIL	ASSIGNMENT: 6WC	FACL: CEP
100 MONTOYA ROAD	PHONE: (505)867-5339	GRP CODE: DD Y
BERNALILLO NM 87004	EXPIRATION DATE: NONE	SEX: BOTH
MAX CAPACITY: 6	QUOTA: 5	

INTERMOUNTAIN YOUTH CENTER	ASSIGNMENT: 6TV	FACL: CEP
P.O. BOX 1089	PHONE: (505)986-8481	GRP CODE: DJCP
SANTA FE NM 87504	EXPIRATION DATE: 09-30-1999	SEX: MALE
MAX CAPACITY: 7	QUOTA: 6	

SANTA FE COUNTY DETENTION CTR.	ASSIGNMENT: 6MT	FACL: CEP
4250 AIRPORT ROAD	PHONE: (505)473-4154	GRP CODE: DD Y
SANTA FE NM 87505	EXPIRATION DATE: NONE	SEX: BOTH
MAX CAPACITY: 13	QUOTA: 14	

G0005 TRANSACTION SUCCESSFULLY COMPLETED - CONTINUE PROCESSING IF DESIRED

This PPC3 shows all the detention facilities that are the responsibility of the facility.

BOPM9 * CONTRACT REPORT * Example C10
PAGE 001 * DIRECTORY * 05-15-1995
10:14:02

FUNCTION: PRT ORGANIZATION: FACL EQ CNO SEQUENCE...: 12
STD REPT: DIRECTORY NEW PAGES...:

COLUMNS 1: STTE 2: CIT1 3: 4: 5: 6: 7:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)
ASGP EQ T***

GROUP	G	TOTAL	ACTIVE	INACTIVE	MAJ	MOD	MIN	INSP	REQ	INSP	NREQ
----		8	8	0	2	2	4	8			0
G0002		MORE PAGES TO FOLLOW . . .									

BOPM9 * CONTRACT REPORT * 05-15-1995
PAGE 002 OF 002 * DIRECTORY * 10:14:02
ACTIVE CONTRACTS

ST FRANCIS HOUSE, LITTLE ROCK	ASSIGNMENT: 6LE	FACL: CNO
P.O. BOX 4490	PHONE: (501)664-5039	GRP CODE: TR P
LITTLE ROCK AR 72214	EXPIRATION DATE: 09-30-1996	SEX: BOTH
MAX CAPACITY: 48	QUOTA: 39	

SALVATION ARMY/TEXARKANA, AR	ASSIGNMENT: 6SG	FACL: CNO
400 EAST 4TH STREET	PHONE: (501)774-2701	GRP CODE: TR N
TEXARKANA AR 75502	EXPIRATION DATE: 03-31-1998	SEX: BOTH
MAX CAPACITY: 10	QUOTA: 8	

ECUMENICAL HOUSE, BATON ROUGE, LA	ASSIGNMENT: 6UK	FACL: CNO
1328 NORTH	PHONE: (504)343-9823	GRP CODE: TR N
BATON ROUGE LA 70802	EXPIRATION DATE: 01-31-2000	SEX: BOTH
MAX CAPACITY: 22	QUOTA: 18	

C.I.N.C.-LAKE CHARLES, LA.	ASSIGNMENT: 6WE	FACL: CNO
1200 CANVASSBACK	PHONE: (318)233-7624	GRP CODE: TR P
LAKE CHARLES LA 70601	EXPIRATION DATE: 09-30-1996	SEX: BOTH
MAX CAPACITY: 18	QUOTA: 15	

CITY OF FAITH PRISON MIN., INC.	ASSIGNMENT: 6TZ	FACL: CNO
1814 JACKSON	PHONE: (318)387-0029	GRP CODE: TR N
MONROE LA 71201	EXPIRATION DATE: 07-31-1996	SEX: MALE
MAX CAPACITY: 15	QUOTA: 12	

.....

This is a PPC3 directory of all facilities under the 'T' budget, all community corrections centers.

Example B1

BOPM9 530*07 * POPULATION MONITORING CENSUS/ROSTER * 02-02-1996
 PAGE 001 * GENERALIZED RETRIEVAL * 12:41:44

FUNCTION: R-P SELECTION CATEGORY: ARSG NE RP** COPIES: 1

ZERO/NBR: NO ORGANIZATION: AGEN EQ BOP

OPTION: TYPE OF FACILITY: TOF EQ TIV

DUP SUPR: YES

COLUMNS 1: REG 2: LN 3: FN 4: PRD 5: ZIPR 6: FCLB SEQ: 45 NP:

COL TO SORT: SEQ IN COL:

CONDITIONS (GROUP 1) -OR- CONDITIONS (GROUP 2) -OR- CONDITIONS (GROUP 3)

PRD GE 10-01-1996 PRD GE 10-01-1996 PRD GE 10-01-1996

PRD LE 09-30-1997 PRD LE 09-30-1997 PRD LE 09-30-1997

ZIPR GE 60601 ZIPR GE 50309 ZIPR GE 68102

ZIPR LE 66683 ZIPR LE 52401 ZIPR LE 69101

-Q- -T- -M- -F- -W- -B- -I- -A- -H- -O-

G TOT 606 566 40 333 262 7 4 72 534

G0012 MORE PAGES TO FOLLOW . . . (PARTIAL REPORT)

BOPM9 530*07 * ROSTER * 02-02-1996
 PAGE 002 12:41:44

GRP.	SPECIFIC..	REG.....	LN.....	FN.....	PRD.....	ZIPR.....	FCLB....
AP	A-DES	23	M	C	10-01-1996	63107	PEK
AP	A-DES	06	E	K	10-01-1996	64030	LVN
AT	A-HLD	09	P	A	10-04-1996	62703	CCC
RTWW FED WRIT							
AP	A-DES	00	G	L	10-05-1996	60608	DTH
.....							
AP	A-DES	24	E	D	05-09-1997	63664	MAR
AP	A-DES	93	D	D	05-10-1997	61107	LEX
AP	A-DES	14	Z	N	05-10-1997	68144	RCH
.....							
AP	A-DES	09	B	W	05-12-1997	62703	PEK
AP	A-DES	05	S	L	05-14-1997	61615	THA
.....							
AP	A-DES	02	M	E	09-30-1997	62439	MIL
AP	A-DES	22	R	K	09-30-1997	63107	GRE
AP	A-DES	06	H	J	09-30-1997	66109	LVN

G0010 TRANSACTION SUCCESSFULLY COMPLETED (6 PAUSES)

This PP30 shows those releasing to a specific geographical area (as defined by the zip code of release) during a specific time frame.

WARNING: This run requires a long time and is most easily accomplished at a time when SENTRY is not busy.

IV. FINANCIAL MANAGEMENT

The **Community Corrections Manual** delineates the required financial management procedures for CC offices. This section of the TRM provides technical instructions to assist CC offices to forecast budgets, process bills and use correct accounting codes.

A. INTRODUCTION TO THE BUDGET PROJECTION PROCESS

A standard method to project future costs is critical for management to justify the Bureau's budget request to numerous review authorities. The Office of Management and Budget and the U.S. Congress scrutinize the Bureau's request, and may require the Attorney General or Director of the Bureau of Prisons to explain the request.

CC also benefits from a standard projection process. Inside reviewers including CCRAs, MCAs, and operational and program review teams, have a foundation for reviewing an office's budget. In addition, CCB can respond to questions from the Budget Development and Execution Branches regarding the projections. Finally, a manager may be required to execute a budget he or she did not prepare. A new manager will be better able to respond to changes in allocations if the budget was prepared using the standard process.

B. BUDGET ACTIVITIES

Table 1 outlines the basic budget activities performed by CC offices. The spring call submission occurs in February or March each year and estimates budgetary needs for current and future fiscal years. The spring call information is included in the budget submitted to the U.S. Congress by the Office of Management and Budget.

The annual budget plan is prepared each year in early summer. This plan is used by Budget Execution to allocate funds for the upcoming fiscal year. However, it is important for the CC offices to compare their annual plans with the spring call submission for that fiscal year, since the U.S. Congress approves appropriations based on those projections. Substantial increases or decreases in funding needs may require Congressional approval.

CC offices are required to use the standard process for both spring call and the annual budget plan. The annual budget plan may be formulated using information gathered during spring call and may consider other factors that occurred since spring call.

Several times throughout the year, the regions are asked by CCB to reevaluate their spending for the current fiscal year to determine if reprogramming is necessary. Reprogramming opportunities are initiated by the Budget Execution Branch. The timing and frequency of reprogramming vary from year to year as determined by the Budget Execution Branch.

Table 1: Budget Activities

Budget Activity	Approximate Time Frame	Purpose	Process
Spring Call	February	Projects budgetary needs for fiscal year 18 months in future. Submitted by OMB to U.S. Congress. Serves as basis for appropriations bills.	Standard budget process. Comprehensive analysis.
Annual Budget Plan	June	Submitted to BOP Budget Execution. Serves as basis for allocations.	Standard budget process. Data from Spring Call can be used absent changes in variables.
Reprogramming	Spring	Move funds between T & D; between regions. Funds may be returned/ additional may be requested.	Local tracking.
	Summer	Move funds between T & D and between regions.	Local tracking.

C. THE STANDARD BUDGET PROCESS

1. Introduction to the Budget Elements

When projecting funding requirements using the standard method, three essential elements are considered:

Inmates Served: Number of inmates who will reside at the CCC during the fiscal year.

Average Length of Stay: Length of time an inmate resides at the CCC.

Per Capita Cost: Cost to house an inmate for one day.

These elements determine the **total cost** for a contract as follows:

$\text{Inmates Served} \times \text{Average Length of Stay} \times \text{Per Capita Cost} = \text{Total Cost}$

The three budget elements are estimated using information collected from Central Office, the Bureau's institutions, the courts, U.S. Probation offices, local budget spreadsheets and SENTRY. The next section describes this information and its sources.

2. Data Collection

a. **Court Usage:** Changes in sanction center use or judicial recommendation trends impact the number of inmates served and average length of stay. Contact the Chief U.S. Probation Officer to discuss court use of CCCs.

b. **Specialized Programs** (MINT, TSP, ICC, etc.) Compare SENTRY roster(s) of specialized programs for future years with current usage to determine if there will be an increase or decrease. Specialized programs affect length of stay and the number of inmates served.

c. **Institution Transfers to CCCs** Review Community Corrections Quarterly Reports and Office of Research release reports to estimate changes in the number of inmates served.

d. **Anticipated Releases Nationwide**

Review Office of Research estimates regarding future releases.

e. **Final Projected Stay (FPS) Rosters**

See roster example M1. These rosters are used to calculate length of stay.

f. **National Initiatives**

CCB relays information to the field about new or changing national initiatives. These initiatives may impact length of stay or inmates served.

g. **Contracting Information**

CCC contracts, RCAs, and expenditure spreadsheets are used to determine per capita costs.

h. **Standardized Spreadsheets**

Each CC office uses the national spreadsheet (or some derivative) to track expenditures. The latest complete spreadsheet is needed to estimate inmates served and per capita costs.

i. **Other Information**

Obtain any other information that would impact your projections. Refer to data and rationale from last year's spring call and annual budget plan projections.

3. **Calculating Budget Projections**

CCMs are required by policy to use Attachment 7-2 of the **Community Corrections Manual**, the CCM Budget Projections Form, for each contract for each year estimated. This section follows the worksheet and formulas to calculate the three budget elements: inmates served, average length of stay, and per capita cost. The formulas are used to derive a base number for each element, which the CCM adjusts to reflect the data gathered in Section 2.

Average length of stay is discussed first because it is also needed to calculate the inmates served.

a. **Average Length of Stay**

Step 1: FPS rosters are used to determine the average length of stay. The mean (average) or median (middle case) may be used to determine the average. An average of both may also be

used.

NOTE: Before calculating the average, eliminate the inmates on home confinement from the roster (they may be crossed off manually).

NOTE: Inmates cannot have a length of stay longer than 365 days for one year. If you are calculating a mean to find length of stay, change all of the cases with a length of stay over one year to 365 days.

Finding the Mean: Add up the numbers in the FPS column. Divide this by the number of inmates on the roster.

FPS column total ÷ total inmates listed = avg length of stay

_____ ÷ _____ =

Finding the Median: The middle value in a list is the median.

NOTE: The FPS values must be in ascending order to find the median. See Attachment 2 for further instructions on finding the median.

CCMs may use either the mean or the median in their projections. There are instances when one is preferable over the other, and CCMs can use their discretion when choosing a method to calculate average length of stay. For larger contracts, the mean is a more difficult calculation, and CCMs may find the median just as accurate.

Extreme cases (very high or low FPSs) will significantly impact small contracts. This result may be desirable; however, CCMs should consider whether or not the cases are irregular.

Step 2: Adjust the base length of stay using the following elements:

- Changes in USPO use (e.g. sanction centers);

- Feeder institution utilization rates;

- Judicial recommendation trends (direct court commitments);
- New programs or contracts;
- Changes in Bureau policy or laws; and
- Increases/decreases in specialized programs (ICC, 3621e cases).

Compare the adjusted length of stay to the national average, which is provided by CCB in the yearly spring call instructions, and to last year's length of stay for each contract. If the length of stay is appropriate, enter the adjusted average length of stay in Box B of the budget worksheet. Average length of stay is also used to calculate the second variable, inmates served.

b. Inmates Served

To determine a base number of inmates served for the current fiscal year, a straight-line projection of inmate-days for the year is divided by average length of stay. This is accomplished as follows:

Step 1: Obtain inmate-days used to date for the contract being evaluated from the standardized spreadsheet. Divide this by the number of months in the fiscal year represented by the spreadsheet. For example, if using the February spreadsheet, divide inmate-days to date by five, because February is the fifth month of the fiscal year. The result of this calculation is the number of inmate-days used per month.

$\begin{array}{rcl} \text{ID to date} \div & \# \text{ mths to date} & = & \text{ID per month} \\ \hline & \div & & \hline \end{array}$

Multiply inmate-days per month found in Step 1 by 12 months. This will yield an estimate for the year. There are several methods that may be used to calculate a straight-line projection. CCMs are free to use any method; however, the working papers should reflect the method used.

$\begin{array}{rcl} \text{ID per month} \times 12 & = & \text{est. ID for FY} \\ \underline{\hspace{2cm}} \times 12 & = & \underline{\hspace{2cm}} \end{array}$

Step 2: Divide inmate-days projected for the fiscal year by the average length of stay calculated in Section A. This is the base number of inmates served.

$\begin{array}{rcl} \text{Est. ID for FY} & \div & \text{Average Length} = \text{Inmates Served} \\ & & \text{Of Stay} \\ \underline{\hspace{2cm}} \div \underline{\hspace{2cm}} & & = \underline{\hspace{2cm}} \end{array}$

Step 3: Adjust the base number of inmates served considering the following elements:

- Changes in BOP policy that would impact utilization rates;
- Changes in court or USPO utilization;
- Increases/decreases in specialized programming; and
- Increases/decreases in releases.

Enter adjusted inmates served in Box A of the budget worksheet.

c. Per Capita Rate

This is the cost to house an inmate for one day. Consult CCM spreadsheets, contract information, and relevant RCAs.

Step 1: The spreadsheets show the per capita rate to date for existing contracts.

NOTE: This rate will always be less than or equal to the per diem rate since per capita costs take into account subsistence collection and home confinement.

Step 2: Account for per diem rate changes. One method is to add (or subtract for a decrease) the change in the per diem rate to the per capita rate found in step 1.

Another method is to multiply the percentage of the per capita rate to the per diem rate by the new per diem rate.

$$\frac{\text{Per Capita 1}}{\text{Per Diem 1}} \times \text{Per Diem 2} = \text{Per Capita 2}$$

Step 3: Determine if further adjustments to per capita are needed. Consider:

- Future contract modifications;
- Changes in subsistence collections; and
- Increases/decreases in home confinement rates.

Enter the adjusted per capita in Box C of the budget worksheet.

d. Calculating Total Cost

Step 1: Multiply inmates served, average length of stay, and per capita cost. Enter the result in Box D of the worksheet.

Step 1A: Those contracts with mid-year rate changes require two separate calculations. Estimate the number of inmates that will be served under each per capita rate. Dividing inmates served by 12 (approximate inmates served per month), and multiplying the result by the number of months that falls under each per capita rate is an acceptable method. The calculation for total cost as follows:

e. Contract Beds

Enter the number of beds contracted for each facility. For future years, determine if the number of beds will remain the same or change. This information is required when reporting our performance measures in meeting the Bureau's strategic goals. **This reporting requirement is applicable to CCCs and juvenile contracts only.**

f. Budget Projections for Subsequent Years

Spring call is an estimate which is built upon the current year, subsequent year, and the year following; the annual plan requires estimates for the current year and subsequent year. At this point in the budget process, funding requirements for each contract have been estimated for the current fiscal year. Use the estimates for average length of stay, inmates served, and per capita cost as the base number for the subsequent year. Start from the beginning of the budget process and revise each of the budget elements.

Average Length of Stay: Begin with Step 2. Length of stay does not always have to change.

Inmates Served: Skip to Step 3.

Per Capita Cost: Skip to Step 3.

The estimates for Year 2 become the base numbers for Year 3, and the process is repeated.

g. Estimating Jail Contracts (D Budget)

Inmates Served 1 **X** Avg.Length of Stay **X** Per Capita 1 = Total Cost 1

Inmates Served 2 **X** Avg.Length of Stay **X** Per Capita 2 = Total Cost 2

Total Cost 1 + Total Cost 2 = Total Cost (enter in Box D on worksheet)

CCMs may use the procedures described for the "T" decision unit for "D" where appropriate. The following is another suggested procedure for estimating "D" contracts using historical data and professional judgement. Regardless of the method used, working papers and documentation are needed

to support the projections.

Many CC offices use numerous short-term detention facilities to house a small number of program failures or short-term direct court commitments. The use of these jails may change frequently throughout the year, and calculating the projections by contract is not always significant.

Rather than calculating budget projections by contract, CCMs may calculate a lump projection for detention facilities with average daily populations of fewer than 20 inmates. One budget worksheet may be utilized for each year to record this calculation (list the jails on the worksheet). Use the overall per capita cost for the facilities as determined by the CCM spreadsheet (i.e. total cost/inmate-days not averaging the per capita costs for the jails). CCMs may then adjust allocations to the individual jails throughout the year as needed.

It would be inappropriate to include facilities in this shortcut that are unique such as those with particularly high per diem rates or specialized programs, or if the number of program failures is projected to increase significantly during the respective budget cycle. These are best estimated using the procedures outlined for the "T" decision unit. Also, if the "D" facility is primarily used as for disciplinary transfers from Bureau institutions, contact the institution and confirm projected use.

- Step 1: Collect spreadsheets and budget projections for the last three years.
- Step 2: Find inmate-days to date on the latest "D" spreadsheet and perform a straight-line projection through the end of the year. The straight-line method is described in section 3b. Enter the result in Box A of the budget worksheet, which can be modified to reflect inmate-days rather than number of inmates served. Skip length of stay.
- Step 3: Obtain the per capita rates from the standard spreadsheet. This is usually equal to the per diem rate. Enter in Box C of the worksheet.
- Step 4: Total cost is determined by multiplying inmate-days to be used (Box A) by the per capita rate (Box B). Enter this result in Box D. Account for any mid-year rate changes.

Step 5: A verification section for MCAs is included at the bottom of the budget worksheet.

Step 6: Evaluate trends in "D" by calculating the percentage of increase over the last several years using year-end spreadsheets. Review the change in percentage change in "D" over the last three years, and apply an appropriate increase to estimate inmate-days for future years.

h. Verifying the Projections

The MCA verifies and consolidates the CCMs' projections for their management center. The verification section of the budget worksheet includes several checks and balances the MCA uses to review the CCM's projections.

Step 1: Multiply inmates served by average length of stay to determine the expected inmate-days for the year. This is used to determine average daily population (ADP) in the next step.

$$\begin{array}{rcl} \text{Inmates Served} & \times & \text{Avg. Length of Stay} = \# \text{ Inmate-days} \\ \hline & \times & \hline & = & \hline \end{array}$$

Step 2: Divide number of inmate-days by 365 for the average daily population.

The ADP is a good indication of the projection's reliability. A problematic ADP is one that:

- exceeds the contract facility's capacity.
- is significantly higher or lower than current and historical ADP for the contract.

If the ADP is questionable and this particular projection is for the current fiscal year, check the validity of the straight-line projection of inmate-days. If the projection is for a future year, check the increase the CCM applied to the base year.

If the projections are accurate, yet the ADP significantly exceeds the facility's capacity, a contracting action may be warranted.

Step 3: Ensure per diem rate changes were applied. Per capita is always less than per diem. Compare the per capita with historical per capita rates.

Step 4: Multiply inmate-days by per capita rate. Then compare it to the total cost projected by the CCM. If these numbers are not equal, reevaluate the CCM's working papers and calculations.

i. Consolidating the Information

CCM Consolidation of Information

The information can be consolidated by completing Attachment 3, Spring Call Budget Projections. Enter the number of contracts and number of contract beds in the appropriate cells. Inmate-days for the year are calculated by multiplying the number of inmates served by the average length of stay. Extract the inmate-day projections from the D Budget worksheets. Enter the sums of inmate-days and total cost for all the contracts in the appropriate blocks of Attachment 3.

Average daily population is determined by dividing inmate-days for the year by 365. Per capita cost is the total cost for the year divided by the inmate-days for the year.

Include a narrative with the budget projections submitted to the MCA outlining major factors impacting the budget projections. Examples of major factors include:

- S** Existing programs have expanded or new programs have been implemented (drug treatment pilot, CSC, MINT, juvenile facilities);
- S** Existing programs have been discontinued (e.g. urban work cadre); or
- S** Utilization has changed dramatically.

Minor changes are best addressed in the working papers.

Management Team Consolidation of Information

The MCA verifies and consolidates the information submitted

by the CCMs and completes one Attachment 3 for the management center. This form may then be forwarded to the CCRA with a cover memorandum outlining any major trends or initiatives that affected the management center. The CCRA then uses Attachment 3 to consolidate the information for the region, attaches a cover memorandum outlining major trends or initiatives that affected the regional budget projections, and forwards this information to the Central Office Community Corrections Branch, Operations Section.

Organization of Working Papers

Well-organized budget projections and working papers serve as powerful tools for the CCM faced with questions about their projections or a change in allocated funds. These documents are also referenced by review authorities including MCAs, program or operational review teams, and CCRAs.

D. ACCOUNTING CLASSIFICATION CODES

The account class (Actclass) code is made up of twelve (only Program Review has 12, others have 10) elements. These elements have a certain order and each element has a certain number of digits, called a field. Each field identifies the following: agency, region, facility, classification level.

The fields not included in the Actclass elements are Fund (Appropriation), Fiscal Year, Program (Decision Unit), Project and Sub-Object codes. Each data element is a separate FMIS field.

1. The Actclass Code

The Bureau Actclass code is twelve (12) characters in length and made up of the following six two digit segments:

<u> 1 </u>	<u> 2 </u>	<u> 3 </u>	<u> 4 </u>	<u> 5 </u>	<u> 6 </u>
F P	0 4	0 0	0 9	R 1	
Agency	Region	Facility	Level	Prog Area	Type Rev.

Bureau Actclass codes begin with FP (Federal Prison) and, if applicable, end with the type of Program Review.

a. **Region Codes**

The second 2 digits (04) of the Actclass code identify the region as follows:

- 01 Mid-Atlantic
- 02 Northeast
- 03 Southeast
- 04 North Central
- 05 South Central
- 06 Western
- 07 Central Office
- 08 Training Center
- 09 National Programs

b. **Facility Codes**

The third 2 digits (00) of the Actclass code are numbered sequentially within each region. Institutions are numbered sequentially within each region. Each regional office is identified by 00. A complete listing of facility codes by regions titled, **Bureau of Prisons FMIS/FMS Institution**

Codes, is available from the Regional Office of Financial Management.

c. **Level Codes**

The fourth set of 2 digits (08) identifies institution security levels using the level codes 01 through 08 listed below:

01 = Minimum	05 = Detention
02 = Low	06 = Administrative
03 = Medium	07 = Medical
04 = High	08 = ICC

Level codes for community corrections, regional offices, training center and national programs are:

NC-Comm Corr/Contract	= 09
Regional Office	= 20
Training Center	= 21
National Programs	= 22

Central Office division level codes include:

Director's Office	= 31
Administration	= 32
Community Corrections & Detention	= 33

The level code also identifies funding. For example, when the North Central Regional Office expends its own funds, the Actclass code will begin with 'FP040020'. If the North Central Regional Office is authorized to expend Community Corrections & Detention Funds, the Actclass code will begin with 'FP040033'. For a complete listing of classification codes, contact the Regional Office of Financial Management for the **Key to Classification Level Codes**.

Note that the region can be identified three different ways. In the second two digits a specific region is identified. In the third two digits a regional office is always identified using 00, and in the fourth two digits a regional office is always identified using 20.

d. **Program Area Codes**

The fifth set of two digits are program area codes which define the cost center within a specific

facility and level. The level and program fields combined uniquely identify the cost center.

Program Area Codes, can be requested from the Regional Office of Financial Management for an explanation and a listing of Program Area Codes by level.

D1 = Contract jails (D279)
D2 = Contract adult (D280)
D3 = Contract juveniles (D281)
T1 = Contract CCCs (T270)
R1 = Operations/Travel (R277)

2. YRegDoc Numbers

The YRegDoc number is an eight digit entry and stands for **Year REGISTER DOCUMENT** number. A unique YRegDoc must be assigned to each obligation document (Contracts, Purchase Orders and Travel Authorizations, etc.) and eventually is entered into the Financial Management Information System (FMIS). This data is assimilated by the system and produces program identifiable information.

The year identifier in YRegDoc must match the current fiscal year of funds. The numbers have a certain order and consist of the following elements; however, regions may work with their comptroller's office to establish an alternative system for the fourth through eighth digits:

- a. **First digit** - **Year** - This is the fiscal year for items paid with current fiscal year funds, i.e., (7) FY-97.
- b. **Second and third digits** - **Register** - This uniquely identifies each cost center as follows:

R1 = Operations/Travel
T1 = CCCs
D1 = Jails
D2 = Adult Boarders
D3 = Juveniles
21 = TDAT Services Program

- c. **Fourth digit - (1)** - This one digit number is part of the document number and may not begin with zero (0). Except for institution complexes, document numbers should begin with a one (1) i.e., 10001.
- d. **Fifth through Eighth digits** - Document - This four digit number should be assigned by the cost center manager. To make it easier to reconcile fund control and FMIS, the same numbering should be used in both systems.

Example: An item paid out of FY-97 funds by Cost Center R-277 with a Fund Control number of 0025 has a YRegDoc Number of 7R110025.

3. **Contract Number Field**

For community corrections, the contract field is not used because the contract number is incorporated into the YRegDoc number. This is done so a new YRegDoc number does not need to be issued each time a voucher for a contract billing (SF-1034) is received. Using the contract number as the YRegDoc number also makes a specific contract easier to trace in the event of a payment problem.

To avoid having duplicate numbers in the Contract Location Profile (CLP) with Bureau Intergovernmental Agreement (IGA) and non-government contract numbers, the following direction is provided:

A Bureau IGA contract number such as J-100C-275-7 would be keyed as the YRegDoc number 7D192757.

The non-government number J100C-275 would be keyed as 7D190275.

A contract number of J-C41-M-006 for a USM IGA would be keyed as 7D190006.

With a Bureau IGA number of J-100C-275-7, the last number (7), represents the calendar year in which the IGA was awarded and changes from year to year.

4. **Project Codes**

Each CCM has a project code which is also called a Position Code. The Project Code consists of three characters and is used to identify an office.

5. **Sub-Object Codes**

The Sub-Object Code defines the type of service, articles or items involved and clarifies the nature of the service or article. The **Key to FMIS/FMS Sub-Object Codes**, a complete listing of Bureau and Department of Justice Sub-Object Codes, can be requested from the Regional Office of Financial Management.

E. SAMPLE CODING FOR COMMUNITY CORRECTIONS ACTIVITIES

Each obligating document has a YRegDoc number and an accountclass code to identify each specific obligation incurred. The accounting staff enters both the YRegDoc number and accountclass codes into FMIS.

1. Coding for Travel

The following is the basic outline of an accountclass code and YRegDoc number filled in for a North Central Region CCM/COS to travel and conduct a monitoring during Fiscal Year 1997.

a. YRegDoc Number = 7R110025

7 Current Fiscal Year
R1 Register Number (identifies cost center)
1 Part of Document Number (varies by
region and distinguishes between contract
types)
0025 Assigned by Cost Center Manager

AccountClass Code = FP040009R1

2. Coding for Residential Community Corrections Center (CCC) and Detention Center Contracts

When entering contract document numbers into FMIS, the accounting staff enters a YRegDoc number which is part of the contract number and an accountclass code for each contract.

a. YRegDoc Number = 7T180535 (Residential CCC)

7 Current Fiscal Year
T1 Register Number
8 Part of Document Number
0535 Last three numbers of contract (J100c-
0535) preceded by a zero (0).

AccountClass Code = FP040009T1

b. YRegDoc Number = 7D19**0633 (Jails - Short-Term)**

7 Current Fiscal Year
D1 Register Number
9 Part of Document Number
0633 Last three numbers of contract (USM J-C24-M-633) preceded by a zero (0).

AccountClass Code = FP040009D1

c. YRegDoc Number = 7D28**0011 (Adult Boarders - Long Term)**

7 Current Fiscal Year
D2 Register Number
8 Part of Document Number
0011 Last three numbers of contract (BOP IGA 011-9) preceded by a zero (0).

AccountClass Code = FP040009D2

d. YRegDoc Number = 7D38**0299 (Juvenile Service)**

7 Current Fiscal Year
D3 Register Number
8 Part of Document Number
0299 Last three numbers of contract (BOP IGA 0299-4) preceded by a zero (0).

AccountClass Code = FP040009D3

e. YRegDoc Number = 7215**4304 (TDAT Services)**

7 Current Fiscal Year
21 Register Number
5 Part of Document Number
4304 Last four numbers of contract (USPO Piggyback)

AccountClass Code = FP04000921

F. CONTRACT AND PURCHASE ORDER NUMBERS AND CODING

Each obligating document has a two part document control number (type and number) composed of eight digits. This is used with the AccountClass Code described above to identify each specific obligation incurred.

1. Contracting and Purchase Order Numbers

When a new contract or purchase order has been awarded

by Contracting, Central Office, the document is assigned an eight-digit document control number. This number remains with the contract without regard to fiscal year for the life of the contract, or until the contract is canceled or allowed to expire. Purchase Orders are valid for only one fiscal year or less and only for the fiscal year in which issued.

Examples of Contract Document Control Numbers -

Contracts - Community Corrections (5 yr contracts)
- J100-c-999:

J	- Dept (Justice) - always capital letter "J"
100	- Code for Central Office
c	- Contracting Agency (Bureau - small letter "c")
999	- Contract Number, assigned sequentially by Central Office Financial Management staff

BOP Intergovernmental Agreement - IGA-188-7:

IGA	- Dept(Justice)- always capital letters "IGA"
188	- Contract Number, assigned sequentially by Central Office Financial Management staff
7	- This digit represents the calendar year in which the IGA was awarded. (Will change from year to year)

Contracts - Joint Use - USMS, etc. - J-C26-M-700:

m	- Small letter "m" is a USM or other federal agency contract which the Bureau uses.
700	- Contract Number, assigned sequentially by the USMS to each new contract

Purchase Orders - Contract for services less than one year - 05-0100:

05	- Doc Type
0100	- Purchase Order number assigned sequentially by Central Office

2. Document Type and Reference Number

To identify or match an obligation in FMIS, the contract document control number can be used as part of the YRegDoc number, i.e. 8T110999. This may vary by region, therefore, the regional office should be consulted for direction.

Each type of obligation in the system (FMIS) can be

identified by the second and third digit in the YRegDoc number. Reference the section on YRegDoc numbers.

Examples of a few source documents:

<u>Source Document</u>	<u>Type</u>
Contract - Comm Corr Contract (CCC)	T1
Purchase Order for contract CCC or Detention services	T1 or D1
Contract - USMS piggy-backed by BOP	T1 or D1
Travel Authorization	R1
Purchase Order for misc supplies	R1

G. PAYMENT PROCEDURES

1. Invoice

The contractor submits an original invoice for services rendered to the CCM once a month, using their own form as approved by the CCM. The CCM may instruct the contractor to prepare Standard Form (SF) 1034, "Public Voucher for Purchases and Services Other Than Personal." The CCM may prepare the SF 1034 using the information contained in the contractor's invoice. A Tax Payer Identification Number (TIN) is required on the SF 1034. No inmate names shall appear on the SF 1034. Names, dates and other appropriate data must be placed on the Continuation Sheet (SF 1035) or the contractor's invoice.

The contractor is responsible for providing the following information on each billing:

- a. Individual inmate names and register numbers
- b. Inmate-days for each inmate
- c. Period of time billed
- d. Per diem rate
- e. Subsistence collection total
- f. Contract number
- g. Miscellaneous (physicals, gratuities, etc.)

2. Verification

As part of the bill verification process, the following methods shall be used:

- a. On the last day of the month, use the Contract Facility Worksheet SENTRY transaction to check the total inmate-days with the total inmate-days on the contract billing. They should be equal.
- b. Should a discrepancy be found in the inmate-days listed on the SENTRY Contract Facility Worksheet against the contractors invoice, file documentation shall be checked pertaining to the offender's actual admission or release date.
- c. Verify the correct contract number is on the bill.
- d. Verify the correct per capita cost (unit price) is on the bill.
- e. Ensure the contractor's bill contains an original signature.
- f. Verify the total of the bill.

The CCM should pay particular attention to the number of inmate-days reflected on the contractor's invoice. Most contracts are negotiated based upon payment for the day an offender is committed or the day an offender is discharged, but ordinarily not both unless it is stated that payment is authorized for both the day of admission and discharge.

The rates must be checked against the official obligating document (contract, Purchase Order, etc.).

If the contractor provides services for which reimbursement is allowed under the terms of the contract, supporting documentation may be required to assist the CCM in the verification/certification process. The contractor provides supporting documentation reflecting: Inmate name and number, dates of service and any paid receipts or supporting documents showing proof of payment by contractor (e.g., intake physicals, signed form by inmate

indicating receipt of release gratuities, etc.).

If the contractor collects subsistence from the resident, the CCM must ensure the billing calculations reflect the amount of these collections and is deducted from the bill to the Bureau. The total subsistence collected shall be shown on the SF 1034.

If there are errors in bills submitted, the CCM shall return the bill or invoice to the contractor for correction, specifying the reason(s) why the bill is not correct. The CCM shall maintain documentation to show dates bills are received and returned to contractors for corrections.

3. Certification

After bills for services rendered have been received, date stamped, and reviewed for accuracy, the CCM shall:

- a. Certify by signing the SF-1034;
- b. Code the bill using the appropriate accounting processing code, ensuring the contract number is included and;
- c. Forward the original completed SF-1034, a copy of the original invoice, and the SENTRY Contract Facility Worksheet used for verification to the CCRA for approval.

After approval, the CCRA shall forward the SF-1034 to the regional accounting station, Office of Financial Management, for payment.

The CCM retains the original of the contractor's invoice, a copy of the SF 1034, and all supporting documentation to include the SENTRY Contract Facility Worksheet used for verification. The original invoice must have the CCC Director's or designee's signature. For further information refer to Chapter 4 of the **Community Corrections Manual**.

4. Medical Payments

The Pre-Certification and Utilization Review Program was established by the Health Services Division to reduce health care costs for the Bureau. As part of this program, the Office of Medical Designations and Transportation (OMDT), Health Services Division, will screen and pre-certify certain medical expenses for inmates. OMDT will review billing to ensure that costs incurred are accurate and reasonable. Further

information regarding this program can be found in Health Services Division policy.

The following medical expenses do not have to be pre-certified by OMDT:

- Expenses for which the Bureau will not be responsible (i.e. the inmate will assume responsibility); and
- Outpatient diagnostic procedures such as cat scans, MRIs, biopsy and sigmoidoscopies.

The following medical expenses must be pre-certified prior to the expense being incurred. Pre-certification for these services shall be requested using the Medical/Surgical Hospitalization Request form. OMDT will respond using the Response from OMDT to Request Hospitalization form. Both of these forms are available on BOPDOCS.

- Inpatient admissions; and
- Outpatient (day) surgeries/surgical procedures.

Any emergency medical services provided to inmates must be reported to OMDT the next business day.

Bills received from local hospitals should be reported to OMDT using UB-02HCFA 1450 forms.

All other medical expenses for which the Government may be responsible shall be reported to the regional health services administrators (RHSA) for approval prior to the costs being incurred.

The procedure for payment for medical services not requiring approval from OMDT is as follows:

- a. Upon receipt of an original medical invoice the CCM verifies the following information:
 - (1) Inmate was actually in Bureau custody on the dates medical treatment was received.
 - (2) The type of service, treatment and diagnosis rendered (e.g., office visit, x-ray, prescription, etc.,) was the same as what was contracted for.
 - (3) The CCM through the RHSA had given prior approval of the service.

- (4) Ensure the inmate's full name and register number are on the invoice. If the SF-1034 is used, then the name and number are placed on the continuation sheet.

- b. Certify the bill as indicated in Section E.3 of this chapter.
- c. Forward the original invoice and SF-1034 to the RHSA for approval and payment. Your region may also require that the SF-1034 be forwarded to the MCA and CCRA.

Attachment 1

CCM BUDGET PROJECTIONS

For fiscal year ____

Spring Call Date:	CCM Office:
Annual Budget Plan Date:	
Facility/Code:	Contract Beds:

A	Number of Inmates to be serviced	
B	Average length of stay	
C	Per Capita Rate	

D	Total Cost	
---	------------	--

VERIFICATION OF INFORMATION

1.	Inmate-days for the year		2.	ADP	
3.	Adjustment made: Y/N	4.	Reviewed Per Capita Cost: Y/N		
5.	Total Cost		\$		

Worksheet reviewed by: _____
 Management Center Administrator

Attachment 2**Method 2: The Median**

The median is defined as the middle value in a list of values. The same number of values will fall below the median as will fall above. To find the median value on an FPS roster, ensure the roster is run so that the FPS values are in ascending order.

The median is illustrated by the following example:

<u>Value #</u>	<u>FPS</u>
1	69
2	85
3	120
4	150
5	150 ← median (9 values ÷ 2 = 4.5; round up to 5)
6	162
7	179
8	182
9	365

In this example, there are nine values in this roster. Therefore, the fifth value (150) is the median -- four values fall under this value and four fall above (an easy way to find the median for larger samples is to divide total number of occurrences by 2 and round up).

In cases where the number of values is even, average the middle two cases by dividing the number of values by 2 and averaging with the succeeding value. For example:

<u>Value#</u>	<u>FPS</u>
1	59
2	67
3	130
4	152 ← (8 values ÷ 2 = 4)
5	178 ←
6	189
7	300
8	350

There are eight values, and the middle cases are the fourth (152) and fifth (178) values respectively. The average of these two numbers is $(152 + 178) \div 2 = 165$.

The CCMs may use either the mean or the median in their projections. In fact, there are instances when one is preferable over the other, and CCMs can use their discretion when choosing a method to calculate average length of stay.

The two methods are especially useful when evaluating smaller contracts where extreme cases (long or short-term placements) will drastically impact the average length of stay.

The following examples may assist the CCM's to choose a method:

1. The USPO calls to say she would like a two-day public law placement for one of her cases. The inmate is due to release; however, his apartment lease does not begin until two days after his release, and he has no place to stay in the interim. If you were to run your roster on the day the inmate arrives, his length of stay (2 days) would lower the average. Either disregard the extreme case, or use the median as your estimate.

2. A CCM is evaluating the average length of stay for an IGA for five work release beds. This particular government entity will not allow placements for over 180 days. Therefore, the CCM would not expect the average length of stay to ever exceed 180. However, the CCM convinces the contractor to accept a one-year placement because of special circumstances, and there is little chance that an exception will be made again. If the CCM ran rosters to do spring call projections, the mean (average) would be skewed upward:

<u>Value #</u>	<u>FPS</u>
1	90
2	120
3	120
4	180
5	365

The mean (average) in this case is 175, which is probably too high. The median on the other hand is 120, which is a better estimate. Conversely, if this contract consistently housed long-term direct court placements, the median length of stay would likely be too low an estimate, and the mean would be a better estimate.

Note: CCM offices that use several months of data for their spring call projections and compare this year's average length of stay with last year's will be less susceptible to outliers (extreme cases), as spikes or dips in length of stay would be readily detected.

Attachment 3**Spring Call Budget Projections**

Spring Call ☐
 Annual Budget Plan ☐

Office/Region: _____

Date Submitted: _____

FY:	# Contracts	# Contract Beds	Inmate-days	ADP	Per Capita	Total Cost
Detention						
- Juvenile Contracts						
-Adult Long Term Det.		N/A				
- Jails		N/A				
CCCs						

FY:	# Contracts	# Contract Beds	Inmate-days	ADP	Per Capita	Total Cost
Detention						
- Juvenile Contracts						
-Adult Long Term Det.		N/A				
- Jails		N/A				
CCCs						

FY:	# Contracts	# Contract Beds	Inmate-days	ADP	Per Capita	Total Cost
Detention						
- Juvenile Contracts						
-Adult Long Term Det.		N/A				
- Jails		N/A				
CCCs						