

## Population Management

### 535.1 PURPOSE:

To establish guidelines for required youth population reporting to the Board of State and Community Corrections (BSCC) and to ensure accurate population management in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

### 535.2 DEFINITIONS:

Population Count: An accurate tally of the total number of detainees in a Juvenile Detention and Assessment Center and/or Treatment Facility.

### 535.3 RESPONSIBILITIES:

- I. Administrative Secretary or Designee:
  - A. Submit a monthly population report and profile survey to the JDAC/TFs Deputy Chief(s) for review and forward the report to BSCC.
  - B. Submit a monthly population report and profile survey within ten (10) working days after the end of each month to the Board of State and Community Corrections (BSCC) in a format provided by the BSCC.
  - C. Provide a crowding report to the BSCC when the number of youth detained in a living unit exceeds the capacity for fifteen (15) calendar days or more.
- II. Watch Commander(WC):
  - A. Initiate a population count as needed.
  - B. Review the population count received from Central Control.
- III. Central Control/ Probation Correction Officer (PCO):
  - A. Conduct a population count by polling individual units.
    1. Shall take official counts at approximately 0000 hrs; 0630 hrs; 1200 hrs; 1700 hrs; and 2000 hrs.
    2. Initiate additional counts as requested by the WC.
    3. Balance the total count.
    4. Forward the balanced count to the WC.