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State of Alabama Alabama Department of Corrections

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DONAL CAMPBELL
COMMISSIONER

March 29, 2005

ADMINISTRATIVE REGULATION
NUMBER 008

OPR: RESEARCH AND PLANNING

DEPARTMENT OF CORRECTIONS MONTHLY AND ANNUAL STATISTICAL REPORT

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for publication and distribution of the ADOC Monthly and Annual Statistical Report.

II. POLICY

It is the policy of the ADOC to collect statistical data and create a detailed monthly and annual report.

III. DEFINITION(S) AND ACRONYM(S)

This section not used.

IV. RESPONSIBILITIES

- A. The Commissioner is responsible for providing a detailed annual report to the Governor in accordance with Title 14, the Code of Alabama.
- B. The Research and Planning Division is responsible for:
 - 1. Publishing and distributing the Annual Statistical Report
 - 2. Publishing and distributing the Departmental Monthly Report
 - 3. Maintaining a file of the reports
 - 4. Maintaining a distribution list for the reports
- C. The Information Systems Division is responsible for creating the format and developing the computer programs and printouts necessary to support the development of the Annual Statistical Report and Departmental Monthly Report.

V. PROCEDURES

- A. The Research and Planning Division will establish the format and develop statistical reports:
1. Receive, edit, and assemble the required documents to publish the Annual Statistical Report.
 2. Receive, edit, and assemble the required documents to publish the Departmental Monthly Report.
- B. Receive input to maintain and update a distribution listing for the Annual Statistical Report.
- C. Post the Annual Statistical Report and Departmental Monthly Report to the ADOC Intranet.
- D. Review and update the format for the reports.

VI. DISPOSITION

Any forms will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

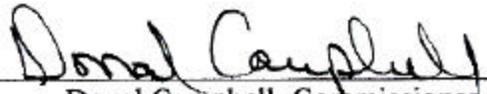
There are no forms prescribed by this regulation.

VIII. SUPERCEDES

This regulation supercedes AR 008, dated March 8, 1983.

IX. PERFORMANCE

Code of Alabama, 1975, Section 14-1-1



Donal Campbell, Commissioner