

**Policy:** 102.010  
**Title:** Quarterly Reports  
**Effective Date:** 3/6/18

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**PURPOSE:** To provide a standard format for quarterly reports.

**APPLICABILITY:** Department-wide

**DEFINITIONS:** None

**PROCEDURES:**

- A. The assistant commissioner of operations support, in conjunction with the department communications director, establishes a standard format for disseminating quarterly information to management.
- B. Each warden/superintendent of a Minnesota Correctional Facility must submit quarterly reports for the facility. Each central office or field service manager must submit a quarterly report, as required by deputy or assistant commissioners.
- B. Quarterly reports are due by the 20th day of the month following the end of each quarter. The wardens/superintendents or central office managers may establish earlier deadlines for individual unit completion for incorporation into a facility or unit report.
- C. Quarterly reports must follow the template and instructions provided in the Quarterly Report Template (attached).
- D. The department may make policy decisions based on information provided in quarterly reports.

**INTERNAL CONTROLS:**

- A. Quarterly reports are posted internally in SharePoint (iShare).

**ACA STANDARDS:** 4-4003, 4-4018, 2-CO-1A-06, 2-CO-1A-24, 1-ABC-1A-05, 1-ABC-1A-17, 3-3005

**REFERENCES:** [Minn. Stat. §241.01](#)

**REPLACES:** Policy 102.010, "Quarterly Reports," 12/18/12.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** [Quarterly Report Template](#) (102.010A)

**APPROVED BY:**

Deputy Commissioner, Facility Services  
Deputy Commissioner, Community Services  
Assistant Commissioner, Facility Services

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