

CHAPTER 3
COUNTS - CENSUS CHECKS

300. BASIC PRINCIPLES

1. Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period. On weekends and holidays an additional count will be conducted at 10:00 a.m.

- ❖ The daily 4:00 p.m. count and 10:00 a.m. count (on weekends and holidays) will be **stand-up counts**.

Institutions with secure cell space are required to lock the inmates in their cells for all official counts, unless the inmates are on out-counts in areas such as Food Service, Hospital, visiting room, etc.

2. The master count will be maintained in the Control Center. The Control Center Officer will be notified of any changes in an inmate's status, such as housing unit and job assignments, admission to hospital, etc. The official count will be readily available on the Master Count Sheet or in SENTRY.

3. Each count will be conducted with at least two officers. There will be no inmate movement during an official count. The count process will not be interrupted under any circumstances, other than by an emergency. Exceptions to the no inmate movement must be when inmates are in the wrong place for a count and have to be moved by direct staff escort to their proper place of count.

Staff must not be distracted during the count.

One staff member will count while the second staff member stands in a position to observe inmate movement. When the first staff member completes the count, the staff member will change positions. The second staff member will conduct the count while the other staff member observes the inmates. If the staff members count totals do not match, a recount will be conducted in the same manner. Two staff members may count simultaneously (one behind the other) if a third staff member is available to observe inmate movement or all cells are secure before the count begins.

If the totals do not match after the second count, the Operations Lieutenant will be notified via the Control Center. The Operations Lieutenant will dispatch a third officer/staff member to the location to assist with the count. The third

officer/staff member will observe the inmates while the other staff members conduct a double count.

4. Staff will not conduct a count based upon movements, sounds, or configurations from a covered bed.

Staff will ensure they are positively observing human flesh before counting any inmate.

5. The staff members conducting a specific unit count will not leave the unit until the Control Center accepts that particular unit count.

6. When counting at night, a flashlight must be used judiciously; however, enough light will be shown on the inmate to leave no doubt the officer is counting human flesh.

301. OFFICIAL COUNTS

1. The official count is to be taken at specific times during each 24-hour period.

2. "Out counts" will be kept to a minimum. All "out counts" of more than five inmates must be counted by two staff members using detail cards or inmate identification cards for identification. Out counts will not be prepared by inmates.

The detail supervisor will sign his/her "out count" sheets prior to submission to the Operations Lieutenant. The Operations Lieutenant will sign and approve the "out count" prior to submission to the Control Center for the official counts.

3. At MCCs, FDCs and MDCs, where there is continuous inmate movement in and out of the institution, ISM staff will provide an out-count of inmates who are presently out of the institution during counts.

ISM staff will provide a count slip, signed by two staff members, verifying ISM has documentation that the inmates are in other law enforcement officials' custody.

4. Each count must be reported verbally to the Control Center for verification. If the count does not match the Master Count in the Control Center, the reporting staff members must recount when the Operations Lieutenant is notified by the Control Center.

If the second count does not match the Control Center's count, the Operation Lieutenant will order a bed-book (picture card) count. This count requires that each inmate is counted by identifying the inmate using the bed book picture card. At the completion of this count, any discrepancy will be identified.

The official count will not be cleared until all count slips are received and verified in the Control Center.

5. A Lieutenant will take at least one count on the morning and evening shifts.

6. Count slips, out count sheets, and official count sheets must be prepared in ink and retained for 30 days. The count must have the names (printed and signed) of both officers (staff) who conducted the count.

❖ **Altered/illegible count slips are not acceptable.**

302. **EMERGENCY COUNTS**

1. This is an official count taken at times other than that specified for a regular official count. The Captain will authorize emergency counts during weekday operations. During evening, morning, and weekend operation, this authority is delegated to the Operations Lieutenant.

2. When perimeter visibility is limited by fog, power failures, or for any other reason, it is necessary to count at more frequent intervals than the regularly scheduled official counts.

303. **OFFICIAL COUNT FORM.** All official counts are to be recorded on the SENTRY generated form. If SENTRY is unavailable, or time does not permit the entering of all out counts, the Official Count form (Attachment B) will be used.

The format will not be altered; although, the size may be increased to provide space for additional units or "out-counts."

304. **CENSUS CHECKS.** To ensure effective accountability of inmates, census checks must be conducted at all institutions. Census checks identify inmates in unauthorized and unassigned areas.

❖ This check is not an official or total head count.

1. **Census Checks.** All Departments must conduct a census of all inmates assigned to their area during each work period (AM and PM). It is each department's responsibility to document the results of each census check; for example, AM census check completed at 8:40 a.m. with no discrepancies, PM census check completed at 8:40 p.m. with one inmate out of bounds. Discrepancies and action taken must be listed.

Institutions will set guidelines and procedures for conducting the census check in an Institution Supplement.

2. Detail Accountability Checks. Lieutenants will conduct accountability checks for all work details each month. To ensure compliance with this requirement, 25% of all inmate details will be checked each week.

These checks are conducted to identify inmates in unauthorized areas, and to determine the presence and accuracy of detail cards (crew kit cards). Discrepancies will be immediately corrected. These checks are in addition to the AM/PM census checks the detail supervisors/foremen conduct.

a. Accountability checks will be conducted randomly throughout the month at various times with no prior notification.

b. The Captain's office must maintain documentation of all detail accountability checks for 30 days.

3. Lockdown Accountability Checks. Each institution will conduct a monthly institution accountability check. The purpose of this accountability is to identify inmates in unauthorized areas throughout the institution - not to obtain a total head count.

a. The accountability check will be announced at a random time and date with no prior notification.

b. Upon hearing the announcement of a lockdown accountability check, staff must secure all entrances and exits in their area, stop all inmate movement, and must survey their area of responsibility to account for and verify inmates authorized/unauthorized to be in the area.

Staff will identify inmates assigned to the detail or area who cannot be accounted for during the accountability check. The Lockdown Census forms must be completed on all accountability checks (Attachment D), which includes:

- (1) Names and register numbers of inmates found in unauthorized areas and
- (2) Names and register numbers of inmates assigned to the detail who cannot be accounted for.

305. **CONTROL CENTER RECORDS.** Picture cards of all inmates assigned to the institution will be on file in the Control Center. Control Center records must accurately document:

- Custody;
- Sentence information (MCC/MDC exempt); and
- Other necessary security and control information.

306. **DAILY CHANGE/TRANSFER SHEET.** A SENTRY generated list which denotes changes in an inmate's status must be published each regular work day.

The list includes:

- Housing unit assignment;
- Job assignment; and
- Medical idle or convalescence which exceeds one day.

A copy of this document must be available to staff who supervise inmate details and each employee responsible for preparing the list of changes.

Inmates will not be involved in the process or publication of the change/transfer list.

307. **INMATE CALL-OUTS.** The call-out sheet lists time and location for inmates who have scheduled appointments with staff, i.e., medical, dental, educational, etc. This information will be made available to all concerned staff and posted in the inmate housing units.

Special precautions must be established to ensure that inmates are unable to circumvent the procedures or make additions and deletions which undermine the accountability system. The employee who places an inmate on call-out must ensure the requested inmate arrives at the allotted time.

If an inmate does not arrive at the prescribed time, the requesting staff member must contact the staff responsible for the inmate's accountability. If efforts to locate the inmate fail, the inmate must be reported to a lieutenant immediately as missing and appropriate actions will be initiated to locate the inmate.

308. **PASS SYSTEM.** All institutions that adopt a pass system must implement the following elements to ensure the program is not compromised.

- ◆ Establish a method of daily accountability for all passes issued each work day.
- ◆ Identify an employee to check each issued pass against the stub or copy remaining in the pass book.
- ◆ Maintain a log to document discrepancies.
- ◆ Develop a system of reporting pass system discrepancies to the Lieutenant's Office.
- ◆ Implement a follow-up system by the Lieutenant's Office which includes written notification to the responsible employee with copies submitted to the Captain and responsible employee's department head.
- ◆ Departments with noted discrepancies must submit a report of action denoting steps taken to correct discrepancies to the Lieutenant's Office.
- ◆ Frequent discrepancies within the same department must be reported to the respective Associate Warden.

Follow-ups and accountability for each pass are key elements in any effective pass system.

309. **DETAIL/CREW KIT CARDS.** Control Room Officers must ensure each crew kit has current detail cards on all inmates assigned to the detail. At a minimum, crew kit cards must provide:

- Names of the inmates;
- Register number;
- Current photo (a new photo must be made whenever an inmate's appearance changes);
- Job assignment;
- Quarters assignment;
- Custody level; and
- Any special conditions.

Detail supervisors will be responsible for inmates whose cards are included in the respective crew kits and the accountability of the crew kits when checked out from Control Center.

Inmates will **never** be allowed to handle detail/crew kits and/or the cards assigned to the kits.

310. **SPECIAL ACCOUNTABILITY.** A staff member must observe all inmates confined in continuous locked down status, such as administrative detention or disciplinary segregation, at least every 30 minute period on an irregular schedule. All observations made must be documented.

Closer observation may be required for an inmate who is mentally ill, or who demonstrates unusual or bizarre behavior.

For specific instructions and guidance for the supervision and monitoring of suicidal inmates refer to the following Program Statements.

- ◆ Health Services Manual
- ◆ Suicide Prevention