



DEPARTMENT OF CORRECTIONS
Institutions



Title:	Inmate Counts	DOC Policy: 40.1.3
Effective:	11/1/16	Supersedes: 4/1/15
Applicability:	Institutions	
Directives Cross-Reference:	None	
Attachments:	None	

I. PURPOSE

The purpose of this policy is to provide accountability for the entire inmate population at all times and at all locations, to prevent escape and assure a safe, secure living/working environment while providing safety for the general public.

II. DEFINITIONS

- A. Count Clerk: The staff member responsible for reconciling all count sheets (to include out-counts) in order to clear the institution count.
- B. Emergency Count: A count taken when a possible or actual emergency exists. All inmates must return to their assigned cell/beds to be counted, unless directed to another area.
- C. Master Count Sheet: A record of location counts of institution inmates at official times or when special or emergency counts are conducted.
- D. Miscount: A count that does not clear (i.e., missing inmate, math error, clerical error, etc.).
- E. Negative Count: Accounting for inmates who are not in their assigned living area. Empty beds are marked during the count.
- F. Official Count: A count routinely conducted each day at specified times for accountability of all inmates in the facility.
- G. Out Count: A record of all inmates authorized to be away from their assigned cells/beds while being supervised by staff in other locations during count.
 - 1. Scheduled Out Count: An out count that is pre-approved by the functional unit manager or designee.
 - 2. Unscheduled Out Count: An out count that is not pre-approved by the functional unit manager or designee and will be approved in advance of count time by the officer-in-charge.

- H. Picture Count: A count where inmate picture identification is used to verify the identity of the inmate(s) being counted.
- I. Positive Count: Accounting for inmates who are present at the time of the count. This could be marking full beds during the count, or out-counts.
- J. Special Count: A count conducted at a non-official time, not considered an emergency count.
- K. Upright Count: Inmates in cells will be standing near their door in plain view or sitting upright on their assigned bunk. Inmates in dorms will be sitting upright on their assigned bunks during upright counts. Inmates will not be counted while lying on their beds unless physically incapable of sitting up.

III. POLICY

Each correctional facility shall conduct counts using the following standards:

- A. All staff who supervises inmates shall be trained in inmate count procedures and their individual responsibilities in relation to accounting for an inmate's whereabouts. This will include frequent, unscheduled counts of inmates under their control.
- B. There must be at least one count per shift and at least five counts per day conducted; two of which are upright counts.
- C. There is at least one scheduled (formal) morning count conducted before inmates are released for the morning meal.
- D. There is at least one scheduled (formal) evening count conducted after inmates have returned to their cell or bunk once all activities (i.e. recreation period, education, other activities) have concluded for the night.
- E. All inmate movement shall stop from the time count is announced until the count is cleared, unless authorized by the Officer-In-Charge.
- F. No count will be conducted (including out counts) until all inmate movement has stopped for the institution count. Any exceptions shall be approved by the functional unit manager in writing.
- G. Staff conducting the count shall be looking for living, breathing bodies.
- H. Inmate participation in any portion of the count documentation process is prohibited; including, but not limited to: preparation, processing, delivery of count slips and/or handling of count related documents.
- I. Security staff shall maintain the master count with up-to-date information of all housing moves, transfers, releases and other activities that may impact the master count and accounting for inmates.
- J. All count documentation, signed by staff accounting (with legibly printed name), tabulating and/or clearing count, shall be maintained in accordance with archive schedules.

- K. In the event of a miscount, a recount shall be conducted as described in institution written directive.
- L. Each facility will develop a process for the out-counting of inmates as defined by this policy. This includes accounting for inmates assigned to outside work crews. For special circumstances where multiple institutions are supplying inmates for overnight work crews (i.e. wild land fires, forest camp, etc.) the functional unit manager (i.e., Camp Commander) will develop a procedure for accounting for all assigned inmates that is compliant with this policy.
- M. Out counts may be used in support of Measure 17 compliance activities.
- N. Unscheduled out counts will be limited to the minimum number necessary to ensure accuracy in accounting for inmates and will be approved by the Officer-In-Charge in advance of count times.
- O. The functional unit manager will designate the responsibility of oversight of count to a manager, and will specify, through written directive, what the duties and responsibilities are and how they will be carried out. Written directive will include, at least, the following:
 - 1. On-the-job training and documentation of training;
 - 2. Count clerks have formal, uniform, on-the-job training for consistency and accuracy.
 - 3. The final inmate count will be approved by the Officer-In-Charge before a “count cleared” indication is given.
 - 4. Staff is not allowed distractions while in the count process.
 - 5. Written directive will provide specific information on how and when positive or negative counts will be used.
 - 6. The functional unit manager will ensure a written directive is in place detailing the responsibility and processes for scheduled, unscheduled and emergency counts of inmates.
 - 7. The functional unit manager will ensure institutional written directives clearly state all “unscheduled out counts” are approved by the Officer-In-Charge in advance of count times.
- P. **Policy Variance Exception:**
 - 1. Request for exceptions to any specific part of this policy must be recommended in writing by the Eastside or Westside Institutions Administrator and Chief of Security on behalf of the specific facility’s Functional Unit Manager utilizing the Variance Exception form (CD1737). The reason for the specific exception and the proposed process to be used by the facility must be approved in writing by the Assistant Director of Operations.

2. Upon receiving written authorization for the exception to any specific part of this policy, the facility will explain this exception and approval (including date of approval) within the facility's Inmate Count procedure

IV. IMPLEMENTATION

Each correctional facility will create an operational procedure that establishes a process for counts to be conducted on a daily basis as set forth in this policy.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Brian Belleque, Deputy Director