

Index as:
Count, Inmate
Inmate Count

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INMATE COUNT

I. POLICY

- A. A system of counts shall be maintained by facility personnel in order to provide for the accurate and regular accounting of each inmate being detained.
- B. The Corrections Lieutenant, or designee, shall be responsible for maintaining an inmate population accounting system, which reflects the monthly average daily population of sentenced and unsentenced inmates by categories of male and female.

II. GENERAL PROVISIONS

- A. [REDACTED] Responsible Housing Deputies shall conduct an initial inmate count [REDACTED]
[REDACTED]
- B. Inmate movements shall cease during the time designated for the inmate count, with the exception of inmates being processed for reception or release.
- C. To maintain adequate supervision of inmates, both the Housing Deputy and the Booking/Housing Deputy shall conduct regular security checks of inmate housing areas during all shifts (see policy 1707.00--*Safety and Security Checks*).
- D. Periodic and/or random searches are conducted of housing units and inmate service areas and noted on the Cell/Module Security Log.
- E. Mandatory headcounts are beginning of shift, end of shift and meal time.

III. PROCEDURES

- A. Inmate Head Count

INMATE COUNT

1. Outgoing facility personnel shall secure all inmates in their cells or dormitories prior to the end of their assigned shift with the exception of inmates being processed for reception, release, or inmates who are in transit.
2. The incoming Housing Deputy conducting the initial count shall obtain a current Inmate Housing Assignment Roster at the beginning of their shift, and verify the location of any inmate who is listed on the previous shift's roster.
3. The Housing Deputy conducting the count shall verify the inmates' location by comparing it to the Inmate Housing Assignment Roster.
4. At the completion of the count, the Housing Deputy shall notify the Facility Supervisor of any discrepancy, which exists with the Inmate Housing Assignment Roster or population sheet.
5. The Facility Supervisor shall be responsible for coordinating further efforts to resolve count discrepancies, and shall notify all Corrections Division personnel when normal facility operations and inmate movements may resume.

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