

Inmate Counts

505.1 PURPOSE AND SCOPE

Inmate counts are vital to the security of the facility, the safety of the staff, and the welfare of the inmates. This policy establishes guidelines for the frequency of inmate counts, which ensures that all inmates and their status can be accounted for at any time.

505.2 POLICY

It is the policy of this office to account for all inmates within and under the control of this facility through scheduled and other counts as needed (15 CCR 1029(a)(6)).

505.3 DEFINITION

STANDING COUNT - Housing unit deputies shall confirm each inmate's identity by way of a wristband check and confirmation that each inmate is in fact housed in the correct cell. This shall be conducted by having all inmates stand by their prospective cells while the Housing unit deputy conducts the count.

505.4 PROCEDURE

It will be the Watch Commanders responsibility to ensure at least two counts on each graveyard shift and each day shift are completed. One count per each graveyard and dayshift shall be a standing count. Count times should vary in order to prevent the establishment of a routine. During the standing counts all inmates will be required to observe the following rules:

- Stand by their cell doors.
- Inmates who have a mobility-disability that prevents them from standing during count shall be afforded reasonable accommodations i.e. sitting in their wheelchair or at sitting at the edge of their bed.
- Each inmate shall have their jail issued razor and radio / headset available for inspection. Each will be inspected for serviceability and functionality. The prowler will take appropriate action if either item is damaged (ie. Incident report, etc).
No inmate movement will be allowed during the inmate count. Inmate movement will resume after the standing counts are cleared over the air to the Watch Commander. The prowler officers will do all counts.

Emergency counts may be conducted at the direction of the Watch Commander as needed. Electronic counts shall not be substituted for direct staff observation.

All counts shall be documented on the daily activity log and verified by the Watch Commander. Counts shall include all inmates in custody, including those on work assignments, furlough, education release, and those who are off-site, such as at the hospital or court.

Any discrepancy in the count should immediately be reported to the Captain and resolved prior to the release of the shift personnel responsible for the count. A formal count in which all inmates are personally identified by a correctional deputy should be conducted once a day at a time established

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by the Captain. The result of the formal count will be used to calculate the average daily population statistics for the facility.

In the event that an escape is discovered during the inmate count, the Watch Commander will initiate action to investigate the escape by promptly notifying law enforcement agencies and the Captain, initiating a search, and complying with other procedures as needed in accordance with the Facility Emergencies Policy.

A complete report of the incident will be prepared and provided to the Captain and Sheriff as soon as practicable.