

# Count Procedures of Incarcerated Persons:

Training Topic #49



# Detention Policy and Procedure I.43 (Related Section - I.64)

- All incarcerated persons at each detention facility shall be accounted for. Sworn staff shall physically conduct counts of incarcerated persons. All counts require sworn staff to verify each incarcerated person's well-being through "verbal or physical acknowledgement" from the incarcerated person. In addition, sworn staff shall look for any obvious signs of medical or physical distress, trauma and/or criminal activity. Incarcerated persons away from the facility for authorized reasons (e.g., court, medical appointments, etc.) will be accounted for upon their return.



# Definitions

- **Verbal or Physical Acknowledgement** – a response from the incarcerated person to sworn staff that proves the incarcerated person is alive, awake, conscious, and responsive. Verbal acknowledgment includes the use of spoken words, while physical acknowledgement includes actions of the body.
- **Soft Count** – a count of the number of incarcerated persons in a facility or housing unit which verifies each incarcerated person's well-being through verbal or physical acknowledgement from the incarcerated person. It also determines if the correct numbers of incarcerated persons are currently in the facility or housing unit.
- **Hard Count** – a count which verifies each incarcerated person's well-being through verbal or physical acknowledgement from the incarcerated person *AND* uses one of the approved methods detailed in Section II(B) of this policy to confirm the identity of every incarcerated person in a facility.





# Soft Count Requirements

- Verbal or physical acknowledgment from each incarcerated person.
- A count of the number of incarcerated persons in the unit/module/area.
- Sworn staff shall compare the soft count number for each unit/module to the Operation Status Board (OSB) in the Jail Information Management System (JIMS) to verify a correct count.
  - Once a soft count number is confirmed to be accurate, a JIMS log entry will be made in the area activity utilizing the type "SOFT COUNT."
  - The count number(s) shall be notated in the "COUNT" section or in the "NOTES" section of the area activity log entry.
- Conducted during the following time periods:
  - 0400 – 0500 (nightshift)
  - 0600 – 0700 (dayshift)
  - 1700 – 1800 (dayshift)
  - 1830 – 1930 (nightshift)



# Hard Count Requirements

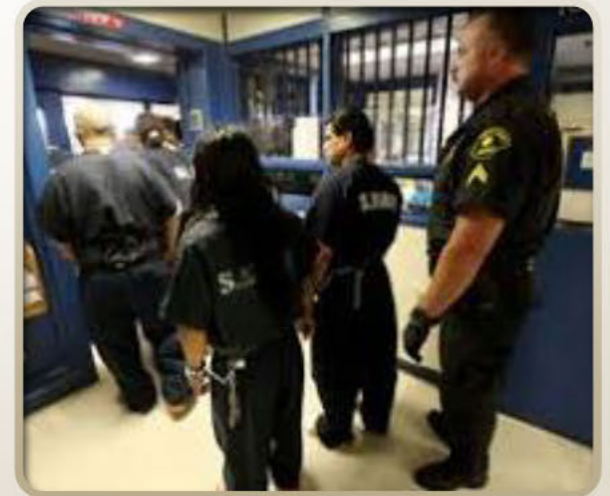
- Verbal or physical acknowledgement from each incarcerated person.
- Visual verification of the incarcerated person's identity by comparing the incarcerated person's wristband to the incarcerated person's face.
  - For those incarcerated persons that may not or are unable to cooperate with the wristband and/or hard count process (e.g., Psychiatric Stabilization Units, Enhanced Observation Housing, Administrative Separation), sworn staff shall visually verify the incarcerated person's photo on the JIMS Web Report or Face Card with the incarcerated person's face.
- Visual verification of the incarcerated person's wristband identification information to the JIMS Web Report "Floor Count." In the event staff is unable to print the "Floor Count" report (i.e. power outage, computer failure, system update), Face Cards may be utilized to conduct hard count.
- A count of the number of incarcerated persons in the unit/module
- Conducted during the following time periods:
  - 1000 – 1200 (day hard count)
  - 2100 – 2300 (night hard count)





# Count Discrepancies of Incarcerated Persons

- Any discrepancies in a count shall be immediately resolved.
- If the discrepancy cannot be resolved, the watch commander shall be notified immediately.



# Random Counts

- **Unscheduled, random incarcerated person counts (either soft or hard) should be conducted periodically, at the discretion of the watch commander or designee.**



# Documentation



- All scheduled/unscheduled counts will be documented in JIMS.
- All count sheets or lists (e.g. facility count, court lists, etc.) will be archived in accordance with the department records management plan.





The background of the slide features a large, faint, light-gray seal of the San Diego County Sheriff's Office. The seal is a seven-pointed star with a central circular emblem. The emblem depicts a Minuteman soldier standing on a rocky shore, holding a long rifle. To his left is a ship on the water, and to his right is a landscape with a rising sun and mountains. The words "SHERIFF" and "EUREKA" are arched over the top of the central emblem, and "SAN DIEGO COUNTY" is arched along the bottom. The star's points are decorated with floral patterns. On the left side of the slide, there are three diagonal stripes: a green one at the top, a dark gray one in the middle, and a lighter gray one at the bottom.

# Questions?

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**DETENTION TRAINING UNIT**