San Diego County
SHERIFF

Kelly A. Martinez
Sheriff

Detention Services Bureau, Detention In-Service Training Unit
GC 7922.000 - Work Number

LINE-UP TRAINING

Count Procedures of Incarcerated Persons   Topic # 49

After discussing/reviewing the below training material in line-up (briefing), sworn staff shall sign off as completed in LMS. In the event a staff member is not present when this topic is discussed in line-up, they shall independently read, review, and complete the training.

Completion of this line-up training topic includes reviewing the associated standardized PowerPoint presentation available on the DTU SharePoint site (#49-Standard Presentation).

By clicking **"Yes"** to **"Have you completed this activity?"** in LMS, you are attesting that you have viewed, read, and completed the training activity.

I.   PURPOSE

To provide training and guidelines for conducting counts of incarcerated persons.

II.   POLICY

All incarcerated persons at each detention facility shall be accounted for. Sworn staff will 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 will 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.

This training is conducted in accordance with DSB P&P Section I.43 – Count Procedures of Incarcerated Persons .

III.   DISCUSSION

Sworn staff shall review and discuss incarcerated person count procedures as described in DSB P&P Section I.43 – Count Procedures of Incarcerated Persons and related facility specific green sheets.

    A.   Definitions
        1.   "Verbal or Physical Acknowledgement" – 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 acknowledgment includes actions of the body (i.e., hand gestures, head

---

Review Date: 04-02-2024
This Line-Up Training Topic was prepared by the Detention In-Service Training Unit.

nod, etc.), in confirmation that the incarcerated person notices and is responding to sworn staff.

2. **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.

3. **Hard Count** – A count which verifies each incarcerated person's well-being through verbal or physical acknowledgment 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 the facility.

B.   Count Requirements for Incarcerated Persons

1. **Soft Count Requirements**
   a. Verbal or physical acknowledgement from incarcerated person
   b. A count of the number of incarcerated persons in the unit/module/area
   c. Required times soft counts are to be conducted (Two per shift)

2. **Hard Count Requirements**
   a. Verbal or physical acknowledgement from each incarcerated person
   b. Visual verification of the incarcerated person's identity by comparing the incarcerated person's wristband to the incarcerated person's face
   c. Visual verification of the incarcerated person's wristband identification information (booking number) 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 the hard count.
   d. Required times hard counts are to be conducted (One per shift)
   e. Day hard count and Night hard count

C.   Count Discrepancies of Incarcerated Persons

D.   Random Counts

E.   Documentation