



William D. Gore  
Sheriff

*San Diego County*

**SHERIFF**

## LINE-UP TRAINING

### Inmate Count Procedures

### 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.*

*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 inmates.

#### II. POLICY

All inmates at each detention facility shall be accounted for. Sworn staff will physically conduct counts of inmates through various methods (soft count, hard count, head count). All soft and hard counts require sworn staff to verify each inmate's well-being for any obvious signs of medical or physical distress, trauma and criminal activity. In addition, sworn staff shall also ensure the environment is clear of any safety and or security hazards. Inmates away from the facility, for authorized reasons (e.g., at court, medical appointments, etc.), will be accounted for upon their return.

This training is conducted in accordance with [DSB P&P Section I.43 - Inmate Count Procedures](#).

#### III. DISCUSSION

Sworn staff shall review and discuss inmate count procedures as described in [DSB P&P Section I.43 - Inmate Count Procedures](#) and related facility specific green sheets.

- A. Counts defined
  - 1. Soft count
  - 2. Hard count and confirmation methods
    - a. Bar Code Reader (BCR)
    - b. Face cards
    - c. JIMS Web Reports
    - d. JIMS Operations Reports
  - 3. Head count



B.



- C. Random counts
- D. Count discrepancies
- E. Count documentation

<b>DATE:</b>	AUGUST 13, 2018
<b>NUMBER:</b>	I.43
<b>SUBJECT:</b>	INMATE COUNT PROCEDURE
<b>RELATED SECTIONS:</b>	<a href="#">I.64</a>

**PURPOSE**

To provide guidelines for conducting counts of inmates.

**POLICY**

All inmates at each detention facility shall be accounted for. Sworn staff will physically conduct counts of inmates through various methods (soft count, hard count, head count). All soft and hard counts require sworn staff to verify each inmate's well-being for any obvious signs of medical or physical distress, trauma and criminal activity. In addition, sworn staff shall also ensure the environment is clear of any safety and or security hazards. Inmates away from the facility, for authorized reasons (e.g., at court, medical appointments, etc.), will be accounted for upon their return.

**PROCEDURE**

**I. COUNTS DEFINED**

- A. Soft Count – A count of the number of inmates in a facility or housing unit which verifies each inmate's well-being through verbal or physical acknowledgement from the inmate. It also determines if the correct numbers of inmates are currently in the facility or housing unit.
- B. Hard Count – A count which verifies each inmate's well-being through verbal or physical acknowledgement from the inmate, and uses one of the following methods to confirm the identity of every inmate in a facility:
  - 1. Bar Code Reader (BCR)
  - 2. Face Cards
  - 3. Jail Information Management System (JIMS) Web Reports (i.e., Floor Count, Floor Evacuation List)
  - 4. JIMS Operations Reports (i.e., Inmates Still in Booking, Inmate Roster by Last Name, etc.)
- C. Head Count – A total count of the number of inmates in each area. A head count can be utilized any time a simple count outside the purviews of "soft count" & "hard count" is not required.

II

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### III. DISCREPANCIES

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

### IV. RANDOM COUNTS

Unscheduled, random inmate counts should be conducted periodically, at the discretion of the shift supervisor or watch commander.

### V. DOCUMENTATION

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