

Date: 3/30/22

Number: I.43.M

Subject: INCARCERATED PERSONS(I/P) COUNT PROCEDURES

Related Sections:

PROCEDURE:

At the beginning and end of every shift, the housing control deputy will review the Operations Status Board (OSB) to ensure that the number of I/P's recorded as being logged "out of the module" match the court list, visits scheduled, sick call, etc. The housing floor deputies will confirm and match the face card of each I/P to the roster in the OSB to ensure proper housing assignment.

Facility Counts will be counted at scheduled times during each shift. If any I/P is unavailable for count, their status will reflect their absence on the operation status board (OSB) of JIMS. I/P's whose status reflects "Work," shall be the responsibility of the deputy of their work assignment. All I/P's shall be accounted for prior to the completion of the count.

During hard count, the Processing Control Deputy will print the I/P Worker List by Category from JIMS and account for all workers working outside the facility.

Immediately after hard count is completed, the count sheets will be brought up to Central Control for confirmation / verification. The central control deputy will print the facility summary housing unit count reports for each housing unit from JIMS

Once all counts sheets have been collected and verified, the Control Deputy will notify the Watch Commander that the count has been verified and all I/P's have been accounted for. The Watch Commander will notate the total count in the watch commander's log. The count sheets will be placed in the admin mailbox to be picked-up by the Administrative Secretary. The Administrative Secretary will file the count sheets in admin for two years.

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Related Sections:

I. DAY SHIFT COUNT PROCEDURES - DORMS

A. DAY SHIFT MEAL HARD COUNT-DORMS

All day shift meal hard counts will be conducted inside the respective dorms, utilizing floor count sheets. Once completed the floor count sheets will be signed and brought to Central Control for verification.

1. I/P's who are assigned to an outside work crew will be accounted for by the deputy assigned to supervise them for the day (i.e. Bike Shop, Grounds or Print shop deputies). I/P workers assigned work outside of the facility, who's temperature have not been checked at HARD COUNT, will be checked upon return to the facility. If they can access JIMS they will print the I/P Worker List by Category from JIMS and account for all workers. If they cannot access JIMS, they will communicate to the Processing Control Deputy and advise them of their I/P count. Any I/P's supervised by professional staff (i.e. janitor, painter, teacher, etc.) will report to the dining hall for count. All I/Ps assigned to work at George Bailey Detention Facility (GBDF) during scheduled counts, will be accounted for by the EMRF Processing Control Deputy by calling GBDF Processing Control to verify I/P count.
2. I/P's assigned to Commissary, CPC and Laundry will be accounted for by the deputies assigned to those positions respectively, by printing the I/P Worker List by Category from JIMS.
Once completed, the list will be turned into Central Control.
4. When the count is complete the Control Deputy shall be notified. Central Control will notify the Watch Commander once count has been confirmed.
5. The Count Deputy will legibly write their initials, ARJIS, date and time on the I/P roster.
6. If necessary, meal hard count may be conducted using any approved hard count method.

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B. SOFT COUNT

Dinner meal hard count will be conducted at the end of shift in lieu of a soft count, as this count is routinely completed between 1700 and 1730 hours.

II. NIGHT SHIFT COUNT PROCEDURES - DORMS

A. The dorm deputy will verify their count according to the Operation Status Board (OSB) and notify Control when completed. The Control Deputy will make an entry into JIMS when all dorms have completed their soft counts.

B. During a scheduled, or in the event of an unscheduled count, the Programs Deputy will conduct a count of the I/P's in classrooms or in meetings with counselors, instructors or probation officers. The Programs Deputy will notify each individual dorm of the I/P's not present.

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C. Deputies will conduct night count utilizing floor count sheets. Deputies will instruct the I/P's to be on their assigned bunk for night count. Bunk discrepancies will be corrected immediately. Any faded or unreadable wristbands will be replaced as soon as practical. All I/P's Temperatures will be taken in correspondence with Night Count. Deputies will legibly write their initials, ARJIS, date and time on the floor count sheets and the temperature reading of each I/P. The floor count sheets will be turned into Central Control.

D. Once deputies have completed their count, deputies shall log an entry into JIMS indicating that the count has been verified. The entry will include the individual module totals and the house total. Deputies will make an entry in JIMS under "Temperature Check Completed" in each housing area, verifying that all I/P's have been accounted for. Deputies will approve their night count in JIMS. Central Control will be notified once the housing units count has been completed.

E. Soft count will be conducted in conjunction with the breakfast meal, Facility I/P rosters will be used to complete the soft count. Control will be notified as soon as the soft count is completed and a JIMS entry will be logged.

III. DAY SHIFT COUNT PROCEDURES - HOUSE 3 AND HOUSE 4

A. DAY SHIFT MEAL HARD COUNT

1. The Control Deputy will notify all I/P's via the P.A. system to prepare for lunch hard count.

The House Rovers will conduct count with floor count sheets inside each module.

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IV. NIGHT SHIFT COUNT PROCEDURES - HOUSE 3 AND HOUSE 4

- A. A log entry will be made into JIMS by the House Rovers verifying the completed soft count matching the number of I/P's on the OSB.
- B. The Control Deputy will notify all I/P's via the P.A. system to return to their bunks for night count.
 - 1. Using - housing -floor count sheets, deputies - will conduct night count while I/Ps are at their assigned bunk. Bunk assignment discrepancies will be corrected immediately. Any faded or unreadable wristband will be replaced as soon as practical. The House Rover will initial and date the floor count sheets. The floor count sheets will be turned into Central Control.
 - 2. House Rovers shall log an entry into JIMS indicating that the count has been verified. The entry will include the individual module totals and the -house total. Deputies will also approve their night count in JIMS. Central Control will be notified once the housing units count has been completed.
- C. A log entry will be made into JIMS by the House Rovers verifying the completed end of shift soft count matching the number of I/P's on the OSB.