

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE: AUGUST 5, 2021
NUMBER: I.43.G
SUBJECT: INMATE COUNT PROCEDURE

PROCEDURE

Inmate counts will be conducted within compliance of Detentions Policy & Procedure I.43.

I. INMATE COUNT TIMES

A. DAY SHIFT:

■ [REDACTED]
■ [REDACTED]
■ [REDACTED]

B. NIGHT SHIFT:

■ [REDACTED]
■ [REDACTED]
■ [REDACTED]

II. COUNT PROCEDURES

A. Housing Deputies

1. At the beginning of every shift, the housing deputies will review the Operations Status Board (OSB) to ensure that the number of inmates recorded as being logged "out of the module" match [REDACTED]. The housing deputies will confirm and match the face card of each inmate to the roster in the OSB to ensure proper housing assignment.

2. During hard counts, [REDACTED]
[REDACTED]
[REDACTED]

a. In accordance with the current COVID-19 Continuity of Operations Phase Plan (COOP) Phase 2B, sworn staff will conduct temperature checks of inmates in the following manner:

a. In Quarantine and non-quarantine housing: Once per day during nightshift at Hard Count.

b. In SPUI and COVID positive housing, health staff will continue to conduct temperature checks daily.

3. Once count is completed, the deputy who conducted the count will [REDACTED]
[REDACTED] All of the printouts will be collected and submitted to Central Control for review.

- a. [REDACTED]
[REDACTED]

B. Central Control

1. The Central Control deputy will collect each housing unit's completed floor count sheets and attach a copy of the housing unit's "Summary Count Report" printed from the Operations Status Board in JIMS.
2. The Central Control deputy will verify the individual house count totals match the JIMS facility counts.
 - a. For night shift, the Central Control Deputy will confirm the correct count under the "Facility Count Browse" on JIMS.
3. A cover sheet will be created and will be signed by the watch commander. The cover sheet, along with the house's count sheets will be filed in central control.
4. The central control deputy will make an entry in JIMS under the event type "Hard Count". The total number of inmates will be indicated in the count field, with "Completed" in the description field. [REDACTED]
[REDACTED]

C. Other Post Positions

1. A deputy assigned to video courts or processing will conduct hard count of inmates in video court holding areas at the time of dayshift hard count.
2. The Kitchen Deputy is responsible for accounting for any inmates in their area during applicable counts throughout the day.
3. The Grounds / Utilities Deputy is responsible for accounting for any inmates under their immediate supervision.

Inmate workers at GBDF during any count should be accounted for utilizing the lists provided by one of the GBDF Trusty Operations (T-Ops) Deputies.

III. ARCHIVING

- A. Upon completion of each hard count, all printouts will be packaged together. After the Watch Commander signs the top sheet, the central control deputy will scan and file the

count sheets into the GBDF Monthly Archive folder [REDACTED]
[REDACTED]

- B. The hard copy package will be filed in the filing cabinet in Central Control. At the end of each month, the GBDF Administrative Deputy will collect the packages in the file cabinet and archive them for two years.