

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	MARCH 10, 2023
NUMBER:	I.43.L
SUBJECT:	COUNT PROCEDURES OF INCARCERATED PERSONS

PROCEDURE

I. COUNT PROCEDURES

A. Housing Deputies

1. During hard counts, deputies will utilize the updated JIMS floor count sheet printout available on JIMS web to verify the identity of the incarcerated people in their unit.
2. The housing unit deputy will match the incarcerated person's wristband information with the respective housing unit count sheet.
3. The housing unit deputy will receive verbal or physical acknowledgement from the incarcerated person and circle either a "V" or "P" on the count sheet.
4. Once count is completed, the deputy who completed the count will write their last name, ARJIS, date and time at the top of each count sheet.
5. The deputy will write the total number of incarcerated persons in the facility (excluding out of facility courts and clinics) on the JIMS Summary HU Count Report.
6. During night count, the housing deputy will also enter the total number of incarcerated people in the Facility Counts Approval Report in JIMS.
7. Area rovers, or any available deputy, will collect all the count sheets in their area and submit the count sheets to Central Control for review.

B. Central Control

1. During hard count, central control deputies will print out the facility population report available in JIMS web, the summary "ALL, ALL" count report in the operation status board, the Current Location Mismatch Report, and the Incarcerated persons Still in Booking Report.
2. Central control will verify each housing unit's count with the Facility Population Report and will immediately resolve any discrepancies.

3. Central control will add the number of incarcerated people still in booking to the "ALL, ALL" count number, giving the entire facility incarcerated people count.
4. Once the count has been verified, central control will log the facility hard count in JIMS area activity (AREA="CO," HU="NT") with the facility count noted in the "COUNT" section and a description of "facility hard count complete."
5. All hard count reports, as well as each housing unit's count sheets, shall be collected by central control and signed with the name and ARJIS of the deputy verifying the count.
6. The reports and count sheets will be presented to the north sergeant for review and signature before being forwarded on to the administrative secretary for archive.
7. Central control should announce via facility radio when count clears.

C. Intake Deputies

1. During hard counts, intake deputies will utilize the updated JIMS floor count sheet printout to account for incarcerated people in intake, still in booking, sobering or safety cells, and in the custody of LCDRF who have been admitted to the hospital.
2. The intake deputy will match the incarcerated person's wristband information with the respective housing unit count sheet.
3. The intake deputy will receive verbal or physical acknowledgement from the incarcerated person and circle either a "V" or "P" on the count sheet.
4. The intake control deputy, or another available intake deputy, shall account for any incarcerated people located in the housing unit counts of "CO H1" or "CO H2" by printing the appropriate housing unit count sheet and verifying the status of any incarcerated people currently admitted to a hospital.
5. Once count is completed, the deputy who completed the count will write their last name, ARJIS, date and time at the top of each count sheet.
6. The deputy will write the total number of incarcerated people in intake (excluding out of facility courts and clinics) on the JIMS Summary HU Count Report.
7. During night count, the intake deputy will also enter the total number of incarcerated people in the Facility Counts Approval Report in JIMS for each respective housing area (e.g., BKG, BR, SAF, CO H1, etc.)

D. Other Post Positions

- a. The kitchen, video court, visits, and release deputies will be responsible for accounting for the incarcerated people in their areas during applicable counts throughout the day.
- b. During dayshift hard count, incarcerated people who are assigned to work or are attending classes, will be accounted for by the deputy assigned to supervise them for the day. Safety/Security Interests - 7922.000

[REDACTED]

Deputies accounting for incarcerated people at work or programs will advise the incarcerated person's housing unit deputy of the incarcerated people they have accounted for.

- c. Safety/Security Interests - 7922.000

[REDACTED] The programs deputy will be responsible for conducting the counts and logging them into JIMS under "LND". In the event the programs deputy is not able to conduct the counts, the deputy will coordinate with their partners and ensure the count is completed.

B. RETENTION/ARCHIVES

Hard count reports (dayshift, nightshift, and emergency) will be printed by the central control deputy and forwarded to the administrative secretary after count has been completed. In addition, all individual housing count sheets collected by central control will be forwarded to the administrative secretary for archive. The administrative secretary will be responsible for retrieving and archiving the reports for a two-year period.