

DATE:	November 14, 2022
NUMBER:	I.43.C.1
SUBJECT:	INCARCERATED PERSON COUNT PROCEDURE

PROCEDURE

I. THE FOLLOWING WILL BE PERFORMED DURING ALL COUNTS:

- A. All telephones and televisions will be turned off.
- B. Incarcerated persons in cell housing will be secured in their cells for all counts. Incarcerated persons in dorm housing may be counted in their assigned bunks or come to the module door. Only one module door shall be open at a time during incarcerated person counts.
- C. All counts in cell housing at SDCJ will be conducted in conjunction with a safety check. Emergency head counts ordered by the watch commander do not require a safety check.
- D. Each count shall be logged in JIMS under the corresponding "Type" in the Area Activity Log. The total number of incarcerated persons in each module will be detailed in the "Notes" section.

II. THE FOLLOWING WILL BE PERFORMED DURING ALL HARD COUNTS:

- A. Day hard count will be conducted between 0900 and 1200 hours. Night hard count will be conducted between 2100 and 2300 hours. Counts may be conducted early at the discretion of the watch commander.
- B. At the beginning of all hard counts, the deputies on the First and Second Floors conducting hard count will announce the beginning of count and ensure the "X-Module" is cleared.
- C. Hard counts will be conducted with emergency evacuation lists or floor sheets. Incarcerated persons in Administrative Segregation and Enhance Observation housing will be verified via their face card. Incarcerated persons and booking deputies will conduct hard count using the JIMS Operations Report.
- D. All incarcerated persons workers are to be returned to the eighth floor to ensure an accurate hard count. The only exceptions are kitchen workers who will be accounted for by the kitchen deputy and incarcerated person workers under the direct supervision of sworn staff. Sworn staff with the facility workers during a hard count shall coordinate with the 8th floor deputies to verify these persons.
- E. The deputies conducting the count shall check the incarcerated persons wristband (looking for any signs of tampering or wear) and verify the incarcerated persons name, booking number and wristband photo with the appropriate count sheets.

- F. At the completion of a hard count, the deputies conducting the count will write their

initials and ARJIS number on the emergency evacuation lists, floor sheets or operations report. These documents will be taken to and archived in Key Control.

- G. During day hard count, the key control deputy will verify each floor's "Hard Count" log entry. During night hard count, the key control deputy will review the JIMS facility browse report to verify the counts were entered and verify each floor's "Hard Count" log entry. The key control deputy will file the count sheets in the count sheet filing cabinet.
- H. Once the hard count is confirmed, the key control deputy will log the facility hard count as completed and inform the watch commander.
- I. At the end of each month, the administrative deputy will collect and archive the count sheets in accordance with Detentions Policy and Procedure F.1.

III. COUNTS:

TIMES

DAY SHIFT

- Soft Count to be conducted between 0630-0700
- Hard Count to be conducted between 0900-1200
- Soft Count to be conducted between 1700-1800

NIGHT SHIFT

- Soft Count to be conducted between 1830-1930
- Hard Count to be conducted between 2100-2300
- Soft Count to be conducted between 0400-0500