

<b>DATE:</b>	MAY 10, 2022
<b>NUMBER:</b>	I.43.S
<b>SUBJECT:</b>	INCARCERATED PERSON COUNT PROCEDURE

**PROCEDURES:**

I. Incarcerated person Count Schedule

A. Day Shift:

1. Soft Count: 0600-0700 (first Safety Check of each day shift)
2. Hard Count: 1000-1200 hours
3. Soft Count: 1700-1800 hours

B. Night Shift:

1. Soft Count: 1830-1930 hours
2. Hard Count: 2100-2300 hours
3. Soft Count: 0400-0500 hours

II. Hard Count

- A. Between the hours of 1000-1200 (day hard count) and 2100-2300 (night hard count), incarcerated persons will be locked down in their assigned cells so housing deputies may conduct hard count. With either JIMS Web Report printed "Floor Count" or Face Cards, the deputy will match each incarcerated person's legible wristband against the sheet. While conducting hard count, the deputy will take notice of each incarcerated person's well-being as well as each cell's overall condition. After count is completed, the deputy will print the Summary HU Count Report and the deputy conducting the count will write their initials and ARJIS on the Summary Count Report. The deputy who conducted the count will collect all count sheets in their area and hand in the original rosters or floor sheets used during count and Summary Count Report to control for review.

\*During the pandemic, all incarcerated persons will have their temperature checked in conjunction with night hard count. Unless directed otherwise by the Detention Services Bureau.

Once the housing count is complete (for Day/Night hard count), the "A" module deputy will verify the list and input the counts in JIMS Facility Count Approval and Approve.

- B. The control deputy will be responsible for gathering all **deputy initialed** facility count sheets and will review the Facility Count Report and verify the housing counts are accurate. The control deputy will create a packet from JIMS to include:

- Count Cover Sheet
- Summary Housing Unit Count Report (Facility)
- Facility Count Report (Browse) -Area Mismatch Report (Night)
- Day Court Roster (from court deputy)
- Operations Report Roster by Facility/Area
- Deputy Initialed Housing Unit Count Sheets (Floor Counts HU 1-5)

The control deputy will then inform the facility, via radio, count has been completed. The Facility Count Report along with the original floor sheets/evacuation sheets will include the control deputy's name and Arjis. The watch commander will also review and sign the completed Hard Count packet. The control deputy will log facility hard count in the JIMS Area Activity.

\*During the pandemic, the control deputy will forward a copy of the Hard Count packet to SBDF Medical so that they can review temperature checks.

- C. The Approved Hard Count packets will be scanned to the SBDF (V:) drive under the "Archive" folder (refer to control deputy Post Orders). The hard copy of the approved packet will be stored in Control for 30 days, after that time the administrative deputy will collect and archive for two years.

If a soft count is conducted in conjunction with a safety check, the procedures articulated in DSB P&P section I.64 shall be followed.