SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	**January 13, 2021**
NUMBER:	**I.43.V**
SUBJECT:	**INMATE COUNT PROCEDURE**

PROCEDURE

I.   Housing Deputies

    A. **Soft Count**: deputies will count the number of inmates in each area and compare it to the housing count total.

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        1. **Hard Count**███████████████ Once count is completed, the housing control 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. Area rovers, or any available deputy, will collect all the count sheets in their area and submit the original rosters or floor sheets used during count and Summary Count Report to control for review.

        2. **Hard Count**███████████████ Once count is completed, the housing control deputy will enter the total number of inmates in the Facility Counts Approval Report in JIMS. The deputy conducting the count will write their initials and ARJIS on the original sheets used to verify count. Area rovers, or any available deputy, will collect all the count sheets in their area and submit the original rosters or floor sheets used during count and Summary Count Report to control for review.

    The Watch Commander will document the hard count total in the Watch Commander Log

    B. Intake Deputies/ Processing Sergeant

        1. Upon completion of Hard Count (day count and night count) by the Male and Female Intake Deputies, the count sheets will be given to the Processing Sergeant. The Processing Sergeant will use the count sheets to compare against the booking process times report to account for all inmates in the Male and Female Intake areas. This will ensure inmates do not exceed a maximum of 16 hours in these areas. This is not applicable to inmates in the sobering cells, safety cells or any special circumstance that are justified. Once the review of the count sheets and booking process times report is completed, the Processing Sergeant will initial and ARJIS the count sheets. The Intake deputies will ensure the count sheets are turned in to Control.

II.   Control Deputy

    A. **Day Count**- The Control Deputy will confirm the X-MOD is cleared and print the day count sheet along with the Summary ALL<ALL Count Report in the OSB. Control will add the number of inmates from each housing units JIMS "Hard Count" entry to the day count sheet. Control will then add the housing unit count numbers to the intake count numbers including Inmates Still in Booking.

        1. Once count is confirmed, Control will log the facility "Hard Count" in JIMS Area Acivity Log and make an announcement via the stenofon that count is complete with the total number of inmates.

2. The completed count will be signed by the Control Deputy including their name and ARJIS. The Control Deputy will attach the two sheets along with each individual housing unit count sheet and scan them into the VDF archive under Day Count.

B. **Night Count**- The Control Deputy will confirm the X-MOD is cleared and will print the Night Count Sheet along with the Summary ALL<ALL Count Report in the OSB. Control will review the Facility Browse Report in JIMS and verify the counts were imputed along with verifying each housing units "Hard Count" log entry.

1. Once count is confirmed, the Control Deputy will sign the Summary Count Report including their name and ARJIS. The Control Deputy will log the facility hard count in the JIMS Area Activity and make an announcement via the stenofon that count is complete with the total number of inmates.

2. Control will attach the Night Count Sheet, the Summary Count Report, and the Male/Female Intake count sheets along with all the original rosters or floor sheets used and scan them into the VDF archive under Night Count.

3. Control will e-mail a copy of the Night Count sheets to the outlook group "VDF, Charge Nurse". The charge nurse will review the count sheets to identify symptomatic inmates to prevent the spread of COVID-19 in the facility.