

<b>DATE:</b>	MAY 9, 2022
<b>NUMBER:</b>	I.43
<b>SUBJECT:</b>	COUNT PROCEDURES OF INCARCERATED PERSONS
<b>RELATED SECTIONS:</b>	<a href="#">I.64</a>

PURPOSE

To provide guidelines for conducting counts of incarcerated persons.

POLICY

All incarcerated persons at each detention facility shall be accounted for. Sworn staff will physically conduct counts of incarcerated persons. All counts require sworn staff to verify each incarcerated person's well-being through "verbal or physical acknowledgment" from the incarcerated person . In addition, sworn staff will look for any obvious signs of medical or physical distress (e.g., asthma attack, chest pain, etc.), trauma (e.g., bleeding, ligature marks, etc.) and/or criminal activity (e.g., drug usage, fighting, etc.). Incarcerated persons away from the facility for authorized reasons (e.g., court, medical appointments, etc.) will be accounted for upon their return.

PROCEDURE

I. DEFINITIONS

- A. "Verbal or physical acknowledgment" – a response from the incarcerated person to sworn staff that proves the incarcerated person is alive, awake, conscious, and responsive. Verbal acknowledgment includes the use of spoken words, while physical acknowledgment includes actions of the body (i.e., hand gestures, head nod, etc.), in confirmation that the incarcerated person notices and is responding to sworn staff.
- B. Soft Count - a count of the number of incarcerated persons in a facility or housing unit which verifies each incarcerated person's well-being through verbal or physical acknowledgment from the incarcerated person. It also determines if the correct numbers of incarcerated persons are currently in the facility or housing unit.
- C. Hard Count – A count which verifies each incarcerated person's well-being through verbal or physical acknowledgment from the incarcerated person *AND* uses one of the approved methods detailed in Section II(B) of this policy to confirm the identity of every incarcerated person in a facility.

II. COUNT REQUIREMENTS FOR INCARCERATED PERSONS

A. SOFT COUNTS

- 1. All soft counts require the following actions.

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- a. Verbal or physical acknowledgment from each incarcerated person.
  - b. A count of the number of incarcerated persons in the unit/module/area.
2. Soft counts shall be conducted during the following time periods:
- a. 0400-0500 hours (nightshift)
  - b. 0600-0700 hours (dayshift)
  - c. 1700-1800 hours (dayshift)
  - d. 1830-1930 hours (nightshift)
3. Sworn staff shall compare the soft count number for each unit/module to the Operation Status Board (OSB) in the Jail Information Management System (JIMS) to verify a correct count.
- a. Once a soft count number is confirmed to be accurate, a JIMS log entry will be made in the area activity utilizing the type "SOFT COUNT."
  - b. The count number(s) shall be notated in the "COUNT" section or in the "NOTES" section of the area activity log entry.

## B. HARD COUNTS

1. All hard counts require the following actions
  - a. Verbal or physical acknowledgment from each incarcerated person.
  - b. Visual verification of the incarcerated person's identity by comparing the person's wristband photo to the person's face. For those individuals that may not or are unable to cooperate with the wristband and/or hard count process (e.g., Psychiatric Stabilization Units, Enhanced Observation Housing, Administrative Separation), sworn staff shall visually verify the person's photo on the JIMS Web Report or Face Card with the person's face.
  - c. Visual verification of the person's wristband identification information to the JIMS Web Report "Floor Count." In the event staff is unable to print the "Floor Count" report (i.e., power outage, computer failure, system update), Face Cards may be utilized to conduct the hard count.
  - d. A count of the number of incarcerated persons in the unit/module/area.
2. Hard counts are to be conducted during the following time periods.
  - a. 1000-1200 (day hard count)

- b. 2100-2300 (night hard count)
  - 3. During day hard count, incarcerated persons in facility court holding cells at the time-of-day hard count will be accounted for using paper court lists. The paper court list will be archived with the housing count sheets for each facility.
  - 4. During night hard count, sworn staff shall:
    - a. Verify each person occupies the bed/bunk they are assigned to in JIMS. Discrepancies shall be resolved immediately after the conclusion of the hard count.
    - b. Verify count numbers for each unit/module utilizing the Facility Count in JIMS.
  - 5. Once a hard count is confirmed to be accurate, a JIMS Area Activity Log entry will be made utilizing the type "HARD COUNT" notating the final count number(s).
- C. If any of the counts are conducted in conjunction with a safety check, the procedures articulated in Detention Services Bureau Policies and Procedures section I.64 will be followed.
  - D. Each facility shall develop a green sheet outlining specific procedures for conducting counts and archiving count records.
  - E. The watch commander is responsible for ensuring all counts are completed. The watch commander shall make a notation in the Watch Commander's Log verifying facility hard count completion.

### III. COUNT DISCREPANCIES OF INCARCERATED PERSONS

- A. Any discrepancies in a count shall be immediately resolved. If the discrepancy cannot be resolved, the watch commander shall be notified immediately.
- B. During an emergency, the watch commander will direct a facility hard count be performed to verify the incarcerated population in the facility. Depending on the circumstances, the watch commander may direct a soft count be conducted first to quickly determine if an incarcerated person is missing.
- C. If an escape is suspected and the escape route is known, the watch commander may initially focus the count efforts in that area. However, a facility hard count will be completed as soon as practical.

#### IV. RANDOM COUNTS

Unscheduled, random counts of the incarcerated population (either soft or hard) should be conducted periodically, at the discretion of the watch commander or designee.

#### V. DOCUMENTATION

All scheduled/unscheduled counts will be documented in JIMS and all count sheets or lists (e.g., facility count, court lists, etc.) will be archived in accordance with the department records management plan.