

Idaho Department of Correction 	Standard Operating Procedure	Title: Correctional Facility Daily Count Procedures		Page: 1 of 6
		Control Number: 501.02.01.001	Version: 4.0	Adopted: 07-14-2008

Jefferey Zmuda, chief of the division of prisons, approved this document on 12/30/2015.

Open to the public: Yes No

SCOPE

This standard operating procedure applies to all Idaho Department of Correction staff and contractors at prison facilities and community reentry centers.

Revision History
Revision date (12/30/2015) version 4.0: Added provision for use of electronic copy of the master count sheet Previous revision date (05/05/2015) version 3.0:

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BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER 501

Counts: Daily Offender

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PURPOSE

This standard operating procedure establishes requirements for inmate counts to verify that all inmates are accounted for by formal counts and informal counts at any other given time.

RESPONSIBILITY

Facility heads are responsible for implementing and ensuring that staff members follow the standards and procedures provided herein.

STANDARD PROCEDURES

1. Accountability

The IDOC accounts for all inmates incarcerated in IDOC facilities and when inmates are in locations away from their assigned housing units such as facility jobs, fire crew, work release, education, recreation, transport. To ensure accountability of inmates, the department tracks official housing assignments such as facility, unit, and bed number.

The central control officer (or designee) must ensure that all bed assignment changes and moves are entered into the IDOC offender system and are maintained in a master count sheet in a separate format (manual, written, or electronic) in central control and the affected housing unit. The electronic copy can be a device such as a flash drive. Bed assignment changes must be documented immediately in the offender system and in the separate format after the housing unit staff verifies the move has been completed.

Before each count, the central control officer must generate a vacant-bed count sheet for the shift commander (or designee).

2. Count Standards

Staffing Required to Conduct the Physical Count

The minimum number of staff conducting the physical count of inmates in each specific unit or area must be as follows:

- Medium and close custody facilities: Two
- Minimum: One
- Off-site work projects: One

Required Observations to Confirm Count

When conducting count, staff must see the flesh of each inmate and confirm that each inmate is alive.

Identification (ID) Card Count

When conducting an ID card count, staff must match the ID photograph of the inmate and the corresponding name, inmate number, and bed location on the facility count sheet.

At least one ID card count must be conducted at random times each week. In addition, facilities with lock-down cells must comply with SOP 325.02.01.001, *Prison Rape Elimination*.

In addition, ID card counts are conducted when one or more of the following situations occur:

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- Whenever an inmate is believed to be missing.
- When repeated recounts fail to verify the facility count.

Sitting Count

Inmates must sit on their assigned beds facing the officer conducting the count. Officers must assess the inmate's well-being. Officers must immediately report anything out of the ordinary to the shift commander. Each day one count must be a sitting count.

Out-count

When an inmate is away from an institution on a work crew (see the note box below), town hospital, court, or other assignment where the inmate will not return to the housing unit during a formal count, the inmate must be on an out-count sheet. An out-count sheet is used as the official representation of an inmate's presence in IDOC custody for a count procedure. Staff must ensure that out-count sheets are correct before inmates leave the facility.

When an inmate is away from the housing unit on an institutional job or other assignment and will not return to an official count area for count, the inmate must be on an internal out-count sheet. Facilities must develop field memorandums describing internal out-count procedures.

Community reentry centers are not required to use an out-count sheet but must develop methods for tracking the inmates who are in the facility and those who are out of the facility.

For vocational work project crew, if the Off-site Work Crew Out-count Sheet (located in the Corrections Integrated System) is not used, the facility must develop an out-count sheet that contains the following: Name of the facility, unit, date, time, location, staff name, and associate number(s). (See Appendix B, Example of a Work Projects Out-count Sheet or Appendix C, Example of an Out-count Sheet.)

Recall

When recall is announced, all inmates must proceed immediately to their assigned living area and bed or to their authorized count area. Each facility must establish the amount of time given to arrive at the count area after recall is announced. Inmates not in an approved count location or at their beds when count is announced may be written a Disciplinary Offense Report in accordance with SOP 318.02.01.001, *Disciplinary Procedures* and could be charged with the crime of escape or attempted escape.

Total Recall

All inmates, including inmates who are at the facility but listed on an internal out-count sheet, must return immediately to their assigned bed or an area the shift commander has approved. If necessary to clear count, those inmates who are away from the facility listed on an out-count sheet must be counted by on-site staff and the count confirmation sent to the shift commander (or designee) via radio, telephone, or cell phone (if communication is possible). No movement is allowed until the count has cleared and the facility head, duty officer, or shift commander has authorized a return to normal operations. In the event of an escape, follow procedures outlined in directive 507.02.01.001.01, *Escape Response*.

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3. Formal Count

All IDOC correctional facilities must conduct at least five formal counts each calendar day. Staff conduct counts at approximately five-hour intervals, and the interval must not exceed six hours. Count times are defined in field memorandums. During a formal count, inmates must be in their cells, on or in contact with their assigned beds, in an area approved for count, or listed on an out-count sheet.

If the facility count sheets in the offender system are not used, the facility must develop formal count sheets that contain the following information: Name of the facility, unit, date, time, and count staff names (at least two lines) and their associate numbers (see Appendix A, *Example of a Formal Count Sheet*).

Formal counts must be performed using the following steps:

Functional Roles and Responsibilities	Step	Tasks
Central Control Officer (or Designee)	1	Prepare the appropriate count sheets: <u>Sitting Counts:</u> <ul style="list-style-type: none"> • A formal count sheet for the shift commander • A formal count sheet for each housing unit <u>ID Card Counts:</u> <ul style="list-style-type: none"> • A “complete” facility count sheet from the offender system for the shift commander • A facility count sheet from the offender system for each housing unit
	2	Announce recall to staff and inmates using the facility public address system.
Inmates	3	Proceed immediately to their bed or specified count location and remain quiet and cooperative during the count process.
Staff	4	Prepare for count and ensure that inmates are in the identified location for count.
Central Control Officer (or Designee)	5	Announce count time.
Count Staff	6	Designated staff member(s) conduct the count of your unit or operational area: <ul style="list-style-type: none"> • Ensure that the inmate’s flesh can be seen and that the inmate is alive. • Using black ink, mark the count sheet where the inmate is physically present with a “1” and mark the count sheet where the inmate is not physically present with a “0”. • Mark the count sheet for each cell or bed before moving to the next cell or bed. • Inform the unit staff of the total number of inmates present in the unit.

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Functional Roles and Responsibilities	Step	Tasks
		<ul style="list-style-type: none"> Deliver count sheets and out-count sheets to the shift commander.
Unit Staff	7	Enter the total number of inmates counted in the unit/area in the unit logbook.
Shift Commander (or Designee)	8	<ul style="list-style-type: none"> Reconcile all unit count sheets, vacant bed sheets, and out-count sheets with the official facility count. <p><u>If Unable to Reconcile Count</u></p> <ul style="list-style-type: none"> If unable to reconcile the count, repeat necessary steps in an attempt to reconcile the count. If the count cannot be reconciled, conduct a total recall (see Section 2). If the count sheets and out-count sheets match the official count, notify central control (or equivalent) that count has cleared.
Central Control Staff (or Equivalent)	9	Announce that count has cleared using the public address system during waking hours, and using the radio system between 22:30 and 06:30 hours
Central Control Officers (or Unit Officers)	10	<ul style="list-style-type: none"> Make any updates necessary to the offender system and any manual tracking system. Save a separate backup copy of the complete facility master count sheet by manual, written, or electronic format. Remove the previous facility count sheets and destroy them. Document in the unit log (or central control log) the date and time the count was conducted and cleared.
Staff and Inmates	11	Resume normal operations.

4. Informal Counts

Staff must perform and document informal counts of inmates to ensure ongoing accountability as defined by field memorandums and/or post orders.

DEFINITIONS

Formal Count: The scheduled or unscheduled physical tracking of inmates through the reconciliation of the facility master count sheet against unit count or out-count sheets.

Identification (ID) Card Count: A count that requires the direct comparison of every inmate against the inmate's photograph to determine if any inmates are not in their assigned locations.

Informal Count: The unscheduled count of inmates conducted for the purpose of inmate accountability between formal counts.

Master Count Sheet: A document maintained by central control that indicates the housing location (unit, cell, and bed) of each inmate within an institution.

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Sitting Count: A count that requires inmates to sit on their beds so that staff can assess the inmates' well-being.

REFERENCES

Appendix A, *Example of a Formal Count Sheet*

Appendix B, *Example of a Work Projects Out-count Sheet*

Appendix C, *Example of an Out-count Sheet*

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IDAHO DEPARTMENT OF CORRECTION
Example of a Formal Count Sheet

Date: _____ Time: _____

Correctional facility: _____ Unit: _____

Count staff (print): _____ Associate #: _____

Count staff (print): _____ Associate #: _____

01	B		24	B		47	B	
	A			A			A	
02	B		25	B		48	B	
	A			A			A	
03	B		26	B		49	B	
	A			A			A	
04	B		27	B		50	B	
	A			A			A	
05	B		28	B		51	B	
	A			A			A	
06	B		29	B		52	B	
	A			A			A	
07	B		30	B		53	B	
	A			A			A	
08	B		31	B		54	B	
	A			A			A	
09	B		32	B		55	B	
	A			A			A	
10	B		33	B		56	B	
	A			A			A	
11	B		34	B		57	B	
	A			A			A	
12	B		35	B		58	B	
	A			A			A	
13	B		36	B		59	B	
	A			A			A	
14	B		37	B		60	B	
	A			A			A	
15	B		38	B		61	B	
	A			A			A	
16	B		39	B		62	B	
	A			A			A	
17	B		40	B		63	B	
	A			A			A	
18	B		41	B		64	B	
	A			A			A	
19	B		42	B		65	B	
	A			A			A	
20	B		43	B		66	B	
	A			A			A	
21	B		44	B		67	B	
	A			A			A	
22	B		45	B		68	B	
	A			A			A	
23	B		46	B		69	B	
	A			A			A	

70	B		91	B		112	B	
	A			A			A	
71	B		92	B		113	B	
	A			A			A	
72	B		93	B		114	B	
	A			A			A	
73	B		94	B		115	B	
	A			A			A	
74	B		95	B		116	B	
	A			A			A	
75	B		96	B		117	B	
	A			A			A	
76	B		97	B		118	B	
	A			A			A	
77	B		98	B		119	B	
	A			A			A	
78	B		99	B		120	B	
	A			A			A	
79	B		100	B		121	B	
	A			A			A	
80	B		101	B		122	B	
	A			A			A	
81	B		102	B		123	B	
	A			A			A	
82	B		103	B		124	B	
	A			A			A	
83	B		104	B		125	B	
	A			A			A	
84	B		105	B		126	B	
	A			A			A	
85	B		106	B		127	B	
	A			A			A	
86	B		107	B		128	B	
	A			A			A	
87	B		108	B		129	B	
	A			A			A	
88	B		109	B		130	B	
	A			A			A	
89	B		110	B		131	B	
	A			A			A	
90	B		111	B		132	B	
	A			A			A	

Total in: _____ Total empty beds: _____

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Example of an Out-count Sheet

Location of Count: _____

Date: _____ Time: _____

Signature: _____

Location of Count: _____

Date: _____ Time: _____

Signature: _____

[Housing Unit]			
Bed	Name	Bed	Name

[Housing Unit]			
Bed	Name	Bed	Name

[Housing Unit]			
Bed	Name	Bed	Name

[Housing Unit]			
Bed	Name	Bed	Name

[Housing Unit]			
Bed	Name	Bed	Name

[Housing Unit]			
Bed	Name	Bed	Name

[Housing Unit]			
Bed	Name	Bed	Name

[Housing Unit]			
Bed	Name	Bed	Name

TOTAL	
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TOTAL	
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