2-06/015.00 Inmate Count

Lockup personnel shall conduct an inmate count when inmates are first delivered to the court facility. The count shall be kept updated throughout the day by lockup personnel. The total inmate count shall be recorded in the facility lockup log and on the original court list. A total count should be known by the lockup at all times. Inmates being moved from a main lockup to courtroom holding areas should be logged as to their location. When an inmate is returned to the main lockup by lockup personnel or bailiff, the Deputy shall notify the lockup of the inmate’s return and status. A Daily Custody Log (form can be found in CSDNet “Forms” shall be maintained on a monthly basis. It shall be turned in to the Branch Supervisor each month.