

## 07-035/00 Inmate Count Procedures

### Los Angeles County Sheriff's Department

	<b>Unit Order: #07-035/00</b>
<b>CUSTODY SERVICES DIVISION</b>	
<b>GENERAL POPULATION</b>	<b>Effective Date: 01-01-1998</b>
<b>NORTH COUNTY CORRECTIONAL FACILITY</b>	<b>Revision Date: 03-07-2017</b>
	<b>Review Date:</b>
<b>Subject: Inmate Count Procedures</b>	
<b>Reference: CDM 3-10/000.00, 3-10/010.00, 3-10/030.00; UO 08-000/00</b>	
<b>Unit Commander Signature:</b>	<b>Date:</b>

**PURPOSE OF ORDER:** The purpose of this unit order is to establish procedures for inmate count at the North County Correctional Facility (NCCF).

**SCOPE OF ORDER:** This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

**ORDER:**

There will be four (4) facility counts daily, which will include one wristband count:

1. DAY SHIFT: 0600 hrs.
2. PM SHIFT: 1530 hrs.
3. PM SHIFT: 2030 hrs. (Wristband Count)
4. EM SHIFT: 0300 hrs.

### **INITIATING COUNT**

Five (5) minutes before count, Central Control shall activate the lights and tones and make a P.A. announcement: "Five minutes to count".

At count time, another announcement will be made that shall include the facility rules that inmates must obey during count.

### **INMATE RULES**

During count, inmates shall:

- Be fully dressed (except for EM counts and day shift sleepers).
- Be seated (or lying in the event of sleepers) on their assigned bunks; be lying on their bunks for wristband count.
- Not be talking, eating, or moving about.
- Remain on their bunks until count is clear in their housing area.

### **OUT OF COUNTS**

All "out-of-counts" must be called into the respective housing areas 30 minutes prior to count.

### **INMATE MOVEMENT**

All inmate transfers will cease 30 minutes prior to count.

Whenever inmates are transferred within the facility, a copy of the inmate's non-routine transfer pass must be hand delivered to the Inmate Processing Area (IPA) at the same time the inmate is walked to his new location.

### **RESPONSIBILITY FOR COUNT**

The Supervising Line Deputy (Bldg. B1) shall be responsible for maintaining an accurate and current count for his/her building. The Bldg. B1 will track all inmate movement into and out of the building and complete a count sheet 30 minutes prior to the end of his/her shift. This sheet shall be updated as inmates are transferred.

The IPA shall be viewed as a resource to assist the building in clearing count. The IPA is not to be utilized until other possibilities (transfers, out of counts, etc.) have been rechecked.

### **CONDUCTING COUNT**

All prowlers and the Bldg. B1 shall report to the "25" staff station of their building (or another designated staff station where count will begin). A deputy shall monitor the progress of the count and security from the open dorm door and assure the door is not locked in the open position. All available building personnel shall enter the dorm and conduct count one dorm at a time. The Bldg. B1 shall also watch the deputies while they are inside, and will utilize the **EMERCOM** if needed. **The prowlers will report their count to the Bldg. B1 who will verify and record it.**

**The prowlers will proceed to the next dorm and use the same procedures. All prowlers shall then go to the next staff station, using the same methods to count each staff station in the building.**

Once all counts have been verified by the Bldg. B1, he/she shall call the IPA with a building total count.

Once the IPA ascertains the count is correct, the IPA Sergeant shall ensure the Watch Commander is

contacted with the official count for review and approval. In addition to this verbal approval of the count, the Watch Commander shall print his or her name, employee number and sign the Master Movement Record (IPA's count sheet) on the page that notes the official count. This requires one signature for EM and DAY shifts and two signatures for PM shift (coinciding with the number of counts on each shift).

### **CENTRAL CONTROL**

A Central Control Deputy shall announce (via P.A.) when the count has cleared. The IPA shall notify Central Control when the count has cleared – the count will not be "cleared" if any discrepancies remain unresolved.

Miscounts shall result in re-counting the dorm in question after verifying all dorm movement with the staff station officer, rechecking all out-of-count locations and checking in the Automated Justice Information System (AJIS) for court releases or inmates removed from or added to the dorm's roster. The IPA Count Deputy shall be contacted after all other possibilities have been examined to reconcile the building's movement records with IPA's count sheet.

If a miscount still occurs after verifying all movement and AJIS information pertaining to the dorm in question, then a wristband count shall be conducted.

See NCCF Unit Order 08-010/00 Escape Procedures when an inmate has been confirmed as missing. The Watch Commander shall determine whether to activate the PDC Escape Plan.

### **INMATE PROCESSING AREA**

The IPA shall keep a running total of each building count. The Count Deputy shall maintain a Master Movement Record (count sheet) that reflects the accurate count of each building. The count sheet shall not be updated unless the Count Deputy has paperwork to back up each move. Each building shall be called prior to shift change to verify count totals and the Count Deputy shall complete a pass on count sheet prior to being relieved.

These Master Movement Records shall be temporarily retained in the IPA for review if needed. The Tuesday

EM Shift IPA Crew shall be responsible for ensuring all Master Movement Records for the previous calendar week (Sunday through Saturday) are placed in the Admin box located in the Watch Sergeant's office at the end of their shift. These records shall then be digitally archived by Operations.

### 0300 HOURS COUNT

The IPA Crew shall verify the 0300 hours count and then contact the Watch Commander to report the official 0300 hours count for NCCF. The Watch Commander is responsible for verbally approving this count before the IPA Crew sends the 0300 HRS COUNT email to the Inmate Reception Center (IRC). This verbal notification and approval is in addition to the Watch Commander's duty to sign the Master Movement Record on the page that notes the official count as is required on the other shifts.

One of the most critical emails that is sent by NCCF on a daily basis is the 0300 HRS COUNT email to the IRC 0300 DIVISION COUNT email group, which has the official NCCF 0300 hours count spreadsheet attached.

The Custody Housing Unit (CHU North) updates NCCF's count sheet as needed and posts it in the folder that is linked on the IPA's web page (use the MASTER INMATE COUNT SHEET link). IPA Personnel on EM shall open the 0300 NCCF COUNT spreadsheet from the folder linked on the IPA web page, save it to their desktop as "0300 NCCF COUNT rev082514.xlsx" or "Copy of 0300 NCCF COUNT rev082514.xlsx" (the current revision will be included in the title of the file), then complete the count sheet.

When the 0300 Count is ready to be sent to Division, attach it to an email, place "NCCF 0300 COUNT" or "0300 NCCF COUNT rev082514"(or whatever the latest revision date is as indicated by the file) in the subject line, then send it to the "IRC 0300 Division Count" email group.

"CC" the Watch Sergeant in this email – this allows the Watch Sergeant to verify the 0300 HOURS COUNT email was sent and that the information sent in the official count spreadsheet matches the information included in the Watch Commander's Log.

IPA Supervising Line Deputies on EM Shift (IPA B1) shall ensure IPA Personnel are using the correct count sheet.

**WRISTBAND COUNTS**

Wristband counts shall be conducted in the same manner as regular counts, with these exceptions:

Prowlers shall bring with them a copy of the computer-generated printout of inmates for that dorm. Each inmate's wristband shall be checked against the printout to insure the inmate's name, booking number and bunk location are all accurate. Prowlers shall also check all wristbands for integrity, noting any discrepancies or defective wristbands on the printout.

Following count, the Bldg. B1 shall ensure prowlers replace any wristbands in need of replacement. EM Shift personnel in each building shall issue these new wristbands as soon as possible at the start of their shift.

**Revision Date 03/07/2017**

**01/01/1998 NCCF**

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