

## 5-01-010 Inmate Count

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**Review Date:** 05-11-19

**Reference:** CDM 5-05/010.00, 5-05/020.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines **procedures** for inmate count procedures at Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

### **ORDER:**

Due to the large number of inmate workers who are taken outside of security at PDC South Facility, it is imperative that accurate counts are conducted and maintained on a frequent basis. Personnel assigned to monitor and log the counts must be diligent in order to prevent escapes as well as be able to quickly assess if one has occurred.

### COUNT FREQUENCY AND TIMES

[REDACTED TEXT]

Personnel assigned to each compound shall be responsible for counting (body count or wristband count) the inmates assigned to that compound. Both the compound officer and the prowler **compound rover** shall conduct independent counts of all inmates housed in their compound. Compound personnel shall compare their counts prior to advising the desk of their count. If there is a discrepancy between the two counts, both officers shall recount the inmates assigned to the barrack.

### TYPES OF COUNTS

Outside Count:

South Facility main control (desk) desk (South David) personnel shall advise all compound personnel over using their Department handheld radio that inmate count is about to occur. Desk South David personnel shall wait a short period of time before initiating count to allow personnel to prepare for the inmate count.

Desk South David personnel will shall announce to all compound personnel over the handheld radio that it is time for count. Compound personnel shall advise inmates of the following:

- All inmates shall be outside of the barracks.
- Inmates shall line up in rows of five.
- Inmates shall face the barracks.
- There will be no eating, talking, or moving about during count.

All inmates will shall exit their barracks and line up for count in rows that are five deep. Inmates shall stand on the lines that are painted on the ground in front of the barrack.

Officers shall check the compound during this time and ensure all inmates are out of the barrack and are lined up properly. Officers will shall then count the rows of each barrack.

Desk South David personnel shall announce that it is now, "count time", and begin contacting the compound officers to receive their counts for their respective locations.

Beginning with [REDACTED TEXT], each officer shall relay their counts to the desk South David personnel for confirmation.

If a barrack count does not clear match South David's listed count, the compound officer shall:

- Recount the line.
- Check inside the barrack for any inmates.

If the second count does not clear match, the desk South David personnel shall:

- Have the compound officers send inmates back into their barrack and then conduct a count by listing all empty bunks and all "empty made up" bunks. This information shall be relayed to the Desk South David personnel over the telephone.
- Recheck any out-of-counts.
- Check all movement records.

Inside Counts- Body Count:

Inside counts follow the same procedures as outside count, except for the following:

- Desk Officers South David personnel shall advise all inmates that "This will be an inside count".
- Inmates shall lie on their stomachs, with their head towards the aisle of the barrack.
- Compound Officers shall count each individual inmate.

Inside counts shall be done for the [REDACTED TEXT]

E.M. Shift Count:

These counts are both conducted during the inmates' scheduled sleeping time. Compound Officers shall not disturb sleeping inmates for count purposes. Compound Officers shall check all bunks with inmates completely covered with blankets to assure that there is, in fact, a person in on that bunk. Count procedures shall be the same as an inside count with the exception of an inmate's position on his bunk.

Wristband Count:

A wristband count shall be conducted during the [REDACTED TEXT]

Prior to the wristband count, South David personnel shall make copies of the barrack Automated Justice Information System (AJIS) inmate count printouts ("purges"), separate them by compound, make adjustments for the "out-of-counts" on the purges, and distribute them to their respective compounds.

After the purges have been distributed by South David personnel, the compound officers shall conduct a wristband count. Compound Personnel shall compare the name and booking number on each inmate's wristband to that listed on the barrack purge. Discrepancies should be noted and corrected immediately upon the completion of all wristband checks in the officers' assigned compound.

Wristbands shall also be examined for legibility, proper fit, and for signs of fraying or tampering by touching and tugging on the wristband.

In the event a wristband is found to be damaged, illegible or missing, the inmate shall be removed from his housing area and kept away from all other inmates, until he has been positively identified and has received a new wristband.

Inmates needing to be positively identified through Livescan fingerprinting shall be escorted to the Inmate Processing Area (IPA) where IPA personnel will take their prints and shall obtain make a positive identification using LA Photo Manager [REDACTED TEXT] or Cal Photo [REDACTED TEXT], prior to a new wristband being issued and attached.

The compound officer shall then call in his/her count to the desk for clearance.

COUNT DISCREPANCIES

Due to the high number of "out-of-count" and working inmates at PDC South Facility, it is imperative that compounds maintain an accurate tally of in and out of count inmates in the Uniform Daily Activity Log (UDAL) or electronic Uniform Daily Activity Log (e-UDAL). These entries shall reflect a detailed description of all inmate movement into and out of each barrack. If a barrack's count and "out-of-count" totals do not match with that of the South Facility main control desk South David, the line sergeant shall immediately be notified and a review of the UDAL/e-UDAL shall be conducted to ascertain the discrepancy.

Once the discrepancy has been identified, an explanation shall be made in the UDAL/e-UDAL and the count corrected. Under no circumstances shall a count correction be made unless the discrepancy is positively identified and the sergeant concurs.

The name of the sergeant who was notified and approved the correction shall also be documented. Under no circumstances shall personnel adjust the count of a compound or barrack without notifying a supervisor at the rank of sergeant or above.

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**Revision Date 12/01/20**

**06/03/97 SOUF**

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