



**DEPARTMENT OF CORRECTIONS
Institutions**



Title: Counts	DOC Policy: 40.1.3
Supersedes: N/A	
Applicability: Institutions, Inmate Work Programs, Correctional Programs	
Directives Cross-Reference: None	

I. PURPOSE

The purpose of this policy is to provide accountability for the entire inmate population at all times and at all locations, in order to prevent escape and assure a safe, secure living/working environment while providing safety for the general public.

II. DEFINITIONS

- A. Emergency Count: A count taken when a possible or actual emergency exists. All inmates must return to their cell beds to be counted unless directed to another area.
- B. Master Count Sheet: A record of location counts of institution inmates at official times or when special or emergency counts are conducted.
- C. Official Count: A count routinely conducted each day at specified times for accountability of all inmates in the facility.
- D. Out Count: A record of all inmates authorized to be away from their cells/beds while being supervised by staff in other locations during count.
- E. Picture Count: A count where inmate picture identification is used to verify the identity of the inmate(s) being counted.
- F. Special Count: A count conducted at a non-official time, but not considered an emergency count.
- G. Stand-up Count: Inmates in cells will be standing near their door in plain view. Inmates in dorms will be sitting upright on their beds during stand-up counts. Inmates will not be counted while lying on their beds unless physically incapable of sitting up.

III. POLICY

Each correctional facility shall conduct counts using the following standards:

- A. All staff who supervise inmates shall be trained in inmate count procedures and their individual responsibilities in relation to accounting for an inmate's whereabouts. This will include frequent informal counts of inmates under their control.

- B. There must be at least one count per shift, at least five counts per day conducted.
- C. All inmate movement shall stop from the time count is announced until the count is cleared.
- D. Staff shall count living, breathing bodies.
- E. Inmates will not be allowed to conduct or be involved in any part of the count documentation process.
- F. Security staff shall maintain the master count with up-to-date information of all housing moves, transfers, releases and other activities that may impact the master count and accounting for inmates.
- G. All count documentation, signed by staff accounting, tabulating and/or clearing count, shall be maintained in accordance with archive schedules.
- H. In the event of a miscount, a recount shall be conducted. The recount must be in the form of any or all of the following:
 - 1. Emergency count
 - 2. Special count
 - 3. Stand-up count
 - 4. Picture count
- I. Each facility will develop a process for the out-counting of inmates as defined by this policy.
- J. Out counts may be used in support of Measure 17 compliance activities.

III. IMPLEMENTATION

Each correctional facility will create an operational procedure that establishes a process for counts to be conducted on a daily basis as set forth in this policy.