

WEBER COUNTY CORRECTIONAL FACILITY

Volume

SECURITY AND CONTROL

Chapter

JF 02 - INMATE COUNT

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JF 02/01.00 **GENERAL**

JF 02/01.01 **Purpose**

The purpose of this chapter is to provide policy and procedure on the function and responsibilities for providing security of the WCCF through inmate movement restrictions and by conducting routine and emergency head counts.

JF 02/01.02 **Cross References**

UJS F.02.03.00

JF 02/01.03 **Definitions**

count sheet	a form used to document and calculate a facility head count
cursory count	count process that does not require the use of computer-generated count sheet
emergency	any event that may jeopardize the safety, security, management, and control of the facility.
exigence	a situation requiring immediate action or assistance, or resolution; something arising out of current events, pressure, need, or demand
headcount	the process of counting inmates to reconcile against the total number of inmates for which WCCF is responsible
housing unit	individual unit within a pod containing inmate living areas, cells, showers, etc.
IWIB	Inmate Wrist Identification Band
lockdown	time which all inmates in housing areas shall go to their assigned bunks or cells and cell doors shall be locked
out-count	a list of inmates authorized to be at a location other than their living quarters, which shall be counted by responsible staff
pod unit	cluster of housing units surrounding a central control station
walkaway	any inmate who does not return from work release or outside work detail
WCCF	Weber County Correctional Facility

WCSO

Weber County Sheriff's Office

JF 02/02.00 **INMATE COUNT**JF 02/02.01 **Policy**

It is the policy of the Weber County Correctional Facility that all inmates shall be accounted for at all times and shall be securely and safely detained.

JF 02/02.02 **Rationale**

- A. Prisoner head counts are required to ensure that all prisoners who are in the custody of the WCCF are incarcerated or otherwise accounted for.
- B. Head counts may occur for specific reasons to include but not limited to:
 - 1. preparation for meal service;
 - 2. emergencies;
 - 3. welfare checks; and/or
 - 4. scheduled prisoner accountability checks.

JF 02/02.03 **Procedure: Inmate Control and Movement**

- A. All inmate movement shall be controlled during counts. Inmates shall be in their assigned bunk during counts, unless authorized by WCCF staff.
- B. Inmate movement shall not occur during count nor until count has been cleared.
- C. During the intake process, arrestees shall not be assigned to housing during count. Arrestees may be assigned to a temporary housing location in the booking area.
- D. Inmates shall not be released from custody during count.
- E. Inmate housing assignments shall not be changed during count.

JF 02/02.04 **Procedure: Count**

- A. **General**
 - 1. The officer conducting the count shall observe the flesh of the inmate being counted.

2. Counts shall be conducted at least once during each shift with a schedule to be determined by the facility administration.

B. Central Control Room Officer

The Central Control Room Officer shall:

1. keep a list of inmates who are off-property for the purposes of count, as an out-count;
2. at the prescribed times, announce that count will begin; and
3. count the number of inmates who have been logged on the out-count sheet.

C. Housing Unit Officers

The Housing Unit Officers shall:

1. keep a list of inmates assigned to their area of responsibility but who are authorized to be out of their assigned living areas on the out-of-housing or out-count sheet;
2. secure inmates in their respective living quarters;
3. account for all occupied and unoccupied beds in each individual block;
4. total the number of inmates in each housing unit, log the total on the unit Post Log, reconcile their count with the count on the computer; and
5. report the count to the Central Control Room staff.

D. Corridor Officers

The Corridor Officer shall:

1. be responsible to count inmates in:
 - a. holding cells;
 - b. interview rooms;
 - c. the laundry room;
 - d. the kitchen;

- e. the visiting area;
 - f. programs areas; and
 - g. other areas, outside of the housing units, which are their areas of responsibility;
- 2. count inmates for that assigned post by recording the names and housing assignments of inmates who are authorized to be in the above;
 - 3. total the number of inmates counted; and
 - 4. report the count to the Central Control Room staff.

E. Medical Staff

- 1. Medical staff shall:
 - a. count inmates housed in the medical unit;
 - b. count inmates who may be held in medical holding cells by recording the names and housing assignments of inmates who are authorized to be in the medical unit; and
 - c. report the count to the Central Control Room staff.
- 2. In the event that medical staff are not available to count inmates in the medical unit, booking staff shall conduct that count.

F. Maintenance Staff

- 1. Maintenance staff shall notify Central Control of the names and locations of inmate workers assigned to them.
- 2. Exceptions may be made when the inmate is physically out of the facility and is recorded on the out count sheet in the Central Control room.

G. Booking Staff

Booking Staff shall:

- 1. place incoming arrestees in the appropriate temporary housing assignment on the computer;

2. count arrestees assigned to the booking area by recording the names and locations of arrestees; and
3. report the count to the Central Control Room staff.

H. Central Control Room Staff

The Central Control Room Staff shall:

1. verify the total number of inmates from each area upon receipt of reported counts; and
2. reconcile totals reported with the totals on the computer.
 - a. If the computer and reported count totals are the same, count shall be considered clear and shall so be announced.
 - b. If the count sheet numbers are not the same, the Central Control Room staff shall locate discrepancies as outlined in JF 02/02.06.

JF 02/02.05 **Procedure: Out-of-Housing/Off-Property Counts**

A. Out-of-Housing Count

Inmates who are authorized to be at a location within the facility other than their assigned housing for programming, work, attorney appointments, etc. during a scheduled head count shall be counted by responsible staff.

B. Off-Property Count

1. Inmates leaving the facility for court, work detail, medical, etc. shall be logged out of the facility by the responsible staff member, (e.g. WCCF Transportation staff).
2. Inmates shall be counted and carried on the Off-Property count as they leave the facility.
3. When counts occur, the responsible staff member shall notify the Central Control Room staff of the number of inmates on the off-property count.
4. Inmates returning to the facility shall be logged in and removed from the off-property count by the responsible staff member.

5. Inmates failing to return to the facility at designated time shall be considered missing and should be placed on the appropriate status by the Operations Sergeant (i.e., walkaway, absconsion).

JF 02/02.06 **Procedure: Count Reconciliation**

- A. As the head count is completed and counts are reported to the Central Control Room Staff, they shall verify the total number of inmates from each area with the information on the computer.
- B. If there are discrepancies in the count, the Central Control Room Staff shall attempt to locate discrepancies by verifying inmates listed on out-count status with the reported count.
- C. If the Central Control Room Staff can identify the discrepancy, count shall be considered clear.
- D. A new head count may be required facility-wide or on a limited basis if the discrepancy has been isolated to a particular area.
- E. Once the name of the inmate who is unaccounted for has been determined the Central Control Room Staff shall check the computer to determine if the inmate may have been released.
- F. If count cannot be cleared the Operations Sergeant and/or Watch Commander shall be notified. It shall be the responsibility of the Operations Sergeant or Watch Commander to make a determination regarding the missing inmate and make notifications as appropriate.

JF 02/02.07 **Procedure: Emergency Counts**

- A. In the event of an emergency, the Operations Sergeant may order an emergency count to be conducted. Emergency counts shall be conducted in the same manner as described in this chapter.
- B. In the event that evacuation of any area of the facility is required, the inmates are to be evacuated to a separate but secure area of the facility and an emergency count shall be conducted to assure no escapes have occurred and that all inmates are safe and secure.
- C. If it is determined that an inmate is still unaccounted for after following procedures outlined in this chapter and it is believed that the inmate has escaped, follow procedures outlined in WCCF Policy JF 06, Emergency Procedures.

JF 02/03.00 **LEARNING OBJECTIVES**

Members shall be able to demonstrate an understanding of:

1. established counting procedures;
2. designated count times;
3. count reporting;
4. reconciliation procedures; and
5. emergency procedures.