

# POLICY AND PROCEDURES

NUMBER: 831

SUBJECT: Inmate Counts

ACA STANDARDS: 4-ALDF-2A-17

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 5/05,  
4/11, 11/13, 8/14, 2/16, 1/18



## I. POLICY

The St. Louis County Department of Justice Services shall maintain a continuous record of the number of inmates remanded to the custody of the Department and shall conduct formal counts recording their location within the facility, to ensure that all inmates are accounted for and that the facility remains within state and federal guidelines and statutes regulating the housing of inmates.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. DEFINITIONS

**Formal Count:** An inmate count that is conducted and recorded at scheduled times as part of the daily schedule.

**Special Count:** Sometimes referred to as an 'emergency count'. This count is unscheduled and is initiated in the event of an emergency, if there is reason to believe that an inmate is missing or if there is an error within the Integrated Jail Management System (IJMS).

**Official Count:** The formal count conducted when the largest number of inmates assigned to the Department are present in the facility and in the assigned areas. This count is the basis for all daily rosters entered into the IJMS.

**Recount:** An additional count conducted if there is a discrepancy between the inmate count and the facility records.

**Informal Count:** A count conducted by the staff throughout the day, within their area of supervision, to ensure that the number of inmates in the specific area coincides with records for the area.

#### **IV. PROCEDURES**

##### **A. General Information**

- 1.** At count time, the Watch Commander will order the Master Control Officer to initiate the count. Master Control will announce the count over the radio and the public address system so all staff are aware that the count is in progress.
- 2.** All inmate movement within the facility will cease when a formal count is announced. Inmates that are not in the assigned housing unit must be authorized to be absent from the housing unit and will be counted by the supervisor responsible for that area. Inmates in the housing units will be locked down during all formal counts.

**NOTE:** Inmate movement may continue during informal counts. Inmates returned to the housing unit floors from other areas (i.e. clinic, court) will be held at unit control until the informal count is completed and cleared in the housing unit.

- 3.** All inmates will stand by the inside of their cell doors for formal and informal physical counts unless medically cleared to remain in bunk. Officers must see flesh and/or movement, (e.g., breathing) to ensure that he/she is counting a live body. This is especially important during a count in non-waking hours.
- 4.** Officers will never allow an inmate to conduct a count.
- 5.** Any inmate that interferes with a count, refuses to lock down, or delays a count in any way will be subject to disciplinary action which may include reclassification to a different housing unit.
- 6.** If a count cannot be verified by the Corrections staff, the Watch Commander may initiate a lock-down of the area in question or of the entire facility, depending on the circumstances. The lock-down will not be lifted until the count is reconciled and all inmates have been accounted for.

##### **B. Formal Counts**

1. Formal counts shall be conducted and recorded three (3) times daily.

- a. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

**NOTE:** All inmates located on housing units 4 – 8 will stand by the inside of their cell doors for the formal physical count. The Housing Unit Officer will inform his/her assigned housing unit when it is count time. The inmates will then step to the door to be counted by the Housing Unit Officer.

**NOTE:** Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records. The count will be reconciled prior to relieving any staff from duty when the count is at the change of shift. All inmates will stand by the inside of their cells doors, unless medically cleared to remain in the bunk, to ensure the officer can see flesh and/or movement (e.g. breathing) and is counting a live body.

- b. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

2. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

The inmates will stand against a wall during the count and will not move in the area during a count.

3. Officers conducting counts in Food Service, the Laundry, the Infirmary and the Health Care Clinic will call the counts into the Watch Commander.
4. The Housing Unit Officer will total the count and verify the totals with the written records in the housing unit and/or the IJMS. The count will be called in to the Unit Control Officer who will total the count for the unit.
5. The unit count will then be called into the Watch Commander by telephone or radio. If the count reconciles with the facility records, the Watch Commander will order Master Control to "clear" the count.
6. Transportation Staging will not conduct a physical inmate count, but the dispatcher will reconcile the number of inmates released from the housing units to Transportation Staging for court appearances. This number will be called into the Watch Commander.
- [7. The Intake Service Center will maintain an internal count which will be reconciled at the end of the shift but will not be included in the facility counts. *The Intake Security Officer will conduct an informal count of the inmates in intake at every shift change.* If an inmate is escorted from a housing unit to the Intake Services Center to be photographed, and remains in Intake during the count, the escorting officer will call it into to the Watch Commander as a "loose count".]

C. Formal Recounts

1. If the count does not "clear", Master Control will announce a "recount" for the entire facility.
2. Paperwork will be checked to ensure that there is not an error in the movement records or in the paperwork.
3. If the records in the areas are in order, the officers will recount the areas and call the recount into the Unit Control Officer or the Watch Commander as specified in Section B. This process will be repeated until the count "clears" or until the Watch Commander determines that further action is necessary, i.e., a unit or facility lock-down to determine if an inmate is missing from the facility.

D. Facility Lock-Downs/Special Counts

1. If a facility lock-down is ordered for a special count, all inmates will return to their assigned housing unit and lock-down in their cells. At the Watch Commander's discretion, inmate workers in Food Service and Laundry, and inmates in the Health Care Clinic may remain in those areas.
2. After the inmates are locked down in their cells, all inmate movement within the facility will cease and will not resume until the Watch Commander resolves the situation.
3. The Watch Commander may initiate an I.D. count to determine which inmate is unaccounted for. The officers will match each inmate to the picture on his/her wristband to verify the identity of every inmate present in the facility.
4. All empty cells, common areas, visiting areas, storage spaces, janitor closets, bathroom, multi-purpose rooms, etc., will be checked by the staff conducting the count.
5. If the Watch Commander determines that an inmate(s) is absent from the facility without authorization, he/she will initiate escape procedures. (See Policy #1908 Escapes)
6. If it is necessary to evacuate the facility, or an area of the facility, the Watch Commander will initiate a "special count" for the areas affected by the evacuation. Counts will be conducted when the inmates and staff have been evacuated to a safe area and when they are returned to a housing unit following the evacuation. (See Policy #1909 Staff/Inmate Evacuations)
7. All counts will be recorded in the Daily Post Activity Log and/or entered into the IJMS.