

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 305.00

DATE: 17 August 2020

SUBJECT: INMATE/RESIDENT COUNT

POLICY DIRECTIVE

PURPOSE:

To maintain guidelines that ensure all inmates/residents are accounted for at all times.

REFERENCE:

None.

RESPONSIBILITY:

Superintendents shall be responsible for enacting Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject, including DCR Policy Directive 304, dated 07 January 2019.

APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation. This Policy is to be reviewed in **all** employee orientation, on-the-job, basic, and in-service training. This Policy is available for general distribution and is to be made available for inmate/resident review.

DEFINITIONS:

Emergency Count: An unscheduled mandatory standing count conducted due to any incident of such nature and gravity which would reasonably lead an employee to believe a possible escape occurred or was occurring.

Flex Count: A formal count taken at a modified, irregular time at the direction of the Shift Commander or higher authority.

Formal Count: Regularly scheduled count in which each inmate/resident is counted at a specific time and location in an organized manner.

Informal Count: An unscheduled count conducted to ensure that all inmates/residents in an employee's charge are accounted for.

Mandatory Standing Count: A formal count in which inmates/residents are required to stand (if able). The counting employee will compare the inmate/resident being counted against the inmate's/resident's identification mug shot maintained in the Unit Book or Roster.

Out-Count: Counts of inmates/residents that are not conducted at their housing assignment location.

Unit Book or Roster: An inmate/resident accountability document established and maintained by each Unit Manager/designated employee that lists the current roster of inmates/residents housed on the unit by full name, OID number and current full-face mug shot.

POLICY:

- I. **Regardless of the type of count, reason for the count, or the time of day at which count is taken, employees are required to count only living, breathing flesh. If obvious signs of life are not readily detected (such as rise/fall of chest), the employee shall attempt to awaken the inmate/resident. Employees counting inmates/residents will resolve all doubts in favor of facility security and public safety.**
- II. Each facility shall conduct **at least** five (5) formal counts in a twenty-four (24) hour period. Superintendents shall ensure formal count times are listed in the facility daily operational schedule available to all employees and inmates/residents.
- III. Additional rules for formal counts include:
 - A. At least one (1) formal count shall be conducted on each correctional officer shift.
 - B. At least one (1) formal count daily shall be a mandatory standing count. All inmates/residents are required to stand, if able, at their bedside. The counting employee will compare each inmate/resident counted with the mug shots in the unit book or roster.
 - C. There shall be at least one (1) formal count conducted before inmates/residents begin checking out of housing areas for assigned activities.
 - D. It is required that all inmate/resident movement cease from the time count is announced until the time count is cleared.

- E. Only necessary vehicle and staff traffic, as approved by the shift commander, may be permitted within the secure perimeter during count.
 - F. Formal counts should be scheduled so that they do not conflict with approved activities and normal operations.
 - G. In order to disrupt potential planning behaviors by inmates/residents and to encourage employees to follow proper count protocols and procedures, shift commanders and higher authorities are authorized and required to periodically conduct flex counts.
 - H. Upon entering a housing unit or any area where an inmate or resident may be showering, performing bodily functions, changing clothing, staff of the opposite gender shall announce their presence, except in exigent circumstances, or when such viewing is incidental to routine cell checks.
- IV. All employees have responsibility for the completion of an accurate count, familiarity with possible systems of error and to ensure the integrity of the counting process.
- V. Superintendents shall establish Operational Procedures to be implemented at community corrections facilities to ensure appropriate accountability procedures for the authorized release of inmates/residents for work/study or furloughs and to ensure the inmate/resident arrives at the approved destination.
- VI. Inmate/resident assistance in any portion of count activity (e.g. preparation, processing, handling, or delivery of count-related documents; counting other inmates/residents; etc.) is prohibited.
- VII. While count procedures and unit design may vary from one facility to another, the way counts are conducted shall be the same. When a count is announced, inmates/residents will return to their assigned cell or living area where they are to remain quietly until the count is cleared, unless the inmate/resident has been approved by the facility Chief of Security or designee to be on an Out-Count. No inmate/resident movement, other activity, or talking will be tolerated during the taking of count.
- VIII. If an inmate/resident is tardy for count, misses or fails to report for count, leaves their assigned count location before count clears, or takes any deliberate action designed to cause confusion or error during counts, the inmate/resident may be charged with a rule violation. No person shall cause or contribute to an inmate/resident missing count, nor take any deliberate action designed to cause confusion or error during counts.
- IX. Inmates/residents that are off facility grounds for approved reasons are on an approved “out count” and are considered “present for count” as long as their established return to facility time has not expired.

- X. Employees shall conduct periodic informal counts of inmates/residents under their supervision in order to ensure inmate/resident custody accountability during the periods in between formal counts.
- XI. All supervisory personnel will ensure full compliance to all policies and procedures related to the conducting of inmate/resident counts by employees and inmates/residents.
- XII. The facility Control Room/Count Control will be provided with accurate, up-to-the-minute information regarding all inmate/resident moves, work assignments, admissions to outside hospitals, paroles, discharges, commitments, in-transits and/or any other situation or change which could affect the count. This information will be verified against the Active Offender List in OIS as part of the formal count.
- XIII. The facility Control Room/Count Control will maintain accurate, up-to-the-minute Master Count Sheets and/or Master Count Boards. All count forms, tabulations and Master Count Sheets will be maintained on post at the Control Room/Count Control for a minimum of thirty (30) days.
- XIV. The Control Room/Count Control will notify the Shift Commander prior to clearing count. The Master Count Sheet shall be approved and signed by the Shift Commander before the "count is clear" announcement is made. If a unit/post has called in an incorrect count, a facility-wide recount will be directed by the Control Room/Count Control. In the event that the recount is also incorrect, Emergency Count procedures will be implemented.
- XV. All Emergency Counts will be mandatory standing counts which require inmates/residents to stand, if able. The counting employee will then compare the inmate/resident being counted against the inmate's/resident's identification mug shot maintained in the Unit Book or Roster.
- XVI. Every employee has the authority and responsibility to immediately implement emergency count procedures if:
 - A. A formal count fails to clear after the initial count and one (1) recount.
 - B. A possible unobserved escape could have occurred as evidenced by the discovery of the means or method for escape (e.g. tunnel, ladder, unsecured exterior fire escape door or lock on a gate, hold in fence, etc.).
 - C. A vehicle leaves facility grounds without first stopping for security clearance at the Main Gate.
 - D. When inmates/residents off facility grounds for approved reasons are one (1) hour late past their established return to the facility time.
 - E. Any other incident of similar nature and gravity occurs which reasonably leads an employee to believe a possible escape may have occurred or may be occurring.

- XVII. Employees have the authority and responsibility to immediately implement escape procedures if:
- A. An employee has directly observed an escape or escape attempt.
 - B. Confirmation of an escape has been established.
 - C. When inmates/residents off facility grounds for approved reasons are two (2) hours late past their established return to facility time.
 - D. At the direction of the Shift Commander when an emergency count fails to clear.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner


Date