
	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	POLICY NUMBER: 	PAGES: 3
CHAPTER: Institutional Operations	REFERENCE AND RELATED STANDARDS: WV Code Chapter §49-2-903; ACA 3-JDF-3A-13; Prison Rape Elimination Act (PREA), §115.315		
SUBJECT: Resident Counts			
DATE: January 1, 2018			

PURPOSE

The facilities use supervision, formal resident count boards and clearly defined procedures to control the accountability of residents at all times.

CANCELLATION

This Policy has been revised and supersedes Policy 304.00 dated October 1, 2015.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities.

DEFINITIONS

1. **Emergency Count**: Counts that are conducted if there is reason to believe a resident is missing, or after a major disturbance.
2. **Flex Count**: A formal count of all residents ordered by the facility's highest-ranking staff member at any time outside of a scheduled formal count.
3. **Formal Count**: A facility-wide, scheduled count of all residents which is submitted to control or the designated location for verification and recording purposes.
4. **Informal Count**: Counts made while residents are working or engaged in daily living, educational and recreational activities. These counts are made at irregular times by supervising staff and only reported when a resident is missing.

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PROCEDURE

1. Each facility will ensure a system is in place for physically counting residents to include the following items, at a minimum:
 - a. Formal Counts
 - i. Each facility will have at least four formal scheduled counts per day, with no more than six (6) hours between counts and the results documented in OIS shift log and verified with the formal resident count board.
 - ii. Scheduled counts shall not conflict with activity programs and normal operation procedures.
 - iii. These scheduled counts will be included in the facility's daily schedule to include starting time.
 - iv. Counts do not start until control calls for count. All resident movement will stop. Central Control will receive all resident counts.
 - v. Flex Counts can be conducted at any time the facility shift supervisor determines the need.
 - vi. Flex counts do not start until control calls for count. All resident movement will stop. Central Control will receive all resident counts.
 - vii. All counts must be compared to formal resident count board for verification and can only be cleared once accountability is established.
 - b. Informal Counts
 - i. Unscheduled counts can be conducted at any time and are not counted as a formal count.
 - ii. Staff must be diligent when assigned to work crews, education and outside recreation groups and conduct informal counts frequently to ensure that all residents are accounted for at all times.
 - c. Emergency Count
 - i. All residents will return to their housing unit/rooms during emergency counts.
 - ii. Facility will resume normal operations only after count has been cleared with the formal resident count board OR with direction from the facility shift supervisor.
2. Upon entering a housing unit or any area where a resident may be showering, performing bodily functions or 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.

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3. Staff responsible for maintaining the formal resident count board shall have up to the minute information regarding all on-site and off-site resident locations, such as housing moves, work assignments, court appearances, medical appointments, hospital admissions, etc. This information will be verified against the Active Offender List in OIS as part of the formal count. The count board will not reflect in-facility movement such as dining, education, or recreation.
4. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advanced notice, unless prohibited by law.

APPROVED:

William K. Marshall

Director

Jan 1, 2018

Date