

1.3.A.2 Inmate Counts

I Policy Index:



Date Signed: 08/15/2016
Distribution: Public
Replaces Policy: 3A.14
Supersedes Policy Dated: 07/08/2015
Affected Units: All Institutions
Effective Date: 08/15/2016
Scheduled Revision Date: May 2017
Revision Number: 15
Office of Primary Responsibility: DOC Administration

II Policy:

All institutions will use the procedures in this policy for the verification of the number and placement of inmates in the custody of the Department of Corrections (DOC).

III Definitions:

Facility Daily Count Sheet:

A form on which the daily facility counts are documented for inmates who are in their cell (See [Attachment 1](#)). The Facility Daily Count Sheet will be completed using the Institutional Count Sheet in COMS/Report Submission/Institutional Count Sheet.

Formal Count:

A count of inmates conducted at specific times of the day or night in an organized and prescribed manner. Formal count is an official tally of inmates where designated staff physically observe and count or account for every inmate in custody of the DOC.

Informal Count:

A count of inmates conducted while inmates are working, attending classes, participating in recreational activities or otherwise engaged in daily activities; or when inmates are departing for, moving to and from, or arriving at daily activities. An informal count is made at frequent, regular and/or irregular times and is documented on Unit Log Sheets and reported to the Control Room.

Out-count/Off-count:

A count of inmates who are officially listed on the facility census but who are not physically present on the facility premises, performing community service, work release or at an off-facility appointment. An "out-count" is a segment of the count of inmates. The Internal Daily Count sheet will be utilized for these offenders and accessed via COMS/Report Submission/Internal Count (See [Attachment 2](#)).

Emergency Count:

A count of inmates that is conducted any time of the day or night at the discretion of the Warden, Deputy Warden or his/her designee.

Adult Comprehensive Offender Management System (COMS):

A DOC database for staff use in the management, storage, and collection of informational and statistical data pertaining to adult corrections and parole agent caseloads.

IV Procedures:

1. Facility Counts:

- A. Inmates will be formally counted and recorded in the Automated Counts section in Comprehensive Offender Management System (COMS).
 - 1. All inmates on the grounds of a DOC facility will be physically observed by DOC staff during all formal counts.
 - 2. Inmates who are absent from their housing facility for work release or community service assignment should have their physical presence verified during at least one (1) formal count every twenty-four (24) hours (See DOC policies 1.5.A.5 [Work Release](#) and 1.5.A.6 [Community Service Program](#)).
 - 3. Supervisors of inmates working off the grounds of a DOC facility will perform informal counts of inmates they supervise throughout the day.
- B. Each facility will conduct inmate counts. Inmate counts may be conducted more than three (3) times every twenty-four (24) hour period, but not less than the three (3) required formal count times per twenty-four (24) hour period.
- C. Informal counts count may be performed at any time of the day or night and at any frequency, at the discretion of the Warden or his/her designee.
- D. Emergency counts may be performed at any time at the direction of the Warden or his/her designee.
- E. Inmate participation in any portion of count activity is prohibited, including preparation, processing, delivery of count sheets, or handling of count related documents.

2. Control Room Count Responsibility:

- A. The Jameson Control Room will complete the Jameson facility daily count and the Community Corrections daily count. Community Corrections includes Community Alternatives of the Black Hills (CABH), Glory House, St. Francis House, work release, the Arch (females), Mitchell Stepping Stone (females), Life Enrichment Center (females), Full Circle (FCL) (females), New Start (NST) (females), Roberts County and other facilities/programs/placements as approved by the Secretary of Corrections or designee.
- B. The South Dakota State Penitentiary control room staff will complete the penitentiary facility daily counts.
- C. The Mike Durfee State Prison control room staff will complete the Springfield facility, Rapid City Community Work Center and Yankton Community Work Center daily counts.
- D. The South Dakota Women's Prison will complete separate daily counts of the inmates at the Women's Prison, Unit E and the Pierre Community Work Center.
- E. Control room staff will control all unnecessary staff, inmate, visitor, contractor, etc. movement within the facility and secure perimeter of the facility (if applicable) during inmate counts (See DOC policy 1.3.A.5 [Searches – Facilities](#)).

- F. All facility staff will be familiar with count procedures. Staff assigned duties affiliated with inmate counts will be trained on proper procedures for conducting accurate counts of inmates. Shift supervisors will observe staff conducting inmate counts on a frequent basis to ensure compliance DOC policy and facility post orders.

3. Inmate Transfers:

- A. When an inmate transfers from one facility to another, he/she will be taken off the count of the sending facility when transferred off the facility and added to the receiving facility's count upon admission to the facility.
- B. If questions arise regarding variations in inmate counts from one time to the next, staff may utilize the Master Count Report by accessing COMS/Report Submission/Master Count Report or by utilization of the Daily Movements Inquiry screen in COMS.
- C. Inmates transferring within the same facility to a different housing unit will be moved at least one-half of an hour before the scheduled count time and will be added to the receiving facility's count.

4. Documenting the Count:

- A. Staff assigned to the designated control room at each facility will generate the count procedures in COMS and clear the count.
- B. DOC staff supervising inmates who are off-site due to institutional work assignment will not call in a count of inmates under their supervision at a formal count time unless there is a change in the number of inmates under their supervision or an inmate under their supervision is unaccounted for during the count.
- C. To ensure accuracy during the inmate count process, "out-count/off-count" lists/Internal Daily Count Sheet will only be used. Inmates on out-count/off-count must be pre-approved by the Officer in Charge (OIC) in advance of the formal count being conducted.

5. Counts for Disaster Crews:

- A. Inmates deployed as part of a disaster crew will be counted on the respective facility's out-count/off-count (See DOC policy 1.3.B.5 [Deployment to a Natural Disaster](#)).
 - 1. Inmates deployed to a natural disaster do not require transfer orders.
- B. All inmates deployed to a natural disaster will be included on the Facility Daily Count Sheet, which will be sent with the supervisor(s) or faxed C/O the supervisor.
- C. If inmates deployed on a natural disaster crew are all from one facility, the deployment commander will call in the inmate count to the facility where the inmates are assigned.
- D. If the inmates deployed on a natural disaster relief crew are from more than one (1) facility, the field commander will call in the inmate count to the Jameson Control Room.

6. Verification of the Count:

- A. A Historical Count Inquiry Screen exists in COMS which displays all count details since implementation.

- B. A recount of inmates may be ordered at any time, as deemed necessary by the Warden or designee to verify discrepancies in the count or to verify an inmate's whereabouts.

7. Daily Facility Count Sheets:

- A. Completed Daily Facility Count Sheets will be kept on file either in the control room or other approved area for one (1) calendar month. Daily Facility Count Sheets exceeding the month period will be properly disposed of in a timely manner.
- B. Historical counts will be kept electronically under Automated Counts in COMS on the Historical Count Inquiry screen.

8. Temporary Absence (TAP):

- A. An inmate will be listed as TAP anytime DOC transfers custody of the inmate to another authority, i.e., to court, hospital, furlough, or the inmate is released to extended confinement (See DOC Policy [Extended Confinement](#)).

V Related Directives:

DOC policy 1.3.A.5 -- [Searches – Facilities](#)

DOC policy 1.3.B.5 – [Inmate Deployment to a Natural Disaster](#)

DOC policy 1.5.A.5 – [Work Release](#)

DOC policy 1.5.A.6 – [Community Service Program](#)

VI Revision Log:

August 2002: Revised requirement that inmates be physically observed during all formal counts when on the grounds of a DOC facility and physically observed during at least one formal count every 24 hours if off the facility grounds for w/r or CSW placement. **Added** a section on Temporary Absence (TMPA). **Revised** requirement to allow CSW supervisors to call in count only if there is a change.

December 2003: Revised count times. **Added** reference to polices 1.3.B.5, 1.4.B.4, 1.5.A.5 and 1.5.A.6. **Revised** count procedures to indicate the Redfield and Community Corrections count will be called into the Central Control Room at Jameson.

June 2004: Revised the definitions for Master Count Sheet and Facility Count Sheet to allow for the use of a Citrix computer program to complete the forms. **Deleted** the reference to the Custer Unit. **Clarified** the means of verifying the master count.

May 2005: Revised the policy statement. **Changed** Central Office to DOC Administration. **Updated** the name of policy 1.3.B.5. **Revised** storage requirements for facility count sheets. **Added** a reference to the Minnehaha County Corrections Center.

June 2006: Revised the three formal count times. **Revised** the procedure for taking an inmate off TMPA. **Updated** facility names. **Changed** Central Records staff in Sioux Falls to Central Records staff.

June 2007: **Added** references to the Arch and Mitchell Stepping Stone in community corrections counts. **Noted** that Units E & H at the SDWP will be counted separately.

May 2008: Revised formatting of policy in accordance with DOC policy 1.1.A.2 Policy and Operational Memorandum Management policy. **Added** the statement in the definition of "Facility Count Sheet" stating each adult facility may use their own facility count sheets in accordance with OMs. **Deleted** "for a sample" in the definition of "Inmate Master Count" and "Facility Count Sheet" as it refers to Attachments 1 and 2. **Added**, "City County Alcohol and Drug Program (females)" "to the list of facilities within the Control Room Count Responsibility section regarding **Revised** "DOC Master Count" to read "Master Count" in subsection (A of the Control Room Count Responsibility section). **Revised** "operational memorandum" to read "OMs" as appropriate throughout document. **Revised** attachment 1 to read "Master Count Sheet" vs. "Inmate Master Count" to be consistent with policy and **revised** Attachment 1 with header, footer and hyperlink. **Revised** Attachment 2 to read "Facility Count Sheet" vs. "SDSP Count" to clarify that each facility is subject to use their specific count sheets according to

their OMs.

May 2009: Deleted reference of the Redfield Minimum Unit, added "-Pennington County" and changed "work" to "housing" all within ss (A of Control Room Count Responsibility). Deleted reference of DOC Administration in ss (C of the Daily Count Sheets). Revised directions of where to obtain Attachment 1. Revised other minor grammar and wording throughout policy.

May 2010: Revised formatting of Section 1.

May 2011: Added definitions for Formal Count, Informal Count, Out Count and Emergency Count.

May 2012: Reviewed with no changes.

January 2013: Deleted "an approved Citrix computer program" and Replaced with "the Master Count Report in COMS offender management program" in definition of Master Count Sheet. Deleted "an approved Citrix computer program" and Replaced with "The Institutional Count Sheet in COMS offender management program" in definition of Facility Count sheet. Added "Full Circle (FCL) and New Start (NST) to Section 2 A. Deleted "They will be counted on the receiving facility's "out count" until they physically arrive at the receiving facility" and Replaced with "Once the inmate is admitted by the receiving facility, they will be added to the receiving facility's count. Those inmates in transit will be shown on the Master Count Report screen, Admit Incoming Transfers screen and the Daily Movement Inquiry screen in COMS. Deleted "All facilities will call in their count to" and Added "at each facility will receive their facility's count" in Section 4 A. Deleted "facility count" and Added "an available on the Daily Movement Inquiry screen in COMS" in Section 4 C. Added "and listed on the Prison Roll inquiry screen in COMS" in Section 4 D. Deleted "mainframe changes" from Section 4 E. Deleted "Daily Master Count Sheets will be kept on file in the Jameson Control Room for one calendar month. At the end of the month, the Master Count Sheets will be sent to the DOC Central Records Office for retention." and Replaced with "Historical counts will be kept electronically under Automated Counts in COMS on the Historical Count Inquiry screen" Deleted "A copy of the daily Facility Count Sheets and a copy of the daily Master Count Sheets will be sent by mail, fax or electronically to the Classification and Transfer Manager and the DOC Central Records" and Replaced with "The Classification and Transfer Manger and the DOC Central Records will review daily counts through the Historical Count Inquiry screen in COMS" in Section 7 C. Deleted "or the inmate is outside of the facility for community service, work release, community transition program" in Section 9 C.

May 2014: Reviewed with no changes.

May 2015: Deleted "Non-Public" and Replaced with "Public".

May 2016: Deleted definition of "Master Count Sheet" Revised definition of "Facility Daily Count Sheet" and "Out-Count/Off Count" Deleted "reported on the master count three times in every 24 hour period" and Replaced with "recorded in the Automated Counts section in COMS" in Section 1 A. Deleted "for reporting to the master count" in Section 1 A. 1. Deleted "will be physically observed by staff" and Replaced with "should have their physical presence verified" in Section 1 A. 2. Deleted C. in Section 1. Deleted "not reported to the master count" in Section 1 C. Added E. to Section 1. Deleted "City County Alcohol and Drug Program" and Replaced with Life Enrichment Center" and Added "Roberts County" and Added "and other facilities/programs/placements as approved by the Secretary of Corrections or designee" in Section 2 A. Added E. and F. to Section 2. Deleted "Inmates in transit will be shown the Master Count Report screen, Admit Incoming, Transfers screen and the Daily Movement Inquiry screen in COMS" in Section 3 A. Added new B. to Section 3. Deleted "received the facility's count at every scheduled formal count time for the master count" and Replaced with "generate the count procedures in COMS and clear the count" in Section 4 A. Added "Internal Daily Count Sheet" and Deleted "when absolutely necessary" in Section 4 C. Deleted D-F in Section 4. Added C. and G. to Section 4. Deleted A.-B. in Section 6. Added C. and Deleted D. in Section 7. Deleted Section 8. Deleted A, B, D. and E. in Section 9. Added "released to extended confinement" in Section 10 A.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

08/15/2016

Date

Attachment 1: Facility Daily Count Sheet

SDRDLYCOUNT 39:04:13:3

South Dakota Department of Corrections 1

Daily Count Sheet Time: 12:30 Scheduled Count

Requester: E127492 Jameson Annex

COMFORT CARE		Occupied:	UNIT A		Occupied: 109
Section	Cell		Section	Cell	
HEALTH SE	1			74	RUEDEBUSCH, ALEXANDER D
ID OFFICE				74	JANIS, ALLEN X
Section	Cell	Occupied:		75	PIATT, DUSTIN V
ID	ID 1			75	TAYLOR, TYSON LEE
	ID 2			76	KALLSTROM, SCOTT A
UNIT A				77	EMERY, DUSTIN L
Section	Cell	Occupied: 109		78	
ADSEG3	33	CAROTHERS, DERRICK E		79	WHITE, ERIC W
	34	BLAIR, ROCKY A		79	DAVIS, MICHAEL T
	35	NEAL, MICHAEL F		80	DIMMICK, DUSTIN
	35	MERRIVAL, BEAU		80	SALGE, SCOTT D
	36	SIERS, ZACHARY ADAM		89	HAYES, LYNUS N
	37	CURRY, TATE W		90	TOBIAS, WAYNE T
	37	FLOOD, JOSEPH D		91	KILLS IN SIGHT, FRANCIS CLEVEL
	38	ALVAREZ, AVUGWI ZION		92	HUFFMAN, JOHN G
	38	SALWAY, CHRISTOPHER BRIAN		93	WOOD, JASON P
	39			94	
	40	BERTRAND, JULIUS L		95	HILL, CHRISTOPHER
	40	WHALEN, CORYION		96	
	49	GASS, DONALD V	HOLDING C	178	
	50	STEELE, ANTHONY W	MH1	1	KROPUENSKE, DAVID D
	50	ARPAN, ROBERT ANTONE		2	PLENTY ARROWS, LEO C
	51	ROUBIDEAUX, JOSEPH J		3	LONG FOX, MATTHEW M
	52			4	SCHWANKE, CHRISTOPHER
	53			5	MYLES, SASSACUS B
	54	SMITH, LEE		6	TUPPER, ERNEST B
	55	GIBBONS, IVAN C		7	NEVE, DUSTIN BRADLEY
	56	ARMSTRONG, JOSHUA J		8	BARANOWSKI, KYLE LEE
ADSEG4	41	BIG HORSE, WILLIAM C		17	KUSCHEL, ANTHONY JOEL
	42	WILSON, CURTIS TIMOTHY		18	AUDISS, TIMOTHY WAYNE
	43			19	
	44			20	MINER, ROLAND WINFRED
	45	RED SHIRT, RAYMOND J		21	QUEIOR, TIMOTHY F
	46	PIPER, BRILEY W		22	LOGG, ELGIN
	47	BERGET, RODNEY S		23	BRAMAN, ROBERT L
	48	RHINES, CHARLES R		24	STEPHENS, GREGORY S
	57	JONES, KYLE LEE	MH2	9	ST JOHN, MICHAEL M
	58	RICHARDS, ANGELO JACOB		10	RANDALL, LEON M
	59	SOYARS, PAUL J		11	LANGER, KELLY JOHN
	60	LUND, DAVID LEE		12	BOWEN, JOSHUA R
	61	LONG CROW, JOSHUA REED		13	MUELLER, WARREN
	62			14	SPEAR, STEVEN L
	63	BEAR, DANTE JAMES		15	STEVENS, THOMAS E
	63	MJELDE, TRAYE JEFFREY		16	HILL, LEE EDWARD
	64			25	SANCHEZ, JOSE
DISG6	73	KING, DREW R		26	WHITE, DION T

Occupied: 510
 Capacity: 535

 Signature

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Attachment 2: Internal Daily Count Sheet

SDRINTCMT 110:12:12
 Requester: E127492

South Dakota Department of Corrections 2
 Daily Count Sheet - Internal Time: 12:30 Scheduled Count
 Jameson Annex

Internal Loc.	Inmate		Internal Loc.	Inmate	
KITCHEN	ALTMAN, NATHANIEL	X			X
KITCHEN	BURRAGE, JAMES				
KITCHEN	CASTAWAY, CYRIL				
KITCHEN	CHARRON, JOEY				
KITCHEN	DEBELTS, JEFFREY				
KITCHEN	FARROW, MOSES				
KITCHEN	GILCHRIST, TERRY				
KITCHEN	HILLMER, MICHAEL				
KITCHEN	HOWARD, JOSEPH				
KITCHEN	KEYTE, EARL				
KITCHEN	KNOBLOCH, CHAD				
KITCHEN	MARTIN, EUGENE				
KITCHEN	MORENO, MELVIN				
KITCHEN	STANDING BEAR, WADE				
KITCHEN	TERRETT, GIGLIO				
KITCHEN	ULRICH, STEPHAN				
KITCHEN	WILLIS, TERRY				
LAUNDRY	MILLER, TODD				
LAUNDRY	SAUVAGE, JEFFREY				
LAUNDRY	VAN WYHE, JAMES				
LAUNDRY	YELLOW EAGLE, THOMAS				
PI_BUILDING	AGUAYO, CHRISTOPHER				
PI_BUILDING	ANDERSON, LEE				
PI_BUILDING	BOYER, KELLY				
PI_BUILDING	CHILDREY, NICHOLAS				
PI_BUILDING	DAVEY, WAYNE				
PI_BUILDING	FALLER, LARRY				
PI_BUILDING	HAGAN, JACK				
PI_BUILDING	HORSE, ROBERT				
PI_BUILDING	JENSEN, DAVID				
PI_BUILDING	JOHNSON, FRED				
PI_BUILDING	LUJAN, MARVIN				
PI_BUILDING	MCILVENNA, KIRK				
PI_BUILDING	MENARD, JERRY				
PI_BUILDING	NOTT, DARRELL				
PI_BUILDING	OSGOOD, WILLIAM				
PI_BUILDING	SMITH, MICHAEL				
PI_BUILDING	SWALLOW, EDWIN				
PI_BUILDING	THIELSEN, PATRICK				
PI_BUILDING	VANROEKEL, DOUGLAS				
PI_BUILDING	WILSON, LAWRENCE				
PI_BUILDING	ZEMLYCKA, KEVIN				
PI_BUILDING	ZIMMERMAN, ROBERT				

Internal Count
 43

Production _____ Signature _____

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