

## 1.3.A.2 Inmate Counts

### I Policy Index:



**Date Signed:** 07/09/2017  
**Distribution:** Public  
**Replaces Policy:** 3A.14  
**Supersedes Policy Dated:** 08/15/2016  
**Affected Units:** All Institutions  
**Effective Date:** 07/11/2017  
**Scheduled Revision Date:** May 2018  
**Revision Number:** 16  
**Office of Primary Responsibility:** DOC Administration

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### II Policy:

To maintain safe and secure facility operations, all institutions will utilize a comprehensive inmate accountability system that includes scheduled and unscheduled physical counts of inmates, accurate record-keeping and effective staff supervision.

### III Definitions:

#### **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.

#### **Emergency Count:**

A formal unscheduled count of inmates that is conducted any time of the day or night in an emergency situation, e.g. disturbance or expected escape, at the discretion of the Warden, Deputy Warden or his/her designee to immediately account for each inmate.

#### **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 in their assigned housing unit during an official count. The Internal Daily Count sheet will be utilized for these offenders and accessed via COMS/Report Submission/Internal Count (See [Attachment 2](#)).

### **Standing Count:**

A count that requires inmates to stand at their cell doors or end of beds to demonstrate to staff they are physically present. Inmates with disabilities that affect their ability to stand may receive reasonable accommodation.

## **IV Procedures:**

### **1. Facility Counts:**

- A. All inmates are subject to count procedures as outlined in this policy. Inmates will be formally counted and recorded in the Automated Counts section in the Comprehensive Offender Management System (COMS).
  1. All inmates on the grounds of a DOC facility will be physically observed and simultaneously counted by designated DOC staff during formal count. Staff will only count those inmates they physically observe, after verifying the inmate's identity.
  2. Inmate movement within the facility will cease directly before count and remain suspended until the count clears, except for emergencies, or as approved by the shift commander.
  3. Inmates who are absent from their housing facility for work release or community service assignment will 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](#)).
  4. Staff conducting count will be provided up-to-date information concerning all housing moves, transfers, releases and other inmate activity that may impact the count.
  5. Staff conducting count will not allow distractions to occur while count is taking place. Staff will not take phone calls or engage in unnecessary radio traffic during count. Inmates who disrupt count are subject to disciplinary action (See [Inmate Living Guide](#) for offenses in custody).
- B. Each DOC facility housing inmates will conduct a minimum of three (3) formal counts for each twenty-four (24) hour period.
- C. Count may be performed at any time of the day or night and at any frequency.
- D. An emergency count may be initiated at any time with proper authorization, usually from the Warden or Deputy Warden. Unless otherwise directed by the staff member authorizing the emergency count, inmates are required to return to their assigned housing unit and stand during the count.
- E. Inmates are not permitted to participate in the preparation, documentation or operation of the count process, including delivery of count sheets or handling of count related documents.
- F. Supervisors of inmates working off the grounds of a DOC facility will perform informal counts of inmates they supervise throughout the day.

- G. All facility staff should be familiar with count procedures and requirements. Staff assigned duties affiliated with count 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 with policy and count procedure.
- H. If an inmate is unable to participate in count as a result of a disability, a reasonable accommodation may be provided. Inmates provided reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) is not subject to disciplinary action for non-participation in count. For example, inmates who cannot stand for count may be provided reasonable accommodation such as a chair or allowed to remain seated during count.

## **2. Out-Counts:**

- A. Out-counts (for inmates who must be counted in their work area and/or attending visitation during formal count) must have prior authorization from the Shift Commander and will be allowed on a limited case-by-case basis.
- B. Requests for out-count must be submitted by the supervisor or staff person no less than one hour before the formal count time.

## **3. Control Room Count Responsibility:**

- A. The Jameson Control Room will complete the Jameson facility daily count and the Community Corrections daily count.
  - 1. Community Corrections include Community Alternatives of the Black Hills (CAB), 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.
- B. The South Dakota State Penitentiary control room staff will complete the penitentiary facility and Sioux Falls Community Work Center 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 the Women's Prison, Unit E and the Pierre Community Work Center daily counts.
- 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 - Institutions](#)).
- F. Vehicles that cannot be easily and thoroughly searched will not be permitted to exit the perimeter by the control room during count (See DOC policy 1.3.A.5 [Searches - Institutions](#)).
- G. The shift commander must verify the count is cleared before control room staff may announce "count cleared".

## **4. Inmate Transfers:**

- A. When an inmate transfers to another facility, he/she will be taken off the count of the sending facility and added to the receiving facility's count upon admission to the facility.

- B. If questions arise regarding variations in inmate counts arising from transfer of an inmate, staff may utilize the Master Count Report by accessing COMS/Report Submission/Master Count Report or Daily Movements Inquiry screen in COMS.
- C. Inmates moving to a different housing unit within the same facility will be moved at least one-half of an hour before the scheduled count time to allow staff sufficient time to ensure the location of the inmate assigned to the unit is updated on the count.

## **5. Documenting the Count:**

- A. Staff assigned to the main control room at each facility will generate the count procedures in COMS.
- 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.

## **6. 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.

## **7. 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.

## **8. 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 a minimum of 30 days following when the count was taken. Daily Facility Count Sheets exceeding the 30 days may be properly disposed.
- B. Historical counts will be kept electronically under Automated Counts in COMS on the Historical Count Inquiry screen.

## 9. 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, or the inmate is released to extended confinement (See DOC Policy 1.4.G.7 [Extension of Confinement](#)).

## V Related Directives:

- DOC policy 1.3.A.5 -- [Searches - Institutions](#)  
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 Manager 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.

**May 2017:** **Revised** policy statement. **Added** definition of Standing Count. **Added** "All inmates are subject to count procedures as outlines in this policy" in Section 1 A. **Added** "and simultaneously counted" and **Added** "Staff will only count those inmates they physically observe, after verifying the inmate's identity" in Section 1 A. 1. **Added** 2, 4, and 5. to Section 1 A. **Added** G. and H. to Section 1. **Added** new Section 2 "Out Count". **Added** "and Sioux Falls Community Work Center daily counts" to Section 3 B. **Added** F. and G. to Section 3.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

07/09/2017

Date

### Attachment 1: Facility Daily Count Sheet

SDRDLYCOUNT 39:04:13:3

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**South Dakota Department of Corrections**

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
<b>ID OFFICE</b>		Occupied:		74	JANIS, ALLEN X
Section	Cell			75	PIATT, DUSTIN V
ID	ID 1			75	TAYLOR, TYSON LEE
	ID 2			76	KALLSTROM, SCOTT A
<b>UNIT A</b>		Occupied: 109		77	EMERY, DUSTIN L
Section	Cell			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

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 Signature

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## Attachment 2: Internal Daily Count Sheet

SDRINTCNT 110:12:12      South Dakota Department of Corrections 2  
 Requester: E127492      Daily Count Sheet - Internal Time:12:30      Scheduled Count  
 Jameson Annex

Internal Loc.	Inmate	X	Internal Loc.	Inmate	X
KITCHEN	ALTMAN, NATHANIEL				
KITCHEN	BURRAGE, JAMES				
KITCHEN	CASAWAY, CYRIL				
KITCHEN	CHARRON, JOEY				
KITCHEN	DEBELTS, JEFFREY				
KITCHEN	FARROW, MOSES				
KITCHEN	GILCHRIST, TERRY				
KITCHEN	HILLMER, MICHAEL				
KITCHEN	HOWARD, JOSEPH				
KITCHEN	KEYTE, EARL				
KITCHEN	SNOBLOCH, 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	MOTT, 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

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