



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.3.A.2	PAGE NUMBER 1 OF 5
		DISTRIBUTION:	Public
		SUBJECT:	Offender Counts
RELATED STANDARDS:	ACA 5-ACI: 1F-10, 3A-13, 3A-14	EFFECTIVE DATE:	December 01, 2022
		SUPERSESSION:	06/11/2021
DESCRIPTION: Security and Control	REVIEW MONTH: November	 <b>KELLIE WASKO</b> SECRETARY OF CORRECTIONS	

## I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to maintain safe and secure facility operations, and all facilities will utilize a comprehensive offender accountability system that includes scheduled and unscheduled physical counts of offenders, accurate record-keeping, and effective staff supervision.

## II. PURPOSE

The purpose of this policy is to ensure the development of formal and informal systems of offender counts for the daily accountability of all offenders assigned to the DOC and provide a plan for control and supervision of all offender movement and to ensure the maintenance of a daily report on offender population movement. Also, to provide a record of offender locations and movement on an ongoing basis. *The institution maintains a daily report on offender population movement [ACA 5-ACI-1F-10].*

## III. DEFINITIONS

### COMPREHENSIVE OFFENDER MANAGEMENT SYSTEM (COMS):

A DOC data management system which stores pertinent offender information.

### EMERGENCY COUNT:

A formal unscheduled count of offenders conducted any time of the day or night in response to an emergency, e.g., disturbance, escape. May be ordered by any OIC or above.

### FACILITY DAILY COUNT SHEET:

A form on which the offender count is documented. The sheet is located at the Facility Count Sheet in COMS/Report Submission/Facility Count Sheet.

### FORMAL COUNT:

An organized count of offenders conducted in a prescribed manner at specific times of the day or night, to account for the location of each offender. Staff shall physically observe or otherwise account for every offender assigned to the institution at each count. *The organized count includes strict accountability for offenders assigned to work and educational release, furloughs, and other approved temporary absences [ACA 5-ACI-3A-13].*

### INFORMAL COUNT:

A count of offenders conducted at irregular times while offenders are attending work, classes, recreation, or other daily activities; or when offenders are departing for, moving to and from, or arriving at daily activities. An informal

SECTION	SUBJECT	DOC POLICY	Page 2 of 5
Security and Control	Offender Counts	1.3.A.2	Effective: 12/01/2022

count is made at frequent, regular, and/or irregular times and is documented on Unit Log Sheets and reported to the Control Room. Informal counts account for the location of offenders not in their cell or assigned housing.

### **OUT-COUNT/OFF-COUNT:**

A count of offenders officially listed on the facility census but not physically present in their assigned cell or housing unit when the count is conducted. The Internal Daily Count sheet will be utilized to count these offenders and may be accessed via COMS/Report Submission/Internal Count.

### **STANDING COUNT:**

A count of offenders that requires the offender to have both feet on the floor, standing in an upright position in their cell/room or other assigned area. Staff will verify the identity of the offender against their ID card and only count those physically present. Offenders with disabilities or a medical condition may be provided an accommodation during standing count.

## **IV PROCEDURES**

### **1. Institution Counts:**

- A. All offenders are subject to count procedures, as outlined in this policy. Offenders will be formally counted and recorded in the Automated Counts section in the Comprehensive Offender Management System (COMS).
  1. All offenders 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 offenders they physically observe, after verifying the offender's identity.
  2. Offender movement within the facility will cease directly before count and will remain suspended until the count clears, except for emergencies, or as approved by the shift commander.
  3. Offenders 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 eight (8) hours or per shift.
  4. The OIC will be provided up-to-date information concerning all housing moves, transfers, releases, off-count location of offenders, and other pertinent activity or information required to accurately conduct the count.
  5. Staff conducting count will not allow distractions to occur during count. Staff will not take phone calls or engage in unnecessary radio traffic. Offenders who disrupt count are subject to disciplinary action (See Offender Living Guide for offenses in custody).
  6. Staff performing standing count will confirm the offender's identity by looking at the offender's ID and verifying the name, photo, and ID match the offender and the count sheet. Offenders who are not present will not be counted on the count sheet. Any discrepancies shall be immediately reported to the OIC.
  7. Employees conducting counts will be responsible for ensuring the accuracy of the count, and for confirming that each counted offender is living and present in the appropriate cell or area.
- B. Each DOC facility housing offenders will conduct a minimum of three (3) formal counts for each twenty-four (24) hour period with no more than eight (8) hours between each count.
- C. Count may be performed at any time of the day or night, and at any frequency as directed by the Warden, or Designee.
- D. An emergency count may be initiated at any time. Unless otherwise directed, offenders are required to return to their assigned housing unit and stand for the emergency count.
- E. Offenders 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.

SECTION	SUBJECT	DOC POLICY	Page 3 of 5
Security and Control	Offender Counts	1.3.A.2	Effective: 12/01/2022

- F. Supervisors of offenders working off the grounds of a DOC facility will verify the location of offenders they supervise throughout the day, as directed by this DOC policy.
- G. All facility staff shall be familiar with count procedures. Facility staff will receive training on the proper procedures for conducting count. Supervisors will observe count on a regular basis to ensure compliance with policy and directives. Issues will be documented and reported to the Warden or Associate Warden. Failure to properly conduct count or follow count directives will result in disciplinary action.
- H. If an offender is unable to participate in count as a result of a disability, reasonable accommodation will be provided. Offenders provided reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) are not subject to disciplinary action for not standing for count.

**2. Out-Counts:**

- A. Out-counts (for offenders who must be counted in their work area or other area outside their housing assignment) must have prior authorization from the OIC to be counted at the alternative location. Out Counts will be provided at the time of each count.

**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 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), and other facilities/programs/placements as approved.
- B. The South Dakota State Penitentiary control room staff will complete the SDSP and Sioux Falls Minimum Center daily counts.
- C. The Mike Durfee State Prison control room staff will maintain the MDSP, Rapid City Minimum Center, and Yankton Minimum Center daily counts.
- D. The South Dakota Women’s Prison will complete the SDWP, Unit E, and the Pierre Minimum Center daily counts.
- E. Control room staff will control all unnecessary staff, offender, visitor, and contractor movement within the facility by securing all designated doors (housing areas) and the facility perimeter during count.
- F. Vehicles will not be permitted to exit the perimeter during count.
- G. The shift commander must verify the count is cleared before announcing “count cleared”.

**4. Offender Transfers:**

- A. *Written policy, procedure, and practice provide that staff regulate offender movement [ACA 5-ACI-3A-14].* When an offender 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 the control room officer will ensure all transfers that have occurred since the previous count are updated in COMS prior to the next scheduled count.

SECTION	SUBJECT	DOC POLICY	Page 4 of 5
Security and Control	Offender Counts	1.3.A.2	Effective: 12/01/2022

- B. If questions arise regarding variations in offender counts due to the transfer of an offender, staff may utilize the Master Count Report by accessing COMS/Report Submission/Master Count Report or Daily Movements Inquiry screen in COMS.
- C. Offenders transferring to a different housing unit within the same facility will be transferred at least thirty (30) minutes before the scheduled count time to allow staff sufficient time to update the offender's assigned housing on the count sheet.

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

- A. Designated staff will generate and print count sheets and initiate count procedures for all counts. Count sheets are located and maintained in COMS.
- B. DOC staff supervising offenders off-site at work assignments will call in a count of offenders under their supervision at a formal count time. If an offender under the staff member's supervision is unaccounted for during count, the control room will be notified immediately.

## **6. Counts for Disaster Crews:**

- A. Offenders deployed as part of a disaster crew will be counted on the respective facility's out-count/off-count.
  - 1. Offenders deployed to a natural disaster do not require transfer orders.
- B. All offenders deployed to a natural disaster will be included on the Facility Daily Count Sheet, which will be sent with the supervisor(s).
- C. If offenders deployed on a natural disaster crew are all from one facility, the supervising officer will call in the offender count to the facility where the offenders are assigned.
- D. The site supervising officer will call in their count for respective deployment at least hourly. If more than sixty (60) minutes elapses without a call from the site supervising officer, the shift commander will order an emergency count.

## **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 offenders may be ordered at any time, as deemed necessary by the Warden, or designee to verify discrepancies in the count or to verify an offender's location.
- C. All discrepancies noted during count must be rectified before count is cleared. All offenders must be accounted for on the count sheet or out count/off count sheet.
- D. In the event that count cannot be cleared within fifteen (15) minutes, the shift commander will initiate a lockdown and contact the facility warden.

## **8. Daily Facility Count Sheets:**

- A. Completed Daily Facility Count Sheets will be scanned by the OIC before the end of their shift and saved to a designated folder on the M drive.
  - 1. Facility count sheets will be scanned and saved into the corresponding folder on the M drive for the respective facility. All facility folders are found on the M drive under DOC>Count Sheets.

SECTION	SUBJECT	DOC POLICY	Page 5 of 5
Security and Control	Offender Counts	1.3.A.2	Effective: 12/01/2022

2. Count sheets will be saved with the following naming convention: Facility Count Sheet-0800 (time count was completed)–Unit Name-Date. Example: Facility Count Sheet-0817-Unit C-10.05.22.

- B. Completed Daily Facility Count Sheets will be kept on file either in the control room or other approved area for fourteen (14) days following when the count was taken. Daily Facility Count Sheets which exceed the fourteen (14) day retention period shall be properly destroyed after verification of having been scanned to the facility count sheets folder on M drive.
- C. Historical counts will be kept electronically under Automated Counts in COMS on the Historical Count Inquiry screen.

## 9. Temporary Absence (TAP):

- A. An offender will be listed as TAP anytime DOC transfers custody of the offender to another authority, i.e., to court, hospital, or the offender is released to extended confinement.

## V. RESPONSIBILITY

It is the responsibility of the Director of Prisons to review this policy annually and update as necessary.

## VI. AUTHORITY

None.

## VII. HISTORY

November 2022  
June 2021  
June 2020  
March 2019  
May 2018  
May 2017  
May 2016  
May 2015  
May 2014  
January 2013

## REPORTS

1. Facility Daily Count Sheet (Report generated in COMS from Report Submission Screen)
2. Internal Daily Count Sheet (Report generated in COMS from Report Submission Screen)

## ATTACHMENTS (Published in PolicyTech unless otherwise noted)

1. DOC Policy Implementation / Adjustments (*Not published in PolicyTech*)