

## 1.3.A.2 Inmate Counts

### I Policy Index:



**Date Signed:** 04/15/2019  
**Distribution:** Public  
**Replaces Policy:** 3A.14  
**Supersedes Policy Dated:** 06/18/2018  
**Affected Units:** All Facilities  
**Effective Date:** 04/16/2019  
**Scheduled Revision Date:** May 2020  
**Revision Number:** 18  
**Office of Primary Responsibility:** DOC Administration

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### II Policy:

To maintain safe and secure facility operations, all facilities 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, possible escape at the discretion and direction of the Warden, Deputy Warden or designee, to immediately account for each inmate.

#### **Facility Daily Count Sheet:**

A form on which the inmate count is documented (See [Attachment 1](#)). The sheet is located at the Facility Count Sheet in COMS/Report Submission/Facility Count Sheet.

#### **Formal Count:**

A count of inmates conducted at specific times of the day or night, in an organized and prescribed manner. Staff shall physically observe or otherwise account for every inmate assigned to the custody of the institution.

#### **Informal Count:**

A count of inmates conducted while inmates may be attending work, classes, recreation or other 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. Informal counts help account for the whereabouts of inmates not in their cell or assigned housing.

### **Out-Count/Off-Count:**

A count of inmates 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 inmates and may be accessed via COMS/Report Submission/Internal Count (See [Attachment 2](#)).

### **Standing Count:**

A count of inmates that requires the inmate to stand at their cell/room or other assigned area. Staff will verify the identity of the inmate and only count those physically present. Inmates with disabilities or a medical condition that affects their ability to stand for count may be provided accommodations.

## **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, off-count location of inmates and other pertinent activity or information required to accurately conduct 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).
  6. Staff performing standing count will confirm the inmate being counted by looking at the inmate's ID and verifying the name, photo and ID match the inmate and the count sheet. Inmates who are not present will not be counted on the sheet. Any discrepancies shall be immediately reported to the OIC.
- B. Each DOC facility housing inmates will conduct a minimum of three (3) formal counts for each twenty-four (24) hour period. Specific times are documented in the unit plans.
- 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, by the Warden, Deputy Warden or designee. Unless otherwise directed, inmates are required to return to their assigned housing unit and stand for the emergency 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 verify the location of inmates they supervise at various times throughout the day and as directed by facility staff.
- G. All facility staff shall be familiar with count procedures. Staff assigned duties affiliated with count will be trained on proper procedures for conducting count. Shift supervisors will observe staff conducting inmate counts on a frequent basis to ensure compliance with policy and count procedure. Issues will be documented and reported to the Warden or designee. Failure to properly conduct count may result in disciplinary action.
- H. If an inmate is unable to participate in count as a result of a disability, reasonable accommodation may be provided. Inmates 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 inmates who must be counted in their work area or other area such as a classroom, visit room etc. ) must have prior authorization from the Shift Commander to be counted at a location other than their assigned housing area. Such exceptions will be permitted on a limited case-by-case basis and must be renewed prior to each count time.
- 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 by securing all designated doors (housing areas) and secure the perimeter of the facility during 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. Inmates who are in route but not received at the facility will be added to the receiving facility/s count. The control room office will ensure all transfers that have occurred since the previous count are updated in COMS prior to the next count time.
- B. If questions arise regarding variations in inmate counts due to the 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 transferring to a different housing unit within the same facility will be transferred at least one-half of an hour before the scheduled count time to allow staff sufficient time to update the inmate's assigned housing on the count sheet.

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

- A. Staff assigned to the main control room post during count will generate the count sheets and initiate count procedures. Count sheets are located and maintained in COMS.
- B. DOC staff supervising inmates off-site at work assignments 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 as assigned prior to departing the facility. If an inmate under the staff member's supervision is unaccounted for during count, the control room will be notified immediately.

#### **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, Deputy Warden or designee to verify discrepancies in the count or to verify an inmate's whereabouts.

- C. All discrepancies noted during count must be rectified before count is cleared. All inmates must be accounted for on the count sheet or out count/off count sheet.

## 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 which exceed the 30-day retention period may be properly destroyed.
- 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 Facility 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.

**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.

**May 2018:** Minor language updates.

**March 2018:** **Added** 6. to Section 1 A. **Added** "Specific times are documented in the unit plans" in Section 1 B. **Added** "Failure to properly conduct count may result in disciplinary action" in Section 1 G. **Added** "Inmates who are in route but not received at the facility will be added to the receiving facility/s count. The control room office will ensure all transfers that have occurred since the previous count are updated in COMS prior to the next count time" in Section 4 A. **Added** C. to Section 7.

*Mike Leidholt (original signature on file)*

04/15/2019

Mike Leidholt, Secretary of Corrections

Date

### Attachment 1: Facility Daily Count Sheet

SDRDLYCOUNT 39:04:13:3

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**South Dakota Department of Corrections**

Requester: E127492      Daily Count Sheet      Time: 12:30      Scheduled Count

**Jameson Annex**

COMFORT CARE		Occupied:	UNIT A		Occupied: 109
Section	Cell		Section	Cell	
HEALTH SE	1			74	RUEDEBUSCH, ALEXANDER D
<b>ID OFFICE</b>				74	JANIS, ALLEN X
Section	Cell	Occupied:		75	PIATT, DUSTIN V
ID	ID 1			75	TAYLOR, TYSON LEE
	ID 2			76	KALLSTROM, SCOTT A
<b>UNIT A</b>				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	MHU1	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	MHU2	9	ST JOHN, MICHAEL M
	58	RICHARDS, ANGELO JACOB		10	RANDALL, LEON M
	59	SOYARS, PAUL J		11	LANGE, 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

SDRINCENT 110:12:12      South Dakota Department of Corrections      ②  
 Requester: K127492      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	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	TERRRETT, GYGILO				
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	ZEMLTCKA, KEVIN				
PI_BUILDING	ZIMMERMAN, ROBERT				

Internal Count  
 43      \_\_\_\_\_      Signature  
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