

## 1.3.A.2 Inmate Counts

### I Policy Index:



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**Replaces Policy:** 3A.14  
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**Revision Number:** 19  
**Office of Primary Responsibility:** DOC Administration

### 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):**

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 conducted any time of the day or night in response to an emergency, e.g. disturbance, escape. Must be ordered by the Warden, Deputy Warden or designee.

#### **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:**

An organized count of inmates conducted in a prescribed manner at specific times of the day or night, to account for the whereabouts of each inmate. Staff shall physically observe or otherwise account for every inmate assigned to the institution at each count.

#### **Informal Count:**

A count of inmates conducted while inmates are 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 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 may be provided an accommodation during standing count.

## **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 will 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. The OIC 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 during count. Staff will not take phone calls or engage in unnecessary radio traffic. 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's identity 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 count 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. Count times are documented in the unit plan.
- C. Count may be performed at any time of the day or night, and at any frequency as directed by the Warden or Deputy Warden.
- D. An emergency count may be initiated at any time. 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, as directed by DOC staff and/or 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 Deputy Warden. Failure to properly conduct count or follow count directives will result in disciplinary action.
- H. If an inmate is unable to participate in count as a result of a disability, reasonable accommodation will 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 outside their housing assignment) must have prior authorization from the OIC to be counted at the alternative location. 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 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 SDSP and Sioux Falls Community Work Center daily counts.
- C. The Mike Durfee State Prison control room staff will complete the MDSP, Rapid City Community Work Center and Yankton Community Work Center daily counts.
- D. The South Dakota Women's Prison will complete the SDWP, Unit E and the Pierre Community Work Center daily counts.
- E. Control room staff will control all unnecessary staff, inmate, visitor, contractor movement within the facility by securing all designated doors (housing areas) and the facility perimeter during count (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 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 count. The control room office will ensure all transfers that have occurred since the previous count are updated in COMS prior to the next scheduled count.
- 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 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 thirty (30) days following when the count was taken. Daily Facility Count Sheets which exceed the 30-day retention period shall 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:

Removed revisions from August 2002 – May 2009.

**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 2019:** **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.

**June 2020:** **Reviewed with no changes.**

*Mike Leidholt (original signature on file)*

Mike Leidholt, Secretary of Corrections

06/01/2020

Date

### Attachment 1: Facility Daily Count Sheet

SDRDLYCOUNT 39:04:13:3		South Dakota Department of Corrections		①	
Requester: E127492		Daily Count Sheet		Time: 12:30 Scheduled Count	
		Jameson Annex			
<b>COMFORT CARE</b>		Occupied:		<b>UNIT A</b>	
Section	Cell			Section	Cell
					Occupied: 109

## 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 <input checked="" type="checkbox"/>	Internal Loc. Inmate <input checked="" type="checkbox"/>