

## 1.3.A.2 Inmate Counts

### I Policy Index:



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**Office of Primary Responsibility:** DOC Administration

### II Policy:

Adult 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). This policy will provide a standardized method to account for the transfer of inmates in the correctional system.

### III Definitions:

#### **Master Count Sheet:**

A form on which all of the individual facility counts are documented (See [Attachment 1](#)). The Master Count Sheet may be completed using the Master Count Report in the Comprehensive Offender Management System (COMS).

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

A form on which the daily facility counts are documented (See [Attachment 2](#)). Each adult facility may use their own version of the Facility Count Sheet according to their operational memorandums (OMs). The Facility Count Sheet may be completed using the Institutional Count Sheet in COMS.

#### **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 staff physically observe and count or account for every adult 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:**

A count of inmates who are officially listed on the facility census but who are not physically present on the premises; e.g. inmates attending court, in a hospital, performing community service, work release or at an off-facility doctor appointment. An "out-count" is a segment of the count of inmates. Out-counts should be kept to an absolute minimum and approved by the OIC in advance of count time.

### **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.

## **IV Procedures:**

### **1. Frequency of Counts:**

- A. DOC adult inmates will be formally counted and reported to the master count three (3) times in every twenty-four (24) hour period.
  - 1. All inmates on the grounds of a DOC facility will be physically observed by DOC staff during all formal counts for reporting to the master count.
  - 2. Inmates who are absent from their housing facility for work release or community service assignment will be physically observed by staff 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 throughout the day.
- B. Each facility will designate actual count times. The designated count times can occur more than three (3) times a day, but not less than the three (3) required formal count times per day.
- C. The three (3) formal counts reported to the master count must be completed and called to the appropriate location at or before the following times:
  - 1. Noon Count - 12:00 PM (noon) Central Time.
  - 2. Afternoon Count - 9:00 PM Central Time.
  - 3. Overnight Count - 3:00 AM Central Time.
- D. Informal counts not reported to the master 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.
- E. Emergency counts may be performed at any time at the discretion of the Warden or his/her designee.

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

- A. The Jameson Control Room will complete the Jameson Facility Count, the Community Corrections Count and the Master Count. Community Corrections includes Community Alternatives of the Black Hills (CAB), the Glory House, Minnehaha County Corrections Center (MCC), work release, the Arch (females), Mitchell Stepping Stone (females), City County Alcohol and Drug Program - Pennington County (females) Full Circle (FCL) (females), New Start (NST) (females) and other community service housing.
- B. The South Dakota State Penitentiary Control Room will complete the Penitentiary Facility Count.
- C. The Mike Durfee State Prison Control Room will complete the Springfield Facility Count, the Rapid City Correctional Unit Count and the Yankton Minimum Facility Count.

- D. The South Dakota Women's Prison will complete the Women's Prison Count and Units E and H, which will be counted separately.

### **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 they leave that facility. 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.
- B. Inmates transferring within the same facility to a different housing unit will be moved at least one-half of an hour before any given count time and counted in the new housing unit.

### **4. Documenting the Count:**

- A. The designated control room at each facility will receive their facility's count at every scheduled formal count time for the master 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 formal count time unless there is a change in the number of inmates they are supervising or an inmate is unaccounted for.
- C. All inmate transfers from one facility to another will be listed on the master count sheet and available on the Daily Movement Inquiry screen in COMS.
- D. All inmate transfers within the same facility to a different housing unit will be listed on the Daily Movement Inquiry screen.
- E. All inmates who are transferred temporarily out of the jurisdiction of the DOC will be listed on the master count and listed on the Prison Roll inquiry screen in COMS.

### **5. Counts for Disaster Relief Crews:**

- A. Inmates who are deployed as part of a disaster relief crew will be counted on the respective unit's out count (See DOC policy 1.3.B.5 [Deployment to a Natural Disaster](#)).
  - 1. If an inmate is deployed for a disaster relief crew, no transfers need to be written.
  - 2. Transfer orders, inmate file moves or inmate property moves are not required.
- B. A list of inmates deployed on a disaster relief crew will be attached to the count sheet and faxed or sent along with the Facility Count Sheet.
- C. If the inmates deployed on a disaster relief crew are from one (1) 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 disaster relief crew are from more than one (1) facility, the field commander will call in the count to the Jameson Control Room.

### **6. Verification of the Count:**

- A. Central Records staff will compare the master count against a computer-generated report that provides the total number of inmates at least twice a week.

- B. Verification of the count will be documented by the Central Records staff and any discrepancies immediately brought to the attention of the respective Warden.

## 7. Daily Count Sheets:

- A. Daily facility count sheets will be kept on file either in the control room of each facility, or other approved area for one (1) calendar month. 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.
- C. The Classification and Transfer Manager and the DOC Central Records will review daily counts through the Historical Count Inquiry screen in COMS.

## 8. Operation Memorandums (OMs):

- A. Facility Wardens will create and maintain the necessary OMs and post orders to complete the counts in the facilities under their direction.

## 9. Temporary Absence (TAP):

- A. An inmate will be listed as TAP on the Facility Count Sheets and reported to the master count as TAP starting with the first count after his/her transfer to TAP.
- B. An inmate need not be out to court, to the hospital or other temporary absence overnight before being listed as TAP on the count.
- C. An inmate will be listed as TAP anytime DOC transfers custody of the inmate to another authority, i.e., to court, hospital, furlough.
- D. An inmate will not be taken off TAP until the inmate is returned to the physical custody of a DOC facility or community contract facility.

## V Related Directives:

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".

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

07/08/2015

Date



