

VOLUSIA COUNTY DIVISION OF CORRECTIONS POLICY AND PROCEDURE MANUAL	POLICY NO. 400.18 Page 1 of 3
SUBJECT: SECURITY AND CONTROL Inmate Count	DATE: September 19, 2008 SUPERSEDES: September 22, 2006

POLICY

It is the policy of the Volusia County Division of Corrections to conduct regular, systematic counts of all inmates to ensure proper accountability.

REFERENCE

ACA 3-ALDF-3A-14; 3-ALDF-1F-05; F.C.A.C. 6.06; F.M.J.S. 11.06

RESPONSIBILITY

It shall be the responsibility of all staff involved in counting, or the accountability of inmates, to comply with this Policy and Procedure.

DEFINITIONS

- A. Formal count - A count conducted at set times during a twenty-four (24) hour period. Counts are called into the Control Room and a signed count slip turned in.
- B. Informal count - counts conducted between formal counts. These counts are conducted to verify that all inmates assigned to a work detail, area, or activity are present. These counts are not called into the Control Room unless the count is incorrect or at the 2000 hours shift change.
- C. Special count - A formal count taken at other than normal times, due to unusual circumstances or emergencies such as an escape, post riot or disturbance. This count shall be called into the Control Room and a signed count slip turned in.

PROCEDURE

- A. Formal counts - Formal counts shall be held at 0300, 0800, 1600 and 2300 hours daily.
 - 1. 0800 and 1600 counts
 - a) The Operations Supervisor (OS)/HUS at VCCF shall report to the Control Room five (5) minutes prior to the count starting.
 - b) The OS/HUS shall instruct the CRO to begin the count procedure.
 - c) The CRO shall announce on the P.A. system that the formal count is to commence in five (5) minutes.
 - d) At the end of the five (5) minutes, the CRO shall announce that the count procedure is now in effect.
 - e) No change in location of any inmate shall be made fifteen (15) minutes prior to each count.
 - 1) Exception - Emergencies may necessitate the movement of inmate(s) during this time. These must be held to a minimum and reported to the OS/HUS immediately.
 - f) The OS/HUS shall complete the appropriate VCDC-409 or VCDC-410 (Master Count Verification Form.) The Master Verification Forms shall be attached to the actual H/C sheets, including the CJIS summary sheet to form a packet. The packet is to be forwarded to the Warden's office for review and filing.

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- g) Inmates assigned to cell blocks shall stand by their cell doors. Inmates assigned to Dormitories, dayroom bunks or the West Wing shall be required to stand next to their bunks.
 - h) A housing unit, with the exception of Units 11, 12, West Wing and Dormitories, shall require two (2) Officers to conduct head counts. The Officer that is physically counting the inmates shall verify the count with the Officer that has the roster.
 - 1) The counting Officer should have no knowledge of the counts.
 - 2) The verifying Officer shall wait for the counts from the counting Officer to ensure that the proper counts are given.
 - i) The counting Officer must remain in the area until the count is verified.
 - j) If for any reason an inmate is out of his/her housing unit during the count, the Officer or staff member supervising that area shall be responsible for counting each inmate and contacting the OS/HUS with this count.
 - k) After the count has been called into the Control Room, the Officer or staff member shall immediately prepare a count slip (VCDC-408) and forward this slip to the CRO as written verification of the telephone count. The count slip must be neat and legible and shall have no white-out, strike-outs, or alterations of any kind. It must be signed by the Officer(s) conducting the count.
 - l) The Receiving and Discharge Officer (RDO) shall conduct a count of sentenced trustees, assigned inmates and new inmates in ID not on the institutional count. They shall advise the OS/HUS of each status and the number of inmates out of the building. All inmates that we have accepted custody of must be on the count.
 - m) The OS/HUS shall be responsible for each count which must be accurate and prompt. If the count is inaccurate, a recount must be conducted. If the count is not reconciled, the OS/HUS shall notify the Shift Commander (SC), who shall report to that location and make the count. Any miscount or delay in clearing the count shall be logged and explained in the unit log and the Shift Commander's (SC) log.
 - n) The OS/HUS shall compare the VCDC-409 or the VCDC-410 to the Master Inmate Roster and CJIS Summary Sheet for verification of the total count.
 - o) The CRO shall announce on the P.A. system when the count has been cleared and normal activity may resume.
 - p) All unit count sheets shall be forwarded to the Control Room as soon as possible after the count has cleared. The CRO shall verify the housing unit count sheets against the Master Count Verification form when received.
2. 2300 hour count
- a) This count shall be considered the "lock down" count.
 - b) The inmates shall be in their cells and secured.
 - c) The wristband of all inmates shall be checked against the roster to ensure accuracy and proper location.
 - d) During the wristband check the HUSO shall be responsible to ensure that each wristband is legible and in good repair.
 - e) This count shall be called into the Control Room followed by a count slip.

3. 0300 hour count
 - a) This count is conducted after lock down and all inmates are in their cell and secured.
 - b) The Officer is required to see “flesh” and ensure the inmate is breathing. Flashlights shall be used judiciously (by shining the light on the ceiling and wall) to ensure the inmate is seen.
 - c) When inmates have a towel around their heads or neck, or are completely covered while in bed, the Officer shall enter the cell and check the inmate while being observed by the Officer operating the control panel.
 - d) This count shall be called into the Control Room, followed by a count slip.
4. Visual checks
 - a) All inmates shall be visually seen every hour from 2300-0500 hours unless involved in an outside work assignment that precludes a personal check. Checks shall be entered in the unit log.
 - 1) Inmates on outside work assignments are to be checked at least hourly by staff members supervising the outside work assignments.

B. Informal count

1. An informal count shall also be conducted to verify that all inmates assigned to a work detail, area, or activity are present.
2. A called or written account need not be forwarded to the CRO, unless there is a discrepancy in the count.
3. At the 2000 hour count a written account is not forwarded to the Control Room, the count is only called in.

C. Special count

- 1) This shall be a formal count held during an emergency situation or as called for by the SC.
- 2) All inmates must be returned to their respective housing units immediately.
- 3) Each inmate must be personally identified by the HUO. This shall be done by utilizing the inmate wristband and the Control Card (VCDC-214) to compare the name and photograph with the inmate for positive identification.
- 4) Inmates from VCCF assigned to work at VCBJ shall be secured immediately in a holding cell in Receiving and Discharge. Each inmate shall be identified by the RDO utilizing the inmate wristband and the inmate’s laminated pass.
- 5) A count must be called into the CRO, followed by a count slip.
- 6) The CRO at VCCF shall contact any work trucks by radio and obtain their head count.

