

POLICY AND PROCEDURES

NUMBER: 831

SUBJECT: Inmate Counts

ACA STANDARDS: 4-ALDF-2A-17

DIRECTOR: Raul S. Banasco

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 5/05,
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I. POLICY

The St. Louis County Department of Justice Services shall maintain a continuous record of the number of inmates remanded to the custody of the Department and shall conduct formal counts recording their location within the facility, to ensure that all inmates are accounted for and that the facility remains within state and federal guidelines and statutes regulating the housing of inmates.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. DEFINITIONS

Formal Count/Master Count: An inmate count that is conducted and recorded at scheduled times as part of the daily schedule. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records

Informal Count: A count conducted by the staff throughout the day, within their area of supervision, to ensure that the number of inmates in the specific area coincides with records for the area. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in

nondisclosure outweighs the public interest in disclosure of the portions of such records

Inmate Official Count: The formal count conducted when the largest number of inmates assigned to the Department are present in the facility and in the assigned areas. This count is the basis for all daily rosters entered into the IJMS. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records

Inmate Verification/Identification: A *process* that determines the exact inmate(s) in a housing unit/area by verifying inmate face, name, and inmate number to the information on the inmate wrist band and housing unit roster. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records

Loose Count: The count of inmate(s) that are not present inside their assigned housing unit during a formal, informal, and official count.

Special Count: Sometimes referred to as an 'emergency count'. This count is unscheduled and is initiated in the event of an emergency, if there is reason to believe that an inmate is missing or if there is an error within the Integrated Jail Management System (IJMS).

Recount: An additional count conducted if there is a discrepancy between the inmate count and the facility records.

IV. PROCEDURES

A. General Information

1. At count time, the Watch Commander will order the Master Control Officer to initiate the count. Master Control will announce the count over the radio and the public address system so all staff are aware that the count is in progress.
2. All inmate movement within the facility will cease when a formal count is announced. Inmates that are not in the assigned housing unit must be authorized to be absent from the housing unit and will

be counted by the supervisor responsible for that area. Inmates in the housing units will be locked down during all formal counts.

NOTE: Inmate movement may continue during informal counts. Inmates returned to the housing unit floors from other areas (i.e. clinic, court) will be held at unit control until the informal count is completed and cleared in the housing unit.

3. All inmates will stand *inside of their cells in front of the window* for formal physical counts conducted **Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records,** unless medically cleared to remain in bunk. Officers must see flesh and/or movement, (e.g., breathing) to ensure that he/she is counting a live body. This is especially important during a count in non-waking hours.
4. Officers will never allow an inmate to conduct a count.
5. Any inmate that interferes with a count, refuses to lock down, or delays a count in any way will be subject to disciplinary action which may include reclassification to a different housing unit.
6. The count will be reconciled prior to relieving any staff from duty when the count is at the change of shift.
7. If a count cannot be verified by the Corrections staff, the Watch Commander may initiate a lock-down of the area in question or of the entire facility, depending on the circumstances. The lock-down will not be lifted until the count is reconciled and all inmates have been accounted for.
8. The off-going staff will assist the incoming staff with the count, when the count is at a change of shift. The off-going staff will utilize the intercom system and instruct all inmates *to stand inside of their cells in front of the window.*

NOTE: When 3rd shift is conducting the on-coming and off-going counts, the count must be conducted by one 1st or 2nd shift officer and one 3rd shift officer.

9. The off-going staff shall not exit the housing unit prior to the on-coming staff entering the housing unit and both off-going and on-coming have verified their count.

10. The off-going staff shall not exit their assigned floor until the floor count has cleared.
11. The off-going staff during shift change shall not depart the facility until the facility formal/master and informal count has cleared.

B. Formal/Master Counts

1. Formal counts shall be conducted and recorded three (3) times daily.

- a. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records

NOTE: All inmates *will stand inside of their cells in front of the window*, unless medically cleared to remain in the bunk, to ensure the officer can see flesh and/or movement (e.g. breathing) and is counting a live body. The Housing Unit Officer will inform all inmates in his/her assigned housing unit when it is count time. All inmates will then step to the *inside of the door* to be counted by the Housing Unit Officer.

2. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records The inmates will stand against a wall during the count and will not move in the area during a count.
3. Officers conducting counts in Food Service, the Laundry, the Infirmary and the Health Care Clinic will call the counts into the Watch Commander.
4. The Housing Unit Officer will total the count and verify the totals with the written records in the housing unit and/or the IJMS. The count will be called in to the Unit Control Officer who will total the count for the unit.
5. The unit count will then be called into the Watch Commander by telephone or radio. If the count reconciles with the facility records,

the Watch Commander will order Master Control to "clear" the count.

6. *A designated Transportation Officer will maintain a running count of inmates staged in Transportation Staging, inmates in court, and inmates that have been transported out of the facility.*
7. The Intake Service Center will maintain an internal count which will be reconciled at the end of the shift but will not be included in the facility counts. The Intake Security Officer will conduct an informal count of the inmates in intake at every shift change. If an inmate is escorted from a housing unit to the Intake Services Center to be photographed, and remains in Intake during the count, the escorting officer will call it into to the Watch Commander as a "loose count".

C. Informal Counts

1. The informal count conducted Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records will be reconciled at the floor's unit control.
2. The out-going staff will instruct inmates to stand by the inside of their cell door in front of the window, unless medically cleared to remain in the bunk.

D. Official Count

1. The official count will be conducted at Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records staff.
2. Officers must verify sign of life by seeing flesh and/or movement (e.g. breathing) to ensure he/she is counting a live body.

E. *Inmate Verification/Identification*

1. *The inmate verification/identification will be conducted by* Portions of this record are closed pursuant to Section 610.021 (19) or (21)

RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records

2. *The Unit Control Officer will print a roster of each housing unit on the floor immediately prior to an inmate verification/identification. The Infirmary Officer will print out a roster for the infirmary.*
3. *The roster will be used to compare each name and IMN with the names and IMN on each inmate's wristband.*
4. *The Housing Unit Officer will verify that the picture on the wristband matches the face of the inmate.*

NOTE: *All inmates in general population housing units, including those on lockdown, must participate in verification/identification unless medically cleared to remain in their bunk. Anyone medically cleared to remain in their bunk will still require verification/identification by the Housing Unit Officer.*

5. *Inmates on the bottom level will be required to step out of their cell and stand by the door for verification/identification. The Housing Unit Officer will walk cell to cell and the inmate will be required to step back into the cell after verification/identification.*
6. *The Housing Unit Officer will have inmates on the top tier form a line at the bottom of the steps. After an inmate is verified/identified, he/she will be directed to return to their cell.*
7. *Inmates in segregation units and in the infirmary will be required to stand at the window inside of their cell and the Housing Unit Officer will go cell to cell for verification/identification. Each inmate will be required to show their wristband when the Officer approaches the door.*
8. *If an inmate is absent or their identity cannot be confirmed, the Housing Unit Supervisor will be notified immediately for a second verification to be conducted.*

F. Formal Recounts

1. If the count does not "clear", Master Control will announce a "recount" for the entire facility.

2. Paperwork will be checked to ensure that there is not an error in the movement records or in the paperwork.
3. If the records in the areas are in order, the officers will recount the areas and call the recount into the Unit Control Officer or the Watch Commander as specified in Section B. This process will be repeated until the count "clears" or until the Watch Commander determines that further action is necessary, i.e., a unit or facility lock-down to determine if an inmate is missing from the facility.

G. Facility Lock-Downs/Special Counts

1. If a facility lock-down is ordered for a special count, all inmates will return to their assigned housing unit and lock-down in their cells. At the Watch Commander's discretion, inmate workers in Food Service and Laundry, and inmates in the Health Care Clinic may remain in those areas.
2. After the inmates are locked down in their cells, all inmate movement within the facility will cease and will not resume until the Watch Commander resolves the situation.
3. The Watch Commander may initiate an I.D. count to determine which inmate is unaccounted for. The officers will match each inmate to the picture on his/her wristband to verify the identity of every inmate present in the facility.
4. All empty cells, common areas, visiting areas, storage spaces, janitor closets, bathroom, multi-purpose rooms, etc., will be checked by the staff conducting the count.
5. If the Watch Commander determines that an inmate(s) is absent from the facility without authorization, he/she will initiate escape procedures. (See Policy #1908 Escapes)
6. If it is necessary to evacuate the facility, or an area of the facility, the Watch Commander will initiate a "special count" for the areas affected by the evacuation. Counts will be conducted when the inmates and staff have been evacuated to a safe area and when they are returned to a housing unit following the evacuation. (See Policy #1909 Staff/Inmate Evacuations)
7. All counts will be recorded in the Daily Post Activity Log and/or entered into the IJMS.