

INMATE COUNTS

STANDARD NO(S):

NYSLEAP
NYSSA #

DATE:

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REFER TO:

Roger O. Ward

I. POLICY:

It is the policy of the Seneca County Correctional Facility to maintain physical accountability of inmates at all times. Accountability will be maintained and assured by a formal count system used in conjunction with shift change activities and at other times as when such a count is deemed or becomes necessary.

II. DEFINITIONS:

- A.** Formal Count - The count of individual inmates through personal visual observation by Housing Unit Officers at specified times, the results of which get recorded in writing and signed off by the Housing Unit Officer and then reviewed, verified, and signed off on by the Shift Supervisor.
- B.** Informal Count – A count made throughout each day of all inmates while they are engaging in daily activities.

III. DETAILS:

- A.** There will be absolutely no movement of inmates during a formal count until the results of the count are verified by the Shift Supervisor. All on-coming officers will remain inside the secure support area of the facility until the Shift Supervisor determines there are no discrepancies. When there is a discrepancy, the Shift Supervisor will order that a re-count be performed. If there is still a discrepancy, the Shift Supervisor will initiate an administrative notification to determine how to best resolve such discrepancy.
- B.** For the purposes of taking a formal count, newly admitted inmates will be assigned to booking.
- C.** Under no circumstances will the officers performing a formal count substitute a verbal affirmation of a housing unit's inmate count for the officer's personal visual observation and count of a housing unit's inmates that is required during the formal count process.

IV. FORMAL COUNTS:

- A. Prior to the beginning of a formal count, all inmates will be secured inside their assigned cell to ensure an accurate count.
- B. The off-going Housing unit Officer will complete their section of the formal count form after inmates have been secured inside their cells and before the arrival of the on-coming Housing Unit Officer. The on-coming Housing Unit Officer will conduct the count at the beginning of every scheduled shift, using their section of form CF-039 (Transfer of Housing Unit Responsibility/ Formal Count Form). Form CF-039 will include the following:
 - 1. The date and time of the count
 - 2. The housing unit
 - 3. The number of inmates accounted for
 - 4. The name, badge number and signature of the officers conducting the count
- C. The officers conducting the formal count are required to ensure that each inmate is present, alive and accounted for by viewing actual flesh and some sign of life rather than just on the basis of visual evidence of hair or clothing.
- D. A computer entry will be made by the on-coming officer to reflect the date and time and results of the count.
- E. Following the count, the on-coming officer or escort officer will deliver the completed CF-039 form to the Sergeant's Office for the Shift Supervisor's review. The Shift Supervisor will verify the accuracy of the count by comparing the total count from the CF-039 forms with the total indicated on the Master Population Count Record of the facility, as reported by the Booking Officer.
- F. Upon such verification, the Shift Supervisor will make any necessary corrections or updates to the Master Population Count Record of the facility. The Shift Supervisor will notify Central Control that the count has been verified. Central Control will make the "Count is Verified" announcement, completing the formal count.

V. INFORMAL COUNTS:

- A. Informal counts will be done to assist officers in maintaining knowledge of both the number and the location of inmates under that officer's control. By exercising constant awareness during informal counts, officers preserve the safety and security of the facility and its occupants, and ensure a timely and appropriate response in the event of an urgent or emergency situation.
- B. Housing Unit Officers and Escort Officers should always be conscious of :
 - 1. The specific location of all inmates under their immediate responsibility.

2. The specific number of all inmates under their immediate responsibility.