

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL

CHAPTER 8 - SECURITY
CUS - 8 - 5
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DATE
05-15-13

COUNTS

POLICY

Facility staff will maintain strict accountability for all inmates, to ensure community safety and facility security.

DEFINITIONS:

FORMAL COUNT: A count conducted four (4) times per 12-hour shift by staff responsible for the respective area. During the formal count, all inmates will be locked in their cells and counted.

IDENTIFICATION COUNT: A count conducted by staff when there is a discrepancy in the count. This count is done by comparing the names of inmates actually inside the pod or in movement (either out to court or out of the pod for a verifiable reason, such as a medical appointment, assignment to a work crew, etc.) with the most recent formal count to verify the identity of the possible missing inmate.

SAFETY CHECK: Hourly welfare checks of inmates made through direct visual observation.

PROCEDURE

Pod deputies are responsible for intermittent direct supervision of inmates in the pods. The deputies will visually monitor the inmates throughout their shift. This will be done through counts and routine security checks within the pod and yard. If a deputy is unable to complete a count or safety check for any reason, that deputy will be responsible for ensuring that another deputy is available to take over his/her responsibilities for conducting the required counts and safety checks set forth in this policy.

Formal counts will be conducted four (4) times per 12-hour shift. Prior to counts taking place, the deputy will tell the inmates to return to their assigned cells. The deputy will physically view each cell and verify the presence of each inmate by seeing the inmate's skin and noting movement to verify the inmate is not in distress. If the deputy cannot see a portion of the inmate's skin, or cannot verify breathing, he/she will get the inmate's attention, without touching the inmate, unless the inmate appears to be in distress. If the inmate is determined to be present, but hidden from view, he/she will be counseled about the need to be visible at all times.

The deputy is responsible for immediately recording the results of the count on the pod's count sheet and documenting the count in the pod's beat book.

The formal counts shall take place as follows during dayshift operations in the jail:

- Count #1: At the beginning of the deputy's shift
- Count #2: Within four (4) hours of count #1
- Count #3: After the afternoon assignment change has taken place or within four hours of count #2.

Count #4: Prior to the conclusion of the deputy's shift

The formal counts shall take place as follows during graveyard operations in the jail:

- Count #1: At the beginning of the deputy's shift
- Count #2: Within four (4) hours of count #1
- Count #3: Within four (4) hours of count #2
- Count #4: Prior to the conclusion of the deputy's shift

Identification counts are taken by a deputy when there is a discrepancy in a count. The deputy will order the pod to lockdown and then notify the Housing Sergeant that there is a discrepancy in the count. The deputy will advise the Housing Sergeant that the pod is locked down and an identification count is being conducted. The deputy will then access CMS and compare entries made in the pod's respective "Beat Book" and "Events" created for inmates' movements to the actual formal count number on the pod's count sheet. The deputy will also physically check each inmate, verifying each inmate's identity by using the inmate's jail issued name tag and comparing that information with the pod's count sheet.

If it is determined that an inmate is missing, the deputy will check the pod's "Beat Book" to determine if the inmate is out of the pod on an authorized movement. If the inmate is still unaccounted for the Housing Sergeant will initiate the Facility Escape Procedure (refer to CUS-8-14).

Each deputy assigned to a housing unit is responsible for conducting hourly safety checks of the inmates housed in their respective pods and are confined to their cells at the time the hourly safety check is made. All safety checks will be performed with a deputy making a direct visual observation of each inmate, insuring that each inmate is accounted for and not in any obvious need of immediate medical attention. Hourly safety checks shall not be made by any other means than direct visual observation. Should a deputy determine that medical staff is needed to tend to an inmate for a medical reason, the deputy will use their radio to request the medical staff respond to the deputy's location using the Man Down Procedure (refer to CUS-10-3).

At the conclusion of each safety check, the deputy will immediately document the time that each safety check was completed in the pod's "Beat Book."

RELATED STANDARDS

Title 15, Article 3, Section 1027
Chapter 8, Section 14

DATES REVISED:

08-03-94
05-30-95
03-30-99
05-15-13

By order of

DOUG ENDY
BUREAU COMMANDER