

Inmate Counts

1719.1 INMATE COUNTS

- (a) All counts shall be conducted by Deputy Sheriffs only, no exceptions.
- (b) Scheduled counts are conducted to verify each inmate's presence. Unscheduled or emergency counts shall be conducted as needed. All inmates must be accounted for during each count without exception.
- (c) All counts will meet the requirements for an inmate safety check as long the counts are conducted in a way that satisfy [OCSD Policy Manual \(Lexipol\) Section 902 – Inmate Safety Checks](#).
- (d) No inmate will be allowed to conduct any portion of the count or assist in the preparation or documentation of the count in any manner.
- (e) Counts will be conducted at the prescribed times or as directed by the Watch Commander or their designee. A facility wide notification will be made over the public address system or facility radio to freeze all inmate movement and to begin the count. Absent exigent circumstances, all inmate movement shall cease between housing locations and facilities during counts to prevent any inmates from being counted more than once.
- (f)
- (g) The count will cease if staff discovers any type of emergency during the count. The count will be conducted after the emergency has been resolved.
- (h) Inmates with Disabilities: If an inmate's physical, mental health, Intellectual or Developmental disability limits their ability to follow count procedures (e.g., does not respond to the Deputy, does not stand next to, or sit upright on their bunk, etc.) the Deputy will notify a Sergeant or above. Accommodations will be made for inmates' disabilities and inmates will not be disciplined if their disability limits their ability to follow count procedures.




1719.2 TYPES OF COUNTS

- (a) Module Book Counts
 - 1. Module Book Count will meet the requirements for an inmate safety check as long as the Module Book Count is conducted in a way that satisfies [OCSD Policy Manual \(Lexipol\) Section 902 – Inmate Safety Checks](#).
 - 2. Regardless of housing location or specific count procedures, the Deputy conducting the Module Book Count shall ensure the following:
 - i. Confirm the correct identity of each inmate.
 - ii. Assess the inmate's physical condition.

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- iii. Confirm the inmate is in the correct housing location and bunk assignment.
3. The Deputy conducting the count will compare each inmate to their module card photo.
 - i. 
4. 
 - i. All Inmates housed in designated Behavioral Health Housing locations shall be awake and have their face visible. The Deputy conducting the count will compare each inmate to their module card photo to confirm the identity of each inmate.
 - ii. If a Behavioral Health inmate is not waking up (heavily medicated, severe mental illness etc.) or refuses to show their face but is breathing, the Deputy will finish the count then notify a supervisor. A supervisor will respond and make a determination on the best course of action. Accommodation will be made for the inmate's mental health disability and the inmate will not be disciplined if their disability limits their ability to follow count procedures.
5. All inmates will return to their assigned housing locations in preparation for the count. If the inmate is flagged out for court, work, hospital, or is off compound, the inmate will not have to return to their housing location. The housing staff member will confirm the inmate is present in their respective location.
 - i. Housing staff will make an announcement for all inmates to be awake and standing by their assigned bunks for count. In a barracks/dormitory, inmates can be directed to sit upright on their assigned bunks for count.
 - ii. With prior approval of the Division Commander, module book count procedures can be modified in certain locations. (e.g., medical, Behavioral Health housing, booking loop etc.).
6. A Deputy will take the module card book(s) into the housing area and conduct the count.
 - i. The Guard Station/Module/Watch CSA, SSO or Deputy will remain in the Guard Station/Module/Watch while the count is in progress to observe the Deputies conducting the count and to monitor the area to prevent unauthorized inmate movement.
7. 

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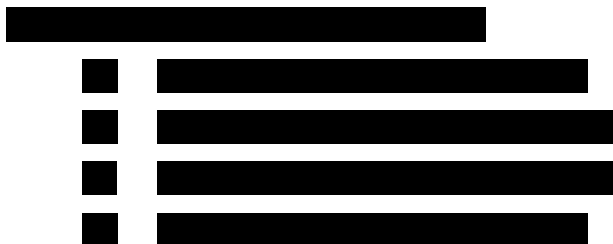
8. Housing staff shall reconcile the module cards against the electronic count sheet to ensure accuracy. Each module card must have a corresponding name and each name must have a corresponding module card. Staff shall also confirm the exact bunk of each inmate and ensure it matches the electronic count sheet. Refer to CCOM Section 1719.5 - Electronic Headcount Application.
9. The Guard Station/Module/Watch CSA, SSO, or Deputy will complete the roster by checking the total at the bottom of the sheet and electronically signing his or her username to the electronic count sheet.
10. A facility wide notification will be made over the public address system or facility radio when the count is clear.

(b) Statistical Body Count

1. All policies under CCOM Section 1719.1 will be followed for the Statistical Body Count.
2. The Deputy conducting the count will count all inmates in an area.
3. Inmates in housing areas will be at their assigned bunks during this count.
4. The Deputy conducting the count will verify each person counted is human and not an object(s) intended to appear to be a person.
5. The Deputy will do a head count of inmates in the housing area.
6. The CSA, Deputy or SSO will add this total to the number of "out" flags in the module card books. This total should match the total on the electronic count sheet. Refer to CCOM Section 1719.5 – Electronic Headcount Application.
7. Once the count has been resolved, the Guard Station/Module/Watch CSA, Deputy or SSO will electronically sign his or her username to the electronic count sheet.
8. A facility wide notification will be made over the public address system or facility radio when the count is clear.

(c) Emergency Counts

1. The Watch Commander may call for an Emergency Count at any time. Staff shall complete an Emergency Count:
 - i. Anytime there is reason to believe an inmate is missing.
 - ii. After a major disturbance has occurred to account for all inmates. Emergency Counts shall always be a Module Book Count.



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1719.5 ELECTRONIC HEAD COUNT APPLICATION

- (a) The Electronic Head Count Application is located on the OCSD Intranet under "Applications" - "Custody Applications" - "Head Count." Instructions are available in the Help files located in the "Head Count" page.
 1. If the Electronic Head Count Application system is down, or otherwise directed by Classification, staff will utilize JMS and print out a Headcount Roster for their assigned location. When conducting a Module Book Count or Statistical Body Count, a Deputy will follow count procedures and complete the Headcount Roster for their assigned area. Staff will deliver the roster to Classification.

- (a) Every count will be documented on the Guard Station Log. The entry will include:
 1. The name(s) of the personnel who conducted the count.
 2. The actual starting and ending times of each count.
 3. The number of inmates accounted for at that location.
- (b) The facility count will be documented on the [REDACTED]. The entry will include:
 1. The time all inmate movement was frozen.
 2. The time the count cleared.
 3. The inmate head count for the facility.

Group	Item	Value (approximate)
Group 1	Item 1	95
	Item 2	100
	Item 3	90
Group 2	Item 4	25
	Item 5	55
	Item 6	50
	Item 7	30
	Item 8	20
Group 3	Item 9	30
	Item 10	95
	Item 11	100
Group 4	Item 12	100
	Item 13	100
	Item 14	80
	Item 15	10

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