

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3. 1. 6
SECTION:	1	Security and Control	EFFECTIVE DATE: 7 / 21 / 2020
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I. POLICY

It is the policy of the Division of Corrections to maintain safe and secure institutional operations through a comprehensive system of inmate accountability that includes regularly scheduled and unscheduled counts, and other internal documented supervised programs that provide on-going accountability of inmates' location at all times.

II. RESPONSIBILITIES

All Division of Corrections staff, volunteers and contractors are responsible for adhering to the following procedures.

III. DEFINITIONS

Card Count: A process in which inmate housing unit card is compared with the inmate I.D. wristband to establish the individual identity and verify the actual presence and/or absence from the facility.

Cease Movement: A period in which all inmate movement and or activities are directed to cease in preparation for a count. Cease movement will normally occur thirty (30) minutes prior to the start of an official count.

Congruency Check: A process used by the HU officer to ensure that the inmate assigned to a particular housing unit and/or a cell corresponds with the inmates' Housing Unit Card, the HU Management Log and the IJMS HU List. The process ensures that inmates' name, housing unit, and cell are the same on all three documents.

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Divisional Staff: For the purpose of this policy, the term “Divisional staff” is inclusive of Divisional personnel, contractors and volunteers.

Emergency Count: An official “physical count” taken at an unscheduled time based on, but not limited to general disturbances, escapes, escapes attempts, hostage situations, and a discrepancy in a count. An emergency count will be “a standing count.”

Formal Count: An official ‘physical count’ conducted at a specific time, in an organized manner, to confirm or establish the presence and/or status of all inmates housed by the Division, including inmates on authorized absences.

Informal Count: A physical count conducted at unscheduled, irregular times while inmates are working, engaged in daily living activities, or attending programs.

Mandatory Movement: Movement authorized by the Shift Supervisor or Designee while inmate count is in process.

“Physical Count:” A confirmation by Divisional staff of inmate’s physical presence through the visual observance of a living, breathing person.

Re-count: An additional count requested by a supervisor, or necessitated by an inaccurate count.

Running Count: An accounting record maintained by staff, upon which all releases from, and additions to, the facility count are balanced continuously with the overall number, and the changes are documented at the time of occurrence.

Standing Count: A visual verification of a living, breathing inmate who has both feet on the floor, standing in an upright position in assigned cell, or work station and is verified against armband or ID card.

Tank Count: A count conducted in the inmate living areas to verify accuracy of housing assignments and inmate presence. The IJMS alphabetical listing is used to establish inmate identity and location. (See also “congruency checks”).

IV. PROCEDURES

A. General Information

1. Unless security condition dictates otherwise, the following will be the officially designated times for conducting formal counts, at:

a. CJC

(1) 6:00 a.m. – Third Shift

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(2) 2:00 p.m. – First Shift

(3) 10:00 p.m. – Second Shift.

b. MSI

5:30 a.m. – Third Shift

10:30 a.m. – First Shift

9:30 p.m. – Second Shift

2. Notwithstanding the schedule in item #1 of this General Information, the Shift Commander/designee may conduct formal counts as often as deemed necessary. At a minimum, each shift must conduct at least one formal count during shift operating hours.
3. When count is announced, inmate movement will be limited only to mandatory movements as defined in this policy, (see Procedure A, item #13).
4. Inmates will be physically counted in their assigned housing/dormitory units. Inmate workers who are on their job sites will be physically counted at their work stations, at school, medical, programs and other areas authorized by the Administration will be physically counted in those locations.
5. Inmates with qualifying disabilities/impairments who are unable to stand for count as indicated on their records, and/or inmates with medical conditions, as evidenced by restrictions contained in their medical record that are unable to stand for count, are allowed to be counted in a sitting or lying position with their ID cards verified.
6. Electronic means should not be substituted for direct staff observation for the purpose of verifying inmates' physical presence.
7. Correctional Officers are discouraged from reliance on assumptions or using a paper count to conduct and verify the actual count; everybody will and must be physically counted.
8. All counts should be conducted in a timely manner so as not to unduly affect the routine operations of the facility.
9. Inmates are not permitted to participate in the preparation, documentation, or operation of the count process.
10. Except as provided in Procedure B, item #2 of this policy, all counts conducted in

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the housing units and the Pods will be conducted with no less than two (2) custody staff participating.

11. Each facility shall conduct an emergency count if there is reason to believe that an inmate is missing. This count may be necessary to determine who and how many inmates are unaccounted for.
12. While counting, officers will allow nothing short of an emergency (i.e., fighting by inmates, etc.), to distract them. The Floor Supervisor will decide the appropriate course of action under such emergency.
13. On a daily basis, the Shift Supervisor will forward to the Chief of Security the summary sheet containing facility count by unit and inmate category. Weekend and holiday summaries will be provided to the Chief of Security the next working day.

B. Running Count –All Facilities

1. To facilitate tracking and count procedures, each Floor Supervisor, Housing Unit/Dormitory Housing unit Officer, Admission Staff and Processing Staff will ensure an ongoing record of inmate movement is kept utilizing the IJMS or other approved movement log which shall be signed or acknowledged by the Area supervisor prior to shift end.
2. Each Floor Supervisor, Processing staff and Admission Supervisor will maintain the running count of all the dormitory/housing units as well as the total running count of the institution, and forward these two (2) types of running counts to the on-duty Shift Supervisor/designee at the time of occurrence. All Running Counts must be verified for accuracy prior to end of shift.
3. The Running Count of all the dormitory/housing units will be initiated by the 3rd Shift while all inmates are housed in their designated dormitory/housing unit cells. Processing staff, Floor Supervisors, and Admission Supervisor will maintain the daily update of dormitory/housing units running counts as information becomes available.

C. Formal Count – MSI (Dormitory/Pod)

1. At MSI, a “Cease Movement” will:
 - a. Occur thirty (30) minutes prior to an official count.
 - b. Custody supervisors will direct staff to begin preparation for the scheduled count by ceasing all non-mandatory movements and other activities that may be disruptive to the start of the count.

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- c. Control Center personnel will announce a cease of movement via the intercom system at times designated by the institutional operational schedule.
2. All counts conducted in the Main Building dormitory housing units will be performed with no less than three (3) officers participating.
3. When count is announce, the Floor Supervisor will determine where inmates will be positioned for the count to take place, according to housing location.
4. One (1) Officer will be positioned in the hallway near the door crank, and the Supervisor and one (1) Officer will:
 - a. Enter the dormitory housing unit,
 - b. Direct the inmates from the living area, to the dayroom where they will be counted back into the living area, or
 - c. Direct the inmates to stand on the left of their assigned bunks in the living area where they will be physically counted there,
 - d. Compare the two independent body counts to verify correctness.
5. Pod staff will direct inmates to stand at their cell door for them to be counted. If the inmate can not stand due to documented medical condition or disability, the Officer will verify movement.
6. One Officer will count the inmates on the mezzanine level while the inmates on the lower level are counted by the other Officer. The count of the mezzanine and lower levels will be reversed by these Officers, and then the two independent body counts will be compared to verify correctness.
7. At the pod, the supervisor/designee will maintain an accurate running count of the area, at all times.
8. When counting inmates in areas other than the dorms/pod, the Officer will:
 - a. Direct the inmates to stand against the nearest wall or form a single line to be counted by two (2) Officers. The exception to the 'two (2) Officers' counting will be inmates performing outside work detail at the time of the count and the inmates were being supervised by one (1) custody staff.

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- b. Direct the inmates to cease all movement until instructed to do so.
 - c. Direct the inmates to return to normal activity after count is taken.
9. The count will be written on the Area/Floor Supervisor's Count Sheet noting the number of inmates in a particular area.
10. If the numbers are inconsistent, it will be the responsibility of the Area Supervisor to attempt to rectify it and ensure that an accurate count is submitted to the Shift Commander.
11. After the numbers have been tallied and determined to be accurate, the Supervisor and the Officer will sign the Area/Floor Supervisor's Count Sheet and the Supervisor will hand deliver the sheets to the Shift Supervisor, for overall tabulation and reporting.
12. The Shift Supervisor or designee will total the numbers submitted from all the units in the facility and report the outcome to Processing staff for confirmation of the institutional total.
13. If there is a discrepancy in the count, the Shift Supervisor initiates a re-count, and directs Custody staff to count units other than the unit they counted previously.
14. The Shift Supervisor and Processing Supervisor will check all count sheets for error.
15. When a Re-count is announced, the Processing staff will:
 - a. Immediately check all count related documents such as:
 - (1) The logbook,
 - (2) The Out-Count Sheet,
 - (3) Number of admitted and released inmates,
 - (4) The Admission board.
 - (5) The Daily Transaction paperwork, etc., for errors.
 - b. Processing staff will prepare the tank sheets for a potential emergency re-count.

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16. If the count does not clear the second time, all inmates (except those on legal visitation, court movement, and medical emergency) will be required to return to their assigned housing areas for an emergency count.
17. All documents relating to a formal count will be kept on file for a minimum of thirty (30) days by the Chief of Security.
18. The Control Center Officer will make announcement via the Inter-Com when the count is clear.

D. Formal Count – CJC

1. Formal counts will be conducted by no less than two Custody Staff and one shall be a supervisor; the exception to the ‘two Custody staff’ count will be inmates performing outside work detail at the time of the count.
2. The Master Control Officer will announce official count to staff via, radio.
3. The housing unit officer announces official count time to their inmates via the Inter-com and instructs all inmates who are physically able to stand at the cell door inside their respective cells.
4. The Floor Supervisor enters each housing unit and, the Supervisor and the Officer conducts joint physical count of all the inmates in the unit.
5. The Officer will count the inmates on the mezzanine level while the inmates on the lower level are counted by the supervisor, or vice versa. The count of the mezzanine and lower levels will be reversed by the Custody staff, and then the two independent body counts will be compared to verify correctness.
6. When counting inmates in areas other than the housing units, the Officer will direct the inmates to stand against the nearest wall or form a single line to be counted. The inmates will be directed to cease all movement until instructed to do so.
7. During count on Third Shift, the housing officer announces the count over the housing unit cell inter-com.
8. The Housing Unit Officer compares the unit’s total count with the Housing Unit List in the IJMS to ensure a matching of inmates assigned to the unit and the count. The Housing Unit Officer takes into account, the Unit’s out-count also.
9. If no count discrepancy is discovered, the Floor Supervisor accepts the housing unit count and verifies it against the IJMS, and records the count in the Daily Activity Log or IJMS. The Floor Supervisor also notates the floor out-count for verification.

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10. The Floor Supervisor calls via telephone the Master Control Officer with the count by Housing Unit and floor.
11. The Master Control Officer tallies the floors total counts for their record, and submits the counts by Housing Units and floor to Admission Officer to verify the counts.
12. The Admission Officer records the count in the Daily Log. The Admission Officer verifies the count by Housing Units and floors, and takes into account the facility out count.
13. Once the count is verified for accuracy the Admission Supervisor contacts Master Control and directs the Master Control Officer to notify staff via radio system that the count is clear.
14. If an inmate cannot be accounted for, or if there is a discrepancy, the Floor Supervisor notifies the Admission Commander/designee who initiates a re-count.
15. On 2nd floor, the assigned Correctional Officer will count admitted inmates in the Holding Cells, Transfer Hold Area, Classification Area, Release Area, Medical area, and any other area on the 2nd floor where Division's admitted inmates are located.
16. If the physical count for the admitted inmates does not match, the Admission Commander notifies the Shift Supervisor who orders for institutional re-count. The re-count will be conducted in accordance with the provisions of this policy.

E. Correcting Formal Count Discrepancies: Tank Count - MSI

1. When two consecutive counts have not produced the correct numbers to clear the institutional count, the Shift Supervisor has the discretion to conduct tank count or card count first, in attempting to resolve formal count discrepancies. A Tank Count will be conducted to take a roll call of the inmates.
2. During a Tank Count, the handling of the IJMS tank sheets is critical and Processing staff must:
 - a. Run Tank Sheet on each individual housing area, and
 - b. Ensure that the appropriate sheets are grouped to the correct area/floor for accuracy.
3. During the count process, each inmate assigned to the unit, according to the IJMS Tank Sheet, will be called in alphabetical order and their identities checked to ensure they are in their assigned areas.

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4. All inmates will be placed in the dayrooms of their dorms, or called to the door of their cells. Their identities will be matched by their Inmate Master Number and the name on their armbands.
5. For inmates who are assigned to a dorm/Pod and were not present at the time of tank count, their names and master numbers will be placed on the back of the tank sheet for later verifications by the Shift Supervisor. In the event that an inmate in the dorm/Pod is present but is not listed on the tank sheet:
 - a. The inmate(s) from the dormitory housing units will be escorted to the Shift Supervisor who resolves all discrepancies.
 - b. The inmate(s) will be counted at the Shift Supervisor's office.
 - c. The inmate(s) from the Pod units will be escorted to the Pod supervisor who resolves all discrepancies.
 - d. The inmate (s) will be counted at the Pod supervisor's office.
6. After all the inmates have been called and identified; staff conducts physical count of the inmates present in that dormitory/Pod unit.
7. After the Tank Count clear, all the IJMS Tank Sheets will be turned over to the Shift Supervisor. Inmates in areas not listed on that area's IJMS Tank Sheet will also be assembled for reconciliation after the count clear. The Shift Commander will forward the corrected tank sheets to Data Central unit who verifies and make further corrections On-Line.
8. Inmates found to be in a wrong dormitory/Pod unit will be escorted to Processing for confirmation, armband change and initiation of disciplinary action if appropriate. Any inmate's name remaining on the sheet, without a body and is unaccounted for, will be presumed missing. (See policy #3.2.11: Escapes).
9. Tank Counts will also be conducted at least twice a week for the purpose of creating an accurate account of the inmate housing in conjunction with scheduled card counts. IJMS Tank Sheets will be run on each individual housing area. If Procedure D fails to yield the desired result, the Shift Supervisor may order a re-count using alternate method for rectifying count discrepancies.

F. Correcting Formal Count Discrepancies: MSI - Card Count

1. Before starting Card Count, Processing staff will:
 - a. Ensure that the number of inmates and cards are the same,
 - b. Ensure that each housing unit/dormitory housing units/cell cards are in alphabetical order in dormitories and, in housing units by cell numbers.

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2. During count, staff will hand over the cards of inmates who are not in the dorm to the Area supervisor. The Area Supervisor will forward the cards to processing for proper resolution and filing prior to end of tour of duty. Staff will place the name of the inmate on the back of the Tank Sheet for that dorm/housing unit prior to handing over the cards.
3. Only Processing Supervisor or other staff personnel authorized to make changes on inmate cards can make such changes on the cards, except in the Pods, if an inmate has been moved from one cell to another within the same Pod. Custody staff is directed to indicate necessary changes on the card and set it aside for updating by authorized Processing staff.
4. Inmates who are present in the housing area but have no card will have their names and Inmate Master Numbers written on the back of the tank sheet for that housing area. The Area Supervisor will send these inmates to Processing Unit. The Processing supervisor/designee will generate a Housing Unit Card for the inmate and will properly file the card and return the inmate to the assigned housing unit.
5. After the card count, all cards will be counted and the total numbers will be turned in to the Shift Supervisor. Inmates in areas without cards shall be assembled for reconciliation. They will be checked against the cards in areas without bodies and the cards shall be placed where the body is or vice versa depending on which is correct according to Processing.
6. Moved cards will be placed vertically in the stack for the dorm assigned, by the Shift Supervisor/designee. After all the reconciliation is done, any card remaining without a body shall be presumed missing. If the cards match the bodies, the count is clear and Processing will then reconcile the IJMS.
7. If the count still cannot be confirmed in this way, the Shift Supervisor implements the Escape Procedure, See policy #3.2.11), and initiates emergency count to positively identify any individual that may have possibly escaped.

G. Emergency Count – all Facilities.

1. If an emergency occurs that requires a count to take place immediately, or if there is a discrepancy in a count and it could not be corrected with other procedures provided in this policy, the Shift Supervisor directs the Master Control/Control Center Officer to notify via intercom or radio all staff to secure all inmates in the nearest available area of the facility, for emergency count. Emergency count may or may not require the use of photo I.D card. The Shift Supervisor will decide the appropriate method.
2. The Housing Unit Officer directs all inmates to enter their cells for an emergency count if they are not already in their cells.

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3. The Shift Supervisor may order the count to take place as is, or may have inmates moved back to their housing units in controlled groups, for the count.
4. When the Shift Supervisor determines that the emergency situation has passed, normal operations may resume. Resumption of activities will be announced by Master Control/Control Center officer over the radio or intercom.
5. The Housing Unit Officer unlocks inmate cells that were on lockdown due to the count.
6. All emergency counts will be recorded in the Daily Event Log/IJMS.
7. The Shift Supervisor/Admission Supervisor submits an Incident Report clearly describing the nature of events leading to the emergency count, by the end of Shift.

H. Discrepancy Caused by Employee Miscount

1. When employee error prevents facility count from clearing, and a recount has to be called, the Shift Supervisor ensures that once the count clears an Employee Action Report (EAR) is generated on each employee assigned to conduct count in the area where the error occurred. All documentations relating to the miscount will be attached to the EAR.
2. All employee discipline regarding inmate counts will be in accordance with Divisional policy #1.3.13: Employee Discipline.

I. Congruency Checks – All Facilities

1. All facilities will conduct daily congruency check as specified in this policy:
 - a. At MSI:
 - (1) The Processing Supervisor/designee is responsible for generating, and properly file and maintain all Housing Unit Cards on all inmates confined in the facility.
 - (2). The Processing Supervisor/designee is responsible for conducting daily congruency checks between Tank Sheets, Housing Unit Lists and Housing Unit Cards.
 - (3). If there is any discrepancies that cannot be corrected will be reported to the Shift Supervisor.

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- b. The Processing Supervisor/designee will document all congruency check in the Event Log/IJMS. Once a week, the Processing Supervisor will prepare a written report verifying the date and time congruency checks was completed and submits the report to Shift Supervisor by the end of tour of duty.
- c. At CJC
 - (1) Housing Unit Officers on each shift will be responsible for maintaining an accurate management log stored on “H” Drive and conducting congruency checks with the IJMS - Housing Unit List.
 - (2) The Housing Unit Officer will conduct congruency checks on a daily basis as follows:
 - (a) Document inmates’ cell location on the Housing Unit Cards and verify that the inmate is actually assigned to that cell.
 - (b). Compare the Housing Unit Cards to the Management Log Sheet.
 - (c). Print the most current HU Management Log Sheet.
 - (d). Print the IJMS - HU List of the officer’s assigned unit.
 - (e). Compare the two lists and, notate errors.
 - (f). Make corrections as needed.
 - (g). All discrepancies that cannot be corrected by the officer will be reported to the Floor Supervisor.
 - (h). All problems whether corrected or not will be reported to the Unit Manager.
- 2. The names of inmates transferring out of the unit shall be moved onto the IJMS – Inmate Transfer List on the IJMS within two hours of those inmates leaving the unit. If for some reason the HU officer cannot do this, then the responsibility falls on the Floor Supervisor.
- 3. Housing Unit Officers will submit report of the congruency checks to Floor Supervisor who in turn, submits the report to the Unit Manager by the end of tour of duty.