

**Section 5: Security**  
**Subject: Official (Head) Counts**  
**Minimum Standard: 5120:1-8-03(B)(6)**  
**Revised:**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

**POLICY**

An official count shall be conducted to verify inmate's physical presence and identification. There shall be no less than three official counts daily, not to exceed nine hours from the previous official (head) count. The official (head) count shall be reconcile. Jail staff conducting the count shall record the count. The staff person conducting the count shall be able to affirm the presence of each inmate being counted by observing the inmate's physical presence, hearing his voice and/or clearly seeing his movement.

**PROCEDURE**

Official (Head) Counts will be conducted 3 times during a 24- hours shift. Inmates assigned to a cell must be secured in their cell for count. These inmates should remain in their cells until head count is completed and all inmates are accounted for throughout the jail. Inmate's assigned to dorm housing must report to and remain in their assigned bunk during count. To prevent from being distracted during count, officers should refrain from engaging in conversation with inmates during this time.

**1. Schedule:**

- a. At shift change (0600, 1400, and 2200 hours), the corrections officer in each housing area (ACON, ECON, and BCON) will prepare a roster of all inmates assigned to that housing area.
- b. Any time upon request of Jail Administrator or Shift Supervisor.

**2. Documentation:**

- a. Prior to the official (head) count the officer going off duty in the housing area will prepare a roster of all inmates assigned to that housing area
- b. Using that roster the officer coming on duty, along with the officer going off duty, will account for all inmates in that housing area.
- c. The officer coming on duty will enter the count information into the Jail's Record Management System as a HEAD (Head Count) Jail Log Event to include:
  - i. Date and Time of count
  - ii. Location of Count
  - iii. Officer conducting count
  - iv. Number of inmates assigned to that housing area.
- d. The officer going off duty and the officer coming on duty will sign the roster indicting the count was correct.

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**3. Recount:**

- a. If after all counts are completed and it is found that the total number for each housing area do not match the inmates present, the following re-count procedure will be followed;
  - i. All inmate movement will cease throughout the jail.
  - ii. The shift supervisor will be notified of the discrepancy and will direct the recount
  - iii. Inmate movement will remain at a standstill until the discrepancy can be found.

**4. Emergency Official (Head) Count;**

- a. The Sheriff, Jail Administrator, or Shift Supervisor on duty can initiate an emergency official (head) count at any time.
- b. The existing official (head) count procedures will apply when conducting an emergency official (head) count.