



*State of North Carolina
Department of Correction
Division of Prisons*

Chapter: F
Section: .1000
Title: **Control of Inmates**
Issue Date: 10/12/07
Supersedes: 03/31/96

POLICY & PROCEDURES

.1001 POLICY

Each facility will maintain a policy, procedure and practice that regulates inmate movement. Each facility will have a system for physically counting inmates. The system must include strict accountability for inmates assigned to work and educational release, furloughs, and other approved temporary leaves.

.1002 INMATE COUNT CONTROL PROCEDURES

- (a) Control Center. Terminal access to divisional record and data systems should be established and maintained in the control center at each divisional facility.
- (b) Control Board. A control board may be maintained which includes count totals for inmates on-unit; temporarily assigned out to court, hospital and leave; and for those otherwise off unit for some activity assignment or appointment reason. The control board should also specify the housing and primary work or program activity assignment for each inmate.
- (c) Operational Counts. A master operational count record should be maintained in the control center of each unit so as to facilitate accuracy of and reconciliation between operational head counts and record documentation counts.
- (d) Head Counts. Counts should be performed at least two times daily in all facilities. Counts of various population and sub-populations are encouraged throughout the facility on a random basis during the day.
- (e) Count Reconciliation. Count reconciliation will be conducted no later than the end of the daily shifts. The Officer-In-Charge for each facility will enter operational counts, i.e., out to court, out to hospital, out to leave, in transit, and on site through the Facility Count Control Screen (IP95 0 XXXXXX). Any discrepancy between the reported head counts and the OPUS record counts will be immediately resolved. The error, whether the head count or the records system count, will be corrected and updated and the counts reconciled by the end of the shift.
- (f) Control of Assigned Inmates. In addition to routine head counts, each officer assigned to a particular detail shall maintain a continuous and frequent check of inmates under his supervision to ensure an accurate count.

.1003 RESPONSIBILITY

- (a) **Supervisor Responsibility.** An officer charged with custodial supervision of inmates outside the confines of a prison facility shall be responsible for an accurate count prior to releasing them to his replacement. The replacement correctional officer shall ensure the accuracy of the count prior to assuming responsibility. No officer shall accept custody of a group of inmates outside prison confined until the officer has counted them, learned where they are permitted to go, what they are do while under the officer's supervision, and when the custodial responsibility ends. When an officer takes charge of the work detail the officer shall make sure that each inmate in the group is physically able to perform the assigned work. Inmates who are ill will be referred to the unit medical staff for treatment.
- (b) **Divisional Record Procedures.** Changes in counts caused by receipt, release, transfer, or escape of inmates will be documented as soon as practicable after they occur through the OPUS procedures. Head counts and record system counts will be reconciled at least once during each of the three daily shifts. Where an inmate or inmates are in the custody of an agent of the Director of Prisons and within the territorial limits of the State of North Carolina, the custodial agent shall be responsible for including the inmate or inmates in these daily counts by the control center.
- (c) **Facility Oversight.** Each Facility Head is responsible to ensure accurate count reporting and reconciliation by those facilities under their specific jurisdiction. Timely entry of inmate record updates including inmate transfers and movements are critical to the process. In addition, effective reconciliation between head counts and record system counts must be documented as required herein. The Facility Count Control Exception Screen (IP96 0 XXXXXX) and Facility Count Control Screen (IP95 0 XXXXXX) will be monitored at least on a daily basis. All counts should be reconciled during the shifts, no later than the end of business day. Facility staff are responsible for ensuring this level of effectiveness.
- (d) **Facility Support Resources.** Local divisional staff should contact the Division of Prisons Operational and Technical Support Desk (919-838-3715) for any assistance needed in resolving count reconciliation problems. Use of timely reporting procedures at the local level will avoid most difficulties. The printed facility inmate alpha roster will aid in the resolution of any remaining unit issues.


Director of Prisons Date

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