



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

Chapter: F
Section: .1000
Title: **Control of Inmates**
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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 and verifying that inmates are alive and in a state of wellbeing at least three times a day. **Close custody facilities will conduct these counts at least four (4) times a day.**

Each facility must develop and maintain a system to conduct three formal counts each day. The three formal counts will include:

A morning count, conducted when the inmate population is awakened prior to breakfast, and before first shirt relief;

A midday count, conduct at a time between the hours of 11:00 a.m. and 5:00 p.m.;

An evening count, conducted when the inmate population is locked in individual cells or dormitories for the night between 11 pm and 12 midnight;

These three formal counts ensure that inmates are counted approximately every eight hours at each facility while allowing for operational flexibility depending on the facility mission and resources. **The additional close custody count schedule should be incorporated after the supper meal and prior to second shift assuming relief, between the hours of 5:00 PM and 6:00 PM.**

Each facility's count system must incorporate the unique operational concerns of that facility, to include accounting for inmates assigned to Enterprise operations, loading docks, road squads, work crews and outside medical facilities. The facility count system must also include strict accountability for inmates assigned to work, educational release, furloughs, and other approved temporary leaves.

.1002 INMATE COUNT CONTROL PROCEDURES

Control Center. Terminal access to facility record and data systems should be established and maintained in the control center at each facility.

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.

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 formal (head) counts and record documentation counts.

Formal Counts. Formal (Head) Counts should be performed at least three times daily in all facilities. Additional counts of various population and sub-populations are encouraged throughout the facility on a random basis during the day. Staff conducting the counts must verify that each inmate is alive and in a state of well being. At a minimum this will require the inmate to deliberately show body movement in response to the officers' verbal notice that it is count time. If an inmate does not show movement, the officer will not continue the count until the inmate's condition is assessed. This may involve calling for additional staff to enter the inmate's cell in segregation areas or other areas based on the facility operating protocol.

Count Reconciliation. Count reconciliation will be conducted immediately after each formal count. 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 before facility operations resume.

Control of Assigned Inmates. In addition to formal counts, each officer assigned to a particular detail shall maintain a continuous and frequent check of inmates under his/her supervision to ensure an accurate count. During these checks, the officer must continuously assess the behavior and well being of the inmates to maintain the most effective level of control possible in his/her assigned area.

.1003 RESPONSIBILITY

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/her 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 the confines of a prison until the officer has counted the inmates. The replacement officer will be advised of the inmates work details including where they can go and the task(s) they are allowed to perform. When the replacement officer takes charge of the work detail, he/she shall ensure each inmate in the group is physically able to perform the assigned work. Inmates who are not able to perform shall be referred to the facility medical staff for assessment.

Facility Record Procedures. Changes in counts caused by admission, release, transfer, or escape of inmates will be documented as soon as practicable after they occur through the OPUS procedures. 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.

Facility Oversight. Each Facility Head is responsible for ensuring 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 formal 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 on a daily basis. Counts will be reconciled as described above in .1002 (e). Facility staff is responsible for ensuring this level of effectiveness.

Facility Support Resources. Facility 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 facility level will avoid most difficulties. The printed facility inmate alpha roster may aid in the resolution of any remaining facility issues.



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