

North Carolina Department of Public Safety
Prisons
Policy Summary Sheet



Control of Offenders (Formerly Control of Inmates)

Chapter: F

Section: .1000

Current Review Date:

November 13, 2018

Reviewed By:

Prisons Security Accountability Section

Next Review Due:

November 19, 2019

Current Revision Date:

November 13, 2018

Supersedes Revision Dated:

July 20, 2010

Current changes are highlighted in yellow. General changes include “inmate” being changed to “offender.” Note change in policy title.

Current Revision Summary (if applicable):

.1001 Policy

Page 1 language added clarifying security of vehicles, “It is required that industry, construction, and delivery vehicles remain secured and within the secured perimeter of the facility until a count is cleared.”

Pages 1-2 additional language added designating facility head responsibility for written procedures and their requirements:

“Facility heads will be responsible for developing a written procedure which maintains a means of accountability of offenders during movement, by utilizing Gate Passes, ID Card System, Computer Tracking, Pass System or Biometrics.

Written procedures must also establish a system for monitoring, tracking, and coordinating mass movement of offenders. This will be coordinated with security operations.

Each facility will establish procedures to ensure offenders arrive at their destination in a timely manner. At a minimum, these procedures shall address, but not be limited to:

1. Communication by which staff are alerted that a specific offender is to be at a specific area/location at a specific time;
2. Predetermined timeframes for departure, transport and arrival;
3. Reporting action to be taken if an offender does not arrive with a specific time;

4. Actions to be taken to determine an offender's whereabouts if the offender fails to report to the assigned area.

.1002 Offender Count Control Procedures

Page 2 additional language to operational counts added stating, "A control system will be maintained which includes count totals for offenders currently in the facility; temporarily assigned to court, hospital and leave or otherwise away from the facility/unit for an activity assignment, appointment or other valid reason. Custody staff is required to provide up-to-date information to designated staff who is responsible for the master count concerning all housing moves, transfers, releases, and other activities that may impact the master count and accounting for offenders."

Page 3 additional language added clarifying procedures for counts, recounts and miscounts, stating:

"The facility head is responsible for establishing procedures for scheduled, informal and emergency physical counting of offenders and for recounts in the event of a miscount. The system includes strict accountability for offenders assigned to work and educational release, leave, and other approved temporary absences. Procedures shall also include the following:

- A. Provides for performing counts at least four (4) times in each 24-hour period to ensure the offenders are present and alive, demonstrated by showing movement in response to staff's verbal notice at close custody facilities.
- B. Set forth the procedures on how the counts are conducted and when they are conducted.
- C. Require that all offender movement cease from the time count is announced until the count is cleared.
- D. Require offenders to report to a specific location, i.e. cell, bunk, dayroom, etc. during counts.
- E. In the event of a miscount, it is required industry, construction, and delivery vehicles that cannot be easily searched be locked and remain in the facility until a count of the offenders involved in the immediate area has been conducted and all offenders are accounted for.
- F. Outline the manner in which a roll call and identification count will be conducted in order to identify missing offenders, in the event repeated counts are inaccurate and the reason for inaccuracy cannot be determined.

At least two staff members independently count the same group of offenders in each count area. Preferably, one officer/staff member maintains a position where the entire group being counted can be observed to prevent movement of any kind. All staff shall be trained in offender count procedures and the responsibility relative to accounting for offender whereabouts. Staff shall be monitored to ensure they are conducting frequent informal counts, and all formal counts, of offenders under their control.

Counts should be performed at least three times daily at minimum and medium custody 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 offender is alive and in a state of well-being. At a minimum this will require the offender to deliberately show body movement in response to the officers' verbal notice that it is count time. If an offender does not show movement, the officer will not continue the count until the offender's condition is assessed. This may involve calling for additional staff to enter the offender's cell in restrictive housing areas or other areas based on the facility operating procedures.”

.1003 Responsibility

Page 4 updated contact information for Facility Support Resources by providing corrected telephone number for Operational and Technical Support Desk (919-838-3715).

Pages 4-5 additional language added stating, “Staff conducting the count should not allow distractions while in the count process nor should staff routinely perform any other duties at this time. Staff should not take phone calls during the count. Offenders who distract staff during count activities are considered to have committed a major violation of institution rules and are subject to disciplinary action. An offender’s participation in any portion of the count activity is prohibited, including preparation, processing, and delivery of/or handling of count-related documents.

All count slips, tabulations, and master count sheets signed by staff conducting the count, tabulating the count, and clearing the count must be maintained on record for a minimum of 3 years.”



11/13/18

Interim Prisons Policy Coordinator Date