



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services

Section: 502.10

Subject: Adult Detention Center Operations

Topic: Inmate Counts

Accreditation: 6VAC15-40-100

Revised: 07/20/2020

Reaffirmed:

Enacted: 02/21/2012

Last Review:

Review:

I. PURPOSE

The purpose of this General Order is to provide directives for conducting various types of systematic and accurate headcounts of inmates within the Loudoun County Adult Detention Center.

II. POLICY

It shall be the policy of the Corrections Division to verify the physical accountability of inmates. To confirm this accountability, frequent and accurate headcounts of inmates shall be made and are to include formal facility headcounts, formal housing unit headcounts, informal headcounts, and emergency headcounts. The official inmate count shall be monitored through the use of headcounts, the Committal/Release Logbook, the Inmate Locator Board and the Offender Management System.

It shall be the policy that deputies conducting an inmate headcount shall account for each inmate by observing living, breathing flesh and/or physical movement during each headcount. All inmate movement shall cease when headcount has commenced. If an emergency necessitates the movement of inmate(s) during a headcount, such movement shall be reported immediately to Central Control staff and the deputies conducting headcount, by a supervisor. Emergency movements are to be kept to a minimum.

III. DEFINITIONS:

Formal Facility Headcount: An accurate headcount of all inmates in the custody of the Loudoun County Adult Detention Center which is conducted by the on-coming deputy. During a Formal Facility Headcount all doors are checked to ensure that they are secured.

Formal Housing Unit Headcount: An accurate headcount of all inmates in the custody of the Loudoun County Adult Detention Center which is conducted at all scheduled lockdown periods, by housing unit deputies. During these headcounts, post deputies will verify that a specific inmate is located in their correct housing assignment.

Informal Headcount: An ongoing accurate headcount of confined inmates made by deputies while inmates are working or engaging in daily activities. These headcounts are performed at irregular time intervals and do not necessarily have to be documented on a duty post log or called in to Central Control.

Emergency Headcount: An emergency headcount is a formal headcount of inmates in the custody of the Loudoun County Adult Detention Center that is conducted when an

emergency situation occurs such as a loss of utilities, escape or security issue requiring lockdown of the facility.

Maximum-Security Condition: A condition of the facility when all programs and activities are halted and all inmates are returned to their individual cells or housing units and locked down. Inmates assigned to a dormitory style housing unit will be ordered to return to their bunks and remain still. An emergency headcount must be conducted.

Master Headcount Sheet: Headcount form that accounts for all inmates that are the responsibility of the Loudoun County Adult Detention Center at the time of headcount (includes inmates at Work Release Center, courthouse, hospital, appointments, etc.)

Housing Unit Locator: Form that accounts for all inmates physically in a specific housing unit.

IV. PROCEDURE

A. Formal Facility Headcount

1. A supervisor will report to the Intake Sergeant's Office and will compare the numbers from the Commit/Release Logbook, Inmate Locator Board, and Offender Management System for discrepancies. The numbers will be recorded on the Headcount Sheet.
2. The on-coming post deputy will report to their assigned duty post make visual verification and document the headcount on their Daily Activity Log.
3. When the housing unit has been counted and verified by the post deputies, the agreed upon number will then be called in to the supervisor receiving count in the Intake Sergeant's Office.
4. When all housing units have been counted and the numbers have been called in and documented on the Headcount Sheet, the supervisor receiving the count in the Intake Sergeant's Office will tally all numbers for a complete facility headcount. This total must match the Commit/Release Logbook, Inmate Locator Board, and the Jail Management System. Community Custody will also call the supervisor to inform them of their headcount and account for those inmates who are out of the facility (hospital, court, appointments, etc.).
5. The Daily Activity Log will be attached to the Master Headcount Sheet and submitted to the shift supervisor for inclusion in the Daily Logs.
6. When the supervisor receiving the headcount in the Intake Sergeant's Office has confirmed the headcount, they will instruct Central Control personnel to announce over the Radio, "Count confirmed, headcount completed" and ending time for the count will be given.

7. Only after headcount is completed and confirmed may post deputies unlock and proceed with daily operations according to schedule.

B. Formal Housing Unit Headcount

1. All formal housing unit headcounts are to be conducted by the post deputy following any scheduled lockdown period.
2. During a formal housing unit headcount, each inmate is to be counted by the post deputy and documentation will be made on the duty post activity log, and called in to the supervisor receiving count in the Intake Sergeant's Office.
3. The supervisor receiving count will document all formal housing unit count.

C. Informal Headcounts

1. All post deputies supervising inmates throughout the Adult Detention Center will make informal headcounts of inmates under their supervision. These headcounts must be frequent and at random times.
 - a. Such checks will be made between formal headcounts and during night hours. These headcounts may be documented on the duty post activity log.
 - b. Post deputies must maintain an up-to-the-minute total of inmates within their assigned unit/housing area.

D. Emergency Headcounts

1. An emergency headcount is mandatory after any major disturbance, such as a fire, a power outage, a work stoppage, or when a deputy is unable to account for an inmate. During emergency headcounts, all inmates must be returned to their respective housing units and secured in their cells or bunks. The facility must be placed into maximum-security condition. Emergency headcounts will be documented on a Master Headcount Sheet

6VAC15-40-100: Daily Logs

The facility shall maintain a daily log(s) that records the following information:

1. Inmate count and location, to be verified with a minimum of one formal count per shift, observing flesh and movement;
2. Intake and release of inmates;
3. Entries and exits of physicians, attorneys, ministers and other non-facility personnel;
4. Any unusual incidents such as those that result in physical harm to or threaten the safety of any person, or the security of the facility.

Compliance Documentation:

- Review daily count sheets (at least one formal count per 24 hour period)
- Review intake and release records
- Review professional log
- Review of incident reports/logs
- Interview staff

Sound correctional practices include accountability for all inmates within the custody of the jail. To ensure the security of the facility and public safety, formal counts, which require the inmate to be physically observed, or his location noted, as well as, informal counts, should be performed periodically throughout the day. All intake and release of inmates must be recorded and should be accurately reflected in the count. All individuals entering and exiting the facility must be accurately recorded.

This General Order becomes effective August 01, 2020, and rescinds all previous rules and regulations pertaining to the subject.