

	MARICOPA COUNTY SHERIFF'S OFFICE	
	POLICY AND PROCEDURES	
	Subject INMATE SUPERVISION, SECURITY WALKS, AND HEADCOUNTS	Policy Number DH-6
		Effective Date 03-28-23
Related Information DB-2, <i>Shift Logs and Logbooks</i> GH-5, <i>Early Identification System</i> GJ-13, <i>Escapes and Related Incidents</i>	Supersedes DH-6 (02-05-20)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for conducting security walks, headcounts and security checks, and documenting the security, supervision, and the accounting of inmates within an Office jail facility.

POLICY

It is the policy of the Office to maintain security, strict accountability, and regular supervision of inmates at each Office jail facility.

DEFINITIONS

Blue Team: The Early Identification System (EIS) application that allows employees and supervisors to record information in a database regarding incidents, performance, and conduct. The information from Blue Team is transferred to the IAPro Early Identification case management system.

Direct Supervision: A method of inmate management which provides continuous direct contact between inmates and detention personnel during normal hours of dayroom access.

Extraordinary Circumstance: A circumstance which goes beyond what is usual, regular, or customary.

Hardbound Logbook: A hardbound ledger book with consecutively numbered pages used to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in a jail facility. A hardbound ledger is normally used in those components that do not have access to the Shift Logs or as a backup log when the Shift Logs are down.

Headcount: A method for determining the number of inmates present at a work detail or in a housing unit, such as an infirmary, pod, dorm, or cell.

- A. **General Headcount:** The total number of inmates in a housing unit are accounted for, irrespective of their identities or specific cell assignments. This figure is then compared to the total number of inmates listed on the inmate housing unit roster.
- B. **Identification (ID) Headcount:** Each inmate, their color-coded identification bracelet, and their specific housing assignment, if applicable, are compared to similar information which is listed on the inmate housing unit roster by detention personnel.

Shift Logs: An electronic log used to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in a jail facility. It is also used to record the activities of inmates who are placed into restrictive housing for classification, discipline, security, psychiatric, or medical reasons.

PROCEDURES

1. **Inmate Supervision:** Each Office jail facility shall provide 24-hour supervision of all inmates.
 - A. The supervision of inmates shall be the responsibility of detention officers and deputies.
 - B. Detention personnel shall not allow any inmate to have control or authority over other inmates.
 - C. In direct supervision housing units, detention personnel shall be in continuous direct contact with inmates during normal hours of dayroom access providing active management of inmate behavior. Security walks shall be conducted as specified in this Office Policy.
2. **Security Walks:** Detention officers assigned to a housing unit, intake, transportation, and court operations holding areas shall conduct security walks throughout their shift to ensure the safety and well-being of each inmate and the security of the facility.
 - A. Security walks facilitate personal contact and interaction among Office personnel and inmates. This is a continuous process that is beneficial to the inmates, employees, and the Office facility.
 - B. Inmates have the opportunity to offer general information, or to make known to Office personnel, any conditions or issues which require appropriate attention.
 - C. All inmates in intake, transportation, and court operations holding areas, and all unsentenced maximum and medium security or partially-sentenced inmates, shall be observed by a detention officer assigned to the housing unit or holding area at least once every 30 minutes.
 1. Inmates who appear to be a danger to themselves or others and those who demonstrate unusual or bizarre behavior shall be observed on a more frequent basis, to be determined by the shift supervisor.
 2. Correctional Health Services (CHS), Classification, or other authorized personnel may request the shift supervisor increase the frequency of security walks for the safety of an inmate.
 - D. All unsentenced minimum security inmates and all fully-sentenced inmates shall be observed by a detention officer at least once every hour.
3. **Physical Security Checks:** At the beginning of each shift, an initial physical security check shall be started to identify or discover damaged property or equipment, or breaches of security. Areas to be checked include, but are not limited to, cell windows, cell ledges, locks, security doors, surveillance cameras, and waterwells.
 - A. The security checks shall be conducted at irregular intervals so inmates may not anticipate the time of the checks.
 - B. The security checks do not have to be completed as one uninterrupted event. These checks may be completed in stages covering an extended period as long as all areas are checked as required.

- C. Multiple physical security checks should be conducted each shift as resources and circumstances allow.
 - D. The Shift Logs shall reflect information as to when the security check was completed, damages or security concerns discovered, and the name and serial number of the officer conducting the check.
 - E. The shift supervisor shall be notified of any damages or security concerns discovered during the security check, as soon as possible.
4. **Headcounts:** Detention officers assigned to a housing unit shall conduct two ID headcounts and at least one general headcount during their shift.
- A. The first ID headcount shall normally be initiated during the first 30 minutes of the shift and a second ID headcount shall normally be initiated at or near mealtimes, or during the last hour of the shift.
 - B. At least one general headcount shall be conducted during the shift.
 - C. Detention officers conducting headcounts within a housing unit, shall maintain strict accountability for inmates assigned to the Inmate Work Program, Work Furlough, and other approved temporary absences, such as court, medical appointments, visitation, and recreation.
 - D. Office personnel working with inmates out on a work detail, such as Inmate Labor Detail (ILD), Inmate Canteen, Laundry, and Food Factory, shall maintain strict accountability for these inmates and may conduct headcounts as necessary or as directed.
 - E. In all cases, the shift supervisor shall be notified immediately when it is determined an inmate is unaccounted for.
 - 1. Supervisors should take appropriate measures to locate and properly account for the inmate's absence.
 - 2. If the inmate is not located, the supervisor shall follow procedures, as specified in Office Policy GJ-13, *Escapes and Related Incidents*.
5. **Documentation:** All security walks and headcounts shall be recorded as follows:
- A. Completed security walks and headcounts shall be recorded in the housing unit's Shift Log in SHIELD, as specified in Office Policy DB-2, *Shift Logs and Logbooks*. A hardbound logbook is normally used in those areas that do not have access to a Shift Log or as a backup log when the Shift Logs are down.
 - B. Security walks or headcounts that are missed, incomplete, or beyond the required timeframe, as specified in this Office Policy, shall be recorded, and contain the date, time, and reason for the missed, late, or incomplete security walk or headcount as follows:
 - 1. Shift Log entry in SHIELD; and
 - 2. Blue Team entry.
 - a. The responsible detention officer(s) shall each complete a Blue Team entry using the entry type Security Walk Report. The employee(s) shall link themselves to the entry by using the "Add" option as an involved employee under the involved

employee option. The officer(s) shall use the “Update Allegations” option and then select one of the following allegations:

- (1) SWR – Missed Security Walk
- (2) SWR – Late Security Walk
- (3) SWR – Incomplete Security Walk

- b. The initial Blue Team entry shall be completed and forwarded through the chain of command, to the division commander for review, prior to the end of the shift in which the action occurred. If extraordinary circumstances exist, and with supervisory approval, the Blue Team entry may be completed no later than the next calendar day. The delay shall be documented in the Blue Team entry.
- C. The shift supervisor shall be responsible for taking appropriate action which may include an intervention, as specified in Office Policy GH-5, *Early Identification System*.
- D. All entries in Blue Team, the Shift Logs, and hardbound logbooks shall be truthful, factual, and complete. Employees who intentionally make inaccurate entries shall be subject to disciplinary action up to and including dismissal from employment.