

Inmate Counts

1719.1 INMATE COUNTS

- (a) All counts shall be conducted by Deputy Sheriffs only, no exceptions.
- (b) Scheduled counts are conducted to verify each inmate's presence. Unscheduled or emergency counts shall be conducted as needed. All inmates must be accounted for during each count without exception.
- (c) All counts will meet the requirements for an inmate safety check as long the counts are conducted in a way that satisfy [OCSD Policy Manual \(Lexipol\) Section 902 – Inmate Safety Checks](#).
- (d) No inmate will be allowed to conduct any portion of the count or assist in the preparation or documentation of the count in any manner.
- (e)
- (f) Counts will be conducted at the prescribed times or as directed by the Watch Commander or their designee. A facility wide notification will be made over the public address system or facility radio to freeze all inmate movement and to begin the count. Absent exigent circumstances, all inmate movement shall cease between housing locations and facilities during counts to prevent any inmates from being counted more than once.
- (g) Generally, all inmates will return to their assigned housing locations in preparation for the count. If an inmate is physically present in their assigned housing location at the time of count, staff assigned to that location will document the inmate's status as "Present". If staff is unable to return the inmate and/or the inmate is flagged out for court, work, hospital, or is at an off compound medical appointment, staff will count the inmate using the Electronic Head Count Application in the following manner:
 - 1. Court/Off Compound Medical Appointment – Staff working the inmate's assigned housing location will document the inmate status as "Accounted For, Outside Facility."
 - 2. Hospital Bodies
 - i. CMS Inmates – Deputies assigned to CMS will count inmates admitted to a CMS bed and document their status as "Present."
 - ii. All non-CMS Inmates – The Operations Sergeant will verify the status of each non-CMS inmate for their respective facilities with the Deputy assigned to the inmate escort. After verification by the Operations Sergeant, a Classification Deputy will document the inmate status as "Accounted For, Outside Facility" and enter the Operations Sergeant's name in the "Conducted By" field.
 - 3. All other inmates who are inside an OCSD jail facility, but not currently present in their assigned housing unit, shall be accounted for by Deputies assigned to the

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area in which the inmate is located and will be responsible for documenting the inmate's status as "Accounted For, In Facility". Example, an inmate is at work (kitchen, clothing room, etc.). If it is not feasible for the worker to be returned to their housing location for count, then Deputies assigned to the area where the worker is located shall directly verify the inmate's presence. The name of the Deputy who verified the presence of the inmate will be documented in the "Conducted By" section of the Electronic Head Count Application.

- (h) The count will cease if staff discovers any type of emergency during the count. The count will be conducted after the emergency has been resolved.
- (i) Inmates with Disabilities: If an inmate's physical, mental health, Intellectual or Developmental disability limits their ability to follow count procedures (e.g., does not respond to the Deputy, does not stand next to, or sit upright on their bunk, etc.) the Deputy will notify a Sergeant or above. Accommodations will be made for inmates' disabilities and inmates will not be disciplined if their disability limits their ability to follow count procedures.

1719.2 TYPES OF COUNTS

(a) Module Book Counts

1. All policies under CCOM Section 1719.1 will be followed for the Module Book Count.
2. Module Book Count will meet the requirements for an inmate safety check as long as the Module Book Count is conducted in a way that satisfies [OCSD Policy Manual \(Lexipol\) Section 902 – Inmate Safety Checks](#).
3. Housing staff will make an announcement for all inmates to be awake and standing by their assigned bunks for count. In a barracks/dormitory, inmates can be directed to sit upright on their assigned bunks for count.
4. Regardless of housing location or specific count procedures, the Deputy conducting the Module Book Count shall ensure the following:
 - i. Confirm the correct identity of each inmate.
 - ii. Assess the inmate's physical condition.
 - iii. Confirm the inmate is in the correct housing location and bunk assignment.
5. The Deputy conducting the count will compare each inmate to their module card photo.


i. [REDACTED]

6. [REDACTED]

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- i. All Inmates housed in designated Behavioral Health Housing locations shall be awake and have their face visible. The Deputy conducting the count will compare each inmate to their module card photo to confirm the identity of each inmate.
 - ii. If a Behavioral Health inmate is not waking up (heavily medicated, severe mental illness etc.) or refuses to show their face but is breathing, the Deputy will finish the count then notify a supervisor. A supervisor will respond and make a determination on the best course of action. Accommodation will be made for the inmate's mental health disability and the inmate will not be disciplined if their disability limits their ability to follow count procedures.
 7. With prior approval of the Division Commander, module book count procedures can be modified in certain locations. (e.g., medical, Behavioral Health housing, booking loop etc.).
 8. A Deputy will take the module card book(s) into the housing area and conduct the count.
 - i. The Guard Station/Module staff member will remain in the Guard Station/Module/Watch while the count is in progress to observe the Deputies conducting the count and to monitor the area to prevent unauthorized inmate movement.
 9. 
the Guard Station/Module staff shall reconcile the module cards against the electronic count sheet to ensure accuracy. Each module card must have a corresponding name and each name must have a corresponding module card. Staff shall also confirm the exact bunk of each inmate and ensure it matches the electronic count sheet. Once this verification process is complete, staff will select the appropriate status for each inmate on their electronic count sheet as outlined in CCOM Section 1719.1(g) - Inmate Counts.
 10. A facility wide notification will be made over the public address system or facility radio when the count is clear.
- (b) Statistical Body Count
1. All policies under CCOM Section 1719.1 will be followed for the Statistical Body Count.
 2. Inmates in housing areas will be at their assigned bunks during this count.
 3. The Deputy conducting the count will verify each person counted is human and not an object(s) intended to appear to be a person.
 4. The Deputy will do a head count of inmates in their area of supervision.
 5. The CSA, Deputy or SSO will verify the numbers for their location are correct by completing the following:
 - i. Compare total inmates counted to the total inmates showing in the housing location on the Guardian RFID device. These numbers should match.

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- ### 1719.3 FREQUENCY OF COUNTS

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- (a) The Electronic Head Count Application is located on the OCSO Intranet under "Apps & Services" - "Custody Center" - "Head Count (Service Now)."
 1. If the Electronic Head Count Application system is down, or otherwise directed by Classification, staff will utilize JMS and print out a Headcount Roster for their assigned location. When conducting a Module Book Count or Statistical Body Count, a Deputy will follow count procedures and complete the Headcount Roster for their assigned area. Staff will deliver the roster to Classification.

- (a) Every count will be documented on the Guard Station Log. The entry will include:
 1. The actual starting and ending times of each count.
 2. The number of inmates accounted for at that location.
- (b) The facility count will be documented on the [REDACTED] The entry will include:
 1. The time all inmate movement was frozen.

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2. The time the count cleared.

1719.7 OUT FLAGS

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