Policy Number:	**300.050**
Title:	**Facility Count Reporting**
Effective date:	**3/3/20**

PURPOSE: To provide a uniform, comprehensive facility count reporting process for all department facilities. To ensure that all facilities regulate offender/resident movement and are accountable for the location of all offenders/residents at all times.

APPLICABILITY: All DOC facilities

DEFINITIONS:

Absentia – a Minnesota department of corrections (DOC) offender/resident who is off-site with no immediate expectation of return, and the offender/resident is in the custody/responsibility of a non-Minnesota (MN) DOC facility through an agreement, exchange, or other jurisdictional obligation and transfer between MN DOC facilities.

Case responsibility – the entity the Minnesota Commissioner of Corrections has entrusted to manage the offender's/resident's assigned/delegated authority. Typically, this is the entity that has "paper" responsibility for the offender/resident or the entity of the assigned caseworker/agent.

Correctional operations management system (COMS) count roster report – a computer generated detail of on-site and off-site offenders for a specific MN DOC facility.

Correctional operations management system (COMS) facility count report – a computer generated count summary received from current COMS data.

Custody responsibility – the entity the commissioner of corrections has entrusted to manage an offender's/resident's custody. This entity has "body" responsibility for the offender/resident.

Delegation – as defined in Policy 203.220, "Delegations."

Emergency count – an unscheduled count ordered by the watch commander or a higher authority.

Escape/walkaway – as defined in Policy 301.020, "Escape."

Formal count – a scheduled count verifying the number of offenders in a set location.

Fugitive – as defined in Policy 107.006, "Fugitive Apprehension Unit."

Furlough – an off grounds visit, with or without staff accompaniment, away from a juvenile resident facility.

Off site – an offender/resident under the authority of the commissioner of corrections whose custody (the offender's/resident's body) has been assigned to another entity, or the offender/resident has been assigned a status of delegation, absentia, or fugitive.

On site – all offenders/residents under the authority of the commissioner of corrections who are in physical custody at MN DOC facilities, where both case ("paper") and custody ("body") are being managed.

Random Count – a formal count ordered by the watch commander randomly completed between the hours of 0130 and 0415.

Reconciliation – the process of verifying all offenders/residents assigned to the case responsibility of a MN DOC entity.

Standing ID count – a scheduled count that occurs at least once a day at all facilities, where the identity of the on-site offenders/residents is confirmed by physically matching the face of each offender/resident with each offender/resident identification (ID) card to the COMS count roster. Offenders/residents are required to be standing for this count.

PROCEDURES:

A. All adult facilities must use the Facility Count Worksheet (attached) during all counts.

B. Staff at all facilities must use only the approved conditions/definitions from the worksheet when preparing the Facility Count Worksheet. No other definitions or words are allowed.

C. The MN DOC maintains the correctional operations management system (COMS) as a means of identifying all offenders/residents under the authority of the Minnesota Commissioner of Corrections.

D. Counts

1. All facilities must conduct at least one verification count (stand up ID count) per day, using the COMS count roster. Offenders/residents must clearly present their IDs for staff to view. Offenders/residents in wheelchairs or unable to stand are allowed to be seated in their chairs for the count, with IDs clearly displayed.

2. Levels two and three facilities must perform formal counts or verification counts at least once every six hours.

3. Levels four and five facilities must perform formal counts at facility-established times within each 24-hour period.

4. All facilities must conduct and document on the watch commander log one emergency count per shift at least once per quarter.

E. Staff conducting counts must see the skin and movement of each offender/resident they are counting. If staff are unable to see skin and movement of each offender/resident, they must gain the offender's/resident's attention to verify the offender's/resident's safety.

F. Recounts

If staff believe that a count is incorrect after it has been called in to the count officer, they must immediately notify the count officer and watch commander. The watch commander must determine whether a facility recount is called or a specific unit must be recounted. If the count cannot be reconciled, the emergency count procedure must be followed.

G. Emergency Counts

1. The watch commander announces an emergency offender/resident count.

2. All offenders/residents return to their assigned living units and cells/rooms.

3. Staff conduct a standing ID count of all offenders/residents.

4. When the missing offender/resident is located, the watch commander determines if the offender/resident was in an authorized area, and must take appropriate disciplinary measures.

5. If the offender/resident cannot be located, see Policy 301.020, "Escape," for the proper steps.

I. Documentation

1. All facility counts must be documented in the watch commander's log.

2. COMS count roster reports, COMS facility count reports, and facility count worksheets are used to reconcile counts against the COMS population report. All facility count worksheets and COMS count roster reports must be retained according to the applicable retention schedules.

3. All facilities must enter their facility population counts in COMS by 0500 every day.

INTERNAL CONTROLS:

A. All facility reconciliation counts are documented on the watch commander's log and in COMS.

B. All facility count reports are retained according to the records retention schedules.

ACA STANDARDS: 4-4104, 4-4187, 4-4188, 2-CO-1F-08, 1-ABC-3A-13, 1-ABC-3A-14.

REFERENCES:
Minn. Stat. § 241.01
Policy 203.220, "Delegations"
Policy 106.300. "Management of Records and Sentence Administration"
Policy 301.020, "Escape"
Policy 107.006, "Fugitive Apprehension Unit"

REPLACES: Policy 300.050, "Facility Count Reporting," 8/21/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Sample Facility Count Worksheet (300.050A)

APPROVED BY:
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