
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 6.3	Effective Date 3/19/2015	Page 1 of 3
	Supersedes Population Counts, dated 10/31/2007		
Approved By:  Commissioner Scott Semple	Title Population Counts		

1. Policy. Population counts shall be taken in each facility to ensure proper accounting of all inmates including those who are temporarily absent.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-3A-01.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4103, 4-4104 and 4-4187.
 - D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standard 4-ALDF-2A-17.
 - E. Administrative Directives 4.7, Records Retention; 6.6, Reporting of Incidents; 7.5, Escapes; 9.1, Population Management; and, 9.10, Inmate Identification and Movement.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Emergency Count. A count taken in conjunction with a facility emergency.
 - B. Facility Population Census. A facility count used to determine the total inmate population presently residing in the facility.
 - C. Formal Count. A scheduled count, which establishes and confirms the location and presence of each inmate assigned to the facility.
 - D. Informal Count. An unscheduled count made at irregular intervals to ensure inmates are present as assigned.
 - E. Identity Count. A count conducted to ensure that each inmate is accounted for by name and positive identification.
 - F. Observe. The process in which staff actually see the "living, breathing flesh" of an inmate during a count.
 - G. Outcount. A count of inmates assigned but not present within the housing unit during the count.
4. Conducting a Formal Count. Unit Directives shall establish procedures for the following when conducting a formal count:
 - A. Cessation of all inmate movement within an assigned area while the count is conducted in that area.
 - B. Cessation of all inmate movement between locations within the facility until the count is cleared.

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- C. Simultaneous counting of all inmates to include outcounts.
- D. Recording and documenting of each formal, emergency and identity count along with the retention of such documentation in accordance with Administrative Directive 4.7, Records Retention.
- E. Individual staff accountability to include individually signed count sheets, which shall be maintained in accordance with Administrative Directive 4.7, Records Retention.
- F. Recounts when necessary.

5. Frequency.

- A. Formal Count. Each facility shall establish specific formal count times in accordance with the following frequency schedule:

- 1. Level 5 Facility. Minimum of:

- a. First Shift. Two (2) formal counts.
- b. Second Shift. Three (3) formal counts.
- c. Third Shift. Minimum of four (4) formal counts.

- 2. Level 4 Facility. Minimum of:

- a. First Shift. One (1) formal count.
- b. Second Shift. Minimum of two (2) formal counts.
- c. Third Shift. Minimum of four (4) formal counts.

- 3. Level 3 and 2 Facilities. Minimum of:

- a. First Shift. One (1) formal count.
- b. Second Shift. One (1) formal count.
- c. Third Shift. Minimum of three (3) formal counts.

The specific count times for each facility shall be submitted to the Deputy Commissioner of Operations and Rehabilitative Services for approval.

- B. Identity Count. An identity count shall be taken at least once weekly and when a formal count cannot be cleared. During an identity count, each inmate shall be properly identified and counted in accordance with this Directive and Administrative Directive 9.10, Inmate Identification and Movement. An identity count, as the result of a formal count that cannot be cleared, shall require an incident report by the shift supervisor in accordance with Administrative Directive 6.6, Reporting of Incidents.
- C. Informal Count. Informal counts shall be conducted throughout the shift by staff responsible for assigned inmates.
- D. Emergency Count. An emergency count shall be taken after the occurrence of a significant emergency situation within the facility and/or when an inmate(s) is suspected of being missing. Such count shall require an incident report by a shift supervisor in accordance with Administrative Directive 6.6, Reporting of Incidents.
- E. Facility Population Census. The facility population census shall be conducted daily between the hours of 4:00am and 6:00am and reported each business day in accordance with Administrative Directive 9.1, Population Management.

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6. Master Index and Daily Reports. Each facility shall maintain an up-to-date master locator card system that identifies all inmates who are assigned to the facility in accordance with Administrative Directive 9.10, Inmate Identification and Movement. Each facility shall submit a daily report outlining inmate population movement to the Offender Classification and Population Management Unit via the inmate data system.
7. Observation. Each correctional employee responsible for conducting a count shall observe each inmate counted to ensure accountability.
8. Count Clearing. Each formal and emergency count, and any informal count, which does not tally, must be cleared by a supervisor. A recount or identity count must be conducted until the count is cleared or it is determined an inmate is missing. If an inmate is missing, escape procedures shall be initiated in accordance with Administrative Directive 7.5, Escapes.
9. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.