



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER	PAGE NUMBER
		300-05	1 OF 5
		DISTRIBUTION:	Public
		SUBJECT:	Offender Counts
RELATED STANDARDS:	ACA 5-ACI: 1F-10, 3A-09, 3A-13, 3A-14	EFFECTIVE DATE:	June 01, 2026
		SUPERSESSION:	05/01/2025
DESCRIPTION: Facilities - Security & Management	REVIEW MONTH: April	 NICK LAMB SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to maintain safe and secure facility operations, and all facilities will utilize a comprehensive offender accountability system that includes scheduled and unscheduled physical counts of offenders, accurate record-keeping, and effective staff supervision.

II. PURPOSE

The purpose of this policy is to ensure the development of formal and informal systems of offender counts for the daily accountability of all offenders assigned to the DOC, to provide a plan for control and supervision of all offender movement, to provide a record of offender population movement, and to ensure the maintenance of a daily report on offender population movement.

III. DEFINITIONS

Emergency Count:

A formal unscheduled count of offenders conducted any time of the day or night in response to an emergency, e.g., disturbance, escape. May be ordered by any officer in charge (OIC) or above.

Facility Daily Count Sheet:

A form on which the offender count is documented. The sheet is located on the Facility Count Sheet in the OMS/Report Submission/Facility Count Sheet.

Formal Count:

An organized count of offenders conducted in a prescribed manner at specific times of the day or night, to account for the location of each offender. Staff shall physically observe or otherwise account for every offender assigned to the institution at each count. *The organized count system includes strict accountability for offenders assigned to work and educational release, furloughs, and other approved temporary absences [ACA 5-ACI-3A-13].*

Informal Count:

A count of offenders conducted at irregular times while offenders are asleep, attending work, classes, recreation, or other daily activities; or when offenders are departing for, moving to and from, or arriving at daily activities. An informal count is made at frequent, regular, and/or irregular times and is documented on Unit Log Sheets and reported to the control room. Informal counts account for the location of offenders not in their cell or assigned housing.

Offender Management System (OMS):

A DOC data management system which stores pertinent offender information.

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Out-Count/Off-Count:

A count of offenders officially listed on the facility census but not physically present in their assigned cell or housing unit when the count is conducted. The Internal Daily Count sheet will be utilized to count these offenders and may be accessed via the OMS/Report Submission/Internal Count.

Standing Count:

A count of offenders that requires the offender to have both feet on the floor, standing in an upright position in their cell/room or other assigned area. Staff will verify the identity of the offender against their ID card and only count those physically present. Offenders with disabilities or a medical condition may be provided an accommodation during standing count.

IV. PROCEDURES

1. Overview:

- A. *The institution maintains a daily report on offender population movement [ACA 5-ACI-1F-10].* This policy requires that correctional staff maintain a permanent log and prepare shift reports that record routine information (including offender counts), emergency situations, and unusual incidents [ACA 5-ACI-3A-09].

2. Institution Counts:

- A. *All DOC institutions have a system for physically counting offenders [ACA 5-ACI-3A-13].* Offenders are subject to count procedures, as outlined in this policy. Offenders will be formally counted and recorded in the Automated Counts section in the OMS.
 1. The central control, or other designated staff, will notify staff over the radio when it is time for count, announcing “count time” twice.
 2. Offenders will be notified it is time for count by paging system or officer announcement.
 3. All offenders on the grounds of a DOC facility will be physically observed and simultaneously counted by designated DOC staff during formal count. Staff will only count those offenders they physically observe, after verifying the offender’s identity.
 4. Offender movement within the facility MUST cease directly before count and will remain suspended until the count clears, except for emergencies, or as approved by the officer in charge (OIC).
 5. Offenders who are absent from their housing facility for work release will have their physical presence verified during at least one (1) formal count every eight (8) hours.
 6. The OIC will be provided up-to-date information concerning all housing moves, transfers, releases, off-count location of offenders, and other pertinent activity or information required to accurately conduct the count.
 7. Staff conducting count will not allow distractions to occur during count. Staff will not take phone calls or engage in unnecessary radio traffic. Offenders who disrupt count are subject to disciplinary action.
 8. Staff performing standing count will confirm the offender’s identity by looking at the offender’s ID and verifying the name, photo, and ID match the offender and the count sheet. Offenders who are not present will not be counted on the count sheet. Any discrepancies shall be immediately reported to the OIC.
 9. Employees conducting formal counts will be responsible for ensuring the accuracy of the count, and for confirming that each counted offender is living and present in the appropriate cell or area.
 10. The central control will notify staff over the radio when count has been cleared stating count is clear along with the time count cleared and to resume normal operations.
- B. Each DOC facility housing offenders will conduct a minimum of four (4) formal counts for each twenty-four (24) hour period and three (3) informal counts. Additional counts may be performed at any time of the day or night, and at any frequency as directed by the warden, or designee. Count times are identified in each facility’s Unit Plans.
 1. One (1) formal count in the morning before official movement and daily activities (~0600-0800).
 2. One (1) formal count before or after lunch (~midday).
 3. One (1) formal count after work (~1600-1700).

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4. One (1) formal count in the evening after all offenders are in their cell (~2100).
5. Three (3) informal counts overnight.

- C. An emergency count may be initiated at any time. Unless otherwise directed, offenders are required to return to their assigned housing unit and stand for the emergency count.
- D. Offenders are not permitted to participate in the preparation, documentation, or operation of the count process, including delivery of count sheets or handling of count related documents.
- E. Supervisors of offenders working off the grounds of a DOC facility will verify the location of offenders they supervise throughout the day.
- F. All facility staff shall be familiar with count procedures. Facility staff will receive training on the proper procedures for conducting count. Supervisors will observe count on a regular basis to ensure compliance with policy and directives. Issues will be documented and reported to the warden or associate warden. Failure to properly conduct count or follow count directives will result in disciplinary action.
- G. If an offender is unable to participate in count as a result of a disability, reasonable accommodation will be provided. Offenders provided reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) are not subject to disciplinary action for not standing for count.

3. Out-Counts:

- A. Out-counts (for offenders who must be counted in their work area or other area outside their housing assignment) must have prior authorization from the OIC to be counted at the alternative location. Out-counts will be provided at the time of each count.

4. Control Room Count Responsibility:

- A. The Jameson Prison (JP) Control Room will complete the Jameson facility daily count, the Community Corrections daily count, and the Sioux Falls Minimum Center (SFMC) daily counts.
 1. The South Dakota State Penitentiary (SDSP) control room staff will complete the daily counts.
- B. The Mike Durfee State Prison (MDSP) control room staff will maintain the MDSP, Rapid City Minimum Center (RCMC), and Yankton Minimum Center (YMC) daily counts.
- C. The South Dakota Women's Prison (SDWP) will complete the SDWP and the Pierre Minimum Center (PMC) daily counts.
- D. Control room staff will control all unnecessary staff, offender, visitor, and contractor movement within the facility by securing all designated doors (housing areas) and the facility perimeter during count.
- E. Vehicles will not be permitted to exit the perimeter during count.
- F. The OIC must verify the count is cleared before "count cleared" is announced.

5. Offender Transfers:

- A. *Written policy, procedure, and practice provide that staff regulate offender movement [ACA 5-ACI-3A-14].* When an offender transfers to another facility, he/she will be taken off the count of the sending facility and added to the receiving facility's count upon admission to the facility the control room officer will ensure all transfers that have occurred since the previous count are updated in the OMS prior to the next scheduled count.

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- B. If questions arise regarding variations in offender counts due to the transfer of an offender, staff may utilize the Master Count Report by accessing the OMS/Report Submission/Master Count Report or Daily Movements Inquiry screen in the OMS.
- C. Offenders transferring to a different housing unit within the same facility will be transferred at least thirty (30) minutes before the scheduled count time to allow staff sufficient time to update the offender's assigned housing on the count sheet.

6. Documenting the Count:

- A. Designated staff will generate and print count sheets and initiate count procedures for all counts. Count sheets are located and maintained in the OMS.
- B. DOC staff supervising offenders off-site at work assignments will call in a count of offenders under their supervision at a formal count time. If an offender under the staff member's supervision is unaccounted for during count, the control room will be notified immediately.

7. Counts for Disaster Crews:

- A. Offenders deployed as part of a disaster crew will be counted on the respective facility's out-count/off-count.
 - 1. Offenders deployed to a natural disaster do not require transfer orders.
- B. All offenders deployed to a natural disaster will be included on the Facility Daily Count Sheet (report generated in the OMS), which will be sent with the supervisor(s).
- C. If offenders deployed on a natural disaster crew are all from one facility, the supervising officer will call in the offender count to the facility where the offenders are assigned.
- D. The site supervising officer will call in their count for respective deployment at least hourly. If more than sixty (60) minutes elapse without a call from the site supervising officer, the OIC will order an emergency count.

8. Verification of the Count:

- A. A Historical Count Inquiry Screen exists in the OMS which displays all count details since implementation.
- B. A recount of offenders may be ordered at any time, as deemed necessary by the warden, or designee to verify discrepancies in the count or to verify an offender's location.
- C. All discrepancies noted during count must be rectified before count is cleared. All offenders must be accounted for on the count sheet or out count/off count sheet.
- D. In the event that count cannot be cleared within thirty (30) minutes, the OIC will contact the warden who may call for a recount.

9. Daily Facility Count Sheets:

- A. Completed Daily Facility Count Sheets will be scanned by the OIC before the end of their shift and saved to a designated folder on the M drive.
 - 1. Facility count sheets will be scanned and saved into the corresponding folder on the M drive for the respective facility. All facility folders are found on the M drive under DOC>Count Sheets.
 - 2. Count sheets will be saved with the following naming convention: Facility Count Sheet-0800 (time count was completed)-Unit Name-Date. Example: Facility Count Sheet-0817-Unit C-10.05.22.

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- B. Completed Daily Facility Count Sheets will be kept on file either in the control room or other approved area for fourteen (14) days following when the count was taken. Daily Facility Count Sheets which exceed the fourteen (14) day retention period shall be properly destroyed after verification of having been scanned to the facility count sheets folder on M drive.
- C. Historical counts will be kept electronically under Automated Counts in the OMS on the Historical Count Inquiry screen.

10. Temporary Absence (TAP):

- A. An offender will be listed as TAP anytime DOC transfers custody of the offender to another authority, i.e., to court, hospital, or the offender is released to extension of confinement.

V. RESPONSIBILITY

It is the responsibility of the director of Prisons to review this policy annually and update, as necessary.

VI. AUTHORITY

None.

VII. HISTORY

June 2026
May 2025
January 2024
November 2022
June 2021

REPORTS

1. Facility Daily Count Sheet (Report generated in the OMS from Report Submission Screen)
2. Internal Daily Count Sheet (Report generated in the OMS from Report Submission Screen)

ATTACHMENTS

None.