

PS5511.06 INMATE ACCOUNTABILITY



U.S. Department of Justice
Federal Bureau of Prisons

Program

OPI: CPD
NUMBER: 5511.06
DATE: August 8, 1997
SUBJECT: Inmate Accountability

Statement

1. PURPOSE AND SCOPE. To implement a comprehensive inmate accountability program that ensures every inmate is accounted for while in Bureau custody.

2. PROGRAM OBJECTIVES. The expected results of this program statement are:

a. Continuous inmate accountability will be maintained through a system of accurate counts, census checks, and a pass system.

b. All institution staff will have a thorough understanding of inmate accountability processes.

c. Control Center staff will maintain accurate and complete records pertaining to inmate accountability.

d. Picture cards for all inmates at an institution will be maintained in the Control Center.

e. The public will be protected from undue risk.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 5511.04 Inmate Accountability (06/03/92)

b. Directives Referenced

PS 5324.03 Suicide Prevention Program (05/03/95)
PS 5500.07 Correctional Services Manual (01/31/95)
PS 6000.05 Health Services Manual (09/15/96)

TRM 005.01 SENTRY General Use (06/01/94)

4. STANDARDS REFERENCED

a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4101, 3-4163, 3-4167, 3-4168, 3-4169, 3-4180, 3-4181, 3-4245.

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ADLF-1F-06, 3-ALDF-2G-01, 3-ALDF-3A-01, 3-ALDF-3A-02, 3-ALDF-3A-14, 3-ALDF-3A-15, 3-ALDF-3D-08.

c. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-3A-01.

d. American Correctional Association Standards for Adult Correctional Boot Camp Programs: 1-ABC-2G-01, 1-ABC-2G-01, 1-ABC-3A-01, 1-ABC-3A-02, 1-ABC-3A-02, 1-ABC-3A-13, 1-ABC-3A-14.

5. PRETRIAL/HOLDOVER PROCEDURES. Procedures required in this Program Statement are applicable to pretrial and holdover inmates.

6. CONTROL CENTER RECORDS. Picture cards on all inmates assigned to the institution shall be on file in the Control Center. Control Center records must accurately document:

- ! housing assignments,
- ! job assignments,
- ! custody,
- ! sentence information, and
- ! other necessary security and control information.

7. COUNTS. The count system in all institutions shall provide for at least five, and preferably six, official counts each 24-hour period. The 4:00 pm daily count, and the 10:00 am count conducted on the weekends and federal holidays are stand-up counts throughout the institution.

Staff conducting counts shall ensure the observance of a real person and not a "dummy." When conducting a count, the staff member must personally observe a living breathing human body for each inmate counted.

All counts shall be double counted by two staff members and both staff shall print and sign their names to the count slip. Inmate details of more than five inmates shall also be double counted.

All count slips are to be prepared in ink without error and forwarded to the Control Center. The Control Center Officer may use the SENTRY generated printout master count sheet. In the

event the SENTRY terminal is down, the officer shall prepare an error-free master count sheet in ink.

8. LOCK-DOWN ACCOUNTABILITY CHECKS. Each institution shall conduct an institution-wide lock-down accountability check at least monthly.

- ! The accountability check is to be announced on the public address system at a random time and date with no prior notification.
- ! Upon hearing the announcement for an accountability check, staff are to secure all entrances and exits. No inmate movement shall be allowed following the announcement.

Staff shall survey their areas of supervisory responsibility to verify the following:

- ! total number of inmates present who are authorized,
- ! total number of inmates present who are unauthorized, including names and register numbers.
- ! total number of inmates who are unauthorized to be missing, including names and register numbers.

This procedure is used to determine whether inmates are in authorized areas.

If this is not accomplished within a reasonable length of time, the Warden may resume normal operations with the understanding that an accountability problem exists.

A Lieutenant shall supervise the accountability check and document the results (i.e., time involved, discrepancies noted, action taken, etc.) in the Lieutenant's Log.

9. DETAIL ACCOUNTABILITY CHECKS. Accountability checks for specific areas shall be conducted, at a minimum, for 15 inmate assignment locations weekly, by a Lieutenant. Institutions with fewer than 30 inmate assignment locations shall conduct accountability checks for at least 50 percent of the total assignments. All details must be checked within a 30 day period.

- ! Area checks are to be limited to one area, such as paint shop, one housing unit, hospital, education, or other areas which can be isolated and not interfere with the institution's overall operation.
- ! Accountability checks are to be staggered to avoid any predictable pattern. Documentation concerning all accountability checks shall be filed and maintained for 30 days.

10. DAILY CHANGE/TRANSFER SHEET. A list which indicates all changes in an inmate's status shall be published each regular work day. The list shall include:

- ! changes in housing unit,
- ! job assignment, and
- ! medical idle or convalescence which exceeds one day.

A SENTRY generated document is to be made available to each person supervising inmate details, and persons responsible for preparing the list of changes, where SENTRY is not available.

- ! Inmates shall not be involved in the process of publishing the change list.

11. INMATE CALL-OUTS. The call-out sheet is produced by SENTRY from information entered by staff and lists the reporting time and physical area where inmates are scheduled to report. This information shall be made available to all concerned staff and posted in inmate housing units.

Special precautions shall be established to ensure that no inmate is able to circumvent the procedures or make additions/deletions to undermine the accountability system.

The employee who places an inmate on call-out must ensure the requested inmate arrives at the specified time.

- ! If the inmate does not arrive as scheduled, the requesting staff member shall contact the staff member responsible for the inmate's accountability.
- ! If efforts to locate the inmate fails, the inmate shall be immediately reported to the shift lieutenant as missing and appropriate action initiated to locate the inmate.

12. PASS SYSTEM. All institutions which adopt a pass system shall ensure the following:

Institutions are to establish a method of accounting daily for every pass issued.

An employee shall check the used passes against the stubs or non-carbonized copies remaining in the book. A log shall be maintained in a log book or binder to identify discrepancies. All pass system discrepancies shall be reported to a Lieutenant, who shall submit in writing to the staff, with copies to the Captain, and Associate Warden, of the failure to comply with the procedures outlined and note any action taken in the log.

Frequent entries shall be brought to the attention of the Captain, who shall notify the respective department head.

Follow-up and accountability for each pass are key elements in any effective pass system.

13. FRONT/REAR ENTRANCE PASS. Any inmate, including satellite camp inmates requiring passage through the front or rear entrance of a secure institution, must have an approved gate pass card (BP-326) which bears the inmate's picture, custody classification, work assignment, offense, and sentence.

- ! The card shall be signed by the Captain and the Associate Warden responsible for Correctional Services.
- ! Each card shall be stamped with an imprint seal and laminated for durability.

The imprint shall cover a portion of the inmate's picture to prevent tampering with the gate pass.

- ! Blank gate passes must be strictly accounted for and maintained in a locked safe or file cabinet.

14. DETAIL/CREW KIT CARDS. Control Room Officers shall maintain a card for each inmate included in a crew kit. At a minimum, crew kit cards shall contain:

- ! name of the inmate,
- ! register number,
- ! current photo (a new photo must be made whenever an inmate's appearance changes),
- ! job assignment, housing assignment, custody level, and any special conditions.

Detail supervisors are held responsible for inmates whose cards are included in the respective crew kits, and for accountability of the crew kit while checked out from Control Center.

Inmates shall **never** be allowed to handle detail/crew kit cards.

15. SPECIAL ACCOUNTABILITY. A staff member shall observe any inmate confined in continual locked status, such as administrative detention or disciplinary segregation, at least every 30 minute period, but on an irregular schedule. All observations made shall be documented. Closer observation may be required for each inmate who is mentally ill, or who demonstrates unusual or bizarre behavior.

For suicidal inmates see the Health Services Manual and the Program Statement on the Suicide Prevention Program for specific instructions.

16. INSTITUTION SUPPLEMENT. The Warden at each institution shall develop an Institution Supplement implementing the requirements of this Program Statement which, at a minimum, shall:

- ! Clearly delineated lockdown accountability check procedures;
- ! Specify procedures to ensure all Daily Transfer and Transfer Sheet entries are correct;
- ! Define procedures which shall account for the use and accountability of institution passes and pass books; and
- ! Specify procedures which shall be used for destroying outdated gate passes.

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