



Kern County

SHERIFF

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TRAINING BULLETIN

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New Detentions Bureau Manual Policy: C-1600 Incarcerated Person Counts

The Detentions Bureau has added Section C-1600 Incarcerated Person Counts to the Detentions Bureau Policy and Procedure Manual (DBPPM). This new policy has an effective date of September 22, 2022.

You can refer to DBPPM, Section C for further information by clicking on the link below, or by visiting SheriffNet, Detentions Bureau, Detentions Bureau Manual, Section C-Inmate Security/ Inmate Control.

<http://sharepoint/Detention/DetentionsBureauManual/default.aspx>

Please note: This update bulletin provides only a summation of the updates to the listed policies. Please review the full policies to ensure that you are familiar with the policy.

DEFINITIONS:

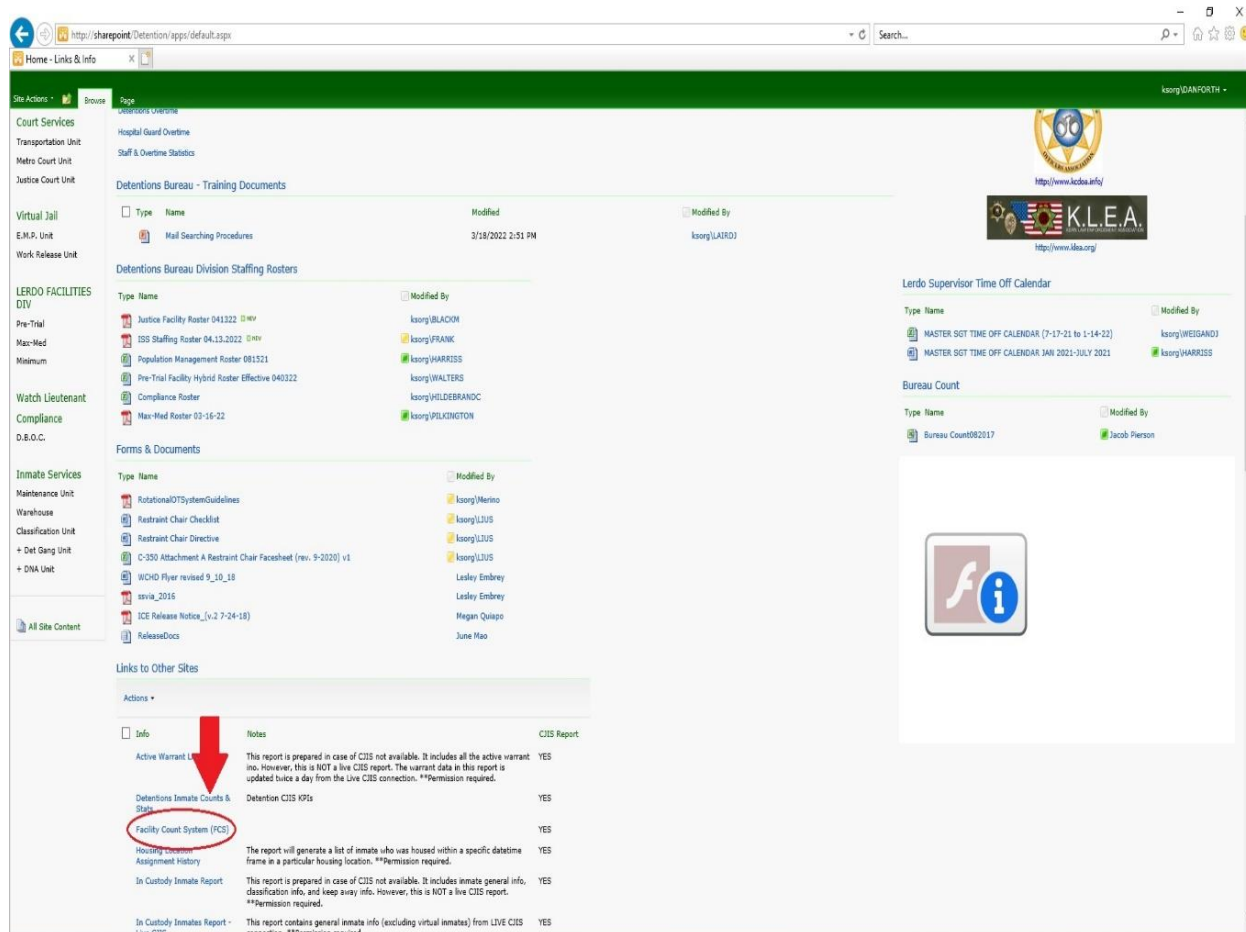
Jail Management System (JMS) – CJIS is the current Jail Management System

Section C-1600 – Incarcerated Person Counts has been added, and the following changes have been made:

- The use of body counts has been removed from the Detentions Bureau Policy. All counts will now be a Face-to-Card count. This is being instituted to ensure accurate counts, to prevent escapes, discrepancies in the count, etc.
- The way that incarcerated persons are to be maintained in the Jail Management System (JMS) has been revised. The Court Deputy at each facility will be responsible for maintaining the JMS system for all incarcerated persons leaving and returning to the facility.
- Housing Deputies will still be responsible for maintaining the JMS system for all inner facility movements involving the incarcerated people in their units.
- All count times have been standardized and will be conducted at the same intervals for all facilities in the Detentions Bureau.
- Facility specific policies detailing count will be deleted: PTPPM D-230, JFPPM C-310, and CRPPM I-500.
- The primary way to verify count has been changed. The facility staff member that is responsible for maintaining the facility count will now use the Facility Count System (FCS) to verify the facility count is accurate. The Facility Count System

can be accessed by going to SheriffNet and going to the Detentions Bureau section, Links & Info. Or you may click on the link provided below:

[Facility Count System \(FCS\)](#)



- To print a copy of the Facility Count System the staff in charge of maintaining the facility count will need to go to the link above and:
 - Click on the “Actions” tab.
 - Move the mouse over the “Export” option.
 - Select “Excel”.

