



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.1.21	Subject: INMATE COUNT & SUPERVISION
Reference: DOC Policy No. 3.1.21	Page 1 of 7 and Attachments
Effective Date: August 11, 1997	Revision: (new effective date) September 17, 2009
Signature / Title: /s/ Mike Mahoney / Warden	

I. PURPOSE

To maintain safe and secure facility operations through a comprehensive count and record-keeping system.

II. DEFINITIONS

Aggregated Census Check: a scheduled check to verify that inmates are in the proper location during designated periods between official counts in which the area supervisor calls the housing unit(s) and gives a verbal report of the number of inmates counted.

Census Check: is a scheduled check to verify that inmates are in the proper location during designated periods between official counts.

Official Count: means a formal count routinely conducted each day at specified times to account for all MSP inmates.

Cross Count: means a double count of every inmate in a count area. Two staff members conduct these counts with one staff member counting the total number of inmates in each area, and the other staff member visually verifying that each inmate is in the right location, making a check on the count sheet for each inmate who is in the correct location.

Emergency Count: means an official count taken at unscheduled times when a possible or actual emergency exists.

Out Count: is an enumeration of inmates outside of their assigned housing unit during an official count.

Stand-up Count: means a count where inmates are required to stand at the door of their cells when a count is conducted.

Picture Count: means a count where inmate picture card identification is used to verify the identity of the inmates being counted.

III. PROCEDURE

All inmates are subject to count procedures as outlined in this policy. Inmates must never be permitted to participate in the preparation, documentation or operation of the count process, or in the preparation of picture cards or other accountability or identification records.

A. Official Count:

1. All inmates must be counted simultaneously during official counts.
2. All internal and external inmate movement will cease 30 minutes before a count begins and remain suspended until the total count is correct and clear, except for that required for life threatening emergencies that have been approved by the Shift Commander. Once unit/area count has cleared, inmate movement inside the unit/work area is allowed. External inmate movement will not be allowed until the institutional count has cleared.

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3. Industries, construction, and delivery vehicles that cannot be easily searched must be parked and locked until count clears.
4. Completed official count sheets (see attachments A, B, and D) must be submitted to the Classification Placement Office or Main Control no later than 30 minutes after an official count time.
5. Official count times are as follows:

OFFICIAL COUNT TIME	COUNT SHEET DUE
0500 hours	0530 hours
1800 hours	1830 hours
2100 hours	2130 hours
2400 hours	0030 hours
0300 hours	0330 hours
6. The 1800 and 2100 counts will be stand-up counts.

B. Out Counts:

Out counts (for inmates who *must* be counted in their work area and/or inmates attending visitation during official count times) must have prior authorization from the Shift Commander and will be allowed on a limited case-by-case basis. Requests for any out count must be submitted in writing no less than one hour before the official count time. The MCE Administrator may request authorization from the Shift Commander to allow out counts of inmates on certain Ranch and Dairy crews. These requests must be in writing and include a start and end date.

The procedure for out counts is as follows:

1. Prior to an official count time, each out count crew supervisor must prepare a count sheet (see attachment A), with the inmates listed by housing units.
2. The supervisor will announce the count. A buzzer or bell may be rung.
3. There will be no movement. All inmates are required to stay in their area until this process is completed. Any inmate who interferes with the count process will be cited for a major rule infraction by the supervisor.
4. The supervisor will then call the names of the inmates, match ID card to face, and place a check by their name if it matches.
5. If all inmates are accounted for, the supervisor will sign the completed count sheet, call each housing unit and apprise them of the names and total number of inmates they have, and immediately forward the count sheet to the Classification/Placement Office or Main Control.
6. If an inmate is unaccounted for, or there are other discrepancies, the supervisor must immediately notify the Shift Commander who will initiate Emergency Count Procedure (section D).

C. Census Checks:

1. All areas will adhere to **the census check time - 0930 hours**.
2. All inmate movement will cease at 0915 hours and remain suspended until 0945 hours. The only exceptions would be for that required for life threatening emergencies that have been approved by the Shift Commander.
3. A Shift Commander (or higher authority) will call for a random census check at least once a month. A random census check may be restricted to a single shop, work area or

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unit, although a facility wide random census check can be called for at the Shift Commander's discretion.

4. The procedure for the census check in work/program areas is as follows:
 - a. Prior to the check time supervisors must prepare a census check sheet (see attachment A) that lists the inmates by housing unit.
 - b. The supervisor will announce the check. A buzzer or bell may be rung.
 - c. There will be no movement. All inmates are required to stay in their area until this process is completed. Any inmate who interferes with the census check process will be cited for a major rule infraction by the supervisor.
 - d. The supervisor will then call the names of the inmates, match ID card to face, and place a check by their name if it matches. Ranch crew supervisors will have a sheet with the assigned inmate workers photos on it in place of the inmate ID card for matching purposes.
 - e. Supervisors will maintain census check sheets in the work area for 7 days.
 - f. Phone verification to the housing units is not required.
 - g. All staff will strictly adhere to the procedures in *MSP 3.1.11, Inmate Movement* for determination of inmate location. All staff will be held accountable for their adherence and enforcement of movement procedures and notifications.
 - h. The Census Check must be recorded in logbooks for those areas that have them.
 - i. If an inmate is unaccounted for, or there are other discrepancies, the supervisor must immediately notify the Shift Commander who will initiate Emergency Count Procedures (see section E).
5. The Procedure for the Housing Unit census check is contained in section V.F. of this policy.

D. Aggregated Census Check

1. All areas will adhere to the **aggregated census check time - 1330 hours**.
2. All inmate movement will cease at 1300 hours and remain suspended until the check count is cleared by the Shift Commander.
 - a. The Shift Commander clears movement by a radio transmission.
 - b. Once unit/area check count has cleared, inmate movement inside the unit/work area is allowed.
 - c. Outside work area supervisors (ranch, pipe crew, etc.) may allow resumption of inmate movement **within their work area** when they have completed their check.
 - d. Inmate traffic from area/building to area/building will only resume after the Shift Commander clears movement by a radio transmission. The only exceptions are:
 - 1) That required for life threatening emergency that has been approved by the Shift Commander.
 - 2) Inmate movement between designated points during the summer months when the MCE ranch crew is harvesting time sensitive crops or hauling materials to and from the Deer Lodge rail yard. The Shift Commander must be notified when this movement is occurring and the supervisor must maintain communication with the affected security posts.
3. The procedure for the aggregated census check is as follows:
 - a. Prior to the check time supervisors must prepare a census check sheet (see attachment A) that lists the inmates by housing unit. Housing unit staff will conduct a check as outlined in section G.

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- b. The supervisor will announce the check. A buzzer or bell may be rung.
- c. Supervisors will stop all inmate movement and/or traffic. Supervisors must keep the inmates they supervise in their respective area until the process is complete. Supervisors will cite any inmate who interferes with the census check process for a major rule infraction on a disciplinary infraction report.
- d. The supervisor will call the names of the inmates, match ID card to face, and place a check by their name if it matches. Ranch crew supervisors will have a sheet with the assigned inmate workers photos on it in place of the inmate ID card for matching purposes. If an inmate is unaccounted for, or there are other discrepancies, the supervisor must immediately notify the Shift Commander who will initiate Emergency Count Procedures (see section E).
- e. The supervisor will call or radio their counts by inmate name to the housing units for aggregation.
- f. Unit staff will notify the Shift Commander when they determine the aggregate check is clear/correct. If an inmate is unaccounted for, or there are other discrepancies, unit staff must immediately notify the Shift Commander who will initiate Emergency Count Procedures (see section E).
- g. Once all units report the aggregate check is clear the Shift Commander will make a radio announcement clearing facility movement.
- h. Supervisors will maintain census check sheets in the work area for 7 days.
- i. Aggregated census checks must be recorded in logbooks for those areas that have them.
- j. All staff will strictly adhere to the procedures in *MSP 3.1.11, Inmate Movement* for determination of inmate location. All staff will be held accountable for adherence and enforcement of movement procedures and notifications.

E. Emergency Counts

The Shift Commander (or higher authority) is the only person authorized to initiate an Emergency count.

- 2. When an Emergency count is initiated all inmates must return to their assigned housing units.
- 3. During Emergency counts inmates are required to stand at their door.
- 4. Once the count is complete the count will be called into the Classification/Placement Office or Main Control.
- 5. After the Shift Commander authorizes staff movement, a designated staff member must bring the official inmate count sheets to the Classification/Placement Office or Main Control. The Shift Commander must not clear the Emergency count until all staff, visitor and inmate count sheets have been tabulated and verified.

F. Picture Counts:

- 1. Picture counts will typically be used when a recount is needed or when discrepancies exist in other count results.
- 2. A random picture count will be conducted each month at the discretion of the Shift Commander. The random picture count may be limited to a single shop, work area or unit, or it may be facility wide at the discretion of the Shift Commander.

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3. Staff conducting picture counts must verify the identity of each inmate through the use of the inmate ID picture card. Therefore, staff must regularly review all inmate ID picture cards to assure that they accurately portray the inmates. When necessary, and as time allows, inmates will be sent to a designated location to have a new set of pictures taken that will be distributed to all locations with inmate pictures on file.

G. Unit Count/Census Check Procedures:

1. Housing units must maintain a uniform housing unit inmate ID card tracking system in accordance with attachment E to ensure the location of all inmates assigned to their unit is known at any given time.
2. Hard copy count/census check sheets (see sample, attachment B) or electronic count/census check sheets available on the computer network 'I' drive (see sample, attachment D) will be used for official counts and census checks. Each space on the sheet indicates a bed in the housing unit.
3. Prior to count/census check time, and after inmate movement has ceased, housing unit staff will prepare a count/census check sheet.
4. Staff preparing count/census check sheets must mark each space on the sheet in one of the following ways:
 - a. Electronic count/census check sheet preparation:
 - 1) All inmate names will be annotated on the count sheet.
 - 2) If a bed is vacant write a zero in the empty space in red ink: **-0-**
 - 3) If the inmate is not on the unit count, but the bed is being held for him (i.e. infirmary, hospital, detention, pre-hearing confinement, etc.) write his name and location in the empty space in red ink: **Smith - PHC**
 - 4) If the inmate is on an authorized out count, write his location in the space next to his name in black ink and highlight it: **Smith - FS**
 - b. Hard copy count/census check sheet preparation (if the computer is "down" or the electronic version isn't available):
 - 1) If the inmate is present in his assigned cell/bed leave the space blank.
 - 2) If a bed is vacant write zero in the space in **red ink**: **-0-**
 - 3) If the inmate is not on the unit count, but the bed is being held for him (i.e., infirmary, hospital, detention, pre-hearing confinement, etc.) write his name and location in the space in red ink: **Smith - PHC**
 - 4) If the inmate is on an authorized out count, write his name and location in the space in black ink: **Smith - FS**
5. Inmates must be in or at their assigned cell during count/census check.
6. Housing unit staff must verify that each inmate is present by conducting a physical count/check (visual inspection where skin and movement is seen) to verify the entries on the count/census check sheet. Staff conducting the physical count/census check must have the count/census check sheet with them. As each inmate is physically counted/checked, the staff member conducting the physical count/census check will write in a check mark on the sheet by the inmate's name, verifying he is in the correct location. During the 1800 and 2100 stand-up counts housing unit staff must also verify that each inmate is present and in or at his assigned cell/room.
7. Housing unit staff will conduct cross counts (see definition) during official counts whenever two staff members are available to count.

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8. The housing unit supervisor will sign the count/census check sheet after the count/check has been verified.
9. All counts and census checks must be recorded in the housing unit log book.
10. Completed official count sheets will immediately be forwarded to the Classification/Placement Office or Main Control. Completed census check sheets will be maintained in the housing unit for 7 days.
11. All bed spaces located outside the secure perimeter will be listed on the Work Dorm count/census check sheet.

H. Count Records

1. Classification/Placement Unit staff will maintain a master count tracking system in their office that will enable staff to determine the assignment of all MSP inmates at all times, and conduct an emergency count at any time.
2. Classification/Placement Unit staff must be provided up-to-the-minute information regarding all inmate housing moves, work assignment changes, admissions to the Infirmary or hospital, commitments, releases, temporary releases, or any changes that affect inmate accountability.
3. Official count records will be sufficiently detailed and maintained so as to enable reconstruction of any count for up to 30-days after it was taken.
4. Classification/Placement Unit staff or the Main Control Officer will provide the Shift Commander with the Official Master Count Sheet (see sample, attachment C) for each official count, specifying the total number of inmates assigned to each housing unit, all out count areas, and the official total facility count.
5. Classification/Placement Unit staff or the Main Control Officer will assemble all official count sheets and the Official Master Count Sheet and deliver them to the Shift Commander. The Classification/Placement or Main Control Officer and the Shift Commander will review them for accuracy. Discrepancies must be corrected before the official count is cleared and the documents become part of the permanent record. When there are no discrepancies the Shift Commander will sign the Official Master Count Sheet and log the count into the Shift Commander's logbook.
6. In conjunction with the master inmate record system, Classification/ Placement Unit staff will maintain a master picture card system, which contains information on all inmates in the facility. Records will be maintained that identify bed or cell locations and contain a picture card or sheet on each inmate, so that the occupant of each cell, room or bed space can be positively identified.
7. The count information maintained by Classification/Placement Unit staff will include:
 - The on-site count.
 - The off-site count (furloughs, hospital admissions; temporary leaves, etc.).
 - Transfer counts (ie out-of-state transfers, court transfers, supervised release, Warm Springs transfers etc.).
8. Other DOC or contracted facilities (pre-release centers, private and regional prisons, TSCTC, etc.) must call the MSP Classification Placement Office every day, and give them their official offender counts.

I. Transportation Counts

1. All staff transporting inmates during official count times must call their official count into the Shift Commander.

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2. When large numbers of inmates are being transported, counts will be conducted to ensure the proper numbers of inmates are in custody. Before groups of inmates are confined to seats in a vehicle, they must be placed in a line, and, as their names are called, pass by the Transportation Officer stating their name and AO/ID number. The officer must identify them using a picture I.D. Another count must be taken after all inmates are seated in the vehicle. Numerical counts will be repeated whenever the vehicle stops and again when the trip resumes.

J. Systems Checks

1. On a random basis the Shift Commander or higher authority may initiate a systems check on the count procedures in order to determine whether or not there are errors in the system.
2. These checks will consist of the following procedure:
 - a. Prior to a count or census check, the Shift Commander will assign security officers to randomly take an inmate from an area and hold him while the count or census check is being conducted.
 - b. If the count or census check procedure is being conducted correctly the Shift Commander should get a call to report the missing inmate prior to completion of the count or census check.
 - 1) If the Shift Commander receives a call he/she will inform the caller that the inmate is accounted for.
 - 2) If the Shift Commander doesn't receive a call he/she will instruct the security officers to escort the inmate to the area from which he was taken and pick up the completed count or census check sheet. The security officers will write a report based on the incident and information on the completed count or census check sheet, and forward copies of it, and the count or census check sheet, to the Shift Commander, Security Major, Deputy Warden, and Warden, who will initiate necessary corrective action.

IV. CLOSING

Questions concerning this policy will be referred to the Shift Commander.

V. ATTACHMENTS

<i>Sample</i> – MSP Count/Census Check Sheet for Inmates on Out-Count	Attachment A
<i>Sample</i> - MSP Unit Count/Census Check Sheet	Attachment B
<i>Sample</i> - MSP Official Master Count Sheet	Attachment C
<i>Sample</i> - Electronic MSP Unit Count/Census Sheet	Attachment D
MSP Housing Unit ID Card Tracking System Chart	Attachment E

SAMPLE – MSP COUNT/CENSUS CHECK SHEET FOR INMATES ON OUT-COUNT

Area of Count/Census Check: _____

	Inmate name (Last, First)	Inmate ID Number	Housing Unit	Present (ç)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
			Total Inmates	

Date Count/Census Check taken: _____

Time Count/Census Check taken: _____

Count/Census Check performed by: _____

SAMPLE - MSP UNIT COUNT/CENSUS CHECK SHEET

UNIT: _____
 DATE: _____
 TIME: _____

TOTAL IN: _____
 TOTAL OUT: _____
 UNIT TOTAL: _____

C.O.: _____
 SGT.: _____

LEVEL 1: _____

LEVEL 2: _____

LEVEL 3: _____

110
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

120
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

130
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

140
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

210
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

220
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

230
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

240
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

310
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

320
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

330
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

340
1U
1L
2U
2L
3U
3L
4U
4L
5U
5L
6
7
8
9
TOTAL IN :

SAMPLE - MSP OFFICIAL MASTER COUNT SHEET

Date: _____ / _____ / _____
 Time: _____

	MAX	CUI	CU3	MDIU	INF	CU2	UA	UB	UC	UD	UE	WD	TOTAL
UNIT													
BOP													
CANNERY													
CANTEEN													
COOK CHILL													
DAIRY													
FENCE													
FURNITURE													
HI GYM													
HI KIT													
HI SUPPORT													
HI VISITING													
IND CLK													
INFIRMARY													
LAUNDRY													
LIBRARY													
LOW GYM													
LOW KIT													
LOW VISIT.													
MAINT													
MVM													
PRINT SHOP													
RAC													
RANCH													
SIGN SHOP													
TAG PLANT													
TELMKT													
UPHOLST													
WAREHSE													
TOTALS													

SAMPLE - ELECTRONIC MSP UNIT COUNT/CENSUS SHEET

UNIT B COUNT SHEET

Date: 2-31-09

Time: 1800 hrs.

Total In: 159

Total Out: 3

Unit Total: 162

Smithy

C/O

W.M. MOORE

C/S

Level 1: 54

Level 2: 52

Level 3: 53

110		
1U HARRIS		✓
1L ANDERSON		✓
2U DAVIS		✓
2L MARRERO		✓
3U GIRGICH		✓
3L BRISTER		✓
4U MOORE		✓
4L BENJAMIN		✓
5U JOHNSON		✓
5L SAGER		✓
6 SERFOSS		✓
7 GOSTNELL		✓
8 BULLCHILD		✓
9 HANTELMAN		✓
TOTAL IN :	14	

120		
1U ACHTER		✓
1L JEAKINS		✓
2U ALEXANDER		✓
2L RUFF		✓
3U CHRISTIANSON		✓
3L BROWN		✓
4U COWAN - FS		
4L LAKEY		✓
5U NOEL		✓
5L BURCH		✓
6 MENSING		✓
7 HOWELL		✓
8 BROWN		✓
9 THODY		✓
TOTAL IN :	13	

130		
1U SHAY		✓
1L WAGNER		✓
2U BRAWT		✓
2L ROBERTS		✓
3U SHEA		✓
3L HELTON		✓
4U ROACH		✓
4L BROWN		✓
5U PHILLIPS		✓
5L SAHINEN		✓
6 ROBINSON		✓
7 CASTRO		✓
8 THOMPSON		✓
9 RUNNING CRANE		✓
TOTAL IN :	14	

140		
1U BAKER		✓
1L STOKES		✓
2U JONES		✓
2L WILLIAMS		✓
3U ROBINSON		✓
3L MOORE		✓
4U WRIGHT		✓
4L MALLOY		✓
5U BARTLETT		✓
5L WOOFER		✓
6 HENDERSON		✓
7 TAUSAN - INF		
8 WOODS		✓
9 JEWELL		✓
TOTAL IN :	13	

210		
1U ANDERSON		✓
1L SCHADLER		✓
2U CANFIELD		✓
2L TAYLOR		✓
3U HOULE		✓
3L BAKER		✓
4U BLAKE		✓
4L DETONANCOUR		✓
5U REDMOND		✓
5L CASE		✓
6 THOMASON		✓
7 GUTIERREZ		✓
8 HANNI		✓
9 MERRILL		✓
TOTAL IN :	14	

220		
1U HEDAHL		✓
1L LEAFY		✓
2U SHEPARD		✓
2L LEHNER		✓
3U DRAKE		✓
3L YATES		✓
4U SPENCE		✓
4L BRANDENBURG		✓
5U EPLEY - DET		
5L CARRETTE		✓
6 JONES		✓
7 HENDRICKSON		✓
8 BOSTON - INF		
9 LATRAY		✓
TOTAL IN :	12	

230		
1U MADDUX		✓
1L ANKNEY		✓
2U MARTIN		✓
2L MCNEFF		✓
3U HENDRICKSON		✓
3L CONLEY		✓
4U GODAT - FS		
4L HANSEN		✓
5U LUCERO		✓
5L WILDISH		✓
6 MCDONALD		✓
7 SAMDERS		✓
8 PRICE		✓
9 ROMERO		✓
TOTAL IN :	13	

240		
1U HEARELL		✓
1L BEEBER		✓
2U KLING		✓
2L SULLIVAN - PHC		
3U MARQUEZ		✓
3L HADTISON		✓
4U LAPAGLIA		✓
4L LEWIS		✓
5U DRUGAN		✓
5L HOSTETTER		✓
6 OSTER		✓
7 MECKLER		✓
8 SMITH		✓
9 RECTENWALD		✓
TOTAL IN :	13	

310		
1U MELLO		✓
1L COURVILLE		✓
2U HEMBD		✓
2L METHVIN		✓
3U HANSON		✓
3L WILSON		✓
4U ZINK		✓
4L HUDSON		✓
5U NELSON		✓
5L ERB		✓
6 LOWRY		✓
7 HOFFMAN		✓
8 GRAVES		✓
9 BAILEY		✓
TOTAL IN :	14	

320		
1U TOME		✓
1L PIETROWIAK		✓
2U MARSHALL		✓
2L LITTLEWOLF		✓
3U WILES		✓
3L NICHOLS		✓
4U BATEMAN		✓
4L GIFFORD		✓
5U ARAGON		✓
5L WRIGHT		✓
6 NEVINS		✓
7 KELLENBERGER		✓
8 DEMERS		✓
9 TROMP		✓
TOTAL IN :	14	

330		
1U LANGE		✓
1L -0-		
2U GUSTAFSON		✓
2L -0-		
3U STONE		✓
3L LYNG		✓
4U PARKER		✓
4L SECRIST		✓
5U DOGTAKINGGUN - FS		
5L WATSON		✓
6 MORRISON		✓
7 COUNTS		✓
8 MCCLEVE		✓
9 KERN		✓
TOTAL IN :	11	

340		
1U THOMAS		✓
1L BREIJO		✓
2U GUNDERSON		✓
2L MARCHINGTON		✓
3U LOPEZ		✓
3L SARSFIELD		✓
4U TRIMBLE		✓
4L DOZIER		✓
5U KING		✓
5L BABCOCK		✓
6 ROSS		✓
7 CROSS		✓
8 BRIAN		✓
9 BROOKS		✓
TOTAL IN :	14	

MSP HOUSING UNIT ID CARD TRACKING SYSTEM CHART

Function	Color
Labor Pool	Green
High Kitchen Worker / Low Kitchen Worker (<i>inside double fence</i>)	White
Unit Worker / Infirmary Aide / Visiting Worker	Yellow
Yard crew / Recreation / Hobby / RAC Workers / Laundry (High Side) / Maintenance (High Side)	Pink
Construction / Maintenance (Low Side) / Canteen / Warehouse / Cannery / Ranch / Laundry (Low Side) / Dairy / Food Factory / Wallace Building Workers / Lumber Processing / Fire Crew / BOP / PCSO or other outside job assignments.	Blue
School / Voc Ed (High Side) / Library / Reading for the Blind / High & Low Support Worker	Orange
Print / Tag / MVM / Furniture / Upholstery / Laundry / Industries Dining / Voc Ed (Low Side)	Light Blue
Off Count: PHC / Detention / Empty Cell / Infirmary / Hospital / etc.	Red

This color (light blue) designates jobs positioned inside the single fenced compound.

This color (blue) designates jobs positioned outside the fenced compound.

This color (red) is not used as a background card. It indicates temporary housing assignments (Emergencies) that affects the units count.

Doe Last Name	John First Name
A0/ID#	37859
Labor Pool	#801
Job Assignment	Assignment #