



Department of Corrections and Rehabilitation  
Operations Manual

Supplement

CSP-San Quentin

Chapter: 5  
CUSTODY & SECURITY OPERATIONS

Article: 16  
INMATE COUNT AND MOVEMENT

Section: 52020.4.13  
FAMILY VISIT UNIT COUNTS

**52020.4.13  
FAMILY VISIT UNIT COUNTS**

**METHODS:**

- A. Inmates in the Family Visiting Units shall be counted as follows: 0100, 0500, 1600 and 2200 every day that the units are occupied.
- B. The officer assigned to Wallpost 5 will count the two medium custody apartments behind the wall. The Wallpost 5 officer will hold the medium custody inmates' ID cards along with a memo stating who is occupying each apartment, Unit #1 and Unit #2.
- C. The Outside Patrol Sergeant will count the seven minimum custody condos outside the wall for all watches. The Tower #10 officer will hold the minimum custody inmates' ID cards along with a memo stating who is occupying condo units #1, #2, #3, #4, #5, #6 and #7.
- D. It is the responsibility of each inmate using the units to present himself for count at these times by standing in the open door of the assigned unit with the light on in full view of the officer taking the count. An alarm clock is provided in each unit.
- E. Should any inmate fail to present himself as required, the officer will contact the Outside Patrol Sergeant via the Watch Commander.
- F. The Outside Patrol Sergeant will account for the inmate, and initiate a disciplinary report.

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**KEVIN R. CHAPPELL**  
Warden

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Date Signed