



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

RESTRICTED POLICY

APPLICABILITY REENTRY

EFFECTIVE DATE
6/23/26

PAGE NUMBER
1 of 4

NUMBER
DOC 420.170

TITLE
REENTRY CENTER COUNTS AND WALKTHROUGHS

REVIEW/REVISION HISTORY:

Effective: 6/23/26

SUMMARY OF REVISION/REVIEW:

New policy. Read carefully!

APPROVED:

Signature on file

TIM LANG, Secretary
Department of Corrections

5/12/26
Date Signed

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS <i>RESTRICTED</i> POLICY	APPLICABILITY REENTRY		
	EFFECTIVE DATE 6/23/26	PAGE NUMBER 2 of 4	NUMBER DOC 420.170
	TITLE REENTRY CENTER COUNTS AND WALKTHROUGHS		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 420.080 Escape from Partial Confinement (Restricted); [Records Retention Schedule](#); [Washington DOC Health Plan](#)

POLICY:

- I. The Department has established standardized procedures to conduct counts and walkthroughs at Reentry Centers.

DIRECTIVE:

- I. General Requirements
 - A. The Reentry Center Manager (RCM) will oversee count management and conduct regular walkthroughs to ensure safe and secure operations.
 - B. The Sergeant/Director will conduct regular walkthroughs and observe a formal count at least once a month on each shift and document it in the facility logbook.
 - C. Each facility will maintain a master index of all current incarcerated individuals with name, DOC number, photo, and room assignment.
 1. When possible, a photo of the individual in civilian clothing will be taken and uploaded to the electronic file within 24 hours of an individual's arrival.
 2. A current photo, name, and bed assignment will be posted on the exterior of the room for each individual assigned to the room.
 - D. When movement is restricted, it will be posted in a location easily accessible to individuals housed at the facility and announced over the intercom.
 - E. Facilities will use count sheets as provided/approved by the Appointing Authority.
- II. Formal Count
 - A. The Sergeant/Director may initiate a formal count at any time.
 - B. A formal count will be conducted to account for every individual housed at the facility at least 3 times per shift with no more than 3 hours between counts.
 1. One of the 3 counts will be initiated at the start of each shift or as soon as possible based on facility need.
 - C. Two employees are required to conduct the count separately to ensure accuracy of the count.

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS <i>RESTRICTED</i> POLICY	APPLICABILITY REENTRY		
	EFFECTIVE DATE 6/23/26	PAGE NUMBER 3 of 4	NUMBER DOC 420.170
	TITLE REENTRY CENTER COUNTS AND WALKTHROUGHS		

1. Approval from the Sergeant/Director is required when there is only one employee available to conduct the count and it will be documented on the count sheet and in the facility logbook.
2. Each employee must:
 - a. Observe obvious signs of life for each individual (e.g., body movement, skin tone, breath sounds, chest expansion).
 - b. Open every door where individuals have access (e.g., bathrooms, dayrooms, dining rooms).
 - c. Document on the authorized count sheet using blue/black ink:
 - 1) Date, time, and shift (i.e., 1st, 2nd, 3rd)
 - 2) Each individual counted with an X next to the individual's name
 - 3) Temporary absences (e.g., at work, point-to-point/social outing/job search/standing pass, out to court, county jail, furlough, escape)
 - 4) Total number of individuals counted
 - 5) Printed name and signature
 - d. Match total count with the master index, document the count on the master count sheet and in the facility logbook, and submit the master count sheet to the Sergeant/Director.
 - e. If an individual cannot be located, a picture count will be initiated.

D. The Sergeant/Director will:

1. Conduct a regular review of master count sheets to ensure counts match the master index and sign and date the master count sheets.
2. Maintain master count sheets in a secure location per the Records Retention Schedule.
3. Immediately notify the RCM if there are any discrepancies.

III. Picture Count

- A. The RCM/Duty Officer/Sergeant/Director may initiate a picture count at any time.

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS <i>RESTRICTED</i> POLICY	APPLICABILITY REENTRY		
	EFFECTIVE DATE 6/23/26	PAGE NUMBER 4 of 4	NUMBER DOC 420.170
	TITLE REENTRY CENTER COUNTS AND WALKTHROUGHS		

- B. A picture count will be conducted to account for everyone at the facility when an employee, contract staff, volunteer, or visitor cannot be located or if formal count fails to clear.
- C. The RCM/Duty Officer/Sergeant/Director will recall individuals to their assigned room and designate employees to conduct the count by using:
 - 1. Department Identification (ID) or Washington State ID card/driver's license to each individual matching their face and the master index.
 - a. If the individual does not have an ID card, the employee will positively identify the individual using the photo on the master index.
 - 2. The facility roster and check in/out sheets to ensure all employees, contract staff, volunteers, and visitors are accounted for.
- D. The picture count will be documented in the facility logbook and on the master count sheet.
- E. If an individual cannot be accounted for, escape procedures will be initiated per DOC 420.080 Escape from Partial Confinement (RESTRICTED).

IV. Walkthroughs

- A. Walkthroughs will be documented in the facility logbook and conducted randomly in areas determined by the RCM on an irregular basis, within each hour that a formal count is not conducted.
 - 1. Facility wide reconciliation, opening all doors, and accounting for everyone assigned to the facility is not necessary during a walkthrough.
 - 2. Walkthroughs should include all common and activity areas and hallways.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None