

# 2.5 Resident Census

## Introduction

This U.S. Immigration and Customs Enforcement (ICE) Family Residential Standard ensures Centers have an effective resident accountability system to maintain safe and secure Center operations.

Various terms used in this standard may be defined in the ICE Family Residential Standard on *Definitions*.

## Program Philosophy

The requirements of this standard must be implemented in accordance with the ICE Family Residential Standard on *Program Philosophy, Goals, and Expected Outcomes*.

### A. Language Access and Disability Requirements

Centers will adhere to the language access and disability laws, regulations, responsibilities, requirements, and laws cited in the ICE Family Residential Standard on *Program Philosophy, Goals, and Expected Outcomes* and the ICE Family Residential Standard on *Disability Identification, Assessment, and Accommodation*. These requirements must be promulgated in all Center policies, practices, and operations and its themes must be fully incorporated into every Center activity. This is of critical importance and will directly impact resident life, health, and safety.

## Expected Outcomes

The expected outcomes of this standard are as follows (specific requirements are defined in the Expected Practices section in this standard):

1. Safe and secure Center operations will be maintained through an ongoing, effective system of taking a population census.
2. Centers will ensure accountability of all residents assigned to the Center.

## Standards Affected

This standard replaces the ICE Family Residential Standard on *Resident Census* dated 12/21/2007.

## Expected Practices

### A. Center Policies

A census will be conducted three times daily at specific times of the day and night. A Shift Supervisor will verify count accuracy.

Designated staff will be assigned as the official Census Coordinator.

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During a census, residents either report to pre-designated areas at specified times or check in with staff as required.

Staff overseeing residents in particular areas (attorney/client and social visitation, court, medical unit, etc.) will notify the Census Coordinator of residents who remain in those areas during the census and instruct those residents not to otherwise participate in that particular census.

Face-to-face photo verification will be required during each census, utilizing resident identification cards or other resident photo identification.

“Head counts” and “roll calls” are not permitted when conducting a census.

Center rules require that all residents cooperate with the census process or receive sanctions as described in the ICE Family Residential Standard on *Behavior Management*.

Residents are prohibited from conducting the census or participating in the preparation or documentation of the census process.

A census will not be conducted during sleeping hours, and staff will not shine lights or otherwise disturb residents during sleeping hours for the purpose of conducting a census unless an exigent circumstance exists.

When the census has been completed, the Census Coordinator will log and report the census result to the Shift Supervisor responsible for accepting and clearing the census. The Shift Supervisor will add the census total and the temporarily off-site total and compare that result against the master roster. If that total is not in agreement or if census accuracy is in doubt, then all residents will be required to return to a designated area and another census will be completed.

In the event a resident is still unaccounted for after the second census, the Shift Supervisor will initiate an emergency count as indicated in the Master Roster section in this standard.

### B. Resident Notice

Centers will provide information on the mandatory resident census procedures to residents during Center orientation and alert residents to the census procedure information in the resident handbook and local supplement, as appropriate. Parents/guardians will be responsible for ensuring their children understand and comply with census procedures.

### C. Master Roster

Designated staff will maintain a real-time master roster of all residents who currently are assigned to the Center. Staff responsible for keeping the master roster must be provided with up-to-the-minute information regarding resident admissions and discharges, and any other changes that may affect resident accountability. A real-time roster will be maintained and available at all times.

#### 1. Temporary Off-site Roster

Designated staff will maintain and record an accurate and real-time accounting of all residents who are temporarily off-site.

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When residents temporarily leave the Center (e.g., a field trip, off-site medical appointment) designated staff will record in the log the resident's name, alien number, date and time of departure, destination, and the date and time of return.

### 2. Emergency Count

An emergency count will be conducted when there is reason to believe a resident is missing, or after a major disturbance has occurred to ensure that no residents or staff are unaccounted for.

All residents will return to their living areas during emergency counts. Emergency counts will include face-to-face photo verification. All other Center policies will be followed.

If the emergency count reveals that a resident is missing, then Centers will implement the emergency plan specified in the ICE Family Residential Standard on *Emergency Plans*, and will notify the Field Office Director and Juvenile and Family Residential Management Unit Chief immediately.

## References

- ICE Family Residential Standard on Behavior Management
- ICE Family Residential Standard on Definitions
- ICE Family Residential Standard on Emergency Plans
- ICE Family Residential Standard on Program Philosophy, Goals, and Expected Outcomes