

DATE:	MAY 9, 2022
NUMBER:	I.51
SUBJECT:	MOVEMENT OF INCARCERATED PERSONS
RELATED SECTIONS:	I.47 , I.52 , I.57 , I.93

PURPOSE

To provide a uniform security procedure for the movement of incarcerated persons outside the housing units.

POLICY

When outside of their housing units, incarcerated persons must go directly to a designated destination with or without escort.

PROCEDURE

I. HOUSING UNIT DEPUTY

Upon determination of the movement of an incarcerated person(s) (e.g., court appearance, clinic, visit/interview, etc.), the deputy will notify the affected person(s) of the pending action. All incarcerated persons leaving/returning to the housing unit shall be appropriately logged in the Jail Information Management System (JIMS). Additionally, deputies shall confirm the incarcerated person's identity against their wristband and conduct a pat-down search for contraband of each person leaving from and returning to their assigned housing area.

II. ROVER DEPUTY

A rover deputy may be dispatched to escort the incarcerated person to their destination or holding area as expeditiously as possible (if escort is required). The rover will verify identifying information against the incarcerated person's wristband. When ready to return, a rover may be requested to escort the person back to the housing unit.

III. COURT PRECEDENCE

A. Court requests take precedence over all other movement requests.

B. Order to Show Cause (OSC) Hearings

1. Incarcerated persons scheduled to appear for an OSC Hearing who have a signed Parolee-Attorney Decision Form waiving their appearance at the hearing do not need to attend the hearing.
2. If an incarcerated person is scheduled for an OSC Hearing and refuses to attend, the watch commander will notify the deputy district attorney at Phone number - 7922.000.

The District Attorney's Office may opt to cancel or waive the individual's appearance at the hearing.

3. Cell extractions will not normally be required due to an incarcerated person's refusal to attend an OSC Hearing.

IV. MOVEMENT OF INCARCERATED PERSONS

A. Mainline incarcerated persons

1. All incarcerated persons being moved will keep their hands in their pockets or waistbands and walk in single file.
2. During the movement of incarcerated persons, no communication is allowed between those being escorted.

3. **Safety/Security Interests - 7922.000**

B. Incarcerated individuals classified as Administrative Separation / Greenbanders

1. Incarcerated persons classified as "Administrative Separation " or "Greenbanders" will be chained at the waist and the legs prior to leaving their assigned housing unit. A hobble chain may be used to limit mobility. This is a waist chain that is connected from the waist chain down to the leg chains. It may be applied in the front or back. The escorting deputies should take into consideration if the incarcerated person will be sitting down. The best practice for the seated position would be a hobble chain applied to the front.

2. **Safety/Security Interests - 7922.000**

3. **Safety/Security Interests - 7922.000**

4. Facilities shall develop guidelines within facility green sheets outlining procedures for the movement of incarcerated persons classified as Administrative Separation and Greenbanders within the housing unit.

C. Deviation from this procedure section, for specific groups of incarcerated persons (e.g., incarcerated workers, incarcerated persons attending programs, etc.), reentry facilities (e.g., East Mesa Reentry Facility and the Las Colinas Detention and Reentry Facility) and for specific circumstances (e.g., movement on secured elevators) shall be described in a facility green sheet.

- D. Pregnant incarcerated persons and persons recovering from pregnancy or recovering from termination of pregnancy shall be restrained during movement only where permitted by Detention Services Bureau Policies and Procedures (DSB P&P) I.57.

V. COOPERATION AND COORDINATION

To ensure a smooth and efficient operation, it will be necessary to coordinate all movement of incarcerated persons with detention staff who will be directly involved (i.e. control deputy, housing deputy(s), rovers, detention information assistants, court deputy, etc.). Professional staff and sworn staff must cooperate in order to avoid confusion resulting from a breakdown in communication.