

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## INMATE MANAGEMENT

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Chapter

### JD 04 - INMATE TRANSFER BETWEEN FACILITIES

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JD 04/01.00 **GENERAL**

JD 04/01.01 **Purpose**

The purpose of this chapter is to provide policy, procedures, and rationale regarding the transfer of inmates from the WCCF to other facilities or jurisdictions.

JD 04/01.02 **Cross Reference**

JB 10 - Order to the Sheriff Court Tracking

JC 04 - Release Process

UJS D.04

JD 04/01.03 **Definitions**

**UJS** Utah Jail Standards

**WCCF** Weber County Correctional Facility

JD 04/02.00 **INMATE TRANSFERS**

JD 04/02.01 **Policy**

It is the policy of the WCCF that inmates be transferred to other jails, prisons, etc.:

- A. safely and securely;
- B. to facilitate judicial process; and
- C. to carry out a lawful sentence of a court having jurisdiction.

JD 04/02.02 **Rationale**

- A. This chapter covers the types of transfers which Utah jails usually process and does not cover temporary in-transit holds.
- B. Transferring an inmate to an out-of-state jail may impact the inmate's ability to maintain contact with his attorney. Therefore, careful consideration should be given by jail officials when transferring inmates without court order.
- C. Transfers to the Utah State Prison, when so ordered by the court, shall occur as prescribed by Utah State Law.

JD 04/02.03 **Procedure: Inmate Transfers**

A. **Pre-Trial Prisoners**

- 1. Pre-trial inmates shall not be transferred to an out-of-state facility unless ordered by a court having jurisdiction.
- 2. Pre-trial inmates should not be transferred to another facility within the same state if the transfer would result in denying the prisoner reasonable access to his attorney or the court.
- 3. Inmates shall be released consistent with WCCF policy JC 04, Release Process.
- 4. Absent a court order, the WCCF Jail Commander shall be responsible for the authorization of transfer of inmates who are in the custody of the WCCF.

B. **Convicted Inmates**

- 1. Convicted inmates may be transferred to an out-of-state facility or to another facility within the state:

- a. when ordered by a court having jurisdiction; and/or
  - b. when the transfer is necessary to maintain safety, security, and good order of the WCCF.
2. Inmates shall be released consistent with WCCF policy JC 04, Release Process.
3. Absent a court order, the WCCF Jail Commander shall be responsible for the authorization of transfer of inmates who are in custody of the WCCF.

JD 04/02.04 **Procedure: Prison Commitments**

- A. When a prison commitment is issued by the court, the OTS shall be processed consistent with WCCF policy JB 10, OTS Court Tracking.
- B. WCCF Records Unit staff shall schedule the transfer of inmates from the WCCF to the Utah State Prison. The transfer should take place within five (5) days of the sentencing.
- C. Prior to the scheduled transfer, WCCF Records Unit staff shall deliver the release authorization paperwork to WCCF Release staff.
- D. Inmates shall be released consistent with WCCF policy JC 04, Release Process.

JD 04/03.00 **LEARNING OBJECTIVES**

Staff shall demonstrate an understanding of circumstances allowing inmate transfers to other jails and prisons, specifically;

- A. pre-trial detainees;
- B. convicted or sentenced inmates; and
- C. prison commitments.