

WEBER COUNTY CORRECTIONAL FACILITY

Volume

SECURITY AND CONTROL

Chapter

JF - 07 INMATE MOVEMENT

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JF 07/01.00 **GENERAL**

JF 07/01.01 **Purpose**

The purpose of this chapter is to provide policy and procedure regarding responsibilities for providing security of the WCCF through inmate movement.

JF 07/01.02 **Cross References**

JD 02 - Inmate Classification
JD 03 - Temporary Restrictions
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JF 02 - Inmate Count

JF 07/01.03 **Definitions**

emergency	any event that may jeopardize the safety, security, management, and control of the facility.
exigence	a situation requiring immediate action or assistance, or resolution; something arising out of current events, pressure, need, or demand
housing unit	individual unit within a pod which contains inmate living areas, cells, showers, etc.
inmate pass	authorized movement of an inmate to and from specific areas of the facility, outside of designated scheduled movement times
IWIB	Inmate Wrist Identification Band
lockdown	time which all inmates in housing areas shall go to their assigned bunks or cells and cell doors shall be locked
master pass report	a list of inmates generated by authorized staff which allows for participation in scheduled movements between areas of the facility based on inmates work or programming assignments
pass movement	movement of a single or multiple inmates from one location to another for scheduled or unscheduled events occurring outside the general location of the inmates pod unit
pod unit	cluster of housing units surrounding a central control station
sally port	double-door or double gate; controlled access point through the security perimeter

scheduled movement	authorized movement of inmates for scheduled events occurring inside or in close proximity to the pod unit
secure perimeter	a physical barrier which forms a boundary which encloses the WCCF secure envelope
WCCF	Weber County Correctional Facility
WCSO	Weber County Sheriff's Office

JF 07/02.00 **INMATE MOVEMENT**

JF 07/02.01 **Policy**

It is the policy of the WCCF that:

- A. inmate movement within the WCCF shall be accomplished in a safe, secure manner;
- B. inmates shall be positively identified using the IWIB before being allowed to leave their housing unit;
- C. all inmates shall be searched before entering or leaving their assigned pod unit; and
- D. an inmate's classification shall guide the type of movement inmates are allowed within the facility.

JF 07/02.02 **Rationale**

- A. Providing different types of facility movement for all classification levels assists in the control of contraband and maintaining safety and security of the facility.
- B. Appropriate notifications regarding the movement of inmates is required to maintain security by keeping inmate counts accurate.
- C. The need to positively identify inmates is paramount to preventing escapes and ensuring management, control, and safety of the facility.

JF 07/02.03 **Procedure: Central Control Room**

The Central Control Room shall provide for the security of the WCCF during the movement of inmates within the facility by:

- A. regulating and tracking inmate access through the security doors in the common areas of the facility corridors; and
- B. acting as a dispatch center for corridor security officers by:
 - 1. assigning officers to escort inmates as needed; and
 - 2. requesting response to unusual or emergent situations observed within the facility.

JF 07/02.04 **Procedure: Housing Unit Control Room**

- A. All arrangements for inmate movement shall begin by notifying the appropriate control room of the inmates pod unit. The Housing Unit Control Room shall then notify the floor officer of the inmates identity and destination.
- B. When the inmate is cleared to leave the pod unit, the Control Room Officer shall notify the central control room of:
 - 1. the inmate's identity;
 - 2. the inmate's destination; and,
 - 3. if a corridor officer is needed to escort the inmate.
- C. The Housing Unit Control Officer shall also maintain the security of the unit by ensuring that no inmate attempting to enter the pod is allowed access through the pod unit entry door until the inmate is searched by corridor security staff.

JF 07/02.05 **Procedure Housing Unit Floor Officer**

- A. The Housing Unit Floor Officers shall move inmates at the direction of the Housing Unit Control Room. When notified of an inmate movement the Housing Unit Floor Officer shall:
 - 1. locate the inmate within the housing unit;
 - 2. identify the inmate by IWIB;
 - 3. remove the inmate from the housing unit as required by the inmate's classification level;
 - 4. perform a search of the inmate and any property the inmate may have;
 - 5. if a contraband item is found, notify the housing unit supervisor and determine if the inmate is allowed to continue out of the pod based on:
 - a. the nature of the contraband item;
 - b. the level of concealment; and
 - c. other appropriate information.
- B. Once the floor officer has completed the search, the Housing Unit Control Room shall be notified that the inmate has been prepared for exit through the

pod unit access door.

JF 07/02.06 **Procedure: Corridor Officer**

The Corridor Security Officers shall monitor, supervise, and direct inmate traffic outside the pod units by:

- A. escorting all inmates classified as Level One or Two, when outside the pod unit;
- B. observing inmates outside the pod units to ensure that contraband items are not being passed;
- C. searching all inmates at the pod unit entry doors when returning to their housing units.

JF 07/02.07 **Procedure: Movement Notification and Control**

- A. As determined by classification level, inmates may move outside their housing units without a direct escort, as part of a movement for scheduled or unscheduled daily events.
- B. Housing unit staff shall conduct inmate movements at the times prescribed in the schedules posted in the housing areas unless otherwise directed by the Shift OIC by:
 - 1. announcing inside the housing unit no later than ten minutes before the movement is scheduled that an inmate movement is scheduled and is about to begin;
 - 2. supervising the movement out of the unit once the inmates have assembled by:
 - a. ensuring each inmate is properly dressed in accordance with WCCF inmate hand book; and
 - b. performing a pat or other appropriate search of the inmates; and
 - 3. releasing the inmates from the area for movement to the assigned location in a single-file, quiet, and orderly fashion.
- C. Inmate movements shall be limited in duration and shall not conflict with other movement schedules or endanger facility security.
- D. Inmates participating in movements shall immediately check in upon arrival at their scheduled destination.

- E. Inmates found away from the location they are scheduled to report to, shall be directly escorted back to their housing unit and officers should generate an inmate disciplinary report.
- F. Housing unit staff shall note all inmate movement events in their area post log.
- G. Inmate return from movement shall be limited in duration and shall not interfere with other movement schedules or endanger facility security.

JF 07/02.08 **Procedure: Scheduled Movement**

- A. The WCCF shall establish a schedule of times which may allow for the unescorted movement of inmates. These Scheduled Movement times:
 - 1. should begin at five minutes before designated hours;
 - 2. should conclude at five minutes past designated hours;
 - 3. should allow for the movement of inmates to and from open access programs and recreations in close proximity to their pod unit; and
 - 4. should not be scheduled or occur during any other types of movement within the pod unit.
- B. Inmates may be allowed movement during these Scheduled Movement times in order to access programs, work details, medical, etc.
- C. Staff shall notify inmates of scheduled movement.

JF 07/02.09 **Procedure: Inmate Pass System**

- A. General
 - 1. An inmate may be given permission by housing unit staff to move if an inmate requests to travel from one specific location to another.
 - a. The housing unit staff shall notify the requested destination of the inmate who is requesting to report, verifying a need for the inmate to report.
 - b. The staff at the receiving post shall verify a willingness to receive the inmate prior to departure.
 - 2. When another staff member requires the presence of an inmate:
 - a. he shall call or notify the inmate's housing unit and identify the

inmate by name and inmate name number;

- b. he shall arrange for a time the inmate can be released from the housing unit which would not unnecessarily inconvenience housing unit staff;
 - c. permission may then be given by housing unit staff for the inmate to move.
3. When an inmate is released from his pod unit or other location as part of inmate movement, the releasing officer shall notify the central control room of the movement prior to allowing the inmate to leave.

B. Staff Responsibilities

1. Housing unit staff shall ensure the subject inmate is properly logged as to time of movement from the releasing post and upon arrival at the receiving post.
2. When an inmate does not arrive in a location within the expected time, staff shall notify the central control room, who shall initiate a search of the facility by notifying:
 - a. corridor security officers; and
 - b. Duty Sergeant/OIC.
3. If the inmate is not immediately located, the Duty Sergeant/OIC shall authorize a facility lock down and emergency count according to WCCF policy.

JF 07/02.10 Procedure: Master Pass Report

- A. A master pass list should be generated/updated daily to identify inmates assigned to specific work or program details.
- B. Inmates listed on the Master Pass Report may be authorized to participate in all scheduled movements during a specified block of time while wearing their issued identification badge.

JF 07/02.11 Procedure: Inmate Identification Badge

- A. Inmates who are assigned to work details shall be assigned a laminated,

colored inmate worker identification which shall include:

1. a photo of the inmate;
 2. name of inmate;
 3. inmate name number; and,
 4. work detail assignment.
- B. Housing unit staff shall issue the identification to inmates leaving the pod unit for work details as part of movement schedules or other individual authorized work detail.
- C. Housing unit staff shall check in all worker identification badges and secure them in the housing unit control room as inmate workers return to their pod units.