

	<b>MARICOPA COUNTY SHERIFF'S OFFICE</b> <b>POLICY AND PROCEDURES</b>	
	<b>Subject</b> <b>INTRAFACILITY INMATE</b> <b>MOVEMENT</b>	<b>Policy Number</b> <b>DH-7</b> <hr/> <b>Effective Date</b> <b>04-03-24</b>
<b>Related Information</b> DF-1, <i>Inmate Classification and Files</i> DH-3, <i>Searches and Contraband Control</i> DI-1, <i>Inmate Housing Categories</i> DI-3, <i>Restrictive Housing Operation</i> DN-6, <i>Inactive Releases to Out-of-County Law Enforcement Agencies</i> GJ-9, <i>Restraint and Transportation of Prisoners and Inmates</i>	<b>Supersedes</b>  DH-7 (03-24-20)	

**PURPOSE**

It is the purpose of this Office Policy to establish guidelines and procedures regarding the movement and control of inmates within an Office jail facility.

**POLICY**

It is the policy of the Office to ensure that all inmate movement within an Office jail facility is done to optimize the safety and security of the Office jail facility, while closely monitoring and documenting all inmate movement.

**DEFINITIONS**

**Closed Custody:** The classification category of an inmate who, based upon documented factual information, poses a serious threat to life, property, employees, CHS personnel, other inmates, or to the orderly operation of the jail facility.

**Extraordinary Circumstance:** A circumstance which goes beyond what is usual, regular, or customary.

**Keepaways:** Documentation entered identifying inmates who are not authorized to be housed in the same housing unit, cell and/or holding cell due to security reasons.

**Shift Logs:** An electronic log used to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in an Office jail facility. It is also used to record the activities of inmates who are placed into restrictive housing for classification, disciplinary, security, psychiatric, or medical reasons.

**PROCEDURES**

1. **Inmates Identification:** Anytime inmates are outside of their cell or dorm, they must be fully clothed and must wear their inmate identification (ID) bracelet. The ID bracelet shall be worn on the wrist and face out where it is clearly visible to detention personnel, unless determined otherwise by a jail facility commander or designee for safety and security reasons.
2. **Inmates Leaving the Housing Unit:** Prior to authorizing an inmate to leave their housing unit, detention personnel shall confirm the identity of the inmate by comparing the inmate ID bracelet photo, name, and booking number to the housing unit roster or the *Sheriff's Inmate Electronic Data* (SHIELD) booking detail. The inmate shall have a legitimate, approved reason for leaving the housing unit.

- A. If the inmate states that they do not have an ID, a *Disciplinary Action Report* (DAR) shall be written noting the reason for the loss. The inmate must submit an *Inmate Request Form* for a new ID. The inmate's identity shall be verified by using the inmate's housing unit door card or the inmate's booking details in SHIELD. When a new ID is issued to the inmate, an entry shall be made in SHIELD stating the date the ID was issued.
  - B. The inmate's copy of either the *Inmate Request Form* or the DAR shall be used as proof of request for another ID and to prevent additional DAR's being written for the same violation. At no time shall an inmate be allowed to leave a housing unit without their identity being established and their ID in their possession. Absent extraordinary circumstances, an inmate who has no ID and requests to leave their housing unit for any reason will be required to present, and be in possession of, a copy of either the *Inmate Request Form* or the DAR.
  - C. Inmate searches shall be performed, as specified in Office Policy DH-3, *Searches and Contraband Control*.
3. **Inmates Placed in Holding Tanks:** Detention personnel are authorized to place inmates into Custody Bureau facility holding tanks for various reasons throughout a shift, to include intrafacility movement.
- A. When placing inmates together into any Custody Bureau jail facility holding tank, detention personnel shall be aware of the inmate's housing status, current behavior or conduct, and classification level. Inmate classification categories are specified in Office Policy DF-1, *Inmate Classification and Files*. Detention personnel shall also consider any known keepaways prohibiting inmates of any classification level or housing category from being placed together in a holding tank.
    - 1. Minimum and medium general population inmates may be held together.
    - 2. Medium and maximum general population inmates may be held together.
    - 3. Closed custody classified inmates shall be held separately
    - 4. Inmates assigned to mental health housing shall be held separately based on the classification level and recommendations provided by Correctional Health Services (CHS) Mental Health.
    - 5. Inmates in restrictive housing to include inmates in security restrictive, administrative restrictive or nature of charges housing shall be placed away from the general inmate population, as specified in Office Policy DI-1, *Inmate Housing Categories* and DI-3, *Restrictive Housing Operation*.
    - 6. Juvenile inmates shall be held separately from adult inmates, making sure they are out of both sight and sound of adult inmates, and shall be held separately from other juveniles based on housing status and classification category.
  - B. If any inmate informs detention personnel of a concern for their personal safety when being placed into a holding tank, detention personnel shall remove the inmate from the holding tank area and identify the inmate's personal safety concern.
    - 1. Detention personnel shall inform the shift supervisor when inmate safety concerns are brought forward or addressed, or for any further direction or action necessary.

2. An entry in SHIELD shall be completed at the direction of the shift supervisor.
  - C. Detention personnel placing inmates into holding tanks outside a jail facility for various reasons throughout a shift, such as at a court or hospital building, shall also be aware of the inmate's housing status, current behavior or conduct, and classification level as specified in this Office Policy.
  - D. Procedures for inmate movement and restraint management shall be followed as specified in Office Policy GJ-9, *Restraint and Transportation of Prisoners and Inmates*.
4. **Inmates Returning to Housing Units:** Detention personnel shall confirm the identity of all inmates returning into their housing units by comparing the inmate ID photo to the inmate and by comparing the inmate's name and booking number to the housing unit roster, or the inmate's booking detail in SHIELD. In the event the inmate does not have an ID, their identity shall be verified by procedures specified in this Office Policy. Inmate searches shall be performed, as specified in Office Policy DH-3, *Searches and Contraband Control*.
5. **Logging Inmate Movement:** Detention personnel shall make required notations in the Shift Log and on the housing unit roster regarding inmate movement, either leaving or returning to a housing unit. Notations may include the intended destination of the inmates, the names and number of inmates being moved, the inmates departures and returns to the housing unit, and the reasons for the movement.
6. **Use of Handcuffs:** Inmates classified as maximum security shall be handcuffed and escorted to and from their destination. For minimum and medium security inmates, the application of handcuffs and the use of detention personnel will be at the jail facility commander's discretion.
7. **Closed Custody Inmates:** Inmates classified as closed custody or considered a security risk shall be escorted at a minimum, in leg restraints, with their wrists secured to a restraint around the waist, by no fewer than two detention personnel as specified in this Office Policy.
  - A. Prior to leaving and upon returning to the housing unit, a pat-down search shall be conducted, as specified in Office Policy DH-3, *Searches and Contraband Control*.
  - B. Absent extraordinary circumstances when the use of stairs is required the leg restraints shall be removed.
  - C. Closed custody inmates shall remain restrained in handcuffs and leg restraints during visitation.
  - D. Closed custody juvenile inmates attending programs will be restrained in the classroom, as follows:
    1. The juvenile inmate's writing hand shall be secured by a handcuff to the desk anchor;
    2. The juvenile inmate's non-writing hand shall remain secured by a handcuff to the belly chain;
    3. The leg restraints shall be secured to the floor anchor; and
    4. Once secured, the juvenile inmate may remain in the classroom with a teacher, teacher assistant, or programs personnel.
8. **Detention Personnel Presence:** Inmate movement requires that a sufficient number of detention personnel be present to supervise the move. The number of detention personnel required to make the move is dependent upon the specific circumstances, facility operational procedures, and security levels of the inmates or the direction of the facility commander. The security of the Office jail facility and the safety of both employees and inmates shall be the primary considerations.

9. **Inmate Housing Unit Change:** Inmate movement to another housing unit and the reason for the move shall be documented in the Shift Log stating the exact cause for the move. Inmates shall not be moved to another housing unit without just cause, and approval by a supervisor.
  - A. If an inmate requests a housing unit change the supervisor shall be notified of the request. If the supervisor approves the request, the inmate shall be moved.
  - B. The appropriate entry into SHIELD shall be made to indicate the new housing unit and cell assignment as soon as possible, but in all cases, prior to the end of shift.
10. **Out-of-Agency Pick-Ups:** Other law enforcement agencies requesting to pick-up or deliver an inmate are required to report to the designated area of the Office jail facility, as determined by the jail facility commander or designee. Detention personnel shall be responsible at all times for transporting inmates to and from their housing units.
11. **Out-of-County Pick-Ups:** Procedures regarding the temporary transfer of an inmate to an out-of-county law enforcement agency shall be followed, as specified in Office Policy DN-6, *Inactive Releases to Out-of-County Law Enforcement Agencies*.