

# Inmate Security, Housing Assignments, and Transfers

## 1203.1 INMATE SECURITY PROCEDURES

- (a) Generally, staff shall ensure inmates with a specialty housing classification (non-GP) are separated from other classifications levels. Staff may intermix specific specialty housing classifications together during transport and in transportation vehicles based on security and the needs of the Transportation Bureau.
- (b) If holding cells become limited, inmates of different classification levels may be placed in cells together while restrained, with approval from the Classification Sergeant.
- (c) The following chart describes Restraint Requirements for General Population (GP) and Specialty Housing classifications:

[See attachment: Restraint Requirements Chart](#)

- (d) For more information on the application and use of restraints, refer to [CCOM Section 1800 – Restraints and Emergency Response](#).
- (e) The following chart describes inmate Movement and Compatibility Procedures:

[See attachment: Inmate Movement and Compatibility Procedures](#)

- (f) The above procedures shall be standard practice for all inmate movement, housing placement, and programming. However, the following exceptions are permitted:
  - 1. Although GP4 - GP7 inmates may move within a facility un-escorted (with a movement pass), an escort may be required based on several factors such as safety/security related concerns, or the needs/limitations of each facility. Therefore, final discretion on un-escorted movement of these inmates will fall upon the Commander of each facility.
  - 2. Generally, AH3 and PC-AH inmates shall be kept alone. However, Classification/PMU has discretion to group, house, or program specific inmates together under certain circumstances. A Classification Review shall be submitted and approved by the Classification Sergeant prior to these inmates being placed together.
  - 3. PC2 and PC3 inmates may be grouped together during non-programming activities, without being restrained.
  - 4. PC2 and PC3 inmates housed at the Central Men's Jail (CMJ) are permitted to move within that facility unescorted, with the following conditions:
    - i. The inmate(s) must be given a movement pass.
    - ii. Staff at the start, middle, and end locations must communicate prior to the movement, to confirm the path is clear of other incompatible inmates (i.e., GP's, AH's, etc.).
    - iii. The inmate(s) destination must have a Deputy, Sheriff's Special Officer (SSO), or Correctional Services Assistant (CSA) present to receive them.

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- (g) For the purposes of this section, "Programming" is defined as:
1. Any activity where one or more inmate(s) are in an area, for an extended period of time, for the purpose of recreation, religious worship, or education/rehabilitation. These activities include:
    - i. Dayroom
    - ii. Outdoor recreation
    - iii. Education/Rehabilitation classes
    - iv. Religious services
  2. Non-Programming activities are those whose primary purpose does not involve engagement/interaction between inmates, and/or the activities described above, such as:
    - i. Visiting
    - ii. Chow hall
    - iii. Medical waiting areas
    - iv. Staging areas or hallways
  3. The definitions described above should be used when determining compatibility of inmates during daily facility operations.

#### **1203.2 HOUSING ASSIGNMENTS AND CHANGES**

- (a) Inmates shall be housed in the cells/bunks assigned to them by PMU or Classification according to the Classification and Housing Plans outlined in [CCOM Section 1200.1 – Classification Plan](#) and [CCOM Section 1200.2 – Housing Plan](#). Housing Staff shall not move an inmate to a different cell/bunk assignment without first contacting PMU or Classification to request the change. The only exception to this is if there are exigent circumstances requiring an inmate(s) to be moved immediately (fight, man down, etc.). In these cases, housing staff shall immediately move the inmate(s) to the nearest safe and secure location and contact PMU or Classification as soon as practical.
- (b) Any request to move an inmate out of their assigned facility, module, or sector/tank/dorm must be explained and submitted to Classification staff on a Classification Review Form [REDACTED]. Classification staff will review the request, coordinate with PMU, and notify housing staff of the approval or denial.
- (c) A request for a bunk assignment change within a sector/tank/dorm does not require a [REDACTED]. However, PMU or Classification staff must still approve the request and shall be responsible for making the assignment change in the JMS system.
- (d) Any housing change request resulting from a maintenance issue (broken toilet, etc.) does not require a [REDACTED]. However, PMU or Classification staff must still approve the request and shall be responsible for making the assignment change in the JMS system.

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#### **1203.3 MEDICAL AND MENTAL HEALTH HOUSING**

- (a) CHS staff shall be responsible for assigning inmates to medical or mental health housing. However, CHS shall coordinate with Classification staff, PMU, and housing staff in those housing locations to ensure inmates are housed in the most appropriate location for their own health and safety, as well as the safety and security of the facility.
- (b) CHS staff shall complete a [REDACTED] form for any inmate in need of medical or mental health housing, or for any inmate who is cleared to be moved out of those housing locations.
- (c) Classification/PMU shall ensure a [REDACTED] is received prior to moving such inmates.

#### **1203.4 INMATE TRANSFERS**

- (a) PMU or Classification staff will screen inmates to determine their eligibility for transfer to any facility in our system.
- (b) Inmates will only be transferred if the receiving facility can adequately accommodate their documented classification, medical, and mental health requirements.
- (c) PMU or Classification staff shall generate and coordinate all inmate transfers between facilities.

## Attachments

## **Restraint Requirements Chart.pdf**

CLASS / LEVEL	<b><u>RESTRAINTS</u></b>	
	<i>WITHIN FACILITY</i>	<i>OUTSIDE FACILITY</i>
GP1 - GP7	No restraints required	Waist restraints required
AH1 - AH3	Waist and leg restraints required for all movement	
HS	Waist and leg restraints required for all movement	
PC-AH, PC1	Waist and leg restraints required for all movement	
PC2 & PC3	No restraints required	Waist restraints required
CIVIL-1332/1209	Follow procedures for initial Class / Level	
CIVIL-6600 (SVP)		

## **Inmate Movement and Compatibility Procedures.pdf**

INMATE MOVEMENT & COMPATIBILITY PROCEDURES				
CLASS / LEVEL	MOVEMENT		HOLDING CELLS	HOUSING / PROGRAMMING
	ESCORT	GROUPING		
GP1 - GP3	Escort at all times	Any other GP inmates	Any other GP inmates	With like Class/Level, but can mix the following groups as needed: GP1 - GP3 GP4 & GP5 GP6 & GP7
GP4 - GP7	May move un-escorted (with a pass) *see (f)1 below			
AH1	Escort at all times	Other AH1's, but can mix with GP inmates (only if all are restrained)		Other AH1's ONLY
AH2		Other AH2's ONLY	Other AH2's ONLY	Other AH2's ONLY
AH3		Other AH3's (only if all are restrained)	ALONE *see (f)2 below	ALONE *see (f)2 below
HS	Escort at all times	Other HS inmates ONLY	Other HS ONLY	Other HS ONLY
PC-AH	Escort at all times	Other PC-AH inmates ONLY	ALONE *see (f)2 below	ALONE *see (f)2 below
PC1	Escort at all times	With like class level, but can mix if needed (only if all are restrained)		Other PC1's ONLY
PC2				Other PC2's ONLY
PC3	Escort at all times *see (f)4 below	With Like class level, but can mix with PC2 if needed *see (f)3 below	Other PC3's ONLY	Other PC3's ONLY
CIVIL-1332/1209	Escort at all times	Other compatible 1332/1209 inmates ONLY (based on initial Class/Level)		
CIVIL-6600 (SVP)		Other compatible 6600 inmates ONLY (based on initial Class/Level)		