

POLICY AND PROCEDURES

NUMBER: 833

SUBJECT: Inmate Movement

ACA STANDARDS: 4-ALDF-2A-10

ACTING DIRECTOR: Julia Childrey

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I. POLICY

The St. Louis County Department of Justice Services shall supervise and maintain control of all inmate movement in the facility, to ensure the security and safety of the staff and inmates, and to facilitate the orderly operation of the Justice Center.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections staff are responsible for the following procedures.

III. DEFINITIONS

Escorted Movement: Movement of an inmate(s) throughout the facility with a Corrections Officer(s) escort.

Unescorted Movement: Movement of an inmate(s) throughout the facility without a Corrections Officer(s) escort.

Protective Custody: A system designed to segregate an inmate who requests protection from other inmates or is believed by the Classification and/or Administrative staff to be at risk of bodily harm from other inmates.

Secure Move Inmates: Inmates who have displayed a tendency for violent behavior toward the Corrections staff, Corrections Medicine staff, and/or toward other inmates. These inmates will be housed only in a segregation housing unit or the Infirmary and will be escorted with at least two (2) officers present. These inmates will be restrained with wrist and leg restraints when exiting their cells.

High Profile Inmates: Inmates who may be subject to extensive media attention due to the nature of the crime. These inmates may or may not be combatant and use of restraints or escorts will be based on the inmate's classification.

Wrist Restraints: May be referred to as handcuffs. They generally consist of two (2) metal locking devices connected by a chain or a bar and are used to limit the inmate's use of the hands and wrists.

Leg Irons: Metal locking devices large enough to be worn around the ankles and connected by a chain that allows the inmate to walk but prevents the inmate from running.

Belly Chains: A chain worn around the waist and padlocked at the back with a wrist restraint on each side, restricting the movement of the inmates hands and arms.

Black Box: A heavier restraint affording the officer(s) more control when escorting high risk inmates. It consists of a heavier chain worn around the inmate's waist. The chain and the keyholes on the wrist restraints are covered by a two-piece plastic cover which is padlocked to the chain in front of the inmate. This device allows little or no movement of the inmate's hands and arms.

IV. PROCEDURES

A. General Information

- 1.** Movement of inmates will be determined by the inmate's classification, housing assignment and destination.
- 2.** General population inmates will not be escorted or restrained for movement between areas on their housing floor. The inmates will be visually monitored when moving about on the floor.
- 3.** General population inmate on Level 8 and inmates housed in the pre-classification housing unit will be governed by the same movement rules as general population inmates housed on Levels 4 - 7.
- 4.** All inmates, except those working in facility maintenance and

infirmery workers, will be escorted when moving to and from areas on different floors, (e.g., the Clinic, the Infirmary, another housing unit, Transportation Staging or when being released from the facility). Inmates will not be restrained when moving throughout the Justice Center unless going to Transportation Staging or their behavior is disruptive and/or poses a threat to the security of the staff, inmates or the facility.

5. The Housing Unit Officer will ensure when an inmate departs the housing unit the inmate's housing unit card accompany the inmate. When the inmate remains at the Unit Control area, the Unit Control Officer will keep the card at the Unit Control station. The escorting officer will take the inmate's housing unit card when escorting an inmate off of the housing unit floor. The card and the inmate will be delivered to the appropriate location.
6. Upon returning the inmate to his/her housing unit floor, the escorting officer will also take the appropriate housing unit card. The housing unit card will be returned to the housing unit officer when the inmate is returned to the housing unit.
7. When an inmate(s) exits the housing unit, the Housing Unit Officer will enter the information into the Jail Management System and Floor Activity Log.
8. The number of escorting officers necessary when moving general population inmates will be:
 - a. One (1) officer to six (6) inmates
 - b. Two (2) officers to twelve (12) inmates
 - c. No more than twelve (12) inmates will be moved in one group unless an emergency situation requires an evacuation of the inmates. (See Policy #1909 Evacuation for Staff/Inmates)
9. Inmates will be moved throughout the Justice Center in the secure elevators. Inmates will enter the elevator and move to the back, facing the back wall until the elevator reaches the destination. In the event that the elevators are inoperable, the escorting officer may use the secure stairwells to move the inmate(s). Use of the secure stairwells will be authorized by Master Control prior to any movement.

10. When inmates are moving in the corridors, they will walk in a single file line on the right hand side of the corridor at all times, leaving the center of the corridor open for staff movement.
11. Inmates will walk with their arms at their sides and their hands visible at all times.
12. Inmates will not eat, drink, run, or engage in any type of boisterous activity, and will not talk during movement unless spoken to by staff.
13. Inmates will move from the housing unit directly to the approved destination and will not stop at any other areas, attempt to communicate through the windows or doors with anyone in another area or disrupt activities in another area.
14. Inmates who disregard the rules during movement will be subject to disciplinary action which may include being reclassified to the Disciplinary Segregation housing unit.

B. Movement of General Population Inmate(s)

1. When an inmate(s) is scheduled to be moved to another area of the facility, the Unit Control Officer will notify the Housing Unit Officer who will ensure that the inmate(s) is ready when the Movement Officer(s) arrives.
2. The inmate(s) will be placed into the housing unit sally port, where the inmate(s) will stand with his/her back against the wall until picked up by the escorting officer(s).
3. The Unit Control officer(s) will release the inmate(s) into the Unit Control area. If the officer(s) is escorting inmates from more than one housing unit, the inmate(s) will stand in a single line with his/her back against the wall until the escorting officer(s) has assembled all of the inmates being moved. The inmate(s) will not talk or attempt to communicate in any way with other inmates while outside the housing unit.

C. Movement of Writs/Protective Custody/Administrative Segregation

1. Writs and inmates in Administrative Segregation inmates housed on the 8th Level will be escorted when moving to another area in the Justice Center but will not be restrained unless their behavior interferes with the orderly operation of the facility.

2. Inmates housed in protective custody will not be moved with other inmates and will be escorted by one (1) or more officers. Officers escorting inmates in protective custody will exercise extreme caution to limit contact with other inmates during the movement.

[NOTE: Protective custody inmates who are restrained in belly chains and leg irons for movement to transportation staging, may be moved together if escorted by more than one (1) officer.]

3. When an inmate is being escorted to the recreation area or the visiting area within the housing unit, he/she will not be restrained unless the inmate's behavior jeopardizes the safety of staff or interferes with the orderly operation of the housing unit.

D. Movement of Inmates in Disciplinary Segregation

1. An inmate housed in the Disciplinary Segregation Unit will be restrained behind the back with wrist restraints before he/she is released from the cell and will be escorted when moving within the facility.

E. Movement of Secure Move Inmates

1. Due to an inmate's tendency for aggressive behavior toward Corrections staff, Corrections Medicine Staff and/or toward other inmates, history of aggressive behavior or an aggressive incident a decision may be made by the Corrections Case Manager and Unit Manager to place the inmate on the "Secure Move" list. Recommendations may be made by Justice Services and Corrections Medicine staff to have an inmate placed on the list. It will be the responsibility of the Corrections Case Manager to place the inmate on the "secure move" status in the Jail Management System (IJMS). The Unit Manager or Watch Commander may also place an inmate on "secure move" status, if necessary, in the absence of the Corrections Case Manager.
2. Secure move inmates will not be moved in the facility unless it is absolutely necessary, such as, for court appearances, attorney visits, clinic visits or emergency medical treatment.
3. No more than three (3) secure move inmates will be housed in the Infirmary at any time. Medical staff, in cooperation with the Watch Commander, will determine who will be moved from the Infirmary when the number of secure move inmates exceeds that number. The Watch Commander will coordinate this move with a

medical supervisor. Corrections Medicine staff will designate a contact person for this situation.

4. Secure move inmates in the Indirect Housing Unit do not have to be restrained for walks and showers within their subpods since the cell doors are operated remotely. The inmate will be directed to lock down in his/her cell when a staff person must enter the unit. If the inmate refuses to lock down the officer will call for assistance.

NOTE: Only one (1) secure move inmate will be allowed out of his/her cell in a subpod at a time.

5. Secure move inmates in the Infirmary will have their walk time on the medical side. All other inmates on the medical side of the Infirmary will be locked down when a secure move inmate has his/her walk time. The secure move inmate will be placed in wrist restraints through the food port. The inmate will then exit the cell (supervised by two or more officers) and be placed in leg restraints. If the inmate is on the mental health side of the Infirmary, he/she will be escorted by two or more officers to the medical side. The inmate will remain in restraints during his/her walk time. Secure move inmates will not be allowed walk time on the mental health side without prior approval from a Watch Commander. Secure move inmates' walk time will be equally divided between first and second shift.

NOTE: Two (2) officers will complete the tours on the medical side of the the Infirmary when a secure move inmate is on his/her walk.

When a secure move inmate in the infirmary is to take a shower, the inmate will be placed in wrist restraints through the food port. The inmate will then exit the cell (supervised by two or more officers) and be placed in leg restraints. Two (2) or more officers will escort the inmate to the medical side of the Infirmary where the leg restraints will be removed. The inmate will enter an empty cell and the door will be secured. The wrist restraints will be removed through the food port. Corrections staff and Corrections Medicine staff will enter the Nurse's station, the officer will open the inmate's door and allow the inmate to proceed to the shower area. The inmate should be allowed no more than fifteen (15) minutes to complete his/her shower. Secure move inmates' shower time will be equally divided between first and second shift.

Upon completion of the shower, the inmate will return to the empty cell and secure the door. Officers will check the panel to ensure the door is secured. The inmate will be placed in wrist restraints through the food port. The inmate will then exit the cell (supervised by two or more officers) and be placed in leg restraints. Two (2) or more officers will escort the inmate to the mental health side of the Infirmary where the leg restraints will be removed. The inmate will enter his/her cell and the wrist restraints will be removed through the food port.

NOTE: If there are no open cells on the medical side of the infirmary, the inmate will be showered on the mental health side. The Watch Commander will ensure sufficient back up is present. Due to the number of staff involved, inmates will be allowed no more than ten (10) minutes to complete the shower.

6. Secure move inmates who are taken outside of the subpod in the Indirect Housing Unit or Infirmary for visits, recreation or if the inmate is moving outside the housing unit (court, emergency medical treatment, etc,) will be placed in restraints prior to coming out of their cell.
7. The inmate will be placed in restraints before he/she is escorted from the cell and will remain in restraints until he/she is returned to the cell. Secure move inmates who cannot be controlled with wrist restraints will be restrained with belly chain or black box, and leg irons, and may be moved in the restraint chair if the inmate cannot be controlled with standard restraints.

NOTE: The restraints will not be removed from the inmate if he/she meets with an attorney and there is a need to sign paperwork.

8. A secure move inmate will be escorted by two (2) or more officers and will not be escorted with other inmates.
9. When Corrections Medicine staff need to enter the cell of a secure move inmate, the inmate will have wrist restraints placed on him/her through the food port prior to opening the door of the cell.
10. At the discretion of the Watch Commander, secure move inmates will be transported from the facility as a "Hot Sheet" inmate. (See Policy #821 Inmate "Conflict List"/"Hot Sheet")
11. The status of secure move inmates will be reviewed at weekly Classification/Mental Health meetings. The Corrections Case

Manager and Unit Manager will decide if an inmate will be removed from the "secure move" status. Recommendations may be made by Justice Services and Corrections Medicine staff to have an inmate removed from the list. The decision will be based on the inmate's behavior and input from staff. It will be the responsibility of the Corrections Case Manager to remove the inmate from the "secure move" status in the Jail Management System (IJMS).

F. Movement of High Risk Inmates from Infirmary (Mental Health)

- 1.** Special precautions must be taken when moving an inmate housed in the Mental Health Infirmary.
- 2.** Special restraint procedures and equipment, including the restraint chair, may have to be used to protect the safety of the inmate and the staff when preparing an inmate for movement from the Mental Health Infirmary.
- 3.** If a high risk inmate becomes extremely violent, additional officers may be called, at the discretion of the Watch Commander, to control and escort the inmate. The inmate will be restrained only to the degree necessary to protect the inmate and the staff from injury.
- 4.** If the inmate is to be transported outside of the facility, Movement Officers may assist the Transportation Officers, if authorized by the Watch Commander and the Transportation Supervisor.

G. Movement of Inmates to Transportation Staging

- 1. General Population**
 - a.** Inmates scheduled for court appearances, outside medical appointments, transfer to the Missouri Department of Corrections, funeral runs, etc., will be notified in the housing unit by the Housing Unit Officer and will be ready when the Transportation Officer(s) arrives.
 - b.** Inmate(s) will be frisked by the Housing Unit Officer and all legal paperwork will be searched.
 - c.** Inmate(s) will be placed in the housing unit sally port where he/she will stand with his/her back against the wall until the escorting officer(s) arrives

- d.** The Transportation Officer will pat search the inmate(s) and will place them in belly chain and leg irons prior to escorting them to Transportation Staging.
- e.** Inmates will be moved through the facility in accordance with the general movement procedures.
- f.** When an inmate returns to the housing unit, he/she will be frisked by the Housing Unit Officer prior to being admitted into the housing unit.
- g.** The inmate's return will be entered into the Jail Management System and/or the Post Daily Activity Log.

H. Movement of Facility Inmate Workers

- 1.** Facility inmate workers assigned to Food Service, Facility Maintenance (male) and Laundry (female) will be housed in one (1) direct supervision housing unit. Inmate workers will be escorted to and from the assigned work area by one (1) or more Movement Officer, as authorized, but will not be placed in restraints.
- 2.** The number of officers necessary when moving inmate Food Service workers and inmate Facility Maintenance workers will be:
 - a.** One (1) officer to eight (8) inmates
 - b.** Two (2) officers to sixteen (16) inmates.
 - c.** The Laundry Officer will frisk the Laundry workers and will escort them to and from the worker's housing unit. The Laundry Officer will notify the appropriate Unit Control Officer when he/she escorts the inmates to the Laundry and when they are returned to the housing unit.
- 3.** While on duty, inmates working in Facility Maintenance and Food Service workers delivering meals to the pods will be allowed to move throughout the facility without an escort. Inmate movement will be electronically monitored in Master Control and all staff moving throughout the facility will be responsible for visually monitoring the inmates' activity. The movement officer responsible for the Facility Maintenance workers will notify the appropriate Unit Control Officer when the inmate(s) moves to another unit.

4. When inmates are to be released from Food Service and Facility Maintenance, the supervisor or designee will notify the Watch Commander who will instruct a movement officer(s) to respond to the area to escort the inmates to their housing unit.
5. All inmate workers will be frisked by the Movement Officer or the Housing Unit Officer when departing to the work assignment and returning to the housing unit.
6. The Housing Unit Officer, the Unit Control Officer and the supervisors in the work areas will be responsible for verifying the movement and entering the information into the appropriate Floor Activity Log and/or the Jail Management System.
7. Workers will be governed by the same movement rules as general population. Disregard for the rules will result in disciplinary action and may include removal from the work assignments and reclassification to another housing unit.

I. Officer Responsibilities During Inmate Movement

1. All officers moving throughout the facility will be responsible for visually monitoring inmate movements, especially those that are unescorted. All inmate movements in the facility will be monitored by Master Control.
2. It will be the responsibility of the escorting officer to verify the identity of the inmate(s) being moved by checking the I.D. band on the inmate(s) and housing unit card against the movement list or the records in the Jail Management System.
3. When restraints are necessary, the escorting officer(s) will be responsible for placing the restraints on the inmate(s) and inspecting all restraints to ensure that they are in proper working order and are double locked prior to inmate movement. ([See Policy #824 Use of Restraints](#))
4. When escorting one (1) inmate, the officer(s) will walk on the side and slightly behind the inmate. Escorting officers will never allow an inmate(s) out of his/her sight until another staff member takes responsibility for the inmate(s).
5. When escorting with more than one officer, one (1) officer will walk in front of the inmates and the remaining officers will walk behind and/or slightly to the side of the inmates.

6. When officer is escorting an inmate on the elevator, the inmate will enter the elevator and face the back wall. The officer will then enter the elevator and proceed with the movement. When exiting the elevator, the inmate will step off first, followed by the officer.
7. When two (2) or more officers are escorting inmates on the elevators, the first officer will enter the elevator and hold the door. After the inmates have entered the elevator and are facing the back wall, the second officer will enter the elevator. The procedure will be reversed when exiting the elevator.
8. When escorting female inmates, at least one (1) female officer will assist. If a female officer is not available for movement of a female inmate, two (2) or more male officers will complete the move. All frisks of female inmates will be performed by a female officer.