

CHAPTER: 700

Operational Security

DEPARTMENT ORDER:

701 – Population Counts and Movement

**OFFICE OF PRIMARY
RESPONSIBILITY:**

**OPS
OSB**

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Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "Ryan Thornell".

Ryan Thornell, Director

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EXPECTED PRACTICES

American Correctional Association (ACA) Expected Practices: 5-ACI-1F-09, 5-ACI-1F-10, 5-ACI-2C-02, 5-ACI-2C-11, 5-ACI-3A-13, and 5-ACI-3A-14

PURPOSE

This Department Order establishes procedures for the authorization, documentation, and coordination of inmate movement and transfers, and for the accurate accounting of the inmate population. Procedures are also established for the accountability and reporting of each institution's capacity and inmate population, and authorization of changes in bed capacity, classification and use.

PROCEDURES

1.0 GENERAL RESPONSIBILITIES

- 1.1 Wardens and Deputy Wardens shall be responsible for the accounting of all beds by type and use within their assigned area and shall ensure:
 - 1.1.1 Accountability and Movement Officers are designated and trained.
 - 1.1.2 Bed Information Data Sheets are accurate and complete.
 - 1.1.3 All external movements are entered into Arizona Correctional Information System (ACIS) prior to the end of each shift.
 - 1.1.4 The daily population information taken from the last formal count prior to midnight each day, and all movement occurring between the last formal count and midnight, is reported to the Central Office Accountability and Movement Officer each morning no later than 0730 hours through the institution Offender Information Unit (OIU). (Example: If the last formal count taken at 1600 hours had 646 inmates, one inmate is transferred or released at 1645 hours, and four inmates are received at 1630 hours, the total reported count is 649). {5-ACI-1F-10}
 - 1.1.4.1 The count information shall include the following:
 - 1.1.4.1.1 General Population/Rated
 - 1.1.4.1.2 Temporary General Population
 - 1.1.4.1.3 Medical/Mental Health/Rated
 - 1.1.4.1.4 Temporary Medical/Mental Health
 - 1.1.4.1.5 Outside Count – This requires a break-out by category (e.g., Hospital, Fire Crew, Court, Escape status inmates, and Other) and the projected return date.
 - 1.1.4.1.6 Special Use/Unrated
 - 1.1.4.1.7 Temporary Special Use/Unrated

- 1.1.4.1.8 Total Operating Capacity
- 1.1.4.1.9 Red-lined medical hold information
- 1.1.4.1.10 Scheduled Releases for that day and through the end of the next five days. (For example, on Monday, report releases are completed for Monday through Friday, on Tuesday, report releases for Tuesday through Saturday and so on.)
- 1.1.5 Report to the Assistant Director for Prison Operations, through the appropriate Regional Operations Director, any significant problems arising from prison crowding, including but not limited to: racial parity/imbalance, potential security threat group issues and infrastructure demands on physical structures/plants.
- 1.2 The Offender Services Regional Operations Administrator shall ensure that:
 - 1.2.1 All required population data is collected for the preparation of ADCRR Institutional Capacity/Committed Population reports.
 - 1.2.2 Daily Inmate Count Sheets are prepared and their accuracy verified.
 - 1.2.3 Daily Inmate Count Sheets are distributed no later than 1100 hours to:
 - 1.2.3.1 The Shared Drive, found on the J or K Drive.
 - 1.2.3.2 Any person, as determined and approved by the Assistant Director for Prison Operations.
 - 1.2.4 The Director and the Assistant Director for Prison Operations are notified of any count discrepancies (i.e., racial parity/imbalance, and any other issues which may impact the safe and secure operation of the prisons).

2.0 BED DESIGNATION, USE OF BEDS

- 2.1 No staff member may add, delete or redefine permanent or temporary beds through new construction, renovation, remodeling, rejuvenation, closure or demolition without written approval from the Director, to include:
 - 2.1.1 The conversion of any modular buildings or other structures to inmate housing not previously established for that purpose (e.g., classrooms, warehouses and/or day rooms).
 - 2.1.2 The modification of existing housing units which in any way would alter their designated function or capacity.
 - 2.1.3 Changes in the security level or use of any institution or unit.
- 2.2 When indicated, through the classification system, medical diagnosis or other professional conclusion, single-occupancy cells/rooms shall be available for the following: {5-ACI-2C-02}
 - 2.2.1 Inmates with severe medical disabilities {5-ACI-2C-11}
 - 2.2.2 Inmates suffering from serious mental illness

- 2.2.3 Sexual predators
- 2.2.4 Inmates most likely to be exploited or victimized by others
- 2.2.5 Inmates who have other special needs for single housing
- 2.3 Bed number or bed type change requests shall be requested in writing and submitted through the appropriate chain of command to the Offender Services Regional Operations Director for review and approval by the Director. The request must include the following elements:
 - 2.3.1 Present unit bed count/type information from Bed Information Data Sheets
 - 2.3.2 The specific change(s) requested
 - 2.3.3 The estimated change in number or type of beds resulting from the request
 - 2.3.4 The resulting bed count/use after change completion
- 2.4 Changes in bed capacities and types, once approved by the Offender Services Regional Operations Administrator, shall be forwarded to the Office of Planning, Information and Research, with a copy to the Assistant Director for Prison Operations.
 - 2.4.1 Offender Services shall ensure appropriate changes are made to:
 - 2.4.1.1 ACIS bed capacities and bed types.
 - 2.4.1.2 Daily Inmate Count Sheets.
 - 2.4.1.3 Bed Information Data Sheets. Bed sheets shall be updated and sent to the affected units/institutions for verification and signature.
 - 2.4.2 Institutions shall forward Bed Information Data Sheets to the Assistant Director for Prison Operations, through the appropriate Regional Operations Director, for signature and placement into the Offender Operations Master Bed record.
 - 2.4.3 Offender Services shall maintain a permanent record, for historical purposes, of Director-approved changes to beds/counts, as well as the Bed Information Data Sheets.
- 2.5 Emergency Beds
 - 2.5.1 Wardens/designees may authorize the addition of emergency beds, after verbal notification and approval from the Offender Services Regional Operations Administrator and Director.
 - 2.5.2 Duty Officers may authorize emergency beds, with prior notification and verbal approval from Complex Wardens.
 - 2.5.3 Complex Wardens or Deputy Wardens of Operations shall provide written notification to the Offender Services Regional Operations Administrator and Director one workday after the addition or deletion of emergency beds to/from any institution or unit.

2.6 Inoperable Beds

2.6.1 Complex Wardens or Deputy Wardens of Operations shall provide immediate written notification to the Assistant Director for Prison Operations, the Offender Services Regional Operations Administrator, and the Director, through the appropriate Regional Operations Director, of cells or beds which have been deactivated (red-lined) for repairs or for other reasons, or reactivated. Notification shall specify:

2.6.1.1 The affected bed's housing unit, wing/pod location and bed number.

2.6.1.2 A detailed explanation of a bed's deactivation, including a description of all necessary actions and an estimated completion time.

2.6.1.3 The dates of all bed deactivations and activations.

2.7 Medical Hold Beds – Medical Holds shall not be placed on beds designated for medical, mental health, watch cells, detention or transitory use.

3.0 **ACCOUNTABILITY AND MOVEMENT OFFICERS/SHIFT COMMANDERS {5-ACI-3A-13}**

3.1 The unit Accountability and Movement Officer/Shift Commander shall:

3.1.1 Ensure all external inmate movement information is entered on the ACIS Daily External Movement Report.

3.1.1.1 Movement holds shall be reviewed a minimum of once per month by unit Accountability and Movement Officers where holds were placed.

3.1.2 Ensure intra-unit inmate movement information is entered on the ACIS Inmate Count Sheet.

3.1.3 Update picture boards.

3.1.4 Record ACIS-generated movement on unit Inmate Count Sheets.

3.1.5 Obtain and record Out-of-Housing Counts and Outside Counts on appropriate ACIS Inmate Count Sheets and Transaction screens.

3.1.5.1 The Inmate Outcount, Form 701-3, shall be utilized for inmates who are out of their assigned housing location during counts.

3.1.6 Obtain inmate physical count data from housing unit officers and break them into the following bed types:

3.1.6.1 General Population/Rated

3.1.6.2 Temporary General Population

3.1.6.3 Medical/Mental Health/Rated

3.1.6.4 Medical/Mental Health/Temporary

3.1.6.5 Special Use/Unrated

3.1.6.6 Temporary Special Use/Unrated

- 3.1.7 Determine unit populations by totaling the Out-of-Housing Count to the Physical Count.
- 3.1.8 Notify unit Shift Commanders upon count completion.
- 3.1.9 Provide bed vacancy information available by bed type.
- 3.1.10 Report inoperable beds to the Deputy Warden.
- 3.1.11 Report count figures to institutional Accountability and Movement Officers.
- 3.2 The institutional Accountability and Movement Officer or Complex Shift Commander in their absence shall:
 - 3.2.1 Maintain the master index indicating the status and whereabouts of all inmates who are assigned to the institution, to include those on grounds, temporarily off grounds or in satellite units, and any escapees. Current information is to be readily available to administrative and supervisory personnel. {5-ACI-1F-09}
 - 3.2.2 Receive allocated counts for the institution.
 - 3.2.3 Record Outside Counts.
 - 3.2.4 Receive and record each unit's completed count figures.
 - 3.2.5 Verify and compare each unit's count figures with the Official Daily Count for that unit.
 - 3.2.6 Advise all units when institution counts are clear.
 - 3.2.7 Ensure Formal Counts are consistent with ACIS Facility Population Reports.
 - 3.2.8 Report institutional count figures to the Central Office Accountability and Movement Officer.
- 3.3 The Central Office Accountability and Movement Officer shall:
 - 3.3.1 Collect the daily count information as reported by the institutional Accountability and Movement Officers and prepare Daily Inmate Count Sheets for the Offender Services Regional Operations Administrator's review and approval.
 - 3.3.2 Upon approval, distribute Daily Inmate Count Sheets in accordance with this Department Order.

4.0 INMATE COUNTS {5-ACI-3A-13}

- 4.1 Formal and Informal Counts - Regional Operations Directors and Wardens shall ensure formal and informal counts are scheduled and conducted in accordance with statewide standard times approved by the Assistant Director for Prison Operations and this Department Order.
 - 4.1.1 Formal Counts
 - 4.1.1.1 Formal counts shall be conducted at the following times:
 - 4.1.1.1.1 2300 hours

- 4.1.1.1.2 0400 hours
- 4.1.1.1.3 1100 hours
- 4.1.1.1.4 1600 hours
- 4.1.1.1.5 2030 hours

4.1.1.2 Formal counts shall be:

- 4.1.1.2.1 Conducted by ensuring a positive comparison to the inmate's Inmate Identification Card photo against the actual inmate and ACIS Inmate Count Sheet information. The positive signs of life must also be verified.
- 4.1.1.2.2 Recorded on appropriate ACIS Inmate Count Sheets, prior to moving on to the next bed/bunk.
- 4.1.1.2.3 Reported to unit Accountability and Movement Officers or in the absence of the Accountability and Movement Officer, the responsible officer as designated by the Shift Commander.
- 4.1.1.2.4 Verified by unit Shift Commanders.

4.1.2 Informal Counts

4.1.2.1 Informal counts shall be conducted at the following times:

- 4.1.2.1.1 0000 hours
- 4.1.2.1.2 0100 hours
- 4.1.2.1.3 0200 hours
- 4.1.2.1.4 0300 hours

4.1.2.2 Informal counts shall be:

- 4.1.2.2.1 Either be physical or identification card to face counts.
- 4.1.2.2.2 Be recorded on appropriate ACIS Inmate Count Sheets.

4.1.2.3 Additional informal counts may be conducted at the discretion of the Shift Commander.

4.2 Emergency Counts – All inmate movement and activities shall cease during emergency counts.

4.2.1 Emergency counts shall be:

- 4.2.1.1 Formal counts.
- 4.2.1.2 Documented in written reports that provide count results and the conditions precipitating emergency counts.
- 4.2.1.3 Declared clear only by the Shift Commander.

4.2.2 Inmate populations shall be notified to proceed immediately to specified areas.

4.2.2.1 Whenever possible, outside work crews shall be counted in place.

4.2.2.2 Outside work crews may be called back to their housing locations at the Shift Commander's direction, if circumstances warrant.

4.2.3 Inmates shall resume normal activities after the count is cleared and operations restored.

4.3 Clearing The Count – Upon receipt of unit Accountability and Movement Officer's count status, the Shift Commander shall:

4.3.1 Declare Counts "Clear" when all assigned inmates are accounted for.

4.3.2 Initiate actions to resolve discrepancies when all assigned inmates are not accounted for by any of the following:

4.3.2.1 Recalculating counts

4.3.2.2 Recounting inmates

4.3.2.3 Conducting emergency counts

4.3.2.4 Declaring escapes

5.0 MOVEMENT CONTROL – All inmate movement shall be controlled and supervised to provide protection of the public, staff, and inmates. {5-ACI-3A-14}

5.1 Wardens and Deputy Wardens shall ensure:

5.1.1 Units are locked down for the night at 2000 hours.

5.1.2 Formal counts are conducted beginning at 2030 hours.

5.1.3 All intra-institutional inmate movement is based on the approved custody level placement commensurate with the inmate's custody and internal risk factors.

5.1.4 Intra-institutional inmate movement is supervised and controlled through the use of a Master Pass/Turn-Out Scheduling System (TOSS) generated roster, which is:

5.1.4.1 Published and distributed daily.

5.1.4.2 Checked and signed by staff members at control points.

5.1.4.3 Used by escorting staff members as an out count or tracking mechanism.

5.1.4.3.1 If an inmate scheduled to attend a work or program assignment, or scheduled for a "turn-out" fails to report to a scheduled activity, the staff members responsible for supervising the inmate shall immediately notify the shift supervisor as specified in the Unit Controlled Movement Plan.

5.1.4.3.2 TOSS is not utilized for Maximum Custody Units or in units which require constant staff escort and supervision.

- 5.2 Unit Controlled Movement Plans shall be in accordance with Attachment A and the discretion of the Warden, Controlled Movement Matrix for each; Medium, High, and Maximum Custody level unit.
 - 5.2.1 Unit Controlled Movement Plans shall be consistent with:
 - 5.2.1.1 Security issues associated with the specific level of supervision.
 - 5.2.1.2 Authorized staffing patterns.
 - 5.2.1.3 Authorized daily minimum staffing levels and activities reduction closure/scaling activities based on staffing.
 - 5.2.1.4 Lockdown procedures where units have emergency situations or where units have been locked down for the night.
 - 5.2.1.4.1 During emergency situations/Incident Command System (ICS), the Incident Commander and the Deputy Warden/Warden shall make the decision if work crews/Arizona Correctional Industries (ACI) work sites are to be shut down.
- 5.3 Except in emergencies or in other situations where lateral moves are conducted within the complex for operational needs, the designated Central Office Accountability and Movement Officer, in coordination with the local Transportation Liaisons, shall enter, coordinate, schedule and approve appropriate ACIS Transportation and Movement Queue information for all inter-institutional and intra-institutional movement.
 - 5.3.1 To the extent possible:
 - 5.3.1.1 All inmate movement, with the exception of movement out of the Arizona State Prison Complex (ASPC) - Phoenix, Alhambra Reception and Treatment Center, shall be finalized 48 hours prior to movement.
 - 5.3.1.2 Inmate movement from the ASPC-Phoenix, Alhambra Reception and Treatment Center, shall be finalized one workday prior to movement.
 - 5.3.2 The Central Office Accountability and Movement Officer shall notify, via email, the designated institution OIU staff, healthcare staff and Transportation Liaisons for each complex that the appropriate ACIS Inmate Traffic History screen is finalized and/or of any changes made to the screen(s).
- 5.4 Requests for unscheduled non-emergency movement shall be sent by email to the Central Office Accountability and Movement Officer.
 - 5.4.1 If ACIS cannot be used for inmate movement, the Central Office Accountability and Movement Officer shall:
 - 5.4.1.1 Coordinate by telephone/email with the institutional Accountability and Movement Officer through the institution OIU.
 - 5.4.1.2 Provide confirmation of the approved movement by ACIS no later than 0900 hours of the following day. The confirmation shall include:

- 5.4.1.2.1 The name of the approving authority.
 - 5.4.1.2.2 The date and time the approval was given.
 - 5.4.1.2.3 The name of the requesting authority.
- 5.5 Emergency inmate movement may be completed without Central Office approval and coordination only when directed by Wardens to preserve the safe, secure and orderly operation of sending units.
- 5.5.1 Documentation for emergency movement actions shall be provided by the sending units and may include, but is not limited to the following:
 - 5.5.1.1 The names of the coordinating staff members from both the sending and receiving units.
 - 5.5.1.2 The dates and times approved by Wardens.
 - 5.5.1.3 All information to be included in the appropriate ACIS Inmate Traffic History screen and the ACIS Housing screen.
 - 5.5.1.4 Specific inmate movement information including an inmate's:
 - 5.5.1.4.1 Name and ADCRR number.
 - 5.5.1.4.2 Sending housing unit location.
 - 5.5.1.4.3 Receiving housing unit location.
- 5.6 All inmate movement not scheduled through Central Office Accountability and Movement (i.e., emergency moves, after hour moves, moves based on operational needs and weekend/holiday moves) shall be reported by emailing a completed After Hours Movement Log, Form 701-1, to the Central Office Accountability and Movement Officer through the institution OIU no later than 0730 hours of the following business day, with the exception of the weekend and holiday moves, which shall be reported to the designated healthcare staff the same day of the movement.
- 5.6.1 Weekend/Holiday Movement – Any inmate movement occurring on weekends and/or holidays shall be immediately reported to the unit Shift Commander. The unit Shift Commander shall:
 - 5.6.1.1 Notify the on-site healthcare staff, via email, and telephone of the movement the same day.
 - 5.6.1.2 Document the date, time and the name of the healthcare staff on the appropriate ACIS Housing screen.
 - 5.6.2 Each unit shall report all after-hours movement to the Complex Accountability and Movement Officer. The Complex Accountability and Movement Officer shall:
 - 5.6.2.1 Enter each unit's after hour's movement on the After Hours Movement Log.
 - 5.6.2.2 Forward After Hours Movement Log to the institution OIU.

5.6.2.2.1 The institution OIU shall email the After Hours Movement Log along with the Daily Count to the Central Office Accountability and Movement Officer.

5.6.3 All inmate movement shall include, but is not limited to the following:

5.6.3.1 Institution to institution

5.6.3.2 Unit to unit

5.6.3.3 In and out of detention

5.6.3.4 Inmate Releases

5.6.3.5 Inmate Deaths

5.6.3.6 Return of release violators

5.6.3.7 Any other movement resulting in changes to bed vacancies

5.6.4 The following information, in the order described below, shall be provided to the Central Office Accountability and Movement Officer by affected institutions for each inmate:

5.6.4.1 The reporting institution

5.6.4.2 Movement dates and times

5.6.4.3 Inmate's ADCRR number

5.6.4.4 Inmate's name (last, first)

5.6.4.5 The releasing/transferring unit/bed

5.6.4.6 The receiving institution/unit/bed – The transferring units shall be responsible for obtaining the unit and bed designation of the receiving unit for reporting purposes.

5.6.4.7 The name of the reporting staff member and/or contact person

5.6.4.8 The specific reason for making the move, including, but not limited to the following:

5.6.4.8.1 Pending investigation

5.6.4.8.2 Processing for Protective Custody issues

5.6.4.8.3 Disciplinary action, to include the case number if it is available at the time of the move

5.6.4.8.4 Death or other appropriate reason(s)

5.6.5 Designated institution security staff shall be responsible for entering the exact date and time inmate movement occurred on the appropriate ACIS Inmate Traffic History and Housing screens.

- 5.7 The transportation of inmates and inmate records shall be completed in compliance with Department Order #705, Inmate Transportation, Department Order #1104, Inmate Medical Records, and other written instructions.
- 5.8 The institution OIU staff shall provide the designated healthcare staff, via email, the names, numbers, current location and receiving location of all inmates scheduled for movement, both inter-institutional and intra-institutional and for both arrivals and departures, by 1500 hours each workday to the extent possible. This shall include, but not be limited to, the following:
 - 5.8.1 The regularly scheduled 48 hour movement
 - 5.8.2 Movement out of the ASPC-Phoenix, Alhambra and ASPC-Perryville reception centers
 - 5.8.3 All movement not scheduled by Central Office Movement
 - 5.8.4 Any changes, cancellations or additions to the movement schedule
 - 5.8.5 Inmates going out or returning from court
 - 5.8.6 Return of Release Violators
- 5.9 Monitoring Requirements
 - 5.9.1 The Warden and the Contract Healthcare Provider (CHP) Facility Health Administrator shall meet weekly to discuss Health and Mental Health movement and release issues.
 - 5.9.2 The Complex Correctional Officer IV shall monitor the notification process and provide a monthly report to the Warden and the Offender Services Regional Operations Administrator identifying deficiencies or process related concerns.

IMPLEMENTATION

The Warden shall address any special variations needed on a unit by unit basis in the Post Orders related to the area in need. Variations shall be in accordance with this Department Order and shall be approved through the appropriate Regional Operations Director to ensure consistency between institutions and levels of supervision throughout the Department.

- Any alterations to movement schedules for emergencies utilizing the Incident Command System process shall include the following:
 - Meals
 - Medical
 - Sanitation
 - Contractual work crews

DEFINITIONS/GLOSSARY

Refer to the Glossary of Term of the following:

- Accountability and Movement Officer
- ACIS Count Sheet
- ACIS Facility Population Report
- Bed Information Data Sheet (BID)

- Bed Types/Capacity
- Contract Healthcare Provider (CHP) Facility Health Administrator
- Controlled Movement
- Custody Level
- Daily External Movement Report
- Emergency Count
- Formal Count
- Identification Card Count
- Informal Count
- Inter-Institutional Movement
- Intra-Institutional Movement
- Medical Hold
- Out of Housing Count
- Outside Count
- Physical Count
- Picture Board
- Rated Beds
- Red-Line Information

ATTACHMENT

Attachment A – Controlled Movement Matrix

FORMS LIST

701-1, After Hours Movement Log
701-3, Inmate Outcount

ATTACHMENT A

CONTROLLED MOVEMENT MATRIX

Maximum Custody	High Custody	Medium Custody
<ul style="list-style-type: none"> • All inmates shall be restrained prior to any movement out of cell except Step 3 Recreation, unless determined otherwise or in consultation with the Assistant Director for Prison Operations. • All inmates shall be strip searched prior to any movement out of cell. <ul style="list-style-type: none"> • Inmates on Mental health Watches shall not be strip searched without authorization from the Warden. • All unit activities shall be conducted in accordance with the schedules developed by the unit Chief of Security and/ or Master Pass/ TOSS system. • Whenever possible, staff escorting groups of inmates shall be carrying a Taser. • Authorization and clearance for all unit movement shall be coordinated through Wing Control prior to escorting inmates to and from any area outside the cluster. • All inmates shall be positively identified prior to any movement. • All out of cell activities shall be noted in real time on the Out of Cell Tracking Sheets, or tracked via Electronic Offender Management System (EOMS). • Once inmates have been properly strip searched and removed from their cells, they shall be staged single file at the pod door. 	<ul style="list-style-type: none"> • All inmate movement shall be coordinated from sending location to destination via Yard Officer (or designee). • Sending staff member shall receive approval to send turn-out by the observing/approving Yard Officer (or designee) prior to sending an individual inmate or group of inmates to an authorized destination. • Sending staff member shall, via radio, coordinate movement from origin to destination to include number of inmates exiting their location. • Yard Officer (or designee) shall maintain active observation over the yard at all times and coordinate all inmate movement within. • Housing units and other buildings not actively involved turning out inmates shall remain secured (i.e., doors locked). • Large turn-outs shall be coordinated one at a time in an orderly fashion. • Large turn-outs which include Meal turn-outs and Recreation turn-outs shall be conducted via alternating schedule between housing units. The recreation schedule shall be reviewed and approved monthly by the Unit Administration and posted for staff and inmate review. 	<ul style="list-style-type: none"> • Medium Custody units are encouraged to practice open yard operations. • As situations warrant, controlled movement plans may be temporarily implemented with authorization from the Complex Warden, Regional Operations Director, and Assistant Director for Prison Operations. <p>Searches</p> <ul style="list-style-type: none"> • Yard Officer (or designee) shall conduct random searches of inmates leaving their location via metal scanner (walk-through or hand wand) and ensure random pat down searches are conducted during turn-outs. • The unit Chief of Security may enhance the type of search (strip-search) as operational needs deem necessary. • Inmates shall clear metal detectors prior to entering/exiting the Kitchen/Dinning Hall, Programs, or recreation areas. Pat searches shall be conducted in a random unspecified pattern.

<ul style="list-style-type: none">• If the inmates are unrestrained step three inmates, they will be staged with their hands behind their backs.• If the inmates are restrained step one or two inmates, they will be under staff supervision while awaiting movement from the pod.• Movement back to the pods from various activities shall be under escort and in single file lines.• Restrained inmates will be under staff supervision while another staff member returns the inmate to their cells.• Unrestrained inmates will keep their hands behind their backs while waiting to be returned to their cells. There shall be two staff present with these inmates in the pod.• Any mass movement in or out of the cellblock shall involve a maximum of one tier entering or exiting the cell block at one time.• A count will be taken and radioed to the control room officer along with the destination. The count will be recorded in the control room Correctional Service Log, Form 105-6.• The reverse will occur upon mass movement returning to the cell block to ensure all inmates are accounted for. This count shall also be recorded in the control room Correctional Service Log.• Group escorts shall be conducted in staff/inmate ratios not exceeding the following: Restrained: 1 / 4 Unrestrained: 1 / 12	<ul style="list-style-type: none">• Smaller turn-outs shall be completed in accordance with the TOSS schedule. TOSS sheets shall be used to provide accountability and record attendance.• Large turn-outs shall be conducted under direct escort.• Movement shall be conducted in a singular direction (i.e., clockwise or counter clockwise) as physical plant layout allows.• Receiving staff member shall account for inmates and, via radio, notify that all inmates were received at their destination.• All turn-outs shall be logged in the appropriate Correctional Service Log. <p>Searches</p> <ul style="list-style-type: none">• Yard Officer (or designee) shall ensure that 100% of all inmates entering and/ or leaving their location are searched via metal scanner (walk-through or hand wand) and random pat down searches are conducted during turn-outs.• The unit Chief of Security may enhance the type of search (strip-search) as operational needs deem necessary.• Inmates shall clear metal detectors prior to entering/exiting the Kitchen/Dinning Hall, Programs, or recreation areas. Pat searches shall be conducted in a random and unspecified pattern.	
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