ARIZONA DEPARTMENT OF CORRECTIONS DEPARTMENT ORDER MANUAL	CHAPTER: 700 OPERATIONAL SECURITY	OPR: OPS
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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

701.01 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 Officers are designated and trained.

1.1.2 Bed numbers, types and locations are not changed, without the Director's prior written authorization.

1.1.3 Bed Information Data Sheets are accurate and complete.

1.1.4 All external movements are entered into the Adult Information Management System (AIMS) prior to the end of each shift.

1.1.5 The daily population information taken from the last formal count prior to midnight, and all movement occurring between the last formal count and midnight, is reported to the Offender Services Bureau Accountability and Movement Officer each morning no later than 0730 hours through the Institution Offender Information Unit. (Example: If the last formal count taken at 2100 hrs had 646 inmates, one inmate is transferred or released at 2110 hrs, and four inmates are received at 2200 hrs, the total reported count is 649).

1.1.5.1 The count information shall include the following:

1.1.5.1.1 General Population/Rated.

1.1.5.1.2 Temporary General Population.

1.1.5.1.3 Medical/Mental Health/Rated.

1.1.5.1.4 Temporary Medical/Mental Health.

1.1.5.1.5 Outside Count.

1.1.5.1.6 Special Use/Unrated.

1.1.5.1.7 Temporary Special Use/Unrated.

1.1.5.1.8 Total Operating Capacity.

1.1.5.1.9 Red-lined medical hold information.

1.1.5.1.10 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.)

1.1.6 Report to the Division Director for Offender 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 Bureau Administrator shall ensure:

1.2.1 All required population data is collected for the preparation of ADC Institutional Capacity/Committed Population reports.

1.2.2 Daily Count Sheets are prepared and their accuracy verified.

1.2.3 Daily Count Sheets are distributed no later than 1100 hours to:

1.2.3.1 The Planning, Budget and Research Bureau.

1.2.3.2 The Shared Drive, found on the J or K Drive.

1.2.3.3 Any other person, as determined and approved by the Division Director for Offender Operations.

1.2.4 The Division Director for Offender Operations is notified of any count discrepancies (i.e., racial parity/imbalances, and any other issues which may impact the safe and secure operation of the prisons).

701.02 BED DESIGNATION, USE OF BEDS

1.1 No staff member may add, delete or redefine permanent or temporary beds through new construction, renovation, remodeling, rejuvenation, closure or demolition without written permission from the Director, including:

1.1.1 The conversion of any modular buildings or other structures to inmate housing not previously established for that purpose (i.e., classrooms, warehouses and/or day rooms).

1.1.2 The modification of existing housing units which in any way would alter their designated function or capacity.

1.1.3 Changes in the security level or use of any institution or unit.

1.2 Bed number or bed type change requests shall be fully justified in writing and submitted through the appropriate chain of command to the Director. These requests shall include, but are not limited to the following:

1.2.1 Present unit bed count/type information from Bed Information Data Sheets.

1.2.2 The specific change(s) requested.

1.2.3 The estimated change in number or type of beds resulting from the request.

1.2.4 The resulting bed count/use after change completion.

1.3 Approved changes in bed capacities and types shall be forwarded to the Office for Strategic Planning and Budgeting, with a copy to the Offender Services Bureau.

1.3.1 The Offender Services Bureau shall ensure appropriate changes are made to:

1.3.1.1 AIMS bed capacities and bed types.

1.3.1.2 Daily Count Sheets.

1.3.1.3 Bed Information Data Sheets. Bed sheets shall be updated and sent to the affected units/institutions for verification and signature.

1.3.2 Institutions shall forward Bed Information Data Sheets to the Division Director for Offender Operations through the appropriate Regional Operations Director for signature and placement into the Offender Operations Master Bed record.

1.3.3 The Offender Services Bureau shall maintain a permanent record, for historical purposes, of Director approved changes to beds/counts, as well as the Bed Information Data Sheets.

1.4 Emergency Beds

1.4.1 Wardens/designees may authorize the addition of emergency beds.

1.4.2 Duty Officers may initially authorize emergency beds, but shall receive written approval from Wardens within two work days.

1.4.3 Wardens or their designees shall provide written notification to the Division Director for Offender Operations through the appropriate Regional Operations Director one work day after adding/deleting emergency beds to/from any institution or unit.

1.5 Inoperable Beds

1.5.1 Wardens or their designees shall provide immediate written notification to the Division Director for Offender Operations, the Offender Services Bureau 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:

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

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

1.5.1.3 The dates of all bed deactivations and activations.

701.03 ACCOUNTABILITY OFFICERS/SHIFT COMMANDERS

1.1 The Unit Accountability Officers/Shift Commanders shall:

1.1.1 Ensure all external inmate movement information is entered on the AIMS Daily External Movement Report.

1.1.1.1 Movement holds shall be reviewed a minimum of once per month by Unit Accountability Officers where holds were placed.

1.1.2 Ensure intra-unit inmate movement information is entered on the AIMS Count Sheet.

1.1.3 Update picture boards.

1.1.4 Record AIMS-generated movement on unit count sheets.

1.1.5 Receive and record Out-of-Housing Counts and Outside Counts on appropriate AIMS count sheets and transaction screens.

1.1.6 Receive inmate physical count figures from housing unit officers and break them into the following bed types:

1.1.6.1 General Population/Rated.

1.1.6.2 Temporary General Population.

1.1.6.3 Medical/Mental Health/Rated.

1.1.6.4 Medical/Mental Health/Temporary.

1.1.6.5 Special Use/Unrated.

1.1.6.6 Temporary Special Use/Unrated.

1.1.7 Determine unit populations by adding the Out-of-Housing Count to the Physical Count.

1.1.8 Notify Unit Shift Commanders upon count completion.

1.1.9 Provide bed vacancy information available by bed type.

1.1.10 Report inoperable beds to the Deputy Warden.

1.1.11 Report count figures to Institutional Accountability Officers.

1.2 The Institutional Accountability Officers or Complex Shift Commanders in their absence, shall:

1.2.1 Receive allocated counts for the institution.

1.2.2 Record Outside Counts.

1.2.3 Receive and record each unit's completed count figures.

1.2.4 Verify and compare each unit's count figures with the Official Daily Count for that unit.

1.2.5 Advise all units when institution counts are clear.

1.2.6 Ensure Formal Counts are consistent with AIMS Facility Population Reports.

1.2.7 Report institutional count figures to the Offender Services Bureau Accountability and Movement Officer.

1.3 The Offender Services Bureau Accountability and Movement Officer shall:

1.3.1 Collect the daily count information as reported by the Institutional Accountability Officers and prepare Daily Count Sheets for the Offender Services Bureau Administrator's review and approval.

1.3.2 Upon approval, distribute Daily Count Sheets according to section 701.01, 1.2.3 through 1.2.3.3 of this Department Order.

701.04 INMATE COUNTS

1.1 Formal Counts – Regional Operations Directors and Wardens shall schedule and conduct all formal counts in accordance with statewide standard times approved by the Division Director for Offender Operations and this Department Order.

1.1.1 Formal counts shall be conducted at the following times:

1.1.1.1 2300 hours.

1.1.1.2 0400 hours.

1.1.1.3 1100 hours.

1.1.1.4 1600 hours.

1.1.1.5 2030 hours.

1.1.2 Formal counts shall be:

1.1.2.1 Conducted using physical identification card to face counts ensuring that living breathing bodies are present.

1.1.2.2 Recorded on appropriate AIMS count sheets.

1.1.2.3 Reported to unit Accountability Officers or in the absence of the Accountability Officer, the responsible officer as designated by the Shift Commander.

1.1.2.4 Verified by unit Shift Commanders.

1.2 Informal Counts - Informal counts shall be conducted at the Shift Commander's direction and may:

1.2.1 Include any segment of the inmate population.

1.2.2 Either be physical or identification card to face counts.

1.2.3 Be recorded on appropriate AIMS count sheets.

1.3 Emergency Counts - All inmate movement and activities shall cease during emergency counts.

1.3.1 Emergency counts shall be:

1.3.1.1 Formal counts.

1.3.1.2 Documented in written reports which provide count results and the conditions precipitating emergency counts.

1.3.1.3 Declared clear only by the Shift Commander.

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

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

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

1.3.3 Inmates shall resume normal activities at the Shift Commander's discretion.

1.4 Clearing The Count - Upon receipt of unit Accountability Officer's count status, the Shift Commander shall:

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

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

1.4.2.1 Recalculating counts.

1.4.2.2 Recounting inmates.

1.4.2.3 Conducting emergency counts.

1.4.2.4 Declaring escapes.

701.05 **MOVEMENT CONTROL** - All inmate movement shall be controlled and supervised to provide protection of the public, staff, and inmates.

1.1 Wardens and Deputy Wardens shall ensure:

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

1.1.2 Formal counts are conducted beginning at 2030 hours.

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

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

1.1.4.1 Published and distributed daily.

1.1.4.2 Checked and signed by staff at control points.

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

1.1.4.3.1 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 responsible for supervising the inmate shall notify the shift supervisor or designee as specified in the Unit Controlled Movement Plan.

1.1.4.4 TOSS is not utilized for maximum custody units.

1.2 Unit Controlled Movement Plans shall be established for each medium, close and maximum custody level unit.

1.2.1 Unit Controlled Movement Plans shall be consistent with:

1.2.1.1 Security issues associated with the specific level of supervision.

1.2.1.2 Authorized staffing patterns.

1.2.1.3 Authorized daily minimum staffing levels.

1.2.1.4 Lockdown procedures where units have emergency situations or where units have been locked down for the night.

1.2.1.4.1 During emergency situations/ICS, the Incident Commander and the Deputy Warden/Warden shall make the decision if work crews/ACI work sites are to be shut down.

1.3 Except in emergencies, the designated Offender Services Bureau Accountability and Movement Officer shall enter, coordinate, schedule and approve AIMS Transfer Screen information for all inter-institutional movement.

1.3.1 Requests for unscheduled non-emergency movement shall be sent by e-mail to the Offender Services Bureau Accountability and Movement Officer.

1.3.2 If AIMS cannot be used for inmate movement, the Offender Services Bureau Accountability and Movement Officer shall:

1.3.2.1 Coordinate by telephone/e-mail with the institutional Accountability Officer through the Institution Offender Information Unit.

1.3.2.2 Provide confirmation of the approved movement by AIMS no later than 0900 hours of the following day. The confirmation shall include:

1.3.2.2.1 The name of the approving authority.

1.3.2.2.2 The date and time the approval was given.

1.3.2.2.3 The name of the requesting authority.

1.3.3 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.

1.3.4 Documentation for emergency movement actions shall be provided by the sending units and may include, but is not limited to the following:

1.3.4.1 The names of the coordinating staff members from both the sending and receiving units.

1.3.4.2 The dates and times approved by Wardens.

1.3.4.3 All information to be included in the AIMS DI 43 External Movement Screen and the AIMS DT08 18 Housing Screen.

1.3.4.4 Specific inmate movement information including an inmate's:

1.3.4.4.1 Name and ADC number.

1.3.4.4.2 Sending housing unit location.

1.3.4.4.3 Receiving housing unit location.

1.4 Inmate movement occurring on weekends, holidays, or after normal working hours (Monday through Friday 0800 to 1700) shall be reported by e-mailing a completed After Hours Movement Log, Form 701-1 to the Offender Services Bureau Accountability and Movement Officer through the Institution Offender Information Unit no later than 0730 hours of the first work day following movement.

1.4.1 Each unit shall report all after-hours movement to the Complex Accountability Officer.

1.4.2 The Complex Accountability Officer shall:

1.4.2.1 Enter each unit's after hours movement on the After Hours Movement Log.

1.4.2.2 Forward After Hours Movement Log to the Institution Offender Information Unit.

1.4.3 The Institution Offender Information Unit shall e-mail the After Hours Movement Log along with the Daily Count to the Offender Services Bureau Accountability and Movement Officer.

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

1.4.4.1 Institution to institution.

1.4.4.2 Unit to unit.

1.4.4.3 In and out of detention.

1.4.4.4 Inmate Releases.

1.4.4.5 Inmate Deaths.

1.4.4.6 Return of release violators.

1.4.4.7 Any other movement resulting in changes to bed vacancies.

1.4.5 The following information, in the order described below, shall be provided to the Offender Services Bureau Accountability and Movement Officer by affected institutions for each inmate:

1.4.5.1 The reporting institution.

1.4.5.2 Movement dates and times.

1.4.5.3 Inmate's ADC number.

1.4.5.4 Inmate's name (last, first).

1.4.5.5 The releasing/transferring unit/bed.

1.4.5.6 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.

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

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

1.4.5.8.1 Pending investigation.

1.4.5.8.2 Processing for Protective Custody issues.

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

1.4.5.8.4 Death or other appropriate reason(s).

1.4.6 Designated institution security staff shall be responsible for entering the exact date and time inmate movement occurred on the AIMS DI 43 External Movement Screen and the AIMS DT08 18 Housing Screen.

1.5 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, including Director's Instructions.

IMPLEMENTATION

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The Complex 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 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:
    - Meals.
    - Medical.
    - Sanitation.
    - Contractual work crews.

DEFINITIONS

ACCOUNTABILITY OFFICER - The staff member responsible for clearing the inmates counted against the various AIMS count sheet reports.

AIMS COUNT SHEET - An automated listing of all assigned inmates which may be generated by inmate name in alphabetical order, inmates by housing assignment, or inmates by work/program assignment.

AIMS FACILITY POPULATION REPORT - An electronic report reflecting the capacity, inside count and outside count for all facilities.

BED INFORMATION DATA SHEET (BID) - A document which identifies the number, status, type and location of beds within a specified unit, which is verified and signed by the Deputy Warden/Warden, and signed by the Division Director.

BED TYPES/CAPACITY

- Rated (R) Beds – Beds which are by physical design or as defined by law or court order, or as determined in relation to staffing level, food service, water and sewage capabilities, a permanent part of a unit.
- Temporary (T) Beds - Beds added to a unit in addition to permanent beds assigned to that unit such as tents, or beds in day rooms. Temporary beds are not part of the physical design of a unit and can result in overcrowding, impact staff and inmate safety, and create a strain on the physical plant, such as water and sewage capabilities.
    - Temporary Beds may be General Population, Medical/Mental Health or Special Use.
    - Temporary Beds are <u>not</u> included in the Designated Capacity.
- General Population (GP) Beds - Beds which are classified on the basis of the increasing security levels as determined by Custody Classification and Internal risk scores, and are available throughout the system to receive appropriately classified inmates.
    - General Population Beds may be Rated or Temporary.
    - General Population Beds shall be included as part of the Designated Capacity and the Operating Capacity.
- Special Use (SU) Beds - Beds to be used for disciplinary isolation, investigative detention, maximum behavior control, and mental health <u>observation</u> or medical inpatient care.
    - Special Use Beds may be Permanent or Temporary.
    - Special Use Beds shall not be included as part of the Designated or Operating Capacity.

- Emergency (E) Beds - Beds created for short term use due to an emergency situation such as a disturbance, fire, flood, or due to unscheduled violator arrivals, etc.

- Designated (DC) Capacity - The sum total of Rated, General Population, Medical and Mental Health Beds.

- Operating (OC) Capacity – The sum of Rated and Temporary Beds.

- Institutional (IC) Capacity - All beds Rated and Temporary, General Population, Medical and Mental Health and Special Use beds.

CONTROLLED MOVEMENT - The regulated turnout and movement of a specified number of inmates. The limit on the number of inmates, and the type and degree of control to be imposed shall be determined and applied based on: the type of activity (meals, recreation, library, store, etc.); custody level of the unit; inmate classification; prescribed level of supervision; staffing levels; physical plant; and environmental conditions. These controls shall be applied to movement within a unit, between units or Departmental Institutions, or between a unit and a non-department location, such as a medical facility, court, or external work site.

CUSTODY LEVEL - Refers to the public risk classification of inmates. Custody levels are maximum, close, medium, and minimum.

DAILY EXTERNAL MOVEMENT REPORT - The official unit record, via the AIMS count system, which reflects the name, number and housing assignment of all inmate movement during a twenty-four hour period, from midnight to midnight.

EMERGENCY COUNT - An unscheduled formal count of all assigned inmates conducted at the direction of the Shift Commander.

FORMAL COUNT - An identification card count of all inmates conducted at a specified time, recorded, reported to and confirmed by the designated accountability officer.

IDENTIFICATION CARD COUNT - A count of the inmate population by a comparison of the inmate identification card to the physical appearance of the individual inmate.

INFORMAL COUNT - Random and periodic checks of the inmate population to determine if all inmates are present and to monitor their well-being.

INTRA-INSTITUTIONAL MOVEMENT - Movement of inmates between individual units of an institution and within individual units. Such as work, library, meals, programming, medical, off-site work crew, property, visitation, store, etc.

INTER-INSTITUTIONAL MOVEMENT - Movement of inmates from one institution to another institution with armed escort.

MEDICAL HOLD - A hold placed on a bed when an inmate goes to the hospital and is expected to return within a week. If the inmate has not returned after ten calendar days the hold is automatically dropped or removed.

OUTSIDE COUNT - The count of assigned inmates who are temporarily absent or in transit from one institution/unit to another (i.e., escorted leave, hospital, county jail, escape status for less than 24 hrs).

OUT OF HOUSING COUNT - A count of inmates not physically present in their housing unit but accounted for by the unit, who appear on the official Daily Count as General Population, Medical and Mental Health Use or Special Use population.

RATED BEDS - General Population, Medical and Mental Health permanent beds.

RED-LINE INFORMATION - Information related to the status of the mechanical usability of a bed.

PHYSICAL COUNT - The accounting for assigned inmates by visually observing the physical presence of each inmate.

PICTURE BOARD - The method of displaying current inmate identification photographs by assigned housing location in each count office.

{Original Signature on File}

Charles L. Ryan
Director

FORMS LIST
701-1, After Hours Movement Log