

**ARIZONA DEPARTMENT OF CORRECTIONS  
DIRECTOR'S OFFICE**

**MEMORANDUM**

**TO: DISTRIBUTION**

**FROM: CHARLES L. RYAN**

**DATE: July 14, 2014**

**SUBJECT: Director's Instruction # 330, Medical Notifications on Inmate Movement and Releases**

This Director's Instruction is effective immediately and will remain in effect until incorporated into the appropriate Department Order.

**PURPOSE**

This Director's Instruction in addition to Department Order 701, Inmate Accountability; Department Order 705, Inmate Transportation; and Department Order 1001, Inmate Release System provides procedures for notifying medical on all inmate movements and releases.

**INMATE MOVEMENT NOTIFICATIONS**

- 1.1 Except in emergencies or in other situations where lateral moves are conducted within the complex for operational needs, the designated Offender Services Bureau Accountability and Movement Officer in coordination with local Transportation Liaisons, shall enter, coordinate, schedule and approve AIMS transfer Screen information for all inter-institutional and intra-institutional movement.
  - 1.1.1 To the extent possible all inmate movement, with the exception of movement out of the Alhambra Reception Center, shall be finalized 48 hours prior to movement. The Offender Services Bureau Accountability and Movement Officer shall notify, via e-mail, the designated OIU staff, designated medical staff and Transportation Liaisons for each complex that the AIMS DI 71 movement screen is finalized.
  - 1.1.2 Inmate movement from the Alhambra Reception Center, to the extent possible, shall be finalized one day prior to movement. The Offender Services Bureau Accountability and Movement Officer shall notify, via e-mail, the OIU staff, designated medical staff and Transportation Liaisons for each complex that the AIMS DI 71 movement screen is finalized.
  - 1.1.3 The Offender Services Bureau Accountability and Movement Officer shall notify the OIU staff, designated medical staff and the Transportation Liaisons of any changes to the finalized DI 71 AIMS movement screen.

- 1.1.3.1 In accordance with Department Order 705, Inmate Transportation, all inmates received at the Arizona State Prison Complex-Phoenix, Alhambra, who have been convicted of first degree murder, with a life sentence or a death sentence, or who have been previously validated as a Security Threat Group (STG) member shall, upon receiving authorization to transport from Central Classification, be transported to the Arizona State Prison Complex –Florence or Eyman within the same day of their arrival.
- 1.1.4 All moves not scheduled through Central Office movement, to include but not limited to the following, shall be in accordance with Department Order 701, Inmate Accountability, and reported to the Institution OIU no later than 0730 hours the following business day by the complex accountability officer, with the exception of weekend and holiday moves which shall be reported to the designated medical staff the same day of the movement (see 1.1.5):
  - 1.1.4.1 Emergency moves.
  - 1.1.4.2 After hour moves.
  - 1.1.4.3 Weekend/Holiday moves (See 1.1.5 for specific notification procedure).
  - 1.1.4.4 Moves based on operational needs.
- 1.1.5 Weekend/Holiday Movement - Any inmate movement occurring on weekends and/or holidays shall be immediately reported to the shift commander.
  - 1.1.5.1 The shift commander shall notify the on-site medical staff via, e-mail and telephone of the movement the same day.
  - 1.1.5.2 The shift commander shall document the date, time and the name of the medical staff on the AIMS DT08 18 housing screen.
- 1.1.6 The Institutional OIU staff shall provide the designated medical staff, via e-mail, 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:
  - 1.1.6.1 The regularly scheduled 48 hour movement.
  - 1.1.6.2 Movement out of Alhambra Reception Center/Perryville Reception Center.
  - 1.1.6.3 All movement not scheduled by Central Office Movement.
  - 1.1.6.4 Any changes, cancellations or additions to the movement schedule.
  - 1.1.6.5 Inmates going out or returning from Court.

- 1.1.6.6 Return of Release Violators.
- 1.1.7 Weekend/Holiday Movement - Any inmate movement occurring on weekends and/or holidays shall be immediately reported to the shift commander.
  - 1.1.7.1 The shift commander shall notify the on-site medical staff via, e-mail and telephone of the movement, occurring on the weekend or holiday, the same day of the movement.
  - 1.1.7.2 The shift commander shall document the date, time and the name of the medical staff on the AIMS DT08 18 housing screen.

## **INMATE RELEASE NOTIFICATIONS**

- 1.1 **Within 150 calendar days of an inmate's release, the institution OIU shall forward a copy, via e-mail, of the tentative release list to the designated medical staff.**
  - 1.1.1 Once the release packet is initiated an automated e-mail notification will be sent to the designated medical staff via the Release Management System (RMS). The medical release planners shall review the inmate's medical and/or mental health status to determine if the inmate has any special needs upon release. The medical release planners shall work with the Correctional Officer III and Community Corrections to assist them in finding an appropriate placement upon release if the inmate requires any special needs.
- 1.2 Within 30 calendar days of an inmate's release, the institution OIU shall notify the designated medical staff, via e-mail of the inmate's scheduled release.
  - 1.2.1 At the time of the initial release audit an e-mail notification will be sent to the designated medical staff via the RMS notifying them of the scheduled release.
- 1.3 Within seven workdays of an inmate's release, the institution OIU shall notify the designated medical staff of the inmates scheduled release.
  - 1.3.1 At the final release confirmation, an e-mail notification will be sent to the designated medical staff, via the RMS notifying them of the schedule release.
- 1.4 Within one workday of an inmate's release the institution OIU shall notify the designated medical staff, via e-mail of the inmate's scheduled release.

## **MONITORING REQUIREMENTS:**

- 1.1 The Warden shall ensure that movement and release related issues pertaining to medical notifications are discussed at each weekly Warden/Facility Health Administrator Meeting.
- 1.2 The Complex COIV shall monitor the notification process and provide a monthly report to the Warden and the Central Office Bureau Administrator identifying deficiencies or process related concerns.

{Original Signature on File}