
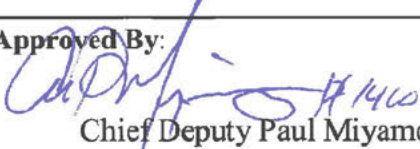


<p style="text-align: center;">CUSTODY DIVISION</p>  <p style="text-align: center;">POLICY AND PROCEDURE</p>	<p>Date Issued: 11/26/2008</p> <p>Last Revised: 2/23/2017</p>	<p>Policy #: CODM 4.03 (SFSD E-13 incorporated into this policy)</p>
	<p>Related Policies:</p>	
	<p>Approved By:  Chief Deputy Paul Miyamoto </p>	
<p>Chapter: 04 Security and Control</p>	<p>Title: Prisoner Transportation and Movement</p>	

POLICY: The movement of prisoners within and between any San Francisco Sheriff's Department (SFSD) facilities or units and any other complex, will be accomplished in a safe and secure manner at all times.

PURPOSE: To ensure the safety of prisoners and sworn employees who are transporting / moving them. To ensure that prisoners are moved in a timely fashion to minimize time spent in non-housing locations. To move prisoners expeditiously to not interfere with jail operations such as prisoner counts. To prevent escapes or injury to prisoners, staff, or the public.

DEFINITIONS:

Complex: The SFSD maintains two custody complexes: Hall of Justice and San Bruno.

Mandatory Restraint Level (1 to 4): The prescribed level of restraint equipment and number of deputies required to transport / move a prisoner outside of the housing unit.

Movement: The movement of prisoners within a facility and between facilities within the same complex.

Pregnant Prisoner: An incarcerated female prisoner who has been identified by Jail Health Services (JHS) as being pregnant; transport / move per PC §3407.

Transportation: The movement of prisoners between complexes, using a vehicle, from a facility to San Francisco General Hospital (SFGH) and or other destinations.

Tube: A device designed to cover the hands of a prisoner while handcuffed and prevent him / her from obtaining items to use as weapons or escape tools.

I. GENERAL

- A. Deputies assigned to the movement function will attempt to adhere to the established Prisoner Movement Schedule in order to minimally impact other operations; however, at no time shall any facility refuse to receive prisoners who have arrived from another facility without the express permission of the Division Commander.
- B. Prior to transporting or moving a prisoner, the transporting deputy(ies) shall review the prisoners' Field Arrest and Housing Activity cards for information concerning the following:

1. Identification of the prisoner – using both name and SF#
 2. Housing status – Lock-up, Administrative Segregation, General Population
 3. Mandatory Restraint Level
 4. Keep Separate Forms
 5. Escape history
 6. Gang affiliation
 7. Medical issues
 8. TGI status
 9. Any other relevant information
- C. Prisoners who are being moved / transported will be restrained based on their Mandatory Restraint Level.
1. If circumstances warrant, additional restraint gear may be used. The use and reason for additional restraints will be documented on the Field Arrest card.
 2. Barring a medical restriction, all prisoners who are handcuffed shall be handcuffed behind the back.
 3. Restraint gear shall always be double locked.
 4. Any inmate identified as high risk due to escape history or classification level may be restrained using the “Tube” or similar device.
 5. Prisoners shall not be advised in advance of transport details.
 - a. Once a prisoner is given notice of transport, he / she shall not be given access to a telephone and shall be segregated from any prisoners with access to a telephone.
- D. An inmate known to be pregnant or in recovery shall not be:
1. handcuffed with her hands behind her back,
 2. restrained with belly or waist chains,
 3. restrained with leg irons, or
 4. secured to another inmate
- E. An inmate known to be pregnant or in recovery may only be handcuffed in front of her body.
- F. A pregnant inmate will not be restrained by the wrists, ankles or both unless deemed necessary for the safety and security of the inmate, the staff and / or the public during:
1. active labor, during delivery, or as determined by the attending physician,
 2. transport to the hospital for delivery, or
 3. immediate recovery after giving birth.
- Any deviation from the above, will be documented with the reason and restraints

used on the Field Arrest card.

- G. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery or recovery when that professional determines that the removal of restraints is medically necessary.
- H. The information contained in Section D through H of this policy will be provided to each pregnant inmate in the form of a prisoner advisement, and posted in at least one conspicuous location to which female inmates have access at each facility that houses female inmates.
- I. One deputy may transport / move up to six prisoners; two deputies may transport / move up to twelve prisoners.
 - 1. No more than twelve inmates (excluding van transportation) may be transported / moved at any one time.
 - 2. Prisoners will not be transported / moved via any facility stairwell unless
 - a. the Watch Commander has approved the transport / movement,
 - b. escorts are posted at both openings of the stairwell, and
 - c. there is an emergency evacuation, or
 - d. there are exigent circumstances such as elevator failure
 - 3. Prisoners may not bring anything with them during transportation / movement or movement, except
 - a. court papers may be brought to court
 - b. lunches / food when directed to do so by staff
 - c. class or program paperwork
 - 4. Prisoners shall be fully dressed during transport / movement.

II. PROCEDURES

Specific procedures will be found in facility / unit operations manuals.

III. FORMS

- A. Prisoner Movement Times – Hall of Justice Complex

IV. REFERENCES

Penal Code § 3407

PRISONER MOVEMENT TIMES

The times listed for each facility are the count and prisoner feeding times. There should be no movement of prisoners during the count time. Movement will be kept to a minimum during prisoner meal times and should be avoided at that time whenever possible.

If any jail fails to pick up, deliver, and/or receive prisoners during any other times, the Watch Commander refusing the prisoners will write an Incident Report to the Custody Division Commander explaining the reasons for such refusal. The Incident Report will be completed and left for the Facility Commander prior to the Watch Commander leaving the jail.

Each jail will contact the other jail by phone to notify of pick-ups or deliveries of prisoners.

County Jail #1 and County Jail #2 Movement, Count and Meal Times		
2300-0700 Watch		
2300-2330	Count	No Movement
2330-0130	Male Prisoner Movement	
2330-0200*	Female Prisoner Movement	
0130-0400	Staff Meal Breaks (Female O.K Until 0200)	No Movement
0400-0545	Male Prisoner movement ONLY	
0545-0700	Count/ Change of Watch	No Movement
0700-1500 Watch		
0700-0730	Count	No Movement
0730-1100	Male and Female Movement	
1100-1300	Staff Meal Breaks	No Movement
1300-1345	Male and Female Movement	
1345-1500	Count/ Change of Watch	
1500-2300 Watch		
1500-1530	Count	No Movement
1530-1800	Male and Female Movement	
1800-2000	Staff Meal Breaks	No Movement
2000-2145	Male and Female Movement	
2145-2300	Count/ Change of Watch	
County Jail #4 Movement and Count Times		
1900-0700 Night Teams 1 and 2		
1900-1930	Count	No Movement
0545-0700	Count	No Movement
0700-1900 Day Teams 1 and 2		
0700-0730	Count	No Movement
1445-1530	Count	No Movement
1745-1900	Count	No Movement
County Jail #5 Movement and Count Times		
2300-0700 Watch		
2300-2330	Count	No Movement
0545-0700	Count	No Movement
0700-1500 Watch		
0700-0730	Count	No Movement
1345-1500	Count	No Movement
1500-2300 Watch		
1500-1530	Count	No Movement
2145-2300	Count	No Movement
Inmate Meal Times		
0445-0545	1030-1130	1600-1700