

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.10	PAGES: 1 of 6
	RELATED ORDERS: ACA 4-ALDF-1B-06, 2A-10	
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CHAPTER: Security and Control	SUBJECT: Santa Rita Jail - Inmate Movement	

I. **PURPOSE:** To establish guidelines for safely and securely moving all inmates, and documents required for movement.

II. **POLICY:** Inmate movement will be supervised and controlled by staff. Inmates with external appointments will be transported to and from the appointment with an *ATIMS* custody card. Inmate identities will be verified with *Advanced Technology Information Management System (ATIMS)* cards prior to being moved, upon their return, and prior to being moved to a housing floor/unit. Returning inmates will be returned to the housing floor/unit with an internal transportation movement Jail Add Movement Assignment (JAMA) list. Transfers and new books will be transported to the housing floors/units with an *ATIMS* card and a movement list.

III. **DEFINITIONS:**

- A. INTAKE, TRANSFER AND RELEASE (ITR): The area where the intake, transfer, and release of inmates occurs.
- B. **ADVANCED TECHNOLOGY INFORMATION MANAGEMENT SYSTEM (ATIMS):** The computerized system used in Detention and Corrections Division (D&C), to track all aspects of an inmate's incarceration.

IV. **PROCEDURE:**

A. INTRA-FACILITY MOVEMENT:

- 1. Upon notification that an inmate or group of inmates have completed the booking and classification process, the ITR clerk will prepare an inmate movement list.
 - a. Ensure a completed *ATIMS* card is prepared for each new book.

- b. Obtain a name, Personal File Number (PFN), and any special housing instruction for each inmate with unscheduled appointments or appointments other than court. Information can be obtained from the internal and external appointment calendars.
 - c. Obtain the disposition sheets for each inmate returning from court.
 - d. Prepare the internal transportation list using *ATIMS*. Manually prepared lists are not to be used unless there is an equipment or system failure.
 - e. An original and five (5) copies of the internal movement lists are required. Distribution of the lists is as follows:
 - 1) One to the security movement deputy
 - 2) One to the property clerk
 - 3) One to the appropriate housing control, with the *ATIMS* cards clipped to list
 - 4) One to appropriate unit deputies
 - 5) One to the Classification unit
2. Upon receipt of an internal transportation list, the property clerk, will:
- a. Prepare garment bags and labels for new books.
 - b. Check the court dress-out list against the internal movement list for inmates needing jail garments returned.
 - c. Ensure that a sufficient supply of jail clothing is on hand for the new books.
3. Upon receiving an internal movement, the security movement deputies will:
- a. Ensure there are an appropriate number of lists and *ATIMS* cards.
 - b. Distribute lists and *ATIMS* cards.
 - c. Ensure inmates have been issued and have changed into the appropriate Santa Rita Jail Inmate Clothing before being moved to their appropriate housing unit. The on duty watch commander may authorize movement of inmates that are still dressed in their civilian clothes if special circumstances exist.
 - d. Before the move, ensure all inmates have armbands and compare their names to the movement list.

- e. Move inmates to housing units.
 - f. Inform the release deputy that all releases are ready for processing and turn over the *ATIMS* cards.
4. All housing controls and/or deputies needing inmate movement will contact security movement, by radio, giving the nature of the detail (release, bail etc.).
 5. A deputy will supervise all inmate movement in K-Line. To avoid congestion, all movement of inmates in K-line will be single or double-file. When inmates are moved east bound on K-line, they will walk against the north wall. Inmate movement west bound in K-Line will be against the south wall.
 6. ***Advanced Technology Information Management System*** cards for all new books must accompany the movement list. The *ATIMS* card will always remain in the housing unit where the inmate resides. Automated Jail Information System cards will be moved to ITR with the inmate only when he/she is released.
 7. Staging Areas:
 - a. Housing units: Inmates ready for a court appointment or movement, except A/S inmates, shall be staged in a multipurpose room. Court returns and new books will be dropped off by security movement in the housing unit multipurpose rooms. A/S inmates will be moved directly to and from their cells.
 - b. After the inmates are secured in the housing unit, the security movement deputy will give a copy of the movement list, and any custody cards, to the housing deputy.
 - c. Any inmate brought to ITR will be transferred to an ITR deputy. The security movement deputy will notify the ITR deputy of any inmates who have special handling requirements. ITR deputies are responsible for staging inmates in the appropriate staging or holding cells.
 8. The security movement deputy will examine movement lists and prioritize moves, based on the following criteria:
 - a. Number of inmates to be moved
 - b. Classification
 - c. Sex
 - d. Restraints to be used

9. Inmate movement by housing and core units: Minimum-security inmates with court appointments and interviews can leave their housing units unescorted, under observation by Control Point – 48. Inmates will report to a security movement deputy at the K-line door#301A. The security movement deputy will then escort the inmates to their appointed destination. Inmates with completed interviews can return to their housing unit in the same manner described above.
10. A.M./P.M. medium and maximum courts: These inmates must be escorted, at all times, by a security movement deputy.
11. If inmates' classification permits, the inmates can be moved and staged together.
 - a. A/S inmates will be moved and staged separately.
 - b. Protective Custody inmates will be moved and staged together. Do not move or stage with any other classification groups.
 - c. Medical isolation inmates will be moved and staged separately.
 - d. Female inmates will never be moved with males. Move female housing and classification types, as described above.
12. A deputy must escort court return and new book inmates to their housing units. The deputy will possess a movement list and *ATIMS* cards.
13. Core appointments are divided into two time frames; A.M. and P.M., weekdays only. Only emergency medical appointments will take precedence over scheduled court appearances.
14. A.M. court appearances (Oakland, Alameda, Fremont, Hayward):
 - a. By 0200 hours, Records will provide all housing units with a court list for the day.
 - b. By 0430 hours, inmates needed for A.M. court (transfers or appointments), will be informed of the appointment.
 - c. Inmates with appearances or appointments will be fed at the first breakfast sitting.
 - d. When inmates have finished their meal, they will be moved from the dining area to the multi-purpose room. Inmates may request to use the restroom by pushing the Housing Control intercom call button or by asking a housing unit deputy when periodic checks are conducted.

- e. The housing control technician shall inform the housing unit deputy of classification concerns, and when all staged courts are moved out to appointments in the computer.
 - f. The housing control technician or housing unit deputy will notify security movement when the courts are staged and ready for movement.
15. P.M. court appearances (Livermore, Oakland, Hayward): The same procedure for A.M. movement will occur for the P.M. court, except the inmates will be provided with a bag lunch instead of a hot meal.
16. When informed by housing control that courts are staged and ready for movement to ITR, security movement deputies will go to the housing unit and pick up those inmates.
- B. INTER-FACILITY TRANSFERS: Inter-facilities transfers between the GEDDF and the SRJ will be primarily scheduled for dayshift, Monday through Friday.
1. All attempts will be made to complete transfers on the day shift.
 2. Transfers will be coordinated by the GEDDF and the SRJ Classification Sergeants. In their absence, transfers will be coordinated by the dayshift Watch Commanders.
 3. Inter-facility transfers will accommodate the classification needs of the receiving facility.
 4. Inmates will not be transferred for medical needs only, unless the medical providers at both facilities have consulted and agreed to the transfer, and the Watch Commanders at both facilities agree.
 5. Housing control technicians will inform the housing deputy that an appointment has been noted on the A.M. appointment schedule.
 6. Inmates will be transferred in jail clothing
 7. Transfers will be scheduled for the A.M. court bus absent exceptional circumstances.
 - a. Housing deputies will inform the inmate and ensure that they take all personal belongings with them.
 - b. The housing control technician will update the computer to indicate the

inmates' movement to ITR.

- c. Prior to the inmates' arrival, ITR staff will:
 - 1) Ensure all money, personal property, and clothing are brought to ITR.
 - 2) Ensure property and money receipts are available for the Transportation deputy's signature.
 - 3) Pull all jail jackets for signature.
 - 4) Copy classification forms for transfer.
 - 5) Prepare an inmate transfer sheet for transportation. All paperwork will accompany the inmate.
 - 6) Update the computer to indicate at the GEDDF.
 - 7) Return signed money receipts to accounting.