

### **3-13/000.00 Facilities/Reception Centers - Routine Responsibilities**

Inmates transferred to custody facilities by the Inmate Reception Center Classification Unit shall be accepted at prescribed hours by all facilities. Exceptions shall be approved by a Custody Division Area Commander by prior arrangement with the Inmate Reception Center Classification Lieutenant, or the watch commander of the receiving facility with the concurrence of the Inmate Reception Center watch commander.

Court Services Transportation Bureau buses shall not be unnecessarily delayed in either unloading or loading of inmates. All facilities shall develop procedures to handle incoming and outgoing lines during routine facility activities (i.e., meals, shift changes, etc.).

Individual inmates shall not be rejected by a custody facility without good cause. Inmates who must be returned to the Inmate Reception Center shall be accompanied by a completed Reclassification/Transfer Request form (SH-J-419), signed by the facility's watch commander. Medical returnees shall have written approval from the concerned unit's healthcare personnel, and an additional yellow clincher band shall be affixed to the inmate's wristband.

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