

## 3-14/030.00 Inmate Reception Center - Emergency Transfer Responsibilities

Upon notification by a facility that they have an emergency situation which may affect the movement of inmate transfer lines, the Inmate Reception Center watch commander shall evaluate the situation and determine whether inmate movement problems can be resolved with available resources. If the situation dictates, an Inmate Transfer Emergency may be declared by the Inmate Reception Center watch commander, and the following procedures implemented:

- If the incident occurs during normal business hours, immediately notify the Inmate Reception Center Classification Lieutenant. If the incident occurs outside normal business hours notify the Inmate Reception Center watch commander. Provide a briefing and assist as directed. The Classification Lieutenant or the watch commander shall assume the role of Incident Commander for the inmate transfer situation only. The Incident Commander shall evaluate the situation to determine if the unit's Emergency Operations Center is required. (Command of the actual incident shall remain the responsibility of the concerned facility's watch commander)
  - Make appropriate notifications to the Inmate Reception Center unit commander and Custody Division Commander, and the Transportation Bureau watch commander. Make appropriate notations in the Custody Division Log, and the Department Operations Log
  - Develop an Inmate Transfer Line Diversion Plan. Determine the number of inmates that must be diverted and the available facility that can receive the diverted inmates. Consult with the appropriate Classification Unit to ensure that facility capacities and security levels are compatible. Consult with the watch commanders, unit commanders, or Custody Division Commanders of any facility involved in the diversion plan
  - Notify the Transportation Bureau watch commander of the diversion plan and develop an implementation schedule
  - In the event the facility Emergency Operations Center is activated all logs, notifications and pertinent information shall be maintained for de-briefing, training purposes, and distribution as necessary
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