3-14/015.10 - Inmate Movement

The movement of inmates in a courthouse is the weakest link in the security of inmates. It is necessary for all deputies to be aware of their surroundings and the public when moving inmates. In many courts, there are no secure routes to a courtroom from the lockup. Inmates must be moved through public areas, sometimes moving outside the building; therefore, such movements make bailiffs and lockup deputies vulnerable to attack and potential escapes. Sufficient deputies shall be used to protect the public and prevent the escape of inmates. Custody assistants (CA) shall only move inmates in secured areas of court facilities.

Each branch supervisor shall include, in their security contingency plans, procedures for the movement of inmates. The following guidelines are provided for the guidance of branch supervisors, deputies and custody assistants:

- Deputies transporting inmates shall not wear firearms in the lockup or other secure areas.
- Inmates transported to courtrooms or holding areas through secured areas should be handcuffed even if sufficient backup is available. Sufficient backup is defined as visual contact or within ‘earshot’.
- All inmates that must be transported to or from court through open unsecured or public areas shall be handcuffed.
- When transporting three or more inmates through open unsecured or public areas, the inmates shall be chained together.
- At least two deputies shall be used to transport four or more inmates through open unsecured or public areas and up or down areas accessed by stairways.
- When transporting a female inmate in an area that is not monitored by security cameras, a female deputy/CA should escort the inmate to/from court. If a female deputy/CA is not available, no less than two male deputies/CA shall be utilized.
- Inmates being moved by secure elevator shall be escorted by a deputy/CA, unless it is the branch’s individual policy to monitor inmate movement by video camera. All inmates should face the rear of the elevator and shall be handcuffed.
- A single deputy may transport a maximum of four inmates on a chain through semi-secure hallways, not accessed by the public, when backup has been requested and is not available.
- Handcuffed inmates should not be taken into court when a jury is present. Where security conditions permit, the handcuffs should be removed outside the presence of the jury. If a strong security risk exists, inform the judge prior to bringing a handcuffed custody into court.

Custody assistants may move, transport, and otherwise handle any inmate (**except the below specified type of inmates) within the confines of the secured lockup areas of a court facility on any floor.

**Deputies shall be used exclusively for supervision, escort, and control of the following inmates (as defined in the Manual of Policy and Procedures):

(1) Noteworthy

(2) Condemned prisoners

(3) Highly dangerous

(4) High escape risk

(5) K1: Keep away from all except other K-1's

(6) K-9: Informants - keep away from all except other K-9's

(7) K-10: Keep away from all 611DLW

(8) Any inmates requiring handcuffs and waist chains

(9) Romero hearings

Branch supervisors will make every attempt to ensure that appropriate staffing levels are maintained at their branches to meet the requirements of this section.