

## 6-04/030.00 Housing

Inmates with a point total of four or less are suitable to be housed together. Inmates with a total of five points or more are suitable to be housed together. The exception to the above would be if the inmate is in a category requiring segregation, isolation, or transfer.

When the inmate is assigned a cell, the cell number shall be placed in the space provided. If the inmate is reassigned to another cell, the location, date, and time of the reassignment shall be placed in the space provided. If more than two cell reassignments are made, the information shall be recorded along with any comments regarding assignment or reassignment in the space provided for "Comments."

If space is available, felony and misdemeanor inmates should be housed separately. However, as long as segregation by points and other criteria as outlined above is achieved, felony and misdemeanor inmates may be housed together in those circumstances wherein available space becomes an issue.

Upon completion of the "Intoxication Observation Sheet" (SH-R-445), observational period(s), and when feasible, inmates who are booked for alcoholic intoxication or under the influence of a controlled substance, shall be placed in regular housing cells with other inmates that have the same security points as mandated by the "Station Jail Inmate Classification Questionnaire" form.

Finally, the jailer classifying the inmate shall place his/her name, employee number, date, and time the form was completed in the spaces provided. The "Station Jail Inmate Classification Questionnaire" shall remain with the booking packet until the inmate is transferred or released. At that time, it shall become part of the station jail package and retained in accordance with established guidelines.

## INMATE MOVEMENT

Inmates shall only be moved into, out of, and around the jail with sufficient personnel. Inmates who have been combative, are uncooperative, or otherwise disruptive shall not be moved into a cell until the watch commander has been notified. **The watch commander shall personally accompany the deputies/jailer as the inmate is moved into the cell. This movement shall be video recorded.**

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