7-03/080.35 Security of Inmates at Courts without Secure Sallyports

When loading or off loading inmates at any court without a secure sallyport, inmates shall have each wrist handcuffed (two inmates per four-man chain). Handcuffs shall be double locked in current Bureau policy. When off loading, inmates will be instructed to remain seated until directed otherwise by a CST Deputy, who shall take a position on the bus during the loading/off loading of inmates. The CST Deputy shall monitor all inmate movement and order inmates from the bus one chain at a time.

The CST Deputy directing inmate movement shall be responsible for physically checking each handcuff as the inmate approaches the first security gate of the bus, which is the gate closest to the driver's area. That Deputy shall ensure that all cuffs are properly secured and that they have not been tampered with.

When moving inmates from the court lockup to a Transportation Bureau vehicle, inmates shall be chained as previously described. Inmates will remain in the lockup cell, either seated or at the rear of the cell, until instructed otherwise. The Deputy monitoring inmate movement at the court lockup shall direct inmates from the cell to the bus one chain at a time.

Should any question(s) arise concerning this procedure, a Bureau supervisor shall be contacted prior to moving any inmate(s). **OFFICER SAFETY AND INMATE SECURITY SHALL NOT BE JEOPARDIZED FOR THE SAKE OF SAVING TIME OR FOR ANY OTHER PURPOSE**.