7-03/080.40 Security Procedures for Inmate Movement at Unsecured Locations, Other than Courts

Inmate movement at unsecured locations, (i.e. LAPD/Sheriff Stations, jail facilities, etc.) must be afforded the same security considerations as those given to unsecured courts. These locations pose some unique problems, and while not all situations can be anticipated, the following guidelines must be considered when moving inmates at those types of facilities.

- Position the vehicle as close as possible to the entrance/exit door of the facility.
- Evaluate the situation prior to undertaking any inmate movement. Consider the location, distance from the vehicle to the facility, type of inmate(s) being transferred, time of day and proximity of public access. Any questions as to inmate security/officer safety should be brought to the attention of a Bureau supervisor prior to moving any inmate(s).
- Obtain sufficient sworn personnel as backup to assist with inmate movement. Position support personnel so as to allow for the most effective means of providing security.
- Inmates being moved shall have both their wrists handcuffed (two inmates per four-man chain). **Handcuffs shall be double locked in accordance with current Bureau policy**. This applies to both the loading and off loading of inmates.
- Prior to off loading, inmates shall be directed to remain seated until told otherwise by a CST Deputy. The CST Deputy shall monitor the movement of inmates, and instruct inmates to exit the vehicle one chain at a time.
- The CST Deputy directing inmate movement shall physically check each handcuff as required by Bureau policy prior to any inmate leaving the bus.
- When one chain leaves the vehicle, the CST Deputy shall keep the first security gate of the bus locked.
- The second CST Deputy shall maintain inmate security from the time the inmate(s) leave the vehicle until the time they enter the holding cell. Support personnel will facilitate this procedure.
    - **Note:** While this procedure may take a while longer, it serves to enhance the level of inmate security during movement.
- One support person shall be designated to remain with the CST Deputy guarding the remaining inmates on the bus. If in need of assistance, the CST Deputy can promptly dispatch the support person with valuable information.
- When transporting inmates from unsecured locations, after all paperwork is completed, the drive and security deputy shall return to their vehicle, assess the situation and surroundings, then prepare the vehicle for the loading of inmates.
- Following the chainup of inmates being prepared for transportation from an unsecured facility, they will remain in the holding cell, either seated or at the rear of the cell until instructed otherwise. Inmates will be instructed to approach the cell door one chain at a time. The CST Deputy monitoring inmate movement shall inspect each handcuff to insure they have not been tampered with and are still properly secured. The CST Deputy shall then escort inmates to the bus, one chain at a time.

Any questions regarding this procedure, or issues of inmate security/officer safety shall be dealt with by notifying a Bureau supervisor as soon as possible. **OFFICER SAFETY AND INMATE SECURITY SHALL NOT BE JEOPARDIZED FOR THE SAKE OF SAVING TIME OR FOR ANY OTHER PURPOSE.**