

## 5-03/009.05 Inmate Count Procedures on "Wayside Lines"

### **PURPOSE OF ORDER:**

The purpose of this policy is to establish procedures for the proper accounting of inmates being received on Court Services Transportation Bureau (CST) "Wayside Lines."

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at IRC and specifically IRC old side.

### **ORDER:**

All inmates being received from Pitchess Detention Center (PDC) via CST buses ("Wayside Lines") need to be accounted for. Proper accounting of inmates from these "Wayside Lines" will prevent possible escapes or inmates being left on CST buses. Approximately five (5) CST "Wayside Line" buses arrive at IRC old side each night.

All inmates at IRC will be accounted for. The following are guidelines and procedures for the accounting of inmates arriving on "Wayside Lines."

All personnel shall adhere to the following procedures regarding these inmates:

- Upon receiving the inmates from CST at IRC old side court line, the inmates shall be scanned into the "IRRA" or "IRNC" Defendant Inmate Movement Management System (DIMMS) location. Once all inmates are scanned in from the CST bus, the count at the IRCF location shall be confirmed in DIMMS to match the count given by CST personnel dropping off the inmates

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- CST personnel will be requested to remain at IRC old side until the inmate count is confirmed
  
- If there are names missing from the transmittal or names on the transmittal of inmates who are not present, IRC personnel will inquire with CST to confirm whether or not the inmates were transported from PDC
  
- The CST transmittal sheet of inmates transported from PDC to IRC will immediately be given to IRC old side court line personnel
  
- The inmates will then be escorted to IRC old side custody line by deputies
  
- IRC old side custody line personnel will print out a copy of the inmate's SI01
  
- Inmates shall then be sent to their respective housing areas based on the location listed on their SI01

If there are still SI01s remaining from the CST "Wayside Line" transmittal sheets, after all inmates have been sent to their respective locations, the following procedures shall be followed:

- IRC old side personnel will check the Automated Jail Information System (AJIS) to verify the last location updated for the inmate in question
  
- IRC old side personnel will then contact the main control of the inmate's last listed facility and confirm with them if this inmate left their facility for IRC
  
- If these inmates are not located at their respective PDC facility, IRC old side personnel will immediately contact the CST watch sergeant to notify them of an inmate possibly left inside of a CST transport bus

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- If IRC and CST cannot locate the inmate, the responsibility of determining the exact location of these inmates shall be made by the inmate's originating facility at PDC
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