5-03-080 Inmate Line- Up

PURPOSE OF ORDER:

To establish procedures for inmate Line-Ups.

SCOPE OF ORDER:

Printed: 7/4/2025 (WEB)

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

ORDER:

For the purpose of staff and inmate safety, personnel shall adhere to the following procedure when moving/escorting any inmate from his housing at TTCF to Men's Central Jail (MCJ) Line-Up area.

- · All inmates housed in Twin Towers shall be escorted to the MCJ Line-Up by MCJ deputies or custody assistants. At no time shall inmates be allowed to escort themselves and/or roam around the premises.
- · Prior to escorting an inmate housed in TTCF to the MCJ Line-Up, TTCF personnel shall notify and receive approval from the watch commander and/or watch sergeant.
- \cdot At the conclusion of the inmate Line-Up, MCJ personnel shall be responsible for escorting TTCF inmates to the appropriate Transfer Center for rehousing.
