

## **5-03-080 Inmate Line- Up**

### **PURPOSE OF ORDER:**

To establish procedures for inmate Line-Ups.

### **SCOPE OF ORDER:**

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.
  - At the conclusion of the inmate Line-Up, MCJ personnel shall be responsible for escorting TTCF inmates to the appropriate Transfer Center for rehousing.
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