

5-08-150 Archiving And Retention Period Of Movement Sheets For Mental Health Housing Areas

PURPOSE OF ORDER:

To establish policy and procedure for the archiving and retention of movement sheets for the mental health housing areas.

SCOPE OF ORDER:

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

ORDER:

There are two movement sheets utilized to document the movement of the mentally ill patients who are housed within the mental health housing areas of this facility. One movement sheet is used to document the movement of mentally ill patients within the facility and the other movement sheet is used to document the movement of patients who have been declassified from mentally ill status and are transferred to another custody facility (refer to the attached example movement sheets).

These movement sheets shall be completed by the mental health staff person who is requesting the movement of the patient. The movement sheets will be given to the Officer/Deputy working the control booth from the floor where the patient is being moved.

Tower 1 Officer/Deputy will then deliver the movement sheet to the Tower 1 Transfer Center and place it in the designated box labeled PPO. PPO will be responsible for picking up the movement sheets and updating the computer and/or paperwork on a daily basis. PPO will be responsible for generating an in-house transfer list for movement on PM shift. PM shift Transfer Center shall generate all movement passes and make the appropriate wristband according to the assigned floor and classification. The floor Deputy/Officer will be responsible for retrieving the appropriate wristband from the Transfer Center and placing it on the inmate prior to moving the inmate to the

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designated module and/or facility.

Tower 2 Officer/Deputy shall deliver the movement sheets directly to the PPO office for Tower II movement. PPO will be responsible for classifying the inmate, generating a pass, and making the appropriate wristband.

PPO will file and store all movement lists for a period of five years. Weekend and Holiday movement requiring de-class or classification, will be completed by faxing the movement sheet to the Inmate Reception Center (IRC). Once the movement sheet has been faxed to IRC, it should be marked "faxed" and placed in the appropriate PPO box located in the Transfer Center. All module officers should not accept inmates without

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ER:jkw (Revised 05/19/05) Movement list

JAIL MENTAL HEALTH SERVICES DATE _____

FORENSIC OUTPATIENT PROGRAMS

MOVEMENT LIST WITHIN TTCF: (Please circle area)

131 - 141 - 151 - 161 - 171

132 - 142 - 152 - 162 - 172 A B C

241 - 242 172 D E F

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NAME

BOOKING #

CELL

TO

CLINICIAN
CONTINUE PSYCH MEDS

COMMENTS
TIME OF ACTUAL MOVEMENT

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