5-17-012 Housing For Protective Custody (Soft) Inmates

PURPOSE OF ORDER:

To create a policy regarding the housing of Protective Custody “soft” inmates at Twin Towers Correctional Facility.

SCOPE OF ORDER:

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

ORDER:

TTCF shall be responsible for housing male “soft” inmates temporarily in the Tower I Administrative Segregation housing module. Refer to TTCF Unit Order 5-17-011, Administrative Segregation Module Operations (Tower I).

NOTE: In order for an inmate to be a legitimate “soft,” they must be classified in the computer (IC10 screen) as such by IRC.

IRC Classification shall be responsible for contacting the TTCF Administrative Segregation module, Monday through Friday, to verify if there are any “soft” inmates to be transferred to another custody facility. If the Administrative Segregation module officer has not received a telephone call by 1200 hours, he shall call IRC Classification at (213) 893-5367 and notify them there is a “soft” inmate that needs to be put on the transfer line.

Once the module officer receives a pass, he shall immediately make the necessary arrangements to transfer the inmate to IRC.