

3-10-030 Wristband Maintenance

PURPOSE OF ORDER:

History has shown that numerous escapes and attempted escapes have occurred as a result of inmates switching wristbands. A necessary part of our daily duties involves ensuring each inmate is accounted for and able to be properly identified by the information on their wristband. So this can occur, it is the duty of each person to ensure that each inmate is wearing a wristband. The information on it must be legible and accurately reflect the inmate's classification status. This order, in combination with the Custody Division Manual, sets the standards for wristband maintenance.

SCOPE OF ORDER:

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

ORDER:

Wristband Information

Inmates shall wear a wristband around their left wrist. Refer to CDM section 5-01/030.00, Identification and Classification Symbols for Special Handling Inmates, for specific colors and coding, which indicates their classification. The following inmate data shall be typed onto the face of the wristband:

- Full name: Last name, first name, middle initial,
- Complete booking number,
- Special handling information, if applicable, e.g., M, S, E, H, D, K-10, etc.

Damaged, Tampered With, Illegible, or Missing Wristbands

Positive identification, by fingerprints, shall be established prior to re-banding an inmate under the following circumstances:

- Tampered with, altered and/or illegible wristband,
- Loose, removed or missing wristband.

Once personnel become aware of an inmate in need of a wristband, the inmate shall be separated from the general population. After obtaining approval from IRC Booking Front, the inmate shall be escorted to IRC's Booking Front to establish positive identification. Upon conclusion of a positive identification, a completed wristband shall be secured around the inmate's left wrist. A shredder located in IRC Classification Rear shall be used for the proper disposal of inmate photo identification wristbands.

During EM wristband count, if an inmate has a wristband in the above listed condition, a list shall be compiled and the number of inmates in need of wristbands shall be forwarded to the appropriate Transfer Center at the time the inmate count is sent. Transfer Center personnel will be responsible for coordinating the movement of inmates to IRC Booking Front for new wristbands. Personnel shall call IRC Booking Front prior to escorting

inmates.

Disposal of Wristbands

All wristbands discarded at TTCF shall be cut up several times, including across the inmate's name, and placed in a trash container. The IRC shredder may be utilized if there is a security concern regarding the disposal of a wristband at TTCF.

Wristband Switch

Any time an escape involves a wristband switch, regardless of the circumstance surrounding the escape, the Major Crimes Bureau, Metro Detail, Escapes Unit shall be notified and their instructions shall be followed.
