

## 07-125/10 Discipline Inmate Movement

	<b>Unit Order: #07-125/10</b>
<b>CUSTODY SERVICES DIVISION</b>	<b>Effective Date:</b> 01-29-2013
<b>GENERAL POPULATION</b>	<b>Reviewed Date:</b> 10-17-2022
<b>NORTH COUNTY CORRECTIONAL FACILITY</b>	
<b>Subject: Discipline Inmate Movement</b>	
<b>Reference: MPP 3-10/000.00, 3-10/005.00; CDM 5-09/030.00, 5-09/040.00, 7-02/020.00, 7-06/010.00; UO 07-125/20</b>	
<b>Unit Commander Signature:</b>	<b>Date:</b>

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the movement of inmates housed in disciplinary housing units.

### SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

### ORDER:

To ensure the safety of staff and inmates, the following procedures shall be followed at all times when disciplinary and pre-disciplinary inmates are moved from their cells in [[R]]building 900. [[/R]]

The Manual of Policy and Procedures (MPP) section 3-10/005.00, "Force Prevention Principles," Custody Division Manual (CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates," and CDM section 7-06/010.00, "Video Recording Procedures" shall be adhered to at all times when handling disciplinary inmates.

Inmates whose names are posted on the [[R]]building 900 [[/R]] "Sergeant Video Movement Board" (movement board) shall not be handcuffed at their cell until a sergeant is present, along with designated personnel to video record the handcuffing and movement of the inmate, and at least one additional deputy to provide

security during the movement. The sergeant shall direct the handcuffing of the inmate at the cell door tray slot. The sergeant, along with sufficient personnel, shall then escort the inmate to the desired location. Refer to NCCF Unit Order (UO) 07-125/20, “[REDACTED TEXT] Sergeant Video Movement Board” for more information related to the movement board.

Movement for all other disciplinary and pre-disciplinary inmates shall be handled as follows:

Two (2) deputies shall respond to the respective cell and open the cell door tray slot. One deputy shall direct the inmate to turn their back to the door and place both hands through the tray slot. Once the inmate has placed both hands through the tray slot, the deputy shall handcuff the inmate behind their back, double lock the handcuffs, and direct the inmate to remove their hands from the tray slot. Deputies shall direct the inmate to stand at the door with their back to the door. The staff station officer will open the cell door, and one of the deputies shall direct the inmate to exit the cell. The staff station officer shall close the cell door after the inmate has safely exited the cell.

The inmate shall then be escorted to a location outside of his dorm (e.g., medical evaluation, attorney visit, etc.). This escort shall be handled by either one or two deputies at the discretion of the [REDACTED TEXT] sergeant.

Disciplinary inmates shall be allowed to exit their cells, un-handcuffed, for showers, as they will have no contact with other inmates or staff during the showering procedure. Disciplinary inmates out for showers shall be returned to their cells and secured prior to conducting Title-15 checks.

Inmates who are “block-releases” shall be allowed to exit their cells, un-handcuffed, pending transfer to another dorm or custody facility.

Inmates who have not completed their disciplinary time but are being transferred to another custody facility (Automated Justice Information System [AJIS] code “NCCO”) shall be allowed to exit their cells, un-handcuffed, at the discretion of the [REDACTED TEXT] sergeant. These inmates shall be escorted to the Inmate Processing Area (IPA) by either one or two deputies at the discretion of the [REDACTED TEXT] sergeant.

#### Disciplinary Review Board (DRB) Processing and Movement

Inmates housed in pre-discipline housing prior to a DRB hearing, shall be processed for the DRB and escorted to discipline housing in the following manner:

A maximum of four inmates shall exit their pre-discipline cells un-handcuffed, with all their personal property, clothing, and mattress in hand. Deputies shall ensure the inmates exiting their cells have compatible security levels and have no “keep away” status with any of the other inmates. The inmates shall then be escorted to the [[R]]925 indoor recreation room[[/R]] for processing.

While in the recreation room, the inmates shall be searched for contraband and weapons. The inmates’ property shall then be searched and stored while the inmates are being housed in the discipline module.

Following the search, the inmates shall carry their allowable property to the [[R]]building 900[[/R]] visiting room un-handcuffed, and secured in a visiting cell, pending a DRB hearing. At the time of an inmate’s DRB hearing, a deputy shall handcuff the inmate while the inmate is inside the visiting cell. If the cell has a tray slot, the

handcuffs shall be applied through the open tray slot. If no tray slot is available, two deputies shall have the inmate face away from the door with their hands behind their back. One deputy shall open the cell door and the other deputy shall apply the handcuffs to the inmate.

Once the inmate is handcuffed, the inmate shall be escorted to the DRB hearing, and shall remain handcuffed until they are placed in their permanent discipline housing location. The handcuffs shall be removed once the inmate is inside the cell, utilizing the cell's tray slot. If no tray slot is available, two deputies shall escort the inmate into the cell where the handcuffs shall be removed.

### Court Line

Inmates housed in disciplinary dorms who are going to court shall be escorted by at least one [REDACTED TEXT] deputy to either the IPA or the [REDACTED TEXT] dayrooms to await pickup by Court Services Transportation (CST). Whether these inmates are handcuffed or not, being escorted by one or more deputies will be left to the discretion of the [[R]]900-building[[/R]] sergeant. Inmates housed in disciplinary dorms shall be escorted separately from other inmates housed in the [REDACTED TEXT]. The [REDACTED TEXT] sergeant or supervising line deputy shall be present during the court line escorting process of the disciplinary inmates from [REDACTED TEXT] to the IPA or [REDACTED TEXT] dayrooms.

### Court Returnees

Inmates returning from court who are housed in disciplinary housing at NCCF shall be handcuffed and escorted back to their cell within [REDACTED TEXT] by at least one deputy. The number of additional deputies required for the escort shall be based upon the inmate's behavioral history, classification, and shall be at the discretion of the [REDACTED TEXT] sergeant and/or IPA sergeant. The [REDACTED TEXT] shall provide the escorting deputies when possible; otherwise, the IPA sergeant or IPA supervising line deputy shall arrange for the designated number of deputies from another area to assist in escorting the inmate. The IPA sergeant or supervising line deputy shall be present during the escort back to the [[R]]900-building[[/R]].

### Medical Considerations

In the event a disciplinary inmate is to be medically examined or treated by medical staff, the inmate shall remain handcuffed for the duration of the examination and/or treatment.

If a medical staff member requests the inmate be un-handcuffed for the purposes of their examination or treatment, a sergeant shall ascertain the need to un-handcuff the inmate for medical staff and evaluate whether or not the situation warrants un-handcuffing the inmate.

If there is disagreement over the un-handcuffing of the inmate between medical staff and the sergeant, the sergeant shall discuss the need with the head nurse or doctor. If an agreement between the sergeant and medical staff still cannot be reached, the watch commander shall make the final determination whether or not the inmate will be un-handcuffed for medical treatment.

Pill call and sick call evaluations shall be done at the individual inmate's cell door tray slot. Disciplinary inmates who need to be treated in the [REDACTED TEXT] nurse clinic or the NCCF infirmary shall be handcuffed through the cell door tray slot prior to exiting their cell unless their medical condition dictates otherwise. The inmate shall be escorted by a minimum of one or two deputies at the discretion of the

[REDACTED TEXT] sergeant.

Disciplinary inmates returning from the NCCF infirmary who are housed in disciplinary housing at NCCF shall be handcuffed and escorted back to [REDACTED TEXT] by at least one deputy. The number of additional deputies required for the escort to and from the infirmary will be based upon the inmate's behavioral history, classification, and shall be at the discretion of the [REDACTED TEXT] sergeant. The [REDACTED TEXT] sergeant shall provide the escorting deputies from their work location when possible; otherwise, the sergeant responsible for the infirmary shall arrange for one or more deputies from another area to provide the escort.

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