

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.1.7
SECTION:	1	Security and Control	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	7	INMATE MOVEMENT	
STANDARDS: ACA – 4 – ALDF: 2A-10			
APPROVED:			REVIEW DATE: 7 / 21 / 20
_____ Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.1.7 dated 7/25/12 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to control inmate movement from one area to another within the facility.

II. RESPONSIBILITIES

All Division of Corrections staff having direct contact with the inmate population at the City Justice Center (CJC) and the Medium Security Institution (MSI) are responsible for adhering to the following procedures.

III. DEFINITIONS

Black Box: A cover that is placed over handcuffs or other locking devices when escorting combative and other high-risk inmates.

CCTV: Closed Circuit Television.

Certified Juveniles: A certified juvenile is a person who has not reached the age of seventeen but has been charged with a violation of the law and ordered by the court to be tried as an adult.

Combative Inmate: An inmate who is physically aggressive toward staff and/or other inmates, and who shows disregard to the safety and security of the facility.

High Risk: A sub-status of confinement assigned to Administrative segregation status inmates. The inmate has a documented history of any of the following: escape, attempted

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escape, assault on staff/inmates, and severe mental or emotional disturbance with a propensity for violence.

“Emergency Movement:” For the purpose of this policy, emergency movement means a movement that occurs after close of regular business hours.

Escorted Movement: Escorted movement is the movement of one or more inmates under the direct supervision of correctional custody staff.

Mass Movement: Two or more inmates authorized to move without a movement pass.

Restrained Escorted Inmate Movement: Escorted inmate movement while the inmate is restrained with handcuffs, leg irons and or restraint chair.

Unescorted Inmate Movement: Where expressly authorized by policy, the inmate moves unaccompanied and is directly monitored by a correctional staff member or indirectly or via an electronic monitor.

IV. PROCEDURES

A. General Information

1. Certain inmate movement is regulated by pre-established schedules.
2. Inmates are not placed in restraints when moving throughout the facility unless their behavior or classification dictates it.
3. Combative inmates and inmates on assault status are handcuffed with their hands behind their back when being escorted, and the inmate is not placed in Restraint Chair.
4. The number of escorting officers necessary when moving general population inmates will be:
 - a. One (1) officer to six (6) inmates.
 - b. Two (2) officers for seven (7) and up to twelve (12) inmates.
 - c. The Supervisor will assign additional officer(s) when inmates to be escorted exceed 12 in number.
5. Male Correctional Officers are not permitted to frisk or strip search female inmates. Female Officers are permitted to frisk search male inmates but will not strip search male inmates.

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6. The Master Control Officer monitors inmate movement directly or via a monitor; or CCTV.
7. The inmate's classification, housing assignment, and destination dictate the restriction imposed on the movement.
8. The procedures for emergency mass movement is as described in Divisional policy #3.1.29: Emergency Situation, and 3.2.4: Emergency Evacuations.

B. CJC – Supervised Movement

1. At CJC, correctional staff will escort inmates when moving to and from areas on different floors (e.g., the medical unit, another housing unit, Transfer Hold, etc.).
2. Inmates are escorted throughout the Justice Center in Secured Elevators A and B.
3. Inmates will not be transported using Elevator #C or the stairwell unless in a life threatening emergency or as may otherwise be authorized by the Chief of Security.
4. The Housing Unit Officer pulls the Housing Unit Card and checks the inmate's name; photo and inmate master number against the armband and records the movement in the IJMS Event Log.
5. The Housing Unit Officer frisk-searches the inmate and hands inmate Housing Unit Card to the inmate; and directs the inmate to wait near the housing unit door leading into the Housing Corridor where the Escort Officer is waiting.
6. The Escort Officer retrieve the inmate card, and checks identification, and frisk searches the inmate before the inmate leaves the floor (See policy #3.1.11 Inmate Searches).
7. The Escort Officer notifies the Master Control Officer of the number of inmates moving, the destination, and obtains clearance for the movement.
8. When the movement is completed and prior to returning the inmate to the housing unit, the Escorting Officer reverses the process. See item #6 & 7 above.
9. The Floor Officer conducts a search of the inmate prior to the inmate being released back into the Housing Unit.
10. The Housing and Floor Officers records the return of the inmate on the IJMS Event Log in their respective work stations.

C. MSI – Monitored Movement

1. A movement pass will be utilized to control individual movement within the institution except as provided in the definition of “mass movement.”
2. All Correctional staff members requesting to see an inmate (other than scheduled movements: i.e., medical appointment, courts, etc.) must contact the inmate’s housing unit/work assignment area and request through the housing officer/Area Supervisor that the inmate be given a movement pass to their area and provide a reason for the request.
3. The Correctional Officer notifies the inmate that a pass is forthcoming.
4. The Housing/Dorm Officer frisk searches the inmate to and from the inmate’s Housing/dormitory Unit and records the movement IJMS/Event Log Book.
5. Movement from the Pod Housing Unit will be done under escort at all times. The Housing Unit Officer will record the movement in the IJMS Event Log or Log Book.

D. Restrained Escorted Movement (MSI & CJC)

1. Inmate will remain in full restraint and the Floor Officer conducts a frisk search of the inmate and takes custody of the inmate. (See policy #3.1.11 Inmate Searches).
2. The inmate is escorted to destination as prescribed in this policy.
3. The Escort Officer remains with the inmate at all times unless:
 - a. The inmate is in a secured area, or
 - b. The inmate meets with the visitor, Correctional Staff Member, Medical Staff or other visitors. (See policy #5.7.3: Inmate Visits).
4. When the inmate is ready to move to another location, the Escort Officer reverses the process and escorts the inmate to destination. (See Procedure A: #6, 7 & 8).
5. Inmate remains in restraint until placed into housing unit cell and the restraint is removed. The Housing Officer records the return of the inmate in the IJMS Event Log or Log Book.

E. Housing Re-assignments – “Emergency Moves :”(MSI & CJC)

1. Only the Classification staff will authorize permanent housing unit / dormitory re-

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assignment of the inmates, from one living quarters to another and from one housing unit cell to another cell unit. The Classification staff will ensure that information about the re-assignment is communicated to individuals who should be in the know. (See policy # 3.6.1: Classification).

2. Movement that occurs when Classification (CJC) and Processing (MSI) are closed for operation will be considered “emergency movement,” and is temporary.
3. The Shift supervisor/Area Supervisor and other executive management staff may authorize temporary inmate housing unit /dormitory re-assignment, from one living quarters to another or from one housing unit cell to another cell, when the classification unit is not on duty and, such re-assignment is necessary only to maintain facility order and security. The re-assignment is temporary until final review by the classification unit.
4. The Shift Supervisor/Area Supervisor will ensure that the movement is documented in the Inmate Movement Form, and will write the word “emergency movement” on the right hand top portion of the movement form.
5. When temporary move or re-assignment is made, the Shift Supervisor/Area Supervisor will ensure that the name of the person authorizing the move and the reason for the move is documented in the movement form, and as follows:
 - a. At CJC
 - (1) When inmate is to be moved, the Area Supervisor/Housing Unit Officer will ensure to enter the movement immediately in IJMS prior to actually moving the inmate to new location. The inmate Housing Unit Card will accompany the movement to the new location. The Officer receiving the inmate at the new location will immediately record the inmate time of arrival and other relevant information in the appropriate housing unit log.
 - (2) In an emergency situation where the information cannot be entered in IJMS prior to the move, the information will be entered immediately after the inmate has been escorted out of the housing unit to the new location. The Housing Unit Card will accompany the move, for proper accountability.
 - (3) The Shift Supervisor/Area Supervisor will forward the completed movement form to Classification Unit and provide copies to the Detention Center Superintendent, Chief of Security, the Unit Manager, and individual Caseworkers, Master Control and Medical unit.

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- b. At MSI,
 - (1) When inmate is to be moved, the Area Supervisor/Housing Unit Officer will ensure to enter the movement immediately in IJMS prior to actually moving the inmate to the new location. The Officer receiving the inmate at the new location will immediately record the inmate time of arrival and other relevant information in the appropriate housing unit log.
 - (2) In an emergency situation where the information cannot be entered in IJMS prior to the move, the information will be entered in the IJMS immediately after the inmate has been escorted out of the housing unit/dormitory area to the new location.
 - (3) The Shift Supervisor/Area Supervisor will forward the completed movement form to Processing Unit, and provide copies to the Detention Center Superintendent, Chief of Security, Unit Manager, individual Caseworkers, Master Control, Front Gate and Medical unit.
 - (4) The Processing Supervisor/Area Supervisor will ensure that all moves brought to their attention as a result of emergency moves and the ones occurring on their shift are entered into IJMS prior to end of tour of duty.
 - 6. If during regular business hours it becomes necessary to re-assign an inmate to a new housing location, the Shift Supervisor/Area Supervisor will first contact the Classification/Processing unit who determines the housing location and cell unit/dormitory to place the inmate.
- F. Movement of Writs, Females, Certified Juveniles, and Protective Custody Inmates, (CJC & MSI)**
- 1. The Floor Officer escorts writs, females and certified juveniles to a designated area of the facility without restraints unless their behavior or classification dictates otherwise.
 - 2. At CJC, female Correctional Officers escort female inmates. When escorting more than six female inmates requiring more than one officer, one of the escorting officers can be a male Correctional Officer. A male Officer will not transport female inmate in approved inmate elevator without a female officer in company.
 - 3. On the second floor (2nd Floor) at CJC, female inmates can be escorted by male officers alone, from within the Pre-Admit area and ending at the areas around the

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- Classification unit. Escorts beyond the Admission main entrance gate is prohibited unless as provided in item # 2 above.
4. At MSI, female Correctional Officers escorts female inmates. When escorting more than six (6) inmates requiring more than one officer, all the escorting officers must be female officers.
 5. Two or more Escort Officers escort inmates housed in protective custody, exercise extreme caution to limit contact with other inmates during movement. At CJC one (1) Custody Officer may be utilized due to the controlled environment.
 6. When warranted, pregnant female inmates will be placed in restraints appropriately, as follows:
 - a. The non-Code IV's will be handcuffed with their hands in front of them. No leg iron is applied.
 - b. The Code IV's will be handcuffed with their hands in front, and will not be placed in leg iron.
 - c. All pregnant female inmates including the non-Code IV's will be placed in full restraint if being transported to outside facility as follows:
 - (1) Inmate is escorted to the facility van with only handcuffs placed on the inmate.
 - (2) Once the inmate is seated inside the van, a leg iron is applied.
 - (3) Prior to exiting the van, the leg iron is removed but the handcuffs remain as inmate is escorted to appropriate location. (See policy #3.1.4: Inmate Transportation; and 3.1.8: Inmate Transport for Medical Treatment).
- G. Movement of Inmates in Disciplinary / Administrative Segregation**
1. When escorting an inmate housed in the Disciplinary/Administrative Segregation Unit, with the exception of inmates on Maximum Assault Status, the Correctional Officer may apply instruments of restraint on the inmate when the following conditions exist, and then notify the Supervisor upon such application:
 - a. The officer's safety, inmate, or other persons is endangered,
 - b. Serious damage is being done to the facility's property.

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2. During any movement of an inmate on Maximum Assault Status or an inmate with escape history, such inmate will be handcuffed with their hands behind them, and leg iron applied. (See policy #3.1.20: Restraints).
3. When an inmate housed in the Disciplinary / Administrative Segregation Unit goes to the recreation area within the Housing Unit, the inmate is not placed in restraints unless the inmate's behavior jeopardizes the safety of staff or interferes with the orderly operation of the Housing Unit.

H. Movement of Combative Inmates

1. The custody staff places the inmate in handcuffs while the inmate is in the cell and in full restraint prior to escorting the inmate from the housing unit.
2. The custody staff follows Procedure C of this policy, seeing that the combative inmate is escorted and not allowed to mix with inmates from general population.
3. The custody staff sees that the inmate remains in restraint until the inmate returns to the housing unit and placed inside the cell and the restraint is removed.