




<p><b>Western Massachusetts Regional Women's Correctional Center</b></p> <p>701 Center Street Chicopee, MA 01013 (413) 730-6800</p>		<p>Policy and Procedure Number</p> <p><b>3.1.7</b></p>
<p><b>Hampden County Sheriff's Department</b></p>  <p><b>Firmness and Fairness</b></p>	<p>CHAPTER: 3.0 Institutional Operations SECTION: 3.1 Security and Control</p> <hr/> <p>SUBJECT:</p> <p><b>3.1.7 Inmate Movement</b></p>	
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**Authorizing Signature:** *Patricia A. Murphy* 09/11/15  
Assistant Superintendent Date

**Policy:** All inmate movement from one location to another is controlled, supervised, and coordinated by staff for the safety and security of staff, visitors, and inmates.

**Background:**

1. All restraints are double locked and checked for tightness after being applied. (See 3.1.20 Restraints)
2. Inmates escorted into the Segregation Unit for disciplinary reasons are cuffed and shackled. (See 3.1.20 Restraints)
3. Medium Security inmates are not allowed out of the secure perimeter of the facility unless on approved transportation trip and or escort.
4. Minimum Security inmates do not enter the Secure Perimeter through the first level Entry Vestibule unless under staff escort. Access is gained through the second level Minimum B Sallyport.

5. Special Operations staff maintains physical control of an inmate at all times during a restrained escort.
6. For a non-compliant security escort, a cell extraction team consists of 5 Response Officers, consisting of available male or female Officers: four (4) officers suited up in CXT gear and one (1) video recording the entire event. If needed, the Special Operations Supervisor can add additional Officers for the cell extraction.
7. For a compliant security escort, the team consists of two (2) officers who escort and (1) WCC staff video recording the entire event. During exigent circumstances, the Special Operations Supervisor may direct staff to secure an inmate in the Segregation Unit without another officer or videotaping. The Special Operations Supervisor documents all exigent circumstances in an Incident Report for review by the Head of Security. (See 3.1.10 Incident Report)
8. Inmates attending meal service in Inmate Dining are not scanned out of their Housing Unit or into Inmate Dining on the S.P.O.T.S scanning system.
9. Inmates are transported by staff to outside health care facilities when needed. (See 3.1.8 Inmate Transports)
10. When there is mass inmate movement in the facility, there is a Special Operations staff present to monitor the movement. Central Control staff assists Special Operations staff monitor movement via cameras, when necessary but not for mass movement.
11. Sallyport doors are considered locked when there is a "green" LED displaying associated with the corresponding sallyport lock/unlock button on the Housing Unit's control panel.
12. Sallyport doors are considered unlocked when there is a "red" LED displaying associated with the corresponding sallyport lock/unlock button on the Housing Unit's control panel.
13. WCC staff are permitted to override sallyport doors in the event of an emergency or mass inmate movement. If mass inmate movement or an emergency does not exist, WCC staff only open one sallyport door at a time.
14. Inmates are not permitted to carry or bring with them anything out of the Housing Unit unless it is assigned material necessary for a program.
15. Minimum Security inmates are not permitted to wear jewelry inside the secure perimeter except for approved religious medallions or wedding bands. (See 3.5.5. Personal Property)
16. HOB-117 is the office in the Segregation Unit in which the water temperature can be adjusted to a cold setting in the event an inmate needs to be decontaminated from an O.C. exposure.



17. Minimum security inmates may be pat-searched by WCC staff prior to leaving their Housing Unit if having to enter the secure perimeter, for example, medical appointments, mental health evaluations, parole, etc., and may be pat-searched when returning to their Housing Unit by WCC staff.
18. Core Services such as Inmate Dining, Health Services, Programs, and Parole are provided separately for Minimum security inmates and Medium security inmates.
19. Only under exigent circumstances where Minimum security inmates and Medium security inmates may come into contact with each other, WCC staff follow Procedure G.
20. The videotaping of the strip search portion of a compliant or noncompliant security escort is assigned to female staff except in exigent circumstances. The term exigent circumstances is defined below, and is intended to prohibit supervisors from assigning male officers to videotape the strip search portion of a security escort except in circumstances that would warrant assigning male staff to be one of the primary staff conducting a strip search. (See 3.1.11 Strip Searches)
21. Unclothed inmates are videotaped from the neck up. Private body parts are not filmed unless the inmate becomes disruptive and it is necessary to do so as a result of her actions.

### **Definitions:**

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**Ancillary Areas**- Areas other than Housing Units ex: Food Services, Programs, Health Services, and Visiting etc.

**Cell Extraction Gear (CXT)** - Protective equipment worn by staff during a force move including helmet, face shield, stab resistant vest, elbow pads, shin pads, and gloves.

**Central Control Room Lobby** - The lobby area outside of the Central Control Room.

**Central Control Sallyport** - Sallyport located adjacent to the Central Control Room leading into Central Control.

**Compliant Security Escort** – When a compliant inmate is escorted from a Housing Unit or Ancillary Area to the Segregation Unit.

**Door Stopper** – a large wooden wedge covered in a rubber material to prohibit it from sliding on the floor. This is utilized to maintain an opening of the doorway of approximately 5 or 6 inches providing for the application of Oleoresin Capsicum (O.C.). It can also be used by placing it approximately 6 inches from the direction of a slider door opening, creating a gap providing for the application of O.C.

**Exigent Circumstances** – Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to security or institutional order of a facility.

**Jail Management System (JMS)** - An inmate accounting program that identifies all inmates in custody and their assigned physical location, which staff use to gather information from, to create a monthly report of inmate admissions to, and releases from, the facility.

**L.E.D.**-Light emitting diode used to indicate if a door is locked or unlocked from a control panel.

**Non-Compliant Security Escort** – When a non-compliant or hostile inmate is escorted from one area of the facility to a designated location, which might require the use of force.

**Public Address System (P.A. System)** -A public address system; individual units have a P.A. to utilize within their unit. A means of communicating with the inmate population within the living units and recreation decks by means of a loudspeaker system located at the Officer's Workstation. Central Control maintains a facility wide P.A. system utilized for emergency situations or at the direction of the Sheriff, Assistant Superintendent, Central Control Supervisor, and the Special Operations Supervisor.

**Special Offender Tracking System- (S.P.O.T.S)** An electronic system that monitors and tracks inmate movement using their Personal Identification Number bar coded and worn on person in form of a bracelet.

#### **Forms:**

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The following forms are referenced within this Policy and Procedure:

Incident Report  
Security Escort Log  
Use of Oleoresin Capsicum Form

#### **Procedures:**

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##### **Procedure A: Unescorted Group Inmate Movement**

1. The Unit Officer prepares inmates for unescorted movement by informing them of the time and location of an activity or program, via Public Address System (P.A).
2. The Unit Officer instructs the inmates leaving the Housing Unit to line up in front of the Officer's Workstation.
3. The Unit Officer transmits, via radio, on channel one (1) to Special Operations staff, the number of inmates moving, the starting point, and destination.
4. The Unit Officer waits for a response on the radio from Special Operations staff stating whether they can physically monitor the movement. If not, Special Operations staff radios the Central Control Officer via radio channel one (1) and requests the Central Control Officer monitor the movement on CCTV. (See 3.1.1 Central Control)



5. Special Operations staff notifies the Unit Officer via radio channel one (1) to send the inmates to their destination when the area of travel is ready for inmate movement.
6. The Unit Officer scans the inmate's Identification Bracelet/Card leaving the Housing Unit using the S.P.O.T.S scanning system.
7. The Unit Officer unlocks the inner sallyport door from his control panel allowing the inmates to enter the sallyport and then opens the outer sallyport door.
8. The inmates proceed to the location they are expected.
9. Special Operations staff monitors inmates directly or the Central Control Officer monitors inmate movement, via CCTV, from starting point to destination. (See 3.1.1 Central Control)
10. Special Operations staff or the Central Control Officer initiates disciplinary action if inmates commit any violations during movement. (See 3.3.4 Inmate Rules and Discipline)
11. The Ancillary Officer scans in the inmate's Identification Bracelet/Card using the S.P.O.T.S. scanning system when inmates reach their destination.
12. The Ancillary Officer notifies Special Operations staff via radio channel one (1) in the event an inmate does not reach her destination.
13. Special Operations staff search for the unaccounted for inmate. (See 3.2.14 Escape)
14. When the activity or program has been completed, the Ancillary Officer transmits via radio channel one (1) to Special Operations staff the number of inmates moving, the starting point, and destination.
15. The Ancillary Officer waits for a response on the radio from Special Operations staff stating whether they can physically monitor the movement. If not, Special Operations staff calls the Central Control Officer via radio channel one (1) and requests the Central Control Officer monitor the movement on CCTV. (See 3.1.1 Central Control)
16. Special Operations staff notifies the Ancillary Officer, via radio channel one (1), to send the inmates back to their Units when areas of travel are ready for inmate movement.
17. The Ancillary Officer instructs the inmates to return to their Housing Unit.
18. The Ancillary Officer scans out the inmate's Identification Bracelet/Card using the S.P.O.T.S. scanning system as they exit the ancillary area.
19. The inmates proceed to the location they are expected.
20. Special Operations staff monitors directly or the Central Control Officer monitor via CCTV inmate movement from starting point to destination. (See 3.1.1 Central Control)

21. Special Operations staff or the Central Control Officer initiates disciplinary action if inmates commit any violations during movement. (See 3.3.4 Inmate Rules and Discipline)
22. Special Operations staff notifies the Unit Officer via radio channel one (1) the number of inmates returning to his Housing Unit.
23. Inmates request to enter the Housing Unit sallyport by pressing the intercom button located next to the outer sallyport door.
24. The Unit Officer unlocks the outer sallyport door from his control panel allowing inmates into the sallyport and then the inner sallyport door.
25. The Unit Officer instructs the inmates to approach the Officer's Workstation and the Unit Officer Scans the inmates back into the Housing Unit using the S.P.O.T.S. scanning system.
26. The Unit Officer notifies Special Operations staff, via radio channel one (1), in the event an inmate has not returned to her Housing Unit.
27. Special Operations staff searches for the unaccounted for inmate. (See 3.2.14 Escape)

**Procedure B: Escorted Inmate Movement**

1. In the event an escort is needed for an inmate, the requesting Officer notifies Special Operations staff via radio channel one (1) of the escort, the starting point and destination.
2. The Unit Officer notifies the inmate of the program or activity and start time.
3. The Special Operations staff responds to the location of origin for the escort.
4. The Unit Officer scans out the inmate's Identification Bracelet/Card using the S.P.O.T.S. scanning system.
5. The Unit Officer opens the sallyport doors one at a time, via panel and allows the Special Operations staff and inmate to exit the Housing Unit.
6. The Special Operations staff and inmate arrive at the Ancillary Area.
7. The Special Operations staff initiates disciplinary action if the inmate commits any violation during the escort. (See 3.3.4 Inmate Rules and Discipline)
8. The Ancillary Officer scans in the inmate's Identification Bracelet/Card using the S.P.O.T.S. scanning system.
9. The Special Operations staff remains with the inmate at all times unless:



- a. The inmate is placed in a secured area,
  - b. The inmate is meeting with her attorney, or (See 5.5.4 Professional Visits)
  - c. Health Services staff requests that the Special Operations staff remain outside the room during an exam/procedure.
10. Ancillary Area staff notifies Special Operations staff via radio channel one (1) when the inmate is ready to be escorted to another location if the Special Operations staff has not remained with the inmate.
  11. The Special Operations staff responds to the location of origin for the escort.
  12. A Female Officer may conduct a strip search of the inmate prior to movement for the following reasons:
    - a. A Medium Security inmate has had contact with a Professional or Visitor, or (See 3.1.11 Inmate Searches, 5.5.3 Personal Visits, 5.5.4 Professional Visits)
    - b. An item is discovered missing from the area the inmate occupied.
  13. The Ancillary Officer scans out the inmates Identification Bracelet/Card using the S.P.O.T.S. scanning system.
  14. The Special Operations staff escorts the inmate to her destination.
  15. The Special Operations staff initiates disciplinary action if the inmate commits any violation during the escort. (See 3.3.4 Inmate Rules and Discipline)
  16. In the event the Special Operations staff escorts the inmate to another location besides the inmate's Housing Unit, the Special Operations staff notifies the Unit Officer of the inmate's location via radio channel one (1).
  17. The Special Operations staff presses the intercom located next to the outer sallyport door or utilizes the radio, requesting entry into the inmate's Housing Unit.
  18. The Unit Officer unlocks the outer sallyport door from his control panel allowing the Special Operations staff and inmate into the sallyport and then opens the inner sallyport door.
  19. The Special Operations staff and inmate approach the Officer's Workstation.
  20. The Unit Officer scans in the inmate's Identification Bracelet/Card using the S.P.O.T.S. scanning system.

**Procedure C:        Restrained Escorted Inmate Movement**

1. The Segregation Unit Officer contacts Special Operations staff via radio channel one (1) to request an inmate on Segregation status be escorted from the Segregation Unit to another location in the facility.
2. The Segregation Unit Officer verbally notifies the inmate of the program or activity and start time.
3. The Special Operations staff responds to the Segregation Unit for the escort.
4. The Segregation Unit Officer notifies the Special Operations staff if the inmate is required to be restrained during the escort. The Segregation Unit Officer obtains this information from the JMS computer system.
5. If the inmate is required to be restrained during movement, the Escorting Special Operations Officer approaches the inmates cell and instructs the inmate to:
  - a. Approach the door,
  - b. Turn around and face the back of the cell,
  - c. Place her hands behind her back and through the Food Pass, and
  - d. Make no sudden movements.
6. The Special Operations staff places handcuffs on the inmate's wrists and instructs the inmate to take one (1) step forward and remain facing the back of the cell. (See 3.1.20 Restraints)
7. The Special Operations staff verbally instructs the Segregation Unit Officer to unlock the cell door. (See 3.1.16 Door Controls)
8. The Special Operations staff opens the cell door and instructs the inmate to take one (1) step back slowly, remain facing the back of the cell, and to make no sudden movements.
9. The Special Operations staff applies shackles to the inmate's ankles. (See 3.1.20 Restraints)
10. In the event the inmate becomes combative or attempts to pull away from the Escorting Special Operations Officer, he uses the force necessary to regain control of the inmate. (See 3.1.3 Use of Force Core Policy)
11. The Special Operations staff escorts the inmate to the Officer Station maintaining physical control of the inmate.



12. The Segregation Unit Officer scans out the inmate's Identification Bracelet/Card using the S.P.O.T.S. scanning system, or manually enters the inmate's identification number into the system.
13. The Special Operations staff notifies the Special Operations Officer controlling movement via radio channel one (1) that he has an inmate waiting to be escorted from Segregation to another area, (name area) and to hold inmate movement until further notice.
14. The Special Operations staff and inmate proceed to the Segregation Unit's inner sallyport door and waits for approval for the movement from Special Operations staff.
15. Upon approval from Special Operations staff for movement via radio channel one (1), the Unit Officer opens the sallyport doors one at a time, via panel and allows the Special Operations staff and inmate to exit the Housing Unit.
16. The Special Operations staff and inmate arrive at the Ancillary Area.
17. The Special Operations staff notifies the Special Operations Officer controlling movement via radio channel one (1) that they have reached his destination and to resume all movement.
18. The Special Operations staff initiates disciplinary action if the inmate commits any violation during the escort. (See 3.3.4 Inmate Rules and Discipline)
19. The Ancillary Officer scans in the inmate's Identification Bracelet/Card using the S.P.O.T.S. scanning system.
20. The Special Operations staff remains with and under control of the inmate at all times unless:
  - a. The inmate is meeting with her attorney, at which time the Escorting Special Operations Officer maintains a visual observation of the visit (See 5.5.4 Professional Visits)
  - b. QHP requests that the Special Operations staff remain outside the room during an exam/procedure, only upon direction of the Special Operations Supervisor.
  - c. The inmate is placed in a Non-Contact Visiting Booth. (See 5.5.3 Personal Visits)
21. The Special Operations staff removes the restraints when:
  - a. Requested by a QHP and only upon direction of the Special Operations Supervisor,

- b. Entering a Non-Contact Visiting Booth, (remove handcuffs only) see 5.5.3 Personal Visits.
22. Ancillary staff notifies Special Operations staff via radio channel one (1) when the inmate is ready to be escorted to another location if the Special Operations staff has not remained with the inmate.
23. Special Operations staff responds to the Ancillary Area for the escort.
24. The Special Operations staff reapplies any restraints removed upon arrival to the Ancillary Area. (See 3.1.20 Restraints)
25. The Ancillary Area staff scans out the inmate's Identification Bracelet/Card using the S.P.O.T.S. scanning system.
26. The Special Operations staff the notifies the Special Operations Officer controlling movement via radio channel one (1) that he has an inmate ready to be escorted from an area, (name area) and to hold all inmate movement.
27. The Special Operations staff and inmate proceed to their destination after confirmation is given from the Special Operations Officer controlling movement via radio channel one (1) that movement has been held and to proceed with escort.
28. The Special Operations staff escorts the inmate to the destination.
29. The Special Operations staff initiates disciplinary action if the inmate commits any violation during the escort. (See 3.3.4 Inmate Rules and Discipline)
30. In the event the Special Operations staff escorts the inmate to another location besides the inmate's Unit, the Special Operations staff notifies the Unit Officer of the inmate's location via radio channel one (1).
31. The Special Operations staff presses the intercom located next to the outer sallyport door or utilizes the radio requesting entry into the Segregation Unit.
32. The Unit Officer unlocks the outer sallyport door from his control panel allowing the Special Operations staff and inmate into the sallyport and then opens the inner sallyport door.
33. The Special Operations staff notifies the Special Operations Officer controlling movement via radio channel one (1) that the escort is complete.
34. The Special Operations staff and inmate approach the Officer's Workstation.
35. The Segregation Unit Officer scans in the Identification Bracelet/Card using the S.P.O.T.S. scanning system.
36. The Special Operations staff escorts the inmate back to her cell.



37. The Special Operations staff verbally instructs the Segregation Unit Officer to unlock the cell door. (See 3.1.16 Door Controls)
38. The Special Operations staff instructs the inmate to:
  - a. Stand inside the cell just past the threshold,
  - b. Remain facing the back of the cell, and
  - c. Make no sudden movements.
39. The Special Operations staff removes the shackles from the inmate's ankles.
40. The Special Operations staff closes and locks the cell door.
41. The Special Operations staff confirms the cell door is locked by pushing and pulling on the cell door handle.
42. The Special Operations staff opens the Food Pass and instructs the inmate to place her hands through.
43. The Special Operations staff removes the handcuffs from the inmate's wrists.
44. The Special Operations staff closes the Food Pass-through.

**Procedure D: Compliant Security Escort**

1. The Special Operations Supervisor gets the Oleoresin Capsicum (OC) and the video camera that is stored in the Security Management Office and calls on the radio channel one (1) for all available Response Officers to meet in a certain location.
2. The Special Operations Supervisor assigns three (3) Response Officers to assist him in an escort to the Segregation Unit:
  - a. Response Officer # one (1) applies cuffs and shackles,
  - b. Response Officer # two (2) maintains physical contact of the inmate, and
  - c. Response Officer # three (3) Assigned staff video records the entire escort. Except in exigent circumstances, the assigned staff who videotapes the strip search portion of the escort shall be female
3. The Special Operations Supervisor directs Response Officer # three (3) to begin recording and the Special Operations Supervisor states the following information, if possible:

- a. Supervisor's name and rank,
  - b. Date and location of escort,
  - c. Officer's assisting with the escort,
  - d. Inmate's name and person number, and
  - e. Brief statement explaining the reason why the inmate is being moved or staff member requesting the move.
4. The Special Operations Supervisor issues direct orders to an inmate in the following manner:
    - a. Directs inmate to approach cell door,
    - b. Directs inmate to turn around facing away from the door and to place her hands behind her back with palms facing upwards, fingers spread apart,
    - c. Directs the inmate to remain facing the back wall and not to make any sudden movements.
  5. The Special Operations Supervisor may instruct the inmate to kneel down or take the prone position in order for the restraints to be applied, if there is reason to believe the inmate may become non-compliant.
  6. The Special Operations Supervisor instructs the Unit Officer to unlock the cell door after the inmate has complied with the Special Operations Supervisor's orders.
  7. The Special Operations Supervisor opens the cell door and instructs Response Officer #1 to place handcuffs on the inmate's wrists and shackles on the inmate's ankles. (See 3.1.20 Restraints)
  8. The Special Operations Supervisor instructs Response Officer #2 to maintain physical control of the inmate during the application of restraints.
  9. The Special Operations Supervisor instructs Response Officer #3 to videotape the entire escort from start to finish using the hand held video recorder.
  10. Response Officers #1 and #2 guide the inmate out of the cell maintaining physical control of the inmate and faces her towards the wall next to the cell door.
  11. The Special Operations Supervisor closes and locks the cell door.
  12. The Special Operations Supervisor confirms the cell door is locked by pushing and pulling on the cell door handle.



13. A female Officer conducts a pat search of the inmate. (See 3.1.11 Inmate Searches)
14. The Special Operations Supervisor notifies the Central Control Officer via radio channel one (1) that he has an inmate waiting to be escorted from one location (name location) to another location (name location) and to hold all inmate movement until further notice.
15. The Central Control Officers utilizes the alert tone on the Motorola radio panel and makes the following broadcast announcement, "CCR to all Units, hold all inmate movement until further notice".
16. The Special Operations Supervisor and Response Officers escort the inmate to the inner sallyport door and wait for approval for the movement from the Central Control Officer.
17. Upon approval from the Special Operations staff controlling movement, or in his absence, the Central Control Officer, for movement via radio channel one (1), the Unit Officer unlocks the sallyport doors one at a time, via panel and allows the Special Operations Supervisor, Response Officers, and inmate to exit the Housing Unit.
23. The Special Operations Supervisor initiates disciplinary action if the inmate commits any violations during the escort. (See 3.3.4 Inmate Rules and Discipline)
24. In the event the inmate is escorted to the Segregation Unit, one of the Response Officers presses the intercom located next to the door requesting entry into the Segregation Unit.
25. The Segregation Unit Officer unlocks the outer sallyport door from his control panel allowing the Special Operations Supervisor, Response Officers and inmate into the sallyport and then opens the inner sallyport door.
26. The Special Operations Supervisor notifies the Central Control Officer via radio channel one (1) that escort is complete and to resume normal inmate movement.
27. The Special Operations Supervisor instructs the Response Officers to escort the inmate to her cell.
28. Upon arrival at the cell, the Special Operations Supervisor verbally instructs the Segregation Unit Officer to unlock the cell door. (See 3.1.16 Door Controls)
29. The Special Operations Supervisor pulls open the cell door and instructs the Response Officers to escort the inmate to the rear of the cell and to position the inmate facing the corner.
30. The Special Operations Supervisor instructs the inmate to remain facing the corner and to comply with the Response Officer's directives.
31. A Response Officer instructs the inmate to:
  - a. remain facing the corner,

- b. make no sudden movements, and
  - c. place her hands, one at a time, on top of her head when the handcuffs are removed.
32. The Response Officer removes the shackles from the inmate's ankles.
  33. The Response Officer removes the handcuffs from the inmate's wrists.
  34. A female staff informs the inmate and the other staff that she will conduct the strip search (See 3.1.11 Inmate Searches.) At this time, the camera operator, if male, shall hand the camera to a female staff or stop videotaping, except in exigent circumstances.
  35. Male Response Officers exit the cell and stand outside the cell door ready to respond at the direction of the Special Operations Supervisor.
  36. The Special Operations Supervisor, if male, remains in the cell but stands in the doorway facing into the Dayroom and only turns towards the inmate to observe and give directives in the event the inmate becomes non-compliant or combative. (See 3.1.3 Use of Force Core Policy)
  37. The Special Operations Supervisor, if female, remains in the cell observing the strip search.
  38. The Response Officer operating the video camera, if male, stands outside the cell and positions the camera on the inmate from the neck up, the male Officer then turns his head to the side to afford the inmate as much privacy as possible.
  39. The Response Officer operating the video camera, if female, stands outside the cell facing inside the cell and records the inmate from the neck up.
  40. The Officer, male or female, provides as much privacy as possible, while videotaping the strip search, unless the inmate becomes non-compliant or combative.
  41. In the event the inmate becomes non-compliant or combative, the male Officer keeps a constant visual on the inmate and continues to record the incident.
  42. A female Response Officer conducts a strip search of the inmate. (See 3.1.11 Inmate searches)
  43. The female Response Officer conducting the strip search secures any contraband found. (See 3.1.12 Control of Contraband)
  44. In the event the inmate becomes non-compliant or combative, the Special Operations Supervisor instructs additional male or female Response Officers to enter the cell to assist in regaining control of the inmate, if needed. (See 3.1.3 Use of Force Core Policy)



45. The female Response Officer instructs the inmate to turn and face the corner of the cell after the strip search is completed and instructs her not to move until she hears the door close at which time she is to redress.
46. The Response Officer's slowly walk backwards out of the cell upon completion of the search and always remain facing the inmate.
47. The last Response Officer out of the cell closes the cell door.
48. The Special Operations Supervisor completes an Incident Report and Security Escort Log and forwards them to the Head of Security for review. (See 3.1.10 Incident Report)

**Procedure E: Non-Compliant Security Escort**

1. The Special Operations Supervisor gets the Oleoresin Capsicum (OC) and the video camera that is stored in the Security Management Office and calls on the radio channel one (1) for all available Response Officers to meet in a certain location.
2. The Special Operations Supervisor assigns five (5) Response Officers to assist him in a cell extraction, the Response Officer's are assigned the following duties:
  - a. CXT Officer one (1) enters the cell with the shield, pinning and securing the inmate and/or weapon, if weapon is present,
  - b. CXT Officer two (2) secures the left arm, and applies cuffs when right arm is secured by Response Officer # three (3),
  - c. CXT Officer three (3) secures the right arm and assists Response Officer # two (2) with cuffing, and
  - d. CXT Officer four (4) controls legs and applies shackles.
  - e. CXT Officer five (5) records the incident via videotape.
3. The Special Operations Supervisor directs CXT five (5) to begin recording and the Special Operations Supervisor states the following information, if possible:
  - a. Supervisor's name and rank,
  - b. Date and location of escort,
  - c. Officer's assisting with the escort,
  - d. Inmate's name and person number, and
  - e. Brief statement explaining they the inmate is being escorted.

4. The Special Operations Supervisor and the assembled move team report to the inmate's location.
5. The Special Operations Supervisor issues direct orders to an inmate in the following manner:
  - a. Directs inmate to approach cell door,
  - b. Directs inmate to turn around facing away from the door and to place her hands behind her back with palms facing upwards, fingers spread apart,
  - c. Directs the inmate to remain facing the back wall and not to make any sudden movements.
6. In the event the Special Operations Supervisor has issued a direct order to the inmate locked in her cell to place her hands behind her back and to stand in front of her cell door facing the back of the cell and the inmate refuses to do so, the Special Operations Supervisor advises the inmate that she will be sprayed with Oleoresin Capsicum (OC) if she does not comply.
7. If the inmate still refuses to comply with directives the Special Operations Supervisor instructs Response Officers # one (1), # two (2), # three (3), and # four (4) to report to the Special Operations Equipment Room and suit up in CXT gear.
8. The Special Operations Supervisor instructs WCC staff to video record the inmate in her cell and for the remainder of the escort to the Segregation Unit or assigned cell.
9. The Special Operations Supervisor contacts the Nursing Supervisor and asks if there are any contraindications to the inmate being exposed to OC. If so the cell extraction is completed without the use of OC.
10. Response Officers # one (1), # two (2), # three (3), and # four (4) report back to the Special Operations Supervisor dressed in full CXT gear.
11. The Special Operations Supervisor approaches the cell and gives the inmate a final order and opportunity to place her hands behind her back and to stand in front of her cell door facing the back of the cell or O.C. is going to be introduced.
12. The Special Operations Supervisor may decide to utilize the door stopper in one of the following methods depending upon the type of cell door or if there is a food pass-through, if necessary:
  - a. Slider Door – Doorstopper placed approximately 6 inches from the direction of the slider door opening, creating an approximate gap of 5 inches when the cell door is open, allowing for the application of OC. Slider doors are in Intake and Sally Ports.



- b. Swing Door – Doorstopper placed approximately 6 inches away from the bottom of the door on the floor just below the door handle. This creates an opening in the door of approximately 5 inches for the application of OC. All Housing Units operate with swing doors.
  - c. Food pass-through – The food pass-through door is opened, creating an entry point into the cell, in order for the Special Operations Supervisor to introduce OC.
13. If the Special Operations Supervisor utilizes the doorstopper on a Housing Unit swing door, he organizes his CXT in the following manner:
    - a. CXT 1 – Holds the shield against the cell door opening.
    - b. CXT 2 – Lines up behind CXT 1 as an anchor support.
    - c. CXT 3 – Controls the placement of the doorstopper and also controls the opening and closing of the cell door once OC has been introduced.
    - d. CXT 4 – Lines up behind CXT 3 as an anchor support, in the event the inmate attempts to force her way out of the cell.
  14. If the Special Operations Supervisor utilizes the doorstopper, he administers the O.C. over the top of the shield and through the gap of the door created by the doorstopper.
  15. In the event the inmate does not comply, the Special Operations Supervisor verbally instructs the Unit Officer to unlock the cell door.
  16. CXT 3 pulls open the cell door approximately four (4) inches.
  17. The Special Operations Supervisor introduces a short burst of OC into the cell.
  18. CXT 3 closes the door.
  19. If the inmate has any body appendages obstructing the door from being closed the Special Operations Supervisor will immediately reapply O.C. into the cell while instructing the inmate to keep her hands and or feet inside the cell. Once the door is free from obstructions CXT 3 will secure the door.
  20. The Special Operations Supervisor gives direct orders to the inmate to remove any obstacles blocking the cell door entrance and to turn around and kneel down in front of her cell door crossing her feet one over the other or to stand facing the back of the cell with her hands behind her back and to remove any articles that may be wrapped around the face or hands. Steps 15-18 are repeated when reasonable and necessary to gain compliance.
  21. If the reasonable use of OC proves to be ineffective, the Special Operations Supervisor reevaluates the situation and may decide to ensue with a physical extraction of the inmate.

22. If the Special Operations Supervisor decides to physically extract an inmate from the cell, the CXT officers utilize the appropriate amount of force necessary to secure the inmate. (See 3.1.3 Use of Force Core Policy)
23. The Special Operations Supervisor verbally instructs the Unit Officer to unlock the cell door when the inmate has complied with his orders.
24. The Special Operations Supervisor pulls the cell door entirely open.
25. Response Officer # two (2) applies handcuffs to the inmates wrists and Response Officer # four (4) shackles to the inmate's ankles. (See 3.1.20 Restraints)
26. Response Officer # three (3) maintains physical control of the inmate during the application of restraints.
27. Response Officers # two (2) and # three (3) assist the inmate to her feet and guide her out of the cell with Response Officer # one (1) placing the shield in front of the inmate while she walks.
28. Steps 11-31 in Procedure D are then followed.
29. Response Officer # four (4) assists by guiding Response Officer # one (1) monitoring the move in the event the inmate becomes non-compliant or combative.
30. The Special Operations Supervisor notifies the Nursing Supervisor via radio channel one (1) that an inmate has been sprayed with O.C. and her presence is needed in Segregation to evaluate the inmate.
31. The Special Operations Supervisor or Segregation Unit Officer enters HOB-117 and adjusts the temperature of the water in order for it to be cool water in the bottom tier handicap shower stall.
32. The Special Operations Supervisor directs the Response Officers to walk the inmate to the shower, turn the shower water on, and place the inmate under the running water.
33. The Special Operations Supervisor, depending on the circumstance, instructs the Response Officers to remain directly outside of the handicap shower or to back out of the shower area, locking the shower door.
34. The Special Operations Supervisor keeps a visual observation on the inmate instructing her to let the water run over her face and into her eyes. (See 4.3.2 Inmate Showers)
35. The Nursing Supervisor arrives in the Segregation Unit and is debriefed on the situation by the Special Operations Supervisor.
36. The Special Operations Supervisor makes the determination as to when the inmate has been in shower long enough to decontaminate.



37. The Special Operations Supervisor gives orders to the inmate to approach the shower door and to turn around facing the back wall of the shower room.
38. Response Officers # two (2) and # three (3) regain physical control of the inmate and escorts her to the Nursing Supervisor in the Segregation Unit Dayroom or designated area for a medical evaluation.
39. The Special Operations Supervisor instructs the Response Officers to escort the inmate to a cell that has been assigned and searched by the Segregation Unit Officer.
40. Staff follows steps 33-49 in Procedure D.
41. All involved staff complete an Incident Report on their part of the incident prior to the end of the shift and forwards it to the Special Operations Supervisor for review and finalization. (See 3.1.10 Incident Report)
42. The Special Operations Supervisor completes a Use of Oleoresin Capsicum Form, Incident Report, and Security Escort Log Form prior to the end of the shift and places these reports into a Packet with all Incident Reports related to the incident along with the videotape of the incident.
43. The Special Operations Supervisor forwards the entire packet to the Head of Security for review.

**Procedure F: Elevator Movement**

1. The Nursing Supervisor completes an Incident Report in the event an inmate is physically unable to walk up or down stairs. (See 3.1.10 Incident Report)
2. The Nursing Supervisor forwards the Incident Report to the Special Operations Supervisors and gives the inmate a copy of the incident report to keep on their person when utilizing the elevator.
3. Prior to the movement, the Unit Officer verifies the approval for elevator services by viewing the inmate's copy of the incident report
4. The Unit Officer transmits, via radio, channel one (1) to Special Operations staff that an inmate is ready to move, stating the starting point, destination, and that the inmate has been medically cleared to use the elevator.
5. The Unit Officer waits for a response on the radio from Special Operations staff stating when they can physically monitor and open the elevator door for the inmate.
6. Special Operations staff notifies the Unit Officer via radio channel one (1) to send the inmate to the elevator.

7. The Unit Officer scans the inmate's Identification Bracelet/Card leaving the Housing Unit using the S.P.O.T.S scanning system.
8. The Unit Officer unlocks the sallyport doors one at a time, via panel, and allows the inmates to exit the Housing Unit.
9. The inmates proceed to the elevator.
10. The inmate approaches the elevator and Special Operations staff inserts his key into the key hole and turns the key or utilizes the card reader.
11. The Special Operations Officer escorts the inmate onto the elevator and depresses the button that corresponds with the desired floor.
12. The Special Operations Officer remains with the inmate until the required destination is reached, when needed.

**Procedure G: Minimum Movement Entry-Exit Into Secure Perimeter**

1. The Minimum Unit Officer prepares inmates for movement into the secure perimeter by informing them of the time and location of an activity or program, via Public Address System (P.A).
2. The Minimum Unit Officer scans the inmate out of the Housing Unit using the S.P.O.T.S. scanning system and directs the inmate into the second level Minimum Entry Vestibule.
3. The Minimum Unit Officer transmits via radio channel one (1) to Special Operations staff that an inmate or group of inmates are entering the Secure Perimeter from Minimum.
4. When permission is granted by Special Operations staff for the movement via radio channel one (1), the Unit Officer electronically unlocks the outer Minimum Entry Vestibule door. (See 3.1.16 Door Controls)
5. Special Operations staff escorts Minimum Security inmates to the location in which they are expected and stays with the minimum inmate and escorts them back to Minimum upon completion of the activity.
6. A female Officer may conduct a pat search of any minimum inmate prior to entering the secure compound if necessary or as part of random pat searches performed by the assigned female Special Operations Officers.
7. The Ancillary Officer scans the inmate's Identification Bracelet/Card into that area on the S.P.O.T.S. scanning system.
8. The Ancillary Officer notifies Special Operations staff via radio channel one (1) that inmates are ready to return to Minimum at the conclusion of the activity or program.



9. The Ancillary Officer scans the inmates out of the Ancillary Area using the S.P.O.T.S. scanning system.
10. The Minimum Unit Officer identifies inmates housed in Minimum by visually inspecting the inmate's Identification Bracelet/Card and inmate.
11. The Minimum Unit Officer scans in inmates housed in Minimum using the S.P.O.T.S. scanning system.

**Procedure H: Mass Minimum Movement/Entry-Exit Into Secure Perimeter**

1. The Minimum Unit Officer informs Minimum Security inmates when a program or activity is to take place within the secure perimeter.
2. The Minimum Unit Officer instructs the inmates to line up in front of the Officer's Workstation.
3. The Minimum Unit Officer scans the inmates out of the Housing Unit using the S.P.O.T.S. scanning system and transmits via radio channel one (1) to Special Operations staff that a group of inmates are entering the Secure Perimeter from Minimum.
4. Minimum Security inmates place their room keys in the drop box located on the 2<sup>nd</sup> level of Minimum Security, prior to entering the Secure Perimeter.
5. The Minimum Unit Officer directs the inmates into the Secure Perimeter through the Minimum Entry Vestibule on the second floor after permission is granted by Special Operations staff for movement via radio channel one (1).
6. The Minimum Unit Officer sends inmates entering the Secure Perimeter to the Second Floor of Minimum via the Minimum Unit Stairwell.
7. The inmates proceed to the location they are expected.
8. Special Operations staff escort inmates from starting point to destination and remains with the minimum inmates the entire time they are on the secure compound unless relieved by another academy trained staff member. (See 3.1.1 Central Control)
9. The Ancillary Officer scans the inmate's Identification Bracelet/Card into that area on the S.P.O.T.S. scanning system.
10. The Ancillary Officer notifies Special Operations staff via radio channel one (1) that inmates are ready to return to Minimum at the conclusion of the activity or program.
11. The Ancillary Officer scans the inmates out of the Ancillary Area on the S.P.O.T.S. scanning system.

12. The Minimum Unit Officer identifies inmates housed in Minimum by visually inspecting the inmate's Identification Card and inmate.
13. The Minimum Unit Officer scans in inmate's Identification Bracelet/Card for inmates housed in Minimum using the S.P.O.T.S. scanning system.
14. The Minimum Unit Officer unlocks the drop box and returns the room keys to the appropriate Minimum Security inmate.
15. The Minimum Unit Officer instructs the Minimum Security inmates to return to their designated Minimum Housing Unit.
16. The Minimum Unit Officer scans the inmate's Identification Bracelet/Card using the S.P.O.T.S. scanning system when a minimum security inmate is leaving the facility going into the community. (See 3.6.3 Community Access)
17. The Minimum Unit Officer scans the inmate's Identification Bracelet/Card using the S.P.O.T.S. scanning system when a minimum security inmate is entering the facility from the community. (See 3.6.3. Community Access)

**References:**

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**Code of Massachusetts Regulations (CMR) 103-900****924.05 Inmate Movement**

Written policy and procedure shall provide:

- (1) A system for staff to regulate inmate movement.

**ACA Adult Community Residential Services, 4<sup>th</sup> Edition (4-ACRS)**

None

**ACA Adult Local Detention Facilities, 4<sup>th</sup> Edition (4-ALDF)****2A-10 Control**

All inmate movement from one area to another is controlled by staff.

**NCCHC Standards for Health Services in Jails (2008 Revision)****J-E-10 Patient Escort (important)**

Patients are transported safely and in a timely manner for medical, mental health, and dental clinic appointments both inside and outside the facility.