I. POLICY

Each correctional facility shall maintain a system for strict control of all offender movement within the facility.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for the movement of offenders within correctional facilities.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least quarterly.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Requirements

The Chief Administrative Officer (CAO) shall ensure a written procedure covering offender movement is established in order to provide for security, accountability of offenders and to make the most efficient use of personnel.

1. Mass Movement

The written procedure shall require that all mass movement of offenders shall be strictly controlled and supervised by staff. It shall describe:

   a. The movement practices used within the facility and specify the hours; and

   b. The limitations for night movement.

2. Individual Movement

The written procedure shall describe the process used by the facility to control individual movement. The procedure shall contain:
a. A process for monitoring each offender’s location at all times;
b. A description of the movement chart system used;
c. A description of the movement process covering confinement, restrictive housing and special control areas;
d. A description of the pass system used; and
e. A description of a system which shall require a review of completed movement documentation to ensure accuracy of the information reported.
f. A requirement that completed movement documentation shall be maintained for a minimum of one year and filed chronologically.

**NOTE:** In Minimum Security facilities, the movement chart and pass systems are optional. When another movement system is utilized, the local procedure shall include a description of the system.