

TLF - Court Transfer

7020.1 MOVEMENT PROCEDURES

- (a) Assembly and distribution of inmates will be conducted expediently and accurately to allow a timely departure from the Theo Lacy Facility and better ensure a timely arrival at their destination. Upon return to the facility, the re-entry process will be thorough and orderly to ensure a secure return to housing. A seat for each inmate will be provided during assembly periods prior to going and upon return from court.
- (b) Inmates will be escorted by the Court Deputy to the Processing holding area.
- (c) Inmates will be grouped by court destination, utilizing the Holding Cells.
- (d) Deputies will ensure that all inmates are provided a seat in the assembly areas.
 - 1. Holding cells are marked as to capacity. The rated capacity must not be exceeded under any circumstances.
 - 2. Holding Cells H13 and H14 may only be used for overflow when all other cells are full. As soon as other cells become available, inmates will be transferred out of cells H13 & H14. When these cells are used for overflow, the Operations Sergeant will be notified and a Deputy will remain on the floor at all times to monitor inmates in these cells. These cells may also be used for under the influence exams.

7020.2 TRANSPORTATION PROCEDURES

- (a) Transportation vehicles will enter the facility through the Bus Sally Port. The Main Control Deputy/CSA/SSO will then secure the Bus Sally port. Transportation Deputies will secure their weapons in the gun lockers before offloading any inmates.
- (b) The Court Deputy will coordinate the loading and unloading of vehicles with the assigned transporting Deputies.
- (c) The Court Deputy will ensure that all required documents are provided to the transporting Deputies.
- (d) The Activity Roster will be used by the Court Deputy to roll call inmates for boarding transportation vehicles. A check mark will be made in the "out" column as the inmate's board the vehicles.
- (e) Transporting Deputies will be responsible for the application and removal of required restraint devices to inmates going to court.

7020.3 INMATES RETURNED FROM COURT

- (a) The court Deputy will check off the inmates as having returned from court. A check mark will be made in the "in" column on the activity roster upon the verification of an inmate's return. The Deputy will maintain a running total of inmates in the holding area.

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- (b) Inmates will be searched prior to being placed into the holding cells. Deputies will ensure that no inmate is required to sit on the ground and that adequate seating is provided.
 - 1. The capacity of each holding cell is marked on the door. The rated capacity must not be exceeded under any circumstances.
 - 2. The transportation Deputies will off-load all inmates and uncuff them inside the receiving sally port. These inmates will then be allowed to pass through the inner sally port door into the booking loop, where they will be checked in by the court Deputy.
- (c) All inmates will be thoroughly searched prior to being escorted to their housing locations or placed in a holding cell. Searches and the handling of any contraband shall be in accordance with policy.
- (d) After the search, inmates will remain in the holding area or be escorted to their housing unit.
- (e) The Clothing/Property Room CSA will supervise the exchange of personal clothes for jail issue.
 - 1. The CSA shall re-inventory all personal clothing prior to returning it to storage.
 - 2. Any discrepancies will be brought to the immediate attention of the Operations Sergeant.
- (f) The Deputy checking in the inmates returning from court will ensure that all court documents are retrieved from the transporting Deputies and forwarded to Theo Lacy inmate records staff.
- (g) Inmates who return from court prior to their housing unit being fed will be allowed to eat with their unit. Inmates whose housing unit has already eaten shall be given a sack lunch after they are returned to their housing location.
- (h) Inmates who are housed in the modules and return from court after the evening meal has been delivered to their housing units shall be given a sack lunch in a reasonable amount of time upon their return from court.