

OP-22.08, "Controlled Inmate Movement," JULY 1, 2008

SCDC POLICY/PROCEDURE

NUMBER:OP-22.08

TITLE:CONTROLLED INMATE MOVEMENT

ISSUE DATE: JULY 1, 2008

RESPONSIBLE AUTHORITY:DIVISION OF OPERATIONS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-22.08 (July 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 19-11, 19-45, 19-80, 19-113

ACA/CAC STANDARDS:4-41881

STATE/FEDERAL STATUTES: None

PURPOSE: To provide guidelines and directives concerning the controlled movement of inmates housed in SCDC institutions.

POLICY STATEMENT: In order to ensure the orderly and safe movement of inmates within SCDC institutions and to promote positive inmate behavior, SCDC institutions designated by the Agency Director will develop and implement controlled movement schedules and limited movement (close custody) schedules that govern daily inmate participation in programs and in leisure and non-program activities. Inmate movement schedules will comply with the requirements of applicable state and federal statutes, regulations, codes, and other Agency directives. The frequency and level of participation in selected leisure and non-program activities will be based on an inmates active participation in a productive duty assignment and/or his/her custody classification. (4-4188)

TABLE OF CONTENTS

1. GENERAL PROVISIONS
2. EMPLOYED INMATE MOVEMENT
3. UNEMPLOYED INMATE MOVEMENT
4. CLOSE CUSTODY, SPECIAL MANAGEMENT UNITS, MAXIMUM SECURITY UNIT, AND DEATH ROW INMATES
5. DEFINITIONS

1. GENERAL PROVISIONS:

1.1 The Division Director of Operations will be responsible for ensuring that the Warden of each institution designated by the Agency Director develops specific written controlled movement schedules for inmates housed at his/her institution. Controlled movement schedules will be updated as necessary. (4-4188)

1.2 At those institutions with Prison Industries programs, the Wardens will ensure that the special needs of Prison Industries programs are met when developing their institutional schedules. The Division Director of Operations will ensure that controlled movement schedules are written pursuant to the format described in Attachments A and B, "Sample Controlled Movement Schedule," and, to the extent possible, will ensure the consistency of the same.

1.3 Each Warden will be responsible for reviewing and, if necessary, revising his/her controlled movement schedules to meet security and/or work program needs at least annually, and for forwarding these schedules to the Division Director of Operations for approval prior to implementation. The annual review of these schedules, if no revisions are made, will be documented on the original schedule via the Wardens signature and review date. Minor changes may be made without the Division Director of Operations approval prior to implementation (see paragraph 1.8).

1.4 It is a mandatory requirement of the SCDC that all able inmates participate in a productive duty assignment. Inmates who are verified by authorized medical personnel as unable to participate in a duty assignment due to a disability or medical, mental, and/or psychological problem(s) or who are in a treatment program will be classified as "employed inmates" and will be eligible for leisure and program activities unless restrictions need to be placed on them for medical and/or mental health reasons, e.g., inmates housed in the Gilliam Psychiatric Hospital (GPH) or an infirmary. Whenever possible, duty assignments that take into account an inmate's disabilities will be provided if approval is received by authorized medical personnel to place the inmate in the selected duty assignment. (Any noted limitations/disabilities on duty assignments will be identified by authorized medical/mental health care personnel through the automated Health Summary for Classification and Assignment Report.)

1.5 Inmates who are new arrivals and/or who are on a waiting list for a duty assignment will be classified as "employed inmates" and will be provided movement consistent with their custody classification; housing assignment; state and federal statutes, standards, regulations, and codes; American Correctional Association Standards; and other Agency directives.

1.6 All controlled movement schedules will be written to ensure that all inmate movement with the exception of orders to report or passes is completed within a 10-minute interval, after which any housing unit entrance/exit door that was authorized for use is secured and locked. After normal duty hours, inmate movement will be completed by using SCDC Form 19-113, "Official Outcount Roster." The shift supervisor will authorize any additions/deletions to institutional outcounts. (4-4188)

1.7 Each Warden will ensure, to the extent possible, that sufficient staff are available to supervise activities and to allow at least hourly ingress and egress.

1.8 Each Warden will have the latitude to adjust institutional movement schedules to meet security needs. Changes to approved schedules must be telephonically reported to the Division Director of Operations and a CRT message sent detailing the reasons for the change in schedule.

2.EMPLOYED INMATE MOVEMENT:

2.1 General Population: As their work, job, or educational schedules permit, employed inmates will be afforded the opportunity to use institutional services during their normal hours of operation. Special provisions may be made by the Warden of each institution to afford inmates assigned to Prison Industries programs, Facilities Management work crews, and farming operations sufficient access to such services. (See examples of "Sample Housing Unit Schedules" and other related schedules attached to these procedures as Attachments A and B.) (NOTE: Movement of inmates will be on a staggered basis. At no time will all housing units be released together, i.e., meals, work assignments, school assignments, programs, etc.)

2.2 Wake Up:

2.2.1 The living unit officer(s) will ensure that all cells, wards, or room doors are opened in accordance with institutional movement schedules. Living unit doors will be opened for breakfast at scheduled intervals only. (NOTE: Accommodations will be made for inmate workers assigned to the third shift.)

2.2.2 All employees share an equal responsibility to account for inmates. No inmate will be allowed to move during non-movement periods WITHOUT an employee escort, an SCDC Form 19-80, "Pass," or an SCDC Form 19-45, "Order to Report."

2.3 Weekday Activity:

2.3.1 Inmates should have the opportunity each weekday to spend at least two (2) hours in a designated recreation area, or will be given an opportunity to participate in other leisure time activity.

2.3.2 In addition, such inmates will be given a daily opportunity to spend at least two (2) hours in the dayroom, library, and/or law library, or to attend or participate in a religious activity, if operational scheduling of these services permits.

2.4 Weekend/Holiday or Non-Workday Activity:

2.4.1 Inmates assigned to the general population will have the opportunity to receive visits in accordance with procedures outlined in SCDC Policy/Procedure OP-22.09, "Inmate Visitation."

2.4.2 Inmates should be given an opportunity to spend at least four (4) hours per day in either a designated recreation area, dayroom, library, and/or law library, or will be given an opportunity to participate in other

non-programmatic or leisure time activities if approved for such activity by the Warden.

3.UNEMPLOYED INMATE MOVEMENT:

3.1 Weekday Activity: The Warden will develop an institutional schedule to ensure that unemployed inmates:

3.1.1 have access to the canteen at least once a week;

3.1.2 have access to the barber/beauty shop at least monthly (or as needed, not to exceed one [1] visit per week) to maintain compliance with grooming standards outlined in SCDC Policy/Procedure OP-22.13, "Inmate Grooming Standards";

3.1.3 have the opportunity for mailroom service as needed by use of SCDC Form 19-80, "Pass," or SCDC Form 19-45, "Order to Report"

3.1.4 have the opportunity for Property Control Room services as needed by use of SCDC Form 19-80, "Pass," or SCDC Form 19-45, "Order to Report";

3.1.5 have access to the institutional Grievance Coordinator by use of SCDC Form 19-80, "Pass," or SCDC Form 19-45, "Order to Report"; and

3.1.6 have access to the library one day a week and

3.1.7 are provided access to the law library. (Unemployed inmates must submit SCDC Form 19-11, "Request to Staff Member," to the unit supervisor to use the law library. A SCDC Form 19-80, "Pass," will be issued for each unemployed inmate approved to use the law library based on availability and institutional schedules. Unemployed inmates who can show that they have a court imposed deadline will be given priority to use the law library.)

3.2Weekend/Holiday or Non-Workday Activity:

3.2.1 Inmates will be provided the opportunity to receive up to two (2) visits per month (usually on Friday evenings) pursuant to SCDC Policy/Procedure OP-22.09, "Inmate Visitation."

3.2.2 Exceptions to visiting hours/days for unemployed inmates must be approved by the Warden/designee.

4. SPECIAL MANAGEMENT UNITS, MAXIMUM SECURITY UNIT INMATES AND DEATH ROW INMATES: Movement for inmates housed in Special Management Unit, Maximum Security Unit, and Death Row will be governed by SCDC Policies/Procedures specific to those units.

5. DEFINITIONS:

Authorized Medical Personnel refers to medical or mental health care professionals approved to provide services to inmates under the jurisdiction of the South Carolina Department of Corrections. Included in this

definition are SCDC employed health and mental health care workers, contract health care providers, and outside medical providers authorized to provide medical or mental health care services or treatment to any SCDC inmate.

Duty Assignment(s) refers to any work or job assignment, statutorily-required educational program, or other mandatory programming.

Employed Inmate refers to inmates who are actively participating in a productive duty assignment. Inmates who have been certified by authorized medical personnel as having a disability or medical and/or mental health problem, and inmates who are in a treatment program that would prohibit them from participation in any duty assignment, are included under this definition. In addition, new arrivals and other inmates who are willing to accept a duty assignment and are on a waiting list for a duty assignment are also included under this definition.

Unemployed Inmates refers to inmates who do not have a medically certified disability, who do not have a medical and/or mental health care problem, and/or who are not involved in a treatment program certified by authorized medical personnel that would prevent them from accepting or participating in a duty assignment and who: (a) refuse to accept a duty assignment; (b) fail to report to a duty assignment; (c) fail to perform in a duty assignment; (d) are fired from a duty assignment; and/or (e) are not on a waiting list for a duty assignment.

SIGNATURE ON FILE

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s/Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.

SAMPLE CONTROLLED MOVEMENT SCHEDULE

HOUSING UNIT SCHEDULE (WEEKDAY)

12:00 Midnight Informal Count

12:30 a.m.

1:00 a.m. Informal Count

1:30 a.m.

2:00 a.m. Informal Count
2:30 a.m. Cafeteria - 3rd Shift Off (Cleaning Crew)
3:00 a.m. Cafeteria Cooks - 1st Shift
3:30 a.m. Informal Count
4:00 a.m.
4:30 a.m.
5:00 a.m.
5:30 a.m. F1 Breakfast (Unemployed only) - Pill Line/Laundry/Linen
6:00 a.m. F2 Breakfast - Pill Line/Laundry/Linen
6:30 a.m. F3 Breakfast - Pill Line
7:00 a.m. [Formal Standing Count Begins]
7:30 a.m. Inmate Work Day Begins (staggered by work assignment)
8:00 a.m. F1 Canteen Opens for Unemployed
8:30 a.m.
9:00 a.m. F1 Canteen
9:00 a.m. F1 Canteen Closes for Unemployed
10:00 a.m. Canteen Opens for Employed
10:30 a.m. F1 and F2 Lunch (Unemployed)
11:00 a.m. F3 and F4 Lunch (Unemployed)
11:30 a.m. Lunch (Employed)
12:00 Noon Lunch (Employed)
12:30 p.m. Lunch (Unemployed) Ends/Work Resumes
1:00 p.m. [Formal Standing Count Begins]
Thru Library/Gym/Mail Room/Property Control
3:00 p.m. F1 (2nd Shift Employed) - Canteen Closes for Employed
3:30 p.m. [Formal Standing Count Begins]
4:00 p.m. F1 Dinner - Pill Line
4:30 p.m. F2 Dinner - Pill Line
5:00 p.m. F3 Dinner - Pill Line
5:30 p.m. F4 Dinner (Unemployed) - Pill Line
6:00 p.m. Library/Gym/Mail Room/Property Control/Informal Count
Thru F1 (1st Shift Employed)
8:00 p.m. Cafeteria 3rd Shift (Cleaning Crew) and Special Management Unit Workers
8:30 p.m.
9:00 p.m. Wings Close
9:30 p.m.
10:00 p.m. Roll Call Count
10:30 p.m. Lock Down
11:00 p.m.

SAMPLE CONTROLLED MOVEMENT SCHEDULE

INSTITUTIONAL SCHEDULE

Laundry/Linen 5:30 a.m. Monday F1

Laundry/Linen 6:00 a.m. Monday F2

Laundry/Linen 5:30 a.m. Tuesday F3

Laundry/Linen 6:00 a.m. Tuesday F4

Canteen* 8 - 9:00 a.m. Monday F1 Unemployed

Canteen* 8 - 9:00 a.m. Tuesday F2 Unemployed

Canteen* 8 - 9:00 a.m. Wednesday F3 Unemployed

Canteen* 8 - 9:00 a.m. Thursday F4 Unemployed

*Employed general population inmates should use the Canteen based on the posted hours of operation for general population inmates. Variances may be authorized by the Warden to accommodate inmate work schedules.

Rec. Yd/Multipurpose Bldg. 9 - 11:00 a.m. Monday - Thursday

All 2nd & 3rd

Rec. YD/Multipurpose Bldg. 6 - 8:00 p.m. **Shift Employed

All 1st Shift Monday - Thursday

Rec. YD/Multipurpose Bldg. 9 - 11:00 a.m. **Employed

Employed Friday All

**Above hours may be used by employed inmates for library, law library, mail room, property control, barbershop, or recreation.