REVIEW/REVISION HISTORY:

Effective: 2/15/06
Reviewed: 2/15/07
Revised: 4/2/08
Revised: 2/13/09
Revised: 3/4/10
Revised: 12/13/10
Revised: 10/17/11
Revised: 1/2/13
Revised: 8/18/14

SUMMARY OF REVISION/REVIEW:

I.A. - Added that the callout system will not be used for movements within IMUs, ITUs, Segregation, Mental Health Segregation, or Secured Housing

APPROVED:

Signature on file

6/30/14

BERNARD WARNER, Secretary
Department of Corrections

Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; ACA 4-4188; DOC 320.255 IMU/ITU/Segregation/Mental Health Segregation Operations; DOC 320.260 Secured Housing Units in Stand Alone Minimum Security Facilities

POLICY:

I. Offender movement in Prisons will be regulated to maintain facility control and security.

   [4-4188]

II. The Superintendent/designee will be responsible for facility offender movement.

DIRECTIVE:

I. Scheduled Movement of Offender

   A. Each facility will use the statewide callout system for scheduled offender movement, which identifies periods of time that offenders are authorized to move from one location to another, except within Intensive Management Units (IMUs), Intensive Treatment Units (ITUs), Segregation, Mental Health Segregation, or Secured Housing.

      1. Each facility will develop procedures detailing how scheduled movements will be conducted, such as movements to/from living units, program/work areas, and offender activity/event areas.

      2. Movement within IMUs, ITUs, Segregation, Mental Health Segregation, or Secured Housing will be restricted per DOC 320.255 IMU/ITU/Segregation/Mental Health Segregation Operations and DOC 320.260 Secured Housing Units in Stand Alone Minimum Security Facilities.

   B. The movement schedule will be posted in appropriate locations within the facility, including the living units.

   C. Employee, contract staff, and volunteer names will not be displayed on callout reports or in the callout system.

II. Statewide Callout System

   A. Responsibilities

      1. The Deputy Director/designee will oversee the statewide callout system.

      2. The Superintendent will designate a facility Callout Coordinator who will:
a. Grant security access to the statewide callout system,
   1) Employees/contract staff/volunteers will complete DOC 08-082 Callout Systems Access Request for access to the statewide callout system.

b. Provide callout system training,
c. Act as the contact person for callout related issues, and
d. Ensure compliance of the callout system.

B. The statewide callout system will automatically fill with the following information from the offender’s electronic file:
   1. Offender and facility demographics
   2. Offender programs
   3. Medical appointments

C. The callout system will be updated and posted on a daily basis.
   1. Offender movements will be entered in Offender Management Network Information (OMNI) at least daily, by the end of each shift when possible, to ensure callout accuracy.

D. Daily callout lists will be published to identify offenders who are scheduled for appointments, programs, events, meetings, work, and activities. Lists will include the time, reason, and location of the appointment/activity.

E. Processes will be established to notify appropriate employees/contract staff when an offender does not report to a scheduled callout or appointment.

III. Non-Scheduled Movement

A. Non-scheduled movements require Shift Commander/designee approval and should be kept to a minimum. Processes will be established to conduct non-scheduled movement.

IV. Limited Movement

A. Written procedures will be developed for the following limited movement situations:
   1. Recall,
   2. Restricted movement,
   3. Movement of offenders and offender work crews during limited visibility,
   4. Lockdown,
5. Stop in place (i.e., emergency incidents), and
6. Formal count.

B. The procedures must include information regarding who can authorize and who can rescind limited movement procedures, and where specific procedures can be located.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 08-082 Callout Systems Access Request