This document was approved by Jim Woolf, acting chief of the Division of Prisons, and Kevin Kempf, chief of the Division of Community Corrections, on 11/9/09 (signature on file).

COPY

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT NUMBER 322

Transportation of Inmates outside Institutions/Transfers

POLICY DOCUMENT NUMBER 322

Transportation of Inmates outside Institutions/Transfers

DEFINITIONS

Standardized Definitions List

None

PURPOSE

The purpose of this standard operating procedure (SOP) is to establish procedures for the selection and placement of offenders within the Idaho Department of Correction (IDOC) correctional system.

SCOPE

This SOP applies to all IDOC correctional facilities and community work centers (CWC), in-state IDOC-contracted correctional facilities (such as the Idaho Correctional Center [ICC]), case managers, facility move coordinators, facility heads, and the Offender Placement Group.

RESPONSIBILITY

Facility Heads

Facility heads (or designees) are responsible for:

- Implementing and ensuring staff members adhere to the guidelines, standards, and procedures provided herein; and
- Developing field memorandums (as necessary) to fully implement this SOP.

Offender Placement Manager

The offender placement manager (or designee) is responsible for implementing and ensuring the guidelines provided herein are followed by the Offender Placement Group.

Table of Contents

General Requirements 2
1. Introduction 2
2. In-house Facility Movement 2
3. Transfer Requirement Criteria 2
4. Fundamental Elements 3
   Initiating: Roles and Responsibilities 3
   Validating: Roles and Responsibilities 4
   Collating: Roles and Responsibilities 4
   Facilitating: Roles and Responsibilities 4
5. Prison Facilities Offender Placement Process 5
6. CWC Offender Placement Process 6
References 8

GENERAL REQUIREMENTS

1. Introduction

The IDOC must move offenders efficiently to maintain institutional populations at safe levels and provide treatment and education opportunities to offenders preparing them for successful reintegration into the community. The offender placement process is a system that involves all facilities and IDOC central office.

Education and treatment needs are determined by assessments and documented in the Offender Management Plan (OMP), which is used to create an offender's treatment pathways—hereinafter referred to as pathways.

Placement is based on the offender's classification/custody level, Offender Placement Matrix requirements, pathways, and IDOC needs. Placement should be in the least restrictive security environment without compromising the safety and security of the facility, and the public. Those offenders who are closest to release will generally have priority for placement.

2. In-house Facility Movement

Facility heads (or designees) must develop field memorandums that details the in-house movement process used in their facilities.

3. Transfer Requirement Criteria

Transfer requirement criteria are the reasons for initiating offender placement. Offender placement must fall into one (1) of the following transfer requirement criteria categories:

COPY

- **Case Plan Requirement** – Placement request is based on the case plans and treatment needs as describe in SOPs 607.26.01.004, *Case Planning for Offenders*, **and** 607.26.01.014, *Offender Program Management*.
- **Security Requirement** – Placement request is based on a security need or classification.
- **Medical Requirement** – Placement request is based on a medical/mental health need or consideration
- **Departmental Requirement** – Placement request is based on a need to fill a vacant bed **or** to facilitate efficient placement of offenders within the IDOC correctional system.

4. Fundamental Elements

There are four (4) fundamental elements in the offender placement process:

- **Initiating** – The process to initiate an offender placement based on transfer requirement criteria (see section 3).
- **Validating** – The review of all available data and information to ensure the offender placement is appropriate from a security and medical perspective.
- **Collating** – The process to forecast available beds, the prioritization of offender placement decisions, the prioritization of offender placement, and the creation of 'travel orders'.
- **Facilitating** – The physical placement and transport of offenders from one (1) location to another.

Initiating: Roles and Responsibilities

The following facility-based staff members are responsible for initiating the offender placement process:

Case Manager

- Develops **and** manages pathways in accordance with SOPs 607.26.01.004, *Case Planning for Offenders*, **and** 607.26.01.014, *Offender Program Management*.
- Ensures the classification is completed in accordance with SOP 303.02.01.001, *Offender Classification*.
- When a placement is required to meet pathway goals, reviews the offender's placement options based on the classification/custody level **and** the requirements indentified in the Offender Placement Matrix. If the offender's classification/custody level prevents placement, ensures that the Classification Committee reviews the offender's classification to consider an exception in accordance with SOP 303.02.01.001.
- Identifies suitable facilities. (If the offender cannot be placed to meet pathway goals, the case manager will complete the pathway exception process in accordance with SOPs 607.26.01.004 **and** 607.26.01.014.)

COPY

Facility Head

The facility head (or designee) may initiate the placement of an offender based on risk **or** other extenuating circumstances that adversely affect the safe and orderly operation of the facility. Prior to placement, the facility head (or designee) will confirm the placement with the receiving facility.

Security Manager

- Determines the need for an offender to be placed in another facility because of security concerns;
- In conjunction with the case manager, determines if placement will have an adverse effect on the offender's pathway; and
- Confirms the proposed placement with the receiving facility.

Medical Personnel

Medical personnel determine, in consultation with the IDOC health authority, the need for offender placement based on medical health considerations.

Clinicians

Clinicians determine, in consultation with the IDOC chief psychologist, the need for offender placement based on mental health considerations.

Validating: Roles and Responsibilities

The **facility move coordinator** (at the sending facility/CWC) is responsible for validating the offender placement process by:

- Checking to see if offenders meet the transfer requirement criteria (see section 3) **and** the requirements indentified in the Offender Placement Matrix;
- Coordinating offender placement **out** of the facility/CWC; and
- Reviewing the IDOC Requirement List provided by the Offender Placement Group and within five (5) working days, notifying the Offender Placement Group of any reasons why offenders should not be considered for placement. (See section 5 or section 6, as applicable, for information regarding this process.)

Collating: Roles and Responsibilities

The **Offender Placement Group** collates offender placement information and manages the placement of offenders statewide. The Offender Placement Group is responsible for:

- Forecasting vacancies in IDOC facilities and assigning replacements prior to a vacancy;
- Monitoring county jail population census data;
- Noting trends and communicating concerns to the appropriate entity for immediate action; and
- Creating and distributing 'travel orders' and Pending Transfer Lists.

Facilitating: Roles and Responsibilities

The **Inmate Transport Group** facilitates offender transports.

COPY

5. Prison Facilities Offender Placement Process

When offender placement is between IDOC prison facilities, the following steps shall be followed.

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Initiator	**1**	Determine whether the offender meets the transfer requirement criteria (see section 3 of this SOP).
Initiator	**2**	Complete an Offender Placement Request Form, and submit it to facility move coordinator.
Facility Move Coordinator (at sending facility)	**3**	Validate the Offender Placement Request Form by doing the following: • Verify facility options for placement; • **Enter the Corrections Integrated System (CIS) and review for holds, cautions, considerations, or concerns; and**
		Note: If the offender has a VICTIM caution and is being considered for placement at a work camp, contact the IDOC victim services designee, to determine acceptable placement locations.
		• Ensure the offenders meet the requirements indentified in the Offender Placement Matrix.
		Note: If a hold, caution, consideration, or concern should have been documented in CIS and was not, document it.
Facility Move Coordinator (at sending facility)	**4**	If the offender: • Meets placement requirements—approve the Offender Placement Request Form, and email it to the Offender Placement Group. Proceed to step 5. • Does not meet placement requirements--send the Offender Placement Request Form back to the staff member who initiated the request; include an explanation when returning the form explaining why the offender does not meet the requirements; **and document the CIS with the applicable caution, consideration, or concern.** Do not proceed any further; the process ends here.
Offender Placement Group	**5**	• Review and collate the offender placement requests; • Prioritize the requests; • Create Pending Placement Lists in the Offender Placement Group database; and • Forward the Pending Placement Lists to all facility move coordinators.
Facility Move Coordinators	**6**	Distribute the Pending Placement Lists to the facility head and facility head designated staff.

COPY

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Facility Head (or designee)	**7**	Review the Pending Placement Lists, and decide whether there are any offenders that should not be placed at your facility, and if so, do the following: • Contact the Offender Placement Group; and • **Document a TRANSPORT caution in the CIS. (The Process ends here.)** Note: The facility head may decline to receive an offender who otherwise meets the requirements indentified in the Offender Placement Matrix, based on risk **or** other extenuating circumstances that would adversely affect the safe and orderly operation of the facility.
Offender Placement Group	**8**	Review the information and create lists of offenders approved for placement.
Offender Placement Group	**9**	Check for holds, cautions, considerations, and concerns and adjust the list accordingly.
Offender Placement Group	**10**	Create a list for placement into **or** out of county jails for jail housing, jail backlog, and county jail housing status offenders.
Offender Placement Group	**11**	• **Enter the CIS and create 'travel orders'**; • Forward the 'travel orders' to all facility move coordinators; and • Contact the Inmate Transport Group, as necessary, to communicate and coordinate offender transport.
Facility Move Coordinators	**12**	Receive and distribute the 'travel orders' to designated staff. Note: This step is done to ensure all necessary preparation steps are made to place and transport offenders.
Inmate Transport Group	**13**	Transport offenders in accordance with SOP 322.02.01.001, *Transports: Medical, Court, Family Emergency, and State*.

For further assistance with CIS, see your designated CIS super user.

6. CWC Offender Placement Process

The following process steps shall be used for the placement of offenders at IDOC CWCs.

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Case Manager	**1**	Complete and print appendix 1, *Community Work Center Screening Form*.
Case Manager	**2**	Discuss the form and process with the offender, and have the offender sign the form.
Case Manager	**3**	Forward the completed form to the medical provider.

COPY

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Medical Provider	**4**	• Complete the medical screening section of the *Community Work Center Screening Form*, and ensure that the section is completely filled in and all applicable boxes are correctly marked. • Forward the form to the facility move coordinator.
Facility Move Coordinator	**5**	Review the *Community Work Center Screening Form* for completeness and validate whether the offender meets the medical requirements and the requirements indentified in the Offender Placement Matrix.
Facility Move Coordinator	**6**	If the offender: • Meets placement requirements—send (scan or faxed) the *Community Work Center Screening Form* to the facility head (or designee). Proceed to step 7. • Does not meet placement requirements--send the *Community Work Center Screening Form* back to the case manager; include an explanation when returning the form explaining why the offender does not meet the requirements; and **document in the Corrections Integrated System (CIS) a 'no work center' TRANSPORT caution and explain the reason.** Do not proceed any further; the process ends here.
		Note: If the offender did not meet the requirements due to a medical/mental health concern, state for an explanation or reason 'not medically cleared.'
Facility Head (or designee)	**7**	• Review the *Community Work Center Screening Form* for completeness; • Validate whether the offender meets the requirements indentified in the Offender Placement Matrix. • Verify facility options for placement; and • **Enter the CIS and review for holds, cautions, considerations, or concerns.**
		Note: If the offender has a VICTIM caution and is being considered for placement, contact the IDOC victim services designee, to determine acceptable placement locations (if any).

COPY

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Facility Head (or designee)	**8**	If placement is: • Approved or recommended—proceed to step 9. • Not approved or recommended—write 'not approved' on the *Community Work Center Screening Form;* include an explanation on the form explaining why the offender is not being approved/recommended; send an email to the case manager who initiated the request; **and document in the CIS a 'no work center' TRANSPORT caution and explain the reason offender not being approved/recommended.** Do not proceed any further; the process ends here.
Facility Head (or designee)	**9**	Prioritize and initiate placement by emailing the Offender Placement Group.

For further assistance with CIS, see your designated CIS super user.

REFERENCES

Appendix 1, *Community Work Center Screening Form*

- Appendix 1 (Fill-in version)

Offender Placement Matrix

Offender Placement Request Form

Standard Operating Procedure 303.02.01.001, *Offender Classification*

Standard Operating Procedure 322.02.01.001, *Transports: Medical, Court, Family Emergency, and State*

Standard Operating Procedure 607.26.01.004, *Case Planning for Offenders*

Standard Operating Procedure 607.26.01.014, *Offender Program Management*

– End of Document –

COPY