

**MARIN COUNTY SHERIFF'S OFFICE**  
**COURT SERVICES DIVISION POLICY AND PROCEDURE MANUAL**

**CHAPTER 4 - INMATE HANDLING**  
CRT 04-02  
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DATE  
February 22, 2018

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**PRISONER MOVEMENT**

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**POLICY**

It is the policy of the Marin County Sheriff's Office to provide operational guidelines for the safe and efficient movement of prisoners within the court facility. This policy is in place in order to prevent prisoner escapes, promote officer safety and provide for protection of the prisoner and the public.

**PRODECURE**

Regardless of their classification, all classes of prisoners being moved through public areas will normally be handcuffed or restrained (Reference Use of Restraint Devices policy #04-01).

Prisoners color codes for all classifications are (Refer to CUS - 4-1):

- \* General Population Male – Postman blue
- \* General Population Female – Navy blue
- \* Protective Custody Male/Female – Gold
- \* Protective Custody No-Mix – Yellow and white stripe
- \* Medical population Male/Female – Green
- \* Mental Health Level 2 Male/Female – Solid orange
- \* Mental Health Level 3 Male/Female – Orange and white stripe
- \* Administrative Segregation Male/Female - Red
- \* Administrative Segregation No-Mix Male/Female - Red and white stripe
- \* Civil Commitments - High visibility green

If already restrained, check to ascertain proper application and check periodically to prevent tampering or accidental injury to prisoner.

**Deputies shall not** handcuff male prisoners to female prisoners.

Protective custody prisoners should not be handcuffed to other classifications of prisoners.

Juvenile prisoners will be escorted by Juvenile probation and kept separate, handcuffed and moved independently from all adult prisoners.

Inmates being held on solely civil commitments will be kept separate, handcuffed and moved independently from all other classifications of inmates.

The following steps shall be taken when persons are remanded into custody: (Reference Processing Remands Procedure #04-05).

Handcuff and search

Take control of all property

Keep separate from other prisoners until processed

Pre-process and book as needed

When separate, secured, transport corridors are not available, move prisoners through areas that afford the **least** access to the public.

When moving through public areas, as a last resort, direct the public to provide clearance for prisoner movement.

Do not allow prisoners and the public to intermingle.

Do not allow communication between prisoners and the public.

Do not move prisoners on elevators with the public. If necessary, ask the public to wait for the next car. Do not use public stairways unless absolutely necessary.

Move only the number of prisoners that can be safely handled.

Coordinate with Bailiff or other Court Transportation Deputies for prisoner movement to, from, or within the court.

Large calendar prisoner movement

Lock all appropriate doors

Do not relinquish control of prisoners to the courtroom until the assigned bailiff(s) are present.

If the need arises to go into a holding cell, make certain you have backup deputies. In an emergency:

Secure area

Summon help (via radio, telephone, alarm, etc.)

Render first aid, C.P.R., as needed

Advise court and supervisor

Complete appropriate reports

Movement of prisoners when jurors or potential jurors are present should be avoided. Coordinate with the bailiff and use an alternate route.

Prior to taking inmates into court:

Check restraints for proper application.

#### Disabled and Injured inmates – Use of Wheelchairs

Inmates shall be transported to the court facility from the jail by use of a wheelchair only when such restriction has been ordered by the jail medical staff or with the prior authorization of the Court Security Supervisor.

Court Transportation has primary responsibility for the transportation of wheelchair bound prisoners to and from the court facility.

Wheelchair bound inmates primary route of transportation will be through the court tunnel to the Chair assist stair ramp. The inmate will depart his jail issued wheelchair and embark on the Chair assist. Transportation deputies will apply the seatbelt to the inmate. Once the inmate is secured to the chair, the deputy will activate the chair assist down to the next level. Once the chair assist comes to a secured stop, the inmate will disembark and sit into a Court Floor assigned wheelchair. Transportation Deputy will escort the inmate to the secured elevators in the court tunnel. Transportation Deputy will place appropriate restraints on the inmate before accessing the secured elevator.

Transportation Deputy will notify the bailiff the wheelchair inmate is in route from the Judge's corridor to the courtroom.

Minimum restraint for a wheelchair bound prisoner is a waist shackle secured to the metal frame of the wheelchair. Other restraint may be placed upon the inmate based upon his/her classification or other security issues as appropriate and otherwise authorized by policy.

Transportation deputies shall transport wheelchair bound prisoners within the court facility and into and out of courtrooms as otherwise provided for above.

The Court Security Supervisor may authorize the transportation of wheelchair bound prisoners by MRD's (Movement Relief Deputies) at the jail when Court Transportation is unavailable.

When transportation of a wheelchair bound prisoner cannot be performed by the primary means of movement to court, then Court Transportation shall transport through an alternate route. Court Transportation Deputies shall do the following:

Place appropriate restraints on the prisoner prior to removal from the secured area of the Jail facility. Deputies will escort the wheelchair inmate starting from the Jail lobby to outside. Court Transportation will proceed to the secured elevator at the ground level of the court facility.

Perform the transport with a minimum of two deputies, one of which should be an armed escort from the jail lobby to the secured corridor of the court facility.

Advise the Court Security Supervisor at the start and at the end of the transport to and from the jail facility.

When inclement weather prohibits outside transport, transport shall be by jail van equipped for such transport function.

When the van is unavailable, the Court Security Supervisor shall be notified and other arrangements such as postponing the prisoners court appearance may be made.

**RELATED STANDARDS:**

None

**AFFECTED DIVISIONS:**

Custody Division

**DATE OF REVISIONS:**

June 1, 2001

By order of

JAMIE SCARDINA  
CAPTAIN