

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 09/27/10	NUMBER 04.04.130
	SUBJECT PRISONER MOVEMENT WITHIN AN INSTITUTION	
SUPERSEDES 04.04.130 (10/06/97)		AUTHORITY MCL 791.203; 791.204 ACA STANDARDS 4-4188
PAGE 1 OF 3		

POLICY STATEMENT:

Controlled prisoner movement is essential to staff and prisoner safety, monitoring of prisoner activities, prevention of escapes, and prevention of the introduction of contraband.

GENERAL INFORMATION:

OFFENDER CALLOUT MANAGEMENT SYSTEM (OCMS)

- A. OCMS shall be used at all institutions to coordinate scheduled prisoner movement within the institution and for gate pass and public works assignments; however, a back-up system shall be available for use if OCMS is temporarily inaccessible. The Warden shall ensure that all assignments and activities to be scheduled through OCMS are prioritized based on the purpose of the assignment or activity. Prioritization shall not result in a prisoner being precluded from a medical appointment, including to receive psychiatric or psychological services. Leisure time activities shall have the lowest priority.
- B. It is the prisoner’s responsibility to request scheduling of leisure time activities. It also is the prisoner’s responsibility to ensure that the request does not conflict with work/school assignments or other scheduled call-outs. Requests to attend leisure time activities that are at the same time as other scheduled activities, or overlap those activities, will not be scheduled.
- C. All call-outs are mandatory. A prisoner who does not report to a call-out may be subject to discipline in accordance with PD 03.03.105 “Prisoner Discipline”.

OFFENDER DAILY SCHEDULE

- D. An Offender Daily Schedule shall be generated for each prisoner by OCMS. The schedule operates as the prisoner’s itinerary for all call-outs for the identified day. The schedule shall identify the prisoner by name, number, and lock and identify each assignment and activity for which the prisoner is scheduled, including locations and arrival and departure times. The schedule also shall include any specific requirements for the call-out (e.g., special clothing required) and other information as approved by the Warden or designee. The schedules shall be distributed to prisoners in advance of the call-out at a time when most prisoners are in their cells or rooms and available to receive the schedule (e.g., during evening count).
- E. The Offender Daily Schedule authorizes a prisoner to move unescorted to and from identified assignments and activities within the institution, subject to Paragraph S. Prisoners must carry their schedules to and from scheduled assignments and activities and are required to produce the schedule upon staff request. The Warden also may require that prisoners return the schedule to staff upon its expiration.
- F. To authorize a prisoner to move outside the security perimeter of the institution for a gate pass or public works assignment, a Prisoner Detail (CSX-225) or a Public Works Count Sheet/Prisoner Detail (CAX-306), as appropriate, must be issued in addition to the Offender Daily Schedule; however, a detail generated by OCMS may be used in lieu of either of these forms. Details are required to be approved by the Warden or designee. All details must be legible and be completed in full; initials shall not be used in lieu of signatures.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 09/27/10	NUMBER 04.04.130	PAGE 2 OF 3
-----------------------------------	----------------------------	---------------------	-------------

HOUSING UNIT LOG/CALLOUT REPORT

- G. The Housing Unit Log/Callout Report is a compilation of the information contained in the Offender Daily Schedules for all prisoners in an identified housing unit. The report provides notice to prisoners of their scheduled assignments and activities for the identified date.
- H. Housing Unit Log/Callout Reports shall be generated and distributed to appropriate housing unit staff on a daily basis. The report shall be posted or the information in the report otherwise made reasonably accessible to all prisoners in the housing unit in advance of the scheduled assignments/activities. Prisoners are responsible for reviewing the report or, if not posted, requesting information from the report, prior to the scheduled assignments/activities and notifying housing unit staff if it includes any scheduled assignment or activity not included on the prisoner's itinerary. In such cases, housing unit staff shall endeavor to resolve the discrepancy prior to the scheduled assignment/activity, when possible. Prisoners shall not have access to reports for other housing units.

PRISONER PASSES (CSJ-183)

- I. A prisoner pass shall be used for authorized unescorted prisoner movement which was not scheduled using OCMS. Passes must be legible and be completed in full; initials shall not be used in lieu of signatures.
- J. The issuance of all passes shall be coordinated through the control center or through staff designated by the Warden; only passes approved by the control center or staff designated by the Warden shall be issued. Program and housing unit staff who routinely issue passes shall use the Assignment or Housing Unit Pass Record (form CAJ-257) to record all prisoner movement by pass. Staff shall not sign a pass until the prisoner is authorized to leave for the destination identified on the pass. In addition, the pass shall not be signed until a staff person at the approved destination has been notified that the prisoner is leaving for the destination.
- K. Prisoners are required to carry their pass to and from the destination identified on the pass and are required to produce the pass upon staff request. The Warden also may require that prisoners return the pass to staff upon its expiration.
- L. If the offender daily schedule conflicts with a pass, the pass prevails.

ACCOUNTABILITY

- M. Staff shall ensure that blank passes and details are secured so they are not accessible to prisoners.
- N. Prisoners shall not be involved in the preparation of passes or details nor involved in OCMS data entry.
- O. Employees are responsible for the accuracy of details and passes they issue as well as data they enter into OCMS. Their signatures on details and passes they issue reflect that they have reviewed and approved the document.
- P. Staff are responsible for prisoners reporting to their area through the Offender Daily Schedule, details, and passes. Their responsibilities include proper notification when prisoners do not report, arrive late, or leave early. Prisoners are required to travel directly to and from the specified destination and arrive by the specified start time of the assignment or activity.
- Q. All institutional staff shall routinely check Offender Daily Schedules, details, and passes to ensure they are valid and current. Employees encountering expired scheduled, details, or passes shall take possession of the expired document. Prisoners in possession of a forged or altered offender daily schedule, detail, or pass or who are involved in forging or altering any of these documents, or who violate Department policy or institutional procedures regarding prisoner movement, are subject to discipline as set forth in PD 03.03.105 "Prisoner Discipline".

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 09/27/10	NUMBER 04.04.130	PAGE 3 OF 3
-----------------------------------	----------------------------	---------------------	-------------

- R. The Warden shall ensure that appropriate staff are assigned to assist with prisoner movement and control during periods of mass prisoner movement (e.g., yard periods, meals).
- S. The Warden may require prisoners to be escorted to their destination even if an Offender Daily Schedule or pass has been issued.
- T. Wardens shall identify assignments that pose special security concerns (e.g., night workers, administration building porters). A prisoner shall not be assigned or given a pass to go to those assignments without the prior approval of the Warden, Deputy Warden, or designee.

INSTITUTIONAL MONITORING

- U. Each Warden shall ensure security monitoring exercises are developed that are designed to test the operation and accountability of prisoner movement involving Offender Daily Schedules, details, and passes. These exercises shall be performed at least monthly.

PROCEDURES

- V. Wardens shall ensure that operating procedures are developed as necessary to implement requirements set forth in this policy directive. Procedures shall be completed within 60 calendar days after the effective date of this policy directive. This includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- W. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist Wardens with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 09/07/10