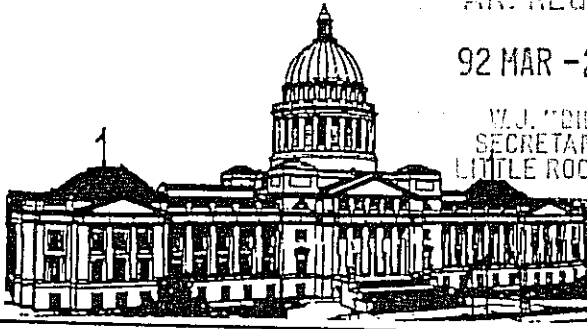


ARKANSAS REGISTER

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Transmittal Sheet



W. J. "BILL" McCuen
SECRETARY OF STATE
LITTLE ROCK, ARKANSAS

W. J. "Bill" McCuen
Secretary of State
State Capitol Rm. 010
Little Rock, Arkansas 72201-1094

For Office

Use Only:

Effective Date 03/20/92 Code Number 004 00.92--003

Name of Agency Arkansas Department of Correction

Department of Correction

Contact Person A. L. Lockhart, Director

Statutory Authority for Promulgating Rules Act 50 of 1968, First Extraordinary Session, as amended

Intended Effective Date	AR404-Transporting/Escorting Inmates	Date
<input type="checkbox"/> Emergency	Legal Notice Published	<u>2/7-13/92</u>
<input type="checkbox"/> 20 Days After Filing	Final Date for Public Comment	<u>2/25/92</u>
<input checked="" type="checkbox"/> Other	Filed With Legislative Council	<u>2/14/92</u>
	Reviewed by Legislative Council	
	Adopted by State Agency	<u>2/27/92</u>

Please use 3/20/92 as the effective date

CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted
In Compliance with Act 434 of 1967 As Amended.

Signature

Director
Title

February 27, 1992
Date



ADMINISTRATIVE REGULATIONS

STATE OF ARKANSAS

DEPARTMENT OF CORRECTION

Section Number

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AR. REGISTER DIV.

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W.J. "BILL" McCUE

SECRETARY OF STATE

ITTLE ROCK, ARKANSAS

BY

Board of Correction Approval Date:
2/27/92

Supersedes:
AR 404

Dated:
10/18/88

Attorney General
Review Date:

2/27/92

Date Filed
Secy. of State:

2/28/92

SUBJECT: Transporting/Escorting Inmates

I. AUTHORITY:

The authority of the Board of Correction to promulgate this Administrative Regulation is confirmed in Act 50 of 1968, First Extraordinary Session, as amended.

II. PURPOSE:

To describe policies and procedures used by the Department of Correction when supervising inmates who require escorted transportation outside the units/centers.

III. APPLICABILITY:

Wardens/center supervisors; security personnel; any employees required to restrain, escort, and/or transport inmates in the performance of their duties; and inmates.

IV. DEFINITIONS:

- A. Employees: Persons hired by the Department of Correction or contracted for services.
- B. Inmates: Offenders incarcerated within a Department of Correction unit/center; offenders supervised by the Department of Correction but housed elsewhere; and those offenders supervised by Field Services.
- C. Restraints: Security equipment used to prevent escape, assault, or the commission of some other offense by violent or disruptive inmate(s); and to protect employees, inmates, and other individuals.

V. POLICY:

It shall be the policy of the Department of Correction to ensure secure procedures and safety precautions while escorting and/or transporting inmates at all times.



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VI. PROCEDURES:

A. Situations

Department employees will use proper security procedures and safety precautions when escorting and/or transporting inmates at all times including but not limited to the following:

1. while being escorted and/or transported on the unit/center;
2. transfer from one unit/center to another;
3. while being accompanied on out to court status;
4. while on off-the-unit/center activities;
5. for inmates being returned to a unit/center following escape, parole violations, or other apprehension return situations; and/or
6. for any reason inmates must be escorted, transported, or held for the good order and safety of the Department of Correction.

B. Use of Restraints

1. All inmates being transported from one unit/center to another or being taken from and returned to a unit/center must be handcuffed. A security belt and/or leg irons may also be used to provide additional security. They may also be used while escorting inmates if used for the good order and security of the department. Exceptions to this policy may include:



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- a. inmates in Class I-A and I-B status;
 - b. inmates being transported to a work release unit/center;
 - c. inmates being transported to and from an industry or construction job assignment;
 - d. inmates participating in the Regional Maintenance Program;
 - e. inmates participating in the Plasma Program;
 - f. inmates being transported to and from band or choir engagements; and,
 - g. inmates being transported to and from Inmate Panel engagements.
2. Handcuffs and/or other security restraint devices employed are not to be removed until the inmate is delivered to the receiving authority as specified by the unit warden/center supervisor.
- C. Number of Escorts and Weapons while Transporting Inmates
1. Normally, two employees shall be assigned to escort inmates in transfer, with at least one employee being armed. Exceptions may be made by the unit warden/center supervisor to increase this security escort policy. Employees accompanying inmates must be extremely alert, especially in crowds, to guard against escape and/or the acquisition or use of any type weapon by the inmate.
 2. At least one escorting employee must be female when transporting a female inmate.



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D. Escort Instructions

1. Escorting employees shall be provided with a copy of the first page of the admission summary and a gate pass or transfer. Exceptions: Emergency medical transfers will be handled with gate passes only.
2. When accompanying inmates to court, employees are to contact the sheriff or bailiff, chief of police, or U.S. Marshal as soon as they arrive and receive orders for subsequent proceedings.
3. Should the judge order the inmate remanded to a jail to await further action, escorting employees are to obtain a copy of the Court Order, if possible. Before turning an inmate over to officials, one of the escorting employees will make either telephone or radio contact with the unit warden/center supervisor for instructions. Employees will secure a receipt from the sheriff, chief of police or U.S. Marshal when the inmate is turned over to them.
4. If overnight travel is necessary, it is permissible for the escorting employees to spend the night in a city or town where the inmate may be confined to a secure jail. Upon release from such temporary confinement, the inmate shall be thoroughly searched for contraband by Department employees.

Inmates being accompanied on off the unit trips are not permitted visits, except for attorney/client consultations on order of the court or as approved by the warden/center supervisor.

AR404