

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 15.210.00 Court Calendar

Facility Policy: (34)15.210.00 Court Calendar Distributions

The court calendar SCS shall generate various types of court calendars. Copies of each shall be distributed as listed:

- Housing Calendar
  - Core Rover
  - 2 copies to Health Services
  - All housing units
- Name Calendar
  - Transportation
  - Video Court
  - Court liaison
- Transportation Calendar
  - Regular size
  - 64% size copy
- Court packet
  - Fiscal
  - Release officer
  - Property

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Revision Date: July 3, 2019

Bureau Policy Section: Court Pulls

Bureau Policy: 15.310.00 Court Pull Guidelines

Facility Policy: (34)15.310.00 Court Pull Guidelines

Transportation pull for inmates scheduled for court or facility transfers shall be conducted as follows:

- The graveyard housing unit staff shall review the court calendar and use highlighters to indicate the scheduled destination of the inmates housed in their units (such as: AM/PM Video Arraignment, regular court pull, roll-ups to Morongo and outlying Type I facilities, State Prison, etc.).
  - Housing unit staff shall identify any ADA inmates listed on the court calendar and advise Core Rover.
  - Core Rover will coordinate with Transportation to comply with Bureau Policy on Inmates with Disabilities and Court Transportation.
- Based on the list, the graveyard housing unit staff shall wake the inmates for the serving of court breakfast and ensure the inmates have sufficient time to get ready.
- The housing unit SCS shall coordinate with the deputy to stage the inmates to walk to Transportation or Male/Female Intake, depending on their destination.
- The housing unit deputy shall ensure each inmate is searched for contraband prior to leaving the unit.
- The core rover shall coordinate the movement of inmates from North and South Control.
- Housing unit deputies shall escort their inmates to Transportation.
- Once a housing unit deputy has escorted their inmates to Transportation or intake, the deputy shall remain in the corridors to assist with the inmate movement.
  - Deputy assistance may also be needed in Transportation to apply waist chains or leg shackles to inmates.