

MEMORANDUM OF UNDERSTANDING

COUNSEL OF PRISON LOCALS, LOCAL 408, (UNION)
FEDERAL CORRECTIONAL COMPLEX, BUTNER, NC (AGENCY)

CTO/HAP Transportation Program Procedures

A HAP roster will be run by the EW Operations Lieutenant or his designee and checked for any inmates who are NPO for their appointment.

The NPO's are notified and the inmate signs the NPO Notification Form.

EW Compound Officers will distribute the HAP roster to the Units for morning wake ups.

At each of the institutions the Morning Watch Unit Officer will wake up the inmates (using the HAP roster) after a good unit verbal count. (5:00 a.m. count).

****Note: (FCI I inmates will report to R&D at the morning work call as they will be picked up last)**

All HAP inmates (to include NPO will be moved to Food Service). HAP and Food Service inmates will be sent at the same time to Food Service. The Compound Officer will check HAP inmates against the HAP roster as they are entering the Dining Hall and follow-up on any missing inmates with the Units. The inmates will be fed short line and be ready for movement by 6:00 ^{A.M.} p.m. Upon arriving to the institutions, CTO's will call the Compound Officer to notify HAP inmates to report to R&D. *of NPO*

The CTO's and Lt will report to the FCI II, the CTO's will draw their equipment and the vehicle keys.

The Lt will then make the decision where the CTO's will be dispersed, (depending on the number of inmates to be moved at each institution) to begin prepping the HAP inmates for the move.

CTO's will pull necessary keys at the respective institution.

The LT will then assign a CTO to ensure inmates receive insulin or meds prior to transport. HAP goes to the front of Medical (insulin line is first then pill line) and the HAP inmates will return back to R&D with the CTO Officer. The remaining CTOs in R&D will begin to process the inmates for transport.

CTO staff will contact medical at the parent institution for any inmate refusals. The CTO will then provide Medical VIA E-mail with the inmates name and number.

The CTO staff will visually ID all HAP inmates and staff will ensure inmates have no personal effects prior to entry into R&D. After the inmates are visually searched all

government issued clothing will be placed in a bag. The inmates will be required to write their name on a piece of paper and place it in their own mesh bag. They are then to drop their mesh bag in the laundry cart. The inmates are then placed in a clean cell.

Inmates are to bring their self-carry meds and approved medical devices with them. No glucometers.

Restraints will be applied pursuant to Policy on escort procedures.

Inmates will be ID'd by Lt. Once ID'd, the CTO's will contact the Complex Patrol to post up via radio contact. In the event there is no Complex Patrol, Operations Lt. will be notified and will determine which Perimeter Patrol will be utilized during the move. The inmates are then walked to Control and then ID'd by the Control Center.

The Perimeter Patrols will post up and the CTO's will load the HAP inmates onto the transport vehicle. CTO's drives the vehicle to the FMC.

The patrols post up at the FMC. Inmates exit the transport vehicle and enter via sally port. The inmates are ID'd by Control and then keyed into the FMC.

The inmates are then moved to the hallway where the restraints are then removed. The inmates are then escorted to R&D by Medical Patrol.

Medical Patrol Officer separates the inmates by clinic and escorts them to the clinic. Are there any inmates ready to be returned to the other institutions?

Medical Patrol will make hourly rounds for return trips beginning at 9:00am. Inmates will be brought down to R&D for return to their parent institution. At a minimum there should be three return trips before 3:00 p.m.

The inmates are separated by institution and paperwork is completed.

The inmates are visually searched at the FMC and placed in clean cells. Restraints are applied and they are then transported to Control, ID'd by Control, and keyed out by Control.

The Perimeter Patrols then post up and the inmates are loaded on the bus. Inmates are driven back to the parent institution.


The Perimeter Patrols post up at the parent institution and the inmates are unloaded from the transport vehicle. They are then escorted back through Control where they are ID'd and loaded into SENTRY by Control.

The CTO's escort the inmates to R&D, where the restraints are removed and they are provided their clothes by the CTO's.

The CTO's will then notify medical and escort the HAP inmates to medical at all institutions with a hard receipt, with the exception of the FCI I, where the CTO's will notify the Compound Officer to escort the FCI I HAP inmates to medical and give the hard receipt to compound to deliver to medical.


For the Agency:

For the Union:



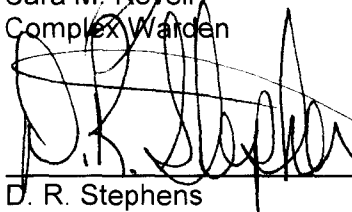
Sara M. Revell
Complex Warden

5/5/2011
/Date



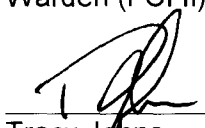
Morris Dillard, President
Local 408

4/27/2011
/Date



D. R. Stephens
Warden (FCI II)

05/05/11
/Date



Tracy Johns
Warden (FCI I & LSCI)

5/5/11
/Date