

 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 4016
	Inmate Records-Inmates On Out Count		DATE 7/24/2015
SUPERSEDES DIR #4016 Dtd. 7/3/2014	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directive #4451	APPROVING AUTHORITY <i>Aime Marie M. Heath</i>		

- I. PURPOSE:** On occasion, an inmate must be transported outside his or her facility for a court appearance, medical treatment, attendance at a funeral, or other purposes. This directive describes the procedures to be followed by the sending facility to ensure that the temporary housing facility has the necessary records and sufficient information about the inmate to provide proper custody and services.

Note: If the period of time away from the owning facility exceeds ten nights, the inmate shall be transferred, unless the inmate is being moved for medical reasons, for a court appearance, or pending or following a disciplinary determination.

II. PROCEDURE

- A. Sending Facility: The facility Inmate Records Coordinator (IRC), or the functional equivalent* in a facility without an IRC, is responsible for the following:
1. Receives notification that the inmate will appear in court, at a hospital, etc. Depending on the nature of the trip and/or the means of notification, it may be necessary to verify the information.
 2. Shall make arrangements for temporary housing of the inmate at an appropriate facility and transmit in-transit KITS form, if applicable, to the Office of Classification and Movement.
 3. Shall prepare a Special Order. This is a document signed by the facility Superintendent (or the IRC as designated by the Superintendent, First Deputy Superintendent, or Acting Superintendent in the absence of the Superintendent) which describes the trip, authorizes the inmate's passage through the facility gates, and advises other facility departments that trip preparations must be made. A standardized e-mail message or form may be used to generate such Order. The Special Order should include the following information:
 - a. Inmate's name;
 - b. DIN;
 - c. Cell location;
 - d. Date and time of departure;
 - e. Date and time of return (if known);
 - f. Destination;
 - g. Intermediate stops (if any);

*In some facilities, these functions may be performed by specifically designated staff in other areas (e.g., medical department).

- h. Purpose (if deathbed or funeral visit, include name and relationship);
 - i. Transportation arrangements; and
 - j. Central Monitoring Case (CMC) status.
 4. Gives the original of the Special Order to the escort Officers and contacts the following parties either by copy of the Special Order or by other means:
 - a. Security Office, to make escort arrangements;
 - b. Health Services Unit, to prepare trip medication and health information forms;
 - c. State Shop (or equivalent) to prepare civilian clothing;
 - d. Correspondence Office (if indicated) to hold or forward mail;
 - e. Package Room (if indicated) to hold, return, or forward packages;
 - f. Guidance Unit to prepare [Form #3610](#), "Custodial Transfer Information," when applicable, and copy negative correspondence list; and
 - g. Other offices as necessary.
 5. At least 24 hours before the trip, the IRC shall obtain the following:
 - a. [Form #3610](#), "Custodial Transfer Information" (only if the inmate is being transferred to another jurisdiction);
 - b. [Form #3611](#), "Health Transfer Information" (when transferring custody to another jurisdiction);
OR
[Form #3276](#), "Inmate Health Care Transit Form" (when in-transiting inmate to another DOCCS facility); and
 - c. Any necessary medication/equipment. Any medical problem, medication, etc., that the transporting Officers should be aware of will be noted on [Form #3276](#), "Inmate Health Care Transit Form." This form, along with any medication, will be given to the transporting Officer. Any other health care documents will be placed in a sealed envelope to be incorporated in the escort envelope (see below).
 6. Prepares the escort envelope as follows:
 - a. Label the outside of envelope:
 - (1) Inmate's name;
 - (2) DIN;
 - (3) Date of trip; and
 - (4) Purpose of trip.
 - b. Place in envelope:
 - (1) Special Order (see Section II-A-3 above);
 - (2) ID photograph (with thumbprint for NYC courts);
 - (3) Court Order (if a court trip);
 - (4) Body receipt (out-to-court detainer if a court trip);
 - (5) [Form #3610](#), "Custodial Transfer Information" (only if the inmate is being transferred to another jurisdiction);

- (6) [Form #3611](#), “Health Transfer Information” (when transferring custody to another jurisdiction);

OR

[Form #3276](#), “Inmate Health Care Transit Form” (when in-transiting inmate to another DOCCS facility); assure that the person to be notified in the event of an emergency is included and specifically indicated;

- (7) A copy of the negative correspondence list: Telephone lists and visiting lists are computerized and can be accessed by the Guidance Unit at the in-transit facility. Assure that the person to be notified in the event of an emergency is included and specifically indicated; and
- (8) [Form #2063](#), “Certificate of Search” (to be completed by appropriate Security staff).
Prior to transporting the inmate, the transporting Officer shall remove the Special Order, replace the completed [Form #2063](#), “Certificate of Search,” and seal the envelope.

7. If the inmate has not returned in ten days, the IRC shall contact the in-transit facility to determine the inmate’s status and, if necessary, notify the Guidance Unit so that they can submit an Unscheduled Transfer Review to the Office of Classification and Movement requesting that a Transfer Order be issued for the inmate’s transfer to the detaining facility.
8. If a Transfer Order is subsequently issued, the owning facility IRC notifies the IRC of the in-transit facility, receiving facility (if different), and other offices, as necessary, of the Transfer Order and arranges for all records to be sent to new owning facility.
- B. In-transit (Receiving) Facility: No inmate may be accepted for temporary housing unless accompanied by the documents listed in Section II-A-6-b above; excluding the Special Order.
- C. Admission to Outside Hospital: When an inmate is placed on “out count” status as a result of admittance to an outside hospital or transferred to another facility for admittance to an outside hospital, his or her “emergency contact” must be notified (after admittance) pursuant to Directive #4451, “Outside Hospital Admission Notification.”