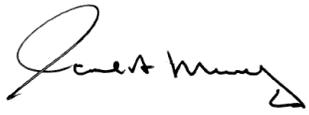


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POLICY NUMBER: 10.2		
CHAPTER 10: SECURITY, CONTROL, AND OPERATIONS		
 <p>State of Maine Board of Corrections</p> <p>Approved by Chair:</p> 		PROFESSIONAL STANDARDS: Maine Department of Corrections Jail Standard: C-12
EFFECTIVE DATE: October 1, 2014	LATEST REVISION: New Policy	

I. AUTHORITY

The State Board of Corrections (SBOC) adopts this policy pursuant to its duties to manage inmate bedspace throughout the coordinated correctional system under 34-A M.R.S. § 1803(2)(D) and coordinate transportation of inmates within the coordinated correctional system under 34-A M.R.S. § 1803(3)(C).

II. APPLICABILITY

The procedures contained in this policy apply to all correctional facilities within the coordinated correctional system of Maine.

III. POLICY

In order to affect the safe and orderly transfer of inmates within the coordinated correctional system, the SBOC believes that county jails should employ a single set of standardized procedures. This policy establishes such a uniform set of procedures.

IV. CONTENTS

Procedure A: Requesting the Transfer of an Inmate

Procedure B: Required Documentation for the Transfer of an Inmate

Procedure C: Authorized Property

Procedure D: Returning an Inmate to the Originating County Jail

Procedure E: Inmate Transfer Data Collection

V. PROCEDURES

Procedure A: Requesting the Transfer of an Inmate

1. The Corrections Administrator (or designee) of the sending facility will initiate the transfer of a county jail inmate housed within their facility to another county jail by completing the procedures outlined herein.
2. Prior to the completion of an inmate transfer, the Corrections Administrator (or designee) of the sending facility will complete all necessary forms, compile all necessary documentation (see Procedure B), and make all necessary contacts regarding the transfer.
 - a. The Corrections Administrator (or designee) will complete the authorized *Inmate Transfer Form* (see Attachment #1).
 - b. The Corrections Administrator (or designee) will email and/or fax the completed *Inmate Transfer Form* to the receiving facility's designated point of contact.
 - c. The Corrections Administrator (or designee) will call the designated point of contact at the receiving facility to ensure the email and/or faxed *Inmate Transfer Form* has been received.
 - d. Unless special circumstances exist, a completed *Inmate Transfer Form* shall be considered sufficient information for approving or denying an inmate transfer.
 - i. Special circumstances may include, but may not be limited to, the following:
 - a) Inmate demonstrating suicidal behavior; and
 - b) Inmate receiving acute medical and/or mental health treatment;
3. The Corrections Administrator (or designee) of the receiving facility will approve or deny the requested transfer.
 - a. The approval or denial will be noted on the *Inmate Transfer Form*, and if denied, a reason will be provided.
 - i. The decision to deny a requested inmate transfer from another county jail will be made by the Sheriff or Corrections Administrator.
 - b. The approval or denial will be communicated to the Corrections Administrator (or designee) of the sending facility.
4. Upon approval of an inmate transfer, the Corrections Administrator (or designee) of the sending facility will notify their Transportation Department to schedule the inmate transfer.
 - a. The Transportation Hub System will be utilized as the first option when transporting inmate(s) throughout the coordinated correctional system.
 - b. The transportation personnel will follow all transportation policies set-forth by their county.

Procedure B: Required Documentation for the Transfer of an Inmate

1. Each inmate transferred to another county jail will be accompanied by a Transportation Packet, including the following:
 - a. Copy of the *Inmate Transfer Form*;

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- b. Copy of the Mittimus/Intake File (i.e. Name Screen/Face Sheet);
- c. Copy of the *County Jail Medical Transfer Form* (see Attachment #2);
- d. Applicable Court Documentation, including any victim notification information; and
- e. Medication (if applicable).

Procedure C: Authorized Property

1. An inmate being transferred to another county jail will be required to wear the authorized transportation uniform while being transported.
 - a. An authorized transportation uniform will be approved by the SBOC, or designee, and will not resemble any current county jail inmate uniforms.
2. A county jail accepting an inmate transfer will accept the following inmate property:
 - a. United States Postal Mail, including all legal mail;
 - b. Inmate money, including a financial statement of funds; and
 - c. Photographs.
3. Receipt of additional property must be authorized by the Corrections Administrator (or designee) of the receiving facility prior to the transfer being completed.
 - a. If necessary, additional inmate property arrangements will be made directly between the sending and receiving facilities’ Corrections Administrators (or designees), in accordance with the respective policies of each facility.

Procedure D: Returning an Inmate to the Originating County Jail

1. When necessary, the Corrections Administrator (or designee) of the sending (originating) or receiving county jail may initiate the return of a transferred inmate to the originating county jail in accordance with the procedures outlined in this policy.
 - a. The Corrections Administrator (or designee) of the county jail currently housing the inmate will update the *Inmate Transfer Form*, including providing details regarding the reason for return of the inmate.
 - b. The Corrections Administrator (or designee) of the county jail currently housing the inmate will notify their Transportation Department to schedule the inmate transfer.
2. All necessary transportation and transfer arrangements will be confirmed within forty-eight (48) hours of the request for the inmate’s return transfer, excluding weekends and holidays.

Procedure E: Inmate Transfer Data Collection

1. An *Inmate Transfer Form* will be completed in each of the following situations:
 - a. A county jail inmate is transferred to another county jail;
 - b. A county jail inmate is transferred from a Department of Corrections facility to a county jail;

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- c. A county jail inmate is returned to the originating county jail after being transferred to another county jail; or
 - d. A Corrections Administrator (or designee) denies the transfer of a county jail inmate.
2. As outlined in section 1, upon completion of an *Inmate Transfer Form*, the Corrections Administrator (or designee) completing the form will submit a copy of the form to the SBOC Executive Director, or designee.

VI. ATTACHMENTS

- Attachment 1: *Inmate Transfer Form*
- Attachment 2: *County Jail Medical Transfer Form*
- Attachment 3: *Definitions*

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