



<p align="center"><u>ADMINISTRATIVE REGULATION</u></p>  <p align="center">COLORADO DEPARTMENT OF CORRECTIONS</p>		REGULATION NUMBER	PAGE NUMBER
		300-55	1 OF 2
		CHAPTER: Facility Security	
		SUBJECT: Offender Movement Schedule	
<p>RELATED STANDARDS: ACA Standards 4-4158 and 4-4188</p>		EFFECTIVE DATE: September 15, 2011	
		SUPERSESION: 09/15/10	
		 Tom Clements Executive Director	
OPR: AVCF	REVIEW MONTH: May		

I. POLICY

It is the policy of the Department of Corrections (DOC) to establish and structure all offender movement as a means of ensuring the safety, security, and accountability of all offenders. Offender movement will follow established procedures to assure accountability of offenders and preserve the security of the facility. [4-4188]

II. PURPOSE

It is the purpose of this administrative regulation (AR) to establish guidelines and responsibilities for movement of offenders within the confines of all Level III and higher correctional facilities.

III. DEFINITIONS

- A. Designated Dining Hall Seating: A method establishing an open seating plan, by row, for the safe and orderly operations of dining halls; mandatory for level III and IV facilities.
- B. Pass System: A form that authorizes an offender to move at a specific time from a specific place, which he/she would not otherwise be authorized.
- C. Scheduled Movement: *The supervised, timed interval release of offenders from one location to another, including individual and group offender movement to and from work and program assignments. [4-4188]*
- D. Unscheduled Movement: Movement of offenders, individually or in groups, which is not reflected on the offender movement schedule and is authorized by pass or clearance.

IV. PROCEDURES

A. Scheduled Movement

1. All scheduled movement of offenders will be pre-established, in accordance with the offender movement schedule.

CHAPTER	SUBJECT	AR #	Page 2
Facility Security	Offender Movement Schedule	300-55	EFFECTIVE 09/15/11

2. Master Control will announce the start and end of all scheduled movement.
3. Facilities will establish supervision guidelines during movement times.
4. Facilities will develop a daily offender movement schedule which identifies times and duration of all scheduled movement.

B. Unscheduled Movement

1. Individual movement is through a pass system or clearance.
2. Movement of two or more offenders will be accomplished through clearance and supervision.

C. Dining Hall Seating: Level III and IV facilities will establish a procedure for designated dining hall seating that will address where seating will begin and how open seating will progress by row. ***Offenders will be allowed 20 minutes from the time they receive their tray to the time they finish eating and exit the dining hall. [4-4158]***

- D. In order to maintain the safety and security of the facility, the shift commander is authorized to limit or cease movement at any time.

V. RESPONSIBILITY

- A. The shift commander, or designee, will authorize/supervise all offender movements as delineated in policy.
- B. Custody/Control managers will develop a facility specific offender movement schedule and review annually.

VI. AUTHORITY

CRS 17-1-109. Duties and functions of the warden.

VII. HISTORY

September 15, 2009
April 1, 2008

ATTACHMENTS: A. AR Form 100-01, Administrative Regulation Implementation/Adjustments

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR Form 100-01A (04/15/08)

CHAPTER	SUBJECT	AR #	EFFECTIVE
Facility Security	Offender Movement Schedule	300-55	09/15/11

(FACILITY/WORK UNIT NAME) _____
WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

☐ AS WRITTEN ☐ NOT APPLICABLE ☐ WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT
OF THE AR

(SIGNED) _____ (DATE) _____

CHAPTER	SUBJECT	AR #	Page 4
Facility Security	Offender Movement Schedule	300-55	EFFECTIVE 09/15/11

Administrative Head

Attachment "A"
Page 1 of 1