



## DAILY PROCEDURES

*For official rules and policies consult the PPDs or Inmate Manual.*

### Movement

**Get a Pass:** Unless you are reporting to a work assignment, you must obtain a pass before leaving your unit. The procedures and times to obtain passes varies for each unit.

**Movement Times:** You can only move on designated movement times. Wait until “yard open” is called before attempting to leave your unit. Each movement lasts for ten (10) minutes, but don’t wait until the last minute, you can be turned away if you are late.

- 07:00 A Shift worker movement only
- 07:15 First General Movement. Sick Call (see page 27). Make sure you’re on a count list.
- 08:00 Visits only. You will be called if you can move.
- 08:30 General Movement
- 09:00 General Movement
- 10:00 General Movement
- 11:00 (This is not a common movement time. Make sure you have permission)
- 11:40 B shift worker movement and some other movements. Make sure you have permission to move and be sure you’re on a count list when you arrive.
- 13:00 General Movement
- 14:00 General Movement
- 14:25 (This is not a common movement time. Make sure you have permission)
- 15:10 General Movement
- 16:00 (This is not a common movement time. Make sure you have permission)
- 17:10 (This is not a common movement time. Make sure you have permission)
- 18:00 Visits only. You will be called if you can move.
- 18:30 General Movement
- 19:00 General Movement
- 20:00 General Movement
- 21:00 Final movement. Usually only for final trash runs, and returning to you unit from somewhere else.