



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	MSP 3.1.11 INMATE MOVEMENT CONTROL	
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Reference(s):	DOC Policy 3.1.11	
Signature:	/s Jim Salmonsens/ Warden	
Signature:	/s Gayle Butler/ MCE Administrator	

I. PURPOSE

To establish a process for the safe and secure movement of inmates at Montana State Prison (MSP) and Montana Correctional Enterprises (MCE).

II. DEFINITIONS

Call-out/Hold-in List – A daily schedule authorizing staff to hold an inmate in the unit pending movement to an appointment/activity as listed.

Daily Activity Schedule – A written chronological schedule of all regularly scheduled daily inmate activities/movements.

General Supervision – Means staff must continually monitor the activities of an inmate or group of inmates and remain in the general area of the activities.

Individual Movement – Scheduled or non-scheduled movement of a single inmate to different but authorized areas.

Industries Compound Inmate Work Crew – Any inmate working assigned jobs inside the Industries single fenced perimeter.

Inside Inmate Work Crew – Inmates working assigned jobs inside the double fenced compound.

Movement – Scheduled or non-scheduled movement of groups of inmates usually to one selected or designated area (work, chow, yard, etc.) with or without escort.

Outside Inmate Work Crew – Inmates working outside the fenced perimeter.

Protective Custody – A non-punitive housing status for offenders who request removal from the general population or require protection for their safety and well-being.

Schedule Movement – Pre-approved individual or mass movement of inmates in accordance with the Movement Sheet, Daily Activity Schedule, Call-Out/Hold-In List, or Work Roster.

Unscheduled Movement – Individual or mass movement of inmates to different but authorized areas at other than designated times. This includes emergency movement in accordance with the MSP Emergency Response Plan.

Work and Reentry Center (WRC) – The housing unit located outside of the fenced compound where inmates live that have job assignments outside of the fence compound.

Work Roster – A daily list of inmates assigned to work crews that work outside the housing units.

III. PROCEDURE

A. General Requirements

1. All individual and group inmate movement from one location to another must be controlled by staff. These controls shall include inmate check-in/check-out procedures, a call-out/hold-in system, scheduled movements, radio/telephone communications, and a work roster. Between movements, all corridors, housing unit doors, and other traffic control points shall be locked.
2. Inmate movement will be regulated by these systems in coordination with the accountability provisions of *MSP Procedure 3.1.21, Inmate Count & Supervision*.
3. Inmates must go directly to and from an approved destination. Failure to do so will result in disciplinary action in accordance with *MSP Procedure 3.4.1, Institutional Discipline*.
4. When an inmate is sent from one location to another unescorted the sending staff member will announce the inmate's departure from their location via phone or radio. If the inmate does not arrive at his destination within 5 minutes the receiving staff member will notify Command Post immediately and notify the sending unit. Command Post will coordinate efforts to locate the inmate.
5. Staff will ensure Command Post is notified when escorting protective custody inmates.
 - a. institutional movement will be restricted to ensure protective custody inmate do not encounter other inmates throughout the escorting process or while at their destination.
6. All staff are responsible for observing and monitoring inmate movement. This includes questioning unescorted inmates about the movement they are engaged in and otherwise ensuring that inmates are following the procedures outlined in this policy. Staff must be especially alert to inmate movement that appears out of context with scheduled activities and this policy. Any suspicious activity shall be reported immediately to the inmate's housing unit staff.
7. Staff assigned to housing units, yards, shops, and program posts must review the Movement Sheet, the daily Call-Out/Hold-In List, Work Rosters, and the Daily Activity Schedule to verify proper authorization of all inmate movement.
8. All communication regarding inmate movement may be done by telephone or radio communication. This communication must be staff to staff. Messages regarding inmate movement cannot be left with an inmate.
9. Staff shall immediately report any unaccounted-for inmate to the Shift Commander and the inmate's housing unit staff.
10. Between movements, all corridors, housing unit doors, and other traffic control points should be secured.

B. Inmate Check-in/Check Out

Subject: INMATE MOVEMENT CONTROL

1. Unit staff must issue inmates their I.D. card and replace it with an appropriate assignment card on the I.D. board prior to authorizing the inmate to exit the unit.
2. The only time an inmate will leave the unit without his I.D. card is when going to meals, gym, and yard call. A count sheet will be used for movement control of gym and yard. Staff must highlight an inmate's name on the sheet when he leaves and place a check mark by the inmate's name when he returns to the unit. Inmates will be called to recreation by level or block. Inmates who will be at these locations during census checks must bring their ID cards.
3. Upon arrival at their destination inmates are required to turn in their ID card to the appropriate staff member.
4. Inmates must get their ID card before returning to their housing unit if they are not being escorted by staff.

C. Schedule Movement

1. Inmate Call-out/Hold-out will consist of the following:
 - a. the call-out/hold-in list is the primary system used to schedule inmate appointments. This system is based on a daily master listing of scheduled inmate appointments.
 - b. call-out/hold-in records must be maintained at the Communication and Movement office for 30 days to provide a general reference concerning inmate activities and locations.
 - c. regularly scheduled activities on the call-out/hold-in list include, but are not limited to, the following:
 - 1) attorney interviews.
 - 2) parole hearings.
 - 3) pre-parole school.
 - 4) disciplinary hearings.
 - 5) special activities (grievance, board, inmate council, recreation, etc.).
 - 6) medical/dental appointments.
 - 7) chaplain interviews.
 - 8) counseling appointments; and
 - 9) group attendance.
 - d. staff members who intend to meet with inmates must submit a list of the inmates they need to see to the designated staff member at least six hours prior to the close of the previous working day. Lists must be generated by a staff member, must be in the format determined by the designated staff member, and must include the following information for each inmate on the list:
 - 1) name and identification number.
 - 2) housing assignment.
 - 3) work assignment.
 - 4) destination for the appointment/activity.
 - 5) name of staff member holding in and calling out the inmate; and
 - 6) time the appointment/activity will begin and end.
 - e. the designated staff member shall compile these lists into the master daily call-out/hold-in list and forward it to Communication and Movement office staff who shall make and distribute copies as necessary prior to the beginning of the following workday. These copies will be available at the Main Control entrance and other common staff traffic points within the facility to ensure that appropriate staff receive them.

- f. inmates must be in their respective housing unit prior to their scheduled appointment or will be held in until called and will only be allowed to move within the listed timeframe. If inmates are at a work assignment, it is the housing unit's responsibility to keep track of the call-out and have inmates sent back to their housing units prior to their scheduled appointments.
- g. the staff member requesting the call-out/hold-in shall call the housing unit to confirm the appointment and initiate movement to the designated area for the listed timeframe; and
- h. if circumstances arise that preclude the appointment, the staff member requesting the call-out/hold-in is responsible to release the inmate from call-out/hold-in or arrange for someone else to do so. Cancellation should be done by phone call to the unit and/or workplace.

D. Daily Activity Schedule

1. The Daily Activity Schedule lists general times for most routine inmate movements.
2. Anyone wishing to change a time for any activity on the Daily Activity Schedule must get written approval from an Associate Warden.
3. Inmates will generally be sent back to their housing units at the times listed on the schedule, however a supervisor may occasionally send an inmate back outside the scheduled time by notifying the unit.

E. Movement Sheet

1. The daily Movement Sheet lists internal and external inmate movement, such as discharges, paroles, pre-hearing confinements, housing unit changes, etc.
2. The daily Movement Sheet is maintained and distributed by the Communication and Movement office.
3. Entries on the daily Movement Sheet are generated through the processing of Admission/ Discharge Reports, Classification Reports and Job Assignment / Removal Forms.

F. Work Roster

1. A work roster program is used to control movement of various inmate work crews to and from work areas/locations and minimize the number of inmates being placed on the call-out/hold-in list.
2. The Communication and Movement office generates daily work rosters of all inmates assigned to each work crew.
3. Work crew supervisors shall pick up and return the inmates assigned to their work crews in accordance with procedures outlined below.

G. Inside Inmate Work Crews

1. Checking inmate workers out is as follows:
 - a. at the beginning of the workday, inmate work crew supervisors will pick up inmate workers at their respective units.

- b. prior to signing the workers out on the work roster, the supervisor shall verify each inmate by visually confirming inmate and inmate ID card match. ID card and shall keep the ID cards with them during the day.
 - c. supervisors shall sign the work roster for each worker taken.
 - d. if an inmate worker does not show up for work call and does not have a verified reason to miss work, he may be subject to disciplinary action. If the supervisor feels disciplinary action is necessary, he/she shall cite the inmate using a Disciplinary Infraction Report.
 - e. if the supervisor wants the inmate to be sent to work when he is done with his call-out appointment, he/she must inform unit staff that he/she wants the worker sent to work when he is done with his appointment. Unit staff will send the inmate worker to his work site after notifying the work supervisor of the inmate's destination and shall make an entry in the unit logbook listing the inmate's name, his destination, and the name of the supervisor authorizing the release. Unit staff shall initial the work roster; and
 - f. whenever an inmate is sent to work without an escort, unit staff shall initial and log the time he went out by the inmate's name on the work roster.
2. Checking inmate workers in is as follows:
- a. a supervisor may occasionally send an inmate to his housing unit during the workday by notifying unit staff. This shall be accomplished by following the procedures outlined in section C. "Unscheduled Movement" below.
 - b. at the end of the workday, or when the final inmate or group of inmates assigned to the crew are finished with their work, the supervisor must escort all remaining inmate workers to their housing unit. The supervisor shall go to each housing unit and sign the work roster verifying each inmate on his crew has been returned to the unit.
 - c. unit staff shall initial the work roster after the supervisor, verifying that each inmate the supervisor is signing in has returned; and
 - d. unit staff shall sign in every inmate worker who returns to the unit without escort throughout the day. Whenever an inmate returns to the unit from work without an escort, unit staff shall initial and log the time he arrives by the inmate's name on the work roster.

H. Industries Compound and Outside Inmate Work Crews:

1. Checking inmate workers out is as follows:
 - a. inmate work crew supervisors shall pick up inmate workers at their respective housing units.
 - b. prior to signing the workers out on the work roster the supervisor shall verify each inmate visually with their ID card. Supervisors will maintain ID cards during the workday for inmates inside of the compound. Inmates living at the WRC and working outside the compound will retain their ID card on their presence at all times when away from the WRC.
 - c. supervisors must sign the Work Roster sheet for each worker taken out.
 - d. if an inmate worker does not show up for work call and does not have a verified reason for doing so, he may be subject to disciplinary action. If the supervisor feels disciplinary action is necessary, he/she shall cite the inmate using a Disciplinary Infraction Report.
 - e. if a supervisor wants an inmate worker sent to work when he is done with his call-out appointment, he/she must inform unit staff that he/she wants the worker sent to the supervisor when he is done with his appointment. Unit staff shall send the inmate to his supervisor after notifying the supervisor and if applicable the Check Point officer (Ranch Office or Change House officer (for Industries Compound) of the inmate's destination and shall make an entry in the unit logbook, listing the inmate's name, his destination and the

Subject: INMATE MOVEMENT CONTROL

- name of the supervisor who authorized his release. Unit staff shall also enter their initials next to the inmate's name on the work roster; and
- f. whenever an inmate is sent to work without an escort, unit staff shall initial and log the time he went out by the inmate's name on the work roster.
2. Checking inmate workers in is as follows:
 - a. with prior radio or phone notification by the assigned supervisor, an inmate that works in the Industries compound may return from work through the Change House without his supervisor if there is a need for him to return to the unit or when his job assignment has been completed before day's end. Unit staff shall sign in inmate workers who return to the unit without escort throughout the day. Unit staff shall initial and log the time the inmate arrives by his name on the work roster.
 - b. with prior radio or phone notification by the assigned supervisor, an inmate that lives at the WRC may return from work without his supervisor.
 - c. at the end of the workday, or when the final inmate or group of inmates assigned to the crew are finished with their work, the supervisor must escort all remaining inmate workers to their housing unit. The supervisor will go to each housing unit, visually match ID cards to remaining inmates, and sign the work roster verifying each inmate on his crew has been returned to the unit.
 - d. unit staff shall initial the work roster after the supervisor verifying that each inmate the supervisor is signing in has returned.

I. Unscheduled Movement

1. Unscheduled movement must be kept to a minimum. Routine business must be handled after normal inmate work hours whenever possible.
2. All communication regarding inmate movement may be done by telephone or radio communication. This communication must be staff to staff. Messages regarding inmate movement cannot be left with an inmate.
3. Inmates must go directly to and from an approved destination. Failure to do so will result in disciplinary action in accordance with *MSP Procedure 3.4.1, Institutional Discipline*.
4. Staff shall immediately report any unaccounted inmate to the Shift Commander and the inmate's unit housing management team.
5. Staff should also make every effort to get inmates put on the Call-out/Hold-in sheet to alleviate unnecessary unscheduled movement.
6. Inmate movements that cannot be scheduled on the Call-out/Hold-In list, Work Roster, Movement Sheet, or Daily Activity Schedule shall be handled in the following manner:
 - a. unscheduled movement within the double fence perimeter:
 - 1) the staff member requesting the unscheduled movement must notify the inmate's housing unit staff of the request.
 - 2) if approved the sending area staff must notify the receiving area staff of the movement; and
 - 3) once the inmate arrives at the destination, that area staff must contact the area where the inmate was sent from to verify that the inmate arrived.
 - 4) if a staff member is escorting an inmate to an area where other staff are not present, the staff member must notify other unit staff or staff posted to that general area prior to the

escort and upon return to the general area. If no other staff are present in the immediate area, then the escorting staff member must contact command post prior to the escort and upon return to the general area.

- b. unscheduled movement from outside the double fence perimeter:
 - 1) a staff member who wants to meet with an inmate must make the request to the inmate's housing unit staff.
 - 2) housing unit staff shall contact the inmate's work supervisor, informing them to send the inmate back to the unit.
 - 3) the work supervisor shall notify the inmate that he is to return to his housing unit. The supervisor must contact the Check Point officer if the inmate will be returning to the WRC through that location in route to the unit.
 - 4) when the inmate arrives at the WRC unit staff shall contact the sending supervisor or work area and inform them that the inmate has arrived.
 - 5) inmates called in for scheduled or unscheduled appointments will be eligible to return to their work assignments with proper notification to the work supervisor. If the work supervisor cannot be contacted, inmates will not be released back to the work assignment and
 - 6) the same procedures will be used to send an inmate back to the work area:
 - a) unit staff notify the supervisor and Check Point officer, if applicable.
 - b) the supervisor contacts the WRC once the inmate arrives.

J. Escort, Restraint, and Observation Requirements

1. Movement outside of housing units from 0600 hours to 2200 hours is as follows:
 - a. general population inmates do not typically require escort, except at the beginning and end of the workday when work crews must be escorted by staff.
 - b. restrictive housing inmates may only leave the unit with the approval of the Shift Commander, must be restrained in belly chains and escorted. MDIU inmates must be escorted when they leave the unit; and
 - c. inmates going to restrictive housing must be handcuffed behind their back and escorted.
2. Movement outside of housing units from 2200 hours to 0600 hours is as follows:
 - a. low side general population inmates may leave the unit unescorted, on a check-out/check-in basis, and under general supervision, but only with the approval of the Shift Commander.
 - b. high side general population inmates may only leave the unit with the approval of the Shift Commander and must be escorted.
 - c. restricted housing inmates may only leave the unit with the approval of the Shift Commander, must be restrained in belly chains and escorted.
 - d. MDIU inmates must be escorted. Transportation procedure applies if leaving fenced perimeter and;
 - e. inmates going to restrictive housing must be handcuffed behind their back and escorted.
3. Cross-over forms with authorizing signatures of approval are necessary any time a general population high side inmate is escorted inside the low side compound and vice-versa, or when a WRC inmate is escorted inside the compound.

IV. CLOSING

Questions concerning this policy shall be directed to the Shift Commander.

V. ATTACHMENTS

Activity Schedule

attachment A

(sample) MSP HIGH SIDE DAILY ACTIVITY SCHEDULE

<u>0530>Stop all movement</u>	<u>0630>Resume</u>
<u>0600>Official Count</u>	
<u>0640>Close Unit III to Chow Hall</u>	<u>0700>Return</u>
<u>0650>Diabetics to Infirmary</u>	<u>0730>Complete</u>
<u>0710>Close Unit II to Chow Hall</u>	<u>0730>Return</u>
<u>0715>All units to Pill Pass at High Support</u>	<u>0800> Complete</u>
<u>0730>Close Unit I to Chow Hall</u>	<u>0750>Return</u>
<u>0730>Close Unit III Mental Health to Gym (Monday-Friday)</u>	<u>0830>Return</u>
<u>0730>Yard Workers to work</u>	<u>0915>Return</u>
<u>0800>Close Unit III Ad Seg to Yard</u>	<u>0930>Return</u>
<u>0800>School Students to High Support</u>	<u>1050>Return</u>
<u>0800>Laundry Workers to Laundry</u>	<u>1530>Return</u>
<u>0815>Voc-Ed Students to Laundry Building</u>	<u>1150>Return</u>
<u>0830>Close Unit II to Library (Monday & Wed.)</u>	<u>1015>Return</u>
<u>0830>Close Unit I to Library (Thursday)</u>	<u>1015>Return</u>
<u>0840>Close Unit III to Gym</u>	<u>0940>Return (seasonal)</u>
<u>0915>Stop all movement</u>	<u>0945>Resume</u>
<u>0930>Census Check</u>	
<u>0945>Yard Workers to work</u>	<u>1315>Return</u>
<u>0950>Close Unit I to Yard/Gym</u>	<u>1050>Return (seasonal)</u>
<u>1015>Reception to Chow Hall</u>	<u>1045>Return</u>
<u>1100>Laundry Workers to Chow Hall</u>	<u>1125>Return</u>
<u>1100>Close Unit III to Chow Hall</u>	<u>1135>Return</u>
<u>1115>Reception to Gym (Monday & Friday)</u>	<u>1215>Return</u>
<u>1135>Close Unit II to Chow Hall</u>	<u>1210>Return</u>
<u>1220>Close Unit I to Chow Hall</u>	<u>1250>Return</u>
<u>1250>School Students to High Support</u>	<u>1550>Return</u>
<u>1300>Voc-Ed Students to Laundry Building</u>	<u>1535>Return</u>
<u>1300>Wellness from all Units to Gym</u>	<u>1415>Return</u>
<u>1315>Close Unit III to Yard</u>	<u>1415>Return</u>
<u>1315>Stop all movement</u>	<u>1345>Resume</u>
<u>1330>Census Check</u>	

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(sample) MSP HIGH SIDE DAILY ACTIVITY SCHEDULE (cont'd)

<u>1345>Close Unit I to Library (Monday)</u>	<u>1530>Return</u>
<u>1345>Close Unit III to Library (Tuesday & Friday)</u>	<u>1530>Return</u>
<u>1400>Yard Workers to work</u>	<u>1730>Return</u>
<u>1405>Close Unit III Ad Seg to Yard</u>	<u>1530>Return</u>
<u>1425>Close Unit II to Gym/Yard</u>	<u>1535>Return (seasonal)</u>
<u>1450>Reception to Chow Hall</u>	<u>1515>Return</u>
<u>1550>Diabetics to Infirmary</u>	<u>1700>Complete</u>
<u>1550>Close Unit III to Chow Hall</u>	<u>1625>Return</u>
<u>1630>Close Unit II to Chow Hall</u>	<u>1700>Return</u>
<u>1710>Close Unit I to Chow Hall</u>	<u>1740>Return</u>
<u>1730>Stop all movement</u>	<u>1820>Resume</u>
<u>1800>Official Count</u>	
<u>1820>Close Unit I to Gym/Yard</u>	<u>1930>Return</u>
<u>1830>Yard Workers to work</u>	<u>2030>Return</u>
<u>1830>Kitchen Closed. All workers back.</u>	
<u>1830>Forced Labor to Max</u>	<u>2020>Return</u>
<u>1840>Chapel to RAC (rotates)</u>	<u>2015>Return</u>
<u>1900>Close Unit II to Pill Pass at High Support</u>	<u>1920>Return</u>
<u>1920>Close Unit III to Pill Pass at High Support</u>	<u>1930>Return</u>
<u>1935>Close Unit I to Pill Pass at High Support</u>	<u>1950>Return</u>
<u>1935>Close Unit II to Gym</u>	<u>2025>Return</u>
<u>2030>Stop all movement</u>	
<u>2100>Official Count (standing)</u>	
<u>2200> Official Count</u>	
<u>2400>Official Count</u>	
<u>0200>Kitchen Workers to Kitchen</u>	
<u>0300>Official Count</u>	
<u>0330>Kitchen Workers to Kitchen</u>	
<u>0430>Kitchen Workers to Kitchen</u>	
<u>0445>Reception to Chow Hall</u>	<u>0520>Return</u>

(sample) MSP LOW SIDE DAILY ACTIVITY SCHEDULE

<u>0530>Stop all Movement</u>	<u>0630>Resume</u>
<u>0600>Official Count</u>	
<u>0635>MCE Workers to Chow</u>	<u>0650>Return</u>
<u>0640>All units to Pill Pass at Low Support</u>	<u>0730>Complete</u>
<u>0640>Diabetics to Infirmary</u>	<u>0715>Complete</u>
<u>0645>Library Workers to Library</u>	<u>.....>Return</u>
<u>0650>Units to Chow/Hall (rotates)</u>	<u>0725>Return</u>
<u>0720>Pipe crew workers to work</u>	<u>.....>Return</u>
<u>0730>Yard Workers to work</u>	<u>0915>Return</u>
<u>0745>Maintenance/Outside Crews to work</u>	<u>1500-1630>Return</u>
<u>0750>Students to School</u>	<u>1050>Return</u>
<u>0750>Library Workers to Library</u>	<u>.....>Return</u>
<u>0800>Chapel Worker to RAC</u>	<u>1100>Return</u>
<u>0900>Industry Kitchen Workers to Industries Chow Hall</u>	<u>1300>Return</u>
<u>0915>Stop all Movement</u>	<u>0945>Resume</u>
<u>0930>Census Check</u>	
<u>0945>Yard Workers to work</u>	<u>1045>Return</u>
<u>0955>All units to Wellness at Gym (Tuesday & Thurs.)</u>	<u>1055>Return</u>
<u>1015>Kitchen Workers to Chow Hall</u>	<u>1230>Return</u>
<u>1100>Units to Chow Hall (rotates)</u>	<u>1200>Return</u>
<u>1210>Chapel Worker to RAC</u>	<u>1600>Return</u>
<u>1215>Yard Workers to work</u>	<u>1315>Return</u>
<u>1240>All units to Wellness at Gym (Sun.)</u>	<u>1345>Return</u>
<u>1250>Students to School</u>	<u>1530>Return</u>
<u>1300>Gym Workers to Gym</u>	<u>1600>Return</u>
<u>1315>Stop all Movement</u>	<u>1345>Resume</u>
<u>1330>Census Check</u>	
<u>1400>Units A & D to Gym</u>	<u>1455>Return (except for callout)</u>
<u>1400>Unit A to Library (Mon., Tues., Thurs., & Fri.)</u>	<u>1445>Return</u>
<u>1430>Visits to Visiting Room (Wednesday-Sunday)</u>	<u>2025>Return</u>
<u>1445>Unit B to Library (Mon., Tues., Thurs., & Fri.)</u>	<u>1530>Return</u>

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(sample) MSP LOW SIDE DAILY ACTIVITY SCHEDULE (cont'd)

<u>1500>Units B & C to Gym</u>	<u>1600>Return</u>
<u>1500>Kitchen Workers to Chow Hall</u>	<u>1830>Return</u>
<u>1600>Diabetics to Infirmary</u>	<u>1700>Return</u>
<u>1610>Units to Chow Hall (rotates)</u>	<u>1700>Chow Hall Closes</u>
<u>1630>Crews Change at Dairy</u>	
<u>1730>Stop all Movement</u>	<u>1830>Resume</u>
<u>1800>Official Count</u>	
<u>1830>Gym Workers to Gym</u>	<u>2020>Return</u>
<u>1830>Library Workers to Library</u>	<u>2020>Return</u>
<u>1830>Units B & WD to Hobby Shop</u>	<u>1900>Return</u>
<u>1840>Units A & D to Gym</u>	<u>1925>Return</u>
<u>1845>Yard workers w/ trash to Guard Station</u>	<u>1900>Return</u>
<u>1845>Units A, C & WD to Library (Mon., Tues., Thurs., & Fri.)</u>	<u>1915>Return</u>
<u>1905>Units C to Hobby Shop</u>	<u>1930>Return</u>
<u>1915>Units B, D & WD to Library (Mon., Tues., Thurs., & Fri.)</u>	<u>1945>Return</u>
<u>1915>All units to Pill Pass at Low Support</u>	<u>2025>Return</u>
<u>1930>Units B & C to Gym & Yard</u>	<u>2020>Return</u>
<u>1935>Unit D to Hobby Shop</u>	<u>2005>Return</u>
<u>2010>Unit A to Hobby Shop</u>	<u>2030>Return</u>
<u>2030>Stop all Movement</u>	
<u>2100>Official Count (standing)</u>	
<u>2200> Official Count</u>	
<u>2230>Kitchen Worker to Chow Hall</u>	<u>0520>Return</u>
<u>2230>Infirmary Workers to Infirmary</u>	<u>0250>Return</u>
<u>2400>Official Count</u>	
<u>0030>Command Post Worker to CP</u>	<u>0220>Return</u>
<u>0300>Official Count</u>	
<u>0415>FS Workers to Food Factory</u>	<u>1300>Return</u>
<u>0430>Kitchen Workers to Chow Hall</u>	<u>0730>Return</u>

