

DETENTION CENTER GENERAL ORDERS MANUAL

Chapter 1 Safety

Section 1B Vehicle Safety

1B-06 Inmate Transport

Transportation of inmates outside the facility emphasizes safety and security. Procedures are provided to all persons involved with transport. Only qualified personnel implement transport.

Safety and security shall be emphasized whenever inmates are transported off of the facility property. Only qualified personnel shall conduct transports of inmates. Vehicles used in the transportation of inmates are searched by a facility staff member prior to all transports and immediately following all transports to ensure that no weapons or other contraband are present in the vehicles. Before and after all transports, the transporting deputy will inspect:

- all door locking mechanisms for proper operation
- the headliner and under the driver and passenger side seats for any contraband or agency equipment that may have fallen
- all seat belts for proper operation
- the rear bench seat
- van seats to ensure they are securely fastened to the floor of the vehicle
- the front and rear barrier cages, if the vehicle is equipped therewith
- the window lock for proper function, for any stress cracks in the glass, and to ensure that there are no loose or broken screws and/or parts in the lower half of the unit.

It is the purpose of this policy to provide passenger seating options for transporting inmates by patrol car, transport vans and/or transport bus. Inmates will never be restrained to any fixed object within the transport vehicle while being transported.

Under no circumstance shall the cage window be open or left unsecured during a transport. Male and female inmates should never be transported together without the ability to separate them by sex.

Patrol Vehicle procedures are as follows:

- when transporting one (1) inmate, he/she shall be seated on the passenger side rear seat. This will allow the transporting deputy a clear view of the inmate during transport
- when transporting two (2) inmates, one (1) inmate should be seated on the passenger side rear seat and one (1) inmate should be seated directly behind the driver side. A second deputy is recommended, but is not required, to be present in the patrol vehicle and assist with the transport
- when transporting three (3) inmates, all three (3) inmates should be seated in the rear seat. A second deputy, if available, should be present in the patrol vehicle and assigned to assist with the transport.

Transport Van procedures are as follows:

- when transporting three (3) inmates to the same location, all three (3) of the inmates shall be placed on the middle bench seat when transporting three (3) male inmates and three (3) female inmates or any combination thereof, the males shall be placed on the rear bench seat and the females placed on the front bench seat. The middle bench seat will be utilized as a barrier between the male and female inmates
- when transporting eight (8) inmates, two (2) shall be placed on the rear bench seat, three (3) shall be placed on the middle bench seat, and three (3) shall be placed on the front bench seat.

Transport Bus procedures are as follows:

- a pre-trip inspection form is completed prior to the bus's operation to ensure safety. Prior to transport, the driver must inspect the tires, air brake system, and all gauges and perform a system check
- all outside doors and locks must be inspected and tested for proper operation
- the on board fire extinguisher and first aid kit is inspected
- the entrance barrier door shall be inspected and tested for proper operation
- the inner compartment of the bus used to house inmates during transport is searched prior to and after all transports.

If a problem is discovered during the pre-trip inspection, the bus (es) will not be utilized until the problem is corrected. The transportation supervisor is notified immediately and advised of the status of the bus. The operator of the bus shall hold a valid Georgia Commercial Driver's License and shall not operate any commercial vehicle that does not pass a standard pre-trip inspection.

The transport bus provides the best alternative when transporting eight (8) or more inmates at the same time. The inner compartment is divided and shall have seating arrangements for both male and female inmates. The following procedures shall be implemented:

When transporting several inmates of the opposite sex, the larger group shall be seated in the back compartment of the bus. The smaller group shall be seated in the front compartment of the bus. This helps distribute most of the passenger weight towards the middle of the bus. The transport bus always shall have a second deputy on board. He/she shall ride in the officer passenger seat. His/her primary function is to provide security during the transport. Adverse situations may arise during inmate transports. The following guidelines shall provide clarification and/or justification to interrupt a transport:

- if an inmate develops a medical emergency during a transport, the transporting deputy may transport the inmate to a medical facility or have an ambulance meet the transport vehicle, if that action would be more expedient. It is the responsibility of the transporting deputy to request assistance from the local jurisdiction to have an officer present for the security of the transport
- in the event of a transport vehicle failure, the transporting deputy shall call for assistance and attempt to move the vehicle to a well-lit area off the roadway. The

transporting deputy shall attempt to repair the problem only when another deputy is available to provide additional security for the inmate's minor traffic accidents, traffic violations, stranded motorists and routine assistance calls are avoided during inmate transports. The transporting deputy shall notify the Communications Center and request another unit to assist, or if outside of the county boundaries, the transporting deputy shall notify authorities in the local jurisdiction. Long distance transports requiring fuel stops and meal breaks require two deputies. During a stop or a break, one deputy remains with the vehicle and inmate. Both deputies monitor radio channels and maintain contact with each other. Meal breaks shall be attempted only if the transport exceeds six (6) hours one way. All effort shall be made to locate a police or sheriff substation or detention facility in the event rest room breaks are needed. If an inmate is to be removed from the transporting vehicle, these facilities provide the most secure location. It is the responsibility of the transporting deputy to identify these locations as part of his/her pre-transport plan.

Serious traffic accidents involving life threatening injuries are judgment calls and consideration must be given as to the status of the inmate being transported. The transportation deputy will notify the Communications Center and request another unit to assist, or if outside of the county boundaries, shall notify authorities in that jurisdiction.

No communications shall be permitted between inmates and the general public. Inmates are allowed to communicate only with their attorney(s), other officers of the courts, medical personnel and their transporting deputies.

Careful planning and execution of all transports shall be necessary for the prevention of inmate escapes. The transporting deputy must know who he/she is transporting and the possible risks involved. In the event of an escape, the following procedures are followed:

- the transporting deputy must pursue to apprehend an escaping inmate. In the event more than one inmate is being transported, then the transporting deputy's priority shall be to secure the other inmates
- the transporting deputy notifies the proper agency in the jurisdiction of the escape. The transporting deputy shall provide the Richmond County Communication Center or assisting agency with the following information:
 - a) escapee's name and criminal charges
 - b) physical description of the inmate (hair, eyes, weight, height, tattoos, scars, marks, etc.)
 - c) complete and detailed description of the inmate's clothing
 - d) whether the inmate had on restraints at the time of escape
 - e) last seen direction of the inmate's travel
 - f) type of weapon involved, if any
 - g) other parties involved
 - h) any additional pertinent information that may apply
- the transportation deputy notifies the Transportation Supervisor immediately, who shall make additional notifications to the proper authorities
- a copy of the transport document and photo is provided to the first responding

deputy/officer

- the deputy completes a Richmond County Incident Report if the escape occurs outside Richmond County. The report shall include the assisting agency's case report number
- the transporting deputy completes a Richmond County Incident Report listing the escape charge if the escape occurs within Richmond County. A criminal arrest warrant for the escapee shall be requested from the Warrant Division.

The transporting deputy reports any security risk concerns to the courts or other facilities when an inmate is to be delivered or transferred into the receiving jurisdiction.

All requests for the removal of an inmate's restraints must be approved by the sitting Judge. If restraints are removed, two (2) deputies are present to escort the inmate, when available.

Appropriate paperwork (i.e., commitment papers, committal paperwork, appointment slips, medical files, picture, and transport forms) accompanies the inmate from one facility to another. Any information relating to an inmate's escape, suicide potential, and/or other security risks is recorded on the transport sheet and reported to the receiving facility.