



LEON COUNTY SHERIFF'S OFFICE

Standard Operating Procedure 450.I11 Transportation of Inmates

EFFECTIVE:	REVISED:	RESCINDS:
28 April 2015	11 January 2017	9 March 2016

A. PURPOSE: The purpose of this procedure is to establish guidelines for the transportation of all inmates housed in the Leon County Detention Facility.

B. SCOPE: This procedure shall apply to all Corrections Personnel.

C. POLICY: It is the policy of the Leon County Detention Facility to transport inmates in accordance with the guidelines set forth in this directive and the Leon County Sheriff's Office General Orders.

D. DEFINITIONS:

SECURITY RESTRAINTS – Restraining devices such as wrist restraints, waist restraints, and ankle restraints for use in providing safety and security for inmates and staff [FMJS 11.14].

JIS PRINTOUT – A computer generated information sheet containing vital statistics and photographs of inmate incarcerated in the Detention Facility.

MEDICAL FOLDER – A folder in medical that contains all the paperwork to be completed on inmates admitted to a medical facility that includes the Hospital Detail Sign In/Out Sheet, Daily Inmate Check Logs, Hospital Inmate Phone Logs, and Hospital Visitation Authorization Forms.

E. PROCEDURE:

1. GENERAL INMATE TRANSPORT:

- a.** Transporting inmates is a potentially dangerous function in any correctional setting. Correctional officers and Correctional Deputies shall take all necessary precautions while transporting inmates to minimize the risk involved. Transporting Officers/Deputies must maintain a high level of awareness while performing the task of inmate transports.

2. PROCEDURES:

- a.** There are specific challenges to transporting various groups of inmates housed within the Leon County Detention Facility. Inmates are transported either in a patrol vehicle or by ambulance for medical appointments, emergency medical issues, and transfer to other facilities and/or institutions from the Leon County Detention Facility.

1) Searching and Transporting: [FCAC 23.02]

- a)** Prior to transporting any inmates, the transport vehicle shall be searched by the transporting officer to ensure no contraband/weapons are in the vehicle. This includes both assigned and unassigned vehicles that may be used for the purpose of inmate transport.
- b)** At the end of any transport, the transport vehicle will be searched again to ensure no contraband/weapons are present. This also includes both assigned and unassigned vehicles [FCAC 23.06].
- c)** All areas of the interior of the vehicle will be searched including under seats, floor mats, seats, doors, and back of seats.
- d)** The exterior of the vehicle shall also be examined to ensure all equipment is operational and no contraband/weapons are concealed on the exterior of the transport vehicle.
- e)** If contraband is discovered, a report shall be written and the disposition of the contraband handled per Leon County Sheriff's Office policy.
- f)** All inmates will be pat searched for weapons and contraband by the transporting officer before being transported. In instances where the inmate and the transport officer are of the opposite sex, the inmate will be pat searched by an officer of the same sex prior to transport [FCAC 23.02].
- g)** Upon the return from transport, the inmate will again be pat searched for weapons and contraband by a same sex officer before being returned to any housing area.
- h)** If there is reason to believe the inmate may be in possession of contraband not found during a pat search, the officer will complete a strip search authorization form and have it approved by a supervisor prior to completing a strip search of the inmate.
- i)** Prior to transport, the transporting officer will obtain a JIS printout that includes the inmate's charges, personal information, and a picture. They will also obtain a transport packet from medical that includes all logs and other paperwork should the inmate be admitted to the hospital.

2) Special Considerations for Transport of Inmates: [FCAC 23.01]

- a)** Transporting inmates of the opposite sex should be avoided whenever possible. If the transport is unavoidable, the following procedure will apply:
- b)** The inmate being transported will be pat searched by an officer of the same sex prior to and upon return from the transport.
- c)** Prior to departing the Detention Facility, the transporting officer will contact the Consolidated Dispatch Agency and will provide them the following information:
 - (1)** Point of departure
 - (2)** Destination
 - (3)** Starting mileage
 - (4)** Ending mileage and;
 - (5)** Unit/vehicle light bar number
- d)** When the incident report is to be completed on the transport, this information should also be recorded in the incident report narrative as well.
- e)** Female and male inmates shall not occupy the same vehicle for transport unless approved by a supervisor [FCAC 23.01].
- f)** If the female inmate is being transported beyond the boundaries of Leon County, then a female officer must accompany the inmate transport.
- g)** All inmates will be properly restrained and transported in the rear seat of the vehicle unless permission is granted by the officer's supervisor to do otherwise.
- h)** If the female inmate being transported is pregnant, restraint usage will be in compliance with [Detention Facility S.O.P. 450.F16] [FCAC 6.23, 23.01] [FMJS 11.15].

3) Transporting inmates that are sick, disabled, or injured: [FCAC 23.05]

- a)** This can create unique issues for the transporting officer. These inmates are usually transported either by ambulance or by Sheriff's Office vehicle.

- b)** If the inmate is to be transported by ambulance the following procedure will be used:
 - (1)** Once it is determined the inmate will be transported via ambulance, the transport officer will obtain all pertinent paperwork including the JIS printout and medical folder.
 - (2)** Once the inmate is placed on the gurney by Emergency Medical personnel, it will be determined how the inmate will be restrained either by handcuffs and shackles or by being secured to the gurney with one handcuff and shackle being attached to the inmate and the other being secured to the gurney. However, when transporting mentally disturbed, handicapped, sick, or injured inmates, discretion shall be employed on the use and degree of restraints due to the physical condition and/or behavior of the inmate. A restraining device on such an inmate shall not be used if it would create more physical harm or impair medical assistance.
 - (3)** Once the inmate is secured in the ambulance, the transporting officer will ride in the back of the ambulance, with the inmate, in a manner to provide security but not hinder medical personnel from their duties.
 - (4)** If the inmate being transported is female and is pregnant, the restraints used will be determined using the information in [Detention Facility S.O.P. 450.F16] [FCAC 6.23, 23.01] [FMJS 11.15].
 - (5)** The transporting officer will call the Consolidated Dispatch Agency either via radio or telephone and obtain a case number and provide them with the inmate's name and destination.
- 4)** Transporting sick, disabled, or injured inmates: When transporting an inmate that is sick, disabled, or injured in a Sheriff's Office vehicle, the transport will be accomplished as outlined in this Standard Operating Procedure [FCAC 23.01].
 - a)** When transporting a pregnant female inmate, the decision of what restraints are to be used will be determined by [Detention Facility S.O.P. 450.F16] [FCAC 6.23, 23.01] [FMJS 11.15].
 - b)** When transporting mentally disturbed, handicapped, sick, or injured inmates, discretion shall be employed on the use and degree of restraints due to the physical condition and/or behavior of the inmate. A restraining device on such an inmate shall not be used if it would create more physical harm or impair medical assistance.
 - c)** The transporting officer will obtain a JIS printout of the inmate being transported and any paperwork from the medical unit needed to perform the transport.

- d) The transport officer will contact the Consolidated Dispatch Agency and obtain a case number and provide them with the inmate's name and destination.
- e) If the inmate being transported is of the opposite sex of the transporting officer, the transporting officer will provide the following additional information will be provided to the Consolidated Dispatch Agency:
 - (1) Point of departure
 - (2) Destination
 - (3) Starting mileage
 - (4) Ending mileage and
 - (5) Unit/vehicle light bar number
- 5) Transporting Juveniles: The transporting officer will: [FCAC 23.01] [FMJS 20.10]
 - a) Transport the juvenile to their destination without undue delay.
 - b) Contact the Consolidated Dispatch Agency and advise them they are transporting a juvenile inmate and provide their beginning and ending mileage.
 - c) At no time will a juvenile inmate and an adult inmate be transported in the same vehicle.
- 6) Transporting Violent Inmates: Additional restraints may be needed such as a belly chain and/or handcuff security box. If a violent inmate is to be transported, it will be accomplished by at least two dual certified officers [FCAC 23.01] [FMJS 11.14].
 - a) If the inmate being transported is a known security threat who is clothed in red and white stripes, at least two dual certified correctional staff members, one of which is preferred to be a supervisor, will conduct the transport. If the transport is not of an emergency nature, additional security measures may be taken to ensure the safety and security of the transport prior to it being performed.
- 7) If, during transport in a Sheriff's Office vehicle, an inmate's medical condition deteriorates or the inmate suffers some type of medical distress, the transporting officer will:

- a) Make immediate contact with the Consolidated Dispatch Agency and request an ambulance be sent to their location to provide emergency medical care.
 - b) Contact their supervisor and advise them of the situation and request additional assistance if needed.
 - c) If the transporting officer is alone during the transport, the inmate will be restrained in accordance with policy and procedures. The transport officer will follow directly behind the ambulance to the medical facility.
 - d) If there are more than one transporting officers, one of the transporting officers will ride inside the ambulance to the medical facility. The other Officer will follow directly behind the ambulance in a Sheriff's Office vehicle.
- 8) When transporting an inmate, the transporting officer's primary duty is the safe delivery of the inmate to their destination and will at all times maintain control of the inmate. Only under extreme exigent circumstances , and only when the risk to third parties is both clear and grave, and the risk to the inmate is minimal, should the transporting officer stop to render assistance. Certain circumstances may include: [FCAC 23.03]
 - a) A law enforcement officer requests help, other assistance is unavailable and the transporting officer is in close proximity to the law enforcement officer requesting help.
 - b) The deputy encounters a crash scene (if first on scene and injury is noted).
- 9) Procedures in Case of Escape: [FCAC 23.04]
 - a) Following the escape of an inmate in transport, the transporting officer shall:
 - (1) Notify Consolidated Dispatch Agency of the following:
 - (a) Location of incident
 - (b) Direction of travel of inmate
 - (c) Full description of inmate
 - (d) Charges against inmate and
 - (e) If the inmate is believed or known to be dangerous
 - (2) After notifying the Consolidated Dispatch Agency, the transport officer will immediately contact his/her immediate supervisor and/or the Watch Commander at the Detention Facility of the incident.

- (3)** The Consolidated Dispatch Agency shall notify:
 - (a)** All available units
 - (b)** The Watch Commander and
 - (c)** Other appropriate agencies depending on the location of the escape.
 - (4)** The Detention Facility Watch Commander will notify the Corrections Bureau Commander or designee of the incident.
 - (5)** The transporting officer will try to immediately apprehend the inmate/escapee unless there are other inmates being transported. If the transporting officer is unable to apprehend the inmate/escapee, he/she shall direct other officers/deputies to establish an outer perimeter to contain the inmate/escapee.
 - (6)** A supervisor shall immediately respond to the location of the escape and take charge of the incident.
 - (7)** A case number will be generated and an Offense Incident Report will be written. A complete explanation of the escape will be written in the narrative section by the transporting officer from whom the inmate/escapee escaped.
 - (8)** If the escape happens outside of Leon County, the transporting officer will immediately contact local law enforcement and advise them of the incident.
- 10)**Transporting of inmates in a vehicle from Unit Five to the Detention Facility Main Facility:
- a)** When transporting inmates from Unit Five to the Main Detention Facility, the transporting officer will:
 - (1)** Thoroughly search the transport van for contraband/weapons prior to and immediately after the transport.
 - (2)** Search all inmates prior to transport to ensure no contraband or weapons are present.
 - (3)** All inmates being transported will be handcuffed and shackled (double locked) in accordance with this SOP.
 - (4)** Waist chains may also be used if deemed necessary.

- (5) Pregnant inmates will only be restrained in accordance with [F.S. 944.241(3)a] [Detention Facility S.O.P. 450.F16] [FCAC 6.23, 23.01] [FMJS 11.15].
- (6) Inmates with verified medical injuries will either be handcuffed or shackled to accommodate the injury.
- (7) Once the inmate(s) are properly restrained, they will be escorted to the transport van which will be parked in the transportation sally-port and secured in the van. The transporting officer will ensure the door is locked and secured prior to transport.
- (8) The inmate(s) will then be driven to the transport sally-port (zone3) in the main facility by the most expedient path available.
- (9) Once inside the main facility, the handcuffs and shackles may be removed to allow the inmate(s) to be transported to their destination without unnecessary delay.

11) Admission to Medical Care Facilities: [FCAC 23.01,23.05]

- a) Whenever an inmate is admitted to a Medical Care Facility, the following procedures will be followed:
 - (1) Upon the determination that an inmate is being admitted to the medical facility, the transporting officer will immediately contact the Detention Facility Watch Commander and advise him/her of the situation.
 - (2) The medical folder with all the medical paperwork including all logs, the JIS printout of the inmate's information and charges, and the transport officer's case number will be recorded on the paperwork.
 - (3) The inmate will be secured to the hospital bed in accordance to established procedures with one handcuff attached to the inmate's wrist and one to the bed and one shackle attached to the inmate's ankle and one to the bed. However, this procedure will be completed in such a way that does not hinder medical care.
 - (4) The restraint of pregnant inmates will be in accordance with [Detention Facility S.O.P. 450.F16] [FCAC 6.23, 23.01] [FMJS 11.15].
 - (5) Any other modification to restraints will be approved by a supervisor and thoroughly explained in the narrative section of the Offense Incident Report.
 - (6) If it becomes necessary to remove restraint devices for any reason such as x-rays or other medical procedures, the transporting officer

will contact a supervisor for direction prior to their removal. It is recommended that flex cuffs be available to utilize when needed.

- (7)** Once the inmate is admitted and the transport officer's immediate supervisor and/or Watch Commander is notified, the transport officer will contact Central Control and advise them of their location within the facility.
- (8)** After admission, any time the inmate is moved in the medical facility from their established location, the officer will contact Central Control and the Watch Commander and advise them of their new location.
- (9)** At each shift change, the on-coming officer will call Central Control and provide their name and location prior to relieving the off-going officer.
- (10)** Visitation will not be allowed until approved by the Detention Facility Bureau Commander or designee and under the guidelines of the medical facility.
- (11)** If the inmate is housed in the intensive care unit there will be a dual certified officer constantly present with the inmate at all times. Another dual certified officer or deputy will be present to allow for breaks. An officer must be with the inmate at all times.

12) Communications: [FCAC 23.07]

- a)** When initiating an inmate transport either by agency vehicle or by ambulance, the transporting officer will contact the Consolidated Dispatch Agency and advise them of the transport. A case number will be generated and will be used on all paperwork.
- b)** If the inmate is released to return to the Detention Facility, the transporting officer will contact the Consolidated Dispatch Agency upon leaving the medical facility and advise them they are returning to the Detention Facility and upon arrival back at the Detention Facility, will advise them of the return so that the case can be closed.
- c)** If the inmate is admitted to the medical facility, the transporting officer will contact the Watch Commander at the Detention Facility and advise them of the situation. At that time, Central Control will then be notified and a contact log will be initiated. The contact log will contain the following information:
 - (1)** Inmate's Name
 - (2)** Inmate's SPN number
 - (3)** Location within the medical facility

(4) Officer's Name

(5) Date and Time of Contact

- d)** Any time the inmate is moved from the present location, the officer on duty will contact Central Control and advise them of where the inmate is going and approximate time until they will return to the location. This information will be recorded on the contact log.
- e)** If the inmate is moved from one location to another permanently, Central Control will be notified and they will update the inmate location on the contact log.
- f)** The officer on duty will contact Central Control at least every hour to verify their status during the shift. At their discretion, a supervisor may request a more frequent contact but not exceed the hour rule.
- g)** Central Control will contact the transporting officer to verify their status after one hour, if they fail to check in.
- h)** Central Control will contact the Detention Facility Watch Commander and make every effort to contact the transporting officer after one hour.

APPROVED:

A handwritten signature in blue ink, appearing to read "K. Petersen", is written over a horizontal line.

DEPARTMENT OF DETENTION CHIEF