

# ORANGE COUNTY SHERIFF'S OFFICE



## GENERAL ORDER

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<b>Distribution:</b> All Personnel	<b>Review Month:</b> February	<b>Reviewing Authority:</b> CSCD / Criminal Process Fugitive
<b>Subject:</b> Prisoner Transportation		

This order consists of the following:

1. Purpose
2. Policy
3. Procedures

### 1. Purpose

It is the purpose of this policy to provide safe transportation for arrested subjects and confirm safety for personnel involved.

### 2. Policy

It is the policy of the agency that agency personnel shall handle all prisoners in a safe, secure, and expedient manner. All persons in custody will be handled so as to prevent escape or receipt of contraband, whether in a holding facility or while being transported.

### 3. Procedures

#### A. Prisoner Transportation

1. Security of prisoners will be the responsibility of transporting employees until such time as prisoners are accepted by receiving facilities or other destinations. It will not be assumed by any employee that someone else has completed a search. When accepting a prisoner, transporting employees shall thoroughly search prisoners. The search will consist of, but is not limited to:
  - a. A complete pat down of the person.
  - b. An inspection of all footwear, both inside and out.
2. Vehicles used for transporting prisoners will be examined at the beginning of each shift, and before and after each transport of prisoners. The examination will consist of, but will not be limited to:
  - a. The area in which a person in custody will be confined will be searched for contraband or weapons. All movable objects such as seats should be lifted out or up so as to expose and permit inspection of the cavity under the seat.
  - b. Fluid levels and tires should be checked to confirm they are filled and in good working order.
  - c. All assigned equipment necessary for vehicle operation, i.e., spare tires, road flares, tire jack, lug wrench, and any other equipment assigned to the vehicle should be located and inspected.

**NOTE:** Missing equipment or other discrepancies should be noted and corrected in a timely manner.

- d. Each employee is responsible for maintaining the vehicle's safe operating condition and confirming it is appropriately equipped.
  - e. All locking devices on the vehicle will be checked for proper working order and security. If locking devices are not secure or otherwise not in working order, they will be repaired or replaced in a timely manner before transporting prisoners.
- 3. Strip searches will be conducted in accordance with GO [7.1.1](#).
- 4. Prisoners will be searched for weapons, articles that could be used as weapons, evidence and other contraband prior to transporting.
- 5. Inmate property will be transported in a secure manner.
- 6. Transporting employees shall maintain visual observation of prisoners during the transport operation.
- 7. Under ordinary circumstances, employees are not responsible for providing prisoners with the use of toilet facilities. However, during lengthy transport operations, care must be taken when allowing prisoners to use toilet facilities. Employees shall accompany prisoners into toilet facilities. In extreme emergencies when employees cannot accompany prisoners into toilet facilities, and after confirming there are no escape routes or objects available which might pose a threat to the prisoner or to employees, the employee shall remain in the immediate area of the stall and shall resume physical control of prisoners as soon as practical.
- 8. Placement of prisoners in transport vehicles will depend upon the number of prisoners to be transported and the number of escort employees to be used.
  - a. When possible, prisoners will be transported in vehicles equipped with a prisoner partition system in order to minimize the potential for escape and to provide maximum safety and security for employees.
  - b. When prisoners are to be transported in vehicles not equipped with a prisoner partition system and only one escort employee (driver) is available, prisoners will be placed in the front passenger seat and secured by handcuffs to the rear and the seat belt locked in place. Waist chains and other agency approved restraining devices are acceptable alternative and are preferred for long transports.
  - c. When prisoners are to be transported in vehicles not equipped with a prisoner partition system and two or three escort employees are available, prisoners will be placed in the front passenger seat and the second employee shall sit in the rear behind the prisoner.
- 9. Prisoners of the opposite gender, or gender identity, will be transported according to the following guidelines:
  - a. Male and female prisoners may be transported in the same vehicle after being arrested as participants in the same offense.
  - b. Male and female prisoners may be transported in the same vehicle following an arrest incident if they are related.

- c. Male and female prisoners who have been arrested in separate incidents will be transported in separate vehicles unless specifically approved by a supervisor.
  - d. Male and female prisoners may be transported in the same vehicle if the vehicle is equipped with separate prisoner compartments.
  - e. When male and female prisoners are transported from one secured facility to another in a vehicle equipped with a prisoner partition system, the male prisoner will be lodged in the rear of the vehicle and the female, properly secured with handcuffs to the rear or cuffed with waist chains, may be transported in the front passenger's seat at the officer's discretion.
10. Handling of Transgender and Gender Non-Conforming Prisoners
- a. Transgender or gender non-conforming individuals may be transported with other prisoners under any of the following conditions:
    - 1. All prisoners being transported together are transgender or gender non-conforming individuals with the same gender expression or identity.
    - 2. All prisoners, regardless of sex, gender identity, or gender expression, are known to each other and do not present a danger to each other based on facts and circumstances known to the transporting deputy at the time of transport. When in doubt, the prisoners should be transported separately.
    - 3. A supervisor approves the transport of the transgender or gender non-conforming individual with other prisoners. If a transport is done solely on this basis, the name and rank of the approving supervisor will be documented in the associated incident report.
  - b. When temporarily detaining a transgender or gender non-conforming individual prior to transport, the individual should not be held in any agency interview room or agency holding area with other non-agency personnel, without a deputy present.
11. When prisoners are transported by an employee, Communications shall be provided with the following information:
- a. Point of departure
  - b. Destination
  - c. Starting mileage
  - d. Ending mileage

During transportation of a prisoner, employees shall take a direct route to the destination. If any stops or detours are made during transportation, the employee shall notify Communications immediately. Additionally, if an employee is equipped with a Body Worn Camera (BWC), the BWC shall be activated in accordance with the procedures set forth in GO [9.1.9](#).

12. Adults and juvenile prisoners will not be transported in the same

compartment of the same vehicle unless the juvenile and the adult were involved in the same incident.

13. When prisoner transport operations of a long-range nature require escorting employees stop for meals prior to reaching detention facilities, the escorting employees shall make the selection of eating establishments in a random fashion and shall not allow the prisoners to participate in the selection process.
14. A prisoner will not be allowed to communicate with anyone other than official investigative personnel during the transport operation. Employees may inquire as to the prisoner's well being or other transport concerns. Employees shall not question or initiate conversation with a prisoner in regard to the prisoner's case. Should a prisoner request to talk to an attorney, he/she will be advised that he/she may request an attorney upon arrival.
15. Prisoners or detainees (e.g., Baker Acts) being transported may become violent before or during transportation to the appropriate facility. If a prisoner or detainee becomes violent prior to or during transportation, employees shall:
  - a. Activate the Body Worn Camera (BWC), if available and not already activated, in accordance with GO [9.1.9](#).
  - b. Notify their supervisor.
  - c. Stop the vehicle in a safe and visible location to address the situation, if the prisoner or detainee becomes violent during transportation.
  - d. Request sufficient deputies to respond and assist. Supervisors may approve a Code 3 emergency response, if necessary.
  - e. Request emergency medical services to respond, if there are any known or potential injuries.
  - f. Consider securing the prisoner or detainee with other physical restraints e.g., hobbles in the Total Appendage Restraint Position (TARP) in accordance with GO [8.1.3](#).
  - g. Consider having another deputy follow in their vehicle during transport to the facility, with supervisor approval.

#### B. Rendering Assistance

While engaged in the transportation of prisoners, employees shall not stop to render law enforcement assistance except in the following circumstances:

1. A law enforcement officer's physical safety is in jeopardy and requests help, other back-up is unavailable, and the transporting employee is in close proximity to the officer requesting help.
2. The employee comes upon an accident scene or other incident with serious injuries or death. The transporting officer should stop and render assistance only when the risk to third parties is both clear and grave and the risk to the prisoner being transported is minimal.
3. If two transport employees are available, one employee shall stay with the

prisoner(s) while the other renders assistance. The safety and security of the prisoner should be the first concern of the transport employees.

C. Receiving Facilities

Upon arrival at the receiving facility, employees shall follow the procedures established by the receiving facility. The following minimum procedures will be adhered to at any receiving facility:

1. Employees shall not enter a secure holding area or receiving area with firearms.  
**NOTE:** If the receiving facility does not have the facilities for securing firearms, weapons will be locked in the trunk of the vehicle in accordance with GO [9.1.1](#).
2. The prisoner will remain in restraints until removal is authorized by the receiving officer in compliance with the facility's established rules and regulations.
3. It will be the responsibility of the transporting employee to make sure that all the necessary paperwork is properly presented with regard to the transfer of the prisoners and, if applicable, obtain the signature of the receiving officer upon receipt of the prisoner(s).

D. Medical Transports

When prisoners require special care and attention to accommodate physical or mental disabilities during the transport process, the transporting employee or a supervisor shall arrange for the required special equipment or any special vehicle to effect the transport in a safe and secure manner. Special vehicles, such as an ambulance or a transfer van, will be used when safe transportation cannot be accomplished in an agency vehicle.

Individuals transported to medical facilities for treatment or an examination will be prevented from coming into physical contact with persons other than those medically assigned to the case.

1. Employees shall not divulge information pertaining to the physical or legal status of the prisoner, except to assigned medical staff.
2. Universal safety precautions will be taken when transporting prisoners for medical purposes. These precautions may include wearing gloves and masks, as well as keeping the prisoner at a safe distance.
3. Employees shall maintain control over the prisoner's actions at all times. The prisoner will be kept in restraints unless the attending physician requests they be removed for medical purposes, and then only if the employee determines it is safe to do so.
4. Employees shall stay with the prisoner unless the physician requests otherwise. When necessary, employees shall maintain a post immediately outside the restricted area.

5. Injured prisoners are the responsibility of transporting employees until booked or otherwise accepted by Orange County Department of Corrections.
  - a. Employees shall immediately notify their supervisor of prisoners who are injured while in the employee's care.
  - b. If the injury can be treated quickly, the employee shall remain with the prisoner. If the injury requires a prolonged stay at the hospital, the Orange County Department of Corrections shall be notified and assume security of the prisoner.
  - c. If the prisoner is admitted to a hospital, the Orange County Department of Corrections shall be notified. The prisoner will then be turned over to their control and they shall provide the necessary security.
  - d. The employee in charge of the prisoner shall maintain the security of the prisoner until officially relieved.
  - e. Employees shall confirm that the prisoner and public are not in close proximity.

E. Special Situation Transports

In order to safely and securely transport sick, injured and handicapped prisoners, employees must first determine the nature of the sickness, the injury and the extent of the handicap. Prisoners identified with a mental illness will be transported in accordance with GO [6.2.1](#) and GO [8.1.3](#). Orange County Department of Corrections is not permitted to divulge information that a prisoner is HIV positive or has AIDS. All sick persons except those with a contagious or highly communicable disease will be transported in the normal fashion per policy guidelines.

If the illness is contagious or becomes serious, the transporting employee shall seek other means of transportation. All sick prisoners with control of their faculties will be restrained with approved agency restraints.

1. Injured prisoners will be transported by employees only when the injury has not rendered the prisoner immobile.
2. Sick, injured, or handicapped prisoners will be restrained in accordance with GO [8.1.3](#).
3. Handicapped persons will be transported as follows:
  - a. Wheelchair prisoners will be removed from the chair and the chair placed in the rear of the transport vehicle.
  - b. The prisoner will then be transported in the normal manner. The wheelchair will be searched and secured away from the immediate control of the prisoner.
  - c. When a handicapped prisoner requests to be transported in a vehicle equipped with a wheelchair lift, every effort will be made to accommodate this request. Employees shall contact Orange County Corrections Transportation when a wheelchair lift is required. The Orange County Corrections Transportation supervisor shall make available a van equipped with a wheelchair lift that can be picked up from Central Booking.

4. All transports falling outside the stated guidelines will be handled by other emergency vehicles, with the transporting employees' assistance.
5. Requests to transport prisoners to visit critically ill persons, attend funerals or the reading of a will, will not be approved.

F. Out-of-State Transports

When transporting an extradited prisoner by commercial carrier, the following procedures will be followed:

1. All warrants, orders and confirmation documentation (CJIS, teletype, etc.) will be processed through the Extradition Transportation Units.
2. The transporting deputy shall contact the holding agency to coordinate pickup times and any pertinent information about the prisoner.
3. When escorting prisoners, deputies shall adhere to the guidelines set forth in this policy, rules and requirements outlined in FAA Standards and the policies of the carrier.
4. When a prisoner is moved by commercial carriers, i.e., planes, trains, buses, rental cars, the transporting deputies shall:
  - a. Not allow prisoners to come in contact with anyone in the terminal nor on the carrier.
  - b. Not allow prisoners to engage in conversation with anyone during transport.
  - c. Not allow prisoners to occupy an aisle seat while on the carrier.
  - d. Not allow prisoners to leave their seats once boarded unless exigent circumstances exist.
  - e. Not allow prisoners to smoke while being transported.
5. A deputy of the same gender or gender identity, as the prisoner shall be present on all long distance trips.

G. Restraining Devices

Individual prisoners transported by ground transport will be handcuffed in accordance with Section 3(A) of this policy and the provisions in GO [8.1.3](#). The following are methods for securing prisoners during transport depending on the circumstances:

1. "High Risk" prisoners will be transported with leg irons and/or waist chains unless extenuating circumstances are present.
2. Whenever possible, prisoners will be secured together by handcuffs with arms intertwining. However, while in transport, no more than three persons will be handcuffed together.
3. Numerous prisoners transported together will be paired in groups of two.
4. Waist chains securing the hands with handcuffs may also be used.



5. Mentally ill prisoners will be sufficiently restrained to prevent injury to themselves and others. Handcuffs, waist chains and leg irons may be utilized depending on the demeanor of the prisoner.  
**NOTE:** Mentally ill prisoners will never be handcuffed or restrained to another person, or to any object during transport.
  6. When transporting mentally ill patients on court ordered Ex Parte orders or emergency Baker Act certificates, the transporting deputy may use restraining devices as dictated by the patient's demeanor in accordance with GOs [6.2.1](#) and GO [8.1.3](#). If necessary, because of the patient's age, physical condition or violent behavior requiring total restraint, the use of emergency medical transport may be required to avoid the patient being injured.
  7. Employees shall not handcuff prisoners to any part of a vehicle.
- H. Documentation
1. Identity  
Prior to accepting custody the transporting employee shall verify the identity of prisoners.
    - a. Identification may be made by comparing the prisoners arm band against jail records, booking numbers, fingerprints, signature, or other methods which confirm the correct identity of the prisoner(s) being transported.
    - b. When transporting a prisoner to another facility, the documentation will include, if applicable, a court action form, commitment papers, the prisoner's medical records, and personal property.
  2. Authority  
During interstate prisoner transport, the transporting employee shall have a copy of the agency warrant, a governor's rendition warrant and agent's commission, or a signed waiver of extradition.
  3. Special Risks  
Transporting employees shall identify potential security problems the prisoner may present and include them in the documentation accompanying prisoners. This information will include, but is not limited to, escape risks, suicidal tendencies, unusual or contagious illnesses, protective custody status, or any other personal trait posing a security hazard. Court Security Section personnel shall notify judges of the respective courts when any prisoner is considered a security hazard.
  4. Records  
Records and/or documentation regarding the prisoner will be safeguarded at all times and will not be disseminated. The transporting employee shall maintain the prisoner's records/documentation until the prisoner is turned over to the holding facility.
- I. Transport Equipment



1. Vehicles used primarily to transport persons in custody will have the following equipment removed: inside rear door window handles (in case of power windows have the electric connections disconnected), and door locks (manual or power). The rear area of the vehicle used to transport persons in custody will be separated from the front by a barrier that will allow constant visual contact between the employee and persons in custody.
2. Vans used for transport purposes will be maintained in a lock secured mode, while prisoners are inside.

J. Prisoner Escape

Transporting employees must be prepared to act quickly to apprehend an escaping prisoner. In the event of an attempted or actual escape of a prisoner, the below procedure will be followed:

1. The transporting employee shall secure any remaining prisoners and notify Communications of all pertinent information regarding the escape and escapee identifiers.

**NOTE:** If the employee is in another jurisdiction, he/she shall immediately attempt to retake the prisoner and contact the nearest law enforcement agency with jurisdiction as soon as possible.

2. If the escapee is not immediately apprehended Communications shall notify the transporting employee's immediate supervisor, the sector supervisor and other contiguous jurisdictions.
3. The transporting employee's Division Commander shall be advised of the circumstances surrounding the escape and shall have the responsibility of notifying the Undersheriff.
4. If the prisoner is not apprehended immediately, the sector patrol sergeant shall assume control of the incident until relieved or the search proves futile, and confirms that a "Bolo" is generated.
5. The initial report of the incident will be made by the transporting employee. The transporting employee's supervisor shall confirm that the report(s) are complete and forwarded to the appropriate follow-up unit for follow-up prior to the end of the shift.
6. At the conclusion of any applicable inquiry or investigation, the transporting employee's supervisor shall submit a memorandum, via the chain of command, to their Division Commander outlining what actions and/or modifications may be made to prevent future incidents of this nature.

K. Other Transporting Agencies

Other agencies transporting Orange County prisoners will transport prisoners in accordance with their established policies and procedures.