

SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT

Detention and Corrections Bureau

TRANSPORTATION SERVICES MANUAL

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Revised, April 2024

Transportation Services
Procedure Manual
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1.000.00. TRANSPORTATION SERVICES MANUAL

1.000.05. INTRODUCTION

The San Bernardino County Sheriff's Department will strive to meet and/or exceed Title 15 guidelines. It is the goal of the Department to promote and maintain the highest possible standards in all phases of operations.

This manual contains policies, rules, regulations and standard operating procedures for custody facilities. Should any conflicts arise between this manual and the Department Manual relating to current policy, procedure, rules or regulations, the Department Manual shall take precedence.

Any modification of policies or procedures in this manual shall be approved by the bureau chief. The station commander shall approve Facility Specific Procedures. Most policies and procedures in this manual shall apply to both the male and female inmates, except where specifically noted.

1.000.10. MISSION STATEMENT

It is the Mission of Transportation Services to provide consistent, updated, ongoing and professional training with a goal to standardize procedures and maximize job performance.

Transportation Service's goal will be accomplished through teamwork and commitment providing the highest level of training available with a passion for excellence. Personnel representing the Sheriff's Department and Transportation Services will be cognizant of the spirit of teamwork, cooperation and professional demeanor.

Transportation Services has high, yet attainable standards in its pursuit of excellence. The staff assigned to the Training Detail are among the highest motivated individuals within the Department. They are committed to the San Bernardino County Sheriff's Department mission and will always strive for perfection.

1.000.15. DEFINITION AND TERMS

All definitions and terms used in this manual are meant to coincide with the definitions and terms of the Department Manual and Bureau Policy.

The term “transport crew” may consist of a driver and co-driver, depending on the vehicle required and/or assignment.

The term “they” includes the feminine and neutral gender.

The term “employee” shall refer to individuals assigned to a specific position/or duty described in this manual.

The term “inmate” shall refer to individuals who were booked into a Sheriff’s custody facility.

The term “inmate worker” shall refer to a sentenced inmate assigned to a duty assignment who receives compensation from the county.

The term “arrestee” shall refer to those individuals who are pending acceptance into the facility.

The term “jailer” shall refer to a deputy assigned responsibility in the facility on a given tour of duty.

The term “facility supervisor” shall refer to the safety supervisor designated by the facility commander, having responsibility for over jail operation of the facility.

The term “watch commander” is the senior supervisor who has overall responsibility for a shift.

A “Type I facility” is described in California Title 15 as a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. Such a type I facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker and may house inmate workers sentenced to the county jail, provided such placement in the facility is made on a voluntary basis on the part of the inmate.

A “Type II facility” is described in California Title 15 as a local detention facility used for the detention of persons pending arraignment, during trial and upon a sentence of commitment.

A “Type III facility” is described in California Title 15 as a local detention facility used only for the detention of convicted and sentenced persons.

A “Type IV facility” is described in California Title 15 as a local detention facility or portion thereof designated for the housing of inmates eligible under Penal Code section 1208 for

work/education furlough and/or other programs involving inmate access into the community.

“Shall” is mandatory.

1.100.00. DISTRIBUTION OF MANUAL

1.100.05. LOCATIONS

A copy of the Transportation Services Manual shall be kept at the following locations:

- Assistant Sheriff
- Detention & Corrections Bureau Deputy Chief
- Internal Affairs
- Facility Commander
- Executive Officer
- Transportation Office – Original Copy
- Starlink
- Administrative Support Unit
- Civil Liabilities

1.100.10. REMOVAL OF TRANSPORTATION SERVICES MANUAL

Copies of the Transportation Services Manual shall not be removed from the facility.

1.200.00. ORGANIZATION OF MANUAL

1.200.05. NUMBER SYSTEM

The organization of this manual follows a numerical system loosely adapted from the Department Manual. The organization consists of a main numerical section (1), a sub-numerical section (.200) and a secondary sub-numerical section (.05).

The main numerical section, the sub-numerical section and the alpha section heading shall appear underlined at the upper left corner of each page.

EXAMPLE: 1.200.00 ORGRANIZATION OF MANUAL

1.200.10. MANUAL REVISION PROCEDURE

This manual was completely organized and rewritten in November of 2020. This version shall be in full effect as of November 2020. All subsequent additions and/or revisions shall take effect as of the date of said addition and/or revision.

1.200.15. EFFECTIVE DATES

For the purposes of uniformity, all procedures were written, revised or edited as of November 2020 and this date shall be presumed and shall not be printed on each page of the manual. Any subsequent additions and/or revisions shall be identified as to the date the change becomes effective. The effective date shall be printed at the bottom left side of the section that has been changed and/or revised (Example: Rev. 07/2020)

1.200.20. HEADING/IDENTIFICATION FOR ADDITION OR REVISION

“Add” indicates an addition; “Rev” indicates a revision and either of those terms shall be followed by the date the addition and/or revision were placed into the manual.

(Example: Add. 09/2020)

1.200.25. PROCEDURE FOR MODIFICATION

Any modification of this manual shall be accomplished in the following manner:

- The proposed manual, or any proposed modifications shall be submitted to the Administrative Support Unit (ASU) for review. If the procedure is new, a numerical section and alpha section heading shall be included on the proposed procedure.
- Facility Commanders shall approve Facility Specific Procedure changes.
- The person submitting the proposed procedure shall ensure the section heading does not conflict with an existing policy or procedure.

1.200.30. TEMPORARY OPERATING PROCEDURES

Temporary Operating Procedures (TOP) do not have the effect of amending the Detention/Correction's Bureau Policy Manual and shall expire automatically on day 90 following the date of issuance, except where a specified length of time has been cited and approved by the Bureau Chief.

The TOP memorandum shall state the TOP's effect on Bureau Policy, Facility Specific Procedures and/or POST orders. The original TOP memorandums shall be placed in a TOP folder which shall be in the watch commander's office. The memorandums shall be maintained in the TOP manual pending Bureau Policy, Facility Specific Procedures and/or POST orders revision.

1.200.35. TEMPORARY OPERATING PROCEDURES ROUTING

Prior to implementation of a TOP, the memorandum outlining procedural changes shall be routed to the Executive Officer for approval. If determined to be within current Bureau Policy and approved, the memorandum outlining the change shall be routed to ASU for approval. Once approval has been received from ASU and the Executive Officer, a copy of the memorandum shall be placed on the briefing board for notification to all employees.

All subsequent changes to Bureau Policy or Procedures Manual shall be sent to all custody and booking facilities.

1.200.40. TEMPORARY OPERATING PROCEDURES REVIEW

The Executive officer shall be responsible for periodically reviewing all memorandums in the facility's TOP folder.

1.200.45. MANUAL MAINTENANCE

There shall be one master copy of the Transportation Services Manual assigned to Transportation Services. All revisions made to the Manual shall be uploaded to Star-link by Tech Services Division.

1.200.50. PROCEDURE REVISION HISTORY

When manual revision(s) and/or deletions occur, Transportation shall maintain records of the old procedure for tracking and audit purposes.

1.300.00. EMPLOYEE MANUAL REVIEW

1.300.05. RESPONSIBILITY

Every employee is responsible for familiarization with the Transportation Services Manual. Every employee shall review the manual as part of their initial orientation. In addition, every employee shall complete a "Transportation Services Manual Review" form within thirty (30) days of assignment. This form shall be filed in the employee's work folder.

2.000.00. ASSIGNMENT OVERVIEW - GENERAL

- Pick up and deliver West Valley Detention Center (WVDC) inmates to their respective courts daily.
- Pick up and deliver Central Detention Center (CDC) inmates to their respective courts daily.
- Pick up and deliver Glen Helen Recreational Center (GHRC) inmates to their respective courts daily.
- Pick up and deliver High Desert Detention Center (HDDC) inmates to their respective courts daily.
- Pick up and deliver inmates from Patton State Hospital to their respective courts daily.
- Transport booked prisoners from outlying Sheriff's station to WVDC.
- Coordinate the pick-up/delivery of out-of-county arrestees with: San Bernardino County warrants and San Bernardino court-ordered appearances.
- Coordinate the pick-up/delivery of California state prisoners who are: paroled to San Bernardino County hold, ordered to appear in a San Bernardino County court (defendant, witness, case appeal/retrial and child custody cases)
- Coordinate the pick-up/delivery of federal prisoners in California, being released to a San Bernardino County hold, ordered to appear in a San Bernardino County Court as a defendant or a witness.
- Safely transport inmates to and from courts, state prison and state hospitals, out of county agencies, other agencies, federal facilities and local medical facilities.
- Maintain statistical data of the number of inmates transported by day, month and year, mileage and destinations

2.100.00. REQUIREMENTS AND RESPONSIBILITIES

Staff desiring an assignment to Transportation Services shall submit a memorandum to the West Valley Detention Center Facility Commander.

Because of the complexity of duties, minimum requirements must be satisfied for a candidate to be considered eligible for transfer to the division. These minimum requirements are:

- A one-year commitment to the assignment.
- The most recent work performance evaluation must reflect a “meets job standards” or above in all categories.
- Candidate must pass a Class B medical examination initially, renewable every two (2) years.
- Candidate must pass and maintain a Class B Driver license with a passenger endorsement.
- Complete a Transportation training workbook during training. At the completion of training the workbook shall be signed off by a Transportation Training Officer.

Final selection of a candidate shall be with the approval of the Deputy Chief of the Detention and Corrections Bureau.

2.100.05. VEHICLE STAFFING REQUIREMENTS

- A driver and co-driver shall be assigned to any vehicle that has a seating capacity of more than fourteen (14) inmates when there are any inmates aboard that vehicle. (All buses while transporting inmates)
- One driver will be assigned to a fifteen (15) passenger van (seating capacity of thirteen (13) or less in a caged area) while transporting inmates.
- A driver and co-driver will be assigned to federal runs and long-distance runs.

2.100.10. DRIVER – GENERAL RESPONSIBILITY

During vehicle operation, the driver is primarily responsible for control of the vehicle. The driver shares responsibility for security as driving permits. The driver is responsible for completing the daily Vehicle Inspection Sheet prior to operating a vehicle. (Title 13,

Article B, Section 1234(e)). When the vehicle is not moving, the restraining, loading, unloading and escorting of inmates is a shared responsibility of the driver and co-driver.

2.100.15. CO-DRIVER – GENERAL RESPONSIBILITY

The primary duty of the co-driver is to provide inmate security and full attention should be devoted to that function.

The co-driver shall assist the driver when the vehicle is being maneuvered into or out of narrow or congested areas and when the bus is backing (refer to backing of buses).

The co-driver shall make security checks of the outside and inside of the vehicle at every opportunity.

The co-driver shall maintain constant observation of prisoners and be alert for unusual activity in the vehicle. Use of the overhead rear view mirrors is not to be relied upon for proper viewing of the bus interior. The mirrors are to be considered as a tool to assist with the security function.

Completion of all required inmate movement logs are shared responsibilities of the driver and co-driver.

2.100.20. LICENSING

All deputies assigned to Transportation Services are required to obtain and keep a current Class "B" California driver license with a passenger endorsement. Also, required in conjunction with the Class "B" license is a valid medical certificate which, is renewable every two (2) years from the date of issuance.

Employees shall immediately report any change in the driver license status to the transportation supervisor.

2.100.25. TRAINING

All transportation personnel obtaining a Class "B" license, shall be trained in accordance with the Department of Motor Vehicles requirements.

Prior to taking the DMV Class B driving test, each driver shall maintain a driver's training log. The log shall contain all training hours driven. Once the trainee has reached approximately forty (40) hours of driver's training, the assigned instructor shall inform a

supervisor of the trainee's readiness for testing. A supervisor shall examine the trainee's training record for completeness and authorize a driving test with a designated certified testing driver. A supervisor shall oversee the driver testing procedure.

Once the trainee has qualified, the certified instructor shall fill out the proper state paperwork, so the trainee can receive their Class "B" license. If the trainee does not qualify, a supervisor shall be advised so that further training can be implemented.

2.100.30. STATE REGULATION

Title 13 of the California Code of Regulations contains regulations relating to motor carrier safety that are applicable to drivers of Sheriff's Department buses and vans. Sheriff's Department vans are classified as buses by the California Code of Regulations.

Title 13 contains the following driver restrictions: Article 3 – General Driving Requirement:

Driving hours and on-duty status begin at a point following eight (8) consecutive hours off duty. Driver's hours shall be regulated from the time a driver first reports for duty for any employer as follows:

- Buses – the driver of a bus shall not drive more than ten (10) hours within a work period or drive after having been on duty for fifteen (15) hours.
- On Duty Time – the driver of the bus shall not drive after having been on duty for fifteen (15) hours. Drivers shall perform work, except for driving after being on duty for fifteen (15) hours.
- Off Duty Time – After driving for ten (10) hours or being on duty for fifteen (15) hours, drivers may not drive again until they have had eight (8) consecutive hours off duty.
- Adverse Driving Conditions – Drivers may drive an additional two (2) hours if adverse weather conditions are encountered which were not apparent at the start of the trip, after contacting the supervisor. Regardless of the adverse conditions, drivers are not allowed to drive for more than twelve (12) hours or after having been on duty for more than fifteen (15) hours.

Supervisors shall ensure eight (8) consecutive hours off duty pass before permitting a deputy to drive a bus. If a deputy is assigned to a bus crew and they have reached the

drive time limit or will reach the limit during the assignment, the deputy shall notify a supervisor immediately.

2.200.00. FIREARMS

2.200.05. RESPONSIBILITY

Transportation Services deputies are responsible for the handling and security of their firearms. When an employee removes a Transportation Services weapon from the armory, it shall be noted on the check-out log.

2.200.10. INVENTORY OF FIREARMS

All weapons shall be inventoried and inspected on a trimester basis and indicated on the sergeant's inspection log. The Transportation Services supervisor shall document the inspection on the firearms log. Vehicles are assigned less lethal Remington 870 shotguns that are maintained in vehicles or in the armory.

(Refer to Department Policy Manual Section 2.616. Rifles, Shotguns, and Specialized Firearms)

2.200.15. STORAGE IN VEHICLES

Ruger Mini-14 rifles carried/stored in an in-service department vehicle shall have all rounds of ammunition in the magazine, and the safety shall be in the "off" position. A rifle shall not be stored in an in-service department vehicle with a round in the chamber.

Remington 870 shotguns carried/stored in an in-service department vehicle shall contain four rounds of ammunition in the magazine, shall not be racked, and the safety shall be in the "off" position. A shotgun shall not be stored in an in-service department vehicle with a round in the chamber

(Refer to Department Manual Section 2.616.10 Rifles and Shotguns: Storage in Vehicle)

2.300.00. UNIFORMS

2.300.05. SAFETY PERSONNEL

All safety personnel assigned to Transportation Services shall wear the Department approved Class A uniform while performing assigned duties.

2.300.10. PROFESSIONAL STAFF

Professional Staff assigned to Transportation Services shall wear their job classification uniform while performing assigned duties.

2.300.15. WEARING GLOVES

Gloves may be worn by transportation personnel as a protective measure while handling restraints and searching inmates for contraband. Gloves may also be worn while conducting interior and exterior inspections of a transportation vehicle and while driving a vehicle.

2.300.20. BODY ARMOR

Body armor is issued to all safety members of the Department. It is the responsibility of all deputies to have their assigned body armor immediately available while on-duty. Immediately available is defined as but is not limited to:

- On one's person.
- In a vehicle operated or occupied by a safety member while on-duty.
- In a locker for those personnel assigned to fixed stations.

(Refer to Department Policy Manual Section 2.606. Body Armor)

2.400.00. FACILITY KEYS

Keys are the property of the Department and shall not be duplicated. Issued keys shall be recorded on an Employee Personal Information form (ASU#110222). Other keys shall not be removed from a facility without approval from the Facility Commander/designee.

Staff shall maintain physical possession of all assigned keys while on the facility. Staff shall be familiar with keys assigned to their workstation. Staff shall not allow inmates to touch any keys or view any key numbers or letters engraved on the keys.

(Refer to Bureau Policy Section 6.1000. Facility Key Control)

2.400.05. VEHICLE KEYS

Employees assigned to Transportation Services shall be familiar with each key on their key ring. A set of keys shall be kept in the key control box for each vehicle. Staff shall check-out the keys to operate Transportation Services vehicles. Keys shall be returned to the key control box upon the completion of their assigned tasks.

2.400.10. MASTER KEY CONTROL

The master key control box shall be in the Sergeant's office. This box shall contain a minimum of one duplicate set of keys for each vehicle assigned to Transportation Services.

2.500.00. DAILY RUN EXPECTATIONS

All runs shall leave West Valley Detention Center at their scheduled times. Deputies shall check the Transportation run schedule for their individual assignments. Deputies shall be prepared for changes made to the schedule throughout their shift.

(Refer to Transportation Post Orders Section: TRANSPORTATION DAILY RUNS SCHEDULE)

3.000.00. ADMINISTRATION DESK

(Refer to Transportation Post Order Section: ADMINISTRATION DESK)

3.100.00. COURT CALENDAR BOARD SET-UP

(Refer to Transportation Post Orders Section: COURT CALENDAR BOARDS)

3.200.00. DUMMY WARRANTS

A “dummy warrant” is an index card used by the Department to communicate future court appearances for an individual inmate. Each courthouse is responsible for documenting all scheduled court appearances on the dummy warrant. A dummy warrant shall be sent with every inmate going to/from court and shall contain the following information:

- The supplemental indicator is written on the top left corner (Classification)
- The "case number", not the file number
- The booking number
- The court of jurisdiction
- The date and time of arrest
- Future scheduled court date

(Refer to Detentions and Corrections Manual Section 640.00. Dummy Warrant Procedure)

3.200.05. RECOGNITION OF CLASSIFICATION

All dummy warrants shall clearly identify the inmate’s classification in the top left corner.

(Refer to Detention and Corrections Manual Section 640.10 Special Handling/Classification Dummy Warrants)

3.200.10. DUMMY WARRANTS RETURNING FROM COURT

When an inmate is picked up from court, a dummy warrant shall accompany their return. The deputy(s) conducting the pick-up shall ensure the dummy warrants are given to the operations desk employee. The operations desk employee shall deliver the dummy warrants to the correct facility’s bridge, court return staff (WVDC, GHRC, HDDC, CDC).

3.300.00. INMATE BOOKING POLICY

It shall be the responsibility of all Transportation Services deputies to complete the booking application of new inmates who are brought through Transportation Services (i.e., out of county inmates and state prisoners).

3.300.05. IDENTIFICATION OF INMATES

To minimize the errant transportation of inmates from State and Out-of-County facilities to the custody of the San Bernardino Sheriff's Department, all staff shall verify the inmate's identity by utilizing, but not limited to, the following law enforcement databases and equipment:

- JIMS NET
- CAL-PHOTO
- Parole LEADS
- IBIS

Staff shall print a photograph of the inmate(s) using the above databases. The printed photograph and personal information obtained shall be used to verify the identity of inmate(s) prior to the transfer of custody to the San Bernardino Sheriff's Department.

Upon verification of identity which shall include name, DOB, scars, marks, tattoos and photo verification, deputies shall complete a San Bernardino Sheriff's Booking Application. The booking application shall not be pre-flighted (pre filled-out). The information on the booking application shall come directly from the subject being booked and verified against the above listed databases.

If the identity of the subject(s) does not match, Transportation Deputies shall not take possession or transport the subject. Special exception will be made for subjects not located in any law enforcement database.

3.300.10. FORMS REQUIREMENT

Deputies responsible for new bookings shall ensure the booking application includes any of the following:

- Warrant abstracts and possible holds.
- Court orders and detainers.

- Medical discharges shall accompany all inmates.

All out-of-county and parole to hold inmates must be booked with an original warrant abstract. After the booking application is complete, the inmate shall be searched and escorted to the intake area. The Transportation deputy shall give the booking application, inmate personal property and money to the booking officer for completion of the booking process. The booking officer shall verify all money and sign the Inmate Movement sheet.

3.300.15. TRANSPORTATION INITIATED ENROUTE BOOKING

In the event Transportation Services conducts an enroute booking at WVDC, they shall maintain the inmate's property, money and documents (including the pink copy of application) in the property locker in the Transportation office. Copies of all paperwork must be turned in with the booking application. "Enroute" shall be hand written at the top of the booking application.

(Refer to Bureau Policy Sections 8/300 through 8/350.10)

3.400.00. TRANSPORTATION INMATE RELEASE PROCEDURE

The duty officer shall review the booking jacket to verify if the inmates can be released to the given agency. Once an inmate is cleared for release, the appropriate paperwork will be sent to releases. Inmates shall be dressed out and processed in releases. All inmates shall be staged in Intake and escorted to Transportation during WVDC court pull.

The fiscal clerk shall process the inmate's money and forward it to Transportation. Releases will send paperwork from the jacket and property to transportation. Inmates transported to drug court shall have their property and clothing sent and delivered by Transportation deputies.

3.400.05. RELEASE TO OUTSIDE AGENCY

The transfer of released inmates to other agencies shall be conducted as follows:

- Compare inmates received from releases to appropriate state or out of county list.
- Create an Inmate Movement log.
- Request receiving agency's signature for receipt of money, personal property, cell property, documents and medical discharge.

3.400.10. TRANSPORT OF RELEASED INMATES

Transportation Services shall be responsible for transporting inmates after they are released from custody:

- State prisoners
- Out of counties
- GHRC Releases
- Special requests

3.500.00. INMATE SEARCHES

Arrestees/inmates transported off a facility by a Department staff member shall be searched upon their return for the purpose of discovering any object or substance in the possession of the arrestee/inmate that could be used to harm themselves or others, damage the jail facility, or attempt escape and to discover any evidence of a crime, contraband, undeclared property, money or valuables.

Every arrestee/inmate entering a jail facility shall be required to submit to a cursory search. Such a search may initially be accomplished by the arresting or transporting officer; however, prior to processing the arrestee into a facility, the cursory search shall be repeated by a safety staff member of that facility.

Whenever a female arrestee/inmate is confined in any jail facility, there shall be an appropriately trained female safety staff member or female professional staff member assigned, available, and accessible for the supervision of the female arrestee/inmate.

(Refer to Detention and Corrections Manual Section 9.100. Searches)

3.500.05. STRIP SEARCHES

In the event an inmate is transported by Transportation deputies and a cursory search is not proficient at preventing the introduction of contraband into a facility, a strip search may be authorized.

Approved strip searches shall be conducted in the designated strip search area of each facility. Safety staff shall complete the Strip Search Authorization form (ASU#020402) for every strip search and receive shift supervisor approval prior to initiating the strip search.

(Refer to Detention and Corrections Manual Section 9.121.00. Strip Searches)

3.600.00 VEHICLE LOADING FOR TRANSPORT

3.600.05. VEHICLE SEATING CAPACITY

All vehicles used by any member of Transportation Services for transporting inmates shall be loaded in such a manner that each person in the vehicle shall be seated in a passenger seat.

The total number of persons in any vehicle shall not exceed the designed capacity of the vehicle and the number of passenger seats available in the vehicle.

No inmates shall be seated on the floor, in the aisles, or any other place in a vehicle that is not specifically designed for passenger seating, for any reason, while the vehicle is in motion.

No inmate shall be allowed to stand in any vehicle, for any reason, while the vehicle is in motion.

3.600.10. INMATE LOADING/UNLOADING BUS

When loading and unloading a bus, there shall be a minimum of two (2) deputies assisting. One deputy shall remain inside the bus. The other deputy shall position himself where he can observe the inmates.

Inmates of different classification shall not be within proximity of one another.

Once inmates are restrained and ready for transport, transporting deputies shall conduct an inmate count to confirm the correct number of inmates are on-board.

Inside a secure facility, inmates loaded onto a vehicle should not be left unattended for more than 15 minutes.

Outside a secure facility, deputies shall not leave inmates unattended for any amount of time.

3.600.15. INMATE SEATING

Inmates shall be seated in a vehicle according to their jail classification. General population (GP) inmates are generally seated in the back portion of the vehicle. If needed, SMI and Patton inmates can also be placed with the general population under the discretion of the transporting deputies.

The segregated portions of vehicles shall primarily be used to keep the following inmates segregated from each other:

- Severely Mentally Ill Lockdown
- Protective Custody 1
- Protective Custody Administrative Housing
- High Security
- Females
- Civil Commitment
- Administrative Housing 2 and 3

3.600.20. TRANSPORT RETURN

Incoming inmates shall be:

- Unrestrained
- Searched
- Escorted to appropriate housing location/ Intake
- Meal is provided, if applicable.

3.700.00. INMATE LUNCHES

Sandwiches and special diets are delivered to Victorville Court with the inmates. Special diets are only delivered to Central, Rancho Cucamonga and Morongo Basin Courthouses. Certain runs may require sandwiches and special diets delivered with the inmates, including but not limited to, federal courts and hospital appointments. Upon return to WVDC, sandwiches and special diets shall be given to those inmates not given the opportunity to eat while at court.

4.000.00. RESTRAINTS AND APPLICATIONS

4.000.05. RESTRAINING OF INMATES

When any waist, leg, or hand restraint is used, the double locking feature of each device shall be applied. Waist, leg, and hand restraints shall be checked for proper tightness. Restraint devices shall be applied with the key hole facing the deputy. Every inmate/arrestee being transported is required to have each hand restrained. An exception to this procedure is an inmate with a certain medical condition (accompanied with a medical recommendation form) indicating such a restriction.

It shall be the responsibility of the deputy receiving the medical recommendation form, from the inmate, to utilize the appropriate restraint.

Female inmates who are determined by medical staff to be pregnant and who are wearing the proper wristband indicating they are pregnant, shall not be waist or leg restrained. These inmates shall be restrained by condition or classification. (Example: hand cuffed only)

4.000.10. WAIST RESTRAINTS

Generally, waist restraints are to be the standard device for restraining inmates being transported from or returning to a jail facility. Waist restraints shall be affixed so inmates are handcuffed with their hands at their side. No part of any waist restraint shall be affixed to leg restraints. Inmates shall not be restrained with their arms across their body. Drop restraints shall be attached through the handcuffs. Drop restraints shall not be wrapped around any part of the body, except the waist.

4.000.15. RESTRAINT PROCEDURES

- Inmates shall be restrained in groups of two (2) or three (3), providing the requirement of restraining each hand of each inmate is met. This shall be determined by the seating arrangements of the transportation bus or van being used.
- Cross-cuffing is not permissible. "Cross-cuffing" is the process of placing a waist restraint around the waist of an inmate, with the left hand of the inmate cuffed

behind their back to the cuff on the right side of the restraint. The right hand is crossed over the left hand and secured in the cuff on the left side of the restraint.

- The application of ankle cuffs (leg restraints) shall be snug fitting at the ankle of the inmate to prevent “slipping” off the restraints.
- The ankle cuffs, when applied, shall not obstruct blood circulation or cause a discoloration of the ankle or leg for a sustained period.

4.000.20. BLACK BOX RESTRAINTS

Black box restraints shall be used on the following inmates:

- High Security
- Designated discipline, assaultive, or uncooperative
- Protective Custody Level 1
- Protective Custody Administrative Housing
- Administrative Housing Level 1, 2, 3
- Escape Risk

4.000.25. LEG RESTRAINTS

Inmates being transported, and waist restrained individually, shall require leg restraints. In cases where multiple inmates are restrained together using waist restraints, at least one (1) inmate shall be secured in leg restraints.

4.000.30. RESTRAINT CONTROL

Restraints shall not be left at any facility (outside of Transportation Services) except for an immediate present need.

Court holding facilities and Sheriff’s stations shall provide their own restraints. If it becomes necessary to leave restraints at a facility, the Transportation supervisor shall be notified as to the number and reason.

Transportation Services shall maintain control of the “chain cart.” The “chain cart” must be securely locked when not in use. Under no circumstances shall waist or ankle restraints be left unsecured. It shall be the responsibility of the last deputy(s) using the “chain cart” to ensure the restraints on the cart are locked.

It is the responsibility of the deputies working the last assigned shift of the work day, to secure the "chain carts" in the storage room of Transportation Services (prior to end of shift).

5.000.00. HOSPITAL TRANSPORTS

5.000.05. ARMC APPOINTMENTS

- The West Valley Detention Center Infirmary shall provide Transportation Services a list of inmates with their scheduled hospital appointment information.
- Deputies shall make copies of the hospital list and gather all necessary paperwork.
- Transport all inmates to ARMC utilizing proper restraints.
- (Refer to Transportation Manual Section 4/000.00 Restraints and Applications)
- Unload inmates from the vehicle and place them in a lock-up cell by classification.
- Leave all inmates restrained inside lock-up. (Note: Prior to placing inmates inside of lock-up, deputies shall inspect all lock-up cells and verify all locking mechanisms are working properly).
- Deliver all paperwork to each clinic/department for registration of the inmate's appointment.
- Notify jail ward of any inmates to be admitted to ARMC.
- Transport all inmates back to WVDC and escort to appropriate housing locations.

5.100.00. NORTH RUN TRANSPORTS

5.100.05. PROCEDURE

The north run is a team of two (2) deputies assigned to transport inmates to and from various law enforcement and correctional institutions throughout the State of California. The north run is scheduled as a 2-day trip, departing WVDC on Tuesday mornings and returning on Wednesday evenings. When picking up an inmate from any institution, you must verify the identity of the inmate being picked up and obtain the following:

- Warrant or court order
- Medical discharge
- Property
- Money

(Refer to Transportation Post Orders Section NORTH RUN)

(Refer to Transportation Services Manual Section 3.300.05. Identification of Inmates)

5.200.00. HANDLING OF INMATES FOR SPECIAL TRANSPORTS

Transportation Services can be requested to transport inmates for public inter-state agencies and out of state agencies. All requests shall be referred to the Transportation Services Supervisor. Special transportation runs shall be in coordination within proximity and scheduling needs of the division.

Special requests completed by Transportation Services are a courtesy to other public law enforcement agencies.

5.200.05. CIVIL COMMITMENT TRANSPORTS

This procedure applies to those inmates charged only with a civil commitment, where no criminal charges are filed. Civil Commitment inmates are to be kept separate from inmates charged with a criminal offense(s). The following guidelines apply to the transport and control of civil commitments:

- Transport in a segregated portion of the vehicle.
- Shall not be placed with any other inmates of a different classification.
- Dressed in standard orange or lime green clothing depending on the type of civil commitment.

5.200.10. AVIATION TRANSPORTS

Sheriff's Aviation Division can be used for special runs. The Transportation Services Supervisor will make appropriate notification.

5.200.15. JUVENILE TRANSPORTS

All transportation of juveniles shall be done solely by Juvenile Probation Officers. Any exceptions shall be made by special request to Transportation Services.

5.200.20. PRE-BOOKED ARRESTEE TRANSPORTS

Generally, Transportation Services do not transport arrestees from other San Bernardino County Sheriff's stations that have not completed the booking process.

Any exception to this policy, such as assisting with sweeps and other large-scale events, shall have prior approval by the Transportation Services Supervisor.

Any arrestee with a medical problem or injury requiring a pre-booking medical examination prior to booking, shall not be transported by Transportation Services.

5.200.25. DEATH ROW INMATE TRANSPORTS

It is the responsibility of the Department to transport all inmates sentenced to death (San Quentin). These inmates shall be accompanied by two (2) deputies, at least one of which shall be assigned as to Transportation Services.

Prior to the inmate being transported, all property shall be removed. The inmates cell property will be placed with their personal property and clothing. The transporting deputies shall maintain physical control of all property items until the property is released to the state prison facility.

The inmate shall exchange all jail clothing in the presence of the transporting deputies prior to being transported.

The inmate shall be transported in red (High Security) jail clothing. Inmates sentenced to death shall be transported to San Quentin within ten (10) days from the time of judgement (per PC 1217).

Death row prisoners picked up at San Quentin shall be searched by the transporting deputies, prior to being loaded into a vehicle. All personal property of the prisoner shall be maintained in the physical control of the transporting deputies until arrival at WVDC.

All death row inmates shall be transported in a black box and leg restraints.

6.000.00. EMERGENCY

The following shall be considered when an emergency exists:

- Evaluate the emergency regarding immediate threat to life.
- Determine if the situation requires an urgent response to prevent serious injury or death.
- All safety and security precautions shall be followed with the immediate resources available until additional assistance arrives.
- Immediately advise Sheriff's Dispatch of the following: The vehicle identifier number, present location and direction of travel (be as specific as possible with location), the number of inmates on board, the nature of emergency (fire, disturbance, accident, medical problems etc.), and advise if additional assistance is needed.
- Advise the Transportation Supervisor.

(Refer to Transportation Post Orders Section: Emergencies)

6.000.05. MAN DOWN/EMPLOYEE DOWN

(Refer to Detention and Corrections Manual Section 6.100.00: Alarm Systems)

6.000.10. CODE RED

(Refer to Detention and Corrections Manual Section 6.115.00: Codes for Serious Incidents)

6.000.15. CODE BLUE

(Refer to Detention and Corrections Manual Section 6.115.00: Codes for Serious Incidents)

6.000.20. FIRE OR VEHICLE COLLISION

In the case of a fire or vehicle collision the following steps shall be adhered to:

- Make emergency notification.
- Evacuate inmates only in imminent danger.

- If evacuation of inmates is required, law enforcement and aviation shall be summoned.
- Direct full attention to the containment of the inmates.

When all inmates have been evacuated from the vehicle, the transportation deputy(s) shall maintain security of the inmate group, until additional back up and/or another transporting vehicle arrives.

(Refer to Transportation Post Orders Section: Emergencies)

6.000.25. VEHICLE BREAKDOWN

(Refer to Transportation Post Orders Section: Vehicle Breakdown)

6.000.30. ASSISTING LAW ENFORCEMENT OFFICERS

(Refer to Transportation Post Orders Section: Assisting Law Enforcement Officer)

6.000.35. ASSISTING MOTORIST

(Refer to Transportation Post Orders Section: Assisting Motorist)

6.100.00. ESCAPE

6.100.05. ESCAPE PROCEDURE

In the event of an escape, the following procedures shall be implemented:

- Notify dispatch of the escape, your location and any other necessary information.
- Notify the Transportation Services Supervisor
- Secure all inmates and perform a count.
- The escapee's personal property and/or court paperwork shall be collected and secured for investigative purposes.

(Refer to Detention and Corrections Manual Section 6.1100: Escape Procedures)

6.100.10. RELEASE OF INFORMATION

(Refer to Detention and Corrections Manual Section 6.1100: Escape Procedures)

7.000.00. RADIO PROCEDURE

The following procedure shall be used by all members when using the Department radio. The unit or station being called is to be given first, followed by the unit or station originating the call. (Example: 31-Tom-5)

(Refer to Sheriff's Department Manual Section 2.522.15: Radio Communications Protocol)

7.100.00. CELLULAR TELEPHONE

The Department recognizes the importance and usefulness of portable electronic devices to modern law enforcement. The use of such devices while driving can adversely affect officer safety, cause unnecessary distractions and present a negative image to the public.

Members should avoid extensive use of a Mobile Data Computer or laptop while driving a Department vehicle. The use of a cell phone should be restricted to matters of an urgent nature and members shall, absent exigent circumstances, stop the vehicle or use a hands-free device when talking on a cell phone. Department members shall not manually text while driving.

(Refer to Sheriff's Department Manual Section 3.102.10: Use of Cell Phones and Other Electronic Devices in Department Vehicles)

Deputies assigned to Transportation Services are authorized to carry their personal cellular telephone.

8.000.00. USE OF FORCE

(Refer to Detention and Corrections Manual Section 14.100.00.: Use of Force)

9.000.00. LOANING OF VEHICLES

Transportation Services vehicles generally are not be loaned outside of the Department. If a Transportation Services vehicle is requested by a station or division, approval is determined by the Transportation Services Supervisor. Title 13 regulations shall apply during the use of any Transportation Services vehicle.

9.000.05. SPECIAL TRANSPORTATION REQUESTS FOR PLANNED EVENTS

On occasion, divisions and/or stations within the Sheriff's Department will request personnel and vehicle(s) for planned events such as tours, multi-agency operations (A.D.D., S.M.A.S.H., mass warrant arrests, etc). All such requests shall be directed in writing to a Transportation Services Supervisor with as much notice as possible.

9.100.00. TRAVEL EXPENSES

All travel expenses are to be submitted to the Supervisor in accordance with the MOU and Department Policy.

9.200.00. USE OF PRESCRIBED MEDICATION BY TRANSPORTATION PERSONNEL

As defined in Department Policy, it is the responsibility of all employees to make immediate notification to a supervisor when they are taking prescribed medication that bears a warning on the medication that caution, or care should be exercised during the operation of a motor vehicle or machinery while taking the medication.

A supervisor may elect to assign the employee to non-driving duties during the period an employee is taking the required medication.

Any employee assigned to Transportation Services taking any medication bearing a warning that prohibits the operation of a motor vehicle or machinery while taking the medication, shall be assigned to non-driving duties. This same procedure applies if an order is written by a physician advising against the operation of a motor vehicle or machinery.

10.000.00. DEPARTMENT/DIVISION IMAGE

Transportation Service's buses and vans are highly visible and immediately recognizable by most citizens in San Bernardino County and throughout the state.

The high visibility of the vehicle draws the public's attention by the way the vehicle is operated, and the conduct of the employee(s) within.

With or without the public scrutiny, members of Transportation Services are expected to conduct themselves in a professional manner and shall always project a positive image of the Department.

Valid complaints by citizens can be avoided by exercising good judgment and common sense:

- Do not leave inmates unattended in a vehicle outside of a secured facility any time.
- Within a secured facility, inmates shall not be left unattended for more than 15 minutes.
- Do not use a bus or a van to conduct personal business.
- Obey all traffic laws.
- Obey all rules of the road.
- Always be courteous and considerate of other motorists.

10.100.00. VEHICLE SPEED

While driving a Transportation Services vehicle, the driver shall not exceed the posted speed limit unless a life-threatening incident occurs involving the passenger(s) of the vehicle.

(Refer to Department Policy Section 3.1051.)

All drivers shall obey the Basic Speed Law (CVC 22350):

“No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic and the surface and width of the highway and in no event at a speed which endangers the safety of persons or property.”

10.200.00. SEAT BELTS (COUNTY EMPLOYEES)

When driving or riding in a county vehicle, all county employees are required to wear seat belts while the vehicle is in motion.

10.300.00. BACKING OF BUSES

Buses shall not be backed without the assistance of the co-driver. (Any bus with inmates aboard shall be assigned a crew of two (2) deputies; driver and co-driver).

When only a driver is assigned (i.e., an empty bus being moved for re-location purposes or maintenance), they shall request the assistance of another person deputy, while backing.

The co-driver shall place themselves in a position outside of the bus where they can ensure the bus has proper clearance while backing and direct the driver in a proper manner.

Both the driver and co-driver are responsible for compliance with this procedure.

10.400.00. CODE 3 DRIVING

Generally, vehicles assigned to the division shall be considered as “passenger transporting” vehicles rather than emergency vehicles.

Transportation deputies shall not engage in code 3 driving unless authorized by a Transportation Services Supervisor or exigent circumstances exist. Should this occur, a member of the vehicle crew shall immediately advise Sheriff’s Dispatch and the Transportation Services Supervisor.

The procedure described in this section applies to deputies conducting vehicle stops with a transportation vehicle.

Any code 3 operation shall be within the restrictions imposed by the Basic Speed Law (CVC 22350), Exemption of Authorized Emergency Vehicles, (CVC 21055), Effect of Exemption (CVC 21056), and Department Policies regarding code 3 driving.

CVC section 21055 does not relieve the driver of a vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor protect them from the consequences of an arbitrary exercise of the privileges granted in that section.

10.500.00. FACILITY SPEED LIMIT

10.500.05. ENCLOSED COMPOUNDS

Transportation vehicles operating inside an enclosed compound shall not exceed 5 M.P.H. An enclosed compound is defined as: Any fenced or walled confinement specifically designed as an inmate security area.

10.500.10. ACCESS TO ENCLOSED COMPOUNDS

Transportation vehicles operating on access roads leading to or from enclosed compound shall not exceed 15 M.P.H. An access road is defined as an undedicated roadway to or from an enclosed compound that is generally considered under the control and on the premises of the facility being served.

10.600.00 FACILITY/ VEHICLE OPERATION

10.600.05. VEHICLE SECURITY

GENERAL:

Transportation Service's vehicles, which have the capability of outside door locks, shall secure these doors when the vehicle is parked, unoccupied and unattended.

This includes units, vans and buses with a locking entrance/exit door.

The driver shall ensure all windows are closed and all lights and radios are shut off prior to securing the vehicle.

Immediately before and after transporting inmates, the transporting crew (driver and co-driver) is responsible for checking the interior of the vehicle for contraband, vehicle damage, property and inmates left behind. This search/inspection shall be conducted each time a vehicle is prepared for inmate boarding and each time inmates are off-loaded from the vehicle.

The visual check/inspection applies to any cargo bay, storage area, engine compartment and vehicle chassis under carriage. The primary goal of the inspection is to detect escape attempts.

TRANSPORTATION VEHICLES:

The cargo bays of all buses shall always be securely locked. Locks that do not work or are missing shall be noted on the vehicle inspection card and shall be immediately repaired. (Contact vehicle maintenance).

If inmates are on board a vehicle, the interior locking devices shall be secured and locked for the safety and separation of inmate classifications. Inoperable locking devices shall be noted on the vehicle inspection card. It is the responsibility of the driver and co-driver of a vehicle to replace or repair any locking devices before use.

It is the responsibility of the driver and co-driver to communicate with each other the security status of inmates on board their assigned vehicle.

During court pull, any vehicle occupied by inmates shall never be left unattended. A deputy assigned as a transportation yard rover shall observe the vehicles which have inmates in them. In the transportation yard at WVDC, deputies (assigned to

transportation) shall activate the vehicle's interior dome lights and emergency flashers to alert other staff members there are inmates on board. Activating the dome lights and emergency flashers will allow staff to have a better observation of the interior of the vehicle. The vehicles shall remain unlocked to allow the rover access to the inmates on board, if a problem is identified.

While at other facilities, it is the responsibility of the transportation deputy(s) to maintain visual observation of their occupied vehicles or coordinate with the facility to provide personnel to assist with maintaining visual observation while the task is completed.

Once a high security inmate is loaded onto a vehicle, they will be accompanied by a deputy.

(NOTE: Transportation vehicle heights vary. Not all vehicles will clear overhead heights at different locations).

10.600.10. FUELING VEHICLES

Transportation Services personnel shall refuel their assigned vehicle (buses and vans) prior to the end of their shift, regardless of the fuel indicator reading.

It is the responsibility of the driver to advise a supervisor if they are given an assignment just prior to shift end that would cause overtime to be paid, to meet the refueling requirements.

10.600.15. VEHICLE PARKING

All buses, vans and units shall be parked in designated parking stalls. The wash rack may also be used for overflow parking. All vehicles placed on the wash rack shall be parked so not to obstruct the view of the Intake Control officer.

Deputies shall ensure parked vehicles are placed in "park" with the emergency brake set. Lights and radios shall be turned off and fuel levels shall be full.

10.600.20. VEHICLE CLEANLINESS

It shall be the responsibility of all deputies to ensure all vehicles are kept clean and organized.

11.000.00. VEHICLE MAINTENANCE

Transportation Service's vehicles (vans and buses) shall be regularly and systematically inspected, maintained in accordance with the manufacturer's recommendations, or more often if necessary, to ensure the safe operating condition of the vehicle.

It is the responsibility of the Transportation Service's Motor Pool Services Assistants to have the maintenance and safety inspections conducted and to maintain such records for each vehicle for a minimum of one (1) year.

The maintenance shall include, at a minimum, an in-depth inspection of the vehicle's brake system, steering components, lighting system, wheels and tires.

This maintenance and inspection shall be performed by a competent service and maintenance garage/center.

A detailed safety inspection shall be completed within every ninety (90) days, for each vehicle. A record of vehicle maintenance and safety inspections shall be kept on each vehicle and recorded on the bus maintenance and safety inspection form, CHP 108A and the lubrication and inspection report form.

12.000.00. DAILY VEHICLE INSPECTION REPORTS

Prior to operation, the driver shall inspect each vehicle to ascertain that it is in safe condition, it is equipped as required by all provisions of law and all equipment is in good working order. (Refer to Title 13, Article 3, Section 1215(a))

It shall be the responsibility of all deputies driving a Transportation Service's vehicle to complete the daily vehicle inspection sheet. The deputy shall sign and indicate their employee number on the card. If it is necessary for any immediate repairs, or if unreported damage is found, it shall be brought to the Transportation Services Supervisor's attention.

The driver of the vehicle shall conduct an interior and exterior inspection of the vehicle and note any damage on the daily vehicle inspection sheet.

The driver shall check each item under the main headings on the inspection sheet: lighting devices, horns, brakes, air system, emergency equipment and fluids.

The original white copy shall be submitted to the mechanic in-box prior to departing the facility. The pink copy shall remain in the log book in the vehicle.

12.100.00. TRANSPORTATION LOGS

12.100.05. TRANSPORTATION DRIVERS LOG

(Refer to Transportation Post Order Section: Drivers Log)

12.100.10. TRANSPORTATION INMATE MOVEMENT LOG

(Refer to Transportation Post Order Section: Inmate Movement Log)

12.100.15. TRANSPORTATION NORTH RUN LOG

(Refer to Transportation Post Order Section: North Run Log)

12.100.20. TRANSPORTATION DAILY RUN LOG

(Refer to Transportation Post Order Section: Daily Run Log)

12.200.00. ACCIDENTS INVOLVING TRANSPORTATION VEHICLES

12.200.05. REPORTING TO SUPERVISOR – ALL ACCIDENTS

All accidents involving a Transportation Services vehicle shall be reported immediately to the Transportation Services Supervisor by the driver or co-driver of the vehicle.

All accidents involving a Transportation Services vehicle that occur at another law enforcement agency, division or station, shall be reported immediately (prior to leaving the agency, division or station) to the supervisor of that agency, division or station, by the driver or co-driver of the Transportation Services vehicle.

The initial verbal report to the supervisor is required whether there is damage to the transportation vehicle, other vehicles and/or property or not. The supervisor shall determine if a written report of the incident is required. The supervisor shall respond to the accident scene if there are any damages and/or injuries.

Any accident involving damage or injury, however minor, requires a written report by the driver and co-driver (if present) of the facts pertinent to the accident. The report shall be submitted to the shift supervisor prior to the involved deputy(s) going off duty.

12.200.10. WRITTEN REPORTS

Generally, Transportation deputies will not be responsible for taking a traffic report. Contact California Highway Patrol or another designated agency jurisdiction where the incident took place.

12.200.15. SUPERVISOR'S RESPONSIBILITY

It is the responsibility of the Transportation Services Supervisor to conduct investigations of all accidents involving transportation vehicles.

A report shall be submitted including, but not limited to, the information stated under written reports in this section.

The Transportation Services Supervisor shall advise the Transportation Services Supervisor as soon as possible of any accident involving transportation personnel or vehicles.

In all incidents where a Sheriff's employee is injured, the Transportation Services Lieutenant/designee shall be notified immediately.

In all accidents where injury or major damage occurs, the Transportation Services Supervisor shall advise Sheriff's Civil Liabilities.

The Transportation Services Sergeant shall ensure that a formal accident investigation is conducted by the law enforcement agency of jurisdiction where the accident occurred.

Transportation Services Lieutenant/designee shall respond to the accident scene, when any accident involves injury to an employee, serious injury to another party or serious injury to inmate(s).