

INMATE TRANSPORTS

STANDARD NO(S):

NYSSA #38,94,96,100-105
NYSSA CS# 18-24

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REFER TO:

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I. OBJECTIVE:

To ensure the safe and timely transportation of inmates.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to provide transportation of inmates to and from authorized locations outside of the facility. Inmates will be treated humanely and in such manner as is necessary to preserve the safety and security of the inmate(s), officer(s), and the public.

III. DETAILS:

A. Vehicles

1. Vehicles assigned to Transport Officer(s) will be equipped with a protective screen securely mounted between the driver's compartment and rear seats. This screen prevents the inmate(s) from having access to the driver's compartment, but will not impair communication between the Transport Officer(s) and the inmate(s).
2. In the event circumstances make it impossible to accomplish necessary travel in a vehicle as described above, the Transport Officer(s) will make certain that the inmate is never out of sight, is secured in belly chains and leg irons, and has the seat belt fastened in front of them.
3. Prior the use of such vehicle, the following will be checked by the officer(s):
 - a. Engine – Check all fluid levels
 - b. Tires – Inspect for proper inflation
 - c. Equipment – Ensure that spare tire, jack, lug wrench and flares are in place
 - d. Radio – Make contact with Central Control

e. Credit and Thruway cards – Only when needed

4. If a piece of equipment is found to be in disrepair, missing, or otherwise unusable, the officer(s) will report such deficiency to the Shift Supervisor using [Form AD-004 \(Maintenance Request\)](#) prior to using the vehicle. If the Shift Supervisor considers the vehicle to be unsuitable for use, it will be secured, reported as such on [Form AD-004](#) and another vehicle requested. The transport officer(s) will inspect the newly assigned vehicle per section 3. above.
5. When satisfied that the vehicle is in good order, the officer(s) will thoroughly search it to insure that it is free from contraband and any other items which could be used by an inmate to inflict injury or effect escape. The search will be done prior to each time an inmate is transported.
6. The Transport Officer(s) will comply with all state and local vehicle and traffic laws, rules and regulations. The vehicle will be locked; the keys removed, and, when possible, will not be left in an area where the vehicle could be tampered with.
7. After the transport, the vehicle will be fully refueled and a search of the vehicle conducted. After the search, the officer will return the vehicle to its proper location, secured and locked. Anything found during the search will be reported on [Form CF-009 \(Incident Report\)](#) and disciplinary and/or criminal charges will be filed, against the transported inmate, if applicable.

IV. TRANSPORT PROCEDURES

- A. All inmates will be subjected to a search by the Transport Officer prior to their departure from the facility.
- B. The Transport Officer(s) will be in close proximity of the inmates at **ALL** times.
- C. All inmates will be restrained by a waist chain with handcuffs and leg shackles.
- D. The Transport Officer will pick up and drop off inmates at the facility through the vehicle sally port.
- E. All transport vehicle keys will be secured in the Sergeants Office. All keys will be signed in/out prior to and after the transport.
- F. Radio contact will be made with Central Control at the following times:
 1. Upon leaving the facility
 2. Upon return to the facility

G. At all times when a transport vehicle is out of the facility the police radio will be tuned to the Sheriff's main 911 radio frequency. Radio contact will be made with E911 at the following times:

1. Upon leaving the facility
2. Upon arriving at the transport destination
3. Upon leaving the transport destination
4. Upon arriving at the facility
5. When an unusual incident occurs during the transport (i.e. accident, delay, etc.)

H. Transport Officers will sign out all needed equipment for the transport including:

1. A portable radio - to assure emergency communication.
2. Firearm, duty belt, ballistic body armor
3. Necessary restraints
4. Any other equipment as needed
5. SCSO Cellular Telephone

I. Transports will always take the most direct route from start to finish with no stops for purposes not directly related to the transport. When needed for security purposes, the route will be varied so as not to show a pattern.

J. No meal breaks will be taken while on a transport. If it is anticipated that an inmate meal will be needed during the transport, arrangements will be made with the facility kitchen staff for the preparation of a meal.

K. The inmate will not be allowed to communicate with anyone other than the transporting officer, legal counsel, and the court.

L. During any transport of an inmate, the officer will not engage in any extraneous activities, except in the case of an extreme emergency.

M. Transported inmates will be afforded reasonable opportunities to use the lavatory. Lavatory breaks will be limited to facilities which are safe, secure, and allow for constant observation of the inmate(s). Law Enforcement Centers will be used for such breaks, when available. Officer discretion will be used when selecting an alternate site for such a break.

N. If an officer is transporting an inmate of the opposite sex, the officer will make this assignment known to Central Control, giving location, vehicle mileage and destination. Upon reaching the destination, the officer will again contact Central Control and furnish the ending mileage. The same procedures will be followed when returning to the facility.

- O.** If an inmate becomes ill or injured during the transport, the officer will immediately notify Central Control. Central Control will notify the Shift Supervisor of the situation who will make the proper arrangements for the inmate.
- P.** In the event an inmate escapes from custody, the involved Transport Officer(s) will immediately notify the E-911 Center by radio and Central Control. Central Control will notify the Shift Supervisor, who will then perform an “Administration Notification”. If the escape occurs in another jurisdiction, notification will be made to the local and state police using inter-agency via radio. The involved officer(s) will submit [Form CF-009 \(Incident Report\)](#) before the end of their shift.
- Q.** Officer(s) responsible for the transportation of an inmate to or from a local correctional facility will obtain all necessary documents, authorizations, and any other necessary information relative to such transportation per the policy entitled [“Transfer of Inmate Records”](#).
- R.** All inmates will be reminded of the rules and restrictions that will be enforced during transport prior to leaving the facility.
- S.** All inmates will wear facility issued uniforms, unless otherwise directed by court order or the Shift Supervisor.
- T.** Any unavoidable delays (heavy traffic, car trouble, etc.) will be immediately reported to Central Control by cell phone.
- U.** At all times, Transport Officer(s) will guard against the inmate receiving unauthorized material or contraband from any source.
- V.** When walking inmates from the transport vehicle to the destination inmates will remain in a single file line, no more than three feet apart and remain silent.

V. UNUSUAL CIRCUMSTANCES

- A.** When transporting an inmate, the Transporting Officer(s) is responsible for the safe delivery of the person in custody.
- B.** Any diversion, whether a deliberate attempt to effect an escape, or one which is purely coincidental, can result in the officer’s attention being distracted to the extent that the inmate(s) safety or security is placed in jeopardy. The officer must bear in mind that one’s primary duties are to protect the inmate from injury and to prevent escape.
- C.** In the case of a roadside emergency, a member of the public may expect that such a vehicle would stop to render assistance. This action must be avoided.

- D.** Only when the risk to a third party is both clear and grave and the risk to the officer and the inmate is slight, a Transport officer may stop en route to render assistance or engage in any law enforcement activity.
- E.** An officer in transport alone will never stop except in a clearly life threatening situation. If there is no way to avoid the stop, the officer will advise the 911 Center of their location and request assistance without delay.
- F.** If two or more officers are assigned to the transport and a stop can be safely made, one officer must stay with the transport vehicle parked at a safe distance away from the unusual circumstance, while the other Transport Officer renders assistance. Upon arrival of any other patrol units, the Transport Officers will immediately resume the inmate transport after briefing the arriving unit(s) of the situation.
- G.** Under no circumstances will an officer engaged in the transportation of an inmate become involved in a pursuit, roadblock, or other situation which creates the risk of harm to the inmate(s) or the officer(s).
- H.** The Transport Officer(s) will be alert to persons, vehicles, or situations which may be unduly interested in or following the transport vehicle. The officer(s) will report any such situations to Central Control and the 911 Center by radio or cell phone.

VI. TRANSPORTATION OF MENTALLY OR PHYSICALLY HANDICAPPED INMATES

- A.** It must never be assumed that restraining devices are not required for a handicapped inmate. The maximum restraint that can be used without injury to the inmate will be used.
- B.** In circumstances where the handicap precludes the use of restraints, two officers will be assigned to the transport.
- C.** In the event the inmate is confined to a wheelchair, two officers will be assigned to the transport.
- D.** The transportation of an inmate who is mentally ill requires that two officers be assigned to the transport. Restraint equipment will be used to minimize the risk of injury to the officers and inmate(s). In addition to the ordinary restraint equipment, the Humane Restraint Wrap may be used.
- E.** Officers assigned to transport a handicapped inmate will obtain any medication that the inmate might need during the transport.

VII. CUSTODIAL TRANSFER

- A.** To ensure that the inmate(s) being presented for transport is in fact such inmate, verification of their identity will be made at booking prior to the transport. Such verification will be made by comparing the inmates name and general description information with those presented by the inmate during initial booking.
- B.** A Classification Report will accompany each inmate transferred from the facility to another facility.
- C.** A packet will be prepared for all inmates transferred to a state correctional facility. The packet will contain the following:
 - 1. A commitment
 - 2. An indictment
 - 3. A fingerprint card
 - 4. A probation report
 - 5. A medical transfer record
 - 6. A photograph
 - 7. A custodial transfer form
 - 8. A certification of time already served
- D.** When an inmate is released to the custody of another officer, any information related to the inmates mental or physical condition and the criminal history should be transferred, either verbally or in writing. Particular attention will be given to any information indicating a tendency toward escape or suicide.
- E.** Upon arrival at a custodial facility, the transporting officer(s) will secure any weapon according to facility procedures. Officers are obliged to follow procedures of facilities they visit. Unless already familiar with local restrictions, inquiry will be made to ensure compliance.
- F.** If the facility does not supply a secured location for weapons, the weapons will be placed either in the trunk or secured in the vehicle.
- G.** The transporting officer will present to the receiving officer the accompanying documents. Once these have been accepted, the transporting officer will remove the inmate's restraints.
- H.** The transporting officer will obtain a written receipt, when available, showing all pertinent details, from the receiving officer.

VIII. COURT TRANSPORT

- A.** The authorization allowing such transport is known as an “Order to Produce”, and is signed by the judge requiring the inmate’s appearance. Upon the issuance of such an order, it is the responsibility of the Seneca County Correctional Facility to provide safe and secure transportation of the inmate in both directions.
- B.** Officers will ensure that the inmate is segregated from the public at all times.
- C.** An inmate will never be left alone.
- D.** Upon arrival, the officer will notify court security of which inmate(s) they have. They will then proceed to the area where the inmate(s) will be held until they are called to appear in front of the Judge.
- E.** If the inmate’s attorney wishes to meet with the inmate, they will meet with each other in a designated conference room.
- F.** After the court proceedings, the officer will make sure that they receive a new commitment or release order before leaving. Transporting officers having possession of inmate records essential to court business will hold said records in strict confidence.
- G.** Upon arrival back at the facility, the transporting officer(s) will give the new commitment or release order to the Booking Officer. The inmate will be searched and held in a holding cell until an Escort Officer is available to take said inmate back to the housing unit.
- H.** A courtroom is a public place and is visited by many persons having legitimate reasons for doing so. While the presence of an incarcerated person is essential to the judicial process, the officers responsible for the inmate’s safety and conduct will never relax the vigilance required to ensure the safety of the public as well.

IX. JUVENILE TRANSPORT

- A.** The need may arise for the transport to and from County/Family Court of persons under the age of sixteen (16) who are not committed to the facility. Such juveniles will be transported in the same manner as adults except that they will only be handcuffed when violent or are potential flight risks.

- B.** No one will be allowed in designated holding areas except law guardians, attorneys, probation officers, judges, and parent(s) or legal guardian(s) without the prior approval of the Chief Administrative Officer.
- C.** A CF-067 (Juvenile Transport Form) will be completed and forwarded to the Chief Administrative Officer at the conclusion of each transport.

X. FEDERAL TRANSPORT

- A.** When a federal inmate(s) is to be transported, two officers will always be assigned.
- B.** The inmate(s) will clean their cell and pack all facility issued and personal property into their property bin before leaving the facility. Such items will remain in the inmate's cell.
- C.** If the inmate(s) is scheduled for release and/or will not be returning to the facility they will be transported in their personal clothes or federal uniform. Additionally, Transport Officer(s) will ensure the inmate's personal property located within their cell is moved to the property room for retrieval and that the Booking Officer prints out a check from Cobra Banker for the inmate's account balance. Under no circumstances will inmate property be taken to Federal Court.
- D.** If the inmate(s) is scheduled for release and/or will not be returning to the facility, procedures as outlined in section VIII. Retrieving Personal Property of the policy Inmate Property will be followed.
- E.** If an inmate is scheduled to receive medication during the transport, the dosage will be retrieved from the facility nurse by the Transport Officers prior to leaving the facility.
- F.** Transport Officers will request a "bagged lunch" from the kitchen prior to leaving the facility.
- G.** Any medication and/or food will be taken into the federal building and turned over to the U.S. Marshall.
- H.** If the inmate(s) is scheduled for release and/or will not be returning to the facility a designated Escort Officer will empty the inmate's property bin in the shower/search room and complete the CF-013 (Pre-Post Occupancy Cell Inspection Form).
- I.** A CF-069 (Federal Inmate Program Daily Trip Report) will be completed and forwarded to the Chief Administrative Officer at the conclusion of each transport.

XI. TRANSPORTATION OF PREGNANT INMATES

- A.** When a pregnant inmate(s) is to be transported, two officers will always be assigned.
- B.** No restraints of any kind will be used during transport to or from a hospital, institution or clinic where the inmate receives care. However, in extraordinary circumstances they may be cuffed by one wrist to prevent the inmate from injuring themselves, medical or correctional staff.
- C.** No restraints of any kind will be used when the inmate is in labor, admitted to a hospital, institution or clinic for delivery, or recovering after a birth.