

Policy 9000 - Transportation

9000 - Introduction

The Orange County Transportation Bureau (OCTB) provides care and custody of inmates who require transportation among the Orange County Jail facilities. The OCTB also maintains the Orange County Sheriff's Department Command Vehicles (Samantha I & II as well as the Mobile Command Vehicles and their supporting service vehicles). The OCTB is under the direction and control of the IRC Division Commander and Transportation Captain.

9000.1 - Personnel Duties

- a) The OCTB is commanded by a Captain and two sergeants who are responsible for the administration of the bureau. The Captain and two sergeants also supervise the dispatch services operators and personnel assigned to the OCTB.
- b) The duties of the OCTB, when closed to normal business and weekends, will be directed by the Intake Release Center (IRC) Operations Sergeant [REDACTED]. If the IRC Operations Sergeant is not available, the IRC Watch Commander [REDACTED] is responsible for the bureau. In the event either the W/C or IRC Ops Sergeant is unavailable, transportation personnel shall contact the ECB Department Commander [REDACTED]
 1. Unusual Transportation problems may be referred to an off-duty OCTB Sergeant.
 - i. A.M. Operations: [REDACTED]
 - ii. P.M. Operations: [REDACTED]
- c) Duties of OCTB Personnel:
 1. The primary duty of personnel assigned to the OCTB is the inter-facility movement of inmates in the custody of the Orange County Sheriff's Department. This duty includes:
 - i. Transportation of inmates and to and from courts, hospitals, health departments and other facilities within Orange County.
 - ii. Transportation of inmates to and from detention facilities, medical facilities and other facilities throughout California.
 - iii. Transportation of inmates to events such as: funerals, doctor appointments and inmate court ordered events.
 - iv. Maintenance, operation, periodic road testing of the department's vehicle fleet; as well as, evaluation, testing and purchase of new fleet-related product.
 - v. Maintain compliance with California Motor Vehicle Code (CFR 34501 / 34501.2) and Department of Transportation Regulations (CFR Title 49 395.8 and CCR Title 13 1201-1213). Transportation personnel will follow the following requirements:
 - A. Limit driving time to 10 hours in any 15-hour period.
 - B. Drive only after 8 consecutive off-duty hours.

C. Personnel may drive as long as necessary in an emergency situation to reach a safe area.

d) Duties of OCTB Sergeants:

1. Supervise the day-to-day operation of the OCTB and the personnel assigned
2. Ensure all personnel who drive commercial vehicles possess a valid California Driver's License. A California Department of Motor Vehicle form DL414 will be included in every personnel's personnel file.
3. Compile and record monthly and annual OCTB statistical reports
4. Coordinate the movement of inmates among various agencies throughout Orange County and California
5. Supervise the Statewide Dispatch Coordinator's day-to-day assignment of personnel

e) Duties of Transportation Dispatch Service Operators:

1. Assign personnel and equipment to complete daily operation of the OCTB. Dispatchers will consult a sergeant regarding unusual situations prior to making decisions or assignments.
2. Maintain the Transportation Trip Logs and dispatch assignments
3. Maintain the following key control precautions
 - i. Prepare a Daily Key Control Log for all OCTB vehicles that includes date and shift
 - ii. Storage lockers for keys not checked out will be secured in the appropriate facility location [REDACTED].
 - iii. Key locker doors will remain closed and locked when keys are not being issued, returned or inventoried.
 - iv. Each key locker will have numbered pegs on which correspondingly numbered key sets will hang when not in use.
 - v. Each key locker will contain an inventory of all key sets assigned to that locker.
 - A. The key inventory will be dated and signed by the Division Commander's designee.
 - B. Changes to the inventory will be made by the Division Commander's designee.
4. Distribution of correspondence received from courts or other sources
5. Ensure compliance:
 - i. With all court orders
 - ii. Civil remands will be separated from all other inmates (per Penal Code 4002), and IRC personnel shall be notified immediately upon entering the Intake Release Center.
6. Assign and direct local inmate pickups and deliveries.
7. Provide information in response to inquiries concerning the operation of the OCTB
8. Verify the accuracy of the daily court list with Jail Records Department personnel every morning to assign transportation personnel. This ensures that inmates arrive at the proper destinations on schedule.

9. Supervise the work crews that clean the OCTB administrative office and wash the transportation vehicles.

9000.2 - Transportation of Inmates

County inmates may be transported by [REDACTED] or more transportation personnel after consideration has been given to the inmate's classification and security concerns. All personnel shall wear their required uniform per OCSO Departmental policies including their departmental issued and/or personal body armor when transporting inmates.

a) Restraint Requirements During Transportation

1. Inmates transported to or from any of the Department's jail or court facilities shall be restrained using an approved restraint device.
2. Generally, waist restraints with handcuffs shall be the standard restraint device used when transporting inmates. A handcuff cover Restraint-Box may be applied when an inmate has bypassed or attempted to bypass a waist and/or leg restraint lock. For more information regarding the handcuff cover restraint system (Restraint-Box), reference CCOM Policy 1800.4 – Handcuff Cover Restraint System (Restraint-Box).
3. Transportation staff has the discretion to use any of the approved restraint devices with proper approval. For more information about approved restraint devices, reference CCOM Policy – 1800.3 - Security Restraints.
4. For more information about the restrictions and use of restraints on pregnant inmates, reference CCOM Policy 1800.3 (d) - Pregnant Inmates.

b) Receiving Inmates

1. Prior to receiving any inmate, OCTB personnel must verify the existence of a legal order to accept custody and transport.
 - i. The order should include the inmate's name, assigned facility, and destination, return time and return date.
 - ii. The order must contain direction to the Sheriff of Orange County to return the subject to their assigned facility.
2. No verbal orders should be considered valid unless confirmed by an OCTB Sergeant.
3. The inmate will be searched.
4. The custody of the inmate is the responsibility of the transporting personnel until relieved or the prisoner has been secured.
 - i. If an OCTB personnel find it necessary to temporarily leave an inmate to conduct official business, they shall solicit the assistance of other sheriff personnel to provide inmate security. The personnel must have verbal acceptance from the assisting officer before leaving the inmate.
5. It is the responsibility of OCTB personnel to have access to the name of every inmate they transport.

- i. The transporting personnel will ensure that the number of inmates transported does not exceed the vehicle manufacture's maximum occupancy level.
- ii. Transporting personnel will count every inmate who enters and exits a transportation vehicle. The count will be confirmed by a roll call of the inmates' names.
- iii. As an inmate's name is called, their name and face will be compared to their Identification Card or Module Card to verify their identity prior to entering the transportation vehicle.
- iv. The transporting personnel will conduct a visual count after all inmates are aboard and seated.
- v. The roll call list will remain on the vehicle with the inmates.
- vi. When the inmates reach their destinations, a count will be conducted at each stop as they exit the vehicle. The count(s) must match roll call.
- vii. The roll call list and inmates will be transferred to the accepting authority only after both personnel are certain there are no discrepancies. Inmates going to court will be provided sack lunches supplied by OCSO Food Services. The transporting personnel will assess all Food Service meals prior to accepting delivery to determine the general condition and quantity of meals. These lunches will be transported in the bottom storage compartment of the bus after concerns or discrepancies have been resolved with a Food Service representative.
- viii. At the completion of each and every transportation assignment, personnel shall "walk the bus" to ensure no inmates were left onboard or had secreted themselves for the purpose of escape and search for weapons and/or contraband.
 - A. A Transportation assignment is considered completed when all inmates transported, have been secured.

c) Selection of Restraints

1. According to Use of Force Standard, vehicle equipment boxes should contain the following items:
 - i. Buses: [redacted] sets of waist restraints, [redacted] pairs of leg restraints and evacuation cables (a [redacted] [redacted] plastic covered wire cable, which is threaded through the attached links of the inmate's handcuffs allowing the mass movement of inmate in the event of an emergency).
 - ii. Vans: [redacted] sets of waist restraints, [redacted] pairs of leg restraints and evacuation cables
2. Generally, the type of restraint device will be determined by the inmate's classification level. However, Transportation staff has the discretion to use any of the approved restraint devices.
3. Inmates may remain in restraints when placed into court facility holding cells.
4. All equipment will be returned in good condition to the OCTB office after use. If any equipment needs repair, it will be called to the supervisor's attention in writing upon return to the OCTB office.

5. Alternative restraints may be authorized by the Transportation Bureau Captain or Watch Commander in circumstances where approved restraint devices are unable to safely and effectively secure an inmate.

d) Handling Inmates During Transportation

1. In vehicles:

- i. Prior to loading and after unloading inmates in a vehicle, an OCTB personnel will search the vehicle for weapons and contraband.
- ii. When inmates are loaded aboard a transporting vehicle, they will be seated to allow those that require the most security to be observed by the transporting personnel.
- iii. No inmate is permitted to stand or exchange seats while the vehicle is in motion.
- iv. Male and female inmates will not have contact when transported on the same vehicle. Each gender will be transported in separate, lockable compartments.
- v. It is a violation of law to restrain any person by the use of chains, handcuffs or leg restraints when such restraint is fastened to any common carrier or vehicle while in motion.
- vi. All inmates will remain seated after the transporting vehicle arrives at its destination until directed otherwise by authorized personnel.
- vii. Smoking is not allowed in any in any OCSD Transportation Bureau vehicle.
- viii. A count will be conducted after a transportation vehicle receives or unloads inmates.

e) Transportation of Inmates In County

1. The security and welfare of each inmate transported to a hospital is the responsibility of the transporting personnel.
2. Inmates will not be released from their restraints unless necessary to [REDACTED]
3. An inmate will not be left unguarded by the transporting personnel at any time.
4. When a jail facility requires an ambulance to provide emergency transport of an inmate to a hospital, the facility will notify the OCTB. If no OCTB personnel are available for escort, the facility will assign personnel to escort the inmate in the responding ambulance. The OCTB will provide relief personnel and return transportation for the inmate as soon as possible.
5. Wheelchair vans will be used to transport inmates with physical disabilities. For more information about inmates with disabilities, reference CCOM Policy 1606.1 – ADA Procedures.
6. Transport of an inmate shall be non-stop absent an exigent circumstance or prior approval from a supervisor.

f) Transportation of Inmates to State Mental Institutions

1. OCTB personnel will obtain the appropriate documents prior to transporting an inmate to a state mental institution. The inmate will be picked-up from the Court Transfer Guard Station.
2. Upon arrival to an institution, the transporting personnel will remain with the inmate until cleared by institution medical staff.

g) Transportation of Inmates Out of County

1. Transferee Clothing:

- i. All inmates will be transported to state prison in OCSD jail issue clothing. Jail issue clothing will be returned to OCJ on the day of transport.
- ii. All other inmates will be dressed in civilian clothing during transport.

2. Transferee Property:

- i. Property belonging to inmates being transferred to state prison will be transferred on the same vehicle as the inmate. The property will be inventoried, packaged for transport and placed in the Court Transfer Area by jail staff by [REDACTED] hours on the day of transfer. Court transfers usually occur on [REDACTED].
- ii. Property belonging to all other transferees will be transferred on the same vehicle as the inmate.

3. Upon arrival to a state prison, transporting personnel will check-in with gate guard(s) and [REDACTED] in the facility's designated area. This will be done prior to proceeding to the facility's reception center with the inmate(s).

4. Prison correctional officers will review all transfer documents prior to unloading inmates.

5. Inmates will be unloaded and directed to a holding cell by the facility's correctional officers.

6. Restraints will be removed and returned to OCSD personnel at the direction of facility's correctional officers.

7. Inmates requiring return to Orange County Jail will be picked-up from the prison's reception center.

- i. A copy of the [REDACTED] requesting an inmate's removal from state prison will be given to the facility's correctional officers by OCSD personnel.
- ii. A "[REDACTED]" must be obtained from a correctional officer assigned to the transferring facility before an inmate can be removed from the facility.

h) Transportation of Juveniles

1. Transportation to Court:

- i. Juveniles being held at OCSD or Juvenile Hall are transported in the same manner as adults.
- ii. Juveniles will be physically separated from adults during transportation.

2. Juvenile Court Orders:

- i. Juvenile court orders are handled in the same manner as adult court orders.

3. Out of County Juvenile Pickups

- i. Juveniles picked-up or delivered out of Orange County can be handled as adults during transportation as necessary (PC 273b).

i) Transportation of Females

1. Female inmate will be searched by female personnel. If female personnel are not available and in extreme circumstances, male personnel may search a female inmate. The circumstances of the search will be documented in an Information Report.
2. When transporting female inmates, transporting personnel will notify the OCTB of departure time and odometer reading at both the start and end of trip.
3. Females will be seated in the front of a transportation bus and separate from male inmates. Females will be seated in the rear seat of a transportation automobile with no male inmates.
4. Females may be transported by bus for no longer than █ hours. Use of an automobile or van is required for trips longer than █ hours. Breaks will be provided to female inmates for trips longer than █ hours.

j) Transportation of Pregnant Inmates

1. For more information about the restrictions and use of restraints on pregnant inmates, reference CCOM Policy 1800.3 (d) - Pregnant Inmates.

k) Transportation of Females Wearing Religious Head Coverings

1. The Watch Commander or his/her designee shall be notified whenever a female arrestee wearing a religious head covering is being transported by OCSD personnel.
2. Female inmates who wear religious head coverings will be searched by female personnel only.
3. If the religious head covering has to be removed by a staff member for any reason, it shall be done out of the view of men.
4. Additional procedures regarding females who wear religious head coverings can be found in section 2015 - Religious Head Coverings

9000.3 - Out of County Pickups and Deliveries

a) Travel Accommodations and Expenses

1. The most direct route to the intended destination will be taken with consideration to safety.
2. CFN credit cards will be used for fuel purposes and minor vehicle repairs. A Voyager credit card will be kept as an alternative.
3. Personnel will requisition funds from OCSD Fiscal for expenses normally incurred during a trip. The amounts are \$600 for a two-day trip, \$800 for a three-day trip and \$900 for a three-day coastal trip.

b) Authorized Expenditures

1. Maximum meal allowance for each transportation personnel as of 04/27/2010 is as follows:
 - i. Breakfast..... 10.00
 - ii. Lunch..... 15.00
 - iii. Dinner..... 20.00
 - iv. Total Per Day 50.00
 - v. The County of Orange does not reimburse for tips or gratuities.

2. Personnel will make arrangements for their hotel rooms under normal conditions. The normal hotel expenditure (government rate) is approximately \$125.00 per night.
 3. Incidentals which include: parking fees, bridge/road tolls and snacks for inmates should be limited to \$10.00 per day under normal circumstances.
 4. Meals for inmates will be purchased by the transporting personnel.
 5. Each inmate in custody is allowed \$5.00 per meal.
 - i. No provision has been established to feed inmates transported a distance of less than ■ miles and/or ■ hours. No provision has been made to feed inmates transported within Orange County.
 6. Meal receipts will be completed.
 7. At the end of an out of county trip, the CFN and Voyager cards will remain in the assigned Statewide Team's vehicle. All receipts will be totaled and turned in to the Statewide Coordinator within 24 hours from the termination of the trip. The receipts will be reviewed by the OCTB Sergeant, who will verify expenditures. The receipts will then be reviewed and approved by the Division Commander. The OCTB Sergeant will return the receipts and trip log to the Statewide Coordinator who will contact OCSF Fiscal to return any unused funds with the receipts.
 8. Most county jails in California are overcrowded and are under court orders restricting the number of inmates allowed. Orange County has agreements with Alameda, Kern and Sacramento Counties to accept our inmates on a temporary basis (en route bookings). There is a possibility that other counties may accept small numbers of inmates for en route bookings, but those counties will have to be contacted on an individual basis during the trip.
- c) En route Communications
1. Each vehicle assigned to a statewide trip is equipped with a mobile telephone. Transporting personnel will contact the Statewide Desk a minimum of three times per day; once in the morning when starting that day's work, once approximately half way through the day and again after the inmates have been booked en route.
 2. Personnel on a statewide trip must contact the OCTB and inform of where they will be spending the night.
- d) Aircraft Transportation
1. Aircraft assigned to the OCSF Aero Squadron are used extensively in the movement of inmates. For the sake of clarity in this procedure, the reserve personnel sheriff who owns or is operating the aircraft will be referred to as the "pilot" and the OCTB personnel will be referred to as "personnel."
 2. Pre-Flight:
 - i. Transporting personnel will verify with the Statewide Dispatcher that the intended inmate is in custody at the outside agency prior to meeting the pilot at the designated location.

- ii. The transporting personnel will check out an aircraft fuel credit card from the Statewide Dispatcher. All fuel purchased will clearly have the tail number of the aircraft and a legible signature recorded on the credit card receipt. These receipts will be submitted to an OCTB Sergeant by the transporting personnel within 24 hours from the termination of the trip.
 - iii. The transporting personnel will have knowledge of the pilot [REDACTED]. [REDACTED] is discretionary for the pilot.
 - iv. The pilot is responsible for briefing the transportation personnel regarding the proper method of entry into the aircraft and use of safety equipment. The transportation personnel should be aware that a light aircraft has surfaces on which a person must not step.
 - v. Personnel and pilots are encouraged to use the pre-flight period and flight time en route to the inmate pickup to develop plans for loading, seating, security and emergency procedures.
3. Loading and return flight:
- i. It is advisable for the transporting personnel to [REDACTED] while loading and securing the inmate in the aircraft.
 - ii. The pilot will decide where the inmate and transporting personnel will sit. It is usually preferable that the inmate be seated in an area where the least opportunity exists for interference with the pilot.
 - iii. All inmates will be searched when received from transferring facility and again prior to entry into aircraft.
 - iv. Some pilots may request that the inmate wear coveralls to protect the cleanliness of the aircraft. The inmate should be outfitted in the coveralls when the transporting personnel is searching the inmate prior to the flight.
 - v. The transporting personnel will devote their full attention to the inmate while the inmate is aboard an aircraft.
 - vi. The transporting personnel is responsible for completing and returning all paperwork involving inmate transportation.
 - vii. Under most circumstances, the Aero Squadron aircraft will be refueled at the completion of the flight. The transporting personnel will remain with the pilot until this process is completed in order to return the credit card and receipts to the OCTB.

9000.4 - Vehicle Maintenance

a) Daily Responsibility

1. It is the responsibility of all personnel who operate OCTB equipment to ensure the equipment is properly maintained. This includes interior and exterior cleanliness.

2. At the beginning of each detail, transportation personnel will inspect their assigned vehicle and equipment.
3. The Vehicle Log Book is located [REDACTED] and contains the bus driver's [REDACTED].
4. The equipment check will include, but is not limited to:
 - i. Oil, fuel and coolant levels
 - ii. Fluid leaks
 - iii. Batteries
 - iv. Tire pressure and condition
 - v. Gauges and warning lights
 - vi. Interior and exterior lights
 - vii. Vehicle security and cage locks
 - viii. Inventory of vehicle tools and restraint devices
5. Vehicles are not stored with less than a half-tank of fuel. If the fuel level of a vehicle being returned is between [REDACTED] and [REDACTED] full, fill the tank with the proper fuel.
6. In the event anything is found that cannot be corrected by the inspecting personnel, it will be reported to the OCTB Sergeant and noted in the vehicle log book.

b) Service of OCTB Vehicles

1. The Fruit Street Maintenance Yard Supervisor will maintain all documentation regarding vehicle operation, servicing of vehicles and state mandated tests of vehicles.
 - i. The following records are stored on-site in the [REDACTED]
 - A. 30-Day Safety Inspection Checklists
 - B. P.M. Services (7,500 miles or twelve months)
 - C. Opacity Tests (Mandated annually by state regulations)
 - ii. Documentation indicating necessary safety repairs will be completed immediately by a mechanic. Vehicles are not to be used until such repairs have been completed, inspected and are available for review.

9000.5 - Weapons and Deadly Force Applications

a) Weapon Safety

1. Keep weapon securely holstered
2. Keep inmates away from your weapon
3. Do not enter the [REDACTED] area of a bus with your weapon
4. Weapon must be [REDACTED] when cuffing or uncuffing inmates
5. Keep inmates at a safe distance when [REDACTED]
6. Weapons will be secured by:
 - i. [REDACTED]
 - ii. [REDACTED]

■ ■■■■■
b) Deadly Force Application

For more information about deadly force, reference the Orange County Sheriff-Coroner Department Policy Manual ([Lexipol](#)) 300.5 – Deadly Force Applications.

1. While the use of a firearm is expressly considered deadly force, other force might also be considered deadly force if the personnel reasonably anticipates and intends that the force applied will create a substantial risk of serious physical injury or death. Use of deadly force is justified in the following circumstances:
 - i. Personnel may use deadly force to protect themselves or others from what they reasonably believes would be an imminent threat of death or serious bodily injury.
 - ii. Personnel may use deadly force to stop a fleeing suspect when the personnel has probable cause to believe that the suspect has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the personnel reasonably believes that there is an imminent or future potential risk of serious bodily injury or death to any other person if the suspect is not immediately apprehended. In this case, personnel shall give some warning, if feasible, prior to the use of deadly force. (Example: "Police/Sheriff's Department! Stop or I'll shoot!")

9000.6 - Court Orders

a) Use of Court Orders

1. Court orders are used to return inmates from state institutions for further court proceedings. Court orders are also used to take inmates to hospitals, doctors' appointments, weddings, funerals, and other locations considered necessary by the court system.
2. Court orders must be signed by the ordering judge or certified by the County Clerk before they can be executed by the OCTB.
3. Court orders will be returned to the Transportation Dispatcher after execution to be endorsed and filed in the OCTB office.
4. All court orders will be verified for accuracy by the Transportation Dispatcher. In the event of a problem or need for clarification, the court order and a description of the problem will be forwarded to an OCTB Sergeant.

b) Routing of Court Orders

1. Court orders from the District Attorney or Public Defender's Office regarding the movement of inmates received in triplicate and are filed in the County Clerk's Office.
2. Distribution:
 - i. The original copy will be retained by the OCTB desk until executed. The Transportation Dispatcher will verify that the order is properly endorsed.
 - ii. The second copy will be given to the agency or institution from which the inmate is removed.

- iii. The third copy will be given to that agency or institution to which the inmate is delivered.
- iv. Transportation orders that cannot be executed because of extenuating or a change in circumstances, including orders made in error or with errors, will be given to the sergeant who will return them to their place of origin with an explanation as to why they were not served.

9000.7 - Warrants

a) Out of County

1. When performing out of county pickups of inmates, OCTB personnel will have a copy of the warrant or abstract in their possession prior to leaving Orange County.
 - i. In the case of add-ons during a trip, the personnel will be advised of the inmate's name, DOB, charges and bail. A copy of the abstract will be picked up at the facility where the inmate is held.
2. When transporting personnel arrive at the OCS D Intake Release Center with the inmates, they will pick up the actual warrants from the Statewide Desk for booking purposes.
3. The amount of time an inmate may be held on a "foreign" warrant is outlined in:
 - i. CPC 821: "Persons being held on our FELONY warrants must be picked up within five (5) days, unless they are more than 400 miles from the originating agency, in which case they must be picked up within five (5) court days."
 - ii. CPC 822: "Persons being held on our MISDEMEANOR warrants must be picked up within five (5) days, regardless of distance from the originating agency."
 - iii. CPC 4755: "Persons being held in state prisons and who have had a detainer (warrant of arrest) lodged against them, may be released to the outside agency in one of two ways:"
 - A. "Release the inmate to the agency lodging the detainer within five days, or five court days if the law enforcement agency lodging the detainer is more than 400 miles from the county in which the institution is located, prior to the scheduled release date provided the inmate is kept in custody until the scheduled release date". (In these cases, the prison will give the officers a state detainer reflecting the scheduled release date of the inmate.)
 - B. "Retain the inmate in custody up to five days, or five court days if the law enforcement agency lodging the detainer is more than 400 miles from the county in which the institution is located, after the scheduled release date to facilitate pickup by the agency lodging the detainer."

b) Warrants for Investigators

1. Investigators for the Orange County Sheriff's Department may surrender a complaint with reports and dispositions to the OCTB requesting a warrant of arrest be obtained for the appropriate court.

2. These reports will be taken to the courts by the personnel making the court assignment and delivered to the court personnel on duty at the respective court.
3. Any warrants issued as a result of these reports are brought back to the Orange County Sheriff's Department Headquarters by the OCTB utility drivers at a later date.

9000.8 - Communication with Inmates

a) Authority

1. Penal Code section 4570.1 makes it illegal for any person to communicate with any inmate during transportation without permission from the officer in charge of any vehicle, bus, van or automobile.
 - i. "During transportation" includes when the inmate is detained in any vehicle or while the inmate is being escorted either to or from said vehicle.
 - ii. No inmate will be allowed visits from any person while being transported or in any court unless ordered by the court hearing their case, by court order, or when the personnel having custody of the inmate believes there is a definite need for such communication.
 - iii. Unlawful communication can consist of verbal or written words, sign language or the passing of contraband.
 - iv. Each inmate should be kept separated from the public as much as possible, especially from persons known to the inmate.
 - v. Persons who violate CPC 4570.1 should be warned of the violation. If violations continue, the personnel should write a report listing all names of suspects, witnesses and inmates. The personnel should exhaust all possible means of ending the situation before an arrest is made. An arrest should be effected only as a last resort if the violations are flagrant and there is potential danger.

b) Attorneys

1. Attorneys can arrange with OCSD personnel to visit with inmates while at a court facility. While this is at the discretion of the Court Operations Division, the practice can favorably affect the workload within the jail system. The personnel must use appropriate judgment if an inmate is visiting with an attorney. The personnel should advise the attorney that the inmate is being returned to jail. If the attorney refuses to end the conversation and DOES NOT HAVE A COURT ORDER FOR THE VISIT, the OCTB personnel should remove the inmate from the area and transport them to their assigned jail.
2. If an attorney attempts to give money or other item of value to an inmate without a court order, the personnel will have the inmate return the item.
3. If an attorney gives property to an inmate without a court order, a report may be written and submitted to the Deputy District Attorney.

4. It is the responsibility of the transportation or court personnel to maintain custody and security of inmates at all times.

9000.9 - Inmate Classification Levels

- a) For more information about inmate classification levels, security procedures by classification level, inmate clothing and identification cards, reference CCOM Policy 1201 – Inmate Classifications.

9000.10 - Communications

- a) Vehicle Radios
 1. All OCTB vehicles are equipped with radio equipment for use by transporting personnel.
 2. Vehicle radio equipment will be turned on during all assignments and travel to and from assignments.
 3. In the event a vehicle's radio equipment becomes inoperative, the vehicle will be "tagged" for repair as soon as possible.
 - i. If a vehicle's radio equipment is inoperable, the OCTB personnel will check out a pac set from the OCTB to maintain communication.
 - ii. Personnel may use personal cellular telephones if all other communication options are unavailable.

9000.11 - Transportation Emergency Procedures

9000.11.1 - Emergency Procedures

- a) In the event of an emergency incident while transporting inmates, use the following contact information to obtain assistance and provide notifications. The following contacts should be made for all types of emergency incidents. Contacts specific to each emergency are included in the individual plans.
 1. OCSO Transportation Bureau Sergeant, [REDACTED], during 0600-1600 hours or call the IRC Watch Commander, [REDACTED], if OCTB Sergeant is unavailable
 2. IRC Division Commander [REDACTED]
 3. Assistant Sheriff of Custody Operations, [REDACTED]
 4. Receiving Facility Watch Commander:
 - i. Theo Lacy Facility Main Control: [REDACTED]
 - ii. Intake Release Center Main Control: [REDACTED]
 - iii. James A. Musick Facility Main Control: [REDACTED]
- b) Medical Assistance
 1. If an inmate or staff member is ill or injured, emergency medical assistance will be requested through the OCSO Emergency Communications Bureau via radio communications or by phone [REDACTED]

c) Media Relations:

1. Media relations are performed by the OCSO Media Relations Officer. They will make releases to the media.

9000.11.2 - Facility Evacuation

- a) Each individual OCSO facility maintains a site-specific evacuation plan and will coordinate the evacuation of inmates and staff. OCTB will be instructed regarding the destination of evacuees by OCSO Custody Operations staff. OCSO Food Services Unit maintains an emergency plan to prepare and deliver food for inmates and staff to an evacuation site(s). OCSO Custody Operations will provide additional security staff for an evacuation site(s).

1. Provide Transportation:

- i. In the event of an emergency incident that requires evacuation of inmates, and staff from an OCSO facility, the OCTB will provide personnel and vehicles as requested. The requesting facility will provide inmate population and staff counts. The OCTB will provide department buses, vans or automobiles to provide transportation of entire inmate population and facility security staff. If OCTB vehicles are not sufficient to provide transportation, the OCTB Sergeant will request supplemental vehicles from the Orange County Transportation Authority (OCTA) by contacting the OCSO Emergency Communications Bureau Commander, [REDACTED]

2. Additional Personnel:

- i. Patrol Operations Mobile Field Force squads are available to provide additional personnel by contacting OCSO Emergency Communications Bureau Commander, [REDACTED]. These staff members may be used as escort personnel aboard vehicles to allow OCTB personnel to operate transportation vehicles.
- ii. Available on-duty staff working in OCSO's Theo Lacy Facility, Central Men's Jail, Intake Release Center and James A. Musick Facility may be requested for assistance.

9000.11.3 - Fire

a) Initial Response:

1. In the event of a fire on a transportation vehicle, the driver will stop the vehicle and park it in a location that will avoid injury to the public. The Transportation personnel will immediately notify OCSO Emergency Communications Bureau via radio or telephone of the emergency. The Transportation personnel will request ECB contact local fire department authority and local law enforcement to respond for added safety and security. If necessary, request medical response for injured inmates or staff. The escort personnel will extinguish the fire using the fire-fighting equipment assigned to the vehicle. If the fire is beyond the abilities of the personnel or equipment, the vehicle will be evacuated. Inmates will be removed from the vehicle in an orderly fashion. If possible, transporting personnel will ensure the roster of

inmates is removed from the vehicle. The inmates will be directed to a safe location. The environment will be used to minimize escape opportunities. The Transportation Bureau personnel will provide security to the inmates and public until assistance arrives. If an escape occurs during the incident, activate the escape plan included in this procedure manual.

2. The Transportation personnel will request a replacement Transportation Bureau vehicle to respond to transport inmates. Also, they will request that the receiving facility be notified of the incident to allow staffing and operational schedules to be adjusted
- b) Fire Specific Notifications:
1. When the escapee's(s') last address is outside Orange County, Fugitive Investigators will notify the agency having jurisdiction.

9000.11.4 - Escape

- a) Initial Response:
1. If an inmate escape occurs during transportation, do not jeopardize the security of the remaining inmates. [REDACTED]
For multiple inmate transportation, an escort personnel will verify identity of the escapee(s) by comparing the remaining inmates to the transportation roster. Upon confirmation of an escapee's(s') identity, the personnel will contact OCSD Control One, [REDACTED], and request a broadcast. They will provide a description and direction of travel for the escapee(s). They will contact OCSD Transportation Bureau Sergeant, [REDACTED], to report the incident. The escort personnel will not leave the scene until assistance arrives. While waiting for assistance, the personnel will make notes of the incident and individuals involved for report writing.
- b) Escape by Aircraft:
1. If an escape involves an aircraft, make note of the color, style, tail number and direction of travel. Notify the Federal Aviation Administration Western Pacific Regional Operations Center. The FAA's 24-Hour Incident Response phone number is [REDACTED].
- c) Escape Specific Notifications:
1. OCSD Forensic Science Services, [REDACTED]
 2. The Watch Commander(s) for the jurisdiction where the escapee was arrested and home of record will be notified.

9000.11.5 - Hostage

- a) Initial Response:
1. If a hostage situation occurs during transportation of inmates, the driver will park the vehicle in an area least likely to involve the public and minimize contact with bystanders. Transporting personnel will contact OCSD Emergency Communications Bureau via radio or phone [REDACTED] [REDACTED] to request OCSD Crisis Negotiations Team (CNT), OCSD SWAT and local law

enforcement to respond. The escorting personnel will remove staff members and non-participating inmates from the vehicle. The driver will remove the vehicle's key to prevent use. The inmates will be directed to a safe location. The environment will be used to minimize escape opportunities. The transporting personnel will direct the public away from the vehicle and create a perimeter around the vehicle.

2. Transportation personnel will request a replacement Transportation Bureau vehicle to respond to transport inmates. Also, request that the receiving facility be notified of the incident.

b) Hostage Scene:

1. The incident scene will be supervised by the transporting personnel until OCSD Crisis Negotiations Team (CNT) assumes control. OCSD personnel will not act or speak in any manner that may influence the thoughts or actions of the hostage taker(s). OCSD staff members do not have rank or authority while being held hostage.

c) Obtain Translation Services:

1. If translation services are necessary, a transporting personnel will contact OCSD Dispatch, [REDACTED], to request translation services. OCSD Dispatch will connect you to a telephonic translation service.

d) When Negotiations Fail:

1. A hostage situation will be terminated by force when:

- [REDACTED]
- [REDACTED]
- [REDACTED]

9000.11.6 - Attack

a) Initial Response:

1. If a transportation vehicle is attacked while transporting inmates, the driver will continue to drive the vehicle and attempt to choose an advantageous route to avoid further attack. The escort personnel will use necessary force to repel the attacker(s). As soon as possible, personnel will use the unit radio or a cellular telephone to notify the OCSD Emergency Communications Department Commander, [REDACTED], to request local law enforcement to provide support. If the vehicle becomes incapacitated, personnel will request a replacement vehicle to transport inmates during this notification.

9000.11.7 - Illness

a) Initial Response:

1. If an inmate becomes ill during transportation and the illness is not life-threatening, the escorting personnel will notify the receiving facility of the inmate's condition. The receiving

facility will provide medical assistance or request a transportation vehicle to transport the inmate to the Intake and Release Center or Theo Lacy Facility for treatment. If the illness requires immediate medical assistance (e.g., heart attack, stroke), transportation personnel will request emergency medical assistance through the OCSD Emergency Communications Department Commander via unit radio or [REDACTED]. The transportation personnel will provide life-saving procedures within training limits. Security of inmates and staff will be maintained at all times.

9000.11.8 - Death

a) Initial Response:

1. If an inmate dies during transportation, the escorting personnel will notify the receiving facility of the death and provide name, A-Number/Booking Number, location of death, time of death and circumstances of death. If death was caused by violence or was associated with unusual or suspicious circumstances, the transportation vehicle will be treated as a crime scene.
2. Transportation escort personnel will interview inmates for witness statements to include on reports.
3. Inmate's bunk property, booked property, money and medical items will be taken to receiving facility's Watch Commander's Office.
4. Facility Watch Commander will complete "Watch Commander's Inmate Death Worksheet." This form describes data to collect and people/departments to notify.

9000.11.9 - Riot (Disturbance)

a) Initial Response:

1. If a riot occurs aboard a transportation vehicle, the transportation personnel will attempt to gain control of inmates involved. Inmates will be given a verbal warning to cease disturbance prior to using necessary force. The driver of the vehicle will park the vehicle in an area least likely to involve the public and minimize contact with bystanders. The transporting personnel will contact OCSD Emergency Communications Bureau via unit radio or [REDACTED], to request local law enforcement to respond. If a hostage situation occurs, activate hostage plan included in these emergency procedures plans. The personnel will remove non-participating inmates from the vehicle. The driver will [REDACTED] to prevent use. The inmates will be directed to a safe location. The environment will be used to minimize escape opportunities. The transporting personnel will direct the public away from the vehicle and create a perimeter around the vehicle. Using a cellular telephone, transporting personnel will contact the OCSD Transportation Bureau Sergeant, [REDACTED], to report the incident. They will request a Transportation Bureau vehicle to respond to transport inmates.

b) Additional Personnel:

1. Patrol Operations Mobile Field Force squads are available to provide additional personnel by contacting OCSD Emergency Communications Bureau Commander at [REDACTED].

9000.11.10 - Natural Disaster

a) Initial Response:

1. In the event of flood or other environmental incident that obstructs transportation of inmates, the transportation vehicle personnel will notify OCSD Transportation Bureau Sergeant, [REDACTED], to receive alternative route to intended destination. The California Department of Transportation will be consulted for safe route selection. The personnel will also request Transportation Bureau dispatch notify intended destination facility of transfer vehicle's delay. If no alternative route is possible, the vehicle will return to the originating facility or the nearest OCSD facility until environmental conditions improve. If the vehicle is unable to proceed in any direction, the escorting personnel will park the vehicle in a safe location and await assistance.
2. If an environmental incident incapacitates a transportation vehicle, the personnel will notify OCSD Transportation Bureau Sergeant, [REDACTED], to request a replacement vehicle to transport inmates. The personnel will also request Transportation Bureau dispatch notify intended destination facility of transfer vehicle's delay. The transportation personnel will maintain control of inmates until assistance arrives.

b) Vehicle Evacuation:

1. If vehicle's condition requires evacuation, inmates will be removed from the vehicle in an orderly fashion. If possible, transporting personnel will ensure the roster of inmates is removed from the vehicle. The inmates will be directed to a safe location. The environment will be used to minimize escape opportunities.

c) Additional Personnel:

1. Patrol Operations Mobile Field Force squads are available to provide additional personnel by contacting OCSD Emergency Communications Bureau Commander at [REDACTED].

9000.11.11 - Traffic Collision

a) Employee Initial Response

1. In the event of a traffic collision involving a transportation employee, any vehicle assigned to Transportation, or any vehicle transporting inmates, the personnel will verify all inmates and staff members aboard are not injured. If anyone is injured, the transporting personnel will contact OCSD Emergency Communications Bureau (ECB) via unit radio or [REDACTED] and request emergency medical assistance.
2. The personnel will also request local law enforcement to assist and document the collision with a traffic collision report. The on-scene personnel will provide medical attention within training limits. After the welfare of inmates and staff are verified, personnel will verify the

welfare of others involved in incident. Medical assistance will be requested if necessary. The transporting personnel will secure the area and maintain control of the inmates at all times.

3. Vehicle Evacuation

- i. If vehicle's condition requires evacuation, inmates will be removed from the vehicle in an orderly fashion. If possible, transporting personnel will ensure the roster of inmates is removed from the vehicle. The inmates will be directed to a safe location. The environment will be used to minimize escape opportunities.

4. The employee shall immediately notify the transportation supervisor. In this notification the employee will inform the supervisor of the following:

- i. Date, time, and location of collision
- ii. Type of collision (e.g. Fatal, Injury, Property Damage)
- iii. Damage description (e.g. Minor, Moderate, Major)
- iv. Parties involved/OCSD Operator
- v. If inmates were onboard
 - A. Date, time, and location of collision
 - B. Type of collision (e.g. Fatal, Injury, Property Damage)
 - C. Damage description (e.g. Minor, Moderate, Major)
 - D. Parties involved/OCSD Operator
 - E. If inmates were onboard

5. The employees shall request a D.R. from ECB titled "Damage to County Property." ECB should identify the incident as such for tracking purposes later by the Traffic Collision Review Board - TCRB. The employee will write this Damage to County Property D.R. using the "County of Orange Operators and Vehicle Collision" report form (F-293 rev. 3/11). If an additional narrative is needed, the employee will use a "Report Continuation" form. This report shall be turned into the transportation supervisor as soon as possible.

6. The employee will also call Sheriff's Identification [REDACTED] to respond and photograph the damage.

b) Supervisor Responsibilities

1. The employees' supervisor will be required to respond to the collision if it occurs within the County of Orange. (If the collision occurs outside this county's jurisdiction, the Transportation Captain or the IRC's on duty Watch Commander will determine if or which supervisor will respond).

2. All supervisors investigating an OCSD related collision shall notify the Transportation Captain, and the on-duty Watch Commander and ensure the following information is given for the Department Commander's log:

- i. DR Number
- ii. Outside Agency DR (if applicable)
- iii. Type of Collision (e.g. Fatal, Injury, Property Damage)

- iv. Date & Time of Incident
 - v. Parties Involved
 - vi. Unit Number
 - vii. Damage Description (e.g. Minor, Moderate, Major)
 - viii. Disposition of Vehicle
 - ix. Summary of Incident
 - x. Handling Deputy/Agency
 - xi. If inmates were onboard
 - A. What type of inmates
 - 1. If the transportation vehicle was transporting federal inmates, contact the Federal Marshall's Office [REDACTED].
 - B. Classification of inmates
 - C. How many inmates were onboard
 - D. Injuries (how many and what type)
3. All supervisors will email the following information to the Risk Management office [REDACTED]
- i. Date & Time
 - ii. Case Number - OCSD and outside agency (if applicable)
 - iii. City of Occurrence
 - iv. County Employee Name
 - v. Whether the Collision occurred on or off duty
4. After receiving the "County of Orange Operators and Vehicle Collision" report (F-293 rev. 3/11) documenting the damage to county property from the employee involved in the collision, the transportation supervisor will submit the report "Supervisor Synopsis for Employee Involved Collision" (on the department intranet, document center) along with the original "County of Orange Operators and Vehicle Collision" report to the Transportation Captain.

9000.11.12 - Vehicle Failure

- a) Initial Response:
 - 1. In the event of a transportation vehicle failure, inmates will remain on the vehicle until operational again or a replacement vehicle arrives.
 - 2. If repair of a transportation vehicle requires movement or will take a long period of time, a transporting personnel will contact the OCTB, [REDACTED], and request a replacement vehicle.
- b) Additional Personnel:

1. If additional personnel are required to maintain security of inmates, transporting personnel will contact OCSD Emergency Communications Bureau, [REDACTED], and request local law enforcement assistance.
 - i. Minor Repairs or Replacement of Defective Parts
 - A. If a transportation vehicle breakdown occurs in Orange County, the Sheriff's Desk will be notified via radio or cellular phone. If immediate repair is impossible or inconvenient, a county tow service will be requested.
 - B. If a breakdown occurs outside Orange County, but within an approximate 80-100 mile area, the guidelines are:
 1. If parts are of a minor nature (fan belts, headlight bulbs, tire repairs, heater hose, etc.), purchase items at a service station and charge to the county on the credit card.
 2. If parts are of a more costly nature (purchase of a new tire, transmission adjustment, etc.), notify an OCTB Sergeant by telephone and they will advise whether to:
 - I. Return the vehicle to Orange County
 - II. Wait for county tow service
 - III. Purchase the necessary items or service and have the amount charged to Orange County
 - C. If the OCTB Sergeant is not available, notify the Jail Watch Commander.
 - D. If at a distance greater than 80-100 miles from Orange County, purchase any necessary item(s). Have mechanical service performed as necessary (ex: installing points, flushing radiators, etc.). Both parts and services can be paid for by using the Chevron credit card.
 - E. If unable to pay for any of the above parts or services on the Chevron credit card, pay for the parts or services by using the allocated money for the trip.
 - i. Major Repairs
 - A. The OCTB will not pay for major repairs without prior authorization. It is extremely important that personnel do not contract for repairs until authorization is received.
 - B. If in Orange County, notify the OCTB by radio or cellular phone and provide location and nature of trouble. Remain with the vehicle until assistance arrives.
 - C. If outside Orange County, but within a distance of approximately 80-100 miles, notify an OCTB Sergeant. Describe the extent of repair or service needed to the sergeant and wait for instructions.
 - D. If outside Orange County at a distance farther than 80-100 miles and a breakdown occurs which renders a vehicle inoperable, have the vehicle towed to the nearest authorized car dealer servicing the same make of vehicle. Determine the extent

of repairs needed and receive an estimate of the total cost of repairs. Contact an OCTB Sergeant by telephone to provide information and request instructions.

1. The OCTB Sergeant will make arrangements with County Transportation to authorize the repairs or have the disabled vehicle returned to Orange County. The OCTB Sergeant will notify the transporting personnel of the decision.
 - i. Return of Replaced Parts
 - A. All parts which have been replaced, no matter how small or inexpensive, MUST be returned to an OCTB Sergeant.
 - ii. Purchase of New Parts
 - A. Purchase only original equipment manufacturer parts. Do not trade-in old parts.

9000.12 - Drug and Alcohol Testing

As required by the Federal Department of Transportation Federal Register 49CFR382 and the County of Orange Anti-Drug and Alcohol Misuse Prevention Program, certain classes of employees shall be subject to alcohol and drug testing within certain time frames after an accident involving a commercial motor vehicle. The Patrol Watch Commander or IRC Watch Commander shall notify the county-designated contract provider and make arrangements for testing.

- a) These specific employees are:
 1. Deputy Sheriffs assigned to the OCTB. For purposes of this section, the commercial vehicle must be designed to carry more than 16 people and weigh more than 26,000 pounds gross vehicle weight.
 2. Deputy Sheriffs and Sheriff's Special Officers assigned to OCTA Transit Police Services Bureau.
- b) Alcohol and drug testing is required if the accident involves a fatality or a situation in which the OCSD employee (driver) is cited for a moving violation.
- c) The OCSD employee must be tested within two hours of the accident for alcohol and within 32 hours for controlled substances.
- d) The following contractors will be used for testing purposes:
 - ████████████████████
 - ██
 - ████████████████████████████████
 - ████████████████████
5. RMG is to be used if test can be conducted during business hours and does not require a mobile response. RMG will test for random post-traffic accident and "for cause."
 - i. Emergency Medical Systems, Inc.
 - ii. ██████████ During normal business hours 0800-1800
 - iii. ██████████ During non-business hours
 - iv. ██████████ Mobile unit

v. [REDACTED] Operator's pager

6. EMSI is to be used for testing requiring a mobile response any time of the day or night. EMSI is equipped to test for random post-traffic accident and "for cause."
- e) The driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the OCSD to have refused to submit to testing.
- f) Any refusal by an OCSD driver within the above time frames shall be directed to the Patrol Watch Commander. The Watch Commander shall cause the driver to be relieved of any driving of an OCSD vehicle and notify the Division Commander immediately. If an OCSD driver is impaired in the ability to safely operate a motor vehicle, arrangements will be made to safely transport the driver to an OCSD facility or their residence.
- g) Any refusal will be treated as a positive test and may result in disciplinary action.
- h) If an OCSD driver is not a designated employee for purposes of the federal law and alcohol and/or drug influence of the OCSD driver exists, normal OCSD procedures shall apply.
- i) Return to duty of any driver testing positive for alcohol or drugs shall not occur until the driver has undergone evaluation and, where necessary, successfully completed rehabilitation and tested negative for alcohol and/or drugs. Additionally, the member may be required to participate in the disciplinary process as required by the OCSD.