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Court/Transportation Procedures	Reviewed: 02/19/03
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TRANSPORTATION/COURT PROCEDURES

I. POLICY

- A. Transporting inmates is a potentially dangerous and difficult responsibility of the Mendocino County Sheriff's Office. Staff members assigned to transportation duties will take every precaution, according to these procedures, to prevent the escape of inmates who are being transported. The principal concerns of staff members will be SAFETY and SECURITY.

II. GENERAL PROVISIONS

A. CONDUCT DURING TRANSPORT

1. Be cognizant of, and carry out, all Sheriff's Office General Orders and Corrections Division's Policy and Procedures.
2. Members SHALL NOT discuss the circumstances of any criminal offense pending against any inmate in the presence of that inmate, other inmates or members of the community.
3. Members SHALL NOT engage in, or arrange for, social or business transactions with any inmate or arrestee. (See Policy and Procedure 106.10 *Conduct Towards Inmates* and 110.00 *Barters and Gifts*)
4. Members SHALL NOT discuss any official or personal business during the transport of inmates.
5. The transportation of inmates under restraint will be carried out quietly and efficiently, with as little public display as possible.

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III. TRANSPORTATION RESPONSIBILITIES

A. GENERAL DUTIES AND RESPONSIBILITIES

1. Transport inmates to and from the various courts within the county according to current transportation schedules.
2. Make transportation to or from other correctional or medical facilities within the county or within the State Prison system as required and directed by the Transportation Supervisor.
3. Ensure inmates are appropriately restrained.
4. Process inmates going to, and returning from, court or elsewhere.
5. Transport inmates to medical or dental appointments as necessary. Remain with the inmate until treatment is complete unless authorized by a Corrections Supervisor or other competent authority to leave the inmate unescorted.
6. Perform courtroom security as needed during inmate court appearances, and assist the Court Security Unit as required.
7. Perform other related duties as may be required by a Corrections Lieutenant or the Corrections Division Commander, or designee.

B. TRANSPORTATION SUPERVISOR RESPONSIBILITIES

1. Transportation Supervisor will assign transportation duties to deputies who are trained in transporting inmates.
2. The Transportation Supervisor or designee is responsible for compiling the inmate transportation list. This list contains the names of the inmates to be transported, housing assignment, destination, time of appointment, names of deputies assigned to transport and vehicle assignments. Inmates are listed in groups by destination. Within these groups, inmates are listed by most compatible housing and classification determination.
3. Transportation Supervisor or designee will assign vehicles equipped with operational Sheriff's radios to ensure communications will be maintained between the transporting deputy(s) and the Sheriff's Communication Center, and/or to the Central Control of the Mendocino County Jail.

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4. The following pending inmate transports require prior approval by the Transportation Supervisor:
 - a. Out of county; and
 - b. After hour non-emergency transports
5. The transporting deputy(s) shall be furnished the following information, at a minimum:
 - a. The date, time, and the name of inmate(s) to be transported;
 - b. Destination, and the most direct route;
 - c. Estimated time of arrival at the destination;
 - d. Vehicle to be used;
 - e. Any possible problem that may be encountered with the inmate (assaultive, escape risk, high profile inmate, medical problem, etc.).

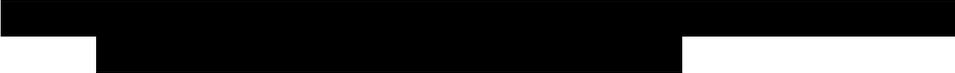
C. TRANSPORTATION DEPUTIES RESPONSIBILITIES

1. The transporting deputy(s) will possess all of the required paperwork and equipment before leaving the Mendocino County Jail.
2. The transporting deputy(s) will inspect the vehicle to be used to ensure all is in proper working order and void of all illegal or dangerous contraband and/or weapons.
3. The transporting deputy will determine the housing location for the inmates that are to be transported. They will have the inmates called out for court by the control board operator.



- a. When written material is found on the inmate, the transporting deputy is to inquire of its purpose. If the inmate responds that it is for the attorney or it is legal matter, the transporting deputy is to search the items for contraband and return the items to the inmate.

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- b. Inmates are not to take any other materials to court unless prior approval has been received from a Corrections Sergeant, Corrections Lieutenant, Corrections Captain or competent legal authority.
5. The transporting deputy will place the inmate in the appropriate restraints.
6. The inmate(s) will be escorted to the assigned transport vehicle.
 - a. Inmates will be separated by classification in the transport vehicles.
7. When en route to an out-of-county facility or the Fort Bragg Court, the transporting deputy shall inform the Communications Center of their destination.
8. The transporting deputy(s) shall ensure no person communicates with any inmate during the transportation process, except for those persons authorized to communicate with inmates during the normal course of business.
9. Each time inmates are placed in a court holding facility; the transporting deputy shall log the arrival and departure time on "Inmate Monitoring Log" form and return it to the Transportation Office.

10. Transporting deputy(s) will ensure inmates housed in a court holding facility are segregated in compliance with the Classification Plan.
11. Whenever one or more female inmates are in the facility, there shall be at least one female employee who shall, in a like manner, be immediately available and accessible to such female(s).
 - a. Female inmates are not to be brought into any of the facilities unless a female employee is present.
 - b. In the event no female employee is present or available, the female inmate may only be brought into the facility upon the approval of a supervisor.

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12. Inmates temporarily housed at a holding facility during a normally scheduled jail meal, shall be afforded a bag lunch from the jail kitchen and allowed a minimum of 15 minutes for consumption.

[REDACTED]

[REDACTED]

15. The transporting deputy will maintain accurate and complete "Inmate Court Appearance" information during an inmate's appearance in court.

16. [REDACTED]

[REDACTED]

18. Transporting deputy(s) will document any classification information obtained during court or transport in a jail incident report.

B. RESTRAINTS

1. All inmates will be appropriately restrained while being moved to and from the court facilities.
 - a. Inmates involved in a jury trial will be placed in a leg brace during their court proceedings. Jury trial inmates will not be handcuffed in the courthouse during the hours of 0800 and 1700. Inmates shall be handcuffed prior to 0800 and following 1700 hours during transportation.
 - b. At all times, both with prospective and empanelled jurors present, inmates are not to be handcuffed. The transporting deputy(s) shall take direction from the Court Security Deputy of the assigned court, the Transportation Supervisor or Corrections Sergeant.

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- c. All inmates who are not handcuffed as directed above shall be restrained by the use of a leg brace restraint and shall be instructed to keep their hands in their pockets at all times.
2. Female and male inmates shall not be handcuffed together.
3. Security restraints may be removed when an inmate is going to be in the Court Holding Facility for an extended period.
4. Pregnant females will not be belly chained or leg shackled. They will be handcuffed with their hands in front.
 - a. Pregnant females will be transported to the hospital in the least restrictive means possible based on the legitimate security needs of the inmate.
 - b. At no time shall a woman who is in labor be shackled by the wrists, ankles, or both including during transport to a hospital, during delivery, and while recovery after giving birth, unless deemed necessary for the safety and security of the inmate, the staff and the public. (Penal Code 6030(f) and 5007.7)
5. Restraints for violent inmates; see [Policy and Procedure 505.00 - Use Of Force And Restraints](#).

C. ESCAPES

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

IV. STAFFING LEVELS

[REDACTED]

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2. The "Max AC" function should not be used as it re-circulates the air in the vehicle.
3. The transport deputy should avoid opening the trunk of the vehicle at the conclusion of the transport. Concentrations of aerosol droplets may accumulate in the trunk area
4. The inmate is required to use respiratory protection to prevent employee exposure to TB bacilli.
5. Suspected inmates must be transported separately from other inmates.

B. OTHER HIGHLY CONTAGIOUS DISEASES

1. Inmates suspected of having highly contagious diseases such as MRSA will be transported separate from other inmates.
2. All areas that the inmate may have come in contact with during the transport will be disinfected with an appropriate germicide at the conclusion of the transport.

VI. MEDICAL/MENTAL HEALTH EMERGENCY



VII. COURT DOCUMENTATION

A. DAILY TRANSPORT ROSTER:

1. The computer generated morning and afternoon transport list is to be maintained on a daily basis, Monday through Friday, in the Corrections Transportation Folder by the Transportation Supervisor.

B. COURT RETURNS AND RELEASES:

1. The transporting deputy will complete the "Inmate Court Appearance" sheet. When entering this information, the inmate's name, date, time, place (court), and reason for the return must be entered.

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2. Court return information will be entered into the Jail Management System and court paperwork will be scanned into the inmate's booking file by the Transportation Supervisor or designee.
3. Releases will be reviewed by the Transportation Supervisor. The Transportation Supervisor will bring the release paperwork to the on-duty Shift Supervisor for processing.

VIII. PAPERWORK PICK-UP / DELIVERY

- A. Transportation staff shall deliver paperwork from the Sheriff's Office daily to the Superior Court and District Attorney as needed.
- B. The Transportation staff member delivering documentation to the Courthouse will pick up any other paperwork or mail to be returned to the Sheriff's Office. Paperwork will be picked up at:
 1. District Attorney's Office
 - (1) (Next to north courthouse entrance)
 2. Mendocino County Superior Court
 - (1) Courtroom - Ukiah
 - (2) Courthouse, Room 107 and 108, Level 1
- C. California Department of Corrections and Rehabilitation (CDCR) commitments are received from the Supervisor Court Clerks.

IX. VEHICLES

- A. Transportation deputies will not transport more inmates than a vehicle is designed to seat.
- B. Corrections Division vehicles, when not in use, shall be secured with the radios turned off.
- C. The Transportation Supervisor shall record vehicle mileage at the first of each month. Sheriff's Administration shall be advised of vehicle number and mileage on the first of each month.
- D. A Monthly Vehicle Inspection List shall be generated on each vehicle assigned to the Mendocino County Jail at the beginning of each month as directed by the Transportation Supervisor.

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X. OTHER COUNTY/STATE TRANSPORTS

A. California Department of Corrections and Rehabilitation (CDCR)

[REDACTED]

3. When removing inmates from San Quentin, it is necessary to call at least forty-eight hours in advance to their Records Department in either Receiving or in the Main Line.

B. TRANSPORTATION OF PRISONERS IN COOPERATION (Topic)

1. Associated counties assist each other in moving inmates from one agency to another. By repeating this process, agencies can actually have inmates transported from one agency to another, closer to the originating agency's location.

C. PRIVATE TRANSPORTATION COMPANIES

1. Privately owned and operated extradition companies transport inmates to any agency within the State of California. They are used when time is critical or when manpower and distance prohibits economical transport by staff.
 - a. List of all transports ordered through these private organizations are to be maintained as received.

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