

Transportation

9000.1 PERSONNEL DUTIES

The Orange County Transportation Bureau (OCTB) provides care and custody of inmates who require transportation while in custody. The OCTB also maintains the Orange County Sheriff's Department Mobile Command Vehicles and their supporting service vehicles. The OCTB is under the direction and control of the IRC Division Commander and Transportation Captain.

- (a) The OCTB is commanded by a Captain and two (2) Sergeants who are responsible for the administration of the bureau. The Captain and two (2) Sergeants supervise all personnel assigned to the OCTB.
- (b) Any operational questions or needs shall be directed to the OCTB Sergeant(s).
 - i. [REDACTED]
 - ii. After hours: Establish contact through the ECB Department Commander.
- (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 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 other 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 Vehicle Code (CVC 34501 / 34501.2), Code of Federal Regulations (CFR, Title 49, 395.8), and California Code of Regulations (CCR, Title 13, Section 1201-1213). Transportation personnel will follow the following requirements:
 - A. Limit driving time to ten (10) hours in any 15-hour period.
 - B. Drive only after eight (8) consecutive off-duty hours.
 - C. Personnel may drive as long as necessary in an emergency situation to reach a safe area.
 - D. Maintain compliance with maximum hours of service as per California Code of Regulations Title 13 Section 1212.5.
 - E. A 2 hour extension is authorized for unforeseen adverse driving conditions. Loading and unloading are not included in this extension.

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2. Duties of Transportation Dock Deputies

- i. Pick up the court list from the Records Supervisor's office.
- ii. Subdivide and reorganize the court list by assigned court location.
 - A. Central Court- CSUP, CJC, CJ1 General Population from IRC and Theo Lacy
 - B. CJ1 special classifications
 - C. Harbor Justice Center, North Justice Center, West Justice Center, and Lamoreaux Justice Center
- iii. Categorize inmates by their classification, ADA status, and transportation requirements.
- iv. Schematic each court's list based on their totals and assign to a bus, van, or SUV.
- v. [REDACTED] a Transportation Dock Deputy and a Court Transfer Deputy will reconcile the court lists to confirm any changes in an inmate's medical, mental health, classification status, or refusal to attend court.
 - A. Identify and write an inmate's updated mental health status on the court rosters when they are an M1, M2, in a safety gown, on medical or psychiatric holds, or need to be separated from other inmates due to behavioral concerns. "M-Ratings" are found in CCOM Section 1204.4 – Mental Health Inmates.
 - B. If necessary, upon completion of the documented changes, the Transportation Dock Deputies will re-schematic the bus, van, or SUV to ensure any inmate who requires separation is transported individually.
 - C. All changes are documented on the court list so when the transporting Deputies arrive at the designated court, the changes are relayed to the court Deputies.
- vi. Upon arrival to the designated court, the Transportation Deputy will use the transportation court list to verbally relay any changes to the Court Deputy. The Court Deputy will already be in possession of a court list that was previously reconciled with the Court Transfer Deputies.

(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.
 - i. 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

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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 CSA (Dispatcher):
1. Assign personnel and equipment to complete daily operation of the OCTB. CSAs will consult with a Sergeant regarding unusual situations prior to making decisions or assignments.
 2. Maintain the Transportation Trip Logs, input the trip log data into the Transportation Automated System (TAS) database on the dispatch computer, and dispatch assignments
 3. Maintain the following key control precautions
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 4. Distribute 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.

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9. Supervise the work crews that clean the OCTB administrative office and wash the transportation vehicles.
10. Log all ADA movement.

9000.2 TRANSPORTATION OF INMATES

County inmates may be transported by [REDACTED] [REDACTED] been given to the inmate's classification and security concerns. All personnel shall wear their required uniform per OCSD Departmental policies including their departmental issued 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. Transportation staff has the discretion to use any of the approved restraint devices with proper approval. For more information about approved restraint devices, refer to CCOM Section 1800.1 - Security Restraints.
 - i. All inmates at an off compound medical appointment will be restrained with waist and leg restraints unless otherwise prohibited by other policies or factors.
3. For more information about the restrictions and use of restraints on pregnant inmates, refer to CCOM Section 1800.1(d) - Pregnant Inmates.
4. The use of a hobble restraint shall comply with OCSD Policy Manual (Lexipol) Section 306 – Hobble Restraint.
 - i. The OCTB Sergeant, or available supervisor, shall be notified on the application of the hobble as per OCSD Policy Manual (Lexipol) Section 306.5 – Hobble Restraint Procedure.

(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 and restraints will be checked to ensure they are secure.

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4. OCTB personnel will request the transferring agency, or personnel, to provide any special protocols relevant to the transport and care of an inmate upon taking over custody of the inmate(s), including but not limited to protective custody, transgender status or any officer safety concerns.
5. 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.
6. 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 manufacturer'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.
 - A. All inmates shall have an Identification Card or a Module Card prior to boarding the transportation vehicle. If the Identification Card or Module Card is not on hand, a new one will be created at that facility prior to transporting the inmate. Refer to CCOM Section 1600.2(r) - Security Devices/Inmate Identification Cards and CCOM Section 1719.8 - Inmate Tracking (ITRAC).
 - iv. The transporting personnel will conduct a visual count after all inmates are aboard and seated.
 - v. [REDACTED]
 - 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. [REDACTED]

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[REDACTED]

- viii. At the completion of each and every transportation assignment, personnel shall inspect the bus to ensure no inmates were left onboard or had secreted themselves for the purpose of escape and search for weapons, contraband, and/or evidence of a crime.

- A. A Transportation assignment is considered completed when all inmates transported, have been secured.

(c) Selection of Restraints

1. Vehicle equipment boxes should contain the following items:

[REDACTED]

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. Refer to CCOM Section 1800.1 – 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.


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- 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 vehicles.
- 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. 
- 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 assign a Deputy to escort the inmate in the responding ambulance. Refer to CCOM Section 2106.3(a and d) – Hospital Referrals and Returns. Once the inmate has been cleared by the hospital to return to a custody setting, OCTB will provide return transportation for the inmate and escort Deputy as soon as possible.
 - i. If no ambulance is required, OCTB will provide the transportation of the Deputy and inmate to the hospital. Refer to CCOM Section 2200.3(a) – Hospital Deputy – Transportation.
- 5. Wheelchair vans will be used to transport inmates when deemed necessary by medical or at the discretion of the Transportation Deputy. For more information about inmates with disabilities, refer to CCOM Section 8000.2 - ADA Procedures.
 - i. Inmates shall be loaded facing towards the front of the wheelchair van.
 - ii. Inmates being transported by wheelchair van will be transported by two (2) or more Deputies.
 - iii. Additional Deputies may be utilized due to other concerning factors, such as classification, safety risk or court order.
- 6. Transport of an inmate shall be non-stop absent an exigent circumstance or prior approval from a supervisor.
- 7. OCTB Deputies will not transport inmates with obvious potentially life-threatening emergencies. Refer to CCOM Section 2200.3(b)(1)(ii) – Hospital

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Deputy - Transportation Level II. An ambulance will be called for these emergencies. Some examples of these emergencies are:

- i. Heart attack or chest pains
 - ii. Stroke
 - iii. Head wounds
 - iv. Ingestion of drugs
 - v. Pregnant inmates with labor pains or stomach pains.
 - vi. All potentially life-threatening emergencies that could cause a medical emergency during transport.
8. Mental Health inmates shall be transported with an elevated level of caution. The number of Deputies and manner of transport shall be at the discretion of the transporting Deputy, Classification or court order.
- i. Inmates determined by Correctional Health Services (CHS) whose condition is beyond the range of services available may be transferred to another capable facility or outside mental health facility for treatment. These inmates shall be transferred separately from other inmates. Refer to OCSD Policy Manual (Lexipol) Section 903.7 – Mental Health Transfers.
 - ii. Inmates classified by CHS as M1 or M2, shall be transported separately from other inmates. Refer to CCOM Section 1204.4 – Mental Health Inmates.
9. Inmates demonstrating an altered mental state while in the care of the Transportation Bureau.
- i. The Transportation Bureau Sergeant shall be contacted notifying them of the situation.
 - ii. The Transportation Bureau Sergeant will contact the Intake Release Center CHS Supervising Nurse and advise them of the situation.
 - iii. Transportation Deputies will proceed as directed by the CHS Supervising Nurse and immediate supervisor.
 - iv. Notifications shall be made to the inmate's housing facility of the situation.
10. Inmates needing transportation demonstrating an altered mental state while in the custody and care of the Court Justice Centers.
- i. Ensure the immediate supervisor at the Court Justice Center has been notified.
 - ii. The Transportation Bureau Sergeant shall be contacted notifying them of the situation prior to taking custody of the inmate.
 - iii. The Transportation Bureau Sergeant will contact the Intake Release Center CHS Supervising Nurse and advise them of the situation.
 - iv. Deputies will proceed as directed by the CHS Supervising Nurse and Transportation Bureau Sergeant.

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- v. Notifications shall be made to the inmate's housing facility of the situation.
- 11. Inmates that require transportation after an ERT team activation, or an ERT team extraction, shall be transported with an elevated level of caution.
 - i. If an ERT activation is required, or an ERT team was used to place an inmate on a transportation vehicle for transportation from one facility to another facility, an ERT team shall be activated at the receiving facility.
 - ii. A Sergeant at the receiving facility shall be notified and present. Refer to CCOM Section 1804 – Emergency Response Team.
- (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. [REDACTED]
[REDACTED]
[REDACTED]
 - ii. Property belonging to all other transferees will be transferred on the same vehicle as the inmate.
 - 3. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
 - 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.

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- [REDACTED]
- [REDACTED]

(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. Females will be seated separately from male inmates.

- 3. [REDACTED]

(j) Transportation of Pregnant Inmates

- 1. For more information about the restrictions and use of restraints on pregnant inmates, refer to CCOM Section 1800.1(d) - Pregnant Inmates.

(k) Transportation of Females Wearing Religious Headwear

- 1. The Watch Commander or their designee shall be notified whenever a female arrestee wearing a religious headwear is being transported by OCSD personnel.
- 2. Female inmates who wear religious headwear will be searched by female personnel only.
- 3. If the religious headwear has to be removed by a staff member for any reason, it shall be done out of the view of men.
- 4. For more information regarding females who wear religious headwear, refer to CCOM Section 2015 - Religious Headwear, Clothing and Grooming

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(l) Transportation of Opposite Sex

1. All Transportation personnel who transport inmates of the opposite sex in a vehicle (bus, van, car etc.) when no other Sheriff personnel of the same sex as the inmate is present in the same vehicle, will communicate the location, time, and mileage to Transportation Dispatch, via the IRC radio channel.

(m) Medical Appointments

1. Due to the inherent security concerns of transporting an inmate to a scheduled off compound medical appointment, inmates shall be transported by two (2) or more Deputies.
 - i. More Deputies may be used to transport the inmate due to security concerns, the discretion of the Deputies or the number of inmates being transported.
2. Inmates being transported to off compound medical appointments shall be in waist and leg restraints unless otherwise prohibited by other policies or factors.

(n) Upon transfer to another agency, OCTB transporting personnel will notify receiving staff of any special protocols which may affect their handling of the inmate, including but not limited to protective custody, transgender status or any officer safety concerns.

9000.3 OUT OF COUNTY PICKUPS AND DELIVERIES

(a) Travel Accommodations and Expenses

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]

(b) Authorized Expenditures

1. The meal allowance amounts are subject to current fiscal year GSA per diem rates.
 - i. The County of Orange does not reimburse for tips or gratuities.
2. Personnel will make arrangements for their hotel rooms under normal conditions using the government rate.
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 allotted the current fiscal year GSA rate for meals.
 - i. No provision has been established to feed inmates transported a distance of less than 200 miles and/or four hours. No provision has been made to feed inmates transported within Orange County.

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6. Meal receipts will be completed.
7. At the end of an out of county trip, [REDACTED]
[REDACTED]
[REDACTED] 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 OCSD 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 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 halfway through the day and again after the inmates have been booked en route.
2. Personnel on a statewide trip must contact OCTB and inform of where they will be spending the night.

(d) Aircraft Transportation

1. Aircraft assigned to the OCSD 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. [REDACTED]
[REDACTED]
 - iv. The pilot is responsible for briefing the transportation personnel regarding the proper method of entry into the aircraft and use of safety equipment.

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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.

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- 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. ■
- 4. The equipment check will include, but is not limited to, and comply with Federal Motor Carrier Safety Administration (FMCSA) Regulations under CFR, Title 49, 392.7:
 - i. Oil, fuel and coolant levels
 - ii. Fluid leaks

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- 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
- ix. Brake test on applicable vehicles
- x. Any mechanical issues that occur during the shift will be noted on the vehicle inspection report and the OCTB Sergeant and Admin Deputy will be notified of the issue. If the issue causes a condition that prevents the vehicle from being operated safely, the vehicle will not be operated until the discrepancy has been addressed.

- 5. [REDACTED]
- 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 [REDACTED]
 - A. 45-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

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

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

- (b) Deadly Force Application - For more information about deadly force, refer to OCSD Policy Manual ([Lexipol](#)) Section 300.5 - Deadly Force Applications.
- (c) Use of Force - All use of force shall be in compliance with OCSD Policy Manual (Lexipol) Section 300 – Use of Force.

9000.6 COURT ORDERS

- (a) Routing of Court Orders
 1. Court orders from the District Attorney or Public Defender's Office regarding the movement of inmates from an outside agency received in triplicate and are filed in the Court Clerk's Office.
 2. Distribution:
 - i. The original copy will be retained by the OCTB desk until executed. The Transportation Statewide Desk 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 the agency or institution with the inmate when they are delivered.
 - iv. If court orders are unable to be executed, the Transportation Statewide Desk will notify the Central Court Clerk of the reason why they were not executed.
- (b) 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.
 - i. The location of all court orders to a non-custody setting will be surveyed by the OCTB Sergeant for safety and security prior to the execution.

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- A. The evaluation will include the resources needed and the financial cost of executing the order. The evaluation cost estimate will be sent to OCSD Financial.
 - ii. If the transport is not feasible due to time constraints, financial constraints, security concerns or staffing issues, [REDACTED]
[REDACTED]
- 2. Court orders must be signed by the ordering judge or certified by the Court Clerk and approved by the Watch Commander before they can be executed by the OCTB.
- 3. Court orders will be filed after execution.
- 4. Court orders will be verified for accuracy in the transportation office, refer to CCOM Section 2510 – Court Orders, by the Transportation Statewide Desk or Sergeant. The court orders will be filed in a locked file cabinet. In the event of a problem or need for clarification, the court order and a description of the problem will be forwarded to County Counsel at jailorder@coco.ocgov.com.

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.
 - ii. Transporting Deputies will compare the abstract/warrant with the physical description of the inmate being picked up.
 - A. Height
 - B. Weight
 - C. Eyes
 - D. Hair
 - E. Tattoos
 - iii. To further identify the individual, a comparison of the CII, FBI, Social Security Number, date of birth, or other available identifying numbers may be necessary. In addition, the warrant repository can be contacted for further information on the subject prior to transportation. If needed, contact the agency that entered the warrant into the system. It may be necessary to obtain a photograph or fingerprints of the named suspect to compare to those of the inmate.

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2. When transporting personnel arrive at the OCSD Intake Release Center with the inmates, they will pick up the actual warrants from the Statewide Desk for booking purposes.
 - i. Receiving Deputies will compare physical description of the inmate with the description on the warrant.
 - A. Height
 - B. Weight
 - C. Eyes
 - D. Hair
 - E. Tattoos
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."

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.

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- 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, refer to CCOM Section 1200 - Inmate Classification and Population Management.

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.

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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.

■ [REDACTED]
[REDACTED]
[REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

- (b) Medical Assistance

■ [REDACTED]
[REDACTED]
[REDACTED]

- (c) Media Relations:

1. Media relations are performed by the OCSD Public Affairs & Community Engagement (PACE) Division. They will make releases to the media.

9000.11.2 FACILITY EVACUATION

- (a) Each individual OCSD 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 OCSD Custody Operations staff. OCSD Food Services Unit maintains an emergency plan to prepare and deliver food for inmates and staff to an evacuation site(s). OCSD Custody Operations will provide additional security staff for an evacuation site(s).

1. Provide Transportation:

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- i. In the event of an emergency incident that requires evacuation of inmates, and staff from an OCSD 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 OCSD Emergency Communications Bureau Commander, [REDACTED]
2. Additional Personnel:
 - i. Patrol Operations Mobile Field Force squads are available to provide additional personnel by contacting OCSD 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 OCSD'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 OCSD 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.

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9000.11.4 ESCAPE

(a) Initial Response:

1.

[REDACTED]

9000.11.5 HOSTAGE

(a)

[REDACTED]

■

[REDACTED]

■

[REDACTED]

■

[REDACTED]

■

[REDACTED]

■

[REDACTED]

■

[REDACTED]

■

[REDACTED]

■

[REDACTED]

■

[REDACTED]

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- [REDACTED]
- [REDACTED]

9000.11.6 ATTACK

- [REDACTED]
- [REDACTED]

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 [REDACTED]

[REDACTED]

[REDACTED]

- ii. OCTB staff shall notify the OCTB Sergeant when practical.

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, booking number and location 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.

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2. Transportation escort personnel will interview inmates for witness statements to include in 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.
5. OCTB staff shall notify OCTB Captain and Sergeant when practical.

9000.11.9 RIOT (DISTURBANCE)

(a) Initial Response:

■

(b) Additional Personnel:

■

9000.11.10 NATURAL DISASTER

(a) Initial Response:

1.

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[REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

9000.11.11 TRAFFIC COLLISION

(a) Employee Initial Response

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

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- [REDACTED]
4. The employee shall immediately notify the OCTB supervisor. In this notification the employee will inform the supervisor of the following:
- Date, time, and location of collision
 - Type of collision (e.g. Fatal, Injury, Property Damage)
 - Damage description (e.g. Minor, Moderate, Major)
 - Parties involved/OCSD Operator
 - If inmates were onboard

■ [REDACTED]

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

(b) Supervisor Responsibilities

- 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).
- 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:
 - DR Number
 - Outside Agency DR (if applicable)
 - Type of Collision (e.g. Fatal, Injury, Property Damage)
 - Date & Time of Incident
 - Parties Involved
 - Unit Number
 - Damage Description (e.g. Minor, Moderate, Major)
 - Disposition of Vehicle
 - Summary of Incident
 - Handling Deputy/Agency
 - If inmates were onboard

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- A. What type of inmates
 - (a) [REDACTED]
 - B. Classification of inmates
 - C. How many inmates were onboard
 - D. Injuries (how many and what type)
3. [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. [REDACTED] (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. [REDACTED]
 - i. Personnel will advise the OCTB Sergeant of the situation.
 - ii. Personnel will advise if a replacement vehicle is needed.
 - iii. Personnel will give updates as the situation changes.
 - iv. Inmates will remain in, and Deputies will remain with the vehicle until it is operational again or a replacement vehicle arrives.

(b) Additional Personnel:

- 1. If additional personnel are required to maintain security of inmates, transporting personnel will contact [REDACTED]
 - i. Minor Repairs or Replacement of Defective Parts
 - A. If a transportation vehicle breakdown occurs in Orange County, the OCTB Sergeant will be notified via radio or cellular phone. If immediate repair is impossible or inconvenient, the Sergeant will

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contact a Public Works supervisor and a county tow service will be requested.

1. If inmates are onboard, when possible, they shall be evacuated into a replacement vehicle or secure location prior to any repairs.

B. If a breakdown occurs outside Orange County, the guidelines are:

- (a) 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 Voyager credit card.
- (b) 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.
 - IV. Public Works – Fleet Maintenance can authorize an over the phone credit card purchase.
- (c) If the OCTB Sergeant is not available, notify the IRC Watch Commander.

ii. 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

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vehicle returned to Orange County. The OCTB Sergeant will notify the transporting personnel of the decision.

- iii. Return of Replaced Parts
 - A. All parts which have been replaced, no matter how small or inexpensive, MUST be returned to an OCTB Sergeant.
- iv. 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 Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA) 49 CFR 382, 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.
- (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 and the accident resulted in the towing of one or more vehicles from the scene.
 - 1. The OCSD employee must be tested within two hours of the accident for alcohol and within 32 hours for controlled substances.
- (c) The OCTB Sergeant will provide Deputies with a current list of approved contractors used for testing purposes.
- (d) 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.
- (e) 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.
- (f) Any refusal will be treated as a positive test and may result in disciplinary action.
- (g) 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.

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- (h) 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.