

Transportation Orders, Logs and Scheduling

13005.1 RECEIVING ORDERS

- (a) Transportation orders are submitted to the department C-9 court clerk by the Public Defender's Office, The Public Guardian's Office and County Counsel. The Court Clerk will verify, stamp and copy the orders. The approved orders will be returned to the issuing agency and placed on the court clerk's desk in department C-9.
- (b) The orders will be picked-up daily by the Transportation team. If transportation orders are received after the team's departure from the courthouse, the bailiff in department C-9 will deliver the orders to the transportation team. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- (c) All requests for changes to Transportation Orders require a new Order to be drafted with a new date and time for the pickup. In cases of short notice, the transportation team may accept, approve and note the order changes. Cancellation of transportation orders may be received in writing, fax or by telephone [REDACTED]. Only the originating agencies (i.e. Public Guardian, County Counsel or Public Defender's Office) authorized to initiate transportation orders can cancel a transportation order.
- (d) Transportation Orders for inmates in the custody of the Sheriff's Department will be referred to the On-Duty Sergeant. The Sergeant will notify OCSD Transportation to make arrangements for transportation to the courthouse

13005.2 CONSERVATEE LOGS AND SCHEDULING

- (a) Logs

Sheriff's Special Officers will use the Conservatee Bureau Transportation Log to document their field activity during a shift of duty.

- (a) The report acts as a minute-by-minute accounting of each officer's activity.
- (b) Each team will complete their own Transportation Log.
- (c) The Transportation Log will be turned in at the end of the shift.
- (d) Log entries should include but are not limited to:
 - i. Any transportation assignment (court run, hospital pick-up, medical appointments, etc.)
 - ii. Admin Time (DMV, Medical appointment, etc.) Range Qualification, Court Time, and C-7
 - iii. Report writing
 - iv. Special assignments or unusual occurrences.
 - v. Transportation refusals.

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- vi. Each entry must be completed as any other report but written as a brief account of what happened at an event.
- (e) The log will be kept for five years and is subject to subpoena, review by all members of the Department and can be released to the public under certain circumstances.
- (f) For additional information on completing the log see POST Order number (TBD or CJC 14- 002).
- (b) Scheduling
 - 1. The scheduling officer is responsible for:
 - i. Notifying each facility regarding pick-up dates and times.
 - ii. Arranging the pick-up orders by date and routing the pick-ups for the various facilities.
 - 2. Inquiries into any physical, mental or behavioral problems will be made and noted prior to picking-up the subject.
 - i. Patients with physical disabilities that require the care of a skilled nurse will not be transported by Sheriff's Personnel.
 - ii. Patients listed as "one-on-one" supervision (i.e. violent, suicidal or danger to other patients) by their respective medical facilities will not be transported by Sheriff's Personnel.
 - iii. Other arrangements for transportation shall be made by the appropriate agency.
 - 3. Sheriff's personnel have the discretion to refuse transportation of any patient they believe to be unsafe to the officers, themselves or other patients.
 - i. A notation will be made on the Conservatee Log outlining the reason for the refusal and the Hospitals staffers' name.
 - ii. The Sergeant will be notified of any refusal.