

WEBER COUNTY CORRECTIONAL FACILITY

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SECURITY AND CONTROL

Chapter

JF 08 - INMATE TRANSPORTATION

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JF 08/01.00 GENERAL

JF 08/01.01 Purpose

JF 08/01.02 Cross Reference

JF 08/01.03 Definitions

JF 08/02.00 GENERAL TRANSPORTATION PROCEDURES

JF 08/02.01 Policy

JF 08/02.02 Rationale

JF 08/02.03 Procedure: Transport Authorization

JF 08/02.04 Procedure: Inmate Identification

JF 08/02.05 Procedure: Property

JF 08/02.06 Procedure: Transport Vehicles

JF 08/02.07 Procedure: Transport Notifications

JF 08/02.08 Procedure: Supervision of Transported Inmates

JF 08/02.09 Procedure: Transfers to Other Facilities or Agencies

JF 08/03.00 SEARCHES

JF 08/03.01 Policy

JF 08/03.02 Rationale

JF 08/03.03 Procedure: Transport Searches

JF 08/04.00 RESTRAINTS

JF 08/04.01 Policy

JF 08/04.02 Rationale

JF 08/04.03 Procedure: Transport Restraints

JF 08/05.00 EMERGENCIES

JF 08/05.01 Policy

JF 08/05.02 Rationale

JF 08/05.03 Procedure: Transport Emergencies

JF 08/06.00 WEAPONS/USE OF FORCE

JF 08/06.01 Policy

JF 08/06.02 Rationale

JF 08/06.03 Procedure: Transport Weapons and Use of Force

JF 08/07.00 COURT TRANSPORTS

JF 08/07.01 Policy

JF 08/07.02 Rationale

JF 08/07.03 Procedure: Court Transports

JF 08/07.04 Procedure: Times Scheduled for Court Transports

JF 08/07.05 Procedure: WCCF Staff

JF 08/07.06 Procedure: Special Circumstances During Court Transports

JF 08/07.07 Procedure: Persons Committed to the WCCF by the Court

JF 08/08.00 LEARNING OBJECTIVES

JF 08/08.01 General Transportation Procedures

JF 08/08.02 Transport Searches

JF 08/08.03 Transport Restraints

JF 08/08.04 Transport Emergencies

JF 08/08.05 Weapons/ Use of Force

JF 08/08.06 Court Transports

JF 08/01.00 **GENERAL**

JF 08/01.01 **Purpose**

The purpose of this chapter is to provide policy and procedure regarding the transportation of all persons in custody of the WCCF.

JF 08/01.02 **Cross Reference**

JC 06 - Inmate Wrist Identification Band
JD 02 - Inmate Classification
JD 08 - Privilege Levels
JF 03 - Searches
JF 05 - Use of Less Lethal Force and Restraints

WCSO 3-1-00.00 thru 3-1-06.02 - Use of Force

Weber County Risk Management Policy

JF 08/01.03 **Definitions**

black box	locking device that covers handcuffs
competent authority	policy, Sheriff, jail commander, or duty officer-in-charge
contraband	any item not specifically approved for possession by inmate or that may be used for assault, escape, suicide, etc.
direct contact	physically maintaining control of the inmate (e.g., grasping the inmate's arm or handcuffs)
direct custody	the officer being in close proximity to the inmate so as to control movement, if required
inmate	for the purpose of this policy, inmate may mean inmate, prisoner, arrestee, detainee, or any person in custody of the Weber County Correctional Facility
IWIB	Inmate Wrist Identification Band
OIC	Officer in Charge
prisoner	see inmate above

travel orders	computer generated information sheet authorizing an inmate to be transported outside of the secure facility
unscheduled transportation	any transport not scheduled in advance by the Transportation Unit Supervisor (e.g., emergency medical events, unscheduled court appearance)
UDOC	Utah Department of Corrections
WCCF	Weber County Correctional Facility

JF 08/02.00 **GENERAL TRANSPORTATION PROCEDURES**

JF 08/02.01 **Policy**

It is the policy of the WCCF:

- A. to transport persons in the custody of the WCCF in a safe, secure manner that protects the lives and safety of:
 - 1. the transporting officers;
 - 2. the public; and
 - 3. the person in custody;
- B. that inmates to be transported shall be positively identified using the IWIB;
- C. that all inmates shall be searched prior to being transported;
- D. that all inmates, regardless of the inmate's classification, shall be properly restrained during transport;
- E. that officers transporting inmates shall obey all traffic laws except during evading or emergency situations;
- F. that transporting officer shall not make unscheduled stops during transports while inmates are in custody;
- G. that proper radio procedures be followed during transports; and
- H. that inmates shall wear only WCCF issued clothing or clothing issued by the UDOC during transports.

JF 08/02.02 **Rationale**

- A. While the WCCF transports inmates to various locations to facilitate judicial process, provide secure housing, and provide adequate medical care, the primary concern is to provide security and to protect the public. Unreasonable risks should not be taken to accomplish the movement of inmates.
- B. Appropriate notification regarding the movement of inmates is required to maintain security by keeping inmate counts accurate.
- C. The need to positively identify inmates prior to transport is paramount to preventing escapes and unnecessary movement which could require rescheduling of court appearances, medical appointments, etc.

- D. Transporting officers should observe and adhere to traffic laws for the safety of inmates, officers, and the public. In the event of an escape attempt, officers should be able to take emergency steps to evade or defeat the escape for the safety of the inmates, officers, and the public.
- E. Inmates being transported shall wear WCCF issue clothing so that inmates may be readily identified as a inmate in case of escape. The wearing of specific, limited clothing is necessary to:
 - 1. facilitate required searches; and
 - 2. reduce the possibility of contraband entering the WCCF by hiding contraband in several layers of clothing.
- F. Notifications to the dispatch center and the WCCF are necessary to ensure that:
 - 1. officers are accounted for;
 - 2. officers have not been injured;
 - 3. there have been no escapes; and
 - 4. officers are protected against allegations of misconduct while transporting inmates.

JF 08/02.03 **Procedure: Transport Authorization**

- A. Unscheduled Transports
 - 1. Unscheduled transports are transports that have not been previously authorized and scheduled, such as: emergency medical events, court add-ons, etc.
 - 2. Authorization for unscheduled transports shall be given by:
 - a. the transportation unit supervisor, when available, or
 - b. the operations OIC.
 - 3. Prior to an unscheduled transport, the authorizing supervisor shall determine the security required for the transport based on available information at the time of the transport to include but not limited to:
 - a. Classification level of the inmate(s);

- b. Inmate's prior history of escape or attempted escape;
- c. Armed vs. unarmed officer;
- d. Transport vehicle security devices;
- e. Inmate's charges (e.g., inmate is pending or convicted of a capital offense, etc.); and
- f. High profile cases or inmates.

B. Travel Orders

- 1. Travel orders should originate and be coordinated through the transportation unit supervisor for scheduled transports.
- 2. Transporting officers shall obtain a travel order posted in the transportation office and ensure that the following information is provided:
 - a. Date of transport;
 - b. Destination of transport; and
 - c. Inmate's assigned housing area.
- 3. Emergency transports may be necessary (e.g., medical problems) and shall be authorized by the OIC. The OIC shall also issue the travel order.
- 4. The OIC may issue verbal authorization for transporting if there is a life threatening or other emergency that arises and there is not sufficient time to complete written travel orders.

JF 08/02.04 **Procedure: Inmate Identification**

Inmates to be transported shall be positively identified by observing the Inmate Wrist Identification Band (IWIB).

JF 08/02.05 **Procedure: Property**

- A. Inmates to be transported shall be wearing WCCF issued clothing or clothing issued by the UDOC.

- B. Other than approved clothing (above), inmates to be transported shall not have personal or other WCCF-issued property items in their possession during transports.
- C. Any necessary property items such as wheelchairs, crutches, prosthetic devices, medication, or legal papers should be transported with, but not in the possession of, the inmate.

JF 08/02.06 **Procedure: Transportation Vehicles**

- A. Vehicle sallyports shall be used when available.
- B. Transport vehicles shall be inspected prior to transporting inmates to ensure that the vehicle has fuel, is not damaged, and is otherwise functioning properly for use in transporting inmates. Refer to JF 08/03.00 of this policy for vehicle searches.
- C. Transporting Inmates
 - 1. If the vehicle has a security screen, but only one transporting officer, the inmate shall be placed in the back seat on the right-hand side. If the vehicle does not have a security screen and only one transporting officer, the inmate shall be placed in the right front seat.
 - 2. If the vehicle does not have a screen and there are two transporting officers, the inmate shall be placed in the right rear seat. The second officer shall sit in the left rear seat.
 - 3. One transporting officer should not attempt to transport more than one inmate in a vehicle without a security barrier.
 - 4. All inmates should be secured by the proper use of an available seat belt.

JF 08/02.07 **Procedure: Transport Notifications**

- A. Departing the Facility
 - 1. Inmates to be transported should be removed from the designated holding cell and escorted directly to the vehicle sallyport.
 - 2. The transporting officers shall maintain a list of the names and ID numbers of inmates being transported to be used for the purpose of facility inmate counts.

3. Prior to leaving the WCCF, the transporting officers shall advise the Weber County dispatch center of the following information when possible:
 - a. The officer's 1F number;
 - b. The number and sex of the inmate(s);
 - c. The destination of the transport; and,
 - d. The odometer reading on the vehicle.
4. When applicable, the party or agency that is to receive the transported inmates should be notified that the transport is leaving and, if possible, the estimated time of arrival to the destination.
5. Upon arriving at the transport destination, the transporting officer shall follow radio and security procedures as defined above.

B. Returning to the WCCF

1. When preparing to return to the WCCF, transporting officer shall follow radio and security procedures as set forth in this policy.
2. Upon returning to the WCCF, transporting officers shall enter the WCCF via the vehicle sallyport (if available).
3. The transport officer shall conduct a rub search of transported inmates prior to entering the WCCF.
4. If the transport was for medical purposes, the transporting officers shall contact the WCCF medical office personnel and advise them of:
 - a. any special medical requirements or circumstances resulting from the transport; and
 - b. any prescriptions or further instructions as a result of treatment.
5. Transporting officers should inspect the vehicle for contraband, inmate property, paperwork, etc. that may have been left behind and assure that the vehicle is reasonably clean.
6. Any maintenance problems regarding the transport vehicle discovered during the transport should be documented and forwarded to the OIC.

A. **General**

1. Inmates being transported shall not be left unattended during the transport.
2. Direct custody of inmates should be maintained during the transport.
3. If transporting officer must leave the direct custody of the inmate for exigent reasons (e.g., illness), the officer shall attempt to contact the other facility security to assist in maintaining security of the inmate.
4. Transporting officers shall maintain direct custody of the inmate while escorting the inmate to different areas of the transport destination/facility.
5. Inmates being transported shall not be allowed to have contact with friends, relatives, or members of the general public during the transport, while in a medical facility, a courtroom, or while waiting in transit to or from any destination.
6. Transporting officer(s) shall remain within sight and control the inmate(s).
7. Transporting officer(s) shall maintain proper body position when escorting inmates. The officer:
 - a. shall be aware of possible escape routes and position himself between the inmates and the possible escape route;
 - b. shall maintain position, with the officer's weapon away from the inmate;
 - c. shall maintain position between inmates and members of the general public;
 - d. should isolate inmates in non-public areas whenever possible while waiting for processing or for medical treatment.
8. Inmates in the custody of the WCCF have no guaranteed right to privacy, therefore:

- a. during transports, inmates of the opposite sex may be accorded privacy during toilet requirements and examinations, but security shall not be jeopardized;
- b. when an officer relinquishes direct custody of the inmate for any amount of time, a search of the inmate shall be done when direct custody is regained to assure that the inmate has not appropriated contraband.

B. Medical

1. Medical personnel may resist an officer's presence during medical procedures; however, officers shall maintain direct custody of inmates in the following manner:
 - a. If the room has an escape route, the officer shall remain in the room;
 - b. If the room does not have an escape route, the officer may remain inside the room or just outside the door;
 - c. If positioned outside the room, the officer shall re-enter the room when medical personnel leave, or when any incident occurs that threatens the safety of others or the custody of the inmate.
2. While away from the WCCF on medical transports, the transporting officer should contact the WCCF shift supervisor at one-hour intervals to:
 - a. inform the supervisor of the status of the transport and the inmate(s) being treated; and
 - b. inform the supervisor of an estimated time of return to the WCCF, if known.
3. If it becomes apparent that an inmate may be admitted to a medical facility and be required to stay at the medical facility for an extended period of time (i.e., days, weeks, etc.):
 - a. the transporting officer shall contact the shift supervisor at the WCCF as soon as is practical;
 - b. the WCCF shift supervisor shall contact the duty lieutenant and the facility commander; and,

- c. the WCCF duty lieutenant/ designee shall make arrangements to provide for inmate security with WCCF or other WCSO staff.

JF 08/02.09 **Procedure: Transfers to Other Facilities or Agencies**

- A. When inmates are transferred to another jail, holding facility, or to the Utah State Prison, transporting officers shall comply with the provisions set forth in this policy.
- B. Upon arriving at another facility, the transporting officers should comply with security procedures at that facility.
- C. When transferring custody of inmates to another facility or agency, the transporting officer should:
 - 1. assure that proper paperwork for transfer is completed, if required;
 - 2. assure that property transported with the inmate is transferred with the inmate;
 - 3. assure that restraints used in the transport are collected and returned to the WCCF; and,
 - 4. assure that any WCCF issued clothing is collected and returned to the WCCF.
- D. During long distance transports care shall be taken when stopping for fuel and meals and allowing reasonable access to use toilet facilities;
 - 1. Preparing a planned written itinerary noting alternate and randomly selected stops, and
 - a. remain confidential, and
 - b. a copy of itinerary shall be retained by the transport office.
 - 2. Utilizing other Law Enforcement facilities whenever possible.
 - 3. Initiating contact with alternate facilities for stops, i.e. meals, toilet breaks etc., and gaining approval prior to initiating the transport.
 - 4. Considering any exigent course of action which may be necessary for specific transports.

JF 08/03.00 **SEARCHES**

JF 08/03.01 **Policy**

It is the policy of the WCCF that:

- A. transport vehicles be searched prior to and after transporting inmates;
- B. inmates be searched as necessary prior to, during, and after transport; and
- C. searches of transported inmates be done consistent with WCCF Policy JF 02, Searches.

JF 08/03.02 **Rationale**

- A. To ensure the safety of transporting officers and the public, inmates shall be searched prior to being transported and, if necessary, to locate any hidden weapons or tools of escape.
- B. Transport vehicles are searched to ensure that the vehicle has no hidden weapons or contraband that could endanger that safety of the transport officers or inmates. The transport vehicle shall also be inspected prior to transport to detect damage, low fuel or any other condition that may impact safety or security during transports.

JF 08/03.03 **Procedure: Transport Searches**

A. **Personal**

- 1. Prior to the transport, inmates to be transported shall be thoroughly searched for any weapons or tools of escape or other contraband.
- 2. The search should be conducted by an officer of the same sex as the inmate.
- 3. The transporting officer should search the inmate unless the search was conducted in his presence.
- 4. If, during a transport, transporting officers have reason to believe that an inmate may have appropriated contraband that could jeopardize the safety/security of the transport, the officer should conduct a search of the inmate as follows:
 - a. If the inmate is the same sex as the officer, the officer may conduct a pat down or strip search as appropriate;

- b. If the inmate is of the opposite sex, the officer should visually inspect the inmate. If the officer suspects that the inmate is concealing contraband, the officer should conduct an appropriate search consistent with WCCF policy JF 02, Searches.
- 5. Upon returning to the WCCF after a transport, officers shall thoroughly search transported inmates prior to returning inmates to facility holding or housing areas.

B. Vehicle Inspections

- 1. Prior to each transport, all vehicles shall be inspected for readiness as follows:
 - a. The safety screen, when present, shall be securely in place and undamaged;
 - b. All windows shall be intact and outer door latches in proper working order;
 - c. Rear seat door handles and window controls should be deactivated; and
 - d. The interior of the vehicle shall be thoroughly searched to ensure that no weapons or contraband have been left or hidden in the vehicle.
- 2. The vehicle shall be inspected again after the inmate(s) have been delivered to the destination and/or returned to the WCCF.
- 3. Any damage to vehicles or contraband such as escape tools, weapons, etc. should be immediately reported to the shift OIC.
- 4. Transporting officers shall assure that the vehicle has sufficient fuel and is otherwise in condition to accomplish the transport. This should be done prior to the transport leaving the facility.
- 5. Transporting officers shall ensure cleanliness of transport vehicles.

JF 08/04.00 **RESTRAINTS**

JF 08/04.01 **Policy**

It is the policy of the WCCF that:

- A. inmates to be transported out of the secure perimeter of the WCCF be properly restrained using:
 - 1. handcuffs;
 - 2. waist chains;
 - 3. shackles;
- B. restraints are used to control inmate movement and are not used to punish.

JF 08/04.02 **Rationale**

- A. To control inmate movement and to prevent escapes, proper use of restraints shall be used during transports.
- B. Restraints are a **temporary** method of controlling inmate movement and are not intended to take the place of confinement within a secure facility. Unreasonable risks should not be taken to accomplish inmate movement.

JF 08/04.03 **Procedure: Transport Restraints**

A. **General**

- 1. Inmates should be handcuffed behind the back, using a waist chain, with palms facing outward unless there is an obvious medical reason requiring the inmate be handcuffed in front. Handcuffs shall be double locked.
- 2. Leg restraints shall be used unless there is an obvious medical reason for not doing so and/or the officer is directed not to do so by competent authority. Leg restraints shall be double locked.
- 3. An officer may alter the method of restraint or use other appropriate restraints only when:
 - a. the inmate is in an obvious state of pregnancy;
 - b. the inmate has a physical handicap;

- c. the inmate has injuries that could be aggravated by standard handcuffing procedures; or
 - d. when directed by competent authority.
- 4. Inmates transported to a destination that is 100 miles or more one way may be handcuffed in front when utilizing a black box.
- 5. Inmates being transported shall not be handcuffed to any part of the vehicle during the transport.
- 6. Additional approved restraints may be used to secure an inmate who is physically resisting transport or who displays behavior such that he poses a threat to himself or to the public.

B. Inmate Workers

Inmate Workers transported outside of the secure perimeter on approved work details need not be restrained.

C. Medical Transports

- 1. During medical transports, the transporting officer may remove a particular restraint if:
 - a. the doctor orders the removal; **and**
 - b. the removal is necessary to perform a medical procedure.
- 2. The restraint that was removed should be reapplied immediately upon completion of the medical procedure.
- 3. If an inmate cannot be restrained according to provisions in this policy after receiving medical treatment, transporting officers may adjust restraints to meet special medical needs only if:
 - a. qualified medical personnel recommend that restraints be adjusted to meet a special medical need; and
 - b. the adjustment does not compromise the safety of the transporting officers or other persons; or
 - c. the adjustment does not significantly increase the chance that the inmate may escape.

JF 08/05.00 **EMERGENCIES**

JF 08/05.01 **Policy**

It is the policy of the WCCF that:

- A. officers be trained to identify potential emergencies that may occur during transports; and
- B. procedures be established to outline steps necessary to contain the situation.

JF 08/05.02 **Rationale**

- A. Emergencies may occur during inmate transports. Planned, well thought out responses to potential emergencies should have a positive impact on the safety and security of staff and inmates during transports.
- B. The decision to stop a transport vehicle to investigate if an inmate may have a serious medical emergency must be weighed against the possibility of a faked medical emergency and a planned escape attempt. Therefore, backup should be obtained by transporting officers prior to stopping the transport vehicle if transporting officers have reason to believe there is a faked emergency or potential escape attempt.

JF 08/05.03 **Procedure: Transport Emergencies**

A. **General**

- 1. If an emergency occurs during a transport, the transporting officer shall notify the Weber County Public Safety Dispatch Center and request that they inform the WCCF.
- 2. If an emergency occurs outside of Weber County, the transporting officer shall:
 - a. contact the law enforcement agency responsible for that county on the statewide radio channel; and,
 - b. request that agency inform the Weber County dispatch center and the WCCF.

B. Medical Emergencies

1. During a transport, if an inmate suffers a medical problem that the transporting officer based on his observations and available information believes to be a life-threatening emergency, the transporting officer shall:
 - a. immediately notify the Weber County dispatch center indicating the nature of the emergency;
 - b. contact area law enforcement personnel for backup, if necessary; and
 - c. proceed to the nearest medical facility for treatment of the inmate.
2. If the medical problem does not appear to be an emergency:
 - a. the inmate shall be returned to the WCCF; and
 - b. WCCF medical staff shall evaluate the condition of the inmate.
3. Inmates not involved in the medical emergency shall not be left unattended.
4. Except in life threatening emergencies, the transporting officers should not participate in any medical procedure or other assistance to patients or inmates.

C. Escapes

1. In the event of an escape, the transporting officers should:
 - a. notify the dispatch center requesting backup assistance, if necessary;
 - b. provide the dispatch center with the transports location; and
 - c. provide the dispatch center with a description of the escapee as well as a direction of travel of the escapee, if known.
2. Transporting officers shall not pursue escaping inmates if other inmates are still in custody.

D. Traffic Accidents

1. If the transportation vehicle is involved in a traffic accident, the transportation officer shall contact the Weber County dispatch center and advise them of:
 - a. the location of the accident;
 - b. the number of the inmates in the vehicle; and
 - c. any injuries.
2. The transporting officer shall request the dispatch center to have law enforcement officers from the jurisdiction the accident occurred in to respond to the scene and assist in maintaining security of inmates in the transport vehicle.
3. If the transport vehicle is disabled, the transporting officers shall have the dispatch center contact the WCCF to respond with another vehicle to take custody of transported inmates.
4. The transportation vehicle shall not stop at any accident that it is not involved in if there are inmates in the transport vehicle.

E. Mechanical Failure

If the transport vehicle suffers a mechanical failure and is disabled or would be unsafe to operate, the transporting officer shall contact the Weber County dispatch center to:

1. request area law enforcement officers respond to the scene to assist in maintaining security of the inmates; and
2. request that dispatch contact the WCCF to respond with another transport vehicle to take custody of the inmates.

JF 08/06.00 **WEAPONS/USE OF FORCE**

JF 08/06.01 **Policy**

It is the policy of the WCCF that:

- A. deadly force used during inmate transports be consistent with WCSO policy 3-1-00.00 - Use of Force Policy;
- B. non-lethal force used during inmate transports be consistent with WCCF policy JF 05, Use of Less-Lethal Force and Restraints;
- C. force shall be used to manage and control inmate behavior during transports and shall not be used to punish.

JF 08/06.02 **Rationale**

The use of force may be necessary to gain, regain, or maintain control of violent inmates. Officers must use the amount of force necessary to prevent injury to officers, the inmate, or during transports out of a secure facility, members of the public.

JF 08/06.03 **Procedure: Transport Weapons and Use of Force**

A. **Transport Weapons**

Transporting officers may carry weapons during transports consistent with WCSO policy.

B. **Non-Lethal Force**

- 1. During transports, non-lethal force or weapons may be used to:
 - a. prevent an escape or attempted escape; and/or
 - b. prevent injury to officers, the inmate, or any person.
- 2. Only the amount of force necessary to maintain or regain and retain control of an inmate may be used consistent with WCCF policy.
- 3. If non-lethal force was used during a transport, the transporting officer(s) shall:
 - a. contact the Weber County dispatch center and request backup, if necessary;
 - b. inform the WCCF shift supervisor as soon as is practical; and

- c. complete a written report describing the incident upon returning to the WCCF.

C. Lethal Force

1. The use of lethal force during transports shall be consistent with the Weber County Sheriff's Office policy and procedure manual.
2. WCCF officers authorized to carry duty weapons during transports shall be familiar with the WCSO policy defining the use of deadly force.

JF 08/07.00 **COURT TRANSPORTS**

JF 08/07.01 **Policy**

It is the policy of the WCCF to facilitate court appearances for inmates in the custody of the WCCF by transporting inmates to and from the District Court facility at 2525 Grant Avenue, the United States District Court, and other courts in Weber County.

JF 08/07.02 **Rationale**

- A. It is the goal of the WCCF to transport inmates to various locations to facilitate judicial process. The primary concern is to provide security and to protect the public. Unreasonable risks should not be taken to accomplish the movement of inmates, therefore:
 - 1. restraints shall be used during transports to control inmate movement and prevent escapes;
 - 2. inmates shall be searched prior to transport to locate any contraband, weapons or tools of escape.
- B. Identification of the inmate should be made prior to transport to prevent escapes or unnecessary movement that may require rescheduling of court appearances.
- C. Inmates to be transported should wear specific limited clothing in order to:
 - 1. facilitate required searches; and
 - 2. reduce the possibility of contraband being hidden in several layers of clothing.
- D. Notifications to the Weber County dispatch center are necessary to ensure that:
 - 1. officers and inmates are accounted for;
 - 2. officers and inmates have not been injured; and
 - 3. there have been no escapes.
- E. Transport logs/manifests should be maintained to ensure the accuracy of inmate counts.
- F. Staffing issues should require that court transports occur on a schedule that accommodates:
 - 1. the security needs of the WCCF;

2. the availability of WCCF staff;
3. the required security for scheduled transports; and,
4. the times scheduled by the court for in-custody inmate(s) to appear.

JF 08/07.03 **Procedure: Court Transports**

- A. When WCCF inmates are transported to a court facility, the transporting officer(s) shall comply with the provisions set forth in this policy.
- B. Transporting officers shall:
 1. enter the court facility via the vehicle sallyport, if available;
 2. escort inmates out of the transport vehicle after the sallyport has been secured;
 3. escort inmates to the appropriate holding areas as directed by the court facility security personnel.

JF 08/07.04 **Procedure: Times Scheduled for Court Transports**

- A. Because of limited staffing at the WCCF, court transports should be scheduled to allow for:
 1. security needs of the WCCF;
 2. security required for the transport;
 3. the time scheduled by the court for the inmate's appearance.
- B. In-custody inmates that are scheduled for a court appearance during a specific window of time may be transported to the court facility as appropriate to the needs of the transporting entity (i.e.- inmates scheduled for court at 1030 hours may be transported at the same time as inmates scheduled for court at 0900 hours).
- C. The WCCF court transportation supervisor shall determine the times transports should occur by referring to the court calendar to determine when the court has scheduled an appearance for an in-custody inmate.
- D. The WCCF court transportation supervisor shall ensure that the names of all

in-custody inmates scheduled for court during a specific time window have been added to the court list.

E. Generally, court transports should occur in two movements:

1. Morning - 0800 thru 1100 hours
2. Afternoon - 1300 thru the end of the court day.

JF 08/07.05 **Procedure: WCCF Staff**

A. WCCF Housing Officers

WCCF housing officers shall:

1. escort inmates scheduled for court transports to the designated WCCF court holding areas; and
2. assist in conducting appropriate searches of inmates before securing the inmates in the holding areas.

B. WCCF Transportation Officers

1. Officers assigned to transport inmates to court shall:

- a. obtain the court list; and
- b. contact housing unit officers to have inmates escorted to the designated WCCF holding area.

2. Transporting officers shall:

- a. place the transport vehicle in the sallyport assuring that:
 - 1) the vehicle is inspected and searched; and
 - 2) the vehicle has enough fuel and is otherwise in condition to complete the transport;
- b. identify the inmate(s) to be transported;
- c. search the inmate(s);
- d. apply restraints, to include:
 - 1) handcuffs (behind the back);

- 2) waist chain; and
 - 3) shackles;
- e. prepare a list with the names of inmates to be transported; and
- f. escort the inmates to the vehicle sallyport and secure the inmates in the vehicle.
- 3. Once inside the court facility, the sallyport should be secured by the court facility security personnel. Transporting officers shall then escort inmates to the secure holding areas located at the court facility.
- 4. Court facility security personnel should:
 - a. check the names of the inmates that were transported and assure that the same inmates appear on their court calendars;
 - b. advise WCCF transporting officers of any discrepancy.
- 5. When returning inmates to the WCCF following the inmate's court appearances, transporting officers shall:
 - a. enter the court facility through the vehicle sallyport, which shall then be secured by court facility security personnel;
 - b. account for inmates to be transported by identifying the inmates and comparing their names to the names on the court list;
 - c. assure that inmates are restrained consistent with this policy;
 - d. conduct a rub search or otherwise appropriate search of inmates to be returned to the WCCF.

JF 08/07.06 Procedure: Special Circumstances During Court Transports

A. Add-Ons to Prepared WCCF Court Lists

- 1. Occasionally, there may be inmates required to appear at court whose names do not appear on prepared court lists or calendars.
- 2. Changes or add-ons to the court lists or calendars may be made by competent authority (i.e. bailiffs, court clerks, WCCF records office) and should be directed to the Transportation Unit Supervisor.
- 3. The WCCF Transportation Unit staff shall log these changes as described by indicating times and who requested the change along with

any significant events regarding the transport inmates who are add-ons may take place consistent with all other provisions of this procedure.

B. Meals

1. WCCF inmates that are required by the court to remain at the court facility during WCCF scheduled lunch periods may expect to receive lunches provided by the WCCF.
2. Court facility security personnel shall advise the WCCF in sufficient time when an inmate is required by the court to remain at the court facility during lunch.
3. The WCCF court transportation supervisor shall inform the culinary staff in sufficient time of the number of lunches that should be prepared for inmates that are held over at court.
 - a. These lunches may be sack lunches.
 - b. The culinary staff shall prepare the lunches.
 - c. WCCF transport officer(s) are responsible to deliver WCCF prepared lunches to the court facility during the WCCF scheduled lunch period.
4. WCCF inmates that are required to remain at the court facility during the WCCF scheduled dinner period may still expect to receive dinner provided by the WCCF.
5. The culinary staff will prepare and set aside regular inmate dinners. Inmates that are out to court during the WCCF scheduled dinner period may receive a dinner tray when the inmate is transported back to the WCCF after the court appearance.

C. Jury Trials

1. Inmates appearing for jury trials may be required to wear civilian clothing. The WCCF may assist in facilitating this; however, the responsibility for civilian clothing rests with the inmate's attorney. Currently, civilian clothing is delivered to the court facility and court facility security personnel ensure that the inmate has access to the clothing.
2. Jury trials may also take place on a different court schedule than other types of scheduled inmate court appearances.

3. The court transportation supervisor shall:
 - a. determine when the inmate should be made available to court facility security personnel, if different than other court transports, and ensure that any other special arrangements have been made (i.e., civilian clothing, meals, etc.)
 - b. advise the WCCF commander of any other special circumstances required regarding each transport.

D. High Profile Inmate or Cases

1. High profile cases or inmates may be required to be transported separately and with an added degree of security.
 - a. The court facility security personnel shall advise the WCCF court transportation supervisor of the level of court imposed security required for high profile cases or inmates.
 - b. The WCCF court transportation supervisor shall:
 - 1) recommend any changes in the level of security required for a transport, if different from other court transports; and
 2. forward the recommendations to the WCCF Commander/designee.
2. The WCCF Commander/designee shall make the final determination regarding the level of security required for high profile cases or inmates to be transported for court.

E. Inmate Medical Emergencies

1. If an inmate experiences a medical emergency while in the custody of court facility security personnel, court facility security personnel should:
 - a. contact emergency medical services personnel (i.e., Fire Department);
 - b. take appropriate first aid actions, if necessary; and
 - c. contact the WCCF and notify the WCCF Transportation supervisor or shift OIC of the emergency.

2. If emergency services personnel determine that the inmate should be transported to the hospital, the WCCF court transportation supervisor shall assign a WCCF officer to accompany the inmate.
3. If it is determined by emergency medical services personnel that the inmate should be transported and cannot wait until a WCCF officer arrives to accompany the inmate, a court facility security officer should accompany the inmate to the hospital until a WCCF officer can relieve him.

JF 08/07.07 **Procedure: Persons Committed to the WCCF by the Court**

- A. Persons who appear at court by summons or after bailing out of jail may be sentenced by the court to incarceration at the WCCF. Court Bailiffs may be ordered to take custody of these individuals at that time. These persons are the responsibility of the bailiffs and court facility security personnel until the person is presented at the WCCF for booking.
- B. It shall be the responsibility of the court bailiff to assume custody of the person committed to jail to:
 1. remove the arrestee from the court room;
 2. escort the arrestee to the appropriate court secure holding area;
 3. search the arrestee and remove personal property from the arrestee;
 4. inventory personal property confiscated from the arrestee on an inventory form and store the property separately from the arrestee in preparation for transport to the WCCF; and
 5. ensure that the appropriate paperwork is compiled (i.e., commitment papers, OTS, etc.) and that the paperwork is delivered with the arrestee to the court secure holding area.
- C. At the discretion of the WCCF, persons committed by the court for a period of incarceration upon appearing at court while not in the custody of the WCCF:
 1. may be transported to the WCCF by WCCF transporting officers and shall be transported to the WCCF consistent with times scheduled for returning in-custody inmates to the WCCF; and
 2. shall be the responsibility of the court bailiff until custody is accepted by the WCCF transporting officer.

- D. When custody of the arrestee is accepted by the WCCF transporting officer, it shall be the responsibility of the WCCF transporting officer to deliver the arrestee to the WCCF ensuring that:
1. the arrestee has been restrained consistent with this procedure;
 2. the arrestee is searched; and
 3. the appropriate paperwork is transferred with the arrestee.
- E. Upon arriving at the WCCF, the transporting officers shall escort the arrestees to the booking area for processing by following procedures outlined in WCCF policy.

JF 08/08.00 **LEARNING OBJECTIVES**

JF 08/08.01 **General Transportation Procedures**

Staff shall demonstrate an understanding of:

- A. who can authorize transports,
- B. identification of inmates prior to transports,
- C. inmate property allowed during transports,
- D. notification procedures before, during, and after transports, and,
- E. inmate supervision requirements during transports.

JF 08/08.02 **Transportation Searches**

Staff shall demonstrate the understanding of the types of searches to be conducted while transporting inmates, to include:

- A. vehicle searches, and
- B. personal searches.

JF 08/08.03 **Transport Restraints**

Staff shall demonstrate the understanding of:

- A. the types of restraints to be used for transports
- B. how to apply restraints.

JF 08/08.04 **Transport Emergencies**

Staff shall demonstrate the understanding of emergency procedures while on transports to include basic procedures during:

- A. medical emergencies,
- B. escapes,
- C. traffic accidents,
- D. vehicle mechanical failure.

JF 08/08.05 **Weapons/Use of Force**

Staff shall demonstrate an understanding of:

- A. weapons authorized for use during transports consistent with WCCF/WCSO policy,
- B. authorized use of force during transport.

JF 08/08.06 **Court Transports**

Staff shall demonstrate an understanding of:

- A. court transportation procedures,
- B. scheduling for court transports,
- C. special circumstances during court transports.