


MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Transportation SUBJECT:	9:001
	Fleet Maintenance/Inventory AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	Transportation Supv. / KV/PK Site Commanders

REVISED DATE: 6/14/06

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I. POLICY:

It is the policy of Monroe County Detention Facilities to ensure that all vehicles are well maintained both mechanically and visually. An inventory of all issued equipment will be noted on the Fleet Maintenance/Inventory Form.

II. REFERENCE:

Vehicle Owner's Manual.

III. SCOPE:

These procedures apply to the Transportation Supervisor and KV/PK Site Commanders.

IV. PROCEDURES:

A. Maintenance of Vehicles

1. The Transportation Supervisor will have the vehicle taken to the county yard for maintenance.
2. If the county yard cannot fix it, the Transportation Supervisor will complete a requisition for the car to be repaired elsewhere and forward the requisition through the chain-of-command.
3. Upon approval, the Transportation Supervisor will schedule the vehicle repairs with a vendor.

NOTE: All vehicles assigned to the Bureau of Corrections will be serviced every four thousand (4,000) miles.

Transportation


Fleet Maintenance/Inventory

B. Inventory of issued equipment

1. The Transportation Daily Vehicle Inspection Form will be completed on each vehicle every time the vehicle is utilized by a new operator. (See Vehicle Inspection P/P for form.)
2. The Transportation Daily Vehicle Inspection Form will be reviewed by the Transportation Supervisor / KV/PK Site Commanders for verification of inventory.

C. Bulk Inventory

1. An inventory of the items will be conducted by the Transportation Supervisor once a month (e.g., oil, fluids, wiper blades).
2. The items will be replaced as needed.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Transportation SUBJECT:	
	Radio Communication for Transportation Operations	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	All Transportation Personnel

REVISED DATE: 6/14/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to maintain an established radio communications standards for all transportation operations.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Transportation Personnel.

IV. PROCEDURES:

- A. All hand held radios have four zones and many channels for each zone. Zone 1, channel 1 (SOPTL1), is the main channel to utilize for all sectors throughout Monroe County.
- B. All communication transmissions will be conducted in PLAIN TALK.
- C. Each Transportation Officer is assigned a radio call number (e.g., D630, D631, D632). These numbers will allow dispatch to identify the officer.
- D. When transmitting, the officer will identify him/herself first and identify the location or other officer s/he wishes to speak to (e.g., D630-Central, D630-D631).
- E. Dispatch will acknowledge the officer's transmission by stating the time of transmission in military time (e.g., D630-2301).

Transportation

Radio Communication for Transportation Operations

F. Transporting Inmates - Within the County

1. When the officer begins his/her transport run, the officer will transmit a call to dispatch with the following information:
 - a. Officer's radio call number
 - b. Number of inmate(s) on-board
 - c. Destination or arrival location
2. If the transport run is from one sector to another, the officer will transmit one time, or as many times s/he feels is necessary when traveling from one point to another.
3. When transporting female or juvenile inmates, the following information will be added to the transmission.
 - a. Number of female or juvenile inmates
 - b. Beginning mileage
 - c. Ending mileage
4. During the transport, dispatch will conduct periodic status checks with the Transport Officer (e.g., Central-D630 Code Five).
5. The officer will reply using the closest mile marker (e.g., D630-at MM44, Code Five).


G. Transporting Inmates - Out of County

1. The above procedures (section G.) will apply until the officer exits the county (MM113).
2. The officer will stay on the main channel (SOPTL1) until MM113. At MM113, the officer will advise dispatch that they are leaving the county and give their mileage. The officer will then switch over to zone four, channel 1 (MA CALL). FHP monitors this channel.
3. If transporting females or juveniles, the number of female or juvenile inmates and the mileage information must also be transmitted.

Transportation

Radio Communication for Transportation Operations

4. If the officer's transmission is not acknowledged, the officer will document the time and the transmission s/he attempted.
5. On the return run these procedures will also apply.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Transportation SUBJECT:	
	Transportation of Inmates AREAS OF RESPONSIBILITY:	
	Monroe County Detention Facilities	PERSON RESPONSIBLE: Transportation Supervisor

REVISED DATE: 6/14/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to transport inmates in a safe and humane manner under the supervision of Transportation Officers in a cost effective manner. Restraining equipment must never be used as punishment or in a way that causes undue physical pain or restricts the blood circulation or breathing of an inmate.

II. REFERENCE:

MCSO General Operations Manual Chapter 31:3.

III. SCOPE:

These procedures apply to All Transportation Personnel.

IV. PROCEDURES:

NOTE: There will be no smoking during transportation. ALL inmates will be transported wearing shower slides with no socks.

A. Satellite facility Transports (i.e., Key Vaca and Plantation Key)

1. Transportation must be notified by a facility that a transfer is required due to the following reasons:
 - a. Court
 - b. Housing
 - c. Medical/Dental

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Transportation of Inmates

- d. Court Order
 - e. Any other authorized situations.
2. Transportation will schedule the transfer for the next available run by placing the inmate's name and reason for transfer on the Inmate Transfer List.
 3. Transportation will contact the Intake/Release Sergeant, Medical, and the Classification Officer to notify them of the estimated time of departure, inmates' names being transferred, and reason for transfer.
 4. The Transportation Supervisor will brief the Transporting Officer(s) of the transfer, to include any unusual circumstances, if applicable.
 5. The Transportation Officer will complete the Inmate Transport Log.
 6. At the completion of the transport run, the Transportation Officer will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office.
 7. The night Transportation Officer will bring all completed paperwork up to the Transportation Supervisors Office at the end of his/her shift.
- B. Medical Facility Transports
1. Reasons for transporting inmate(s) to medical facilities are, but not limited to:
 - a. By court order
 - b. By request of the Medical Department (non-emergencies)
 2. Transportation shall schedule the transport for the next available run, unless the court order or medical request specifies a time and date, by placing the inmate's name and reason for transport on an Inmate Transfer List.
 3. The Transportation Supervisor shall brief the Transporting Officer(s) of the transport to include any unusual circumstances, if applicable.

Transportation

Transportation of Inmates

4. When transporting inmates to a hospital, appropriate restraints will be used. The restraints will remain in place unless a request for removal is made from medical personnel. At no time will more than one restraint be removed. If a restraint is removed, annotate the removal in the Vehicle Log including:
 - a. Who (name) requested restraint removal
 - b. Why the restraint was removed
 - c. Time restraint was removed and then re-applied
 5. The Transportation Officer will complete the Inmate Transport Log.
 6. At the completion of the transport run, the Transportation Officer will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office.
- C. Out of County Transports
1. Court Order Transports
 - a. Transportation will receive a court order for transport from the Judicial Court ordering the transport of the inmate.
 - b. Transportation shall schedule the transport for the next available run unless the court order specifies a specific time and date by placing the inmate's name and reason for transport on the Inmate Transfer List.
 - c. The Transportation Supervisor shall brief the Transporting Officers of the transport to include any unusual circumstances, if applicable. All out of county transports will require two officers in the transport vehicle.
 - d. The Transportation Officer will complete the Inmate Transport Log.
 - e. At the completion of the transport run, the Transportation Officer will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office.

Transportation

Transportation of Inmates

2. Network Transports
 - a. If a specific run is scheduled to pick-up or drop-off a wanted person from or for another county, the Transportation Supervisor may contact other counties within the state along the route to schedule the pick-up, transport, and drop-off of other inmates from or for other counties along the route.
 - b. The Transportation Supervisor shall brief the Transporting Officer of all transports, pick-ups, and drop-offs along the route to include any unusual circumstances, if applicable.
 - c. The Transportation Officer will complete the Inmate Transport Log.
 - d. At the completion of the transport run, the Transportation Officer will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office.

- D. State Facilities Transports (e.g., South Florida Reception Centers, Restitution Centers, Mental Health Centers)
 1. The Transportation Supervisor shall:
 - a. Compile a list of all inmates cleared for transport.
 - b. Retrieve prison or commitment package from the Records Department.
 - c. Retrieve medical transfer package and medications for inmates cleared for transport.
 - d. Retrieve the inmate's personal data sheet from Records.
 - e. Contact the state facility to advise them of the number of inmates being transported to them.
 - f. Brief the Transportation Officer(s) of the transport to include any unusual circumstances, if applicable.

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Transportation of Inmates

2. The Transportation Officer will complete the Inmate Transport Log.
 3. At the completion of the transport, the Transportation Officer will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office.
- E. Transports via Aircraft

When contracting out of county or out of state extraditions, the Prisoner Transportation Cost Comparison Form will be utilized to show cost comparison.

NOTE: All aircraft transports are coordinated through the Aviation Coordinator.

F. Transporting Inmates in Special Situations

The unusual circumstances surrounding such situations as transporting inmates to attend funerals, visiting hospitals and critically ill persons, or attending other functions provide extraordinary opportunities to inmates for unauthorized personal contact, escape, or inflicting injury on themselves or others. Special precaution and security measures should be stipulated and employed.

1. Transporting inmate(s) to special functions shall only be done per court order, and two officers shall transport the inmate(s) to the function and guard the inmate(s) during the function.
2. Transportation shall schedule the detail for the next available transport by placing the inmate(s) name and reason for transport on the Inmate Transfer List.
3. The Transportation Supervisor shall brief the Transporting Officers in special situations of any unusual circumstances, if applicable.
4. Transportation will contact the Intake/Release Sergeant, Medical, and Classification to notify them of the estimated time of departure, name of inmate(s) being transported, and reason for transport.
5. The Transportation Officer will complete the Inmate Transport Log.

Transportation

Transportation of Inmates

6. The inmate(s) being transported will be thoroughly searched before departure.
 - a. Positive photo ID and data sheet (on prison runs)
 - b. Date of birth
 - c. Social security number should be used
 - d. Ask basic questions for ID, etc.
7. All inmates being transported will be handcuffed, shackled, and belly chained. Exceptions are:
 - a. Pregnant females will only be handcuffed.
 - b. Verified medial injuries will either be handcuffed or shackled as necessary.

NOTE: Any medical condition claimed by an inmate must be verified with medical staff ONLY before a decision not to apply a restraint.

8. Inmates who use wheelchairs, canes, crutches, or walkers

Inmates in wheelchairs will be transported in lift-equipped correction vehicles along with two Transportation Officers. The Transportation Officers will receive training on proper transporting techniques for people with disabilities. The following procedures will apply:

- a. Inmates being transported will be properly secured at all times.
- b. Wheelchair restraints (i.e., straps and wheel locks) will be utilized at all times.
- c. Inmates who utilize wheelchair due to a physical impairment may be transported on vehicles specifically modified to transport general population/A.D.A. classified inmates. In the event these inmates require additional equipment for transportation, they shall be transported independently from other inmates.

Transportation

Transportation of Inmates

- d. Once an inmate has been escorted into a vehicle, canes, crutches, walkers, etc., shall be temporarily secured while the inmate is being transported. These devices shall be returned to the inmate once the destination has been reached.
 - e. Handcuffs, shackles, and/or any other restraining devices shall be utilized to transport inmates accordingly. However, it is the Department's policy that all inmates being transported to any destination and/or facility must be properly secured. Inmates who are wheelchair users may need to be handcuffed in front for balance.
 - f. Inmates will be handcuffed to the wheelchair if not leg shackled.
9. No personal contact and no phone calls will be allowed with relatives or anyone else.
 10. All vans or cars utilized to transport inmates in special situations will have the following:
 - a. Cages with safety barriers
 - b. Removed window cranks
 - c. Removed door handles
 11. All inmates, when returning to the detention facility, shall be searched and checked for contraband.
 12. The Transportation Officer will complete the Inmate Transport Log.
 13. At the completion of the transport, the Transportation Officers will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office for review.
 14. Documentation should be provided to the Transporting Officers and accompany the inmate(s) in transport that would alert the Transporting Officer of personal traits that the inmate might have such as:

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Transportation of Inmates

- a. Classification
- b. Suicide potential
- c. Escape risk

G. Transportation Searches

1. All inmates, including trusties, must be pat searched by the Transportation Officer immediately before being placed into transport vehicle. No combs, pens, pencils or food items will be allowed to be carried by the inmates.
2. All personal items retrieved during search will be placed in a bag and remain in possession of the Transportation Officer until the final destination is reached.

H. Transportation Counts

1. The Transportation Officer is to confirm name and number of inmates for transport with the Intake/Release Officer before escorting the inmates to the transportation vehicle.
2. A name count must be taken after all inmates are seated. Name counts should be repeated whenever the vehicle stops at any destination and repeated again when the journey is resumed to the next destination.

I. Special Provisions

1. The officer to inmate in transport ratio is to be decided by the Transportation Supervisor.
2. If there is an accident or the transport vehicle breaks down, the Transportation Officer shall:
 - a. Notify Sheriff's Dispatch by radio
 - b. Remain with the vehicle and inmates at all times
3. If an inmate(s) escapes while in transport, the Transportation Officer shall:
 - a. Immediately notify Sheriff's Dispatch of the escape including:

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Transportation of Inmates

- (1) Direction of flight
 - (2) Complete description of escaped inmate(s)
 - (3) Whether the escapee is armed with any instrument and/or weapon
- b. Remain with the other inmate(s) under your control. Ensure they are secured and placed inside the vehicle immediately to prevent further escape(s).
 - c. If the escaped inmate was the only inmate in transport, secure the vehicle and pursue.
4. Use of Force: Refer to the MCSO General Operations Manual Chapter 31:3-31:6.
 5. When the officer begins his/her transport run, the officer will transmit a call to dispatch with the number of inmates on-board and destination or arrival location. If the transport run is from one district to another, the officer will transmit one time, or as many times s/he feels is necessary while traveling from one point to another.
 6. All female inmates should be transported by a female officer whenever possible. When a male officer transports a female inmate he will:
 - a. Notify dispatch with the number of females, destination, and starting mileage.
 - b. Make frequent calls to dispatch along the route giving mileage and location.
 - c. Notify dispatch on arrival at destination with the ending mileage.
 7. When transporting juvenile inmates, all transporting officers shall:
 - a. Notify dispatch with the number of juveniles, destination, and starting mileage.
 - b. Make frequent calls to dispatch along the route giving mileage and location.
 - c. Notify dispatch on arrival at destination with the ending mileage.

Transportation

Transportation of Inmates

8. Radio Communications: All Transportation Officers shall refer to the policy and procedures on Radio Communications for Transportation Operations and follow these procedures when transporting inmates.


9. Court House Holding Sally Port

Before the transportation vehicle exits the sally port, a Transportation Officer wearing a weapon will step out into the street to make sure the area is secure. The Transportation Officer will be looking for anything suspicious before stopping traffic and allowing the transporting vehicle to exit the sally port.

NOTE: The shall be done before the sally port door is opened and any transportation vehicle (with or without inmates) exits the sally port.

K. Inmate Clothing During Transport

1. Inmates being transported between jails, courts, and outside trusty work details will be in the appropriate inmate uniform as well as stenciled MCDC underwear.
2. Inmates will not wear socks while being transported between facilities.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Transportation SUBJECT:	
	Vehicle Inspections AREAS OF RESPONSIBILITY:	
	Monroe County Detention Facilities	PERSON RESPONSIBLE: Transportation Supervisor

REVISED DATE: 6/14/06

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to ensure that a daily vehicle inspection is completed on all MCDC transportation vehicles. A monthly vehicle inspection shall be completed by the Transportation Department on all vehicles assigned to other personnel of the MCDF.

II. REFERENCE:

None.

III. SCOPE:


These procedures apply to All Transportation Personnel.

IV. PROCEDURES:

A. Daily Vehicle Inspection

1. After being assigned a vehicle for a detail, the Transportation Officer or designated driver shall conduct an inspection and complete the Transportation Daily Vehicle Inspection Form.
2. The designated driver shall forward the Transportation Daily Vehicle Inspection Form to the Transportation Supervisor at the completion of their detail.
3. The Transportation Supervisor shall review the daily vehicle inspection forms noting any deficiencies, and s/he shall order corrective actions or repairs to return the vehicle to proper condition.

- B. Annual Vehicle Inspection - The Transportation Supervisor/Designee shall complete an Annual Vehicle Inspection Form on all vehicles assigned to individuals in the MCDF.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Transportation</p>	<p>NUMBER:</p> <p>9:005</p>
	<p>SUBJECT:</p> <p>Vehicle Logs</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Transportation Supervisor</p>

REVISED DATE: 9/15/99

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to ensure that proper documentation is entered into the Vehicle Logs.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Transportation Personnel.

IV. PROCEDURES:

- A. The following entries shall be entered into the Vehicle Log each time a vehicle is utilized:
1. Date
 2. Time
 3. Drivers Name
 4. Location Departing and Destination
 5. Arrival Location Time
 6. Number of Persons Aboard
 7. Any Other Pertinent Information (e.g., problems with persons or vehicle)
- B. A separate Vehicle Log shall be kept in each vehicle.
- C. The Vehicle Log will be reviewed and signed by the Transportation Supervisor weekly.