

**CHAPTER: 700**

**Operational Security**

**DEPARTMENT ORDER:**

**705 – Inmate Transportation**

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**OPS**

# Arizona Department of Corrections

## Department Order Manual

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Charles L. Ryan, Director

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## **PURPOSE**

This Department Order establishes the requirements and guidelines for transportation of inmates at the Department and local levels. All inmate transportation shall be completed using appropriate security and safety measures. Department employees shall meet specific qualifications and training standards prior to assignment as Transportation Officers. The Director may authorize specific exceptions to this Department Order when inmates are classified as High-Control-Needs custody level.

## **APPLICABILITY**

References to an Electronic Health Record (EHR) are currently only applicable to Department institutions. EHR references will be applicable to private prisons once they are added to the EHR system.

This Department Order is applicable to Department employees and private prison staff.

## **PROCEDURES**

### **1.0 TRANSPORTATION OF INMATES**

1.1 The Warden, Deputy Warden or designee shall:

1.1.1 Select Transportation staff and appoint a Local Transportation Supervisor who shall serve as the institution/facility's Transportation Liaison with Health Services, the Offender Information Unit (OIU), and the Central Office Accountability and Movement Officer (Accountability and Movement Officer) for the movement and transportation of inmates.

1.1.2 Provide the Statewide Transportation Coordinator the name, position, and telephone number of the Local Transportation Supervisor. Private prisons shall be exempt.

1.1.3 Ensure the appropriate staff:

1.1.3.1 Prepares an Inmate Movement Report, Form 705-2, for those inmates who are transported off-site for another reason than an assigned work crew. When the Inmate Movement Report form is not in use at private prisons, private prison staff shall use the appropriate approved form.

1.1.3.2 Use the "V Gate Roster" produced by the Master Pass/Turn-Out Scheduling System (TOSS), for those inmates assigned to work crews outside the housing unit and/or institution/facility.

1.1.4 Ensure appropriate security measures are taken to maintain custody and control of inmates to be transported.

1.1.5 Authorize private prison staff to provide transportation if/when appropriate.

1.1.6 Approve or deny all requests for a non-escorted transport.

1.1.7 Determine which inmates are designated Code Red and update the Complex Code Red list on a monthly basis.

- 1.1.7.1 Unless specifically designated by the Warden or designee on a case by case basis, only Close and Maximum Custody inmates shall be designated as Code Red.
- 1.1.8 Approve transports for inmates on Death Row and/or Code Red.
- 1.1.9 Ensure compliance with all court-ordered movement.
- 1.1.10 Designate a single permanent central location for receiving inmates, inmate records, medications, and property. Each institution/facility shall have one central receiving area for pickup and delivery of inmates.

## 2.0 TRANSPORTATION OFFICER QUALIFICATIONS

### 2.1 Officer Qualifications – Transportation Officers shall meet the following criteria:

- 2.1.1 Be a graduate of a Department operated academy. Private prison staff shall be certified as Transportation Officers in accordance with the contract.
- 2.1.2 Possess a current, valid Arizona Driver's License required for the type of vehicle operated.
  - 2.1.2.1 Transportation Officers shall present their Driver's License prior to checking out a State vehicle.
  - 2.1.2.2 Transportation Officers' driving records shall be subject to periodic review.
- 2.1.3 Meet Department medical requirements; be full duty status.
- 2.1.4 Have attained permanent status in the Department and have a minimum of one year experience, with direct inmate contact as a Correctional Officer.
  - 2.1.4.1 A Transportation Officer on an unscheduled/emergency transport may be on original probation only if accompanied by a permanent status Correctional Officer.

### 2.2 Required Training – Transportation Officers shall be trained in:

- 2.2.1 Cardiopulmonary Resuscitation (CPR) first aid, blood-borne/airborne pathogens and appropriate precautions.
- 2.2.2 Incident Command System (ICS) procedures.
- 2.2.3 Firearms safety and handling, as outlined in Department Order #510, Firearms Qualification/Firearms Instructor Certification. Transportation Officers shall be required to weapons qualify annually.
  - 2.2.3.1 Department Transportation Officers shall attain certification annually in the usage of Conducted Electrical Weapon (CEW), such as the TASER.
- 2.2.4 Radio procedures and codes.
- 2.2.5 Proper use and application of mechanical restraints.

- 2.2.6 Proper searches of vehicles and inmates.
- 2.2.7 Vehicle operations, including sedans, buses and vans. Officers, to include private prison staff, shall have attended and completed all classes required by the Arizona Department of Administration (ADOA) Risk Management and the Department.
- 2.3 Arizona Correctional Industries – Arizona Correctional Industries staff shall:
  - 2.3.1 Possess a current Arizona Driver's License required for the type of vehicle being operated.
    - 2.3.1.1 Staff shall present their Driver's License prior to checking out a State vehicle.
  - 2.3.2 Have their driving records subject to periodic review.
  - 2.3.3 Be trained in CPR, first aid, blood-borne/airborne pathogens and ICS procedures.
  - 2.3.4 Be familiar with radio procedures and codes.
  - 2.3.5 Be trained in applicable vehicle operations and complete all classes required by the Arizona Department of Administration (ADOA) Risk Management and the Department.

### **3.0 INTRA-DEPARTMENTAL COORDINATION AND TRANSPORTATION OF INMATES**

- 3.1 The Accountability and Movement Officer, in coordination with Statewide Transportation Coordinator and the Local Transportation Supervisors, shall authorize and schedule Intra-Departmental transfers of inmates.
  - 3.1.1 Transfers shall be scheduled using the appropriate Adult Information Management System (AIMS) screen. The Statewide Transportation Coordinator shall authorize and schedule Intra-Departmental transfers of inmates, except in emergency situations, such as disturbances and same day medical appointments.
  - 3.1.2 All inmates received at Arizona State Prison Complex-Phoenix, Alhambra, who have been convicted of first degree murder, with a life sentence or a death sentence, or who have been previously validated as a Security Threat Group (STG) member shall, upon receiving authorization to transport from Central Classification, be transported to the ASPC-Florence or ASPC-Eyman, or ASPC-Lewis, Rast Unit, within the same day of their arrival.
    - 3.1.2.1 On a case by case basis, the ASPC-Phoenix Warden or designee may make an exception to the above.
- 3.2 The Statewide Transportation Coordinator shall:
  - 3.2.1 Coordinate with the Local Transportation Supervisors.
  - 3.2.2 Re-assign resources as needed to complete scheduled transportation.
  - 3.2.3 Monitor transportation routes and movement.

- 3.2.4 Monitor the transfer of inmate medication.
- 3.2.5 Oversee statewide transportation and movement.
- 3.3 The Local Transportation Supervisor shall:
  - 3.3.1 Coordinate and schedule inmate transportation with the Accountability and Movement Officer.
  - 3.3.2 Schedule Transportation teams using a driver and an escort officer and coordinate transportation trips, routes and stops.
  - 3.3.3 Arrange for transporting and receiving of inmates, inmate records, medications and/or property to include ensuring the Offender Information Unit provides electronic copies of movement lists to the Health Unit, property staff, visitation staff and accountability officers, of the affected units.
  - 3.3.4 Ensure the number of sack lunches requested by Statewide Transportation has been prepared and delivered to the Central Intake and Processing (CIP) location prior to the statewide transport arrival or departure.
  - 3.3.5 Ensure compliance with this Department Order by all institution staff involved in transporting inmates and ensure all transportation reports are filed appropriately.

#### **4.0 GENERAL TRANSPORTATION INSTRUCTIONS**

- 4.1 Institution staff shall:
  - 4.1.1 Ensure inmates, inmate records and property are prepared for transport, to include property inventories, as outlined in Department Order #909, Inmate Property.
  - 4.1.2 Ensure a Discharge/Transfer Receipt, Form 705-6, is completed and provided for each applicable area for each inmate being transported, checked for accuracy and provided to the receiving institution/facility. A copy shall be maintained by the sending institution/facility.
  - 4.1.3 Ensure continuity of care for necessary medical needs by communication from the inmate and healthcare staff. Any medical care which is to continue during movement including, but not limited to, medications, medical devices and/or appliances shall be discussed. Only healthcare staff can determine what medical supplies/equipment is necessary to accompany the inmate.
    - 4.1.3.1 Medical devices and appliances not identified as necessary shall be inventoried and transported in the inmate's property. All medically related items belonging to the inmate shall be transported and not held back for later transport.
    - 4.1.3.2 Inmates shall be required to carry all "Keep on Person" (KOP) prescribed medications, in accordance with section 5.0.
- 4.2 Transportation Officers shall:
  - 4.2.1 Transport inmates as assigned.

- 4.2.1.1 Inmates identified as specialized populations, (i.e., sex offenders, Protective Custody, pending Protective Custody review, validated STGs, debriefed STGs, minors, etc.) may be transported with each other and/or with general population inmates if a multi-compartment van is available. If a multi-compartment van is not available, specialized populations shall be transported in a separate vehicle.
- 4.2.1.2 Sex offenders who are approved for Protective Custody (PC) may be transported with other PC inmates.
- 4.2.2 Transport all inmates in a caged vehicle regardless of custody or classification level. A caged vehicle is not required to transport inmates to off-site work details.
- 4.2.3 Not transport male and female inmates together in the same vehicle.
- 4.2.4 Wear Personal Protective Equipment (PPE) in accordance with Department Order #116, Employee Communicable Disease Exposure Control Plan.
- 4.2.5 Conduct visual inspection of the vehicle to ensure it is:
  - 4.2.5.1 Clean.
  - 4.2.5.2 Free of contraband.
  - 4.2.5.3 In compliance with Department Order #404, Fire, Safety and Loss Prevention and has a Vehicle First Aid Kit.
  - 4.2.5.4 Fueled.
  - 4.2.5.5 Mechanically serviceable.
- 4.2.6 Conduct a thorough strip search of all inmates prior to transport, as outlined in Department Order #708, Searches.
  - 4.2.6.1 Inmates on escorted work crews outside the secure perimeter of the unit may be transported to the work site utilizing pat searches instead of strip searches, but shall be strip searched upon return from work.
  - 4.2.6.2 Inmates returning from transports shall be strip searched by Complex or receiving unit staff.
- 4.2.7 Not permit smoking in the vehicle. Inmate smoking materials shall be surrendered to institution staff or Transportation Officers prior to boarding the transportation vehicle.
- 4.2.8 Determine, by review from healthcare staff, if there is any medical care, (i.e., medication, medical devices or appliances) which should continue during transport and allow the inmate to keep the medication or medical device as outlined above. Healthcare staff shall be consulted before any item is denied.
  - 4.2.8.1 Diabetic inmates may require a snack for the trip if snacks have been ordered by the medical provider. The Complex Food Service Liaison may be consulted to obtain necessary information.

- 4.2.9 Have copies of current escape flyer/photographs in their possession for all inmates being transported. Photographs on escape flyers shall be current and of sufficient quality to identify the inmate.
- 4.2.10 Ensure the correct identification of all inmates by conducting a comparison of the face, name and ADC number from the inmate's Inmate Identification Card and escape flyer/photographs as he/she boards the vehicle.
  - 4.2.10.1 Transportation Officers shall retain possession of an inmate's Inmate Identification Card when an inmate is transported to and from a Department institution/facility and surrender it to the receiving officer upon arrival.
  - 4.2.10.2 The receiving officer shall use the Inmate Identification Card and the escape flyer/photograph to ensure identification of each inmate received.
  - 4.2.10.3 If the inmate is transported to a health unit, the escape flyer/photograph shall remain with the health detention unit or the escort/relief officer.
- 4.2.11 Ensure all inmates are appropriately restrained, in accordance with section 9.0. Restraints are not required when transporting a single or multiple Minimum Custody inmates for routine movement within the complex, or to/from satellite units assigned to the complex, or for inmates assigned to off-site work crews. Supervisors shall review the security needs and make final determination for application of restraints prior to allowing the transport to occur.
- 4.2.12 Be armed with a Department issued weapon and munitions. The officer shall not be armed when transporting Minimum Custody inmates as defined in 4.2.6 of this section, or when transporting Minimum Custody work crew inmates. The Transportation Officer shall:
  - 4.2.12.1 Observe local procedures regarding deposit of firearms, munitions, chemical agents and the unloading of inmates, upon arrival at an institution.
  - 4.2.12.2 Obtain firearms, munitions and chemical agents from the designated location only after all inmates have boarded and been secured in the vehicle, when ready to depart an institution.
- 4.2.13 Maintain radio or cellular phone contact with the institution/facility Control Center or the Central Office Communications (COCC) for transports outside the local area in accordance with written instructions, including applicable Post Order(s). Transportation staff shall check out a cellular phone from Main Control for use.
  - 4.2.13.1 Private prison Transportation staff shall maintain contact with the private prison using a cellular phone. Staff shall inform the appropriate private prison staff member of the following when departing:
    - 4.2.13.1.1 Destination
    - 4.2.13.1.2 Estimated time en route (ETE)
    - 4.2.13.1.3 Number of inmates being transported



- 4.2.14 Radio the Control Center of the institution/facility, report the destination, estimated time en route, number of inmates under transport, and note the odometer reading when transporting females.
  - 4.2.14.1 Private prison staff shall notify the appropriate private prison using a cellular phone as outlined in the private prison's procedures.
- 4.2.15 At least two hours prior to the anticipated arrival, radio the Control Center of the destination institution advising them of estimated time en route, number of inmates in transit, number of inmates scheduled for pick up and the number of sack lunches needed. A second contact shall be made 30 minutes prior to arrival.
- 4.2.16 Inform the COCC, by radio or cell phone, of the departure. While en route to a destination with inmates aboard, Transportation Officers shall contact the COCC with security checks every 30 minutes, provide location (highway and milepost or a reference point) and the status, as appropriate. When operating under hazardous conditions, such as bad weather, mechanical or traffic problems, increase security checks to every 15 minutes. Private prison staff shall notify the appropriate private prison facility using a cellular phone as outlined in the private prison's procedures.
- 4.2.17 Transport inmates only to the approved CIP location.
- 4.3 Operational Requirements for All Inmate Transportation Vehicles – Wardens, Deputy Wardens, and Bureau Administrators shall ensure operators of transportation vehicles utilize a spotter during any operation requiring a vehicle to back up opposite of a forward direction of travel.
  - 4.3.1 Spotters shall be required for all reverse operations of a transportation vehicle for all areas of travel, including on-site at an institution or other locations, regardless of whether an inmate is present within the vehicle.
    - 4.3.1.1 A spotter is not required for cars, light duty trucks, and passenger vans, provided the vehicle is equipped with a functional backup camera. Backup cameras may be either original equipment or after-market.
    - 4.3.1.2 Passenger buses and semi-tractor trailers require a spotter before reverse direction movement occurs.
    - 4.3.1.3 For single occupant occurrences away from the institution, a spotter may not be available. In those situations, the vehicle driver shall to the extent possible, avoid circumstances requiring a backup operation.
  - 4.3.2 The spotter shall be a Department employee or contract partner. Inmates shall be prohibited from being a spotter.
  - 4.3.3 In order to ensure the safety of the spotter:
    - 4.3.3.1 Spotters and drivers shall agree on hand signals before backing up.
    - 4.3.3.2 Drivers shall stop backing up if they lose sight of the spotter.
  - 4.3.4 Spotters shall:
    - 4.3.4.1 Maintain visual contact with the driver while the vehicle is backing up.

- 4.3.4.2 Not conduct additional duties while they are acting as spotters.
- 4.3.4.3 Not use personal mobile phones, personal headphones, or other items, which could pose a distraction during spotting activities.

## **5.0 TRANSPORTATION OF RECORDS, MEDICATIONS AND PROPERTY**

- 5.1 Institution Offender Information Unit staff shall seal inmate records prior to transfer and:
  - 5.1.1 Prepare an escape flyer/photograph for each inmate being transported with a current, identifiable photograph of the inmate attached. Escape flyer/photographs shall be placed in an envelope addressed to the statewide Transportation Officers.
  - 5.1.2 In coordination with the Local Transportation Supervisor, forward a copy of the movement schedule to institution's Health Unit, Property, Visitation, and the unit Accountability Officer within one hour of receipt, so files and medications can be prepared for transfer with the inmate.
  - 5.1.3 Initiate the Discharge/Transfer Receipt form and forward it to the CIP area with the inmate files.
- 5.2 Each inmate shall clear the Health Unit prior to movement and such clearance shall be documented to assure continuity of care for necessary medical needs. To the extent possible, movement lists shall be delivered to healthcare staff 48 hours prior to movement.
  - 5.2.1 Medical needs include:
    - 5.2.1.1 The Nurse Transfer-Sending form, generated by the EHR, or the Continuity of Care/Transfer Summary, Form 1101-8.
    - 5.2.1.2 Review for any current medical/mental health holds which would prevent movement. If a medical or mental health hold is in place, it should be determined if the hold can be removed or if the inmate should not be transported. If any hold was placed as a result of an upcoming outside consult/medical appointment, the sending Clinical Coordinator shall notify the receiving Clinical Coordinator of the inmate move and appointments that are scheduled.
    - 5.2.1.3 Review of, and continued use, of any medical device or appliance issued to the inmate.
    - 5.2.1.4 Review of, and continued availability, of medications issued by healthcare staff to maintain the inmate's current health status.
    - 5.2.1.5 Transfer of the inmate's Medical Record and all prescribed unit dose medication in a secured tote at the time of movement. KOP medications are to remain in the inmate's possession.
  - 5.2.2 Designated healthcare staff shall:
    - 5.2.2.1 Verify they have addressed the inmate's medical needs outlined above by signing the appropriate movement documentation.

- 5.2.2.1.1 Non-routine inmate movement shall be handled on a case by case basis; however, healthcare staff shall be given sufficient time to complete documentation.
- 5.2.2.1.2 Prepare the inmate Medical Records and all prescribed unit dose medication for transfer.
- 5.2.2.2 Generate a Nurse Transfer-Sending form or complete the Continuity of Care/ Transfer Summary form, ensuring any special instructions are listed, to include any:
  - 5.2.2.2.1 Necessary medical care (i.e., bandage dressing changes, diet precautions or allergies).
  - 5.2.2.2.2 Medication instructions that may be needed during transportation.
- 5.2.3 Healthcare staff shall attach the medication and Nurse Transfer-Sending form or Continuity of Care/Transfer Summary form to the inmate's record for transportation with the inmate.
- 5.3 Inmate Medical Records and unit dose medications shall be placed in a sealed container by the healthcare staff at the sending institution. The container shall be addressed to the receiving Health Unit.
  - 5.3.1 The receiving institution staff shall advise healthcare staff to have an authorized staff member at the designated location to receive the inmate Medical Records/medications.
  - 5.3.2 Healthcare staff shall report to the central receiving area to take possession of medication and Medical Records.
    - 5.3.2.1 In facilities not having 24-hour Health Services coverage, the receiving officer may receive the Medical Records/medications, when healthcare staff or other medical personnel are not on duty. Once health staff is on-site, the Medical Records/medications shall be transferred to the Health Unit.
- 5.4 Inmate's Medical Records shall be transferred from the Reception and Intake facility to the receiving institution's Health Unit as follows:
  - 5.4.1 The standard of care is to notify the receiving facility's Health Unit when a medical prescription order has not been filled for an inmate prior to transfer. Transferring facilities shall ensure all ordered care is properly documented. Documentation of care and pending care must be entered into the Medical Record prior to transfer.
  - 5.4.2 If the inmate is transferred prior to the completion of the pending medication treatment requiring clinical and/or pharmacy action, the Reception and Intake facility's Health Unit shall:
    - 5.4.2.1 Scan the appropriate Medical and/or Mental Health Continuous Progress Record, the Contractor's Prescription form and any additional records the provider will need to review the same workday into the Medical Record.

- 5.4.2.2 Contact the receiving Health Unit to advise of the newly scanned information and document the communication in the EHR.
- 5.4.3 The receiving nurse shall:
  - 5.4.3.1 Complete a face-to-face encounter with the inmate in a designated area and review the inmate's medication. The receiving nurse shall take appropriate actions to secure replacement medication if medication does not arrive with the inmate.
  - 5.4.3.2 Administer any medications due or past due that may have occurred as a result of transfer to a new site and document the medication administration.
  - 5.4.3.3 Complete the receiving screening in the EHR, following National /Commission on Correctional Health Care Standard P-E-03.
  - 5.4.3.4 Secure the medications and records, and ensure delivery to the appropriate unit.
- 5.4.4 The paper Medical Record shall be immediately filed in accordance with Department Order, #1104, Inmate Medical Records and the Health Services Technical Manual.
- 5.5 Inmate Medication Transfer Process – The Inmate Medication Transfer Process shall ensure all inmates' KOP medications and Direct Observed Therapy (DOT) are accounted for when departure and arrival takes place and eliminating inmates' medication lapse. Staff shall ensure continuity of care and compliance with the inmate medical transfer process for their respective post.
  - 5.5.1 Departure
    - 5.5.1.1 Unit Count/Movement Staff shall review confirmed movement orders via the AIMS movement screen, and forward to shift personnel for completion of an inventory.
    - 5.5.1.2 Healthcare staff shall send a KOP roll-up list via email to the unit Deputy Warden, Associate Deputy Warden, Chief of Security, and Accountability Officer.
    - 5.5.1.3 The KOP roll-up list shall be given to the Correctional Officer(s) assigned to conduct the property inventory.
    - 5.5.1.4 Assigned Correctional Officers shall utilize the KOP roll-up list to confirm prescribed medications are present.
    - 5.5.1.5 The officer completing the property inventory shall provide a plastic bag to the inmate for KOP medication placement, verbally instructing the inmate he/she must keep the bag on his/her person throughout the duration of transport.
      - 5.5.1.5.1 Regardless of time of inventory, the bag containing the KOP medication shall remain with the inmate.

- 5.5.1.6 At the time of transport, security staff shall escort the inmate to the CIP/HUB holding area with the KOP plastic bag in the inmate's possession.
- 5.5.1.7 Upon preparation for departure, transportation staff shall escort the inmate with KOP medications to the healthcare staff for documentation and verification to confirm all medication(s) are accounted for.
- 5.5.1.8 Healthcare medical staff shall identify and compare medications noted on the Transfer Medications form, generated by the EHR, to the KOP medications currently in possession and ensure DOT medications are present.
- 5.5.1.9 Healthcare staff shall:
  - 5.5.1.9.1 Inspect KOP medications for compliance and remove those that are expired or are in excess.
  - 5.5.1.9.2 Sign and attest to the presence of all medications prior to the inmate departing the area.
- 5.5.1.10 Once healthcare staff has verified all medications are present, the inmate shall sign and attest to receipt of the issued KOP medications and retain possession of the KOP medications for transport.
- 5.5.1.11 If the inmate refuses to sign the document, a legible witness's signature from correctional staff is required on the Transfer Medication form.
- 5.5.1.12 If a discrepancy exists, an Information Report, Form 105-2, shall be completed by CIP/HUB staff that details the discrepancies identified by healthcare staff.
- 5.5.1.13 Healthcare staff shall communicate with the receiving facility utilizing the Intersystem Transfer Contact Distribution List (Maintained on the Department Shared Drive) via email and telephonically.
- 5.5.1.1 If the medication is absent and/or the inmate admits to giving or throwing the medications away during the transport, the inmate shall be issued discipline for destruction of state property with the pursuit of restitution in accordance with Department Order #803, Inmate Disciplinary Procedure.
- 5.5.1.2 Healthcare staff shall ensure the completed Transfer Medication forms are attached and DOT medications are verified, and placed into the designated transportation bin.
  - 5.5.1.2.1 The transportation bin shall be secured with a numbered tamper evident Red Tag with the number recorded on the Discharge and Transfer Receipt.

## 5.5.2 Arrival

5.5.2.1 Upon arrival of the inmate at the receiving institution, CIP/HUB staff shall retrieve the intake medical bins from the vehicle and immediately deliver to the healthcare staff.

5.5.2.2 Security staff shall escort the inmate to the meet with healthcare staff with his/her KOP medications.

5.5.2.2.1 Healthcare staff shall determine if the inmate is in possession of all prescribed KOP medications.

5.5.2.3 Healthcare staff shall open the transportation bin and verify the presence of the DOT medications as noted on the enclosed Transfer Medications form.

5.5.2.4 If the DOT medications are not present, healthcare staff shall take the necessary actions to ensure any missing medication is provided to the inmate on the same day.

5.5.2.5 If the DOT medications are present, healthcare staff shall provide the required dosage of medication to the inmate prior to his/her movement to the receiving unit.

5.5.2.5.1 Healthcare staff shall document medication issuance on the inmate's Transfer Medications form.

5.5.2.6 If the DOT medications were not given, healthcare staff shall contact the receiving unit Deputy Warden, and unit medical staff advising a same day dose is required.

5.5.2.6.1 Healthcare staff shall report any discrepancy for inclusion into an Information Report.

5.5.2.7 Once healthcare staff has verified all medications are present, the inmate shall sign and attest to receipt of the issued medications and retain possession of the KOP medications for transport.

5.5.3 **Unscheduled/After Hours Transports/Delayed Arrival** – The Warden shall obtain approval from the respective Warden or Regional Operations Director (ROD) is required for those inmates who are not part of scheduled movement. Comments shall be entered on the appropriate AIMS screen.

5.5.4 **Discrepancy Information Reports** – The unit Deputy Warden and Administrative Duty Officer shall receive all discrepancy information reports and verify with healthcare staff that the inmate has been provided and being administered the medications in discrepancy by not later than 23:59 (11:59 p.m.) each day.

5.5.4.1 The Administrative Duty Officer and Deputy Warden shall confirm with contract medical staff that the appropriate notation has been entered in the EHR.

## 6.0 TRANSPORTATION GUIDELINES FOR MEDICAL TRANSPORTATION OF INMATES

- 6.1 Approved Treatment Facilities – Prior to a treatment facility being approved as an off-site location, the Warden and Contract Facility Health Administrator shall coordinate and have the Statewide Transportation Coordinator or designee:
  - 6.1.1 Inspect the off-site medical facilities to determine if inmates can be safely detained in the emergency room, on the floors and wards. All such inspections shall be documented.
  - 6.1.2 Maintain a master list of approved off-site facilities on the shared drive.
  - 6.1.3 Discuss security requirements and procedures with the inspected Contract Facility Health Administrator.
  - 6.1.4 Ensure feasible security procedures and other precautions are fully implemented prior to transporting inmates to the facility and the procedures are included in the appropriate Post Order(s).
- 6.2 After-Hours Medical Transports – Prior to an inmate being transported off-site for medical treatment:
  - 6.2.1 Appropriate healthcare staff member shall:
    - 6.2.1.1 Examine each sick or injured inmate.
    - 6.2.1.2 Determine whether it is medically necessary for the examined sick or injured inmate to be transported for medical treatment if the assessment is being conducted after 1700 hours on weekdays, or occurs on weekends or holiday.
    - 6.2.1.3 Consult with the on-call physician to determine if the inmate requires emergency off-site hospital transport and the mode of transportation, e.g., Department van, etc. Transport for emergent issues does not require contact with the on-call physician prior to ordering the transport.
    - 6.2.1.4 Advise the Shift Commander if immediate off-site medical treatment is required for the inmate.
    - 6.2.1.5 Obtain the approval of the Warden or designee, when the inmate being transported off-site is an inmate under a death sentence.
  - 6.2.2 The Duty Officer shall determine the necessary security precautions to be taken before, during and after the transport, and advise the Shift Commander to ensure sufficient transportation staff is assigned to the transport.
  - 6.2.3 The Shift Commander shall authorize the transportation and ensure the required security precautions are implemented.
  - 6.2.4 For units that do not have on-site healthcare staff, the Contract Facility Health Administrator shall be notified. The Shift Commander shall arrange for immediate transport to the hospital.

### 6.3 Air Transportation for Medical Services

- 6.3.1 When air transport is required, 911 shall be called. The following information shall be provided:
  - 6.3.1.1 Name of sending institution
  - 6.3.1.2 Name of the receiving hospital
  - 6.3.1.3 Medical diagnosis and/or chief complaint
  - 6.3.1.4 Inmate weight – A maximum stretcher load is 350 pounds
  - 6.3.1.5 Correctional Officer's weight – 180 pounds or less is preferred
- 6.3.2 If aircraft space and/or weight limitations prevent a Correctional Officer(s) from providing security for the inmate on-board, staff shall request approval from the Warden, Deputy Warden or designee for a non-escorted transport.
  - 6.3.2.1 If such a transport is approved, arrangements shall be made for a Correctional Officer(s) to meet the inmate at the flight's destination point.
  - 6.3.2.2 Local law enforcement authorities may be contacted and requested to provide security assistance until Correctional Officer(s) arrive and assume supervision of the inmate.
  - 6.3.2.3 When a non-escorted transport is denied, ground transportation shall be arranged.

### 7.0 EMERGENCY SITUATIONS

- 7.1 Staff operating a vehicle on an inmate transport shall stop only:
  - 7.1.1 Upon arrival at the destination.
  - 7.1.2 When directed to stop by any law enforcement agency.
    - 7.1.2.1 A transportation vehicle shall not stop if directed to stop by any vehicle not recognized as a law enforcement agency. The driver or escort officer shall immediately notify the COCC or private prison as applicable, and provide a description of the vehicle, the license plate number, the number of occupants and request the nearest law enforcement agency be notified for assistance.
    - 7.1.2.2 Prior to making the stop, the driver shall reduce speed, notify the COCC or private prison, providing pertinent information, and wait for verification from the other agency, through the COCC or private prison as applicable of a legitimate stop request.
  - 7.1.3 If the vehicle breaks down and cannot be restarted.
  - 7.1.4 When the transportation vehicle is involved in an accident.
  - 7.1.5 When an emergency involving a life-threatening situation develops.



- 7.1.5.1 If a life-threatening situation develops, the driver shall immediately notify the COCC or private prison as applicable, give a description of the problem and request assistance from the nearest law enforcement agency and/or nearest Department institution.
  - 7.1.5.2 If a situation develops, such as poor inmate behavior or illness, which does not require an immediate stop, the driver shall proceed in the direction from which assistance is responding so as to shorten the distance between the transportation vehicle and assistance.
- 7.2 When an emergency stop is needed, the Transportation staff shall properly secure all weapons, except for those necessary to maintain security, in the driver compartment before the inmates are unloaded. Unloading on the roadway shall be allowed only when necessary to exchange transport vehicles or when an accident or other situation may involve a life threatening situation occurs.
- 7.3 The door between the driver compartment and inmate compartment area shall remain secured at all times, except:
  - 7.3.1 When staff and appropriate additional law enforcement or Department staff is addressing an emergency situation occurring on the transportation vehicle.
  - 7.3.2 In the event of a fire or other life-threatening situation.
  - 7.3.3 In the event of a vehicle accident involving the transportation vehicle which results in a life-threatening situation.
- 7.4 If entry to the secured passenger compartment during an emergency situation is required, the escort officer shall:
  - 7.4.1 Secure the weapon with the driver, who shall constantly observe the situation.
  - 7.4.2 Enter the inmate passenger area only when adequate additional Department staff or law enforcement officers are present.
  - 7.4.3 Once the situation has returned to normal, exit the passenger compartment and properly secure it.
  - 7.4.4 Return to the driver compartment and retrieve the weapon.
- 7.5 If changing vehicles is necessary, the officers shall retrieve their weapons and the trip shall resume only after the inmates are counted, the count is verified and the inmates are placed into the secured transportation compartment. The COCC or private prison, as applicable, shall be notified when the transportation run has resumed.
- 7.6 If there is an emergency situation not involving the transportation vehicle, the situation shall be reported by radio, and the transportation run continued without interruption.
- 7.7 Authorization for fuel stops for statewide transport shall be pre-planned and approved by the Transportation Supervisor.

## **8.0 TRANSPORTATION OF INMATE DEFENDANTS**

8.1 Federal Court – Pursuant to a court order which requires an inmate to appear in court, the Warden, Deputy Warden or designee shall:

8.1.1 Assign Transportation staff to transport inmates, in accordance with the court order.

8.1.2 Ensure Transportation staff maintain secure custody of inmates at all times, e.g., during transportation, pretrial meetings, and courtroom appearances.

8.2 Any Other Court – In accordance with an Order to Secure Attendance which requires an inmate to appear in court, the Warden, Deputy Warden or designee shall:

8.2.1 Request the Sheriff's Department named on the order securing attendance to transport and secure the inmate.

8.2.2 Coordinate with the Sheriff's staff and the prosecuting authority to ensure the defendant appears in court as ordered.

8.2.3 Notify Legal Services upon receipt of a court order requiring Department staff to transport inmates to any court other than Federal Court.

**9.0 USE OF RESTRAINTS** – Restraint application shall be used to ensure the safety and security of staff and those inmates who are being transported.

### 9.1 Restraint Use

9.1.1 Transportation Officers shall properly apply restraints based on the inmate's custody level.

9.1.1.1 Full-Restraints shall always be used when transporting any Medium, Close or Maximum Custody inmate.

9.1.1.2 Lead chains are discretionary and shall be used as necessary.

9.1.1.3 Restraints are not required when transporting a single or multiple Minimum Custody inmates for routine movement within the complex, or to/from satellite units assigned to the complex, or for Minimum Custody work crews. Supervisors shall review the security needs and make final determination for application of restraints prior to allowing the transport to occur.

9.1.1.4 In all cases, except for a medical emergency, where one staff member is transporting one Minimum Custody inmate, the Transportation Officer shall:

9.1.1.4.1 Be the same gender as the inmate.

9.1.1.4.2 Transport the inmate in a caged vehicle.

9.1.1.4.3 Not be armed.

9.2 Application and Use of Electronic Immobilization Belts – Electronic immobilization belts provide a safe and effective means of providing increased security for inmates in High-Control-Needs and who are designated as "Code Red Transport". The belts may be used by the Special Services staff for low profile transport of inter-state inmate transfers.

9.2.1 The belts shall be authorized for use on inmates in High-Control-Needs status, and who are classified as members of Security Threat Groups, on Death Row or identified as a high escape risk.

9.2.2 The belts may be used during inter-state transfer of inmates, regardless of the inmate's classification. Special Services staff may, if approved, transport inmates on airplanes using only the belt.

9.2.3 Staff authorized to use Electronic Immobilization Belts shall complete a Department recognized and approved training program on the application and use of the belt. Staff shall not operate the belt, either in daily maintenance or when restraining an inmate, unless the staff member is certified to use them. Records of staff training completed shall be maintained by the transportation unit supervisor and by the Institution training office.

9.3 General Exceptions to the Use of Restraints

9.3.1 When inmates of mixed custody levels are transported in the same vehicle, all inmates shall be restrained as required for the highest custody level inmate being transported.

9.3.2 Inmates being transported from a lower custody level to a higher custody level institution shall be restrained at the higher custody level.

9.3.3 Transportation Officers shall be authorized to appropriately manage any inmate presenting a high escape/security risk including application of restraints at a higher custody level as appropriate or necessary.

9.3.4 Flex-cuffs may be used when transporting large numbers of inmates due to an emergency situation, such as an inmate disturbance.

9.3.5 Employees are prohibited from restraining or physically attaching an inmate to a vehicle.

9.3.6 Pregnant inmates shall not be restrained during the delivery stage of childbirth. An officer shall be present at all times. If necessary, a second officer may be assigned in accordance with the security risk, escape risk or custody level.

9.3.7 Two staff shall be required to transport any Medium, Close or Maximum Custody inmate. Only one staff is required when the transport involves only one Minimum Custody inmate.

9.3.8 Restraints shall not be required on inmates while being transported to an outside work crew; however, transporting staff shall have available enough restraints for each inmate in the event of an emergency.

- 9.3.9 Restraints shall not be required on Minimum Custody inmates while being transported for routine movement within the complex, or to/from satellite units assigned to the complex; however, transporting staff shall have available enough restraints for each inmate in the event of an emergency.
- 9.3.10 Offenders being returned to custody by Community Corrections staff shall be restrained utilizing handcuffs only. Belly chains may be used on a case by case basis.
- 9.4 Restraint and Transportation of Pregnant Inmates – Pregnant inmates shall be transported and restrained in the least restrictive way possible, consistent with the stage of their pregnancy and legitimate security concerns.
  - 9.4.1 Wardens, in consultation with healthcare staff on a case by case basis, shall determine the specific method of restraints to be used on pregnant inmates who have a demonstrated history of assaultive behavior or have escaped from a correctional facility.
    - 9.4.1.1 Supervision of pregnant inmates during labor, delivery and recovery shall be accomplished via the least intrusive means possible, affording reasonable privacy within the context of sound security practice.
    - 9.4.1.2 The custody of the inmate, history of assaultive behavior, escape history, and the physical structure of the medical facility shall determine levels of supervision.
  - 9.4.2 After determination by healthcare staff that an inmate is pregnant, and for the remainder of the first trimester of pregnancy, the inmate shall be transported in a caged vehicle, using high-security waist chains with handcuffs. Leg-irons shall not be utilized unless a demonstrated security need dictates and their use is directed by the Warden.
  - 9.4.3 During the second trimester of pregnancy, inmates shall be transported in caged vehicles, handcuffed in front. Waist chains and leg-irons shall not be used unless a demonstrated security need dictates and their use is directed by the Warden.
  - 9.4.4 During the final trimester of pregnancy, but prior to onset of labor, inmates shall be transported in caged vehicles, but shall not be physically restrained unless a demonstrated security need dictates and is directed by the Warden.
  - 9.4.5 While being transported to a medical facility for delivery, a pregnant inmate in labor shall not be handcuffed, leg-ironed or otherwise restrained.
    - 9.4.5.1 The inmate shall be transported in caged vehicle with two Correctional Officers. One of the Officers shall be female.
    - 9.4.5.2 One female Correctional Officer shall be stationed within the delivery room.

- 9.4.6 A pregnant inmate shall not be restrained during the post-partum recovery period, unless requested by attending health staff or if specifically directed by the Warden, due to the inmate presenting a substantial flight risk or some other medical or security circumstance which dictates restraints be used to ensure the safety and security of the inmate, staff, other inmates or the public. If restraints are necessary in any manner under such conditions, they should be the least restrictive type possible to remain consistent with sound security practices.
- 9.4.7 If restraints are used on an inmate during the post-partum recovery period then, within 14 calendar days, a report must be written as to the extraordinary circumstance that dictated the use of the restraints. This report shall be kept on file for at least two years and made available for public inspection pursuant to Department Order #201, Legal Services - Records Release.
- 9.4.7.1 The Post-partum recovery period shall be defined as one week after delivery for vaginal births and four weeks after delivery for Caesarian-section births or the period immediately following delivery and directly related to the birth, including the period a female inmate is in the hospital or infirmary after birth as determined by the female inmate's physician, whichever is longer.
- 9.4.8 To assist in determining the appropriate level of restraints, and without providing specific detail about the inmate's medical condition(s), healthcare staff shall advise Prison Operations staff, on an as needed basis, on the current stage of pregnancy of any pregnant inmate scheduled for transport. Information shall be limited to whether the inmate is in the first, second, or third trimester, and an on estimated delivery date.
- 9.5 Restraints for Inmates with Medical Restrictions - Inmates with medical restrictions shall be transported and restrained in the least restrictive way possible, consistent with legitimate security concerns, the observations of staff and objective findings (perceptible to persons other than the affected individual). Inmates with restrictions possess a personal responsibility to inform staff of their perceived physical needs and to inform staff of any existing properly published medical restrictions.
- 9.5.1 Levels of supervision in all transport or transfer activities shall be determined by the following:
- 9.5.1.1 Custody of the inmate
- 9.5.1.2 History of assaultive behavior
- 9.5.1.3 Escape history
- 9.5.1.4 Physical structure of the medical facility
- 9.5.2 Wardens, in consultation with healthcare staff on a case by case basis, shall determine the specific method of restraints to be used on inmates who have a demonstrated history of assaultive behavior or have escaped from a correctional facility.

9.5.3 When an inmate is obviously injured or has an obvious physical condition which prevents the application and use of usual restraints, security staff shall modify the use of restraints to provide optimal security without compromising the inmate's injury or health.

9.5.3.1 Alternate restraints may be provided at the discretion of security staff, in accordance with this Department Order for the following issues:

9.5.3.1.1 Obvious contracture of an extremity, such as unable to straighten out arm

9.5.3.1.2 Obvious deformity of extremity

9.5.3.1.3 Obvious missing or partially missing extremity

9.5.3.1.4 Extremity in a medically ordered and currently used cast, splint or brace

9.5.3.1.5 Inmate with a medically ordered and currently used, crutch or cane

9.5.3.1.6 Pregnant inmates, as outlined in 9.4 through 9.4.8 of this section

9.5.3.2 Medical orders shall not be ordered for the sole purpose of having been identified with a specific body type, such as obese, dwarfism, or extremely muscular.

## 9.6 Medically Necessary Modified Restraint Method

9.6.1 Documented objective medical findings shall have a Duty/Special Needs Order, Form 1101-60, recommending "modified restraint methods." Medical orders for permanent or semi-permanent physical restrictions shall have an expiration date of no greater than one year from the initial review.

9.6.2 The medical provider, with consultation from the Warden, shall issue a Duty/Special Needs Order when it is determined restraint modification is necessary for non-obvious medical reasons and shall inform the security staff of the nature of the modified restraint option necessitated by the physical need.

9.6.3 Medical orders for non-obvious medical reasons shall have an expiration date no greater than six months from establishment.

9.6.4 The medical provider shall notify the Contract Facility Health Administrator and the Warden of the discontinuation and/or replacement of Duty/Special Needs Orders. The Warden shall be in agreement prior to the issuance of a Duty/Special Needs Orders.

9.6.5 Healthcare staff shall confirm documentation in the Medical Health screen of AIMS.

9.7 Restraint Removal – Restraints shall be removed only when:

9.7.1 A medical need for the removal of metal restraints is documented by a doctor on the Request for Restraint Removal, Form 705-1.

9.7.1.1 When it is required the upper and/or lower restraints may be temporarily removed from an inmate for a medical need, Flex-cuffs shall be used when practical and as appropriate replacement of metal restraints (i.e., handcuffs and/or leg irons).

9.7.1.1.1 When a medical need is identified, Flex-cuffs shall be completely secured on the inmate before the Transportation Officer removes the metal restraints.

9.7.1.1.2 When the medical need has been addressed, metal restraints shall be completely secured on the inmate before the Transportation Officer removes the Flex-cuffs.

9.7.1.1.3 When conducting of a Medical Resonance Imaging (MRI) procedure.

9.7.1.2 Complete removal of restraints for a medical need shall require telephonic authorization from the Warden or Deputy Warden.

9.7.2 The inmate is securely lodged in a receiving institution.

9.7.3 Directed by the presiding judge in a court case and noted in the court record. The officer shall complete an Incident Report indicating the restraints were removed as ordered by the judge.

**10.0 INTERSTATE TRANSPORTATION OF INMATES** – The interstate transportation of inmates shall be accomplished by at least one Special Services Manager assigned to Prison Operations, as outlined in Department Order #1004, Inmate Transfer System.

10.1 Qualifications - The Special Services Manager shall be:

10.1.1 A permanent status Correctional Officer IV or higher.

10.1.2 Weapons qualified and re-qualify annually, as outlined in Department Order #510, Firearms Qualification/Firearms Instructor Certification.

10.1.3 Trained in the use of the Electronic Immobilization Belt, as outlined in section 9.0.

10.2 Inter-State Transportation of Inmates

10.2.1 Special Services shall provide the following to the COCC prior to a transportation run:

10.2.1.1 A copy of the trip itinerary identifying the dates of travel, destination, the approximate arrival and departure times while transporting the inmate.

10.2.1.2 A complete inventory of all state equipment will accompany the transporting officers.

10.2.2 The Transportation Officers shall:

10.2.2.1 Be in possession of:

10.2.2.1.1 A current escape flyer/photograph for each inmate being transported.

10.2.2.1.2 A letter authorizing the Transportation Officers to be armed while transporting an inmate by commercial airliner.

10.2.2.1.3 A copy of an "acceptance letter" from the receiving state, a copy of a pre-signed "Waiver of Extradition," or a signed waiver from the appropriate court.

10.2.2.1.4 A cellular telephone.

10.2.2.2 Conduct a thorough strip search of inmates, as outlined in Department Order #708, Searches, prior to transportation.

10.2.2.3 Properly apply restraints, to include an Electronic Immobilization Belt, as outlined in this Department Order.

10.2.2.4 Maintain contact with the COCC while an inmate(s) is in custody of the Transportation Officer(s). Such contact information shall include:

10.2.2.4.1 Departure time from a Department institution

10.2.2.4.2 Arrival and departure times to and from the airport

10.2.2.4.3 Arrival and departure times to and from the receiving jail or prison

10.2.2.4.4 Notification when receiving or transferring custody of an inmate

10.2.2.5 Maintain physical control of firearms at all times.

10.2.2.6 Secure the inmate(s) in a seat on the airplane. One officer shall be seated adjacent to the inmate. The second officer shall be seated near the first officer in order to provide visual observation and supervision of the inmate.

10.3 If an emergency situation develops, the Transportation Officers shall notify the COCC, provide a description of the problem and request local law enforcement. If in state, the nearest Department facility, shall be notified and request they provide appropriate assistance.

## **IMPLEMENTATION**

Upon the effective date of this Department Order:

- The Assistant Director for Health Services Contract Monitoring Bureau shall ensure the Health Services Technical Manual(s) are updated and address the healthcare requirements outlined in this Department Order.



- Wardens shall ensure, where appropriate, Post Orders are updated to ensure compliance with transportation requirements.

All facilities housing female inmates shall include in the applicable unit specific sections of the Post Orders the duties and responsibilities of the staff posted to transport and control pregnant inmates as outlined in this Department Order.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **FORMS LIST**

- 705-1, Request for Restraint Removal
- 705-2, Inmate Movement Report
- 705-3, Intra-Departmental Transportation Report
- 705-4, Inmate Notification - Electronic Immobilization Belt
- 705-5, Electronic Immobilization Checklist
- 705-6, Discharge/Transfer Receipt