

**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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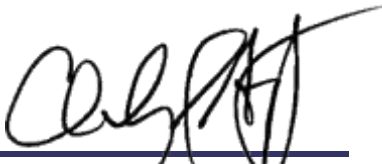
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Charles L. Ryan, Director

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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 an inmate is classified as High-Control-Needs custody level.

## **APPLICABILITY** *[Revision – September 29, 2017]*

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.

## **PROCEDURES**

### **1.0 TRANSPORTATION OFFICER QUALIFICATIONS**

- 1.1 Officer Qualifications – Transportation Officers shall meet the following criteria:
  - 1.1.1 Be a graduate of a Department operated academy. Private prison staff shall be certified as Transportation Officers in accordance with the contract.
  - 1.1.2 Possess a current, valid Arizona Driver's License required for the type of vehicle operated.
    - 1.1.2.1 Transportation Officers shall present their Driver's License prior to checking out a State vehicle.
  - 1.1.3 Have a good driving record.
  - 1.1.4 Meet Department medical requirements; be full duty status.
  - 1.1.5 Have attained permanent status in the Department and have a minimum of one year experience, with direct inmate contact as a Correctional Officer.
    - 1.1.5.1 A Transportation Officer on an unscheduled/emergency transport may be on original probation only if accompanied by a permanent status Correctional Officer.
- 1.2 Required Training – Transportation Officers shall be trained in:
  - 1.2.1 Cardiopulmonary Resuscitation (CPR) first aid, blood-borne/airborne pathogens and appropriate precautions.
  - 1.2.2 Incident Command System (ICS) procedures.
  - 1.2.3 Firearms safety and handling, as outlined in Department Order #510, Firearms Qualification/Firearms Instructor Certification. Transportation Officers shall be required to weapons qualify bi-annually and attain certification annually in the usage of Conducted Electrical Weapon (CEW), such as the TASER.

- 1.2.4 Radio procedures and codes.
  - 1.2.5 Proper use and application of restraints.
  - 1.2.6 Proper searches of vehicles and inmates.
  - 1.2.7 Vehicle operations including buses and vans. Officers, to include private prison staff, shall have attended both the “Defensive Driving Van” program and “Reality Check Defensive Driving”, at a minimum.
- 1.3 Arizona Correctional Industries – Arizona Correctional Industries staff shall:
- 1.3.1 Possess a current Arizona Driver's License required for the type of vehicle being operated.
    - 1.3.1.1 Staff shall present their Driver’s License prior to checking out a State vehicle.
  - 1.3.2 Have a good driving record.
  - 1.3.3 Be trained in CPR, first aid, blood-borne/airborne pathogens and ICS procedures.
  - 1.3.4 Be familiar with radio procedures and codes.
  - 1.3.5 Be trained in vehicle operations, to include buses and vans. Staff shall, when appropriate, attend the “Defensive Driving Van” program and “Reality Check Defensive Driving”, at a minimum.

## 2.0 TRANSPORTATION OF INMATES

- 2.1 The Warden, Deputy Warden, or designee shall:
- 2.1.1 Select transportation staff and appoint a Transportation Supervisor who shall serve as the Institution Transportation Liaison for the movement and transportation of inmates.
  - 2.1.2 Ensure the appropriate staff prepares an Inmate Movement Report, Form 705-2, for those inmates assigned to work crews who will be out of the unit for less than one day. When the Inmate Movement Report form is not in use at private prisons, private prison staff shall use the appropriate approved form.
    - 2.1.2.1 Staff may use the “V Gate Roster” produced by the Master Pass/Turn-Out Scheduling System (TOSS) in lieu of the Inmate Movement Report form.
  - 2.1.3 Ensure appropriate security measures are taken to maintain custody and control of inmates to be transported.
  - 2.1.4 Authorize private prison staff to provide transportation if/when appropriate.
- 2.2 Transporting staff shall:
- 2.2.1 Transport inmates as assigned.

- 2.2.2 Have copies of current escape bulletins in their possession for all inmates being transported. Photographs on escape bulletins shall be current and of sufficient quality to identify the inmate.
- 2.2.3 Ensure the correct identification of all inmates being transported by conducting a comparison of the face, name and Arizona Department of Corrections (ADC) number with the photograph and information on each inmate's ADC identification card and escape bulletin as the respective inmate gets into the vehicle.
- 2.2.4 Ensure all inmates are appropriately restrained. 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.
- 2.2.5 Be armed with a Department issued weapon and munitions. The officer shall not be armed when transporting Minimum Custody inmates as defined in 2.2.4 of this section, or when transporting Minimum Custody work crew inmates.
- 2.2.6 Perform strip searches of all inmates prior to and after transport, as outlined in Department Order #708, Searches.
  - 2.2.6.1 Strip searches shall be conducted by staff members of the same gender as the person being searched, as outlined in Department Order #708, Searches.
  - 2.2.6.2 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.
- 2.2.7 Apply restraint equipment as provided in section 10.0 of this Department Order, with the exception of those inmates defined in 2.2.4 of this section, or those assigned to Minimum Custody work crews. Inmates are to be transported in securely caged vehicles.
- 2.2.8 Conduct visual inspection of the vehicle to ensure it is:
  - 2.2.8.1 Clean.
  - 2.2.8.2 Fueled.
  - 2.2.8.3 Mechanically serviceable.
  - 2.2.8.4 Free of contraband.
- 2.2.9 Maintain radio or cellular phone contact with the institution Control Center in accordance with written instructions, including applicable Post Order(s). Transportation staff shall check out a cellular phone from Main Control for use.

2.2.10 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:

2.2.10.1 Destination

2.2.10.2 Estimated time en route (ETE)

2.2.10.3 Number of inmates being transported

### 3.0 TRANSPORTATION OF INMATES FOR MEDICAL SERVICES/TREATMENT

3.1 After-Hours Medical Care – Prior to a treatment facility being approved as an off-site treatment facility, Wardens and Contract Facility Health Administrators shall:

3.1.1 Jointly 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.

3.1.2 Discuss security requirements and procedures with the inspected Contract Facility Health Administrator.

3.1.3 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).

3.2 After-Hours Transportation for Medical Treatment – Prior to an inmate being transported off-site for medical treatment:

3.2.1 If available, the appropriate Health Services staff member shall:

3.2.1.1 Examine each sick or injured inmate.

3.2.1.2 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. ***[Revision – September 29, 2017]***

3.2.1.3 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. ***[Revision – September 29, 2017]***

3.2.1.4 Advise the Shift Commander if immediate off-site medical treatment is required for the inmate.

3.2.1.5 Obtain the approval of the Warden or designee, when the inmate being transported off-site is an inmate under a death sentence. ***[Revision – September 29, 2017]***

- 3.2.2 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.
- 3.2.3 The Shift Commander shall authorize the transportation and ensure the required security precautions are implemented.
- 3.2.4 For Units who do not have on-site Health Services staff, the Contract Facility Health Administrator shall be notified. The Shift Commander shall arrange for immediate transport to the hospital.

### 3.3 Air Transportation for Medical Services

- 3.3.1 **SECTIONS DELETED [Revision – September 29, 2017: Sections 3.3.1 thru 3.3.1.2]**
- 3.3.2 When air transport is required, 911 shall be called. The following information shall be provided:
  - 3.3.2.1 Name of sending institution
  - 3.3.2.2 Name of the receiving hospital
  - 3.3.2.3 Medical diagnosis and/or chief complaint
  - 3.3.2.4 Inmate weight – A maximum stretcher load is 350 pounds
  - 3.3.2.5 Correctional Officer's weight – 180 pounds or less is preferred
- 3.3.3 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.
  - 3.3.3.1 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.
  - 3.3.3.2 Local law enforcement authorities may be contacted and requested to provide security assistance until Correctional Officer(s) arrive and assume supervision of the inmate.
  - 3.3.3.3 When a non-escorted transport is denied, ground transportation shall be arranged.

## 4.0 **TRANSPORTATION OF INMATE DEFENDANTS**

- 4.1 Federal Court – Pursuant to a court order which requires an inmate to appear in court, the Warden, Deputy Warden or designee shall:
  - 4.1.1 Assign Transportation staff to transport inmates, in accordance with the court order.
  - 4.1.2 Ensure Transportation staff maintain secure custody of inmates at all times, e.g., during transportation, pretrial meetings, and courtroom appearances.

4.2 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:

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

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

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

**5.0 INTRA-DEPARTMENTAL COORDINATION AND TRANSPORTATION OF INMATES** – The Central Office Transportation Coordinator, in coordination with local Transportation Liaisons, shall authorize and schedule intra-departmental transfers of inmates.

5.1 Transfers shall be scheduled using the appropriate Adult Information Management System (AIMS) screen. The Central Office Transportation Coordinator shall authorize and schedule Intra-Departmental transfers of inmates, except in emergency situations, such as disturbances and same day medical appointments.

5.2 All inmates received at Arizona State Prison Complex-Phoenix (ASPC-PHX), 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 Arizona State Prison Complex - Florence or Arizona State Prison Complex - Eyman within the same day of their arrival.

5.3 The Warden or Deputy Warden shall:

5.3.1 Notify the Central Office Transportation Coordinator of the local Transportation Liaison's name, position, telephone number or extension.

5.3.2 Determine the custody level of the inmate being transported.

5.3.3 Ensure all property is handled, as outlined in Department Order #909, Inmate Property.

5.3.4 Designate a single permanent central location for receiving inmates, inmate records, medications, and property. Each institution shall have one central receiving area for pickup and delivery of inmates. ***[Revision – September 29, 2017]***

5.3.5 Ensure a system is in place requiring staff on a monthly basis to use AIMS (or other reporting mechanism through the EHR) to review the accuracy of movement holds. ***[Revision – September 29, 2017]***

5.4 The local Transportation Liaison shall:

5.4.1 Coordinate and schedule inmate transportation with the Central Office Movement Officer.

5.4.2 Schedule Transportation teams using a driver and an escort officer and coordinate transportation trips, routes and stops.



- 5.4.3 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. ***[Revision – September 29, 2017]***
- 5.4.4 Ensure inmates, inmate records, medications, and/or properties, which will be transported, are at the central receiving area prior to the scheduled arrival of the statewide transportation unit. All inmate records, medications, and property shall be transported with the inmate when transferred. ***[Revision – September 29, 2017]***
- 5.4.5 Ensure the number of sack lunches requested by Statewide Transportation is prepared and ready at the central receiving areas prior to the arrival of the Transportation unit.
- 5.4.6 Ensure compliance with this Department Order by all institution staff involved in transporting inmates and ensure all transportation reports are filed appropriately.

## 6.0 GENERAL TRANSPORTATION INSTRUCTIONS

### 6.1 Institution staff shall:

- 6.1.1 Ensure inmates, inmate records and property are prepared for transport, to include property inventories, as outlined in Department Order #909, Inmate Property.
- 6.1.2 Ensure a Discharge/Transfer Receipt, Form 705-6, is completed for each inmate being transported, checked for accuracy and provided to the receiving institution. A copy shall be maintained by the sending institution.
- 6.1.3 Ensure continuity of care for necessary medical needs by communication from the inmate and Health Services 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 Health Services staff can determine what medical supplies/equipment are necessary to accompany the inmate. ***[Revision – September 29, 2017]***
  - 6.1.3.1 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.
  - 6.1.3.2 Inmates shall be required to carry all "Keep on Person" (KOP) prescribed medications. All unit dose (Watch Swallow) medications shall be placed in a see-through plastic bag and placed in a tote that is sealed by the officer and Nursing staff for transport with the inmate. ***[Revision – September 29, 2017]***

### 6.2 Transportation Officers shall:

- 6.2.1 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.

- 6.2.2 Pick up and deliver inmates, inmate records, medications, and/or property from/to the designated location at each institution. **[Revision – September 29, 2017]**
- 6.2.3 Determine, by review from Health Services 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. Health Services staff shall be consulted before any item is denied. **[Revision – September 29, 2017]**
  - 6.2.3.1 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.
- 6.2.4 Conduct a thorough strip search of all inmates prior to transport, as outlined in Department Order #708, Searches.
- 6.2.5 Apply restraint equipment applicable to the custody level and medical needs as outlined in section 10.0 of this Department Order.
- 6.2.6 Conduct a thorough vehicle search prior to leaving the institution and ensure the vehicle is loaded with inmate property and records to include an escape bulletin for each inmate, is serviceable and in proper operational condition.
- 6.2.7 Conduct a count, matching the name and ADC number from the inmate's ADC identification card and escape bulletin, to each inmate as they board the vehicle. Inmate(s) shall be seated in the secure caged section of the vehicle.
  - 6.2.7.1 Inmates identified as specialized populations, (i.e., sex offenders, Protective Custody, pending Protective Custody review, validated security threat groups, debriefed security threat groups, 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.
  - 6.2.7.2 Sex offenders who are approved for Protective Custody (PC) may be transported with other PC inmates.
- 6.2.8 Observe institution procedures regarding deposit of firearms, munitions, chemical agents and the unloading of inmates, upon arrival at an institution. Firearms, munitions and chemical agents shall be deposited in the designated location prior to the unloading of inmates.
- 6.2.9 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.
- 6.2.10 Radio the Control Center of the institution, report the destination, estimated time en route, number of inmates under transport, and note the odometer reading when transporting females. Private prison staff shall notify the appropriate private prison using a cellular phone as outlined in the private prison's procedures.

- 6.2.11 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. Private prison staff shall notify the appropriate private prison using a cellular phone, as outlined in the private prison's procedures.
  - 6.2.12 Inform Central Office Communications, by radio, of the departure. While en route to a destination with inmates aboard, contact Central Office Communications with security checks every 20 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 10 minutes. Private prison staff shall notify the appropriate private prison facility using a cellular phone as outlined in the private prison's procedures.
  - 6.2.13 Not transport male and female inmates together in the same vehicle.
  - 6.2.14 Notify the Department of Public Safety when transporting inmates who are designated High-Control-Needs and who have been determined to be an exceptional risk, and request an escort car(s). Notify, by telephone, the local Transportation Liaison where the inmate is being taken so appropriate security measures may be taken.
  - 6.2.15 Not permit smoking in the vehicle. Inmate smoking materials shall be surrendered to institution staff or Transportation Officers prior to boarding the transportation vehicle.
  - 6.2.16 Stop only at each institution's central receiving location, conducting stops in a manner to minimize unnecessary layover time or delay.
- 6.3 Operational Requirements for All Inmate Transportation Vehicles [*Revision – September 29, 2017: Sections 6.3 thru 6.3.5*]
- 6.3.1 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.
  - 6.3.2 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.
    - 6.3.2.1 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.
    - 6.3.2.2 Passenger buses and semi-tractor trailers require a spotter before reverse direction movement occurs.
    - 6.3.2.3 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.

6.3.3 The spotter shall be a Department employee or contract partner. Inmates shall be prohibited from being a spotter.

6.3.4 In order to ensure the safety of the spotter:

6.3.4.1 Spotters and drivers shall agree on hand signals before backing up.

6.3.4.2 Drivers shall stop backing up if they lose sight of the spotter.

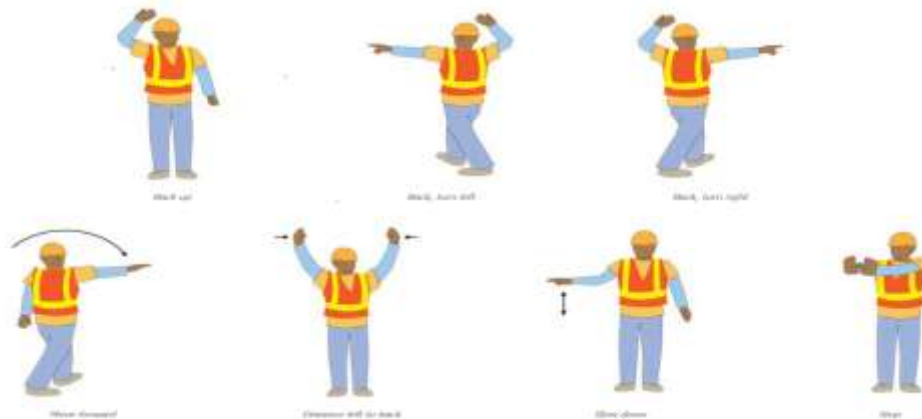
6.3.4.3 Spotters shall:

6.3.4.3.1 Maintain visual contact with the driver while the vehicle is backing up.

6.3.4.3.2 Not conduct additional duties while they are acting as spotters.

6.3.4.3.3 Not use personal mobile phones, personal headphones, or other items, which could pose a distraction during spotting activities.

6.3.5 Spotting Signals



## 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 Prior to making the stop, the driver shall reduce speed, notify Central Office Communications, providing pertinent information, and wait for verification from the other agency, through Central Office Communications, of a legitimate stop request.

7.1.2.2 The driver shall then leave the transporting vehicle to determine the reason for the stop.

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 Central Office Communications, 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 which is 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 a stop has been required, Transportation staff shall notify Central Office Communications when the transportation run has been resumed and provide the following information:
  - 7.5.1 The run has been resumed and estimated time en route (ETE).
  - 7.5.2 The number and extent of any injuries.
  - 7.5.3 If injuries occurred, what first-aid treatment was provided and by whom.

7.5.4 If any inmates were removed from the transporting vehicle, who removed them, why they were removed, where they were taken, and who assumed custody.

7.6 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. Central Office Communications shall be notified when the transportation run has resumed.

7.7 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 Central Office Communications, 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.

7.8 If an emergency situation does not involve the transportation vehicle is observed, the situation shall be reported by radio, and the transportation run continued without interruption.

## **8.0 TRANSPORTATION OF RECORDS, MEDICATIONS AND PROPERTY [Revision – September 29, 2017]**

8.1 Institution Offender Information Unit staff shall seal inmate records prior to transfer and:

8.1.1 Prepare an escape bulletin for each inmate being transported with a current, identifiable photograph of the inmate attached. Bulletins shall be placed in an envelope addressed to the statewide Transportation Officers.

8.1.1.1 Transportation Officers shall use the escape bulletin, travel orders and inmate ADC identification card to ensure identification of each inmate being transported, as outlined in section 6.0 of this Department Order.

8.1.1.2 Transportation Officers shall leave the escape bulletin and inmate ADC identification card for each transferred inmate at the receiving institution.

8.1.1.3 Receiving institution security staff shall use the escape bulletin to ensure identification of each inmate received.

8.1.1.4 If the inmate is transported to a health unit, the escape bulletin shall remain with the health detention unit or the escort/relief officer.

8.1.2 In coordination with the local Transportation Liaison, 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. **[Revision – September 29, 2017]**

8.1.3 Initiate the Discharge/Transfer Receipt form and forward it to the Central Intake/Processing area with the inmate files.

8.2 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 Health Services staff 48 hours prior to movement.

8.2.1 Medical needs include:

- 8.2.1.1 Preparation of a Continuation of Care/Transfer Summary, Form 1101-8. (Also documented in the EHR). ***[Revision – September 29, 2017]***
- 8.2.1.2 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. ***[Revision – September 29, 2017]***
- 8.2.1.3 Review of, and continued use, of any medical device or appliance issued to the inmate.
- 8.2.1.4 Review of, and continued availability, of medications issued by Health Services staff to maintain the inmate's current health status.
- 8.2.1.5 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. ***[Revision – September 29, 2017]***

8.2.2 Designated Health Services staff shall:

- 8.2.2.1 Verify they have addressed the inmate's medical needs outlined above by signing the appropriate movement documentation.
  - 8.2.2.1.1 Non-routine inmate movement shall be handled on a case-by-case basis; however, Health Services staff shall be given sufficient time to complete documentation.
  - 8.2.2.1.2 Prepare the inmate Medical Records and all prescribed unit dose medication for transfer. ***[Revision – September 29, 2017]***
- 8.2.2.2 Complete a Transfer Summary/Continuity of Care, Form 1101-8, ensuring any special instructions are listed, to include:
  - 8.2.2.2.1 Any necessary medical care such as bandage dressing changes, diet precautions or allergies.
  - 8.2.2.2.2 Any medication instructions which may be needed during transportation.

8.2.3 Health Services staff shall attach the medication and Transfer Summary/Continuity of Care form to the inmate's record for transportation with the inmate.

8.3 Inmate Medical Records and unit dose medications shall be placed in a sealed container by the Health Services staff at the sending institution. The container shall be addressed to the receiving Health Unit. ***[Revision – September 29, 2017]***

- 8.3.1 The receiving institution staff shall advise Health Services staff to have an authorized staff member at the designated location to receive the inmate Medical Records/medications.
  - 8.3.2 Health Services staff shall report to the central receiving area to take possession of medication and Medical Records.
  - 8.3.3 In facilities not having 24-hour Health Services coverage, the receiving officer may receive the Medical Records/medications, when Health Services 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.
- 8.4 Inmate's Medical Records shall be transferred from the Reception Center to the receiving institution's Health Unit as follows:
- 8.4.1 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.
  - 8.4.2 If the inmate is transferred prior to the completion of the pending medication treatment requiring clinical and/or pharmacy action, the Reception Center's Health Unit shall:
    - 8.4.2.1 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. ***[Revision – September 29, 2017]***
    - 8.4.2.2 Contact the receiving Health Unit to advise of the newly scanned information and document the communication in the EHR. ***[Revision – September 29, 2017]***
    - 8.4.2.3 **SECTIONS DELETED *[Revision – September 29, 2017: Sections 8.4.2.3 and 8.4.2.4]***
  - 8.4.3 The receiving nurse shall: ***[Revision – September 29, 2017: Sections 8.4.3 thru 8.4.3.4]***
    - 8.4.3.1 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.
    - 8.4.3.2 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.
    - 8.4.3.3 Complete the receiving screening in the EHR, following National /Commission on Correctional Health Care Standard P-E-03.
    - 8.4.3.4 Secure the medications and records, and ensure delivery to the appropriate unit.



- 8.4.4 The paper Medical Record shall be immediately filed in accordance with Department Order, #1104, Inmate Medical Records and the Health Services Technical Manual.  
***[Revision – September 29, 2017]***

## **9.0 REPORTING REQUIREMENTS**

- 9.1 Statewide Transportation Officers shall maintain an Intra-Departmental Transportation Report, Form 705-3, during each transport.
- 9.2 Transportation Officers shall document and submit a written request for repair and/or needed equipment on transportation vehicles at the end of each transport.
- 9.3 Violation of or deviation from transportation procedures shall be thoroughly documented on an Information Report, Form 105-2, or for private prison staff, the approved report form, and shall be distributed with a copy of the Intra-Departmental Transportation Report to:
- 9.3.1 The Division Director for Prison Operations.
- 9.3.2 The Regional Operations Directors.
- 9.3.3 The Offender Services Bureau Administrator.
- 9.3.4 The Institution Transportation Liaison of any institution named in the report.

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

### **10.1 Restraint Use**

- 10.1.1 Transportation Officers shall properly apply restraints based on the inmate's custody level.
- 10.1.1.1 Full-Restraints shall always be used when transporting any medium, close or Maximum Custody inmate.
- 10.1.1.2 Lead chains are discretionary and shall be used as necessary.
- 10.1.1.3 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.
- 10.1.1.4 In all cases, except for a medical emergency, where one staff member is transporting one Minimum Custody inmate, the Transportation Officer shall:
- 10.1.1.4.1 Be the same gender as the inmate.
- 10.1.1.4.2 Transport the inmate in a caged vehicle.
- 10.1.1.4.3 Not be armed.

- 10.2 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.
- 10.2.1 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. 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.
- 10.2.2 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 has successfully completed the training program. Records of staff training completed shall be maintained by the transportation unit supervisor and by the Institution training office.
- 10.2.3 The Warden, Deputy Warden or Bureau Administrator where Electronic Immobilization Belts are in use shall designate a Control Officer responsible for maintaining the belts. This officer shall ensure batteries for the device are charged and replaced as necessary. The Control Officer shall not issue a belt to unauthorized or untrained staff. No alteration or repair of the belt is authorized.
- 10.2.4 Prior to the use of an Electronic Immobilization Belt, an Inmate Notification - Electronic Immobilization Belt, Form 705-4, and Electronic Immobilization Checklist, Form 705-5, shall be completed.
- 10.2.4.1 The inmate shall read, sign, and date the form. If the inmate is unable to read, a staff member shall read the form to the inmate. An interpreter will be provided, if needed.
- 10.2.4.2 If the inmate refuses to sign the form, the refusal shall be noted on the form and two staff members witnessing the inmate's refusal shall sign, date, and list badge number on the form.
- 10.2.5 Wardens, Deputy Wardens and the Offender Services Bureau Administrator shall authorize, on a case-by-case basis, the use of an Electronic Immobilization Belt based on the classification, risk factors, and past behavior of the inmate. Any inmate who exhibits hostile behavior or is suspected to be an escape/security risk may be subject to the use of the belt.
- 10.2.6 The Electronic Immobilization Belt's audible warning tone and verbal commands from staff serve as a warning and shall be used where possible to control behavior. However, inmate acts of aggression or attempts to escape shall warrant immediate and swift response. The belt may be activated if the inmate:
- 10.2.6.1 Attempts to escape or assault anyone.
- 10.2.6.2 Exhibits any outburst or movement which appears to threaten escape or assault.

- 10.2.6.3 Fails to comply with the lawful direction of the assigned staff member.
- 10.2.6.4 Attempts to tamper with the device.
- 10.2.7 A second activation may be initiated if the inmate engages in further resistance. When the Electronic Immobilization Belt is activated by escorting staff, the inmate shall be immediately secured with appropriate restraint devices in order to regain full control.
- 10.2.8 More than two activations shall be used only if the inmate is still actively attempting an assault or escape. If the inmate's actions are limited to resistance to being secured other physical restraint techniques shall be exhausted prior to additional activations.
- 10.2.9 When an Electronic Immobilization Belt is activated against an inmate, staff shall:
  - 10.2.9.1 Notify their chain of command.
  - 10.2.9.2 Update the Electronic Immobilization Checklist.
  - 10.2.9.3 Seek attention from health staff for the inmate once the inmate is secure and no longer a threat.
  - 10.2.9.4 Photograph the contact marks and any secondary injuries which may have occurred, as soon as possible after the incident.
- 10.2.10 While the Electronic Immobilization Belt uses less-than-lethal pulse technology, the use of this device shall be considered a significant incident.
- 10.2.11 Any activation of the Electronic Immobilization Belt by a staff member shall require the completion of an Information Report, a Significant Incident Report, Form 105-3, and appropriate Use of Force/Incident Command reports, as outlined in Department Order #105, Information Reporting.
  - 10.2.11.1 The Transportation Supervisor shall ensure all notifications are made and all required documentation is submitted in a timely manner.
- 10.2.12 The Electronic Immobilization Belt shall not be used:
  - 10.2.12.1 With persons known to have a heart disease, multiple sclerosis, or muscular dystrophy.
  - 10.2.12.2 With an inmate who is pregnant.
  - 10.2.12.3 To unlawfully threaten, coerce, harass, taunt, or abuse any person.
  - 10.2.12.4 In any form of horseplay.
- 10.2.13 Any individual who misuses an Electronic Immobilization Belt is subject to disciplinary action and possible criminal charges.

### 10.3 General Exceptions to the Use of Restraints

- 10.3.1 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.
- 10.3.2 Inmates being transported from a lower custody level to a higher custody level institution shall be restrained at the higher custody level.
- 10.3.3 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.
- 10.3.4 Flex-cuffs may be used when transporting large numbers of inmates due to an emergency situation, such as an inmate disturbance.
- 10.3.5 Employees are prohibited from restraining or physically attaching an inmate to a vehicle.
- 10.3.6 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.
- 10.3.7 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.
- 10.3.8 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.
- 10.3.9 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.
  - 10.3.9.1 Examples of routine movement are medical appointments, legal access appointments, pre-release photographs etc. Supervisors shall review the security needs and make final determination for application of restraints prior to allowing the transport to occur.
- 10.3.10 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. ***[Revision – August 11, 2017]***

### 10.4 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.

- 10.4.1 Wardens, in consultation with Health Services 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.

- 10.4.1.1 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.
- 10.4.1.2 The custody of the inmate, history of assaultive behavior, escape history, and the physical structure of the medical facility shall determine levels of supervision.
- 10.4.2 After determination by Health Services 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.
- 10.4.3 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.
- 10.4.4 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.
- 10.4.5 While being transported to a medical facility for delivery, a pregnant inmate in labor shall not be handcuffed, leg-ironed or otherwise restrained.
  - 10.4.5.1 The inmate shall be transported in caged vehicle with two Correctional Officers. One of the Officers shall be female.
  - 10.4.5.2 One female Correctional Officer shall be stationed within the delivery room.
- 10.4.6 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.
- 10.4.7 If restraints are used on an inmate during the post-partum recovery period then, within 14 days, a report must be written as to the extraordinary circumstance which 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.
  - 10.4.7.1 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.

- 10.4.8 To assist in determining the appropriate level of restraints, and without providing specific detail about the inmate's medical condition(s), Health Services 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.
- 10.5 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.
- 10.5.1 Levels of supervision in all transport or transfer activities shall be determined by the following:
- 10.5.1.1 Custody of the inmate
  - 10.5.1.2 History of assaultive behavior
  - 10.5.1.3 Escape history
  - 10.5.1.4 Physical structure of the medical facility
- 10.5.2 Wardens, in consultation with Health Services 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.
- 10.5.3 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.
- 10.5.3.1 Alternate restraints may be provided at the discretion of security staff, in accordance with this Department Order for the following issues:
    - 10.5.3.1.1 Obvious contracture of an extremity, such as unable to straighten out arm
    - 10.5.3.1.2 Obvious deformity of extremity
    - 10.5.3.1.3 Obvious missing or partially missing extremity
    - 10.5.3.1.4 Extremity in a medically ordered and currently used cast, splint or brace
    - 10.5.3.1.5 Inmate with a medically ordered and currently used, crutch or cane
    - 10.5.3.1.6 Pregnant inmates, as outlined in 10.4 through 10.4.8 of this section

10.5.3.2 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.

#### 10.6 Medically Necessary Modified Restraint Method

10.6.1 Documented objective medical findings shall have a medical special needs order 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.

10.6.1.1 Medical orders shall be automatically discontinued or reviewed and a replacement order issued if medically necessary at the end of the one year period for the following:

10.6.1.1.1 Inmates with dialysis shunt implanted on their arm.

10.6.1.1.2 Inmates with a possible fracture of an extremity or clavicle.

10.6.2 The medical provider, with consultation from the Warden, shall issue a medical 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.

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

10.6.3.1 Medical orders shall be automatically discontinued or reviewed and a replacement order shall be issued if medically necessary at the end of the six month period for the following:

10.6.3.1.1 Inmates with objective clinical findings of arthritis or other pain causing conditions in extremities (i.e., implanted hardware).

10.6.3.1.2 Inmates with shoulder/ligament instability with previous documented dislocations.

10.6.3.1.3 Pacemakers, recent coronary artery bypass graft, flail chest, fractured ribs, if clinically indicated.

10.6.3.1.4 Other non-obvious medical condition found through objective diagnostic methods and documented in the Medical Record which make alternate restraint methods medically necessary to treat the diagnosis or assist in a treatment plan.

10.6.4 The medical provider shall notify the Contract Facility Health Administrator and the Warden of the discontinuation and/or replacement of medical special needs orders. The Warden shall be in agreement prior to the issuance of a medical special needs order. ***[Revision – September 29, 2017]***

- 10.6.5 The potential for a medical necessity to modify restraint methods typically applies to periods of time greater than one hour. Short duration movements are expected to be less than one hour does not typically require modified restraints, such as:
  - 10.6.5.1 On-complex transportation
  - 10.6.5.2 Unit-to-unit transfers
  - 10.6.5.3 Cell-to-cell movements
  - 10.6.5.4 Cell-to-shower movements
- 10.6.6 Health Services staff shall confirm documentation in the Mental Health screen of AIMS. *[Revision – September 29, 2017]*
- 10.7 Restraint Removal – Restraints shall be removed only when:
  - 10.7.1 A medical need for the removal of metal restraints is documented by a doctor.
    - 10.7.1.1 When it is required the upper and/or lower restraints 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).
      - 10.7.1.1.1 When a medical need is identified, Flex-cuffs shall be completely secured on the inmate before the Transportation Officer removes the metal restraints.
      - 10.7.1.1.2 When the medical need has been addressed, metal restraints shall be completely secured on the inmate before the Transportation Officer removes the Flex-cuffs.
      - 10.7.1.1.3 When conducting of a Medical Resonance Imaging (MRI) procedure.
    - 10.7.1.2 Complete removal of restraints for a medical need shall require telephonic authorization from the Warden or Deputy Warden.
  - 10.7.2 The inmate is securely lodged in a receiving institution.
  - 10.7.3 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.

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

- 11.1 Qualifications – In addition to the applicable qualifications outlined in section of 1.0 of this Department Order, Prison Operations Special Services Officers shall be:
  - 11.1.1 A permanent status Correctional Officer IV or higher.



- 11.1.2 Weapons qualified and re-qualify annually, as outlined in Department Order #510, Firearms Qualification/Firearms Instructor Certification.
- 11.1.3 Trained in the use of the Electronic Immobilization Belt, as outlined in section 10.0 of this Department Order.
- 11.2 Inter-State Transportation of Inmates
  - 11.2.1 Special Services shall provide the following to Central Office Communications prior to a transportation run:
    - 11.2.1.1 A copy of the trip itinerary identifying the dates of travel, destination, the approximate arrival and departure times while transporting the inmate, as outlined in 11.2.2.4 through 11.2.2.4.4 of this section.
    - 11.2.1.2 A complete inventory of all state equipment will accompany the transporting officers.
  - 11.2.2 The Transporting officers shall:
    - 11.2.2.1 Be in possession of:
      - 11.2.2.1.1 A current escape bulletin for each inmate being transported.
      - 11.2.2.1.2 A letter authorizing the Transporting staff to be armed while transporting an inmate by commercial airliner.
      - 11.2.2.1.3 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.
    - 11.2.2.2 Conduct a thorough strip search of inmates, as outlined in Department Order #708, Searches, prior to transportation.
    - 11.2.2.3 Properly apply restraints, to include an Electronic Immobilization Belt, as outlined in this Department Order.
    - 11.2.2.4 Possess a cellular telephone and maintain contact with Central Communications while an inmate(s) is in custody of the Transporting officer(s). Such contact information shall include:
      - 11.2.2.4.1 Departure time from a Department institution.
      - 11.2.2.4.2 Arrival and departure times to and from the airport.
      - 11.2.2.4.3 Arrival and departure times to and from the receiving jail or prison.
      - 11.2.2.4.4 Notification when receiving or transferring custody of an inmate.
      - 11.2.2.4.5 Physical control of firearms at all times.

11.2.2.5 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.

11.2.3 If an emergency situation develops, the Transporting officers shall notify Central Communications, provide a description of the problem and request local law enforcement, and, if in state, the nearest Department facility, be notified and request they provide appropriate assistance.

## **IMPLEMENTATION**

Within 90 days of the effective date of 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**

705-2, 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