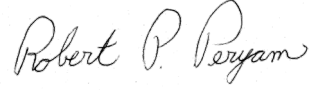
  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 9:001	REFERENCES: ALDF-1B-04 Vehicle Owner's Manual
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Transportation	 <hr/> Sheriff of Monroe County
	TOPIC: Fleet Maintenance/Inventory	

**PURPOSE:**

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

If the county yard cannot fix it, the Transportation Sergeant will complete a requisition for the car to be repaired elsewhere and forward the requisition through the chain-of-command.

Upon approval, the Transportation Sergeant will schedule the vehicle repairs with a vendor, and have the vehicle taken to the vendor.

**SCOPE:**

This directive applies to the Transportation Sergeant and Marathon/Plantation Key (KV/PK) Site Commanders.

Safety repairs are completed immediately. Vehicles with safety deficiencies will not be used again until repairs are made. [ALDF-1B-04]

**PERSON RESPONSIBLE:**

Transportation Sergeant and KV/PK Site Commanders.

**Inventory of Issued Equipment**

The Transportation Daily Vehicle Inspection Form will be completed on each vehicle every time the vehicle is utilized by a new operator.

**POLICY AND PROCEDURES:**

The Transportation Daily Vehicle Inspection Form will be reviewed by the Transportation Sergeant / KV/PK Site Commanders for verification of inventory.

**Maintenance of Vehicles**

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



**Bulk Inventory**

An inventory of items will be conducted by the Transportation Sergeant once a month (e.g., oil, fluids, wiper blades).

If a county vehicle assigned to the Bureau of Corrections needs repairs or routine maintenance, the Transportation Sergeant will have the vehicle taken to the county yard.

The items will be replaced as needed.

BOC - 9:001	Date of Original: Jan 1994	1
Dissemination Date: 1/11/11	Previous Revision Date(s): 9/15/99, 6/14/06	
	Effective Date: 1/19/11	

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 9:002	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Transportation	 <hr/> Sheriff of Monroe County
	TOPIC: Radio Communication for Transportation Operations	

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to maintain established radio communications standards for all transportation operations.

deputy he or she wishes to speak to (e.g., D630-Central, D630-D631).

Dispatch will acknowledge the deputy's transmission by stating the time of transmission in military time (e.g., D630-2301).

**SCOPE:**

This directive applies to all Transportation Personnel.

**Transporting Inmates - Within the County**

When the deputy begins his or her transport run, the deputy will transmit a call to dispatch with the following information:

**PERSON RESPONSIBLE:**

All Transportation Personnel.

- Deputy's radio call number
- Number of inmate(s) on-board
- Destination or arrival location

**POLICY AND PROCEDURES:**

All hand held radios have four zones and many channels for each zone. Zone 1, channel 1 (SOPTL1), is the main channel to utilize for all sectors throughout Monroe County.

If the transport run is from one sector to another, the deputy will transmit one time, or as many times he or she feels is necessary when traveling from one point to another.

All communication transmissions will be conducted in PLAIN TALK.

**Transporting Female or Juvenile Inmates - Within the County (additional requirements)**

Each Transportation Deputy is assigned a radio call number (e.g., D630, D631, D632). These numbers will allow dispatch to identify the deputy.

When transporting female or juvenile inmates, the following information will be added to the transmission.

When transmitting, the deputy will identify him/herself first and identify the location or other

- Number of female or juvenile inmates

BOC - 9:002	Date of Original: Jan 1994	1
Dissemination Date: 6/2/06	Previous Revision Date(s): 9/15/99	
	Effective Date: 6/14/06	

- Beginning mileage
- Ending mileage

During the transport, dispatch will conduct periodic status checks with the Transport Deputy (e.g., Central-D630 Code Five).

The deputy will reply using the closest mile marker (e.g., D630-at MM44, Code Five).

### **Transporting Inmates - Out of County**



The above procedures will apply until the deputy exits the county (MM113).

The deputy will stay on the main channel (SOPTL1) until MM113. At MM113, the deputy will advise dispatch that they are leaving the county and give their mileage. The deputy will then switch over to zone four, channel 1 (MA CALL). FHP monitors this channel.

If transporting females or juveniles, the number of female or juvenile inmates and the mileage information must also be transmitted.

If the deputy's transmission is not acknowledged, the deputy will document the time and the transmission he or she attempted.

On the return run these procedures will also apply.

 <p>MONROE COUNTY SHERIFF'S OFFICE</p>	BUREAU DIRECTIVE: BOC - 9:003	<b>REFERENCES:</b> GOM Ch 31, 31A, & 31B ALDF-1B-05, 1B-06, 46-06, & 6A-01 CORE-1B-01, 6A-01
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 6
	CHAPTER: Transportation	 <hr/> Sheriff of Monroe County
	TOPIC: Transportation of Inmates	

[ALDF-1B-06] [CORE-1B-01]

**PURPOSE:**

The purpose of this directive is to transport inmates in a secure, safe, and humane manner under the supervision of qualified Transportation Deputies in a cost effective manner. The Transportation Division assures timely access to required services that are only available outside the correctional facility. [ALDF4C-06] Restraining equipment must never be used as punishment or in a way that causes undue physical pain or restricts the blood circulation or breathing of an inmate.

**SCOPE:**

This directive applies to all Transportation Personnel.

**PERSON RESPONSIBLE:**

Transportation Sergeant.

**POLICY AND PROCEDURES:**

Transportation deputies shall transport inmates according to this directive and Chapter 60 of the General Operations Manual (GOM).

All staff involved with the transportation of inmates are informed of all policies and

procedures (BOC chapter 9 directives and GOM chapter 60) concerning transport of inmates.

You may not operate a county vehicle without a valid Florida Driver's License. [ALDF-1B-05]

There will be no smoking during transportation or in any county vehicle.

The deputy to inmate in transport ratio is to be decided by the Transportation Sergeant.

**Restraints during Transportation**

Unless stated otherwise, all inmates being transported will be handcuffed, shackled, and belly chained. Exceptions are:

- Pregnant female inmates will only be handcuffed in front.
- Inmates with verified medial injuries will either be handcuffed or shackled to accommodate the injury.

**High Risk and/or Security Risk Inmates**

Any inmate with a classification status of 1, 2, 3, or HP on the Inmate Transfer List will be recognized as a high risk and/or security risk inmate.

BOC - 9:003	Date of Original: Jan 1994	1
Dissemination Date: 5/10/13	Previous Revision Date(s): 9/15/99, 5/5/00, 6/14/06, 1/19/11	Effective Date: 5/17/13

## **Inmate Clothing During Transport**

Inmates being transported between jails, courts, and outside inmate worker work details will be in the appropriate inmate uniform as well as stenciled MCDC underwear.

ALL inmates will be transported wearing shower slides with no socks.

## **Court Transports**

A Court Holding Daily Report will be completed based on the court dockets received from Court Security each day. Inmates are transported to court if their name is on the Court Holding Daily Report. [ALDF-6A-01] [CORE-6A-01]

## **Satellite Facility Transports (i.e., Key Vaca (KV) and Plantation Key (PK))**

Transportation must be notified by a facility that a transfer is required due to the following reasons:

- Court
- Housing
- Medical/Dental
- Court Order
- Any other authorized situations.

Transportation will schedule the transfer for the next available run by placing the inmate's name and reason for transfer on the Inmate Transfer List.

Transportation will contact the Intake/Release Sergeant, Medical, and the Classification Deputy/Clerk to notify them of the estimated time of departure, inmates' names being transferred, and reason for transfer.

The Transportation Sergeant will brief the Transporting Deputy(s) of the transfer, to include any unusual circumstances, if applicable.

The Transportation Deputy will complete the

Inmate Transport Log.

At the completion of the transport run, the Transportation Deputy will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office.

The night Transportation Deputy will bring all completed paperwork up to the Transportation Sergeant's Office at the end of his or her shift.

## **Medical Facility Transports**

The Medical Division, in conjunction with the Transportation Division, will prioritize medical transports by medical need and urgency. For emergencies, an ambulance will be used versus a transportation vehicle. If medical documentation needs to accompany the inmate, the Medical Division will make the appropriate arrangements to maintain confidentiality of the health information. [ALDF-4C-06]

Reasons for transporting inmate(s) to medical facilities are, but not limited to:

- By court order
- By request of the Medical Division (non-emergencies)

Transportation shall schedule the transport for the next available run, unless the court order or medical request specifies a time and date, by placing the inmate's name and reason for transport on an Inmate Transfer List.

The Transportation Sergeant shall brief the Transporting Deputy(s) of the transport to include any unusual circumstances, if applicable.

When transporting inmates to a hospital, appropriate restraints will be used. The restraints will remain in place unless a request for removal is made from medical personnel. At no time will more than one restraint be removed. If a restraint is removed, annotate the removal in the Vehicle Log including:

- Who (name) requested restraint removal
- Why the restraint was removed

- Time restraint was removed and then re-applied

The Transportation Deputy will complete the Inmate Transport Log.

At the completion of the transport run, the Transportation Deputy will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office.

### **Court Order Out of County Transports**

Transportation will receive a court order for transport from the Judicial Court ordering the transport of the inmate.

Transportation shall schedule the transport for the next available run unless the court order specifies a specific time and date by placing the inmate's name and reason for transport on the Inmate Transfer List.

The Transportation Sergeant shall brief the Transporting Deputies of the transport to include any unusual circumstances, if applicable. All out of county transports will require two deputies in the transport vehicle.

The Transportation Deputy will complete the Inmate Transport Log.

At the completion of the transport run, the Transportation Deputy will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office.

### **Network Out of County Transports**

If a specific run is scheduled to pick-up or drop-off a wanted person from or for another county, the Transportation Sergeant may contact other counties within the state along the route to schedule the pick-up, transport, and drop-off of other inmates from or for other counties along the route.

The Transportation Sergeant shall brief the Transporting Deputy of all transports, pick-ups, and drop-offs along the route to include any unusual circumstances, if applicable.

The Transportation Deputy will complete the Inmate Transport Log.

At the completion of the transport run, the Transportation Deputy will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office.

### **State Facilities Transports (e.g., South Florida Reception Centers, Restitution Centers, Mental Health Centers)**

The Transportation Sergeant shall:

- Compile a list of all inmates cleared for transport.
- Retrieve prison or commitment package from the Records Division.
- Retrieve medical transfer package and medications for inmates cleared for transport.
- Retrieve the inmate's personal data sheet from Records.
- Contact the state facility to advise them of the number of inmates being transported to them.
- Brief the Transportation Deputy(s) of the transport to include any unusual circumstances, if applicable.

The Transportation Deputy will complete the Inmate Transport Log.

At the completion of the transport, the Transportation Deputy will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office.

### **Transports via Aircraft**

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

All aircraft transports are coordinated through

the Aviation Coordinator. All others conducting flying details have to be approved by Operations Commander.

### Transporting Inmates in Special Situations

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

- Transporting inmate(s) to special functions shall only be done per court order, and two deputies shall transport the inmate(s) to the function and guard the inmate(s) during the function.
- Transportation shall schedule the detail for the next available transport by placing the inmate(s) name and reason for transport on the Inmate Transfer List.
- The Transportation Sergeant shall brief the Transporting Deputies in special situations of any unusual circumstances, if applicable.
- Documentation should be provided to the Transporting Deputies and accompany the inmate(s) in transport that would alert the Transporting Deputy of personal traits that the inmate might have such as:
  - Classification
  - Suicide potential
  - Escape risk
- Transportation will contact the Intake/Release Sergeant, Medical, and Classification to notify them of the estimated time of departure, name of inmate(s) being transported, and reason for transport.
- The inmate(s) being transported will be thoroughly searched before departure.
  - Positive photo identification and data

sheet (on prison runs)

- Date of birth
- Social security number should be used
- Ask basic questions for identification, etc.
- Restraints will be applied as stated previously unless noted otherwise below.

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

- Inmates who use wheelchairs, canes, crutches, or walkers. Inmates in wheelchairs will be transported in lift-equipped detention vehicles along with two Transportation Deputies. The Transportation Deputies will receive training on proper transporting techniques for people with disabilities. The following procedures will apply:
  - Inmates being transported will be properly secured at all times.
  - Wheelchair restraints (i.e., straps and wheel locks) will be utilized at all times.
  - Inmates who utilize wheelchair due to a physical impairment may be transported on vehicles specifically modified to transport general population/Americans with Disabilities Act (A.D.A.) classified inmates. In the event these inmates require additional equipment for transportation, they shall be transported independently from other inmates.
  - Once an inmate has been escorted into a vehicle, canes, crutches, walkers, etc., shall be temporarily secured while the inmate is being transported. These devices shall be returned to the inmate once the destination has been reached.

- Handcuffs, shackles, and/or any other restraining devices shall be utilized to transport inmates accordingly. However, it is the Bureau of Corrections' policy that all inmates being transported to any destination and/or facility must be properly secured. Inmates who are wheelchair users may need to be handcuffed in front for balance.
  - Inmates will be handcuffed to the wheelchair if not leg shackled.
- All vans or cars utilized to transport inmates in special situations will have the following:
    - Cages with safety barriers
    - Removed window cranks
    - Removed door handles
  - No personal contact and no phone calls will be allowed with relatives or anyone else.
  - The Transportation Deputy will complete the Inmate Transport Log.
  - At the completion of the transport, the Transportation Deputies will place the Inmate Transport Log/Daily Vehicle Inspection Form in the completion box in the Transportation Office for review.

### **Female Inmates**

All female inmates should be transported by a female deputy whenever possible. When a male deputy transports a female inmate he will:

- Notify dispatch with the number of females, destination, and starting mileage.
- Make frequent calls to dispatch along the route giving mileage and location.
- Notify dispatch on arrival at destination with the ending mileage.

### **Juvenile Inmates**

When transporting juvenile inmates, all transporting deputies shall:

- Notify dispatch with the number of juveniles, destination, and starting mileage.
- Make frequent calls to dispatch along the route giving mileage and location.
- Notify dispatch on arrival at destination with the ending mileage.

### **Transportation Counts**

The Transportation Deputy is to confirm name and number of inmates for transport with the Intake/Release Deputy before escorting the inmates to the transportation vehicle.

A name count must be taken after all inmates are seated. Name counts should be repeated whenever the vehicle stops at any destination and repeated again when the journey is resumed to the next destination.

### **Transportation Searches**

All inmates, when returning to the detention facility, shall be searched and checked for contraband.

All inmates, including inmate workers, must be pat searched by the Transportation Deputy immediately before being placed into transport vehicle. No combs, pens, pencils or food items will be allowed to be carried by the inmates.

All personal items retrieved during search will be placed in a bag and remain in possession of the Transportation Deputy until the final destination is reached.

### **Radio Communications**

When transporting inmates, all Transportation Deputies will follow the procedures outlined in the Bureau of Corrections Radio Communication for Transportation Operations directive 9:002.



### **Court House Holding Sally Port**

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

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

### **Vehicle Breaks Down or Accident**

If there is an accident or the transport vehicle breaks down, the Transportation Deputy shall:

- Notify Sheriff's Dispatch by radio
- Remain with the vehicle and inmates at all times



### **Inmate Escape during Transport**

If an inmate(s) escapes while in transport, the Transportation Deputy shall:

- Immediately notify Sheriff's Dispatch of the escape including:
  - Direction of flight
  - Complete description of escaped inmate(s)
  - Whether the escapee is armed with any instrument and/or weapon
- Remain with the other inmate(s) under your control. Ensure they are secured and placed inside the vehicle immediately to prevent further escape(s).
- If the escaped inmate was the only inmate in transport, secure the vehicle and pursue.

### **Use of Force**

Refer to the MCSO General Operations Manual (GOM) Chapters 31, 31A, and 31B.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 9:004	<b>REFERENCES:</b> FCAC 23.06M ALDF-1B-01 & 1B-03 CORE-1B-01
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Transportation	 _____ Sheriff of Monroe County
	TOPIC: Vehicle Inspections	

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to ensure that a daily vehicle inspection is completed on all detention facility transportation vehicles. A monthly vehicle inspection shall be completed by the Transportation Division on all vehicles assigned to other personnel of the Monroe County Detention Facilities.

the Transportation Sergeant at the completion of their detail.

The Transportation Sergeant shall review the daily vehicle inspection forms noting any deficiencies, and he or she shall order corrective actions or repairs to return the vehicle to proper condition.

All vehicles, assigned or unassigned, will be searched before and after inmate transport. [FCAC 23.06M]

**SCOPE:**

This directive applies to all Transportation Personnel.

**Annual Vehicle Inspection**

An annual safety inspection of all Monroe County Sheriff's Office (MCSO) vehicles is conducted by qualified individuals and in accordance with state statutes for any vehicle that is owned, leased, or used in the operation of the Bureau of Corrections. The annual safety inspections are conducted when vehicles are taken to the garage for preventative maintenance (e.g., oil changes). [ALDF-1B-03] [CORE-1B-01]

**PERSON RESPONSIBLE:**

Transportation Sergeant.



**POLICY AND PROCEDURES:**

**Daily Vehicle Inspection & Search**

After being assigned a vehicle for a detail, the Transportation Deputy or designated driver shall conduct an inspection and complete the Transportation Daily Vehicle Inspection Form. [ALDF-1B-01]

The designated driver shall forward the Transportation Daily Vehicle Inspection Form to

BOC - 9:004	Date of Original: Jan 1994	1
Dissemination Date: 7/16/14	Previous Revision Date(s): 9/15/99, 6/14/06, 1/19/11	Effective Date: 7/23/14

  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 9:005	REFERENCES: ALDF-1B-01
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Transportation	 <hr/> Sheriff of Monroe County
	TOPIC: Vehicle Logs	

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to ensure that proper documentation is entered into the Vehicle Logs.

- Number of Persons Aboard
- Any Other Pertinent Information (e.g., problems with persons or vehicle)

**SCOPE:**

This directive applies to all Transportation Personnel.

A separate Vehicle Log shall be kept in each vehicle.

The Vehicle Log will be reviewed and signed by the Transportation Sergeant weekly.

**PERSON RESPONSIBLE:**

Transportation Sergeant

**POLICY AND PROCEDURES:**

The following entries shall be entered into the Vehicle Log each time a vehicle is utilized:  
[ALDF-1B-01]

- Date
- Time
- Drivers Name
- Location Departing and Destination
- Arrival Location Time

BOC - 9:005	Date of Original: Jan 1994	1
Dissemination Date: 9/15/99	Previous Revision Date(s):	Effective Date: 9/15/99