

TRANSPORTATION SECURITY

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 2-1-002, dated 06/20/16

FORMS: None

PURPOSE: To provide instructions for secure transportation of in-custody adult probationers and Juvenile Court wards.

I. GENERAL INFORMATION

A. Training Required

Staff transporting an adult or juvenile probationer in custody must have completed STC training in Probation search and seizure, field safety skills, field safety workshop (Laser Village), field officer safety workshop, radio/Pak-Set usage, and custody transportation training, or their equivalent.

B. All authorized staff transporting in-custody adult or juvenile probationers in a County vehicle must possess a valid California driver's license.

1. Staff authorized to transport probationers should have in their possession proper identification such as badge, identification card, business cards, and a hand-held County of Orange 800MHz radio (Pak-Set).

C. Deputized staff will not transport probationers of the opposite sex alone without supervisory approval, unless it is absolutely unavoidable.

II. PROCEDURE

A. Vehicles

1. When transporting [REDACTED], use a [REDACTED] with a [REDACTED]
2. If a County vehicle is being used for transportation and [REDACTED] will utilize the established method of seating for officer safety. The probationer in custody and handcuffed [REDACTED]. Also, seat belts must be utilized.
3. The vehicle should be equipped with a County of Orange 800MHz mobile radio.
4. The vehicle service record must be up-to-date and the vehicle adequately fueled (a vehicle must not be fueled with a probationer in custody in the car).

5. Contact the local police department for assistance or a Probation Department area office with a custody vehicle, or Juvenile Hall.
6. All vehicles must be used in accordance with Manual Item 1-5-101.
7. In addition to a first-aid kit and fire extinguisher, all custody vehicles must be stocked with an adequate amount of water for the purpose of decontamination in the event that O.C. spray is used **and contain an emergency vehicle safety kit.**

B. Preparing the Vehicle For Custody Transportation

1. A routine safety check of the vehicle and the adequacy of the fuel level should be completed prior to placing an in-custody person in such vehicle.
2. There must be a search of the vehicle for weapons or contraband before placing an in-custody probationer in the vehicle, specifically in the back seat area.
3. Remove any items which might be used as a weapon.
4. Search the vehicle again following arrival at your destination.

C. Transportation of probationers in custody

1. It is preferable to have a same gender staff member to do the transporting. In instances where opposite gender transporting is required, special consideration should be given to individual case dynamics and situational circumstances. Should there be a question as to the advisability of opposite gender transportation; arrangements for same gender back-up/transportation or police assistance should be made.
2. The initiating employee has direct responsibility for the probationer.
3. Probationers being arrested and/or transported in custody shall be handcuffed. Exceptions to this policy will be made only for "compelling reasons."
4. Transporting officer shall contact Probation Dispatch to advise of [REDACTED]
[REDACTED]
 - a. [REDACTED]
 - b. [REDACTED]
 - c. [REDACTED] [REDACTED]
 - d. [REDACTED]
 - e. [REDACTED] [REDACTED]
 - f. [REDACTED] [REDACTED]

g. [REDACTED]

5. Upon arrival at destination, [REDACTED]
[REDACTED]

6. Upon departure from destination, [REDACTED]
[REDACTED]

D. Miscellaneous

1. **Transportation of youth under the age of eight must be transported in a rear seat in an appropriate child passenger restraint system which meets safety standards, per section VC27360(a). Youth who are 8 years of age OR have reached 4'9" height may be secured in a booster seat, but at a minimum must be secured by a safety belt, per section VC27363.**
2. In the absence of any of the aforementioned equipment, the transportation officer is to contact the local police department to request assistance with transportation.
3. Review Manual Item 1-5-101 prior to transport for procedural information in case of emergency during transport (mechanical or accident).

E. Officer Safety/Universal Precautions

Criminal justice personnel have potential risks of acquiring HBV, HIV, or other infectious diseases through exposures which occur during searches and evidence handling. Penetrating injuries are known to occur, and puncture wounds or needle sticks in particular pose a hazard during searches of persons, vehicles, or cells, and during evidence handling. The following precautionary measures will help to reduce the risk of infection:

1. Always use great caution in searching an individual's clothing. Individual discretion, based on the circumstances at hand, should determine if the individual should empty his own pockets or if the officer should use his own skills in determining the contents of the clothing.
2. Always maintain a safe distance between yourself and the subject.
3. Wear protective gloves if exposure to blood is likely to be encountered.
4. [REDACTED]
5. Use puncture-proof containers to store sharp instruments and clearly marked plastic bags to store other possibly contaminated items.
6. If staff should sustain an injury, particularly a puncture wound, while conducting a search, report the injury immediately to a supervisor. The reporting procedures articulated in Manual Item 1-3-304, Employee Injuries, are to be implemented without delay.

F. Custody/Arrest and Search of a Probationer

For officer safety, always [REDACTED]

[REDACTED] The transporting officer must [REDACTED]

1. [REDACTED]

a. Ask the probationer if he/she is in [REDACTED]

b. [REDACTED].

c. [REDACTED]

(1) [REDACTED]

(2) [REDACTED]

(3) [REDACTED]

(4) [REDACTED]

(5) [REDACTED]

(6) [REDACTED]

(7) [REDACTED]

(8) [REDACTED]

(9) [REDACTED]

(10) [REDACTED]

(11) [REDACTED]

(12) [REDACTED]

(13) [REDACTED]

(14) [REDACTED]

(15) [REDACTED]

d. Confiscate evidence (contraband and weapons) and secure these items as per designated established procedure.

e. Secure the probationer's personal property in a plastic evidence bag (i.e., wallet, jewelry, etc.) for transport to a County facility or, upon request, to retain for pick-up by a designated responsible adult.

f. Have in possession necessary information and documents about the probationer prior to departure.

- Adult booking sheet, property inventory receipt, and medical facts sheet

2. Handcuffing the Probationer

a. Handcuffs do not automatically prevent escape.

b. [REDACTED].

c. Safeguards when applying handcuffs:

- (1) [REDACTED]
- (2) [REDACTED]
- (3) [REDACTED]
- (4) [REDACTED]
- (5) [REDACTED]
- (6) [REDACTED]
- (7) [REDACTED]
- (8) [REDACTED]
- (9) [REDACTED]
- (10) [REDACTED]

3. Escape Prevention

- a. Remain alert at all times.
- b. In-custody probationers must be escorted to a vehicle or other destinations [REDACTED] by transporting officers.
- c. If an escape is attempted, the Department's pursuit procedure must be followed, and a call for immediate assistance from a local police agency should be made by radio or cell phone (review Manual Item 2-1-003).

4. Vehicle Accidents

- a. Always operate a vehicle in a safe manner and remain within the speed limits.
- b. If an accident occurs with injuries, contact the local police department or CHP via Probation Dispatch for emergency vehicle response, and render first aid, if possible
- c. Follow guidelines set forth in Manual Item 1-5-101, reporting County and/or private job-related vehicle accidents.

REFERENCES:

Procedures:	1-3-304	Worker's Compensation
	1-4-106	Oleoresin (O.C.) Spray
	1-5-101	Vehicle Used by Probation Employees
	1-5-209	Travel Authorization Procedure
	1-5-317	Use of 800MHz Two-Way Radio Equipment and Dispatch Operation
	1-5-402	Handcuffs-Assignment
	2-1-003	Pursuits/Arrests – Field
	2-1-213	In-Custody Security Transportation of "High Risk" Youth, Subjects of Warrants of Arrest, From Out-of-State Jurisdictions by the Orange County Sheriff's Department
	2-4-105	Transportation of Youth Detained at Juvenile Hall
Policies:	D-3	Peace Officer
	D-4	Handcuffs
	D-5	Arrests/Temporary Detention
	D-6	Transportation of Probationers and Custody Transportation
	D-7	Search and Seizure
	D-9	Tear Gas

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APPROVED BY: