

## TRANSPORTATION SECURITY

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 2-1-002, dated **02/25/21**
- FORMS:** None
- PURPOSE:** To provide instructions for secure transportation of in-custody adult probationers and Juvenile Court **youth**.

### I. GENERAL INFORMATION

#### A. Training Required

Staff transporting an adult or **youth** 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 **an** in-custody adult or **youth** in a County vehicle must possess a valid California driver's license.

1. **Deputized staff shall** have in their possession a **hand-held County of Orange 800MHz radio (Pak-Set) and** proper identification **including their badge, Probation identification card, and business cards (recommended).**

#### C. **The directives set forth in this Procedure Manual Item (PMI) apply to all individuals transported by Probation, regardless of their supervision status.**

### II. PROCEDURE

#### A. Vehicles

1. When transporting in-custody **subjects**, use a custody vehicle with a security screen ("cage").
2. If a County vehicle is being used for transportation and there is no security screen, two deputized staff will utilize the established method of seating for officer safety. The probationer in custody and handcuffed is placed in the right rear seat with a deputized staff member in the left rear seat behind the driver. **Seat belts must be utilized.**
3. The vehicle should be equipped with an **operational** 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. In addition to a first-aid kit, **emergency vehicle safety kit**, and fire extinguisher, all custody vehicles must be stocked with an adequate amount of water for the purpose of de-contamination **should Oleoresin Capsicum (OC) spray** be used.
6. All vehicles must be used in accordance with **PMI 1-5-101**.

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 **subject** in a vehicle.
2. **Search the vehicle for weapons or contraband before placing an in-custody subject** 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 **the** destination.

C. Transportation of **Probationers in Custody**

1. Deputized staff will not transport probationers of the opposite **gender identity** alone without supervisory approval, unless it is absolutely unavoidable.
2. It is **preferred that at least one of the transporting officers is of the same gender identity of the probationer**. In instances where opposite gender **identity** transporting is required, special consideration should be given to case dynamics and situational circumstances. Should there be a question as to the advisability of opposite gender **identity** transportation, **seek supervisory guidance**.
3. The initiating employee has direct responsibility of the probationer.
4. Probationers being arrested and/or transported in custody shall be handcuffed. Exceptions to this policy will be made only for "compelling reasons."
5. Transporting officer shall contact Probation Dispatch to advise of "in service" status (10-8) and provide the dispatcher with the following information:
  - a. Officer identification number
  - b. Starting location
  - c. Reason for transport
  - d. Destination
  - e. Number of probationers in custody
  - f. Vehicle mileage at time of transport

g. Critical Incident Manager (CIM)

6. Upon arrival at destination, the transportation officer shall contact **Dispatch** to advise of arrival (10-97) and provide ending mileage.
7. Upon departure from destination, the transportation officer shall contact **Dispatch** to advise of departure from destination (10-98).

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 27360(a) **VC**. 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 27363 **VC**.
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 **PMI 1-5-101** prior to transport **to understand the procedures in the event of an** emergency (mechanical or accident).

E. Custody/Arrest and Search of a Probationer

For officer safety, always handcuff **the probationer** prior to search and transportation begins (see Section II.C.3.). The transporting officer must search the **probationer** immediately prior to placing **them** in the vehicle using the following format:

1. **Review PMI 2-1-009 prior to search of probationer.**
2. Pat-down the **entire body**.
  - a. Ask the probationer if **they are** in possession of any contraband, weapons, or sharp objects prior to search.
  - b. Pat-down the entire body, utilizing **protective** gloves.
  - c. Search priority areas:
    - (1) Hat
    - (2) Hair
    - (3) Armpits
    - (4) Collar
    - (5) Pockets
    - (6) Trouser cuffs
    - (7) Belt line
    - (8) Spine
    - (9) Crotch
    - (10) Legs
    - (11) Ankles
    - (12) Shoes

- (13) Socks
- (14) Small of back
- (15) Bra (Female)

- d. Confiscate evidence (contraband and weapons) and secure these items per established procedure; **refer to PMI 2-1-010.**
- 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; **refer to PMI 2-1-018.**
- f. Have in possession necessary information and documents about the probationer prior to departure.
  - (1) Adult booking sheet, property inventory receipt, **ID**, and medical facts sheet.

### 3. Handcuffing the Probationer

- a. Handcuffs do not automatically prevent escape.
- b. Handcuffs can be used as weapons even when on the wrists of the probationer. An officer is most vulnerable to attack when putting on or taking off handcuffs.
- c. Safeguards when applying handcuffs:
  - (1) Remain alert for any unexpected moves.
  - (2) Approach the subject from the rear or the side.
  - (3) Maintain control of the subject and keep them off balance.
  - (4) Search the subject thoroughly.
  - (5) Handcuff the subject with hands behind **their** back with palms facing outward.
  - (6) Double-lock the handcuffs and check by pulling or pushing on the handcuff jaw.
  - (7) Check for tightness. Your index finger should fit between the handcuff and the inner wrist.
  - (8) Do not allow subject to know where the cuff key is kept.
  - (9) Do not use handcuffs as a "come along" or to lead the probationer.
  - (10) Do not handcuff the **subject** to yourself or to a fixed object.

4. Escape Prevention
  - a. Remain alert at all times.
  - b. In-custody probationers must be escorted to a vehicle or other destinations flanked 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; **refer to PMI 2-1-003.**
  
5. 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 **PMI 1-5-101**, reporting County and/or private job-related vehicle accidents.

**REFERENCES:**

Procedures:	1-3-304	Worker's Compensation
	1-4-106	Oleoresin <b>Capsicum</b> (OC) Spray – <b>Field Services</b>
	1-5-101	Vehicle <b>Usage</b> by Probation Employees
	1-5-209	Travel Authorization Procedure
	1-5-317	Use of 800 MHz Two-Way Radio Equipment and Dispatch Operation
	1-5-402	Handcuffs-Assignment
	2-1-003	Pursuits/Arrests – Field
	<b>2-1-009</b>	<b>Search and Seizure – Field Services</b>
	<b>2-1-010</b>	<b>Disposition of Evidence and Contraband</b>
	<b>2-1-018</b>	<b>Arrestee Personal Property Control – Field "Safekeeping Property"</b>
	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
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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