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Transportation of Inmates	ACA Standards: 2-CO-3A-01, 4-4189, 4-4190-1, 4-4204M, 4-4348, 4-4349, 4-4351M, 4-4396M, 4-4414, 4-ACRS-1B-01M, 4-ACRS-1B-02, 4-ACRS-4C-03M, 4-APPFS-3G-03, 4-APPFS-3H-01, 4-APPFS-3H-02		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Transportation of Inmates

The Oklahoma Department of Corrections (ODOC) provides secure transportation of inmates to protect the public, employees and inmates. The guidelines in this procedure are applicable to ODOC staff and private prison staff transporting ODOC inmates. (2-CO-3A-01, 4-4189, 4-APPFS-3G-03, 4-ACRS-4C-03M)

I. Transportation of Inmates

All staff, including volunteers and contract workers are prohibited from notifying any inmate or any other party not involved in the transport of the date, time, method, route, or destination of any transport. Exceptions may be granted for transports to a medical/surgical appointment which may require inmate preparation.

A. Transportation Orders

1. The "Transportation Order" ([Attachment A](#), attached) will be completed for all inmates being transported to another facility, court appearance, or who have an outside appointment (medical, etc.). (4-4348, 4-4349) Transports for medical, mental health or dental appointments/services will be in accordance with Section II. of this

procedure. Routine/non-security transports such as the daily delivery of inmates to local Prisoner Public Works Programs (PPWP) or work release sites, do not require this form.

- a. The chief of security or designee will assign transport team(s) to ensure adequate security coverage.
 - b. The transport team leader will complete the "Transportation Order" form in its entirety.
 - c. All information will be accurate and legible.
 - d. One "Transportation Order" form will be completed per transport vehicle.
 - e. Additional inmates added to the transport will be included on the "Transportation Order" (for example, inmates traveling one direction, being admitted to or discharged from a hospital).
2. For all non-medical transports (e.g. court appearance) from a facility, medical staff will review the inmate's medical record and indicate on the "Transportation Order" ([Attachment A](#), attached) form. If the inmate has any prosthesis, cast, need for a wheelchair, cane, crutches, etc. The location of the cast or prosthesis will also be noted (e.g., left arm, right leg). This will allow the transport officer to be aware of authorized appliances and to thoroughly search these items.
 3. For all health care transports from a facility, medical staff will complete the "Medical Appointment Order" ([Attachment D](#), attached) form.
 - a. The complete "Medical Appointment Order" ([Attachment D](#)) will be forwarded to the chief of security or designee.
 4. For all health care transports the "Transportation Order" ([Attachment A](#)) and the corresponding "Medical Appointment Order" ([Attachment D](#)) will be scanned in one packet and will be forwarded to medtrans@doc.ok.gov daily.

B. Transportation Procedures by Vehicle

1. All vehicles designated for transport require the following:
 - a. Annual vehicle safety inspections will be conducted by qualified staff in accordance with [OP-130107](#) entitled "Standards for Inspections." (4-4189, 4-ACRS-1B-01M, 4-APPFS-3H-01)
 - b. Vehicles will be maintained in accordance with [OP-150203](#) entitled "Preventive Maintenance Program" and [OP-120401](#)

entitled "Fleet Management." (4-4189)

- c. Safety repairs will be completed immediately upon detection of an unsafe condition. Vehicles will not be used again until repairs are made. (4-4189, 4-ACRS-1B-02, 4-APPFS-3H-02)
- d. Transport vehicles at minimum, medium, and maximum security facilities will have the inside rear door and window handles removed with screens installed in the interior of the transportation vehicle. Plexiglas shields will be installed to reduce the risk of bodily fluid exchange.
- e. All transport vehicles will be equipped with the following:
 - (1) An inflammatory agent (OC) decontamination kit; and
 - (2) A first-aid kit, to include items that protect staff from communicable diseases and bloodborne pathogens in accordance with [OP-140118](#) entitled "Emergency Care" and [OP-140125](#) entitled "Bloodborne Pathogen Exposure Control Program."

2. Preparing the Vehicle

- a. Transporting officers will thoroughly search the vehicle before and after each transport.
- b. The transporting officer(s) will ensure the transporting vehicle has no obvious signs of mechanical trouble (e.g. flat tires, warning lights, etc.). (4-4189, 4-ACRS-1B-02, 4-APPFS-3G-03)
- c. If available, the rear door "child locks" will be engaged by the transport officers.

3. Staff Requirements and Preparation

- a. Facilities that have designated transportation officer positions will assign staff in accordance with [OP-040102](#) entitled "Master Roster and Post Order Guidelines." For security transports (any transport to higher security), at least one of the transporting officers will be the same gender as the inmate being transported.
- b. Staff will be appropriately trained before conducting transports. (4-APPFS-3G-03)
- c. Protective vests will be worn on all transports.
- d. Facility transportation officers will be trained in the use of OC

spray and decontamination methods. With the exception of non-security transports, it is mandatory for officers to carry OC spray during transport of any inmate.

- e. Transportation officers will be issued a radio/and or a cellular telephone for use during the transport.
- f. The use of personal security equipment and personal cell phones is prohibited.

4. Preparing the Inmate

The facility/unit head or designee will ensure that transporting officer(s) conduct a thorough search of the inmate prior to departure and, if applicable, upon return to the facility/unit. Medium and maximum security inmates are to be visual body cavity searched prior to departure and upon return to the facility.

- a. Transportation of inmate property will be in accordance with [OP-030120](#) entitled "Inmate Property" and [OP-040401](#) entitled "Transportation of Inmates by Central Transportation Unit (CTU)."
- b. All personal property will be stored out of reach of the inmates being transported. Transportation of inmate property will be in accordance with [OP-030120](#) entitled "Inmate Property."
- c. The inmate's ID card will normally be placed in the shirt pocket or clipped to the shirt.
- d. Security standards for transportation of inmates will be followed as outlined in [Attachment B](#) entitled "Security Standards for Transportation of Inmates" (attached).
- e. Transportation officers will ensure that the inmate(s) is securely restrained at all times.
 - (1) Pregnant inmates will normally be transported without restraints. Exceptions can only be made by the facility/unit health care authority with documentation on the "Oklahoma department of Corrections Authorization to Apply Restraints To A Pregnant Inmate" ([DOC 040111A](#), attached). (4-4190-1)
 - (2) If more than one inmate is to be transported, all inmates will be restrained as required for the highest security level inmate.
 - (3) Listed below are the only types of additional restraints/protective equipment that are authorized:

- (a) Equivalent to Nova Remotely Activated Custody Control (RACC) Belt; (only authorized for use by CTU and maximum security facilities/units and staff authorized in the office of Fugitive Apprehension and Investigations); and
 - (b) Spit net.
 - f. Handcuffs and leg irons will be inspected by transporting officers to ensure they are properly secured and are double locked. Belly chains will be secured to permit only minimal movement.
 - g. The facility head will ensure that during inclement weather, adequate shelter is made available for inmates awaiting transportation by CTU.
- 5. Weapons Security
 - a. Firearms of all transporting officers are to be kept out of reach of the inmate(s) at all times. (4-4204M, b# 3)

Armed transporting officers will ensure that:
 - (1) When an officer is applying or removing restraints, the second officer will maintain physical control of both firearms; and
 - (2) When an officer is loading or unloading inmate(s) from the vehicle, the second officer will maintain physical control of both firearms.
- 6. Procedures to Follow En Route
 - a. Restraints will be inspected to ensure the restraints are secure any time an inmate is removed from the vehicle and before re-boarding.
 - b. At no time will the inmate be out of the transporting officer's line of sight or left unattended.
 - c. The transporting officer will not stop the vehicle for any unnecessary purpose.
 - d. When it is necessary to park the vehicle, the transporting officer will ensure all doors are locked.
 - e. If the trip is in excess of six hours, the transporting officer will ensure food and drink are available for the inmate(s).

7. Procedures to Follow Upon Arrival at Destination

Upon arrival at the destination, the transportation officer will contact the facility and advise of the time of arrival and the number of inmates to the facility's security control center. This requirement does not apply to transports such as delivering PPWP crews and transporting to and from work release.

8. Vehicle Accident/Breakdown Procedures

- a. In cases of accident, the transportation officer(s) will immediately begin assessing the situation and surroundings to determine security risks. Attention will be given to all persons or vehicles in the area to determine if the incident is a possible assault or escape attempt.
- b. In the event of an accident or breakdown, the transporting officer will ensure all inmates are safe and properly secured. Life threatening circumstances may dictate the removal of restraints and/or removal from the vehicle.
- c. The transporting officer will set the parking brake and activate the emergency flashers. If the vehicle is stocked with emergency devices (e.g., flares, fuses, and red flags), these items will be appropriately activated and displayed.
- d. 911 will be called to alert local law enforcement of the situation and request assistance, if necessary. The home facility will also be called so they may assist in making other notifications that may be necessary, to include requesting assistance from the nearest ODOC facility or The State of Oklahoma Roadside Assistance. The transporting officer will provide the following information, at a minimum:
 - (1) Identification;
 - (2) Location;
 - (3) Details of breakdown/accident;
 - (4) Assistance required;
 - (5) Number and security level of inmates in vehicle;
 - (6) Number of staff;
 - (7) Other vehicles involved; and
 - (8) Other notifications or actions that have been taken.

- e. In the event of communication equipment failure, a passing motorist will be requested to relay the message to 911.

C. Transportation of the Inmate by Public Airlines and Interstate Transportation of Inmates

All inmate transports by public airline will be conducted by the Office of FAI. The director of FAI will ensure needed arrangements are made for a safe and secure transport. (4-4189)

II. Health Care Transportation (4-4348, 4-4349, 4-4396M, 4-4414, 4-ACRS-4C-03)

Medical staff will prioritize the inmate's medical need and identify the transport as an emergency or a routine scheduled appointment (4-4349 b# 1 and 2).

It is the joint responsibility of the facility/unit head and the facility health care authority to ensure transports for medical appointments/services are in accordance with this procedure and to ensure if more than one inmate is transported, scheduled appointments do not overlap, causing inadequate number of officers being sent on the transport. (4-4348)

Under no circumstances will an inmate be informed of a scheduled medical transport or outside medical appointment prior to the actual transport.

A. Routine/Non-Emergent Transportation

1. Inmate Evaluation

- a. Inmates who have routine/non-emergent medical appointments will be evaluated for their suitability to travel prior to transport. (4-4348, 4-4349 b# 1, 4-4414 b# 3)

- (1) The facility health care authority or designee is responsible for ensuring that this review is conducted.

- (2) Medical exceptions concerning the application of restraints will be made in writing on the progress notes and the "Medical Appointment Order" [Attachment D](#) by a qualified health care provider.

- (a) The exceptions to restraints will be made on an as needed basis only and reported in writing to the chief of security or designee **prior to the scheduled transport.**

- (b) The report will include the medical reason the exception is necessary and the duration of the exception.

2. Routine Transportation for Medical Appointments

- a. When an inmate has been approved to travel, medical staff will notify the chief of security or designee. All pertinent information including: medication, behavior management procedures, other treatment or requirements for observation, special or universal precautions, conditions and care during the transport will be provided in writing by a qualified health care provider for the transporting officers, to include CTU officers, by utilizing [Attachment D](#) entitled "Medical Appointment Order." (4-4349 b # 4, 4-4396M, b# 4 and 5, 4-4414 b# 4)
- b. Prior to transport, medical staff will complete the "Medical Appointment Order" Identifying any special instructions to include the following:
 - (1) Prioritization of medical need; (4-4349 b# 1)
 - (2) Urgency, for example, an ambulance versus a standard transport; (4-4349 b# 2)
 - (3) Use of medical staff to accompany security staff; (4-4349 b# 3)
 - (4) The location of casts, splints, use of crutches, wheelchair or other aids will be noted on the transportation order.
 - (5) The completed "Medical Appointment Order" ([Attachment D](#)) will be forwarded to the chief of security or designee.
- c. A written "Outside Referral Record", located in the electronic health record (EHR), will accompany the inmate to his or her appointment. The report form will be submitted by a qualified health care provider to the chief of security or designee prior to the inmate's transport, in a sealed envelope labeled with the inmate's full name and ODOC number. (4-4348, 4-4349 b# 4)
- d. Medical staff may make arrangements for non-emergency/routine transportation using commercial medical transportation (ambulance). This is to occur after the facility head and the chief medical officer or designee have approved this method of transportation.
- e. Medical staff will provide transportation personnel written notification which will include any pertinent data regarding the inmate's current medical condition, medication, prosthesis, special needs, observation and management. (4-4349 b# 4, 4-4396M b# 4 and 5)

3. Medical Transportation Arrangements

- a. The mode of transportation for medical transports will be approved by a qualified health care provider. CTU will not normally be used for medical transfers without the approval of the facility health care authority in coordination with Population Management office.
 - (1) Inmates being transported to another ODOC facility by CTU will have a completed copy of the "Medical Transfer Summary" (located in EHR). (4-4414 b# 2)
 - (2) This information is confidential and will only be accessed in an emergency situation. (4-4396M, 4-4414 b#1)
- b. If the inmate is unable to be transported by CTU due to his/her medical or mental health condition, or has a need for a special vehicle and/or medical escort, such transportation will be the responsibility of the sending facility. (4-4414 b# 3)

B. Emergency Transportation for Health Services (4-4349)

1. Inmates who are seriously ill or injured will normally be transported in licensed emergency vehicles or aircraft. (4-4349 b# 2, 4-4414 b # 2, 4-4351 b#1 and B#2, 4-ACRS-4C-03M b#1 and b#2)
2. A correctional vehicle may be utilized for emergency medical transportation with approval from a qualified health care provider and the facility head or duty officer approval. Medical staff is not permitted to operate transportation vehicles but may accompany an inmate. (4-4349 b# 3, 4-4414 b# 3, 4-4351M b#6)

III. Transportation of Inmates to District Court

A. By Facility/Unit Staff

1. If an inmate is to appear in district court, the facility that received the court order will notify the facility/unit head having custody of the inmate of the time and date of the scheduled court appearance.
2. If the inmate is being transported to court for a 120 day judicial review, delayed sentencing hearing or sentence modification, the facility records officer will notify the chief of security of any detainees or holds on the inmate. The facility records officer will complete the "Court Transport Instructions" form ([Attachment C](#), attached) and forward it to the chief of security.

- a. The chief of security will ensure that this information is attached to the "Transportation Order" ([Attachment A](#)).
 - b. At the hearing, if the court orders the immediate release of the inmate, it is the responsibility of the transportation officer to notify the judge of the detainer/hold and to notify the facility records officer.
3. For any inmate received by county law enforcement officers, the facility records officer will complete the "Court Transport Instructions" form ([Attachment C](#)). A copy of this order will be provided to the receiving county law enforcement officers advising of any pending holds, detainers, etc., in the event the inmate's release is ordered by the court.
 4. Care will be taken to ensure separated inmates, or witnesses and defendants in the same case, are not transported together.
 5. The transporting officer will remain with the inmate until returned to the facility or the inmate is released by the court.

B. By Central Transportation Unit (Criminal Writs Only)

1. Facilities cannot accept/hold an inmate for CTU for county transfers. County law enforcement personnel must be at the facility to receive the inmate directly.
2. Facilities cannot accept/hold an inmate for CTU who are transferring from the county. County personnel must transfer custody directly to CTU personnel.

C. Overnight Transports

The director of Fugitive Apprehension and Investigations (FAI) will be responsible for transports that require overnight accommodations. The director of FAI is to make the arraignments necessary to ensure inmate security at all times.

D. Transportation by Private Prisons

Private prisons will transport inmates in accordance with the provisions of the approved contract.

IV. Special Events

A. Approval and Transport

Inmates attending special events (e.g., funerals, family emergencies, etc.) as approved by the facility/unit head will be transported as outlined in [Attachment B](#) entitled “Security Standards for Transportation of Inmates” (attached).

1. The facility/unit head may upgrade security requirements as deemed necessary.
2. Inmates assigned to a community corrections facility/program may be transported by non-correctional officer staff or trained volunteers as approved by the facility head in accordance with [OP-031001](#) entitled “Inmate Escorted Leave/Activities.”

B. Family Considerations

The facility head will determine appropriate security precautions based upon the inmate's security requirements, the family, and community circumstances.

V. References

Policy Statement No. P-040100 entitled “Security Standards for the Oklahoma Department of Corrections”

OP-030120 entitled “Inmate Property”

OP-031001 entitled “Inmate Escorted Leave/Activities”

OP-040102 entitled “Master Roster and Post Order Guidelines”

OP-040401 entitled “Transportation of Inmates by Central Transportation Unit (CTU)”

OP-120401 entitled “Fleet Management”

OP-130107 entitled “Standards for Inspections”

OP-140118 entitled “Emergency Care”

OP-140125 entitled “Bloodborne Pathogen Exposure Control”

OP-150203 entitled “Preventive Maintenance Program”

57 O.S. § 510

47 O. S. § 12-407 and 408

VI. Action

The regional directors are responsible for compliance with this procedure.

The regional director, Region I is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040111 entitled "Transportation of Inmates" dated September 14, 2018

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
MSRM Form	“Medical Transfer Summary”	EHR
MSRM Form	“Outside Referral Record”	EHR
DOC 040111A	“Authorization to Apply Restraints To A Pregnant Inmate”	Attached

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Transportation Order”	Attached
Attachment B	“Security Standards for Transportation of Inmates”	Attached
Attachment C	“Court Transport Instructions”	Attached
Attachment D	“Medical Appointment Order”	Attached

