

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.42	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-1B-06 P&P 8.16	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: December 4, 2015	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Transportation Vehicle Loading and Off- Loading	

- I. **PURPOSE:** To establish a procedure for the off-loading transportation vehicles.
- II. **POLICY:** Staff assigned to ITR and Transportation will cooperate to ensure that transport vehicles are loaded and unloaded in a timely manner that ensures accurate inmate counts and adequate security throughout the transfer process. Staff shall regulate the movement of inmates at all times.
- III. **PROCEDURE:**
- A. GENERAL INFORMATION:
1. This procedure has been developed through a cooperative effort of ITR and Transportation Unit staff.
 2. The procedure listed below explains the process for unloading a bus load of inmates. Although the process is different, the same level of security is required when loading a bus.
 3. When loading and unloading a transportation van, minimally one ITR and one Transportation deputy will provide security.
- B. ITR/TRANSPORTATION DEPUTIES:
1. When a bus arrives at Glenn E. Dyer Detention Facility (GEDDF) or Santa Rita Jail (SRJ) with a load of inmates, the bus will park in one of the GEDDF /SRJ vehicle sally ports and the sally port gate will be closed.
 2. The deputy will give the paperwork to an available ITR deputy and inform the deputy of the number of inmates on the bus. Inmates will not be unloaded from the bus until both Transportation deputies are in the sally port or available ITR staff is

on hand to assist.

3. One Transportation deputy will open the passenger compartments on the bus and direct the inmates to exit the bus. He/she will direct the inmates to stand in a single file line in the sally port and ensure each compartment is clear before opening the next compartment.
4. The second Transportation deputy will station him/herself where he/she has a clear view of the inmates exiting the bus and standing in line.
5. The Transportation deputies will not leave ITR until they are notified by the booking or ITR transfer hall deputy that the load has been balanced.
6. When notified by the ITR deputies that the load has balanced, one Transportation deputy will check the bus compartments and undercarriage to ensure no inmates or contraband are present, while the other deputy takes the money and property into ITR to the corresponding locations.

C. COURT DISPOSITION CLERK/DEPUTY:

1. The clerk/deputy will count and sort (per hazard class) the paperwork received from the ITR deputy, making note of the count.
2. The clerk/deputy will not process the court returns or release newbook paperwork until the ITR deputy determines the paperwork count and identification cards match the count and identification of the inmates removed from the bus.

D. ITR DEPUTIES:

1. When notified that a loaded bus is in the vehicle sally port, a minimum of two deputies will proceed to the appropriate sally port door and allow one of the Transportation deputies to enter with the paperwork.
 - a. The transportation paperwork consists of all applicable disposition sheets for each inmate, one AJIS movement identification card for each inmate, and all related court orders for each inmate.
 - b. At the time of loading/unloading, the identity of each inmate will be confirmed prior to placement on a transportation vehicle or in an SRJ/GEDDF holding cell, via the AJIS card.
 - c. Deputies receiving the inmates will be designated as ITR deputy #1 and #2.
2. ITR deputy #1 will remain at the sally port door and will be responsible for collecting the AJIS movement identification cards for each inmate on the vehicle. He/She will verify the inmate's identity via the *custody* card, and then direct them to

ITR deputy #2.

3. ITR deputy #2 will ensure the area is clear and determine which holding cells are available for inmates. He/she will count the inmates entering ITR and then place the inmate into the designated holding cells.
4. After determining the bus and vehicle sally are clear of inmates, an ITR deputy will secure the sally port door, and compare the number of inmates unloaded with the court disposition paperwork.
 - a. If the load balances, the Transportation deputies may leave the area after off-loading the money and property.
 - b. The court disposition clerk/deputy will process the disposition sheets and **custody** cards, entering the data into the **JMS** and generating a Jail **JMS movement** list.
 - c. If the load does not balance, ITR and Transportation deputies will re-count the paperwork and inmates.
 - d. If after a re-count the load still does not balance, the ITR supervisor will be informed and will direct the involved deputies to compare the paperwork received with the armbands on the inmates received.
 - e. If after completing the actions listed in item “d” above, the load does not balance, ITR deputy #1 will notify the ITR supervisor and await further direction.

A. ITR SERGEANT:

1. When an ITR Sergeant is informed that a transportation load does not balance, he/she will ensure a re-count of the inmates and paperwork occurs.
2. If the re-count does not result in a balanced load, the sergeant will direct that the paperwork received be compared against the armbands on the inmates received. He/she will also have the appropriate Bailiff’s office contacted to determine if a discrepancy in the transportation load was noted after a bus departed.
3. If an armband count is necessary to balance the load, the ITR Sergeant will write a memorandum to the Watch Commander and the Transportation Unit Lieutenant, advising them of the incident and surrounding circumstances.
4. If after all attempts at balancing the load have failed and an escape or attempted escape is suspected, the ITR Sergeant will have the immediate area searched, including the bus and the bus undercarriage, and will notify the Watch Commander.

- B. A Watch Commander receiving notice that a transportation load has not balanced and that an escape is suspected or confirmed, will implement procedures pursuant to Policy and Procedure 8.16, "Escape Procedures."