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| ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE | NUMBER: 20.08 PAGES: 1 of 2 |
| | RELATED ORDERS: General Order 5.11 |
| | ISSUED DATE: May 1, 1993 |
| | REVIEW DATE: October 20, 2015 |
| CHAPTER: Transportation | REVISION DATE: May 1, 2013 |
| | SUBJECT: Vehicle Breakdowns/Accidents |

- I. **PURPOSE:** To establish procedures to follow when a transport vehicle experiences mechanical failure or is involved in an accident.
- II. **POLICY:** Transporting deputies shall adhere to procedures providing for the safekeeping of prisoners and transport vehicles. The first consideration in an accident shall be for the safety and security of inmate passengers.
- III. **PROCEDURE:**
 - A. **WITHIN ALAMEDA COUNTY:**
 1. The driver shall notify Sheriff's Radio of the identity of the transporting deputy, the vehicle identity and vehicle condition, location of breakdown or accident, number of inmates on board, and what type of assistance is needed, i.e. security, mechanical, or medical. CHP or local agency assistance may be requested if needed. Sheriff's Radio shall also be requested to notify the County Garage and a Transportation supervisor.
 2. Portions or all of the vehicle shall be evacuated if necessary, and reasonable care taken to ensure all inmates on board are properly and safely secured.
 - B. **OUTSIDE ALAMEDA COUNTY:**
 1. The driver shall contact CHP or the nearest local law enforcement agency for assistance. When the safety and security of the vehicle and occupants are achieved, the Transportation supervisor or ETS Watch Commander will be advised of the information in Section A.
 2. The County Garage will handle repairs, either by authorizing a purchase order and utilizing a near-by repair facility, or by sending personnel to the scene and servicing or exchanging vehicles.

- C. Saving lives takes precedence over security needs; however, should it become necessary to evacuate a portion or all of a transport vehicle, adequate security shall be requested from CHP or local law enforcement agencies.

- D. RESPONSIBILITIES OF TRANSPORTATION DEPUTY INVOLVED IN A VEHICLE ACCIDENT:
 - 1. Immediately take actions to ensure inmates and Agency personnel are not vulnerable to further harm.
 - 2. Ascertain the well-being of inmates, other Agency personnel in the vehicle, and other involved drivers or pedestrians, if the latter can be done without compromising the security and custody of the inmates on board. If it would compromise security, this should be done after additional law enforcement personnel are on scene.
 - 3. The driver of the Agency vehicle, if physically able, shall notify Sheriff's Radio with the information noted in sections III – A – 1 and 2 of this policy.
 - 4. Notify the Transportation sergeant of the accident. If he or she is not available, notify the Transportation lieutenant of the accident.
 - 5. Document the physical location of inmates, by name and PFN, within the involved Transportation vehicle.
 - 6. Cooperate with the agency investigating the accident. The information on the involved parties may be obtained at this time.
 - 7. Obtain photographs of all vehicles involved and their respective damage. If road conditions or signage is related to the accident or a causing factor, photographs should be taken of these too.
 - 8. As soon as safely possible, each inmate will be individually photographed with his or her name and PFN in the photograph for identification purposes and documentation of any injuries. The inmate must be medically cleared to remain in custody.
 - 9. The driver of the Agency vehicle involved, if physically able, shall obtain a report number from Santa Rita Jail's CP-1 and complete an incident report on the accident entitled, "County Vehicle Accident/Damage Report." Statute 11-82. Deputies should use this classification unless directed otherwise by the Transportation sergeant. If the driver of the transportation vehicle is unable to complete this report, the Transportation sergeant will designate another deputy to complete the incident report.