

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 20.14 <b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> CALEA 71.1, 71.1.6, 71.1.8, AND 71.5.1
	<b>ISSUED DATE:</b> May 01, 1993
	<b>REVIEW DATE:</b> October 20, 2015
	<b>REVISION DATE:</b> October 1, 2010
<b>CHAPTER:</b> Transportation	<b>SUBJECT:</b> On-Loading and Off-Loading Procedures

- I. **PURPOSE:** To establish procedures for the orderly and efficient transfer of prisoners and paperwork to and from jail and court facilities.
- II. **POLICY:** Prisoners and paperwork shall be managed according to procedures described herein.
- III. **PROCEDURE:**
  - A. **ON-LOADING PROCEDURES.** Transportation deputies shall:
    1. Determine the number of prisoners being transported, identify their classifications and which need special handling. Paperwork for each prisoner must be provided to the transporting deputy.
    2. Ensure there are money and property receipts and lists, as applicable, for each prisoner being transferred to a jail facility.
    3. Load property and inmate lunches, if applicable, into vehicle compartments or other secured area.
    4. Pre-determine seating arrangements based on inmate classifications and special handling restrictions for an orderly and efficient inmate transfer. Load the general population inmates first unless it is appropriate to load other classifications first.
    5. Perform periodic and random pat searches of prisoners during the loading process or any other time deemed appropriate. Inmates at SRJ shall pass through a metal detector before loading. All contraband shall be disposed of according to jail policy and penal code. If disciplinary action for contraband is appropriate, the Transportation deputy discovering the contraband shall write the report.
    6. Normally load special handling inmates last and in a compartment that is near and closely supervised by a transporting deputy.
    7. Separate the following classifications:
      - a. Special handling
      - b. Male from female
      - c. Civil from criminal

d. Juveniles and adults must be transported in separate vehicles.

8. Ensure the correct prisoners and the correct paperwork are together on their vehicle prior to departing the jail or court. Armbands should always be checked against the court disposition sheets.

B. OFF-LOADING PROCEDURES. Transportation deputies shall:

1. Secure weapons and keys and adhere to the weapons storage procedure at each jail and court facility. In a non-secure area, armed deputies will stand away from the vehicle during off-loading.
2. Turn over all paperwork, property, money, and inmate lunches to the receiving deputy. When transferring money and property into or out of a non-Alameda County Jail facility, obtain a signature on the property form. Obtain a written body receipt for inmates delivered to a state facility.
3. Prior to off-loading anyone, advise the receiving deputy of all special handling prisoners and other classifications on board.
4. Off-load all special handling prisoners first and then general population prisoners unless circumstances dictate otherwise.

C. OTHER CONSIDERATIONS:

1. Particularly in the mornings, it is important that all inmates get to court on time. Therefore, neither buses nor vans shall be held up unnecessarily for one inmate or for inmate property.
2. If an inmate is left behind, TR-41 and a Transportation supervisor shall be immediately notified.
3. If a prisoner is too violent or is otherwise unable to be transported with other prisoners, he/she will remain at the facility. TR-41 and/or the Transportation supervisor will be notified and will make other arrangements with the court. (ITR Records Deputy may reschedule.)
4. When entering or exiting SRJ sally ports with Transportation vehicles, Transportation deputies shall assist CP-1 by ensuring ITR outer security doors are closed while the sally gate is open.
5. Transportation deputies are to be extremely careful of the sliding gate when entering or exiting SRJ sally ports. A green light means the gate is locked open.
6. Whenever a sally area is controlled from a remote local, Transportation drivers should assist the controlling staff via radio to advise when the gate is safe to close.

D. JUVENILE HALL: 2500 FAIRMONT DRIVE, SAN LEANDRO:

Transportation deputies shall ensure the sally gate is closed prior to opening a van compartment. The fenced area around Receiving shall not be relied upon to provide security.