


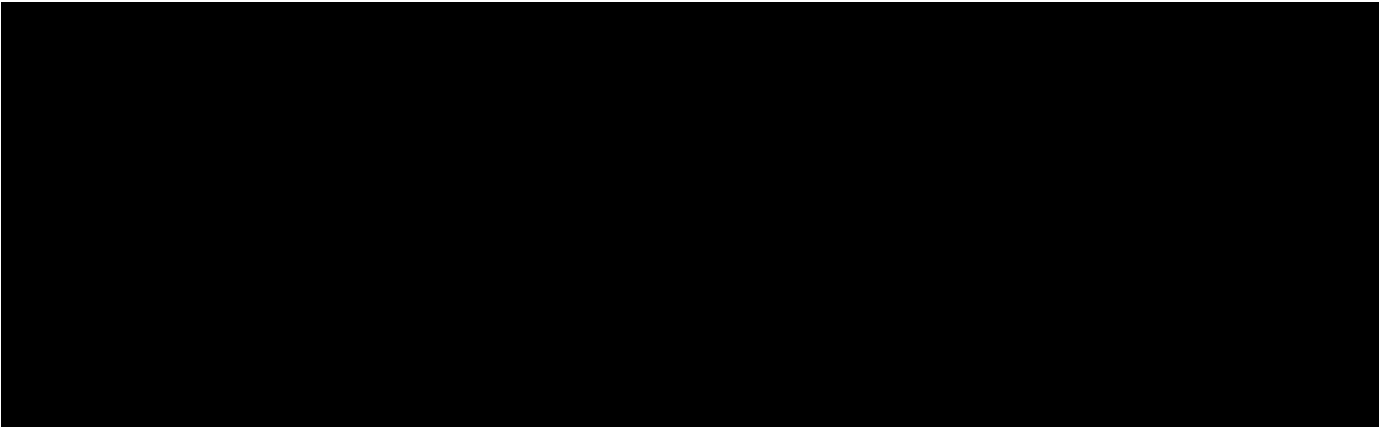
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|  <p>Rockwall County Sheriff's Office Detention Division Policy and Procedures</p> | <p>Policy: General Prisoner Transports</p> | <p>Policy #: C-800</p> |
| | <p>Procedure: Transport Guidelines</p> | <p>Effective Date: 12/16/2005</p> |
| | <p>Revised Date(s): 03/19/07 04/09/08 05/10/10 06/07/10 08/11/10 09/06/10 03/11/13 05/19/15 11/14/17</p> | <p>Approved By:</p> |

The purpose of this policy is to establish policy and procedures for the use of authorized restraining devices during prisoner transports. This policy will also outline a systematic method for transporting prisoners from one facility to another assuring the safe, humane and secure movement of prisoners. Transport personnel will keep prisoners in visual contact at all times. Any deviation from this policy must be approved by the Jail Administrator or his designee.

For the purposes of this policy, "transport personnel," and variations thereof, refer to any staff member responsible for the care, custody and control of inmates while being transported outside Rockwall County Detention Center and Sheriff's Office. This policy does not affect the supervising of inmates working in the capacity of inmate workers.

Transport personnel will be responsible for prisoner custody, producing, and transporting of prisoners and must ensure the safeguarding of all security equipment and upkeep of such equipment.

C-800-001 Radio Communications:



C-800-002 Firearm Regulations:

- a) All Rockwall County Sheriff's Office - Transport Department Personnel, as of January 1st, 2011 will be "Texas State Certified Peace Officers".
- b) Non-Certified Rockwall County Sheriff's Office Detention Transport Personnel prior to January 1st, 2011 are subject to all the rules and regulations under the new policy and procedures.
- c) [Redacted]
- d) [Redacted]

e)

f)

g) Transport Personnel, when on duty, will be in the uniform that has been approved by the Rockwall County Sheriff's Office. When "Special Circumstances" arise, such as funerals, on/or outside court days it will be required that uniform long sleeve shirts and ties be worn.

h)

i) Firearms are to be secured in the trunk of the vehicle or security lock box when entering a correctional facility.

j) When Transport Personnel are not transporting or guarding prisoners, their firearms will be secured in their vehicles or transport security lock boxes. "NO EXCEPTIONS" Texas State Certified Peace Officers are exempt from this rule.

k) Transport Personnel in possession of firearms will not place themselves in a position that they allow the prisoner to gain possession of their weapon.

C-800-003 Restraining Devices:

a) Groups of prisoners transported to and from the Rockwall County Detention Center may be restrained using the

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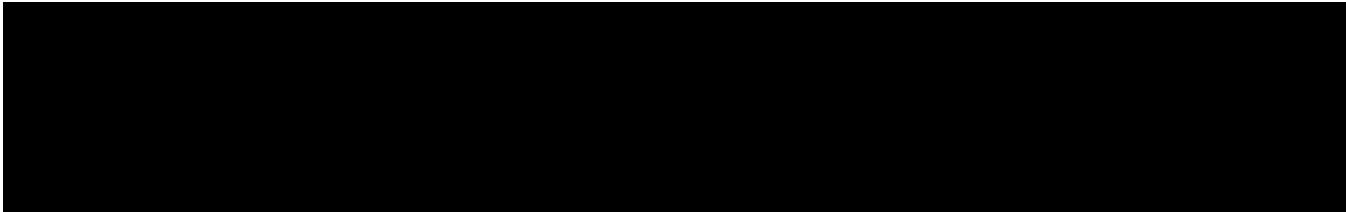
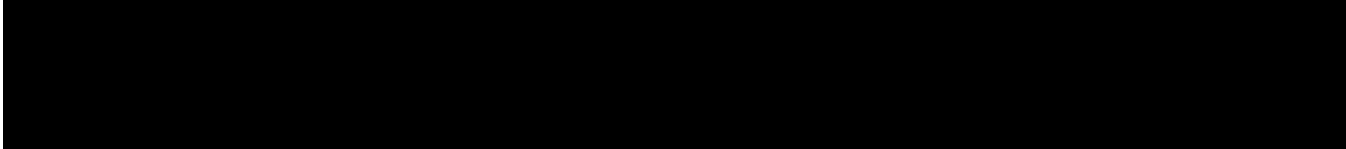
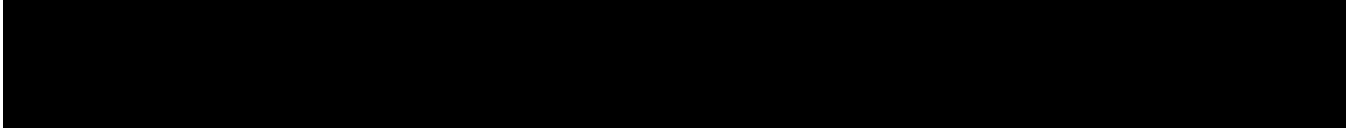
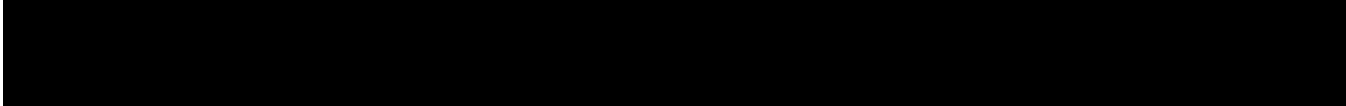
d) In accordance with Texas H.S.C. 574.045 (g), a mental health patient may not be physically restrained unless necessary to protect the health and safety of the patient or transport personnel. Note: This does not apply to in-custody persons being transported for competency orders or emergency detentions to a State Hospital or Mental Health Facility.

e) Restraints will be applied at the discretion of transport personnel, to physically challenged, or medically impaired prisoners in so far as physically possible to safe guard the prisoner, personnel and to prevent escape. Prisoners will not be secured to any fixed objects that would endanger the prisoner's life or be

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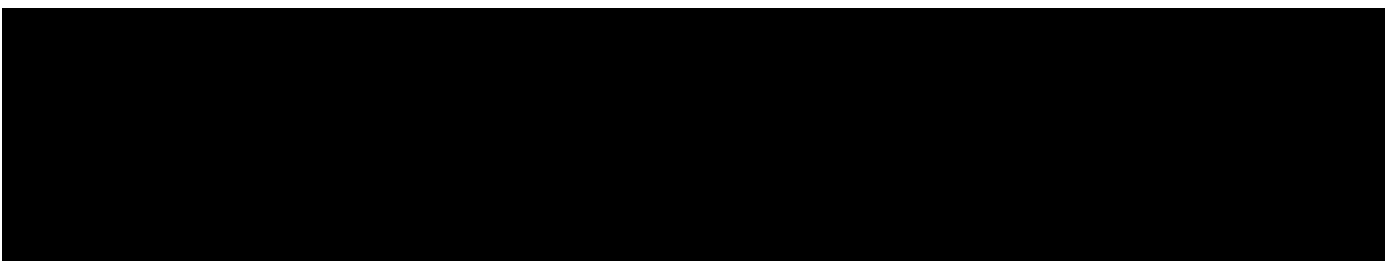
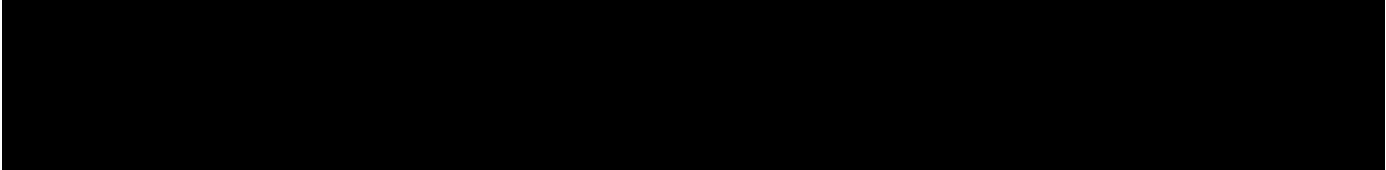
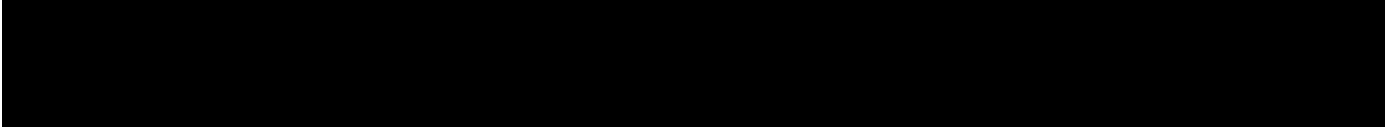
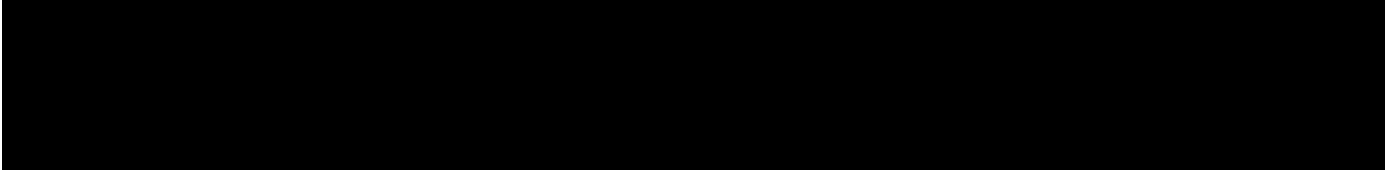
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left unattended. NOTE: Pregnant prisoners will be restrained in accordance with Policy D-205 Care, Custody, and Control of Pregnant Inmates of this policy.

- f) 
- g) 
- h) 
- i) 

C-800-004 Transport Vehicles:

- a) On scheduled court(s) date and before scheduled male and/or female prisoners are prepared for court, assigned court(s) transport personnel will prepare their transport vehicles. Depending on court(s) scheduled number of males and/or females transport personnel will determine, by gender, which prisoners will be transported in which van/car. While inside the vans, male prisoners will be kept separate from female prisoners.

- b) 
- c) 
- d) 
- e) 

C-800-005 Transporting of Prisoners:

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- a) Prisoners transported to or from the R.C.D.C. will be restrained in accordance to Section C-800-003 and C-800-004 (b) (d) of this policy.
- b) When transporting “Maximum” or “High profile” prisoners reference Section C-800-002 (d) for transport personnel requirements.

c)
d)



C-800-006 Transporting of Prisoners to State Prisons:

- a) Transport Personnel that transport prisoners to a State Jail facility, or any other Texas Department of Criminal Justice facility or prisoner chain transport facility, (example-Hunt County) will receive from the Transport Sergeant the names and medical status of each prisoner being transported. If transporting to a State Jail facility transport personnel will receive from the Jail Office Manager a “pen pack” with as much information about the prisoner as possible, for example: criminal history, disciplinary history, high profile case, etc. This “pen pack” is to be given to the State Jail facility by transport personnel. The Jail Office Manager will fax to the State Jail facility the legal judgment paperwork of each prisoner being transported.
- b) If transporting to the Texas Department of Criminal Justice (TDCJ) the Jail Office Manager will fax the prisoner(s) information “pen pack” to the Texas Department of Criminal Justice facility. Transport Personnel is not responsible for delivering the “pen pack”. NOTE: If prisoner is transported due to a “HOT SHOT”, such as for medical reasons, transport personnel will take a “pen pack” with prisoner.
- c) Transport Personnel will retrieve from the R.C.D.C. personal property room the prisoner’s personal clothing and other items from the prisoner’s green personal property bag. Transport Personnel will place the prisoner’s personal property into a plastic bag for storing in the R.C.D.C. personal property holding room. Transport Personnel will see that the prisoner completes a “Rockwall County Detention Center Inmate Property Release” form. This form entails the Name of the prisoner, Name and address of person(s) picking up personal property and date signed. NOTE: Person(s) picking up personal property has 30 days to retrieve the prisoner’s personal property. Transport Personnel will fill out a (TDCJ) transport envelope with the prisoner’s name, and check off the personal items that the prisoner can take with them to prison, such as, a Bible, legal papers, pictures, watch, etc. and place these items in the (TDCJ) envelope. Transport Personnel will see if the prisoner has any money on his/her commissary account, and if so, see that a check is printed. The check will be placed in the (TDCJ) envelope and the prisoner will initial the (TDCJ) envelope to verify his/her check is being taken with the transport, he/she will then, sign the (TDCJ) envelope. Transport Personnel will release the prisoner(s) from the “Jail Management System” computer program, and see that the “Personal Property Release” form is signed, a copy placed in the prisoner’s personal folder and a copy attached to the prisoners onion bag. Medical history, a health status report on each prisoner will be filled out by the Medical Staff and taken with the transport.

C-800-007 Out of County or Out of State Transports:

- a) When an “Out of County” or “Out of State” agency notifies Rockwall County Sheriff’s Office that they are holding a prisoner on a Rockwall County warrant, the Transport Sergeant will assign transport personnel and will arrange for the prisoner’s pick-up. Transport personnel will check the prisoner for

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previous incarceration in R.C.D.C. Transport personnel will process, if available, a copy of the prisoners, prior arrest report, prior warrants, photo, and medical information.

- b) From the Rockwall County Sheriff's Office Warrant Box, located in the dispatch office, transport personnel will make a copy of the prisoners warrant(s) and holding agencies teletype information. The Transport Sergeant and/or Transport Personnel will telephone the holding agency to confirm that the prisoner is still in their custody then set date and time of pick-up. When transport personnel arrives at the holding agency, transport personnel should receive prisoner's personal property and if possible, information on the prisoner, such as transfer sheet, medical status, and any other agency's warrant (detain) information from the holding agency. If other agency's warrant (detain) information cannot be received from the holding agency, upon returning to R.C.D.C. transport personnel will telephone the agency requesting warrant (detain) status, for teletype copies of their warrants on the prisoner.
- c) If a prisoner transport takes longer than a day's drive, five (5) hours to, and five (5) hours return, the Assistant Jail Administrator, Transport Sergeant and/or Jail Office Manager will draw funds, to cover travel expense. [REDACTED]

[REDACTED] Transport personnel will make all needed hotel reservations and retain all receipts, such as hotel accommodations, food for transport personnel and prisoner. An expense report (Travel Expense form No. 1, green sheet) shall be completed upon returning to R.C.D.C. with receipts and with any monies not used returned to the R.C.D.C. Assistant Jail Clerk.

- d) Upon returning from the holding agency to R.C.D.C., transport personnel will prepare the prisoners personal folder. Transport personnel will fill out information about the prisoner on the (1) Rockwall County Sheriff's Office Intake Sheet (2) Rockwall County Detention Center Inmate Property Sheet (3) Rockwall County Detention Center Inmate Handbook, Jail Rules, and County Property Acknowledgement Form (4) Medical Service Agreement sheet, (5) Mental Suicide Intake Sheet, (6) Rockwall County Detention Center Unclothed Search Form, and (7) TB Screening Questionnaire. Transport Personnel will input the warrant arrest Information into the "Rockwall County Sheriff's Arrest Sheet" in the "Jail Management System", computer program. Transport personnel will dress out (orange uniform) prisoner and place all property in personal green bag. The prisoner personal folder and the prisoner personal green property bag will then be turned over to jail staff for completion of the booking process. Transport personnel will return to the Rockwall County Sheriff's Dispatch Office to fill out (and sign the original warrant(s) Texas State Certified Peace Officers ONLY) a trip/mileage slip, and make copy for transport file.
- e) Transportation for Funeral Service: Prisoners requesting funeral viewing attendance will follow standard procedures set forth in R.C.D.C. Policy and Procedure E-1002, Policy: Death of an Inmate's Family Member, Procedure: Attending a Funeral Service

C-800-008 Mental Health Hearings:

- a) When receiving a Mental Health Summons for a patient that is in custody of a Mental Health facility, it is the duty of transport personnel to contact the facility ensure the summoned patient wishes to participate in the hearing. If the patient does wish to participate, transport personnel will ensure the patient is transported from the Mental Health facility to the County Court at Law Judge, per the date and time, as specified in the summons. If the patient is to be returned to the Mental Health facility per Court order, transport personnel will return the patient to the Mental Health facility. If the patient does not wish to participate, transport personnel will notify the court.
- b) In accordance to C.C.P. Article 46.04 section 1-C, when a female patient is transported a female attendant/officer must accompany the transport.

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- c) In accordance to C.C.P. Article 46.04 section 2-5, mental patients will not be transported with state prisoners.

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