



GENERAL ORDER

TRANSPORTATION OF ADULTS AND MINORS

Purpose and Scope

The purpose of this order is to provide guidelines for transporting adults and minors in the care and custody of the Sacramento County Probation Department, hereafter referred to as "passengers." This order does not pertain to interns or citizens participating in a ride-along.

Affected Personnel

All sworn staff

Authority

Administrative Directive

Effective Date

March 13, 2020

I. Guidelines

- A. All transports shall occur in authorized county vehicles, licensed and maintained by the County. No transport shall be conducted in a private vehicle.
- B. Officers who drive a vehicle with emergency lights shall have attended and passed Emergency Lights training.
- C. All officers participating in a transport shall have a valid California Driver's license in their possession. Officers shall wear duty belts equipped, at a minimum, with radio, handcuffs and OC during transports. Staff and passengers shall wear seat belts at all times.
- D. The number of passengers being transported shall be limited to the number of available seats and seatbelts in the vehicle.
- E. Officers shall ensure an "Authorization to Transport Minors, Parent/Guardian Approval Form" is signed by the parent/guardian having legal custody of the minor prior to transporting a minor to community social functions, counseling service, education trips and off campus trips.
- F. Prior to placing a passenger in a vehicle, the officer shall search the passenger and vehicle for weapons and devices that may be used to effect escape or pose a threat to safety.

- G. When an arrest is made in the field, officers shall remove as much personal property (cell phone, jewelry, belt etc.) as possible from the subject and place it in a secured area of the county vehicle.
- H. Officers shall ensure all passengers utilize their seat belts during the transport.
- I. If passengers are placed in restraints, officers should use one of the following:
 - 1. Handcuffs, per training;
 - 2. Security Belt/Waist Chains;
 - 3. Leg Chains/Shackles; or
 - 4. Other approved restraint devices

Note: If restraints need to be applied, known pregnant females shall never be shackled, and handcuffs shall be placed in front.
- J. If restraints are applied and have a locking cuff, the officer shall ensure it is double locked.
- K. Passengers shall not be restrained to any part of the vehicle or to other passengers.
- L. Transports in a vehicle without a security partition shall always be conducted by two officers. One officer shall remain with the passenger(s) and maintain visual contact of the passenger(s) at all times, both prior to and during the transport. During transport, one officer shall sit with the passenger(s).
- M. One officer may transport a passenger(s) in a county vehicle with a security partition. Whenever possible, the transporting officer should be of the same gender as the passenger.
- N. Prior to the transport, the officer shall contact Probation Radio or utilize the Mobile Data Terminal (MDT) and provide the passenger's name, destination, and the beginning odometer reading. If neither an MDT nor Probation Radio is available, the officer shall contact the Field Watch Commander. Upon arrival at the destination, the officer shall report the ending odometer reading via the appropriate resource (MDT, Probation Radio, or Watch Commander). If officers are transporting after hours and are unable to contact these sources, they shall notify the Youth Detention Facility (YDF) Supervisors and provide the specifics of the transport.
- O. The transport officer(s) shall not participate in other law enforcement activities when engaged in a transport, unless emergency life threatening circumstances exist.
- P. After the transport is complete, the officers shall search all seats and areas occupied by and/or accessible to the passengers.
- Q. All transports associated with an arrest or injury shall require completion of an Event Report. Supervisors and/or Watch Commanders may also request an Event Report should the circumstances surrounding the transport call for one.

II. Transports by Airplane

- A. Transportation Security Administration (TSA) procedures regarding entering a TSA check point with passengers secured in handcuffs vary with each airport, and are allowable at the discretion of the TSA Officer. Whenever this practice is not allowed, officers shall adhere to the following procedures:
 1. Prior to arriving at an airport, officers shall notify airport security and request assistance, if needed.
 2. The passenger's handcuffs shall be removed prior to entering the TSA checkpoint.
 3. Upon arrival at the destination airport, the officers will remain on the aircraft with their passenger until all other passengers have exited.
 4. Officers shall secure the passenger in handcuffs immediately upon exiting the aircraft while in the jet-way connecting the aircraft with the airport terminal.

III. Emergency Procedures During Transport

- A. Unusual or unexpected circumstances may occur during a transport including, but not limited to, application of force, escape attempt, medical emergency, vehicle accident, mechanical problems, etc.
- B. In the event of an emergency situation, officers shall contact the communications center of the local jurisdiction via radio and request appropriate assistance, (e.g. other law enforcement, emergency medical response, and fire department).
- C. If a passenger attempts to escape or escapes, officers shall contact the communications center of the local jurisdiction via radio and provide information relative to location, direction of travel, number of passengers and the need for additional officers.
- D. In any area outside the radio reception, officers shall utilize their cellular telephone to dial 911 or the local jurisdiction radio communications center to request assistance.
- E. After following emergency procedures, officers shall contact a Supervisor or Watch Commander as soon as it is safe to do so.
- F. Officers shall refer to the current Vehicle Accident Reporting policy.

IV. Reasonable Accommodations

- A. When officers encounter individuals with disabilities or mobility restrictions who require reasonable accommodations during a transport, officers shall:
 1. Ask the passenger the best way to move them.
 2. Make every effort to accommodate the individual, provided it is safe to do so.
 3. Request assistance from other local law enforcement agencies that have vehicles equipped for reasonable accommodation transports, if unable to safely transport the passenger.
 4. Contact emergency medical services to assist with the transport, if necessary.

