

 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number <b>6.4</b>	Effective Date <b>8/26/15</b>	Page 1 of 12
	Supersedes <b>Transportation and Community Supervision Of Inmates, dated 11/13/2012</b>		
Approved By:   Commissioner Scott Semple	Title  <b>Transportation and Community Supervision Of Inmates</b>		

1. Policy. The Department of Correction shall transport and supervise inmates within the community in a safe and secure manner.
2. Authority and Reference.
  - A. 49 United States Code, Sections 31136 and 31137.
  - B. 49 Code of Federal Regulations, Section 383.
  - C. Connecticut General Statutes, Sections 6-32d, 14-36, 14-36a, 14-44 through 14-44K, 14-100a(c) (1), 14-296aa, 18-81, 18-81a, 18-91 and 18-105 through 18-107.
  - D. Department of Administrative Services (DAS) General Letter No. 115, Policy for the Use of State-owned Motor Vehicles and Personally Owned Motor Vehicles on State Business.
  - E. Administrative Directives 2.13, Employee Uniform, Personal Appearance and Identification; 2.17, Employee Conduct; 3.9, Employee Travel and Use of Motor Vehicles; 6.2, Facility Post Orders and Logs; 6.5, Use of Force; 6.6, Reporting of Incidents; 6.7, Searches Conducted in Correctional Facilities; 6.10, Inmate Property; 7.2, Armories; 7.5, Escapes; 9.2, Offender Classification; 10.6, Visits and 10.7, Inmate Communications.
  - F. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-3A-01.
  - G. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standard 4-4189.
  - H. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standard 4-ALDF-1B-06.
3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:
  - A. Black Box. A lockable plastic cover designed to limit tampering with a handcuff locking mechanism.
  - B. Chubb Cuffs. High security handcuffs.
  - C. Correctional Transportation Unit (CTU). A unit within the Operations Division responsible for inmate transportation.
  - D. DAS. Department of Administrative Services.
  - E. Flex Cuffs. Non-metal temporary restraint.
  - F. Full Restraint. The application of a belly chain, handcuffs and leg irons.
  - G. Inmate Records. Any records pertaining to an inmate that will be transported with the inmate, including but not limited to the inmate's master file, addiction services and educational records, and/or health records.
  - H. Medical Emergency. A condition which is so severe that it requires immediate medical attention at a community hospital.

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- I. Post-Partum. The period from delivery until four weeks after delivery.
  - J. Security Chain #1. A chain extending from the black box and/or Chubb Cuffs and attached to the leg irons.
  - K. Security Chain #2. A waist chain used with a black box and Security Chain #1.
  - L. Specialized Transport. An inmate identified as a specialized transport by the Department's Operations Division who must be transported and/or escorted by the Correctional Transportation Unit's Special Transport Staff, Special Operations Group (SOG) or the Connecticut State Police.
  - M. UCMSW5. UCONN Medical Surgical Ward 5.
  - N. Unit Transportation Staff. Personnel designated by the Unit Administrator responsible for transporting inmates.
4. Transportation Responsibilities. Responsibilities for conducting inmate transportation shall be assigned as follows:
- A. Facility Transportation. All facility-based transportation shall be coordinated and assigned by the Correctional Transportation Unit, in conjunction with the Offender Classification and Population Management Unit, and the facility.
  - B. Facility Transport Review. It shall be the responsibility of each facility to review all court trips which have special orders written on the mittimus or other court related documents. The Director of Tactical Operations or designee shall coordinate facility transportation of inmates.
  - C. Correctional Transportation Unit. The Correctional Transportation Unit shall conduct: (1) scheduled transfers; (2) specialized transports; (3) medical appointments; (4) handicapped inmate transportation; and (5) special needs transfers not specifically assigned to facilities. In the event the Correctional Transportation Unit cannot conduct a specific transport, it shall be the responsibility of the sending unit to transport the inmate.
  - D. Parole and Community Services Division. The Parole and Community Services Division shall conduct, when necessary, the transfer of an inmate between community services programs and involuntary community supervision returns to facility confinement from community supervision.
  - E. State Police. The Connecticut State Police may assist the Department with inmate escorts. Such requests shall be approved and coordinated by the Director of Tactical Operations.
5. Interstate Transportation. Interstate transfers shall be conducted by Correctional Transportation Unit, United States Marshals' Office, Parole and Community Services Division, facility staff or other appropriate authority as directed by the Director of Tactical Operations or designee.
6. Transportation Vehicles.
- A. Equipment. Each facility vehicle, routinely used to transport inmates, shall be equipped with a mobile radio and/or cell phone. Transport vehicles assigned to a Level 3 or higher security facility or to a Parole and Community Services Unit shall have the inside rear door locks inaccessible or inoperable to inmates and rear door and window handles removed. Each vehicle shall be equipped with the following: (1) security screens; (2) seat belts (except those

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vehicles specifically exempted by the United States Department of Transportation); (3) fire extinguisher; (4) first aid kit; (5) universal precautions kit; (6) road flares; and (7) flash light. This equipment shall be easily accessible to staff but inaccessible to inmates.

Lights and sirens may be authorized for specific vehicles in accordance with Administrative Directive 3.9, Employee Travel and Use of Motor Vehicles. Drivers assigned to vehicles equipped with lights and sirens shall be properly trained in the safe use of such equipment.

State issued cell phones shall not be used by the driver of a moving state vehicle unless an emergency situation arises, at which point the vehicle shall be safely stopped while the emergency call is made. Use of personal cell phones shall be prohibited unless authorized by the Unit Administrator. When authorized for use, personal cell phones shall be governed by the same conditions for state issued cell phones as indicated above.

- B. Maintenance. Vehicles shall be clean and maintained in good operating condition. Regular maintenance shall be performed in compliance with any leasing agreement or warranty, or on an as needed basis, but at least every six (6) months or 6,000 miles. Transportation staff shall report any vehicular deficiencies or malfunctions promptly in writing to a supervisor.
  - C. Daily Inspections. Each vehicle, prior to use, shall be searched by the transportation staff for any item which may be used as a weapon, or any device, which could affect restraints or create a vehicle malfunction. Each vehicle, prior to daily use, shall be checked by transportation staff for adequate fuel, oil, water, tire inflation, spare tire, operation lights and brakes and emergency equipment as defined in Section 6(A) of this Directive. Each vehicle shall be refueled subsequent to use and, when practicable at a state facility.
  - D. Parking. Each vehicle shall be locked when unattended. Portable radios, security equipment and confidential paperwork shall be removed when the vehicle is being cleaned or serviced.
  - E. Driving. Each vehicle shall be driven in a safe and defensive manner. Transportation staff shall observe posted speed limits, state laws and regulations. Each driver shall employ safe driving practices and display courtesy to other motorists.
  - F. Smoking. In accordance with Administrative Directive 3.9, Employee Travel and Use of Motor Vehicles, smoking is not permitted in any state vehicle.
7. License and Staff Responsibility. Any staff assigned to transportation duty shall possess a clear understanding of the responsibilities surrounding the use of state vehicles in accordance with DAS General Letter No. 115, Policy for the Use of State-Owned Motor Vehicles and Personally Owned Motor Vehicles on State Business and Administrative Directive 3.9, Employee Travel and Use of Motor Vehicles. Staff shall possess a current, valid motor vehicle operator's license as follows:
- A. Motor Vehicle Operator's License. Any employee assigned to drive a state vehicle shall possess the appropriate Motor Vehicle Operator's License.

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- B. Commercial Driver's License (Class 1). An employee assigned to drive a bus weighing over 26,001 pounds shall possess a Class B Commercial Driver's License with all appropriate endorsements and restrictions.
- C. Revocation and Suspension. Any employee whose operator's or commercial driver's license is suspended, revoked, canceled or disqualified from driving and who has been previously authorized to drive a state vehicle shall immediately report that fact to a supervisor and shall provide a copy of any court document and/or Department of Motor Vehicles documentation which states the reason and duration of a suspension, revocation, cancellation or disqualification. Any employee, authorized to drive a state vehicle, shall notify a supervisor immediately of a conviction or forfeiture of bond for any traffic violation, except parking violations. No employee shall operate a state vehicle without a valid license.
8. Transportation Standards. Supervision, staff/inmate ratios and restraint requirements for transported inmates shall be in accordance with Attachment A, Facility to Community Transport Standards, Attachment B, Inmate Inter-Unit Transport Standards and Attachment D, Minimum Restraint Status for Out-of-State Transports. Transportation of male and female inmates in a single vehicle shall be prohibited. An inmate under the age of 16 years shall not be transported in the same vehicle with an inmate who is 16 years or older.
9. Preparation for Scheduled Departure. Each unit shall have the appropriate inmate, property and records ready for pick up by Correctional Transportation Unit staff at the assigned time.
10. Return from Community Supervision. An inmate, returned from community supervision shall be escorted by at least two (2) staff in the transport vehicle or followed by a second transport vehicle. The inmate shall, at a minimum, be restrained in handcuffs behind the back, unless health reasons prohibit this. At a minimum, one (1) escorting officer shall carry chemical agent.
11. Inmate Property and Official Documents. Transportation staff shall see that all required official documents are properly completed prior to accepting or releasing custody of an inmate. Property shall be sealed in boxes prior to transportation. Transportation staff shall ensure that all inmate property is transported consistent with Administrative Directive 6.10, Inmate Property.
12. Preparation for Transportation from a Facility. Prior to transporting an inmate from a facility, the following preparation shall be required.
- A. Informational Requirements. The transportation staff shall be given the following: (1) RT-50 with photo for each inmate being transported, which shall follow the inmate while being escorted in the community; (2) destination; (3) each inmate's security level and the proper restraints for transportation; (4) expected duration of the trip; and (5) any special escort or supervision instructions, and a logbook and/or visiting card, if applicable. In addition, a copy of the authorizing paperwork (i.e., mittimus, habeas, medical, hospital, funeral, remand to custody, etc.) shall also be given to transportation staff. Transportation staff shall review the inmate's file to access the inmate's criminal history, current offense and/or pending charges to determine the level of security risk the inmate

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poses. The review shall include the level of force that may be utilized in accordance with Administrative Directive 6.5, Use of Force. If the inmate is released from the custody of the Department to the judicial marshals, the following shall be given to the judicial marshals: one photo of the inmate, a copy of the inmate RT-50 screen and the appropriate court paperwork.

- B. Searches. Prior to transport, an inmate shall be searched by a facility officer in accordance with Administrative Directive 6.7, Searches Conducted in Correctional Facilities. When restraints are required in accordance with Attachments A, B, C and D of this Directive, all personal property, except clothing and authorized jewelry shall be secured separately from the inmate prior to transport. An inmate, upon being taken into custody from community supervision, shall be separated from other inmates prior to being pat searched. Transportation staff shall pat search the inmate in accordance with Administrative Directive 6.7, Searches Conducted in Correctional Facilities. Searches of a Level 3 inmate or above shall be conducted as follows:
1. The inmate shall be strip searched in accordance with Administrative Directive 6.7, Searches Conducted in Correctional Facilities.
  2. All clothing to be worn by the inmate shall be searched. An inmate shall not be allowed to carry anything in the clothing.
  3. After being searched and dressed for the trip, the inmate shall be isolated from all other inmates except those that have already been searched and prepared for transportation.
  4. Unless the application of restraints immediately follows a strip search, the escorting officer shall pat search the inmate(s) immediately preceding the placement of restraints on an inmate(s).
  5. The Shift Supervisor shall determine if any article may be brought to the destination. The approved articles shall be limited to such items as legal materials and/or medication as necessary, etc. These articles shall not be retained in the possession of the inmate. Authorized items shall be secured by the transportation staff in an area designated by the Unit Administrator or designee for such purpose.
13. Inmate Identification. Transportation staff shall positively identify (i.e., match the inmate's picture to the inmate's face and ask the inmate his/her name, number and date of birth) each inmate being transported prior to entering and departing the transport vehicle utilizing, at a minimum, the inmate's RT-50 and photo.
14. Security and Supervision. Inmates shall remain under the constant surveillance and supervision of staff while away from the facility. Exceptions include (1) when the inmate is under general anesthesia and (2) while in court lockup. Additional guidelines for transportation and community supervision shall be as follows:
- A. Transportation. Transportation staff shall restrain each inmate in accordance with Attachments A, B and D of this Directive. Handcuffs and leg irons shall be inspected to see that they are double locked and properly secured by the transportation staff and a shift supervisor.

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1. Shackling to Stationary Objects. An inmate shall not be shackled to a stationary object in a moving vehicle, unless an emergency arises. As soon as the emergency is over, the inmate shall be removed from the stationary object and CN 6601, Incident Report shall be filed with the shift supervisor by the end of the work shift.
  2. Restraint Checks. Restraints shall be rechecked, and a pat search conducted, anytime transportation staff removes an inmate from the vehicle and again before re-boarding.
  3. Use of Restraints on Pregnant and Post-Partum Inmates. Before an inmate known to be pregnant or an inmate in the post-partum period is placed in leg irons or other restraints, the Health Services Unit shall be consulted for approval. If the Health Services Unit determines that placement in leg irons or other restraints are not medically advisable, no such restraints shall be used. For an inmate in the third trimester of pregnancy, no leg irons shall be used unless the Shift Commander determines that security reasons dictate otherwise and the Health Services Unit does not find this medically contraindicated. Restraints shall not be used on an inmate in labor or during delivery.
  4. Restrictions. Restraining equipment shall not be used as a means of punishment nor in a manner that causes undue physical pain or restricts the blood circulation of an inmate.
- B. Community Supervision. Restraints used during community supervision shall be used in accordance with Attachment A, Facility to Community Transport Standards. Restraints, as appropriate, shall be continuously maintained on an inmate while in the community unless alternative security plans have been previously approved by the Unit Administrator, or designee, to include accommodations for pregnant inmates. Upon approval from a shift supervisor, as enumerated in Section 14(B)(3) of this Directive, flex cuffs shall be used temporarily, prior to removal of the metal restraints, to secure an inmate when the removal of metal restraints is required to conduct a medical examination, test, and/or any other medical procedure. The flex cuffs shall be replaced with the metal restraints, prior to removal of the flex cuffs, upon completion of the procedure(s). In such case, placement and removal of flex cuffs shall be conducted in a secure location and the escorting staff member(s) shall maintain constant supervision to minimize the possibility of escape or disturbance by the inmate. Removal of restraints for any other reason shall require the approval of the Shift Commander prior to removal, with the exception of a life-threatening situation regarding the inmate.
1. Holding Cells. A restrained inmate shall not be placed in a holding cell with unrestrained inmates. An inmate shall be restrained in accordance with Attachment A, Facility to Community Transport Standards when being removed from a holding cell to a courtroom.
  2. Court Appearances. Inmates shall be maintained in restraints during court appearances. If a judge or magistrate directs correctional staff to remove or partially remove the restraints and correctional staff has a safety or security concern, staff shall respectfully make the concern known to the judge or magistrate. If the judge or magistrate continues

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to order removal or partial removal of the restraints, staff shall follow the court's order and complete an incident report upon return from the court appearance indicating the inmate, the court, the name of the judge if known, and the order of the court. The officer shall be positioned to maintain security and order when restraints are removed. Contact with the inmate shall be restricted to authorized persons on official business only.

In the event that a judge orders the release of an inmate who has been transported to court by correctional staff, the escorting staff shall immediately call the facility records office to determine whether or not the inmate is being held on any other valid sentences or detainers. If there are any other holds, the inmate shall be returned to the facility. If there are no other holds on the inmate, the staff shall ask the individual if they wish to return to the facility voluntarily for discharge processing. If the individual refuses, or the judge does not allow the individual's return, the individual shall be released at the court. Correctional staff shall then secure a copy of the terms of the sentence modification from the Clerk of the Court to return to the facility records office.

When supervision of an inmate is transferred to the judicial marshals, the inmate shall be considered in the custody of the judicial marshals and may not be subject to the requirements of this section.

3. Medical Examination. All inmates, except those on medical furlough or community supervision, shall be directly observed, supervised and/or secured at all times. Restraints as required in Attachment C, Minimum Restraint Status While at Community Medical Facility while at a Community Medical Facility, shall normally be maintained on the inmate at all times. Restraints may be removed during a medical examination if necessary to permit a medical procedure, examination or treatment only if prior approval has been granted by the Shift Commander and if requested by the attending physician after being advised of any security concerns. Flex cuffs shall be used in accordance with Attachment C, Minimum Restraint Status While at Community Medical Facility and subsection 14(B) of this Directive to replace metal restraints when necessary.
4. Inpatient Hospitalization. Each inmate requiring inpatient hospitalization, unless on medical furlough or community release, shall be supervised by an officer in accordance with the following:
  - a. Hospital without a Dedicated Secured Unit. An inmate placed in a hospital without a secured unit dedicated to the Department of Correction shall be continuously supervised by an officer(s) and shall be restrained in accordance with Attachment C, Minimum Restraint Status While at Community Medical Facility. Security check of restraints shall be conducted not less than every 15 minutes and shall be documented in the logbook.

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- b. Hospital with Dedicated Secured Unit. Supervision of an inmate placed in a hospital with a secured unit dedicated to the Department of Correction shall require at a minimum: (1) restraints in accordance with Attachment C, Minimum Restraint Status While at Community Medical Facility; (2) officer observation not less than every 15 minutes; and (3) security check of restraints and egress windows/doors a minimum of twice a shift. When an inmate is escorted to a dedicated secured unit for outpatient treatment and/or services, any escorting officer(s) shall temporarily come under the direction of the assigned medical unit's correctional shift supervisors.
- c. Surgery or Childbirth. When the inmate is to have surgery requiring general anesthesia, or during childbirth, the escorting officer(s), if not allowed in the operating/birthing room, shall maintain the security of the area and remain at an area of the hospital which allows for ongoing communication with the operating/birthing room staff as appropriate. Upon completion of surgery or childbirth, the escorting officer(s) shall maintain constant supervision of the inmate and place restraints, as appropriate, on the inmate during recovery.
- d. Communication with Facility. Contact shall be maintained with a shift supervisor at a minimum of twice per shift. The communication may be either by telephone or in person if the inmate is assigned to UCMSW5. The officer shall update the facility as to the status of the inmate(s) and shall notify the facility as soon as the inmate is scheduled for discharge or transfer to a hospital with a secure dedicated unit. The facility shall see that arrangements for the inmate's return to the facility are made as appropriate.
- e. Inmate Visits. Unless previously approved by the Unit Administrator or designee, an inmate shall not be allowed social visits. Inmates assigned to a hospital with a dedicated secured unit shall not routinely be allowed visits. Visits may be allowed once reviewed and approved by the Unit Administrator or designee with an immediate family member that has been previously approved by the sending facility. Visits may be approved for the following circumstances and shall be conducted in accordance with Administrative Directive 10.6, Visits:
1. Terminally ill/Hospice;
  2. Inmates in their last stages of a terminal illness; and,
  3. After thirty days, inmates assigned to UCMSW5 may request a visit. Inmates may request a visit every 14 days thereafter until discharged from UCMSW5.
- f. Phone Calls. Unless previously approved by the Unit Administrator or designee, an inmate shall not be

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allowed to make or receive a phone call. Any notification to the family shall be conducted by the facility. Privileged phone calls to the inmate's attorney may be authorized by the Unit Administrator in accordance with Administrative Directive 10.7, Inmate Communications. However, such a phone call shall be subject to the security of the inmate and any other legitimate penological interest. No incoming calls to the inmate shall be accepted. Inmates assigned to a hospital with a dedicated secured unit shall be allowed to make telephone calls as follows:

1. Social calls. Outgoing only by means of a collect call monitored phone using a PIN system and after inmate privilege is verified with the sending facility.
2. Privileged calls. Privileged telephone calls shall be made in accordance with Administrative Directive 10.7, Inmate Communications.

All social and privileged calls shall be made in accordance with Administrative Directive 10.7, Inmate Communications. No telephone calls shall be allowed on the day of admission or discharge.

- g. Post Orders and Logbooks. The post orders, logbook, photo-image and a RT-50 shall remain at the hospital post under staff control for the duration of the inmate's stay. Each officer shall sign in the logbook when on duty and sign out at the end of the shift. In addition to the information required by Administrative Directive 6.2, Facility Post Orders and Logs, the following information shall be recorded in each log: (1) times of observations and findings; (2) times of security checks and tours to include findings; (3) any approved inmate visits, to include date, time, names of visitors, and who approved visit; (4) any approved inmate privileged phone calls, to include date, time, phone number called, person contacted, name of officer placing call, and approving authority; (5) calls/visits between the facility and hospital to include, date, time, and participants; (6) time inmate left from and returned to the room and reasons for (e.g., surgery, x-rays, etc.); and (7) any unusual or noteworthy incident or event.
- h. Refusal of Treatment. An inmate may be subject to refusal of treatment for any of the following reasons: (1) refusal to sign appropriate medical consent form(s) for treatment; (2) unruly, disruptive, or lewd behavior; (3) a situation that would jeopardize the safety and/or security of the public, staff, hospital/medical facility or the inmate(s); or (4) hospital/medical facility is not equipped, willing or able to treat the inmate. When treatment is refused for any reason, the escorting officer(s) shall contact the facility and apprise the Shift Commander of the situation. The escorting officer may also notify local

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security of the situation if the inmate is, or may become, a security/discipline problem. Any such refusal of treatment shall be documented on CN 6601, Incident Report in accordance with Administrative Directive 6.6, Reporting of Incidents. The Unit Administrator or designee shall forward a copy of the report to the Health Services Administrator and to the District Administrator.

- i. Confidentiality of Medical Information. During consultations between a physician and an inmate, a staff member shall ensure security and post in a manner which prevents disruption or escape but allows for confidential discussion between physician and patient. Whenever possible visual observation shall be maintained.
5. Funerals/Wakes or Terminal Illness Visit. Restraints shall be maintained in accordance with Attachment A, Facility to Community Transport Standards unless otherwise authorized by the Unit Administrator. A private viewing/visit shall be arranged prior to the trip whenever possible to reduce outside contact. If the safety and security of the staff or inmate is threatened, staff may abort the trip. Staff may utilize other security measures (i.e., Connecticut State Police or local law enforcement), if required.
6. Community Programs, Speaking Engagements and Public Service Work. Restraints shall not be utilized for community programs, speaking engagements and/or public service work. Each inmate shall be appropriately classified as an overall Level 2 in accordance with Administrative Directive 9.2, Offender Classification, prior to transport.
15. Requests for Transportation Assistance from Local, State or Federal Law Enforcement Agencies. Upon request for transportation assistance by local, state or federal law enforcement agencies, the Director of Tactical Operations in consultation with the Deputy Commissioner of Operations may elect to provide assistance regarding the request for assistance. The Department may utilize a current member of the Correctional Transportation Unit and/or Tactical Operations Unit for any such transport. A law enforcement officer from the requesting agency must be present during the requested transport.
16. Transport Protocol of an Inmate with Active or Suspected Tuberculosis. Transportation staff shall comply with the following criteria when transporting an inmate with active or suspected Tuberculosis:
  - A. The inmate shall wear a surgical mask while waiting and during transport.
  - B. The inmate shall be transported individually, with at least two windows partially open.
  - C. The vehicle's environmental controls shall be set to allow the intake of fresh air.
  - D. Transportation staff may wear a surgical mask (not particulate respirator) during transport. The Health Services Unit shall provide the appropriate surgical mask.

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- E. The Department shall not authorize the use of a particulate respirator during transportation, as it may interfere with the safe operation of the vehicle.
  - F. Upon arrival at the receiving facility, the inmate shall be taken directly to the negative pressure room. The inmate shall continue to wear the surgical mask until admitted to the negative pressure room.
17. Use of Force. The use of force shall be authorized as reasonably necessary in accordance with Administrative Directive 6.5, Use of Force.
- A. Chemical Agents. Chemical agents shall be permitted on transport vehicles in accordance with Administrative Directives 6.5, Use of Force and 7.2, Armories.
  - B. Firearms. The use of firearms shall be authorized in accordance with Administrative Directive 6.5, Use of Force. Transportation staff shall ensure no weapon is unattended or accessible to any inmate or unauthorized individual. A transportation staff member, when carrying a firearm, shall be positioned out of reach of inmates and shall provide protection for remaining transportation staff.
  - C. Firearm Use. In accordance with Administrative Directive 6.5, Use of Force and the Department's firearm lesson plan, no firearm shall be discharged at any time unless the transportation staff member or others are threatened with the imminent use of deadly force from an inmate or any person with a weapon aiding the inmate. No firearm shall be discharged unless there is a clear and unobstructed area in which no person other than the inmate or any person aiding the inmate is present and could be hit directly or by ricochet.
  - D. Firearm Report. Anytime a weapon is drawn or discharged, the officer involved shall fill out CN 6601, Incident Report and CN 6501, Use of Force Report and any other required report before being relieved from duty.
18. Escape and Disruption. In the event an inmate becomes disruptive, escapes or attempts to escape, transportation staff shall notify the nearest correctional facility or law enforcement agency, in accordance with Administrative Directive 6.6, Reporting of Incidents, and request assistance and direction as needed. A staff member may additionally request assistance from hospital/medical facility security if appropriate. An inmate shall be processed as required by Administrative Directive 7.5, Escapes.
19. Safety.
- A. Seat Belts. Transportation staff and each inmate in all vehicles, other than those vehicles specifically exempted by the United States Department of Transportation, shall use seat belts while en route. The operator of any transport bus shall wear a seat belt while the vehicle is being operated.
  - B. Handicapped Inmate Transport. Health services staff shall determine if the transportation of an inmate, confined to a wheelchair requires use of a handicapped accessible van. The handicapped inmate shall not normally be lifted from the wheelchair. If it becomes necessary to lift a handicapped inmate from a wheelchair, it shall be done only under the supervision of health services staff. Upon arrival at the receiving facility, the handicapped inmate shall be met by a health services staff member.

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- C. Eating, Drinking and Smoking. Smoking shall be prohibited in all state vehicles. Food and beverages shall not be consumed while operating a transport vehicle.
- D. Unplanned Stops. Transportation staff shall not stop the vehicle for any unnecessary reason. Lavatory stops shall occur only when absolutely necessary and only at law enforcement or correctional facilities whenever possible. Any essential search and necessary security precautions shall be taken during any lavatory stop.
20. Medical Emergency. If an inmate becomes ill en route, the transportation staff shall contact a shift supervisor for direction.
21. Vehicle Breakdown. In the event of a road emergency, breakdown or accident, transportation staff shall notify, via radio or telephone, the nearest correctional facility and provide the following information:
- A. Identification of the vehicle and number of inmates;
- B. Location of emergency;
- C. Detail of situation; and,
- D. Assistance required.
22. Escort Procedures. For inmates classified Level 3 or above the transportation staff shall walk just behind an inmate being escorted outside the vehicle. If two (2) unarmed staff members are escorting, the inmate(s) shall walk between them side to side. Armed staff shall walk behind the inmate. The escort staff shall not allow anyone to pass between the officer and the inmate. An inmate shall not be allowed to communicate or visit with relatives, friends or any unauthorized individuals during transport except when the specific purpose is to visit a relative in critical condition in a hospital, to attend a wake or funeral or as required during a judicial proceeding.
23. Escorting Officer Protocol. Escorting officers shall abide by and enforce the rules and regulations of any applicable community facility (e.g., courthouse, the hospital/medical facility where the inmate is being treated, etc.). Any conflict between Department and community policy shall be brought to the attention of the Shift Commander for clarification. Staff shall maintain a professional demeanor and proper conduct at all times in accordance with Administrative Directive 2.17, Employee Conduct. Uniform and appearance shall be in accordance with Administrative Directive 2.13, Employee Uniforms, Personal Appearance and Identification. No personal reading material shall be allowed while on duty and the officer assigned shall remain on duty until properly relieved and all paperwork is completed.
24. Forms and Attachments. The following attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
- A. Attachment A, Facility to Community Transport Standards;
- B. Attachment B, Inmate Inter-Unit Transport Standards;
- C. Attachment C, Minimum Restraint Status While at Community Medical Facility;
- D. Attachment D, Minimum Restraint Status for Out-of-State Transports; and,
- E. Attachment E, Inmate Overview Sheet (EXAMPLE).
25. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.