

POLICY

SUBJECT AREA
T000-1099 Control
& Custody

EFFECTIVE DATE: September 12, 1979

UNITS AFFECTED: All
Correctional Facilities

INTRODUCTION

The Department of Corrections is responsible for providing adequate security for persons in its custody. Often it is necessary to transport residents of correctional facilities to and from community and court appearances. This policy provides guidelines under which the Transportation Team may develop operating procedures to ensure that the Team may effectively supervise residents during such transportation. As a result of well developed transportation procedures, the Team will be prepared to deal quickly and safely with emergency situations which may arise.

OBJECTIVE

To establish guidelines under which the Transportation Team may develop and implement operating procedures.

GROUP SERVED

Members of the Department Transportation Team, Superintendents, and residents of correctional facilities.

POLICY DESCRIPTION

The Transportation Team Coordinator will ensure that procedures to be used during transportation operations are developed, which are designed to meet the needs of facilities involved, the public, and the Transportation Team. These procedures are to be submitted to the Director of Adult Facilities for approval, and are to be reviewed

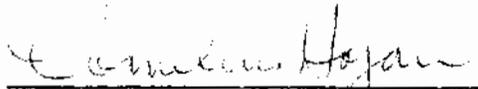
at least annually by the Transportation Team Coordinator. If revisions are to be made, the proposed revision is to be forwarded by the Transportation Team Coordinator to the Director of Adult Facilities for approval prior to implementation. At a minimum, these procedures for transportation operations will address the following areas;

1. Transportation Officers Job Specifications (To be developed in coordination with the Department's Personnel Administrator).
2. Preparation and Searching of Transportation Vehicles
3. Use of Restraining Equipment
4. Transfers In and Out of State
5. Local Trip Transportation (Doctor's Office, Dentist's Office, Hospital, Special Visits, Interviews)
6. Air Travel Provisions, Coordination With Air Travel Personnel
7. Emergencies While Transporting (Serious Accidents, Less Serious Accidents)
8. Escape, Attempted Escape
9. Medical Emergency
10. Expenses on Trip
11. Stops on Trips
12. Specialized Checklists of Necessary Paperwork
13. Training and Procedures for Use
14. Other Necessary Information

The Transportation Team Coordinator will assure that members of the Transportation Team receive the necessary specialized training to include basic Correctional Officer training. The Transportation Team will be responsible for insuring that team members follow the requirements of these procedures by monitoring when necessary.

LEGAL REFERENCES

28 VSA Sec. 601(1)(4), 702(b), 753(e)



Cornelius Hogan, Commissioner