

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

TITLE: EXTRADITION COORDINATOR

NO. K-100

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

The Extradition Coordinator will facilitate all extraditions between Kern County and all other states. This position will be assigned by the Unit Sergeant.

An extradition between two states is largely an executive proceeding between the Governors of both states. Procedures for lawful extraditions are outlined in the California Penal Code; commencing with Section 1547 and continuing to Section 1558.

Responsibilities:

The Extradition Coordinator will facilitate all extraditions between Kern County and all other states. He will ensure that all necessary communications are maintained between all involved agencies. He will obtain and maintain all necessary paperwork, photographs and fingerprint documentation. He will facilitate the extradition process as outlined in the California Penal Code. He will coordinate the movement of the fugitive and assign personnel as directed by the transportation sergeant. He will maintain training materials and records provided by the Department of Homeland Security.

He will maintain monthly and annual statistics. He will also act as a General Transportation Deputy as needed and he will assist the Transportation Coordinator and Statewide Aide as needed

Essential Functions and Duties Include, but are not limited to:

- Ensure that all State Holds are properly processed, filed and correctly distributed;
- Conduct interviews with fugitive inmates to determine if they want to waive the

extradition;

- Coordinate with the DA's office to File a **Fugitive from Justice complaint** on those persons not wishing to waive extradition;
- Obtain certified fingerprints and photographs from the demanding state, to confirm the inmate's identity, and provide to the DA's office to use as evidence needed for fugitive complaints and identification hearings;
- Attend all court hearings on the Fugitive from Justice charges to be able to answer questions from Judges, Deputy DA's and Deputy Public Defenders if necessary. Occasionally inmates will waive extradition at these hearings. Have waivers available to be signed.
- Arrange court arraignments for Waiver Hearings, as needed;
- Contact and coordinate inmate pick up with the demand or asylum state agencies;
- Coordinate with the local prosecuting attorney's office to facilitate the extradition of persons who have been arrested out of state and are wanted in Kern County. The District Attorney's office will approve or deny all extraditions;
- Complete the Governors Letter on all Asylum State Extraditions.
- Plan extraditions and assign personnel;
- Coordinate with Department of Homeland Security when personnel are flying armed;
- Keep and maintain records of personnel who have completed Department of Homeland Security required training for flying armed;
- Prepare travel advances for personnel going on extraditions.
- Keep and maintain a P-card for purchasing airfare, rental car, and hotel stays for personnel on extraditions;
- Prepare monthly billings and forward them to Financial Services Division;
- Maintain prisoner files for monthly and year-end statistics;
- Maintain a working knowledge of the rules and laws that govern the extradition of fugitives to and from the County of Kern and the State of California.

- Handle medical appointments and other transportation tasks as needed and when available.

Procedures:

1. Receive teletypes concern a fugitive with the proper corresponding state
2. Insure out-of-state prisoners are delivered to and picked up from all necessary agencies.
3. Generate and maintain the necessary paperwork as outlined by California State law.
4. Prepare monthly billings and forward them to Financial Services Division.
5. Conduct necessary interviews with fugitive inmates.
6. Arrange court appointments and file necessary charges.
7. Plan the extradition pick-up details and assign personnel as directed by the transportation sergeant.
8. Maintain a working knowledge of the California State rules and laws governing the extradition of fugitives.
9. Assist the Transportation Coordinator as needed.
10. Handle medical appointments and other transportation tasks as needed and when available.

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

TITLE: TRANSPORTATION DEPUTY – GENERAL PROCEDURES

NO. K-200

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

It is the policy of the Court Services Section to protect the public safety and that of prisoners and staff. To that end, officers are responsible for the safety and security of prisoners in their custody while they transport them to and from various facilities. All officers assigned to transport prisoners will observe the following procedures.

Responsibilities:

The main function of a general transportation deputy is to transport inmates to and from various appointments throughout the day.

Deputies assigned as a general transportation deputy will be responsible for the daily movements of inmates to, and from their various medical and court appointments. Deputies will also be required at times to serve as a court bailiff or court guard when working outlying courts.

Essential Functions and Duties Include, but are not limited to:

- Safely transport inmates to and from court and medical appointments, in a timely manner;
- Be fully dressed and ready for work at the start of your shift;
- Look professional in your uniform, maintain your equipment, and maintain a professional image as a representative of the represent the Transportation Unit and Kern County Sheriff's Office;

- Work cooperatively, professionally and effectively with personnel assigned to the jails, courts, medical establishments, and any other agencies;
- As needed, serve as court bailiff, as well as court guards in out laying courts;
- Be aware of the Sheriff's responsibilities under Title 15 of the California Administrative Code. This prescribes the level of care extended to inmates by Department policy;
- Be perceptive and alert to problems that may affect the efficient operations of the Transportation Unit: inoperable equipment, or any issues that could possibly affect the Transportation Unit and/or the Court Services Section. Communicate these problems or issues with the Transportation Sergeant, to ensure continuity of operations;
- Keep the Transportation Unit's Sergeant informed of any problems that may be affecting your ability to perform your duties in an efficient manner; such as, illness or personal issues that may affect job performance;
- Comply with all laws and Departmental policies that provide the framework of their duties. Identify policies and procedures believed to be impractical, and propose solutions for inclusion in future policies and procedures.

Procedures:

- Deputies will maintain a professional demeanor when handling prisoners;
- Deputies will not intentionally agitate prisoners;
- Maintain accepted officer safety tactics; keep proper distance, employ interview stance when appropriate, and use proper searching and cuffing techniques;
- Deputies will search all vehicles prior to placing inmates inside;
- Deputies will search all prisoners prior to placing them onto any vehicle;
- Deputies will check to ensure the inmate is securely restrained;
- Be prepared at all times for assaults or escape attempts;
- For security reasons, no inmate will be given the exact date and time of their next medical appointment unless it is after their scheduled release date. Medical staff may brief pregnant inmates as to what future care plans include;

- Orange Band inmates will be transported utilizing two deputies. Deputies should attempt to maintain visual contact with orange band inmates throughout the transport. Never leave these inmates unattended even for a few seconds;
- Do not move more than one (1) unruly prisoner at a time without sufficient additional officers to ensure the safety of all concerned. Exigent circumstance may affect the degree to which this directive can be adhered;
- Do not mix segregated prisoners. Jail housing classifications are used for identifying prisoners who can or cannot be housed together. Jail housing classifications are useful for identifying prisoners who can be transported together. These classifications, however, cannot be applied absolutely to transportation activities. In order to maintain the safest possible conditions for transportation staff and prisoners while being transported, prisoners will be separated by classification whenever practical;
- Prisoners should be in full restraints while being transported and while outside jail security. “Full restraints” means handcuffs, leg irons and waist chain. Medical conditions may restrict an officer’s ability to place full restraint on a prisoner. Officer discretion should indicate how much restraint is needed and in what manner will provide the most safety and security;
- Prisoners will never be left unguarded. Deputies should always remain in close proximity to the prisoner that is being guarded. The only exception will be a prisoner left at the hospital with a jail hold;
- Transporting prisoners in the front seat of a car or van will only be done with the approval of the Transportation Unit supervisor, or in his/her absence the Officer-In-Charge;
- Buses will be operated with a driver and a guard/spotter when carrying prisoners;
- Whenever prisoners are transported from one location to another, deputies will maintain a passenger manifest, physically count the prisoners received, ascertain their names, and check all restraints prior to leaving the presence of the deputy who has transferred custody;
- Upon arrival at the intended location, the transporting deputy will again count the prisoners and check all restraints prior to relinquishing custody;

- When two or more vehicles are enroute to the same location, they will caravan;
- Drivers will not respond to field requests (i.e., Metropolitan Law Enforcement Bureau Sergeants) without the approval from the Transportation Unit Supervisor, Section Lieutenant, Division Commander or Officer-In-Charge.

If an inmate being transported becomes ill or in need of emergency treatment, the deputy will:

- Notify the Sheriff's Communication center;
- Evaluate the seriousness of the illness or injury;

If necessary, go to the nearest emergency care facility;

- If necessary, request assistance from any available law enforcement agency;
- The safety and security of all prisoners is always a primary concern;
- At all times be alert to the possibility that the apparent medical emergency is actually an escape attempt. Guard against this possibility at all times. Prisoners with the intent to escape may fake an illness or injury in order to be taken to the less secure confines of an emergency medical facility. Deputies confronted with an injured or ill prisoner should use the utmost caution and officer safety.

A pregnant prisoner who reports that she may be going into labor will be considered a medical emergency. All pregnant inmates will be identified as such with a pink wristband. Any post-partum (after birth) or abortion complications reported by a previously pregnant inmate shall be considered a medical emergency.

As such staff will:

- Notify medical staff at the facility the inmate is housed;
- Assure that medical personnel are present with the inmate from the time she reports being in labor until arrival at the hospital. "Medical personnel" includes jail medical staff and ambulance personnel;
- Make arrangements for the inmate to be transported to Kern Medical Center (or other hospital as directed) by ambulance;

- No pregnant inmate shall be held in the same cell or transported with any person who has been diagnosed or suspected of having any communicable, contagious or infectious disease;
- Transport officers shall assure that any special meals accompany the prisoner;
- All medical records accompanying pregnant prisoners shall be carefully transported to and from the medical destination and shall remain in the transporting deputy's personal custody until given to appropriate medical staff.

Pregnant inmates shall be restrained in the least restrictive method available consistent with good security practices and the wellbeing of the inmate and her unborn child.

- Waist chains shall not be used on pregnant prisoners unless the prisoner is a well-documented security risk;
- "Visibly pregnant" prisoners shall not be escorted or held in leg restraints, nor shall they be handcuffed to other prisoners who are in leg restraints, unless the prisoner is a well-documented security risk.

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

TITLE: LIST DEPUTY

NO. K-400

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

The Transportation Unit will assign one deputy as the "List Deputy". The List Deputy coordinates the morning transport of inmates from Lerdo to the Central Receiving Facility (CRF). The List Deputy will also act as a back-up "Bus Starter" and "General Transportation Deputy" as needed.

This is a very complex and important assignment, and if not done correctly, it causes additional workloads for Transportation Deputies, Detention Deputies, Court Deputies, and Court Staff. As the "List Deputy," the accuracy of work, application of effort, and high level of personal initiative directly affects the deputies in this Unit, and the timeline(s) the court assignments operate within.

Responsibilities:

- Is responsible for coordinating the morning transport of inmates from the Lerdo Facilities to the Central Receiving Facility (CRF);
- Performs the duties of the "Bus Starter," as needed;
- Transport inmates from CRF to the Juvenile Justice Center (JJC) for court as needed;
- While at JJC, acts as a court guard moving inmates into the courtrooms for hearings.
- Transport inmates from JJC back to CRF or Lerdo if requested by the CRF court deputy.
- Performs the duties of a general transportation deputy later in the shift for medical or court assignments.

Essential Functions and Duties Include, but are not limited to:

The List Deputy arrives at the assigned Transportation office and obtains the “inmate Transportation List” from Classification. He then determines what buses will be needed for the morning transport of inmates. A seating assignment list will be created along with a timeline and loading and unloading location for each inmate. The List Deputy is responsible for making sure the right inmates are loaded on the right bus at the Justice Facility. The List Deputy will assist with the transport of inmates as needed and he will also act as a General Transportation Deputy upon the completion of his List Deputy duties if there are no inmates scheduled for court at JJC.

Procedures:

- Obtain an “Inmate Transportation List” from classification;
- Develop a “Transportation Bus Schedule” for that day;
 - A. Create a seating assignment (determined by inmate’s classification) for each inmate on one of the selected buses;
 - B. Pre-determine the timelines of each bus, in regard to the loading and unloading of inmates for each location;
- Upon completion of the seating assignments the List Deputy will respond to the Lerdo Pre-Trial facility and coordinate the loading of the inmates from the list he has generated;
- The List Deputy will assist with the Transport of inmates as needed. Any inmates that did not have a seating assignment on one of the buses or other transport vehicles will be transported by the List Deputy and/or Bus starter;
- Upon the completion of the morning movement of inmates the List Deputy will act as the Deputy assigned to the Juvenile Justice Center (JJC) if inmates are scheduled for court, otherwise will act as a General Transportation Deputy.

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

TITLE: BUS STARTER

NO. K-500

EFFECTIVE DATE:

REVISED:

APPROVED BY:

REVIEWED:

REFERENCE: Post Order

Overview of Position:

The Transportation Unit will assign one deputy as the "Bus Starter". The Bus Starter will be responsible for preparing the morning shipping buses for the days use and safe operation. The Bus starter will also be responsible for performing the duties of the "List Deputy" when the List Deputy is off duty. The Bus Starter will also be responsible for performing the duties of a Morning Shipping Deputy and General Transportation Deputy after his bus starting duties are completed.

Responsibilities:

The primary duty of the Bus Starter is to prepare the morning shipping buses for the days use and safe operation. The Bus starter will also be the back-up List Deputy in the event the List Deputy is off duty. Upon completion of the Bus Starter duties this deputy will assist the List Deputy with loading the buses at the Lerdo Facilities. The Bus starter is responsible for making sure the right inmates are loaded on the right bus at the Lerdo Pre-Trail Facility and ensure the inmates make their required destinations. The Bus starter will also assume the duties of a General Transportation Deputy after the completion of his morning shipping duties.

Essential Functions and Duties Include, but are not limited to:

- Prepares all morning shipping buses by starting them after checking all the fluid levels, adding fluids (DEF, OIL, Coolant, etc..) and verifying that lighting equipment and all other mechanical aspects that could affect the normal safe operation of the buses, are intact and operative;

- Performs the duties of the “List Deputy,” as needed;
- Performs the duties of a “Morning Shipping Deputy” as assigned;
- Performs the duties of a “General Transportation Deputy” later in the shift as assigned.

Procedures:

- Confirm with the List Deputy which buses will be utilized to transport all the inmates from Lerdo to the Central Receiving Facility (CRF)
- Check all fluid levels on the buses prior to starting them. Add fluids (DEF, OIL, Coolant, etc..) as needed.
- Check and verify that all lighting equipment is intact and operative;
- Check tires for excessive wear and low pressure;
- Conduct a visual inspection of engine compartment, underneath the bus and the exterior, to locate and/or identify any other mechanical aspects (fluid leaks) that could affect the normal safe operation of the buses;
- Notify the List Deputy and Fleet Liaison Deputy if it is determined that a bus assigned to be utilized is potentially unsafe to operate;
- Upon completion of the Bus Starter duties check in with the List Deputy and they will respond to Lerdo to coordinate the morning bus loading and the Pre-Trial and Justice facilities.
- Upon completion of assisting the List Deputy at Lerdo he will check in with the Desk Coordinator for his General Transportation assignment.

KERN COUNTY SHERIFF'S OFFICE
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Policy and Procedures Manual

TITLE: TRANSPORTATION FLEET LIAISON

NO. D-600

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

Act as the liaison with: Kern County Sheriff's Office Fleet Services, Kern County General Services Garage, and other repair facilities. To ensure that scheduled maintenance; including safety inspections, are performed on all vehicles assigned to the Transportation Unit.

Responsibilities:

- Act as the liaison with: Kern County Sheriff's Office Fleet Services, Kern County Fire Department Garage, Kern County General Services Garage, Kern Schools Bus Maintenance Facility, and other repair facilities. To ensure that scheduled maintenance; including safety inspections, is performed on all vehicles assigned to the Transportation Unit;
- Submit the mileage on all Transportation Unit vehicles to the Sheriff's Fleet Manager, each month;
- Track vehicle mileage weekly, and arrange for the timely service and repair of all vehicles assigned to the Transportation Unit;
- Forward to Sheriff's Fleet manger and maintain all paperwork regarding maintenance/service records on all vehicles assigned to the Transportation Unit; ensuring that all records are accessible for review;
- Monitor the Department of Motor Vehicles Pull-Notice-Program (A DMV program that monitors the driver's license status and driving record of all Transportation Deputies);

- Coordinate and schedule DMV testing through the DMV CSTIMS program.
- Schedule all personnel assigned to the Transportation Unit for “Class B” medical examinations by coordinating with a County of Kern approved medical facility for testing.
- Coordinate with County HR Personnel quarterly regarding the scheduling of Department of Transportation (DOT) random drug/alcohol testing of “Class B” drivers;
- Maintain DMV and DOT records and protocols;
- Develop purchasing specifications of transportation vehicles;
- Distribute keys and maintain a record of keys assigned to the Transportation Unit Deputies.

Essential Functions and Duties Include, but are not limited to:

- Act as the liaison with: Kern County Sheriff’s Office Fleet Services, Kern County Fire Department Garage, Kern County General Services Garage, Kern Schools Bus Maintenance Facility, and other repair facilities who are on active service purchase orders with the county. To ensure that scheduled maintenance; including safety inspections, is performed on all vehicles assigned to the Transportation Unit;
- Submit the mileage on all Transportation Unit vehicles to the Sheriff’s Fleet Manager, each month and complete an entry into ifuel on each vehicle assigned to Transportation;
- Track vehicle mileage weekly, and arrange for the timely service and repair of all vehicles assigned to the Transportation Unit;
- Maintain all paperwork and maintenance/service records on all vehicles assigned to the Transportation Unit; ensuring that all records are accessible for review;
- Monitor the Department of Motor Vehicles Pull-Notice-Program (A DMV program that monitors the driver’s license status and driving record of all Transportation

Deputies);

- Coordinate and schedule DMV testing through the DMV CSTIMS program.
- Schedule all personnel assigned to the Transportation Unit for “Class B” medical examinations by coordinating with a County of Kern approved medical facility for testing.
- Coordinate with County HR Personnel regarding the scheduling of Department of Transportation (DOT) random drug/alcohol testing of “Class B” drivers;
- Maintain DMV and DOT records and protocols;
- Develop purchasing specifications of transportation vehicles;
- Distribute keys and maintain a record of keys assigned to the Transportation Unit Deputies.

Procedures:

1. Schedule and coordinate repairs with selected maintenance facility as needed for all Transportation vehicles.
2. Track and submit the mileage on all Transportation vehicles weekly and submit a mileage report to the Sheriff’s Fleet Management Unit (FMU) monthly.
3. Maintain maintenance records on all vehicles assigned to the Transportation Unit and provided invoices provided by FMU.
4. Monitor the Department of Motor Vehicles Pull-Notice-Program for all the Transportation deputies.
5. Coordinate and schedule DMV testing.
6. Schedule Transportation deputies for “Class B” medical examinations as needed.
7. Schedule Transportation deputies for DOT training as needed.
8. Coordinate DOT random drug testing as required through the Kern County HR Personnel Office as required.
9. Develop purchasing specifications for Transportation Unit vehicles as needed.
10. Distribute keys and maintain a record of the keys that have been assigned to Transportation Deputies.

KERN COUNTY SHERIFF'S Office
Court Services Section
Policy and Procedures Manual

**TITLE: GENERAL REQUIREMENTS / VEHICLE DRIVERS
TRANSPORTATION UNIT**

NO. K-700

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Ca. Vehicle Code Sections 21055, 21056, 22350; DPPM

POLICY:

Court Services Section drivers are important representatives of the Kern County Sheriff's Office. Driving habits reflect directly on the department as well as on the driver. Every driver is responsible for the safe operation of any vehicle.

REMEMBER:

- FASTEN YOUR SEAT BELT;
 - DRIVE SAFELY;
 - DRIVE DEFENSIVELY;
 - DRIVE ACCIDENT FREE;
-
- All drivers must adhere to the California Vehicle Code when operating any vehicle;
 - All drivers must wear seat belts when operating a county vehicle;
 - All drivers must adhere to posted speed limits.

LICENSING AND TRAINING

- All deputies assigned to the Transportation Unit will obtain a Class "B" license so they can lawfully operate buses and vans used to transport prisoners and personnel. Deputies assigned to the Transportation Unit will obtain their class "B" license within

two (2) months of starting in the unit. Other personnel may obtain a Class "B" license with the approval of the Commander, Lieutenant or Sergeant;

- All Class "B" Driver's Training Instructors will have a current Class "B" license and have general knowledge of the buses and vans used to transport inmates. They will be able to demonstrate and answer questions of the permit holder during training. All driver training will be done in the presence of the instructor with no other passengers on board.
- All Deputies who need training for a Class "B" license will be assigned to a qualified training officer(s) for a minimum of 8 hours of drive time or until the permit holder is comfortable driving the vehicles.
- All Deputies will notify their immediate supervisor and the Fleet Liaison at least thirty days in advance of the expiration of their Class "B" license and at least thirty days in advance of the expiration of their medical certificate. It is the supervisor's and Fleet Liaison's responsibility to see that these exams are scheduled and the licenses and certificates are current.

PROCEDURE

VEHICLE OPERATION IN COUNTY PARKING LOTS

- Drivers entering and exiting county parking lots will drive at or below posted speed limits and will follow posted traffic patterns;
- Drivers using the basement parking area will adhere to the existing traffic flow, patterns and markings. There will be no variations.

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

**TITLE: GENERAL REQUIREMENTS / VEHICLE DRIVERS
ACCIDENT PROCEDURES**

NO. K-800

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE:

POLICY

When a Court Services Section driver is involved in a county vehicle accident, the below listed procedures will be followed in addition to any existing KCSO or county policies.

PROCEDURE

- Always stop in a safe area as soon as possible and investigate;
- Notify the proper investigative agency;
- Notify a unit supervisor;
- Never admit fault. The subsequent investigation will reveal the cause of the collision.

Deputies must be aware that any accident could involve an escape attempt

- Use your radio or phone to request assistance. If your radio is inoperable, send another officer or citizen for help;
- Determine if there are any injured persons, including prisoners. Give immediate first aid to anyone injured until medical aid arrives;
- Attempt to prevent further accidents at the scene.

If the vehicle is a bus:

- Place reflectors or flares 200 feet to the front and rear of the bus, keeping in mind the flammability of any spilled or leaking substance;
- Unless the vehicle is severely damaged or on fire, keep the prisoners secured inside;
- Complete all required reports before going off duty.

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

TITLE: BACKING BUSES - PROCEDURE

NO. K-1000

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE:

POLICY

In an effort to reduce and eliminate accidents, the following procedures shall be used when backing transportation vehicles. The majority of accidents and damages sustained by Transportation vehicles occur while the driver is backing.

PROCEDURE

- Drivers of buses **shall** use a spotter whenever they back a bus;
- Drivers of vans and sedans should use a spotter when in close proximity to any object;
- A spotter, if available while operating a van or sedan, should be used whenever the driver must enter an area where visibility is blocked or greatly impaired;
- Should a spotter not be available while operating a van or sedan, the driver should exit the vehicle and visually inspect for clearance . The driver may then proceed using caution;
- Deputies used as spotters should stand in a position that affords the best advantage to the driver. Generally, this position will be to the rear and to the side of the vehicle opposite the driver. The distance from the vehicle should allow the spotter to clearly and safely direct the movement of the vehicle. The vehicle should be stopped immediately if the driver loses sight of the spotter.

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

TITLE: CARE AND MAINTENANCE OF VEHICLES

NO. K-1100

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE:

POLICY

Drivers are responsible for the care and maintenance of Transportation vehicles as outlined in the procedures below.

PROCEDURE

CARE AND MAINTENANCE:

- A Drivers Vehicle Inspection Report will be completed on each vehicle, prior to being driven;
- It is each driver's responsibility to perform a pre-trip inspection on any transportation vehicle before driving it. Any noted damage or needed repairs will be indicated on the inspection sheet. The driver will also check the oil and fuel in the vehicle prior to operating the vehicle;
- If damage is found on a vehicle that has not been previously noted on the inspection sheet, notify the Senior Deputy and/or Sergeant prior to leaving in the vehicle;
- If you damage a vehicle, you **shall** notify a supervisor as soon as practical and complete all the associated reports;
- If you are out of town, request the responsible agency to investigate and prepare an accident report;

- It is the driver's responsibility to refuel and check the fluids of any vehicle assigned. Refuel all vehicles when the tank is half full, prior to parking and returning the keys;
- Drivers should check with the fleet deputy before turning a vehicle into the garage for any reason;
- Drivers will ensure that vehicles are kept clean and free from debris and trash of any type;
- Transportation vehicles will be parked in their designated spots;
- Vehicles will be locked and radios turned off when left unattended;
- No smoking in County vehicles.

SECURITY**In the event of a vehicle fire:**

- If possible, park the vehicle away from traffic where it poses the least danger;
- Evacuate, the vehicle;
- Call for assistance.

Escape Attempts:

Deputies should be aware that any accident, fire, medical emergency or tailing vehicles could be an escape or rescue attempt.

- Transportation officers with prisoners will not stop for any vehicle accidents unless they are involved. They will notify, by radio or telephone, the appropriate agency to assist those involved.