



San Diego County

SHERIFF

Kelly A. Martinez
Sheriff

Detention Services Bureau, Detention In-Service Training Unit
Telephone: (619) 258-3111

April 8, 2024

TRAINING BULLETIN

Transportation of Incarcerated Persons

The purpose of this training bulletin is to remind staff of safety practices and precautions when conducting a transportation run of incarcerated persons (I/P) outside of a secure facility. It is imperative to minimize potential risks that can occur during the transportation process. The following are precautions to consider prior to, and during facility departure:

- Utilize available databases (JIMS, SDLaw, etc.) to research the potential security risks of the I/P.
- Obtain a Go-Bag and verify all necessary contents (Leg chains, Spit Socks, Etc.) are present.
- Obtain a JIMS Web Transportation Trip Ticket (If you don't have access to JIMS, obtain a printout or an email containing the information from the Intake or Processing Control Deputy).
- Conduct a thorough pat down of the I/P and ensure leg and waist chains are properly secured (**with appropriate tightness**) to include **double locking** the handcuffs.
- Verify the I/P's identity via their jail-issued wristband.
- When transporting a Green-Band I/P out of the facility (two deputy transport), they shall have their arms crisscrossed in front of them prior to having their hands cuffed and double locked with the waist chain cuffs.
- Inspect the vehicle prior to placing the I/P in the backseat.
- Place the I/P in a position in the backseat where constant supervision can be achieved.
- While guarding an I/P at the hospital, ensure at least one of the I/P's legs are secured with leg chains to a fixed location on the hospital bed or gurney.
- Always remain in direct supervision and in a position of advantage from the I/P throughout the entire transport process.
- Inspect the assigned hospital room to identify any potential avenues of escape or compromised security. If needed, reorganize the room to ensure you have a tactical advantage should a high-risk situation present itself. Communicate any safety concerns with your partners, hospital staff, and supervisor.
- While outside of a secure facility, I/Ps are not allowed to have phone calls or visitations **unless** prior approval is granted from the on-duty watch commander of the I/P's assigned facility. If an I/P is granted a phone call, please notify the control deputy at the assigned facility to ensure the phone call is documented in JIMS using the "PCAL" dropdown.

Whether transporting an I/P to the hospital, clinic, or another facility, mitigating potential threats, and maintaining situational awareness will help minimize the chance of a high-risk incident occurring during the transportation of an incarcerated person. Always remain vigilant and expect the unexpected.

This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In Service Training unit at InserviceTrainingUnit.Detentions@sdsheriff.org.



Utilizing the radio during a transportation run

Your radio is arguably the most important tool on your duty belt. Prior to departure, ensure your radio battery is fully charged. When you are ready to depart from the facility, communicate the following with the Communications Center:

- Your call sign, followed by your ARJIS. State you are 10-8, destination and how many 10-16's you are transporting (even if you are not transporting any I/P's). Await the Communications Center's confirmation.
- Upon arriving at your destination, inform the Communications Center you are 10-97. Repeat these steps when you are returning to the facility.
- Update the Communications Center of your location as it changes throughout the transportation run (i.e., hospital bed number, trauma room, or radiology department).
- Should you be faced with a radio malfunction during transport, ensure you have the Communications Center phone number (858) 565-5030 on hand.
- If any unusual occurrences occur during the transportation run, the Communications Center shall be notified **as soon as practical**. The Communications Center shall notify the respective facility supervisor.
- In the event you are faced with a critical incident and are unable to transmit radio traffic, you can utilize the emergency button located on your radio or microphone. This will activate emergency traffic and enlist an 11-52 (Are you okay?) response from the Communications Center. If you are code 4, the appropriate response will be your ARJIS and "Code 4". If no response is given, the Communications Center will activate cover units to your location.
- In an effort to increase officer safety, when deputies from the oncoming shift arrive to relieve you of your transportation assignment, ensure you provide them a proper brief of pertinent information, phone numbers, or details on the I/P's behavior or comments made during your shift.
- When your assignment is complete, or you are at the end of your shift, notify the Communications Center you will be 10-7.

What equipment is required during a transportation run?

- Department-issued body armor must be worn at all times during the transportation process.
- Full duty belt with holster, department-issued handgun, magazines, radio, Narcan, handcuffs, OC spray, department-approved impact weapon, tourniquet, and taser if taser trained.

Remember to practice optimal officer safety to keep yourself, your partners, professional staff members, and the general public safe.

Review [Detentions Policy and Procedure Section I.45 - Incarcerated Persons Hospitalization and Guards](#) and [Detentions Policy and Procedure Section I.57 - Transportation of Incarcerated Persons](#) for more information on the transportation of incarcerated persons.