

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	MARCH 19, 2023
NUMBER:	I.57.L
SUBJECT:	TRANSPORTATION OF INCARCERATED PERSONS

PROCEDURE

I. SALLYPORTS

The Las Colinas Detention and Reentry Facility (LCDRF) vehicle sally port will be closed unless ingress or egress is in progress. No vehicles will be allowed to enter or exit the vehicle sally port while transportation vehicles are being loaded or unloaded with incarcerated persons.

II. TRANSPORTATION RUNS

- A. The transportation deputy will check out a vehicle from intake control and a "Go Bag" from the JPMU/QMHP office. If possible, the transportation vehicle will be moved from its assigned parking spot and parked inside the vehicle sally port prior to loading the incarcerated person. If the vehicle sally port is full, the incarcerated person may be walked out the pedestrian gate in leg and waist chains and loaded into the waiting vehicle.
- B. The transportation deputy will ensure they have the appropriate paperwork before leaving, including a copy of the SD Law "eJIMS Inmate Detail" in SDLAW. If transporting to the hospital, the deputy will have the Department of Health Services (DHS) paperwork.
- C. Pregnant incarcerated persons will be handcuffed in the front. Leg chains will not be used during the transport, unless authorized. A pregnant incarcerated person in labor, during delivery, or in recovery after delivery shall not be restrained by the wrists, ankles or both, unless deemed necessary for the safety/security of the incarcerated person, staff, or the public and approved by health staff and the watch commander.
- D. The intake control deputy will log trans-run information (designator, deputy name, incarcerated person name, booking number and destination) in Jail Information Management System (JIMS) when the transporting deputy leaves and returns from the transportation run. The following is an example of an appropriate JIMS log entry:

Safety/Security Interests - 7922.000

III. UNIT DESIGNATOR

Safety/Security Interests - 7922.000

IV. RADIO ETIQUETTE

- A. The transporting deputy must advise the Communications Center when they are en-route from one location to another with an incarcerated person. The following is an example of the appropriate radio transmission:

Safety/Security Interests - 7922.000

- B.