

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>February 15, 2022</b>
<b>NUMBER:</b>	<b>I.57.C.1</b>
<b>SUBJECT:</b>	<b>TRANSPORTATION OF INCARCERATED PERSONS</b>

**PROCEDURE**

The deputy will ensure he/she has all appropriate paperwork before leaving, including a copy of the SD Law “Incarcerated Person Detail Report”. If transporting an incarcerated person to a hospital, the deputy will have the DHS (Department of Health Services order) form. When transporting an incarcerated person to another facility, the deputy will have the incarcerated persons face card, booking jacket (when appropriate), medical jacket and property.

The deputy will check out a vehicle, an 800 MHz radio and a Go Bag (if transporting to the hospital) from Key Control. The deputy will properly log out his/her equipment from Key Control on both the dry erase board and the key and radio count sheets. Prior to leaving the Vehicle Sally port, the deputy should search and inspect the vehicle. If any undocumented damage is discovered, the deputy will notify the on-duty processing sergeant. The deputy will complete the log sheet in the vehicle.

The log entry will record the date, beginning and ending mileage for that usage, beginning and ending times, the name of the operating deputy and destination of the transportation.

When the incarcerated person is released from the hospital, the deputy will contact the processing sergeant or the Central Command Center (CCC) via the 800 MHz radio or via a landline/cellular phone to secure transport back to the facility (if needed). The processing sergeant will also be contacted regarding room location changes and/or any updates regarding possible movement of the hospitalized incarcerated person.

When returning from a medical transport, the transporting deputy will ensure all medical forms accompany the incarcerated person back to the facility. The transporting deputy will search the incarcerated person in order to ensure no contraband is brought into the facility.