

SDSD Detention Services Bureau – Sheriff's Transportation Unit Green Sheet

| | |
|--------------------------|--|
| DATE: | MAY 2022 |
| NUMBER: | I.39.T.2 |
| SUBJECT: | TRANSPORTATION VEHICLE EQUIPMENT AND LOGS |
| RELATED SECTIONS: | I.39 SDSD P&P 5.2 |

Purpose:

To establish Detention Services Bureau (DSB) Sheriff's Transportation Unit (STU) guidelines for required vehicle equipment and Transportation Duty Logs.

Policy:

All STU vehicles shall be equipped with the following:

Law Enforcement Trauma Shooting Kit/Bio-hazardous waste clean-up kit (bus only), Fire Extinguisher, Reflective Triangles, Accident Forms, Transportation/Vehicle Mileage Log, and an Automated External Defibrillator (AED). In addition, each STU vehicle shall be equipped with a NALOXONE kit when leaving on a run. Note: The NALOXONE Kit must be checked out from the Armory at the start of the run and checked back into the Armory at the end of the run.

During the vehicle pre-trip inspection, the driver will ensure the vehicle is equipped with the proper equipment and forms.

Procedure:

- I. Law Enforcement Trauma Kits
 - A. The trauma kits are sealed at the zipper with a red tag containing a serial number.
 - B. Damaged or opened kits will be reported to a supervisor and replaced.
- II. Transportation Duty Log
 - A. The Transportation Duty Log will be utilized to document the pre-trip inspection, mileage used, and number of incarcerated persons transported.
 - B. The Transportation Duty Log for the appropriate vehicle (van or bus) will be completed for each assignment when incarcerated persons are transported.
 - C. The driver of the assigned transportation run will submit completed logs to the shift sergeant by uploading it to the shared "V" drive at the completion of their run.
 - D. Any deficiencies and/or previously unreported vehicle damage will be noted on the Transportation Duty Log. Damage will also be noted on the Vehicle Damage Log which is located in each vehicle. All damage will be reported to the shift supervisor. A shift supervisor will inspect the damage, sign and date the Vehicle Damage Log.

E. STU will retain the Transportation Duty Logs for a period of two years.