

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

DATE:	MAY 2022
NUMBER:	I.57.T.1
SUBJECT:	DUTIES AND RESPONSIBILITIES
RELATED SECTIONS:	I.5, I.39, I.40, I.45, I.47 SDSD P&P 5.1, 5.2, 5.4, 6.12, 10.4, 10.6

Purpose:

To provide Sheriff's Transportation Unit (STU) personnel with a basic knowledge of the duties, qualifications and responsibilities of deputies assigned to the position.

Policy:

The STU is responsible for the movement of incarcerated persons to and from courts, medical appointments, clinics, between detention facilities within San Diego County and to other facilities throughout California. Upon completion of training, all drivers assigned to the STU will be required to maintain a California Class "B" Driver License with air brake and passenger endorsements.

Procedure:

I. Driver

- A.** All drivers assigned to the STU are required to successfully complete 80 hours of bus orientation and 280 hours of driver training to safely operate and transport incarcerated persons in a STU bus.

Effective February 7, 2022, per the Federal Motor Carrier Safety Administration (FMCSA) all new drivers assigned to Sheriff's Transportation Unit will participate and complete the Entry-Level Driver Training (ELDT) program as a part of their driver training instruction. In addition, the Sheriff's Transportation Unit will document and comply with all Training Provider Registry (TPR) regulations.

- B.** All drivers will be required to participate in and successfully complete the annual Sheriff's Bus Driver Certification Program consisting of a written examination, a pre-trip vehicle inspection, brake test, and a driving skills test.
- C.** The primary function of the STU Driver is to transport incarcerated persons and property to various locations throughout the county and state as directed by State law and assure that all incarcerated persons arrive safely and securely at their destination.
- D.** It will be the driver's responsibility to open and clear each compartment of the vehicle after each transportation and/or movement of incarcerated persons. The driver will be responsible for verifying their vehicle is cleared of any incarcerated persons and/or contraband.

II. Security Deputy

- A. The primary function of the Security Deputy is to provide additional security during the transportation of incarcerated persons.
- B. The Security Deputy shall be available to assist the driver with chaining/unchaining the incarcerated and loading/unloading any incarcerated persons.
- C. The Security Deputy is responsible for completing any required documents and/or logs.
- D. In the event of a collision or incident, the Security Deputy is responsible for documenting the seating location of each incarcerated person.
- E. Perform duties as "Rear Observer", ensuring vehicles are backed safely.