

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

DATE: MAY 2022
NUMBER: I.57.T.3
SUBJECT: CLINIC TRANSPORTATION RUNS
RELATED SECTIONS: I.45, I.57, M.23, SDSD P&P 6.12

Purpose:

To establish a Detention Services Bureau (DSB) Sheriff's Transportation Unit (STU) procedure to safely and securely transport incarcerated persons to scheduled medical appointments, Juvenile Hall, MCC, or other facilities not operated by the Sheriff's Department.

Policy:

The Sheriff's Transportation Unit In-County Coordinator is responsible for coordinating the transportation of the incarcerated to and from scheduled medical appointments, Juvenile Hall, MCC, USM, or other facilities not operated by the Sheriff's Department.

Procedure:

- I. STU deputies assigned to the "Clinic" schedule will check with the In-County Coordinator at the beginning of their shift and obtain a schedule of their daily transports.
- II. The In-County Coordinator shall obtain, and provide to the transporting deputy, all pertinent security information in order to determine appropriate security measures necessary to complete the transport safely. Transporting deputies must be cognizant to the potential security risks of all incarcerated persons in their custody.
- III. As scheduling permits, two deputies will be used to transport an incarcerated person to a clinic appointment. **Without exception, two deputies will transport an incarcerated person who is classified as a level 5 or above.** For classifications 1 through 4, an incarcerated person's history and/or criminal sophistication will be considered, and the appropriate number of the transporting deputies will be assigned.
- IV. Responsibilities of the Transporting Deputy:
 - A. The incarcerated person shall be restrained by both waist and leg chains.
 - B. The deputy shall obtain from the facility all DHS information and forms contained in the sealed confidential envelope.
 - C. The incarcerated person will remain in restraint devices and the transporting deputy will always maintain a constant visual observation of them.

- D. Removal of restraining equipment during medical examinations will be done at the request of the physician with the concurrence of a deputy. Whenever possible, restraint alternatives should be reviewed with medical staff prior to removal of restraint equipment. If problems are encountered, a Transportation supervisor should be contacted as soon as practical.
- E. When at a clinic or medical facility, the incarcerated person shall be placed in a wheelchair for movement during the medical procedure. **The incarcerated person's hands shall not be covered when being transported in a wheelchair.**
- F. **Any wheelchair-bound incarcerated person will be transported to the hospital or clinic by two deputies. This will be done regardless of the incarcerated persons classification level for officer safety purposes.**
- G. If the incarcerated person is not seen within 1 hour, the transporting deputy will notify the In-County Coordinator and/or the on duty STU sergeant. The In-County Coordinator and/or the sergeant will contact the Sheriff's Medical Liaison or facility manager to either expedite or reschedule the procedure. The transporting deputy shall not cancel a clinic appointment without authorization of the In-County Coordinator and/or the on duty STU sergeant.
- H. At no time will a transporting deputy relinquish custody of the incarcerated person to an outside agency without prior authorization.
- I. Upon completion of the clinic transportation run, the incarcerated person should be returned to the appropriate facility with the completed DHS information and forms that are returned to medical staff.