

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

DATE:	MAY 2022
NUMBER:	I.57.T.4
SUBJECT:	TRANSPORTATION OF THE INCARCERATED STATEWIDE
RELATED SECTIONS:	I.57, SDSD P&P 6.12

Purpose:

To establish a Detention Services Bureau (DSB) Sheriff's Transportation Unit (STU) procedure to safely and securely transport the incarcerated to and from State Prisons and other law enforcement agencies within California.

Policy:

The STU Out-of-County Coordinator is responsible for coordinating and arranging the transportation of the incarcerated statewide.

Procedure:

I. Incarcerated Transport for County Warrants and Court Orders

The STU maintains a reciprocal agreement with other California law enforcement agencies, Transportation Officers Participating in Cooperation (T.O.P.I.C.), to facilitate statewide transportation of the incarcerated at little or no cost. This agreement provides for California law enforcement agencies to transport from any participating California County those incarcerated persons ordered to be produced in San Diego County.

II. Incarcerated Transport to and from California Department of Corrections and Rehabilitation (CDCR)

A. The Out of County Coordinator will facilitate transport from CDCR Prisons for incarcerated persons who are ordered to be produced in San Diego County. Those incarcerated persons will be transported and housed at the appropriate San Diego County Detention facility.

B. For transportation of the incarcerated to CDCR, the Out of County Coordinator will provide the required documents (Prison Manifest) to the transporting deputies.

III. State Hospital Transports

A. For transportation of the incarcerated to State Hospitals, the Out of County Coordinator will provide the required admission documents pursuant to California Penal Code Sections 1026, 170 AND 1301.1 to the transporting deputies.

IV. Out of County Transportation Expense Reports

- A. STU deputies traveling out of county to transport the incarcerated are entitled to meal reimbursements.
- B. STU deputies shall complete and turn in: the Transportation & Cost Report, the Working Trip Sheet and the overnight hotel expense receipt.
- C. All completed copies of the Transportation & Cost Report, Working Trip Sheet along with receipts will be turned in to the Out of County Coordinators.
- D. Funds to cover expenses for out of county travel are generally advanced to the deputies prior to departure.
- E. Reimbursements will be issued by the Unit Disbursement Officer of the Sheriff's Transportation Unit.

Note: Effective April 21, 2016, the reimbursement of "same day meals" will be added to the employee's income and taxed accordingly to IRS regulations.