

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

<b>DATE:</b>	<b>MAY 2022</b>
<b>NUMBER:</b>	<b>I.57.T.5</b>
<b>SUBJECT:</b>	<b>SPECIAL OPERATIONS AND EVENTS</b>
<b>RELATED SECTIONS:</b>	<b>I.57, J.5, Q.1, Q.7, Q.8, Q.21, Q.55, SDSD P&amp;P 6.12</b>

Purpose

To provide guidelines for the Sheriff's Transportation Unit (STU) personnel when being utilized for transportation of individuals during special operations and events.

Policy

To establish a uniformed policy for STU personnel when participating in a special event, a mobile booking situation or other operations outside of the normal duties of the STU.

Procedure

I. Start and End Times for STU Personnel

- A. STU deputies will begin their shift at STU office and will need enough time to pre-trip their vehicle in accordance to DOT regulations. A pre-trip should take approximately 30 minutes for a van and 60 minutes for a bus/truck respectively. In addition to this time, considerations must be given for drive time from STU to the proposed facility or command post. This pre-trip time and drive time should be paid by the station/agency requesting STU services.
- B. STU deputies will continue to be on a paid status until they have returned to the STU office and completed the necessary downloading procedures for their vehicle and to submit required vehicle usage reports. These procedures generally take 30 minutes depending on the vehicle and if any special equipment had been utilized.

II. STU Personnel Duties

- A. STU deputies shall only be responsible for the transportation of individuals arrested during a special detail to the nearest or designated detention facility as soon as practical for booking.
- B. Prior to taking custody of an individual, STU deputies will conduct a pat down of each individual with the arresting deputy/officer present. After the pat down is completed, STU deputies will place waist chains on the individual and return the arresting deputy/officers handcuffs.

- C. STU deputies will be responsible for reviewing the necessary booking paperwork: **Booking Intake/Personal Property Inventory (J-15 form)**, **Probable Cause Declaration (PCD)** or the signed **warrant abstract(s)** prior to taking custody of an individual. Additionally, arresting deputies/officers must write their unit designators on the top of the J-15 booking slip legibly. If any errors are identified, the arresting deputy/officer will be responsible for correcting the errors prior to STU taking custody or transporting the individual.
- D. All the individual's personal property will be properly packaged by the arresting deputy/officer prior to STU deputies transporting to the detention facility. Personal property includes all jewelry and shall be removed by the arresting deputy/officer and placed into the individual's property bag. All property will be packaged in accordance with Detention Services Bureau Policy and Procedure Section Q.55.
- E. No **BULK PROPERTY** will be accepted by STU deputies for transport with the individual. Bulk property shall be handled in accordance with the arresting agency's established procedures for bulk property. Reference Detention Services Bureau Policy and Procedure Section Q.55.
- F. If an individual is uncooperative, suicidal, combative, severely impaired by controlled substances (unable to stand or follow directions) or is injured while being taken in custody (Force used to affect the arrest, including TASER probes), the STU deputies will not transport the individual. The individual shall be transported by the arresting deputy/officer for medical clearance before booking.

#### IV. Rejected Individual(s) at Booking Facilities

- A. Once STU deputies transport an individual(s) to a booking facility, they will facilitate the booking of the individual(s). If the individual(s) is determined by the booking facility medical staff as "not fit for jail," the arresting deputy/officer will be responsible for taking custody of the individual provided the individual's medical issue does not need immediate assistance. It will be at the discretion of the STU deputies whether the individual(s) are transported back to the command post or facility of where the arresting deputy/officer originated. Unless there is a medical emergency, STU deputies are not responsible for transporting rejected individuals to a medical facility for medical clearance.

In the event of a serious medical emergency, STU deputies will facilitate the emergency transportation of the individual(s) in their custody via ambulance or STU vehicle to the nearest medical facility equipped to handle the emergency. The arresting deputy/officer or their designee will respond to the individual(s) location and take custody of the individual from STU deputies without delay.

- B. Once STU deputies transport an individual(s) to a booking facility, they will facilitate the booking of the individual. If the individual(s) are determined to have non-bookable charges/warrants or do not meet the established booking acceptance criteria they were

arrested for, the STU deputies SHALL transport the individual(s) back to the command post and contact the arresting deputy/officer to respond and take custody of the individual(s). STU deputies shall not issue notices to appear, citations or 849 PC forms to an individual(s) for the arresting deputy/officer.

- C. Upon conclusion of the special operation, if an individual is rejected at the booking facility and the arresting deputy/officer has ended their shift, the agency hosting the special operation will be responsible for taking custody of the individual from STU deputies. The hosting agency will transport or facilitate the transport of the individual by the arresting deputy/officer's station or agency.

### III. STU Vehicles as Temporary Holding of Arrestees

- A. STU vehicles may be used as temporary holding areas for individuals for very short amounts of time. If no bathroom facilities are available an individual may not be held in STU vehicle for more than one hour prior to transporting to a command post for processing or to a booking facility. If bathroom facilities are provided the time the STU vehicle may be used can be extended. It will be documented on a special detail log the time the bathroom facility was used or offered. Generally, no individual (s) should be held on a STU vehicle for more than three hours before being transported to a booking facility for processing.

### IV. STU Personnel Locations.

- A. STU personnel shall be located at the command post, patrol station or other designated area with the other law enforcement personnel.
- B. Utilization of Detentions Deputies during Law Enforcement Functions:

Detentions Deputies assigned to assist law enforcement personnel during special events will not deviate from their core function relating to the care, custody and transportation of the individuals. Unless exigent circumstances arise, Detentions Deputies will not assist in making arrests or taking any law enforcement action not directly related to those individuals already in their custody. Detentions Deputies assigned to those events will remain at the staging areas or command post.

- C. STU deputies shall not be sent to alternate command posts or staging area where force protection is not provided for STU personnel.
- D. If more than one STU vehicles are staffed at a special event, the vehicles shall be stationed at the same location.