

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

DATE:	MAY 2022
NUMBER:	U.7.T.1
SUBJECT:	INCARCERATED INDIVIDUAL TRANSPORTATION FEES
RELATED SECTIONS:	U.7 (Sect. 4)

Purpose

To outline transportation fees for incarcerated individuals moved to/from personal doctor appointments, court ordered appointments, funerals and any other appointment as mandated by a court order.

Policy

Pursuant to 4023 P.C., incarcerated individuals have the right to receive medical treatment from a private physician of their choice at their own expense. Also, special transports can be ordered by the court.

Procedure

- A. All court orders or requests must be received at least 7 working days in advance in order to coordinate deputies, assess the transportation run and formulate a tactical plan, if needed. In the case of a funeral or other unplanned event, 72-hour notice is requested. In the event an issue arises with the transport, the Sheriff's Transportation Unit (STU) Lieutenant will contact Sheriff's Legal or the court for a resolution. If no resolution is reached, the DSB Support Commander will be notified.
- B. The In-County Coordinator is responsible for coordinating the deputies, requesting the proper fees, and coordinating the transport with the official requesting the movement.
- C. Once three original court orders are received, the In-County deputy can provide the "Transportation of Incarcerated Individuals for Outside Services" to the official requesting the transport.
- D. The deputy, vehicle and mileage fees, established by Sheriff's Financial Services, are calculated according to the number of deputies transporting the individual, per hour, and the number of vehicles assigned. The time of the deputy(s) starts when leaving the STU office and ends upon returning to the STU office. Mileage costs are calculated on the total round trip mileage of the transport.
- E. For transportation runs to unfamiliar locations, a run assessment will be conducted in advance by STU staff. The assessment will include pictures of location, possible avenues of assault or escape, choke points, danger zones, location security and the assessing deputy's recommendations.
- F. The In-County Coordinator will check the classification of the individual and forward the classification information along with the assessment of the run to a STU Sergeant who will assign the appropriate number of deputies to the transport.
- G. The STU office must receive the appropriate fees no later than the day prior to transport. If the fees are not received, the individual will not be transported. Only cash or cashier's checks made out to "San Diego County Sheriff's Department" will be accepted. It is the responsibility of the official requesting the transport to deliver the fees to the STU Clerk at the San Diego Sheriff's STU Office.

- H. If the official requesting the transport is another county agency, no fees will be assessed when the run is approved by the STU Lieutenant.
- I. If the requestor is a court appointed attorney, the fees are generally paid for by the County through the Private Conflicts Counsel (PCC) **Govt. Code 6255(a)** The requestor will provide the "Authorization Number" as assigned by PCC, prior to the transport.
- J. The In-County Coordinator at the San Diego Sheriff's STU Office will be responsible for delivering fees collected to Sheriff's Financial Services along with the "Transportation of Incarcerated Individuals for Outside Services."