



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	Escorting of Inmates	DOC Policy: 40.1.1
Effective:	1/17/13	Supersedes: 8/16/10
Applicability:	Staff working in Transport or Institutions	
Directives Cross-Reference:	Rule: Searches – Div 041, Use of Force – Div 013 Policy: Dress Code – 20.1.6	
Attachments:	None	

I. PURPOSE

To provide for precautions necessary to ensure the prevention of unusual incidents while escorting inmates. A system in each Department of Corrections' institutions/facilities shall be designed to guard against escape and ensure the well-being of inmates, staff, and the public. Guidelines for transporting inmates shall emphasize safety and be available to all personnel involved in transporting inmates.

II. DEFINITIONS

- A. **Functional Unit Manager:** Any person within the Department of Corrections who reports to the Director, an Assistant Director, or an administrator and has responsibility for the delivery of program services or the coordination of program operations. In a correctional setting, the functional unit manager or designee is the superintendent.
- B. **Officer-in-Charge:** That person designated by the functional unit manager to supervise and make operational decisions in accordance with department policy, rule or procedure during periods when the functional unit manager or officer-of-the-day is not readily available.
- C. **Transfers:** A movement and reassignment of supervision of an offender between Community Services/community corrections offices or an inmate between Department of Corrections' facilities.
- D. **Trip:** The escorting of a Department of Corrections inmate from a Department of Corrections facility to a court appearance, medical appointment, emergency medical trip, or other authorized trip into the community and returning the inmate to a Department of Corrections' facility.

III. POLICY

A. Trip Preparation

- 1. The escort officer(s) will possess a valid trip slip (CD 259 - Supervised Trip Authorization) authorizing the conditions of the trip. Any deviation of trip conditions must be authorized by the functional unit manager or designee.

2. The medical section for the Department of Corrections facility that the medical trip originates from will ensure that the inmate's medical file has been placed in the facility communications center prior to the scheduled medical trip.
3. If a level 3 or higher custody level inmate(s) is being transported for the purpose of an MRI, the escort officer(s) will ensure that plastic flex cuffs and a pair of wire cutting pliers are transported with the inmate.
4. The inmate(s) will not have prior knowledge, if possible, of a pending trip. Steps will be taken to ensure the inmate(s) does not make any outside telephone calls prior to a pending trip.
5. The escort officer(s) will carry approved identification for each inmate under supervision in case of emergency or escape.
6. Prior to departure, the escort officer(s) will ensure the inmate(s) has been identified from approved identification.
7. Prior to departure, the escort officer(s) will review with the inmate(s) the required behavioral conduct while on the trip.
8. The inmate(s) will be transported in coveralls or two piece medical scrubs, socks and transport sandals unless medical restriction dictates otherwise. The inmate will not wear jewelry other than an authorized wedding band.
9. When more than one escort is assigned, all restraints applied to the inmate(s) will be double checked by a second escort for proper application and locking.
10. The escorted inmate(s) will be skin searched before departure and upon return to the facility. Searches will be conducted in accordance with the rule on **Searches (Institutions)** (OAR 291-041). Braids, hair ties and any other hair restraining devices will be removed prior to being skin searched. Staff shall follow established protocol for searching of dreadlocks if the dreadlocks are associated with religious practices.

B. Transfer Preparation

1. The escort officer in charge of a transfer will possess an authorized list of inmates to be transferred that will be provided by the Transport Unit.
2. The facility that an inmate is being transferred from will be responsible for ensuring that the inmate, his/her record file, medical file, and property will be held at the receiving and discharge area of the facility prior to the scheduled time for the transfer.
 - a. Inmates are allowed one bag of property when being transferred to another facility. The inmate property bag shall not exceed 3.5 cubic feet or a standard military size duffel bag and shall not exceed 50 pounds. Any excess property will be tagged and stored at the sending facility until such time cargo space is available for transporting to the receiving facility.
 - b. The facility receiving property will have a staff member annotate the number of incoming property bags received from Transport. The receiving staff member will reconcile their inventory with Transport's inventory and legibly sign for the

amount of property received for each inmate. Any discrepancies will be noted on each property inventory sheet.

3. The escorted inmate will undergo a thorough skin search prior to the transfer. Searches will be conducted in accordance with the rule on **Searches (Institutions)** (OAR 291-041). Braids, hair ties and any other hair restraining devices will be removed prior to being skin searched. Staff shall follow established protocol for searching of dreadlocks if the dreadlocks are associated with religious practices. All inmates will be transferred wearing coveralls, socks and transport sandals.
4. The escort officer(s) will ensure proper restraints have been applied on each inmate.
5. If the inmates being transferred have different classifications levels, restraints will be applied at the same level on all inmates according to the highest inmate classification.
6. The officer-in-charge of the transfer will:
 - a. Determine the inmate seating in the transport vehicle.
 - b. Immediately report any unusual incidents to the officer-in-charge.
 - c. Ensure that he/she possesses and uses proper identification for each inmate being transferred.
 - d. Possess the appropriate files prior to departure from the facility, i.e. institution and medical file.

C. Transport Vehicles

1. The escort officer(s) will use approved Department of Corrections' vehicles for transportation. The vehicle types used will be a car, van, or bus. Vehicles will be checked out for use by the escort officer from the appropriate functional unit.
2. All cars, vans and buses used by the Department of Corrections, Transport Unit will be "caged" vehicles. The escort officer(s) will be armed when authorized in accordance with this policy. Cars and vans will be staffed with appropriate number of escort officers for the custody level of the inmate(s) being transported. The escort officer(s) will be stationed in the front of the vehicle. A bus will require three escort officers, two in the front of the vehicle, and one in the rear security vestibule of the vehicle. The escort officer(s) wearing a firearm will not move into a "caged" inmate area of the vehicle.
3. If the transport will be in an "uncaged" vehicle with one escort officer and one inmate, the inmate will sit in the front seat on the passenger side. If the transport vehicle has been supplied with a cage, the inmate will sit in the back seat on the passenger side.
4. If the transport will be in an "uncaged" vehicle with two escort officers and one inmate, one escort officer will sit in the back seat directly behind the driver with the inmate in the back seat on the passenger side. If the transport vehicle has been

supplied with a cage, both escort officers will sit in the front seat, and the inmate will sit on the back seat on the passenger side.

5. If the transport will be in an "uncaged" vehicle with two escort officers and two inmates, one escort will sit in the back seat directly behind the driver with an inmate in both the front and back seat on the passenger side. If the transport vehicle has been supplied with a cage, both escort officers will sit in the front seat and both inmates will sit in the back seat.
6. The escort officer(s) will check the transport vehicle prior to leaving the facility for necessary emergency equipment (spare tire, seat belts, gasoline, lug wrench, jack). The escort officer(s) will inspect the transport vehicle for escape devices and dangerous contraband before and after the trip.
7. The escorted inmate(s) will be required to use a seat belt when being transported. This will not be optional unless a medical condition prohibits the use of seat belts. Seat belts will not be provided on transport buses.

D. Firearms

1. The Department of Corrections rule on **Use of Force** (OAR 291-013) shall be adhered to at all time and shall be the basis for authorization and use of firearms.
2. Armed escort assistance may be requested from the Department of Corrections Transport Unit or the Oregon State Police.

E. Inmate Conduct

Staff shall ensure the following security measures:

1. Inmates will not be allowed to make telephone calls upon notification of a trip or transfer.
2. Inmates will not be permitted to take or receive any property except as preauthorized by the officer-in-charge.
3. The inmate(s) will not be permitted to enter into any contract or expenditure of funds without approval from the functional unit manager or designee.
4. The inmate(s) will not be permitted social visits, unless specifically authorized by the functional unit manager or designee.

F. Escort Duties

1. The escort officer(s) will be required to be attired according to the Department of Corrections policy on **Dress Code (Employee)** #20.1.6 and possess a current, valid Oregon driver license or adequate DMV classification to drive the transport vehicle.
2. The escort officer(s) will be alert and vigilant throughout the trip. The escort will not engage in any distracting activities such as reading newspapers, books, or watching television (portable sets). No intoxicants will be used.

3. The escort officer(s) primary obligation is to prevent escape and protect the public. The escort officer will maintain a position enabling the viewing of the inmate and blocking avenues of escape when possible. The inmate will be under the full control and responsibility of the escort.
4. The escort officer(s) will not be permitted to take other personnel when escorting inmates unless previously authorized by the functional unit manager or designee.
5. Travel only to and from the authorized destination will be permitted unless authorized by the functional unit manager or designee. Unscheduled stops will not be permitted.
6. Outside trips will not include social visits for an escort officer.
7. If the trip or appointment has been completed earlier than expected, the escort officer(s) will return the inmate(s) directly to the Department of Corrections facility. If the trip or appointment goes beyond the time expected, the escort must obtain approval from the officer-in-charge.
8. Restraints will be removed by the escort officer(s) only as required for authorized or examination as outlined on the form CD 259 (Supervised Trip Authorization). If the escort officer(s) determines security concerns override the removal of restraints, the officer-in-charge will be consulted for instruction prior to the removal of restraints. During medical emergencies, restraints will be removed on direction of medical staff. The Department of Corrections' facility will be notified of any such circumstances.
9. All documents such as doctor's orders, judicial orders, etc., will be routed to the appropriate functional unit by the escort officer at the conclusion of the trip.
10. Staff are not permitted to smoke during transfers and trips.

G. Commercial Transport

Department of Corrections officers escorting inmates on commercial aircraft shall be certified and in compliance with Federal Aviation Administration (FAA) regulations (FAR PART 108), describing the proper conditions and methods for carrying a firearm on board a commercial aircraft.

1. Escort officers who transport an inmate(s) by air will establish any limitations by contacting airport security and the airline selected at least an hour prior to the flight departure time.
2. The majority of airports and airlines insist the escorted inmates be in restraints at all times. If assistance is needed, the escort officer(s) will contact the airport security or local authorities.
3. The aircraft crew will be advised through airport security officials of the transport situation and that restraint equipment is being used for the escort.
4. Advance requirements will be made for appropriate security at the landing site and for ground transportation.

H. Unusual Incidents

1. The escort officer(s) will radio/telephone the officer-in-charge as soon as possible for instructions for any unusual incident.
2. A written report will be submitted by the escort officer(s) immediately after the incident along with all supporting documentation.
3. When any inmate misconduct occurs, the escort officer(s) may immediately discontinue the trip or appointment and return the inmate(s) to the facility. Common sense will prevail in evaluating the seriousness of any misconduct.
4. If the inmate escapes or becomes separated from the escort(s), the local police agency/Oregon State Police will be notified with a request for assistance.
5. If the transport vehicle breaks down, the escort(s) and inmate(s) will remain with the vehicle until help arrives.
6. In emergent medical transport situations, when time and circumstances do not allow for further consultation, the functional unit manager or designee, shall evaluate security measures and special considerations that will be taken during the inmate transport
 - a. Special considerations include, but are not limited to, number of escort officers, types of restraints, notification and coordination with other DOC facilities, and notification of State or local law enforcement agencies.

J. Restraints and Escorts for Different Custody Levels

The number of escorts and the type of restraints may be increased by the functional unit manager or designee or the escort officer-in-charge to ensure the safety and security of the trip/transfer. The restraints and the number of escorts listed below are the minimum type and number to be used. All transfers involving the Department of Corrections Transport Unit will be completed with the inmate(s) restrained with belly chain, handcuffs, security cover (black box) and leg irons. Minimum custody work crews may be transported without restraints.

Level 5	Full restraints, black box, two escorts
Level 4	Full restraints, two escorts
Level 3	Full restraints, one or two escorts. One escort can be utilized if the inmate's classification policy element scores meet the below criteria. In all other circumstances, two escorts will be utilized <ul style="list-style-type: none">• Score a 2 or lower on Escape History, and• Score a 2 or lower on Detainers, and• Score a 3 or lower on Institution Behavior, and• Score a 2 or lower on Sentence Remaining, and• Inmate is not housed in Special Housing
Level 2	Full Restraints, one escort from a fenced minimum.
Level 1	Inmates housed a Department of Corrections facility without a fence surrounding the perimeter, i.e., MCCF and South Fork, to go to doctor or hospital outside the facility, no restraints are required) or unless otherwise specified on a valid slip CD-259, by the security manager or designee.

K. Inmates Admitted into Hospital Resulting in a Hospital Watch

Inmates admitted to the hospital will initially require the escorts and restraints as described in Section J. The number of escorts and level of restraints can be reviewed and decreased by order of the Functional Unit Manager or designee after considering inmates behavior, length of sentence, escape risk, and medical condition.

L. Escorting of pregnant female inmates in the community:

1. Normal restraint procedures shall be modified for pregnant inmates and implemented upon Health Services identification of pregnancy status. A list of all pregnant inmates will be provided by Health Services and regularly updated to all sections of the facility.
 - a. Notice of pregnancy status will be provided to DOC transport staff for off-site appointments for a pregnant inmate.
2. Standard restraint procedure for pregnant inmates will utilize handcuffs or flex-cuffs secured in front of the body. Belly chains and leg irons are not routinely utilized due to the danger of injury and/ or falls.
 - a. The number of staff escorts may be enhanced so that security is not compromised.
 - b. Use of a wheelchair or stretcher allowing application of leg irons may be used for transporting pregnant inmates that are an escape risk. Use of any leg restraints must not restrain the legs close together.
 - c. Pregnant inmates will not be placed in a face down four point restraint; particularly in the later stages of pregnancy.
3. When a pregnant inmate is thought to be in labor, she will be transported to the hospital with handcuffs secured in front. Once in the hospital's care for labor and delivery, the cuffs will be removed to facilitate the hospital's evaluation and care of the inmate's medical needs.
4. The inmate will not be restrained during labor, delivery, and recovery.
5. Following the immediate post-delivery recovery period of two to four hours, restraints may be applied to the legs unless medically contraindicated as determined by the attending obstetrician. Leg restraints will be used as an alternate to handcuffs to permit the mother to hold and care for the newborn baby.
6. Modified restraint practices as detailed in #2 above will be followed for three weeks post-delivery.
7. At any time for modifications to this policy, security and Health Services will consult on questions regarding restraints, safety, security, and provision of medical care for the mother and fetus.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: _____
Birdie Worley, Rules Coordinator

Approved: _____
Mitch Morrow, Deputy Director