Chapter 1 - Administrative Procedures

(Title page only, No content)

• 7-01/010.00 Absence from Duty

(Title page only, No content)

• 7-01/010.05 Supervisor's Responsibility

Granting permission to leave early or arrive late, acceptance of sick or emergency call-ins, or permission for absence from regular duty, for any reason are all functions of an Acting Sergeant, Sergeant or Lieutenant. This duty **shall not** be delegated to the Watch Deputy or desk personnel.

• 7-01/010.10 Absence Requests

All scheduling will be done via the Scheduling Management System (SMS). When requesting prior approval for time off, the following procedures will be followed:

- All non-emergent time off requests (including trades) shall be submitted to the Scheduling Sergeant on an Absence Request form in duplicate at least five working days prior to the date(s) requested.
- If approved, the Scheduling Sergeant will make the proper notations in the scheduling book and on SMS, and distribute the form.
- If disapproved, the Scheduling Sergeant will indicate so on the form and return it to the employee.
- Approved requests shall be distributed with the original to the Timekeeper, and the copy to the employee.
- On duty personnel who wish to leave early for any reason shall contact the Watch Sergeant or Watch Commander for permission to leave. Deputies making inquiries to desk personnel regarding leaving early shall be referred to a Sergeant or Lieutenant.

• 7-01/010.15 Sickness

Sick time “S” may only be used when the employee is sick, injured, or has a medical/dental appointment. Sick time may be requested in advance for medical/dental appointments. Employees are encouraged to contact the Scheduling Sergeant before making appointments to determine if adequate relief is available on the date(s) requested.

Barring unforeseen circumstances, a supervisor shall be notified a minimum of two hours before the beginning of an employee’s shift when an employee is ill or injured, and cannot report for duty. Except in emergencies, employees shall personally make such notification, not a spouse, relative, or friend. Employees calling in due

to illness, injury, or emergency must report the absence to a Sergeant or Lieutenant. At a supervisor's discretion, employees may be required to provide a doctor's note to excuse an absence based on illness.

• 7-01/010.25 Military Leave

Personnel scheduled for military leave are required to submit two copies of their military orders to the Payroll Section. In addition, a copy of the orders shall be submitted to the Scheduling Sergeant.

When the military orders are not available prior to departure, they shall be submitted on the first day the employee returns to duty.

In either case, an "Absence Request" form shall be completed and submitted to the Scheduling Sergeant as soon as the departure date is known, and no later than five working days before departure.

• 7-01/020.00 Day File

The Day File is maintained in the Watch Sergeant's Office and includes court orders, JDIC messages, transportation requests, and memorandums concerning future operations or procedures. All incoming documents will be given to the Watch Sergeant for approval prior to being placed in the Day File. The Watch Sergeant shall indicate their approval by placing their initials in the upper right corner of the document. The Watch Sergeant shall record all court orders (refer to Section 7-02/020.00) in the Court Order Log before they are placed in the Day File.

The Watch Deputy for each shift shall remove from the Day File the transportation requests and court orders for his shift, and ensure that they are executed in a timely manner. Any unusual or questionable requests and court orders shall be brought to the attention of the Watch Sergeant and the Watch Commander who will decide whether they are appropriate for compliance.

• 7-01/030.00 Key Control

(Title page only, No content)

• 7-01/030.05 Key Security

All keys relating to Transportation Bureau operations are to be handled with the utmost of care. Do not, under any circumstances, allow inmates to handle or use **any** keys.

Handcuff and bus cage keys shall, at all times, remain in possession of the Deputy to whom they were issued.

• 7-01/030.10 Vehicle Keys

All drivers checking out vehicle keys shall place a nametag on the key hook of the keys that were taken. Drivers will check the key number with the vehicle number to ensure they correspond.

Use only those keys assigned to the vehicle to be used. Always turn the engine off, and remove the keys from your vehicle when loading or unloading inmates.

The only exception to turning off the engine is for excessive heat. In the case of excessive heat, the engine may remain on but a handcuff chain shall be locked onto the steering wheel. Anytime the keys are in the ignition, and there is no deputy present on the vehicle, a handcuff chain shall be locked onto the steering wheel.

Vehicle keys shall be returned to the Transportation Bureau desk at the completion of each assignment, unless desk personnel instruct otherwise.

• 7-01/030.15 Court Lockup Keys

When assisting Court Lockup Deputies, Transportation Bureau personnel are subject to the Court Services Division's regulations regarding the handling and security of all court lockup keys.

• 7-01/030.20 Missing Keys

If a cage, handcuff, or other security type key is lost, the Watch Sergeant and Watch Commander shall immediately be notified. Every effort will be made to locate lost keys. This may include, but is not limited to, a skin search of all inmates who may have possession of the keys.

Folger-Adams style keys ("O" keys) are used to access Inmate Reception Center (IRC) holding cells during morning court line operations. If an “O” key is lost, the Watch Sergeant and Watch Commander shall be immediately notified. The deputy responsible for the key will prepare a Memorandum to the Unit Commander explaining all the circumstances, and what actions were taken to recover the keys. A Lost Property Report will also be written as directed by the Watch Commander.

• 7-01/030.25 Key Inventory

The Early Morning shift sergeant shall conduct key audits as directed by Operations staff in keeping with annual Command Inspection requirements. The inventory shall be updated as necessary to remain current. The entire inventory shall be verified annually in January, and a memorandum shall be submitted to the Unit Commander listing discrepancies, if any.

• 7-01/030.30 Watch Commander's Key Block

The Watch Commander's block of keys will only contain those keys that are frequently needed for routine operations. It shall not contain desk keys, other than the one for the Watch Commander's desk.

No person shall have access to the Watch Commander's key block without the expressed permission of the Watch Commander. If the Watch Commander is absent, the Watch Sergeant shall be present.

The Watch Commander's key block will be kept in the immediate possession of the on duty Watch Commander or his/her relief. In those instances where no Watch Commander is available (i.e., holidays or E.M. shift weekends) the Desk Deputy shall assume the responsibility for control of the Watch Commander's key block.

If a Watch Commander is required to leave the facility during his/her tour of duty, he/she will leave the Watch Commander's key block with the on duty ranking officer in charge, in the facility.

• 7-01/030.35 Key Safe

All persons needing keys from the wall mounted, locked key box in the Watch Sergeant's office shall obtain them from the Watch Sergeant. The person will log them out on issuance and log them in on return. If no Watch Sergeant is available, the Watch Deputy shall assume the responsibility for issuing keys.

• 7-01/030.40 Keys for I.R.C. Holding Cells ("O" Keys)

Folger-Adams style keys that are used for morning court line operations ("O" keys) will be issued by the Watch Deputy or Desk Deputy, who will maintain accountability via the use of court line assignment sheets and key issuance logs. At the conclusion of the court line operation, all persons in possession of "O" keys shall return them to the Day Watch Deputy. When the Day Watch Deputy receives the keys, he/she will inventory them and lock them in the key cabinet located at the front desk area. The key to this cabinet will be passed on from Watch Deputy to Watch Deputy. Personnel picking up or dropping off inmates during times other than court line operations, will obtain "O" keys from the Watch Deputy/Desk Deputy who will maintain a log of key issuance.

Each oncoming Watch Deputy will reconcile the key count with the deputy he/she is relieving. Any discrepancy in the key count shall be reported to the Watch Sergeant and Watch Commander who will determine a course of action for recovering the key(s). In the event that a key is unaccounted for during a time when a Watch Deputy has sole responsibility for keys (i.e. weekend Early Morning shifts and holidays) and there is a discrepancy in the key count, it shall be reported to the oncoming Sergeant and Lieutenant. The oncoming Early Morning Watch Sergeant will inventory "O" keys prior to making relief.

• 7-01/040.00 Meal Breaks

Manual of Policy and Procedures, governs the taking of meal breaks. Transportation Bureau's meal break

policy is as follows:

• 7-01/040.05 Fast Food Stops

If on schedule with no inmates on board, deputies may stop for a maximum of **fifteen minutes including travel time**, to pick up takeout food without notifying the Watch Deputy. The stop must not cause a delay to the scheduled route or assignment. If behind schedule, deputies must get telephonic permission from the Watch Sergeant to make a fast food stop. Fast food stops shall be on or near the regular route, and in no case be more than one mile off the regular route.

• 7-01/040.10 Thirty Minute Meal Break

Personnel need permission from the Watch Deputy to take a thirty minute meal break. Breaks will not be authorized if they interfere with the timely pick up or drop off of inmates, or other assigned duties. Deputies shall not travel more than one mile off the regular route for a meal stop, without the express permission of the Watch Sergeant. A contact telephone number e.g. cell phone, shall be given to desk personnel.

• 7-01/040.15 Inmate Security During Meal Break

In no case shall inmates be left unattended on a Transportation Bureau vehicle while deputies take a meal break. Parking the vehicle so that it can be observed from inside a restaurant is not sufficient security.

• 7-01/040.20 Mobile Digital Log/Trip Ticket Entry

All meal breaks and fast food stops shall be logged on the Mobile Digital Computer (MDC) Log and/or Trip Ticket. For MDC Log entry, "O,CODE 7" will be used as the location code.

• 7-01/050.00 Overtime

(Title page only, No content)

• 7-01/050.05 Overtime Limit

Department’s Manual of Policy and Procedures governs work schedules and restrictions. Unless authorized due to applicable exceptions, deputies shall not:

- Work back-to-back doubles

- Work more than 12 consecutive days without a day off
- Work more than 19 hours consecutively
- Work in excess of 96 hours of overtime per calendar month (or whatever limit is established by the Unit Commander).

Personnel working pre-assigned overtime that is not in conjunction with their regular shift shall work a minimum of four hours of overtime. If there are no transportation duties at the conclusion of four hours, the deputy will go off duty until his/her next regular shift begins. Deputies on overtime shall not perform duties normally performed by limited duty personnel, unless there are no inmate transportation duties to perform, or they are working a pre-assigned overtime position, and the duty is within the four hour period.

• 7-01/050.10 Deputy's Responsibility - Overtime

A commitment to Transportation Bureau is made when deputies sign up for overtime. If personal problems arise, it is incumbent on the deputy to personally notify the Scheduling Deputy and/or Scheduling Sergeant. If the overtime is scheduled for the same day or a weekend day, the deputy shall notify the Watch Sergeant.

All deputies placing their name on the SMS overtime sign-up list, or any other overtime list will be required to work as necessary.

If deputies sign up on the Watch Sergeant’s Overtime list and are pre-hired, it is their responsibility to remove their name. Upon conclusion of the overtime work assignment, personnel shall notify the Watch Deputy, and absent additional assignments they will end their overtime. This shall be done prior to going off duty or changing out of uniform.

Each person working overtime shall complete the Overtime Worked Report (SH-AD-678) and submit it to a supervisor prior to leaving the facility. The name of the supervisor who authorized the overtime shall sign their name in the space entitled “Supervisor’s Pre-Approval Signature”. Deputies approved to work overtime at outside units shall adhere to the following:

- All overtime rules and regulations shall be observed.
- The overtime does not interfere with the deputy’s Transportation Bureau duties.
- The overtime does not reduce the deputy’s Transportation Bureau drive time.
- The overtime is worked off-duty from Transportation Bureau, and the deputy is not subject to call.

• 7-01/050.15 Watch Deputy's Responsibility - Overtime

The Watch Deputy may not assign overtime.

Watch Deputies shall ensure that their supervisor is notified when the need to retain a Deputy on an overtime assignment no longer exists.

• 7-01/050.20 Supervisor's Responsibility - Overtime

Overtime shall be assigned only when absolutely necessary to meet critical work requirements. Overtime shall only be authorized by Sergeants, Lieutenants, or the Unit Commander. The Overtime Worked Report may be approved by any supervisor of the rank of Sergeant or above. The Approving Supervisor's Signature section shall be signed by the Watch Sergeant on duty at the conclusion of the overtime assignment. The supervisor approving the Overtime Worked Report shall ensure that a reasonable, concise justification is provided for all overtime worked, and that the proper classification is used in the Overtime Code block of the report.

Supervisors approving the Overtime Worked Report shall ensure the form is forwarded to, and received by, the Timekeeper no later than 0700 hours of the next working day. Supervisors shall make every effort to ensure a deputy is not assigned overtime in violation of Departmental policies. Supervisors shall ensure that erroneous assignments are corrected before the overtime is worked. When starting their shift, the Watch Sergeant shall determine who is working on overtime, verify the need, and determine that the overtime assignment is in compliance with Department and Bureau policies.

• 7-01/060.00 Bureau Scheduling Policy

The diversity and scope of this Bureau's operation creates inherent problems in the area of scheduling and personnel assignments. Movement of personnel can be required in response to transfers, a shortage of assigned personnel, excessive sick call-ins or injuries and a myriad of other reasons. All of these factors tend to create a transient nature for assignments within Transportation Bureau.

It is our intent, however, to provide a stable working environment for deputies assigned to Transportation Bureau as much as possible while continuing to function in a responsible, efficient and acceptable manner. All assignment selections shall be approved by the Unit Commander. The assignment guidelines are as follows:

1. **Crew Assignment**
    - This policy shall apply to all deputies assigned to Transportation Bureau except deputies with "primary assignments," Bonus I Training positions, and Statewide positions.
    - Schedules will be done quarterly, remaining in effect for three months. Shift assignments will be based on Bureau seniority.
    - A Bureau seniority roster as well as a list of existing primary assignments will be posted outside the Scheduling Office no less than thirty (30) days before the beginning of the next quarter. The preference sign-up period will remain open for twenty (20) days. The final schedule for the up-coming quarter will be posted at least five (5) days prior to the beginning of the quarter.
    - Deputies are to contact the Scheduling Sergeant on the day indicated on the posted roster and indicate a preference from the assignments available. It will be the responsibility of each Deputy to contact the Scheduling Sergeant on the assigned day. Deputies scheduled off on the assigned selection day shall submit a memorandum to the Scheduling Sergeant, indicating three (3) choices in descending order. Deputies assigned to primary assignments will not need to contact the Scheduling Sergeant unless they want to be removed from their assignment.
    - If a Deputy misses his/her selection date, that Deputy may not "bump" anyone else who has selected, and must choose from the remaining available assignments. Once you have indicated a preference, no changes will be allowed until all deputies assigned to the Bureau have made their initial choice.
    - To the extent possible, deputies will be assigned the crew of choice. However, final crew

assignment decisions will be made by the Scheduling Sergeant. Changes from an indicated preference may be made based on several factors, which include balancing drivers and non-drivers, experience of the Deputy, officer safety/security, and the overall needs of the Bureau.

- Transportation Bureau North shall be assigned by Bureau seniority with those deputies having the least Bureau seniority being assigned first, unless sufficient qualified volunteer personnel are available.

- Vacancies in the schedule that will be vacant for a known period of time, such as scheduled vacations or long term IOD's, shall be filled, if possible by the same Standby Deputy for the duration of the vacancy. Standby needs will be filled by overtime, if necessary.

2. **Vacations**

- In conformance with existing Departmental policy, annual vacation periods are awarded on a seniority basis with those persons having the longest service in this Department receiving first choice of available vacation periods. For sworn members, seniority in service for purposes of scheduling vacations, includes civilian service time with this Department only. To further clarify this policy and to provide equality in the selection process, the following guidelines shall be in effect:

  - Selections will be made in calendar week increments for a period of up to four (4) consecutive weeks (no split vacations).

  - Personnel who choose not to take all of their accrued vacation during the first selection period must wait until all other personnel have made their first selection.

  - After everyone has made their first selection, the remaining openings shall be made available again on a seniority basis.

- Deputies who anticipate being off duty during any of their selection periods, shall submit a memorandum to the Scheduling Sergeant on their last work day before that selection period. They shall list, in descending order of preference their three most desired vacation periods from among those they know are still available. Once an individual has been assigned a vacation period an Absence Request form (SH-R-96) must be submitted prior to the tentative posting date, of the Bureau monthly schedule for that period.

- In the event of a tie in Departmental seniority dates, Bureau seniority shall be used. If there is a tie in both Department and Bureau seniority dates, those persons concerned shall select their vacation periods in alphabetical order.

• 7-01/070.00 Telephone Procedures and Requirements

Deputies answering Transportation Bureau telephones shall state the name of the Unit or Section, and their name.

Secretaries answering the telephone for someone else shall state the name of the Unit, and the person for

whom they are answering the telephone.

Non-emergency telephone calls requesting services not provided by the Transportation Bureau shall be referred to the appropriate Unit or agency having jurisdiction.

When a citizen contacts the Bureau with a complaint, the citizen shall be treated with courtesy and concern. The call shall be immediately referred to the Watch Commander. The Watch Commander shall complete a Watch Commander's Service Comment Report (SH-R-437).

Refer to Manual of Policy and Procedures for further.

• 7-01/070.05 Emergency Requests

Transportation Bureau desk personnel receiving emergency telephone calls shall record all pertinent information and upon completion of the call, relay the information to the appropriate agency for necessary action.

A log entry shall be made on the Watch Commander's Log indicating what action was taken and who was notified.

• 7-01/070.10 Home Telephone Number Requests

All requests for home telephone numbers or addresses of Department personnel not assigned to Transportation Bureau shall be referred to Sheriff's Headquarters Bureau. Requests for such information for Transportation Bureau personnel shall be handled as follows:

- When the identity of the requester and his authority to receive the information is known, the Watch Commander may authorize the release of the information from Transportation Bureau files.
- If the identity or authority of the requester is unclear, the employee may be contacted and a message relayed to him/her.

• 7-01/070.15 Home Telephone Requirement

All sworn personnel are required to maintain a home telephone, or cell phone in lieu of a home phone, that is in good working order.

When Transportation Bureau is required to contact an employee periodically because the employee is off on sick leave, I.O.D., etc. and the employee is required to be at home, the employee must be available for direct conversation.

The use of an answering machine is not an acceptable excuse for the inability to contact an employee who is **required** to be at home.

If you must leave for a short period, or will not be able to answer the phone for some reason, you are required to notify the Operations Sergeant prior to being absent.

• 7-01/080.00 Unit Employee Fund

(Title page only, No content)

• 7-01/080.05 Employee Fund Administration

All regulations listed in Manual Policy and Procedures shall be followed without exception.

The Unit Fund Administrator shall be the Operations Lieutenant. The Assistant Fund Administrator shall be the Operations Sergeant.

• 7-01/080.10 Unit Employee Fund Committee

The Unit Employee Fund Committee consists of six members elected by employees assigned to the Transportation Bureau.

The Committee shall be responsible for the overall operation of the Unit Employee Fund, subject to approval of the Unit Commander.

The Unit Fund Administrator and Assistant Unit Fund Administrator will not be members of the Committee unless elected as such.

The Committee shall annually, at their first meeting following the general election, elect a Chairperson and a Secretary from among the members of the Committee.

Meetings shall be conducted as needed for the purposes of planning and to determine expenditures. Overtime will not be granted for Committee meetings.

Robert's Rules of Order shall govern the conduct of all meetings.

The Secretary shall record and distribute the minutes of the meeting. The minutes shall be submitted to the Unit Commander within five days after the meeting and an approved copy posted at Headquarters. Votes on all actions and expenditures shall be recorded on the minutes by number not by name.

Committee members and Fund Administrators shall not obligate the fund for any expenditure unless the full amount is in the fund to pay the expenditure at the time the obligation is made, and the Unit Commander's approval has been obtained for the expenditure.

• 7-01/080.15 Elections

Committee members will be elected for a term of two years.

Three positions will be open for election in odd years and three positions open for election in even years.

Elections will be held annually on the first Friday following Labor Day. All full time personnel assigned to the Transportation Bureau are eligible for office.

Committee members will be appointed by the Unit Commander when:

- There are not enough candidates for the number of positions open for election
- There is a mid-term vacancy.

• 7-01/080.20 Fiscal Procedures

The fund shall be audited monthly by the Fund Administrator and a report submitted to the Unit Commander no later than the 10th day of the month. All collections and expenditures shall be listed. A copy of the audit report shall be posted with the minutes of the last committee meeting.

Any proposed expenditure in excess of $40.00 must be approved by the Unit Commander prior to incurring the expense. A memorandum describing the expenditure shall be submitted and maintained on file after approval. Approval can be requested by including the proposed expenditure in the minutes of the Committee meeting.

The Fund Administrator, Assistant Administrator and the Chairperson are authorized to sign checks. Two signatures shall be required on each check.

• 7-01/090.00 Driver Regulations, Training and Licensing

(Title page only, No content)

• 7-01/090.05 Commercial Licensing

All deputies assigned to the Transportation Bureau will be trained in accordance with established procedures to drive buses and vans and will obtain an unrestricted Class B Driver's License with passenger endorsement.

Each Deputy will be required to maintain a Class B Driver's License with passenger endorsement and a valid Department of Motor Vehicles Medical Certificate.

Drivers shall immediately report any status change in their Driver's License or D.M.V. Medical Certificate, to

the Operations Deputy.

• 7-01/090.07 Licensing for the Superbus

All deputies assigned to drive the "Superbus" will satisfy criteria included in the Bureau Training Program, and obtain an unrestricted Class A Driver's License with passenger endorsement, and maintain a valid Department of Motor Vehicles Medical Certificate.

• 7-01/090.10 Bus Driver Training

Each Deputy assigned to the Bureau will be instructed by a Driver Trainer in a ten to twelve week Bus Driver Training Course. This course will include training in driving skills, vehicle components, and defensive driving techniques.

Once a trainee has demonstrated an adequate knowledge of equipment and a proper level of driving ability, a Road Test will be administered. When the trainee successfully passes the Road Test, an unrestricted Class B Driver's License with passenger endorsement will be obtained through the Department of Motor Vehicles.

The trainee will deliver a copy of the Class B Driver's License to the Operations Deputy.

The Operations Deputy will then schedule the new Driver for Bus Driver Recertification every two years from that date. During re-certification the Driver's defensive driving techniques and driving skills will be re-evaluated.

Any Deputy involved in a preventable traffic accident shall successfully complete an eight hour Bus Driver Remedial Training Course. Remedial Training may be extended based on the circumstances of the accident and/or driving record.

The Operations Lieutenant shall maintain current license information and Driver Training records, for all deputies assigned to the Bureau.

• 7-01/090.11 Superbus Driver Training

Each Bureau Deputy assigned to operate the Superbus will be instructed by a Driver Trainer in a three to four week training course. This course will include training in driving skills, vehicle components, and defensive driving techniques.

Once a trainee has demonstrated an adequate knowledge of equipment and a proper level of driving ability, a Road Test will be administered. When the trainee successfully passes the Road Test, an unrestricted Class A

Driver's License with passenger endorsement will be obtained through the Department of Motor Vehicles.

The trainee will deliver a copy of the Class A Driver's License to the Operations Deputy.

The Operations Deputy will then schedule the new Class A Driver for Superbus Recertification every two years from that date. During Superbus Recertification the Driver's defensive driving techniques, and driving skills will be re-evaluated.

In order for a certified Driver to maintain the required level of proficiency necessary to perform the Pre-Trip Safety Inspection, the Air Brake Test, and safely operate the Superbus, a minimum operational requirement has been established. Any member of Transportation Bureau who is in possession of a Class A California Driver's License, and has successfully completed the Superbus Driver Training Course must operate the Superbus once every 30 days.

• 7-01/090.15 Commercial Driving Regulations

Motor Carrier Safety Laws specified in Title 13, California Code of Regulations, regulate driving limits and conditions for employees assigned to this Unit.

It is each Transportation Bureau Driver's responsibility to follow the requirements of this policy and ensure that its provisions are not violated.

The following includes definitions of terminology included in the admonitions:

Definitions:

1. **On Duty Time** - All time from the time the Driver begins work or is required to be in readiness to work, until the time he/she is relieved from work and all responsibility for performing work. Ref. Federal Motor Carrier Safety Regulations, Department of Transportation (FMCSR DOT) Handbook Title 49, 395.2 para A.
2. **Off Duty Time** - Is defined as when the Driver is not on duty, is not required to be in readiness to work, or is not under any responsibility for performing work, regardless where the work is performed. Ref. FMCSR DOT Handbook Title 49, 395.8 para 1.
3. **Drive or Operate** - These terms include all time spent at the driving controls of a commercial vehicle in operation. Ref. Barclays California Code of Regulations (BCCOR) Title 13, Section 1201 para F.
4. **Work Period** - The duration between the time a Driver first reports for duty and the time a Driver is completely relieved of all duties and is permitted to go off duty for 8 consecutive hours. Work period and tour of duty have the same meaning. Ref. BCCOR Title 13, Section 1201 para cc.
5. **Intrastate**- Not outside the borders of California and subject to California hours of service regulations. Ref. California Commercial Driver Handbook (CCDH), page 16.
6. **Interstate** - Travel outside the state and subject to federal hours of service regulations. Ref. CCDH, page 16.
7. **Commercial Vehicle** - As applied to Transportation Bureau, "Commercial Vehicle" includes the Superbuses and the buses. Vans, passenger (radio cars), and personal vehicles are excluded.

Admonitions

1. A Driver **cannot** drive a commercial vehicle after having been on duty for 15 hours.
    - **On Duty** includes all work time, i.e. regular Bureau hours and/or overtime hours worked anywhere on the Department (Custody, Court Services, Patrol Stations, etc.), or any outside employment.
2. A Driver **cannot** drive a commercial vehicle after having been on duty at any job for any employer for 80 hours in any consecutive 8 days. A Driver shall not schedule him/herself in such a way that this 80 hour/8 day rule is violated.
3. Off duty employment will be permitted within existing Depart-mental guidelines, so long as the Driver does not put him/herself in violation of the stipulations of these regulations and/or place him/herself into a "non-driver" status. It must be remembered that your primary assignment is Transportation Bureau, any other compensated positions are secondary to the needs of this Bureau.
4. Shift trades will be permitted, although limited so as to remain within the limits imposed by Department guidelines and the provisions of these regulations. For example, a Driver may not trade into a position when it would cause him/her to be a Driver on the second part of a double shift.
5. Overtime assignments at Units of the Department other than Transportation Bureau will be allowed to the extent that a Driver does not place him/herself into a "non-driver" status or violate any Departmental guidelines or sections of these regulations. Again, the Driver's primary assignment is Transportation Bureau, any other compensated positions are secondary to the needs of this Bureau.
6. Before driving a commercial vehicle, a Driver must have at least 8 consecutive hours off duty prior to driving. This off duty time also includes being off duty from any other assignment or outside employment.
7. A Driver **cannot** drive a commercial vehicle after having operated a commercial vehicle for 10 hours. (Refer to #9 and #10 for exceptions to this rule).
8. A Driver **can** work more than 15 hours, but **cannot** drive a commercial vehicle, any time after the 15th hours.
9. A Driver **can** drive a commercial vehicle for an additional 2 hours, if he/she encounters adverse weather conditions that he/she did not foresee at the start of the trip. This would allow a Driver to drive a total of 12 hours, but does **not** extend the 15 hour rule.
10. In the event of a traffic accident, medical emergency, or disaster, a Driver may complete his/her run without being in violation of these regulations, if such run reasonably could have been completed absent the emergency.
11. The 15 hour clock stops when there is a break (off duty status) between shifts. Example: If a Driver is off duty at 1400 hours and the overtime assignment starts at 1600 hours, that two hours is "off duty time." The 15 hour clock will continue when the Driver signs in for the tour of duty, at 1600 hours.
12. A Driver shall not drive when his/her ability to operate a vehicle safely is adversely affected by fatigue, illness, or any other cause. Ref. BCCOR, Section 1214.
13. When making "trades" both Drivers will ensure that none of the above rules are violated.
14. In the event any of the above is in jeopardy of being violated or has been violated, the Watch Sergeant is to be notified immediately.
15. When reporting for duty, a Driver shall advise the Watch Commander, prior to the beginning of his/her shift if he/she is in a "non-driver" status, and why he/she is in that status.

• 7-01/090.20 Assignment of County Vehicles

Except in the company of a Driver Training Officer and during training, employees shall not drive a county bus unless they have in their possession a valid Class B California Driver's License with passenger endorsement, a Driver Training Certificate and a current Department of Motor Vehicles Medical Certificate. Bureau employees are not to drive a van unless they have completed Van Driver Training and have in their possession a valid California Driver's License

• 7-01/090.22 Assignment of the Superbus

Except in the company of a Driver Training Officer and during training, Bureau employees shall not drive the Superbus unless they have successfully completed the Bureau's Superbus Training Course, have in their possession a valid Class A California Driver's License with passenger endorsement, and a current Department of Motor Vehicles Medical Certificate.

• 7-01/090.25 Training Records

The Training Lieutenant shall be responsible for the maintenance of training and licensing records, and the issuance of certificates.

A training folder will be maintained for each Driver. The folders will contain the original Driver Training Records, a copy of the valid Driver's License, a copy of the current D.M.V. Medical Certificate, and a copy of the Driver Training Certificate.

• 7-01/100.00 Daily Log Package

The Transportation Bureau Daily Log Package consists of the following documents:

- The In-Service Report approved by the Watch Sergeant, after necessary changes have been made on each shift.
- All Mobile Digital Terminal Logs and Trip Tickets, including L.A.P.D. "loop" Mobile Digital Terminal Logs and/or Trip Tickets.

Each day the Early Morning Watch Sergeant shall collect all documents necessary for the previous day's Daily Log Package. The In-Service Report shall be reviewed for completeness. He will ensure it is complete before giving it to the Timekeeping Senior Typist Clerk prior to 0900 hours. The Mobile Digital Terminal Logs and/or Trip Tickets shall be given to the Senior Systems Aide.

The Timekeeping S.T.C., after extracting the necessary information from the In-Service Report to complete required reports, shall package the In-Service Report along with the Overtime Worked Reports and forward them to the Consolidated Timekeeping Office at Men's Central Jail.

Each day the Senior Systems Aide will review the Mobile Digital Terminal Logs and Trip Tickets, make any necessary corrections and complete required reports.

The Early Morning Watch Sergeant shall ensure that the Daily Log package is properly processed, packaged, and passed on to the Day Watch Sergeant prior to going off duty each day. The Day Watch Sergeant shall ensure that the In-Service Report, "Absence Request" (SH-R-96) forms, and "Overtime Worked Report" (SH-R-251) are properly passed on to the Timekeeper S.T.C. and that the Mobile Digital Terminal Logs and/or Trip Tickets are delivered to the Senior Systems Aide. The Unit Commander shall be notified when a Daily Log Package is not completed and filed by the next court day.

The Daily Log Packages for weekends and holidays will be processed on the next regular working day.

The Transportation Bureau Daily Log Packages shall be retained on file for two years.

• 7-01/110.00 Minimum Level of Service

In accordance with Manual of Policy and Procedures the following minimum level of staffing is established as necessary to fully provide mandated Transportation Bureau service.

The staffing levels established herein indicate on duty personnel, without consideration of relief personnel. Watch Commanders should use these staffing levels as general guidelines to assess their manpower requirements.

Court Days

Day Shift:

- 1 - Lieutenant, Watch Commander
- 1 - Sergeant, Watch Sergeant
- 1 - Sergeant, Day Field Sergeant/SBI Direct Busing
- 1 - Sergeant, Statewide
- 1 - Sergeant, Transportation North
- 4 - Deputy Sheriff, Desk Crew
    - 3 - Headquarters
    - 1 - North
- 13 - Deputy Sheriff, Statewide
- 100 - Deputy Sheriff, Transportation Crews
    - 76 - Headquarters
    - 24 - North

P.M. Shift

- 1 - Lieutenant, Watch Commander
- 1 - Sergeant, Watch Sergeant
- 1 - Sergeant, Field Sergeant

- 3 - Deputy Sheriff, Desk Crew
- 62 - Deputy Sheriff, Transportation Crews
  - 60 - Headquarters
  - 2 - North

E.M. Shift

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk Crew
- 3 - Courtline Preparation Deputy
  - Security Deputy
  - Courtline Preparation Deputy
  - Bus Movement Deputy
- 6 - Deputy Sheriff, Transportation Crews

Weekends and Court Holidays

Day Shift - Saturday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk
- 2 - Deputy Sheriff, Transportation Crew

Day Shift - Sunday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk

P.M. Shift - Saturday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk
- 2 - Deputy Sheriff, Transportation Crews

P.M. Shift - Sunday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk
- 10 - Deputy Sheriff, Transportation Crews

E.M. Shift

- 1 - Deputy Sheriff, Desk

The staffing levels depicted above are based upon normal operations and should be reassessed in the event of unusual occurrences, emergencies, high inmate volume courtlines, etc.

This minimum staffing level applies to mandated services only which is basically the transportation of inmates to and from courts, and state facilities. It does not include staffing to provide inmate transportation to Sheriff's facilities or to other Department Units.

• 7-01/120.00 Certificates and Awards

(Title page only, No content)

• 7-01/120.05 Driver Training Certificates (SH-AD-500)

Every Driver of a Transportation Bureau bus must possess a current valid Driver Training Certificate, a Class B Driver's License with passenger endorsement, and a current Department of Motor Vehicles Medical Certificate. This will ensure that the Driver is familiar with the equipment and is properly licensed. The following procedures shall govern the issuance and renewal of this certificate.

- **Training Requirements**
  - Employees who have a valid Class B Driver's License with passenger endorsement, and a D.M.V. Medical Certificate will be required to complete a Bus Driver's Training Course conducted by a Transportation Bureau Driver Trainer. Upon completion of training a Driver Training Certificate will be issued.
  - The Bus Driver Training Course is a ten to twelve week course of instructions and testing.
- **Issuance of Certificate**
  - All Driver Training Certificates will be numbered and a record will be maintained by the Operations Deputy accounting for the use of each certificate.
  - A Driver Training Certificate will be issued to every Driver completing the Bus Driver Training Course.
  - The date of expiration on the certificate will be two years from the issuance date, and then every two years from the reissuance date.
  - The Driver's name, the type of training and the date of expiration shall be typed on the certificate. The certificates will then be delivered to the Sheriff's Aide for the Sheriff's signature.
  - Personnel assigned to Units other than Transportation Bureau will be advised they cannot drive a Bureau bus unless they have a valid Class B Driver's License with passenger endorsement, a current D.M.V. Medical Certificate, a Driver Training Certificate and the prior approval of the Transportation Bureau's Unit Commander.
- **Renewal of Certificates**
  - A new Driver Training Certificate will be issued upon successful completion of Bus Driver Recertification, and verification of a valid Class B Driver's License with passenger endorsement and a Department of Motor Vehicles Medical Certificate. The Bus Driver Recertification form must be completed by a Driver Trainer, approved by the Training Sergeant, and maintained in the Driver's Training Record folder.

• 7-01/120.10 Certificate of Achievement - Bus Training Course

This certificate shall be awarded upon the successful completion of the Bus Driver Training Course conducted by a Driver Trainer, at Transportation Bureau.

• 7-01/120.15 Driving Awards and Certificates

Certificate of Achievement

- This certificate shall be presented to personnel assigned to the Bureau for demonstrating an adequate knowledge of equipment, driving ability, and successfully completing the Bus Driver
- Training Course which includes the passing of a Pre-Trip Safety Inspection Test, Brake Inspection Test and a Road Test.

Safe Driving Certificate

- This certificate shall be presented to personnel assigned to the Bureau, for the safe operation of Bureau vehicles. To qualify for this certificate a Driver must be on driving status and receive Bus Driver's Bonus pay. The Driver will receive this certificate on his second, third, and fourth year of driving without a preventable accident or negligent damage to a vehicle.

Safe Driving Award

- This award shall be presented to personnel assigned to the Bureau for the safe operation of Bureau vehicles. To qualify for this award a Driver must be on driving status and receive Bus Driver's Bonus pay. The Driver will receive this award on his fifth and consecutive years of driving without a preventable accident or negligent damage to a vehicle.

• 7-01/120.20 Administrative Procedures for Certificates and Awards

The Transportation Bureau Training Lieutenant will be responsible for the overall administration of this program. He will maintain all necessary records required to ensure that certificates and awards are presented to qualified personnel, in a timely manner.

The Training Lieutenant shall create a file which will record all personnel who successfully complete the Bus Driver Training Course. This file shall be maintained on the Bureau's computer. All vehicle accidents by Bureau personnel shall be maintained on the Bureau computer and classified as preventable, non-preventable, mechanical, or unknown.

Each month the Training Lieutenant will be responsible for certificates and/or awards to be generated for personnel who have completed appropriate training, or who qualify for a certificate or an award.

Once the certificates and awards have been properly prepared, they will be forward to the Sheriff's Aide for the Sheriff's signature. Upon return, the certificates shall be presented to the recipient by the Unit Commander or his representative.

A copy of all certificates and awards shall be placed in the concerned employee's Unit personnel file.

• 7-01/130.00 Computer Access and Security

(Title page only, No content)

• 7-01/130.05 Computers and Terminals

Only personnel who have received formal training in the use of the computer system and/or terminals and have the authorization of the Unit Commander shall operate any portion of the computer system.

The Operations Lieutenant will have functional control of the computer systems and monitor its usage. Portable portions of the various systems such as manuals, discs and other related equipment shall be maintained in a cabinet, in the Training Office. The Operations Lieutenant shall ensure that proper security for all equipment is provided.

The computer systems are for Departmental and Bureau use and shall not be utilized for non-Departmental activities.

• 7-01/140.00 Inmate Complaint Forms

Custody Division Inmate Complaint forms shall be forward to the Watch Commander immediately upon receipt by any Transportation Bureau employee.

The Watch Commander shall advise the Unit Commander of the nature of the complaint and make an inquiry regarding the allegations of the complaint.

The Watch Commander shall take the necessary steps to determine if the complaint is founded or unfounded, and shall be responsible for the final determination.

Unfounded complaints that do not proceed beyond the inquiry stage and all documentation shall be retained on file for a period of five years.

Complaints that proceed beyond the inquiry stage shall be processed in compliance with the Department's Policy and Procedures Manual.

• 7-01/150.00 Bus Replacement

Upon logging 500,000 miles or reaching 20 years of age, whichever occurs first, buses shall be removed from regular services. Request for replacement buses shall be included in the budget requests, for the fiscal year in

which buses are scheduled for replacement. The bus may remain in regular service, if in good condition, until the new bus is received.

The service records and mechanical condition of each bus removed from regular service shall be evaluated by the Unit Commander. When it is deemed to be uneconomical to continue using the bus, it shall be permanently removed from the fleet. When the bus is in good condition, it shall be assigned to the relief bus fleet. These buses shall be used as temporary replacements for buses taken out of service for maintenance, and when there is a shortage of buses due to an unforeseen activity or emergency.

Buses assigned to the relief bus fleet shall be evaluated annually by the Unit Commander. Buses found to be uneconomical to repair or maintain shall be permanently removed from the fleet. Annually, a memorandum shall be placed in the maintenance file for each bus retained in the relief bus fleet, detailing the evaluation.

• 7-01/160.00 Bureau Bus Route Audit Policy

The purpose of this policy is to state the scope of and establish the procedural guidelines for a Bus Route Audit Program.

• 7-01/160.05 Purpose of an Audit

The audit will have a dual function:

- First, to evaluate all aspects of the route (i.e., times, duties, etc.).
- Second, to observe the Deputies performance during the course of their duty. In each case the purpose is to ensure efficient operation and proficient performance.

• 7-01/160.10 Auditor's Responsibility

The Field Sergeant shall conduct an audit of each bus route at least once each four month period, beginning with January of each year. This task may be delegated to a Bonus Driver Trainer with the approval of the responsible Watch Commander.

• 7-01/160.15 Documentation

Two forms are provided for the auditor to record audit results and observations.

The forms are primarily "check-off" or "fill-in" formats with a comment section to be used, as needed.

The "Route Audit" form (Appendix I) is used to audit the bus route schedules. It will be reviewed by the appropriate Watch Commander prior to submission to the Operations Deputy, who shall retain same for an appropriate period of time.

The "Personnel Performance Audit" form (Appendix II) is used to evaluate the Deputy's performance and will be reviewed by the appropriate Watch Commander. After review, the form is to be placed in the Unit Performance Log where it shall be referenced on the employees next formal Performance Evaluation. Prior to submitting the "Personnel Performance Audit" form, the concerned employee shall review and sign the form. If the employee disagrees with any of the documentation, he/she has the right to record a rebuttal, either on the form or attached a separate sheet to the "Personnel Performance Audit" form.

• 7-01/170.00 After Hours Divisional Notifications

Transportation Bureau is the only Unit within Court Services Division which has a 7 days per week, 24 hours per day operation. As such, we have been designated as the Divisional contact point for after hours supervisory notifications. (After hours refers to those hours between 1700 and 0800 hours Monday through Friday, and all hours on weekends and holidays).

Any Court Services Division employee who must make a supervisory notification during the indicated hours will contact the Transportation Bureau Watch Sergeant at (213) 974-4579. Notification shall be made following the use of force, discharge of a firearm, traffic collision, employee or inmate injury, escape or other incidents as specified by the Departmental Policy and Procedures Manual.

The on duty Transportation Bureau supervisor will determine if notification to supervisory personnel from East Bureau, West Bureau, or Central Bureau is necessary. A current list of phone numbers will be maintained in the Transportation Bureau Watch Sergeant's Desk.
