7-02/120.20 Vehicle Security

All Transportation Bureau vehicles that have the capability of locking the outside door will be locked when the vehicle is parked and left unattended. This includes sedans, vans and those buses that have a tumble lock on the outside door. On buses that have an air operated outside door, turn off the air valve to the door and pull the door closed using the outside handle, or open the Driver's side window from outside the bus and push the "close" button.

The Driver shall ensure that all windows are closed prior to securing the vehicle.

When transporting other than inmates in a bus, the padlocks on the rear and side emergency doors shall be removed. At the conclusion of the trip, the locks shall be replaced.

The Automotive Equipment Coordinator shall ensure all padlocks are periodically checked. The Driver of a bus shall ensure all locks are in working order, as part of the Pre-Trip Safety Inspection. Locks not in good working order after lubrication shall be replaced.

After transporting inmates, the Security Deputy will check the interior of the vehicle for contraband and hiding inmates. The Security Deputy will also be responsible for conducting an inspection of the exterior of the vehicle for damage. This search and inspection shall be conducted each time the vehicle is emptied of inmates.