7-03/030.00 Courtline Loading Procedures

Two Transportation Bureau Deputies are assigned to Inmate Reception Center gates #1 and #9 during morning courtline. Their function is to coordinate inmate movement between the Inmate Reception Center and the Transportation Bureau vehicles. These Deputies are designated "Gate #1 Crew Chief" and "Gate #9 Crew Chief."

The following procedures apply to the positions of Crew Chief, loaders and bus crews.

- When the courtlist for a line of inmates is given to the Crew Chief, the court name, loading instructions and the vehicle spot number will appear at the top left portion of the courtlist.
- After receiving a courtlist for a line of inmates, or a loading slip for an inmate loaded as a individual, i.e. special handling or missout, the Crew Chief will assign one or more loaders to move the inmate(s) from the gate to the bus.
- The Crew Chief responsible for the line movement will assign loaders, and write their names on the lines provided. He will verbally tell the loaders the court name, the number of inmates on the line and the vehicle spot number. Example: "Alhambra, twenty-two, spot 24," he will then give the court-list to the lead loader.

- The lead loader will direct the front of the line to proceed to the yellow "stop" line outside Gate #1 and #9 where the inmates will be counted. The inmate count must be exactly the same as the count indicated on the courtlist.

- If the count is not correct, the error must be rectified before moving the inmates to the vehicle.

- If the count is correct, one loader will take a position near the front and to one side of the line. The other loader will take a position at the end of the line. After having verified the count, the loader at the end of the line will signal the front loader to move the line. While en route to the correct vehicle spot, the front loader shall be in a position to direct the line, rather than lead it. The end loader shall keep the line closed up, and be in a position to observe the entire line and the front loader at all times.

- At the vehicle spot, the lead loader will direct the front of the line to stop near the bus door. He will then enter the bus turn off the engine, take the vehicle out of neutral (MCI buses only), and remove the key from the ignition.

- The lead loader will unlock the door(s), step back into the driver's area and instruct the line of inmates to enter the bus. The lead loader will count the inmates as they pass by, and visually check that each inmate is handcuffed. The loader at the end of the line will also count and maintain visual surveillance of the line, as they enter the bus.

- Once all inmates are loaded aboard the vehicle, close and lock all cages and aisle doors. Restart the bus engine ensuring the air circulation system is operating properly. If the inmate count is correct, place the courtlist on the bus dash. Turn on the bus clearance lights to indicate inmates are on the vehicle. Once completed the loaders are to return to gates #1 and #9 for further instructions.

- If the three counts do not agree, they shall count the inmates again and confirm the actual number of inmates. If the count does not agree with the courtlist, one loader shall remain on the bus while the other

immediately notifies the Gate Crew Chief and the Watch Sergeant or other supervisor, of the discrepancy.

- All loaders shall remain at gates #1 and #9 until all inmates are loaded, unless directed otherwise by a Crew Chief or a supervisor.

- Each Bus Crew shall confirm the inmate count with the courtlist and any loading slips, prior to leaving the compound. This shall be accomplished by an inmate count and by conducting roll call. Call out the name of each inmate on the courtlist and any loading slips, the inmate should respond with the last three numbers of his booking number. If the inmate count does not agree with the courtlist count, the crew shall attempt to reconcile the discrepancy. If they are unable to do so, they shall notify a supervisor immediately. If the count is correct, the crew shall complete a Transportation Bureau Loading Count form and turn it into the desk prior to leaving.