

## 7-03/050.00 Inmate Reception Center Receiving Procedures - Court Returnees

The following unloading procedures apply in all cases where transmittals are used when transporting inmates to the Inmate Reception Center whether in a bus, van or sedan.

- Upon arrival in the security compound, bus crews shall off load inmates in the order their bus arrives. When female inmates must be off loaded at the Female Lockup, later arriving buses may off load male inmates ahead of the bus off loading female inmates, until the bus is ready to off load males.
- When off loading females inmates the bus crew is to give all paperwork and property to the Deputy assigned to the Female Lockup.
- When the bus arrives on the line, both the Driver and the Security Deputy shall know the correct total inmate count and the breakdown of new bookings, returnees, "keepaways", special handling and/or other classifications to be unloaded.
- The Security Deputy shall take the original and the third copy of the court transmittal, court papers and property bag for the new booking males to the Inmate Reception Receiving Clerk. The Transportation Bureau Deputy shall fill out the two part property bag receipt form. The property and papers are given to a Receiving Clerk who will sign the receipt form. (Transmittal procedures are different for Statewide Detail when delivering State prisoners)
- The Security Deputy shall give the Inmate Reception Control Deputy at Gate #1 one copy of the property bag receipt form. This notifies the Intake Deputy that the transporting Deputy is clear to unload new bookings. The second copy of the property bag receipt form shall be turned into the Transportation Bureau Watch Sergeant for filing.
- The Security Deputy and the Driver shall wait at or on the bus until the Inmate Reception Center Intake Deputy calls over the loudspeaker to unload new bookings and/or returnees. New bookings are taken through Gate #1 and returnees are taken through Gate #9.
- Both the Driver and the Security Deputy shall ensure the compound gate is secured or a Deputy is posted at the gate, and there is an adequate level of security, prior to off loading the inmates.
- Both the Driver and the Security Deputy shall ensure that each inmate is handcuffed, and shall physically count the inmates as they exit the bus and enter Gate #1 or Gate #9. The Inmate Reception Center Intake Deputy will also count the inmates as they enter the facility.
- When entering Gate #1 or #9, give the third copy of the transmittal to the Inmate Reception Control Deputy at Gate #1 or #9.
- After physically counting the returnees, the Control Deputy at Gate #9 will assign a holding cell where the Security Deputy will unchain the returnees. The Security Deputy will report to the new booking side and unchain the inmates in the holding cell.
- When inmates are left on the bus, the Driver shall remain on the bus, except when escorting inmate lines into the Inmate Reception Center.
- Vehicles shall be moved from the numbered spaces on the line (Bus Spot #1 through #7) immediately after the inmates have been unloaded and secured in the facility. The Security Deputy will check the interior of the vehicle for contraband and hiding inmates, and secure all compartment doors. 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. If at this time no further assignments are scheduled the vehicle entrance door shall be locked. The bus

shall also be fueled in compliance with Bureau policy

- Do not off load the bus in the middle of the security compound. Await a parking space on the line, unless there are extenuating circumstances. If so, ensure there is sufficient security available prior to off loading.
  - Bus crews shall ensure that inmates with a "keepaway status" do not have the opportunity to have contact with each other and shall off load accordingly.
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