7-03/080.05 Counting, Loading and Unloading Inmates

Prior to loading or unloading inmates from a vehicle, the transporting Deputy will enter the bus, turn off the engine, take the vehicle out of neutral (MCI buses only), and remove the key from the ignition.

The function of inmate security is a shared responsibility. Each time an inmate count is conducted, verify the count with the paperwork and your partner. Inmates must be counted at least twice when loading and twice when unloading a vehicle. Count the inmates as they leave their cell or the facility, and again when they board the vehicle. Count the inmates when they leave the vehicle, and again when they have entered the secured facility.

Buses are not to be loaded or off loaded in the middle of the Men's Central Jail security compound. Always wait for a parking space on the line unless there are extenuating circumstances. If so, ensure there is sufficient security available prior to inmate movement. Also, when escorting an inmate line, the Deputy at the end of the inmate line shall keep the line closed up, and be in a position to observe the entire line and the Deputy at the front of the line, at all times.

When anything unusual happens aboard the vehicle i.e., excessive noise, unusual noise and/or medical emergency, to ensure there has not been an escape, count the inmates and verify the count with your partner and the paperwork. Any discrepancy should be investigated immediately.

Do not leave inmates unattended in a vehicle, with the exception of morning court line, and in an extreme emergency. The term "unattended" does not imply the Deputy is to be physically present on the bus, however, the Deputy must keep the vehicle in view at all times, and be immediately available to respond to a disturbance aboard the vehicle.

If it is necessary to leave inmates unattended momentarily in a vehicle, due to an extreme emergency, count the inmates immediately upon your return to the vehicle. This should be done even if the vehicle is parked in a secured sallyport or compound.

Always know exactly how many inmates you are supposed to have in your custody, and how many you do have in custody. Any discrepancy should be investigated immediately.

Deputies shall position themselves in such a way as to block exit routes and maintain constant visual surveillance of the inmate line. Do not allow inmates to walk around corners or through obscure areas unless sufficient back up is available to maintain constant visual surveillance.

Avoid conversations with inmates and do not become distracted.

Limit the number of inmates moved at one time, based on the level of security available. When in doubt contact a supervisor.

When one or more inmates are loaded on an empty bus, all cage/ compartment doors shall be locked, including the doors of empty compartments. Additionally, each time an inmate is added to a compartment, the Deputy escorting the inmate shall check/secure each cage door, prior to leaving the bus.