7-03/080.07 Accountability of Inmates in the Superbus

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 the Superbus. 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 Superbus, and again when they have entered the secured facility.

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. Any discrepancy should be investigated immediately.

If it is necessary due to an emergency, to leave the inmates momentarily unattended in the trailer unit, 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 your custody. Any discrepancy should be investigated immediately.