

## 7-03/080.08 Loading and Unloading Inmates in the Superbus

See the Superbus Seating Diagram (Appendix XVI) which displays the seating compartments. Use the diagram as a visual aid for the following Superbus procedures when loading and unloading inmates.

While loading the Superbus, there should be a minimum of three Deputies involved, one Deputy will position him/herself to get an uninterrupted view of inmates within the trailer vehicle. If any problems arise, this Deputy is in a position to evaluate the situation, direct the inmates, and guide the action of backup personnel. It is important that the Deputy be either standing near the entrance door, or within the Security Officer's area. Do not venture back to the 21 or 32 seat section to check seating or to lock/unlock the security section doors, without backup aboard the trailer unit.

The trailer unit should be loaded as follows:

First, load the two special handling compartments, located at the front of the trailer unit and lock the gates. During this loading, the Driver will stand where he is able to observe the Security Deputy and the remaining line of 63 inmates.

Second, 21 inmates will be instructed to sit in the rear compartment. With this accomplished the Security Deputy will enter the vacant 32 seat section and lock the section security door to the now occupied 21 seat section.

The Security Deputy will take a position just outside the Officer's compartment in the main aisle and direct the next 32 inmates. When this group is seated, the section security door to the 32 seat section will be locked by the Security Deputy. The Security Deputy will now enter the Security Officer's area where he will be able to observe the continued loading process. The remaining 10 inmates will be loaded by the Driver, who will secure the main entrance doors from the outside. Both weapons can now be retrieved by the Driver. The Security Deputy will receive his/her weapon through the Security Officer's compartment door.

Unloading is accomplished in the following manner: Relevant to the facility environment, officer's weapons will be secured at the first opportunity, in keeping with officer's safety and inmate security. The Security Officer will remain in the Officer's area and maintain a view of the 10 seat section to ensure inmate compliance, and officer safety. Prior to unlocking the main entrance doors, the Driver will ascertain from the Security Officer that the inmates in the 10 seat section are seated. If the circumstances dictate, the Driver will obtain additional backup prior to unloading. Once unloaded, the inmates will be escorted to the facility's receiving personnel.

At this time, the Security Deputy will exit the Security Officer's compartment, via the main aisle of the trailer, unlock the 32 seat section and secure the door open. The Security Deputy will return to the main aisle just outside the Security Officer's area and direct the inmates off the vehicle. The Driver will provide backup from a position just outside the main entrance doors. Once the inmates have vacated the 32 seat section, the Security Deputy will enter that section, open the section security door to the 21 seat section and secure the door open. The Security Deputy will return to the main aisle just outside the Security Officer's compartment and instruct the 21 inmates to exit the vehicle. The Driver will remain at the same location to provide backup for the Security Deputy while he/she is loading and/or unloading inmates from the special handling

compartments.

After the last inmate has exited the vehicle and is safely within the secured facility, 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.

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