

# STANDARDS FOR EXTRADITION SERVICES

## ADULT LOCAL DETENTION FACILITIES, 4<sup>TH</sup> EDITION

4-ALDF-1B-06 Standard:

Transportation of inmates outside the facility emphasizes safety and security. Procedures are provided to all persons involved with transport. Only qualified personnel implement transport.

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RIVERSIDE REGIONAL JAIL, VIRGINIA

ACCESS TO CUSTODY INFORMATION

### J-H-04 MANAGEMENT OF HEALTH RECORDS

Standard:

A health record is maintained to facilitate continuity of care.

Compliance Indicators:

1. Evidence exists that the health record is available and used.
  2. When an inmate is transferred to another correctional facility:
    - a. a copy of the current health record or a comprehensive health summary accompanies the inmate, and
    - b. unless otherwise provided by law or administrative regulation, written authorization by the inmate is required to transfer health records and information to facilities outside the correctional system's jurisdiction.
  3. The jurisdiction's legal requirements regarding records retention are followed.
  4. There is a system for the timely reactivation of records when requested by a treating health professional.
  5. All aspects of the standard are addressed by written policy and defined procedures.
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## The Commission on Accreditation for Law Enforcement Agencies (CALEA)

### CALEA® Standards for Law Enforcement Agencies

**70.1.1** *A written directive requires the transporting officer to search the detainee before being transported.* **Commentary:** The transporting officer is legally responsible for the safety and custody of the detainee being transported. It must be assumed that the detainee may have had an opportunity to obtain contraband or a weapon prior to the time he or she is accepted for transport by the officer. It should never be assumed by the officer that someone else has searched the detainee. Detainees should be searched each time they come into the transporting officer's custody, including transport to and from court appearances. The directive should clearly define agency policy on the types of searches that may be conducted, describe when and where they may be conducted, and provide strict procedures on how and by whom each type of authorized search may be performed. Exceptions if allowed, should be listed. If conducted, strict guidelines on "strip" searches and/or "body-cavity" searches should be established and included in this directive (see standard 1.2.8). **(M M M M)**

**70.1.2** *A written directive requires examination at the beginning of each shift of all vehicles used for transporting detainees and the search of any transport vehicles prior to and after transporting detainees.* **Commentary:** The intent of this standard is to ensure that any vehicle used to transport a detainee is free of weapons and contraband before and after the detainee comes in contact with the vehicle. An examination before beginning each shift will ensure the vehicle has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect, and is properly equipped for use. Each time a detainee is to be transported, the vehicle should be examined to ensure that no weapons or contraband are present. Some latitude may be allowed where an officer has been in constant control of the vehicle following the pre-shift examination and the introduction of the detainee to the vehicle; however, most vehicles will not have been under constant observation and officers should not assume that no opportunity has existed for the introduction of weapons, contraband, or other items. Once

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a detainee has been removed from the vehicle, a thorough search should be conducted as soon as practical, but, in all cases, before the vehicle is reused. This will not only ensure that the detainee has left nothing in the vehicle, but if items are found, link them in a timely manner to the detainee. In special transport situations, it is the transporting officer's responsibility to ensure that the vehicle is safe and equipped with appropriate items; for example, spare tire, jack, lug wrench, and safety flares. The condition of the vehicle itself should be examined, including proper inflation of tires, fuel and oil levels, ignition system, and engine operation. The transporting officer should have proper forms or credit cards for procurement of gasoline, as well as all detainee-related documentation required by standard 70.5.1. (M M M M)

**70.1.3** *A written directive requires that transporting officers in vehicles without safety barriers be seated in specific locations within the vehicle, depending upon the number of detainees to be transported and the number of transporting officers used.* **Commentary:** For safety reasons, the detainee should be under control at all times. Opportunities for escape or attack on transporting officers should be reduced as much as possible. The detainee should be made as comfortable as reasonably possible, given the length of the trip being made, and should be secured to the maximum degree with appropriate restraining devices (see standard 70.2.1). (M M M M)

**70.1.4** *A written directive establishes under what conditions an officer may interrupt a detainee transport for necessary stops and/or to render emergency assistance.* **Commentary:** The primary duty of the transporting officer is the safe delivery of the detainee in his or her care. This directive should stipulate circumstances under which the transporting officer can stop to respond to the need for law enforcement services while transporting a detainee, if allowed. However, the directive should caution that diversionary incidents, whether or not instigated by persons attempting to free the detainee, may divert the transport officer and place the detainee in jeopardy or enhance chances for escape. General principles of tort law impose a duty of care on the transporting officer to protect the detainee from injury. Only when the risk to third parties is both clear and grave and the risk to the detainee is minimal should the officer stop to render assistance. During long distance transports, care should be taken when stopping for fuel and meals or for allowing the detainees reasonable opportunities to use toilet facilities. Locations should be alternated and randomly selected. Normally, no stops will be made while transporting from the point of arrest to the booking/processing location (see standard 70.2.1). (M M M M)

**70.1.5** *A written directive prescribes circumstances under which the detainee may communicate with others while being transported.* **Commentary:** Safety aspects of the transport function require that the detainee's right to communicate with attorneys and others will not normally be exercised during the period that the detainee is being transported. (M M M M)

**70.1.6** *A written directive prescribes actions at the destination of employees transporting detainees to a facility to include, at a minimum:*

- a. securing firearms for safekeeping;*
- b. when to remove restraints from the transported detainee;*
- c. delivering documentation to the receiving personnel;*
- d. advising receiving agency personnel of any potential medical or security risks; and*
- e. documentation confirming the transfer of custody.*

**Commentary:** Procedures for the release or transfer of detainee medical information should address the need to comply with controlling legislation. In lieu of a written receipt, the employee may document the transfer of the detainee in a written report to include the receiving official's name. (M M M M)

**70.1.8** *A written directive requires that the agency notify the appropriate agency or court when a detainee to be transported to another agency or court is considered an unusual security risk.*

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**Commentary:** In such cases, the receiving agency may take additional security steps or the judge may allow or direct the use of restraining devices in the court and may request the assignment of additional officers for security while at the court. (M M M M)

**70.2.1** *A written directive describes restraining devices and methods to be used during detainee transports with exceptions noted.* **Commentary:** It is necessary for officers to know when and how detainees are to be restrained and when, where, and how particular restraining devices are to be employed, including special and prohibited methods (see standard 41.3.3). Agencies should be aware that some techniques have been found to contribute to serious physical injury or death, e.g., "positional asphyxia" and should be prohibited. For example, in transporting more than one detainee, should each be handcuffed with hands in front and arms intertwining or may a detainee be handcuffed to any part of the vehicle? The directive should also take into account circumstances under which the detainee is to be transported by vehicle over a period of several hours. It should not be assumed that restraining devices are unnecessary for disabled detainees. A detainee in a wheelchair or one who uses walking aids may not require the use of restraining devices in all instances. Restraining devices also may be harmful to sick or injured detainees, depending upon the nature of the sickness or injury. The written directive in both situations should be specific in defining circumstances when restraining devices would and would not be necessary and the extent of the officer's discretion in their application. Mentally disabled detainees may pose a significant threat to themselves and/or the transporting officers. The selected device should restrain the detainee securely without causing injury. These devices should be required whenever practical but should not preclude the use of handcuffs in emergency situations. The types of restraints used should be indicated on the transfer document. (M M M M)

**70.3.3** *A written directive prescribes procedures for transporting detainees in special situations.*

**Commentary:** The unusual circumstances surrounding such situations as attending funerals, visiting hospitals and critically ill persons, or attending the reading of a will provide extraordinary opportunities to a detainee for unauthorized personal contact, escape, or inflicting injury on himself or others. Therefore, special precautions and security measures should be stipulated and employed. (M M M M)

**70.4.1** *Vehicles used primarily for transporting detainees must have the driver separated from the detainee by a safety barrier.* **Commentary:** The safety barrier prevents the detainee from having access to the driver's compartment of the vehicle. Communication between the front and rear compartments should not be impaired to the point that precludes conversation. Installation of such a barrier should be done in a manner that promotes the safety of occupants in the front and rear compartments. (M M M M)  
**Compliance may be OBSERVED.**

**70.4.2** *If detainees are routinely transported alone in the rear of agency vehicles, the rear compartments are modified to minimize opportunities for exit without the aid of the transporting officer.* **Commentary:** Cages, safety barriers, deactivating power to windows and/or removal of window cranks and door handles from the rear compartment are modifications that should be considered by the agency to minimize unauthorized exit from the vehicle. The agency may also have a written directive that requires a secondary officer to be seated with the detainee if and when there are no physical barriers to minimize unauthorized exit (see standard 70.1.3). (M M M M) **Compliance may be OBSERVED.**

**70.5.1** *A written directive prescribes the following for detainees transported from one facility to another:*  
*a. methods to be used in positive identification of detainees to be transported;*  
*b. documentation that should accompany the detainee being transported between facilities; and*  
*c. information relating to the detainee's escape or suicide potential or other personal traits of a security nature be recorded and included in the documentation that accompanies the detainee during transport.*

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**Commentary:** Each detainee being transported from a detention facility should be positively identified as the person who is to be moved. Booking records and numbers assigned to the detainee in the detention facility should be verified and the person concerned confirmed as the person described in the records.

If the detainee is to be transported to court, such information would include the detainee's name, facility detainee number, and court to which the detainee is to be delivered. When transporting a detainee to another facility, the documentation should include commitment papers and the detainee's medical records and personal property. For interstate transports, the escort officer should have a properly executed governor's warrant or a properly executed waiver. The escort officer should also be specifically alerted to any potential security problems that the detainee may present during transport. This information should include escape or suicidal tendencies as well as unusual illnesses. (M M M M)

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