



**DEPARTMENT OF CORRECTIONS  
Institutions**



<b>Title:</b> Escorting of Inmates	<b>DOC Policy:</b> 40.1.1
<b>Effective:</b> 9/1/09	<b>Supercedes:</b> 10/9/06
<b>Applicability:</b> Staff working in Transport or Institutions	
<b>Directives Cross-Reference:</b> Rule: Searches – Div 041 Use of Force – Div 013 Policy: Dress Code – 20.1.6	
<b>Attachments:</b> None	

**I. PURPOSE**

To provide for precautions necessary to ensure the prevention of unusual incidents while escorting inmates. A system in each Department of Corrections institutions/facility shall be designed to guard against escape and ensure the well being of inmates, staff, and the public. Guidelines for transporting inmates shall emphasize safety and be available to all personnel involved in transporting inmates.

**II. DEFINITIONS**

- A. Functional Unit Officer-in-Charge: The person designated responsible for the operations of inmates escort responsibilities.
- B. Officer-in-Charge: The officer designated by the functional unit officer-in-charge to be in charge of the trip/transfer and security.
- C. Transfers: A movement and reassignment of supervision of an offender between Community Services/community corrections offices or an inmate between Department of Corrections facilities.
- D. Trip: The escorting of a Department of Corrections inmate from a Department of Corrections facility to a court appearance or medical appointment and returning the inmate to the same Department of Corrections facility.

**III. POLICY**

**A. Trip Preparation**

- 1. The escort officer(s) will possess a valid trip slip (CD 259 - Supervised Trip Authorization) authorizing the conditions of the trip. Any deviation of trip conditions must be authorized by the functional unit officer-in-charge.
- 2. The medical section for the Department of Corrections facility that the medical trip originates from will ensure that the inmate's medical file has been placed in the facility communications center prior to the scheduled medical trip.

3. If a medium/level 3 or higher custody level inmate(s) is being transported for the purpose of an MRI, the officer-in-charge will ensure that plastic flex cuff and a pair of wire cutting pliers are transported with the inmate.
4. The inmate(s) will not have prior knowledge, if possible, of a pending trip. Steps will be taken to ensure the inmate(s) does not make any outside telephone calls prior to a pending trip.
5. The escort officer(s) will carry approved identification for each inmate under supervision in case of emergency or escape.
6. Prior to departure, the escort officer(s) will ensure the inmate(s) has been identified from approved identification.
7. Prior to departure, the escort officer(s) will review with the inmate(s) the required behavioral conduct while on the trip.
8. The inmate(s) will be transported in coveralls or two piece medical scrubs, socks and transport sandals unless medical restriction dictates otherwise. The inmate will not wear jewelry other than an authorized wedding band.
9. When more than one escort is assigned, all restraints applied to the inmate(s) will be double checked by a second escort for proper application and locking.
10. The escorted inmate(s) will be skin searched before departure and upon return to the facility. Searches will be conducted in accordance with the rule on **Searches (Institutions)** (OAR 291-041). Braids, hair ties and any other hair restraining devices will be removed prior to being skin searched. Staff shall follow established protocol for searching of dreadlocks if the dreadlocks are associated with religious practices.

#### **B. Transfer Preparation**

1. The escort officer in charge of a transfer will possess an authorized list of inmates to be transferred that will be provided by the Classification Unit.
2. The facility that an inmate is being transferred from will be responsible for ensuring that the inmate, his/her record file, medical file, and property will be held at the receiving and discharge area of the facility prior to the scheduled time for the transfer. Inmates are allowed one bag of property when being transferred to another facility. The inmate property bag shall not exceed 3.5 cubic feet or an standard military size duffel bag and shall not exceed 50 pounds. Any excess property will be tagged and stored at the sending facility until such time cargo space is available for transporting to the receiving facility.
3. The escorted inmate will undergo a thorough skin search prior to the transfer. Searches will be conducted in accordance with the rule on **Searches (Institutions)** (OAR 291-041). Braids, hair ties and any other hair restraining devices will be removed prior to being skin searched. Staff

shall follow established protocol for searching of dreadlocks if the dreadlocks are associated with religious practices. All inmates will be transferred wearing coveralls, socks and transport sandals.

4. The escort officer(s) will ensure proper restraints have been applied on each inmate.
5. If the inmates being transferred have different classifications levels, restraints will be applied at the same level on all inmates according to the highest inmate classification.
6. The officer-in-charge of the transfer will:
  - a. Determine the inmate seating in the transport vehicle.
  - b. Immediately report any unusual incidents to the officer-in-charge.
  - c. Ensure that he/she possesses and uses proper identification for each inmate being transferred.
  - d. Possess the appropriate files prior to departure from the facility, i.e. institution and medical file.

### **C. Transport Vehicles**

1. The escort officer(s) will use approved Department of Corrections vehicles for transportation. The vehicle types used will be a car, van, or bus. Vehicles will be checked out for use by the escort officer from the appropriate functional unit.
2. All cars, vans and buses used by the Department of Corrections, Transport Unit will be "caged" vehicles. The escort officer(s) will be armed when authorized in accordance with this policy. Cars and vans will be staffed with appropriate number of escort officers for the custody level of the inmate(s) being transported. The escort officer(s) will be stationed in the front of the vehicle. A bus will require three escort officers, two in the front of the vehicle, and one in the rear security vestibule of the vehicle. The escort officer(s) wearing a firearm will not move into a "caged" inmate area of the vehicle.
3. If the transport will be in an "uncaged" vehicle with one escort officer and one inmate, the inmate will sit in the front seat on the passenger side. If the transport vehicle has been supplied with a cage, the inmate will sit in the back seat on the passenger side.
4. If the transport will be in an "uncaged" vehicle with two escort officers and one inmate, one escort officer will sit in the back seat directly behind the driver with the inmate in the back seat on the passenger side. If the transport vehicle has been supplied with a cage, both escort officers will sit in the front seat, and the inmate will sit on the back seat on the passenger side.

5. If the transport will be in an "uncaged" vehicle with two escort officers and two inmates, one escort will sit in the back seat directly behind the driver with an inmate in both the front and back seat on the passenger side. If the transport vehicle has been supplied with a cage, both escort officers will sit in the front seat and both inmates will sit in the back seat.
6. The escort officer(s) will check the transport vehicle prior to leaving the facility for necessary emergency equipment (spare tire, seat belts, gasoline, lug wrench, jack). The escort officer(s) will inspect the transport vehicle for escape devices and dangerous contraband before and after the trip.
7. The escorted inmate(s) will be required to use a seat belt when being transported. This will not be optional unless a medical condition prohibits the use of seat belts. Seat belts will not be provided on transport buses.

#### **D. Firearms**

1. The Department of Corrections rule on **Use of Force** (OAR 291-013) shall be adhered to at all time and shall be the basis for authorization and use of firearms.
2. Armed escort assistance may be requested from the Department of Corrections Transport Unit or the Oregon State Police.

#### **E. Inmate Conduct**

Staff shall ensure the following security measures:

1. Inmates will not be allowed to make telephone calls upon notification of a trip or transfer.
2. Inmates will not be permitted to take or receive any property except as preauthorized by the officer-in-charge.
3. The inmate(s) will not be permitted to enter into any contract or expenditure of funds without approval from the functional unit officer-in-charge.
4. The inmate(s) will not be permitted social visits, unless specifically authorized by the functional unit officer-in-charge.

#### **F. Escort Duties**

1. The escort officer(s) will be required to be attired according to the Department of Corrections policy on **Dress Code (Employee)** #20.1.6 and possess a current, valid Oregon driver license or adequate DMV classification to drive the transport vehicle.
2. The escort officer(s) will be alert and vigilant throughout the trip. The escort will not engage in any distracting activities such as reading newspapers, books, or watching television (portable sets). No intoxicants will be used.

3. The escort officer(s) primary obligation is to prevent escape and protect the public. The escort officer will maintain a position enabling the viewing of the inmate and blocking avenues of escape when possible. The inmate will be under the full control and responsibility of the escort.
4. The escort officer(s) will not be permitted to take other personnel when escorting inmates unless previously authorized by the functional unit officer-in-charge.
5. Travel only to and from the authorized destination will be permitted unless authorized by the functional unit officer-in-charge. Unscheduled stops will not be permitted.
6. Outside trips will not include social visits for an escort officer.
7. If the trip or appointment has been completed earlier than expected, the escort officer(s) will return the inmate(s) directly to the Department of Corrections facility. If the trip or appointment goes beyond the time expected, the escort must obtain approval from the functional unit officer-in-charge.
8. Restraints will be removed by the escort officer(s) only as required for authorized or examination as outlined on the form CD 259 (Supervised Trip Authorization). If the escort officer(s) determines security concerns override the removal of restraints, the officer-in-charge will be consulted for instruction prior to the removal of restraints. During medical emergencies, restraints will be removed on direction of medical staff. The Department of Corrections facility will be notified of any such circumstances.
9. All documents such as doctor's orders, judicial orders, etc., will be routed to the appropriate functional unit by the escort officer at the conclusion of the trip.
10. Staff are not permitted to smoke during transfers and trips.

**G. Commercial Transport**

Department of Corrections officers escorting inmates on commercial aircraft shall be certified and in compliance with Federal Aviation Administration (FAA) regulations (FAR PART 108), describing the proper conditions and methods for carrying a firearm on board a commercial aircraft.

1. Escort officers who transport an inmate(s) by air will establish any limitations by contacting airport security and the airline selected at least an hour prior to the flight departure time.
2. The majority of airports and airlines insist the escorted inmates be in restraints at all times. If assistance is needed, the escort officer(s) will contact the airport security or local authorities.

3. The aircraft crew will be advised through airport security officials of the transport situation and that restraint equipment being used for the escort.
4. Advance requirements will be made for appropriate security at the landing site and for ground transportation.

#### **H. Unusual Incidents**

1. The escort officer(s) will radio/telephone the functional unit officer-in-charge as soon as possible for instructions for any unusual incident.
2. A written report will be submitted by the escort officer(s) immediately after the incident along with a misconduct report, if necessary.
3. When any inmate misconduct occurs, the escort officer(s) may immediately discontinue the trip or appointment and return the inmate(s) to the facility. Common sense will prevail in evaluating the seriousness of any misconduct.
4. If the inmate escapes or becomes separated from the escort(s), the local police agency/Oregon State Police will be notified with a request for assistance.
5. If the transport vehicle breaks down, the escort(s) and inmate(s) will remain with the vehicle until help arrives.
6. In emergent medical transport situations, when time and circumstances do not allow for further consultation, the functional unit manager or designee, shall evaluate security measures and special considerations that will be taken during the inmate transport
  - a. Special considerations include, but are not limited to, number of escort officers, types of restraints, notification and coordination with other DOC facilities, and notification of State or local law enforcement agencies.

#### **J. Restraints and Escorts for Different Custody Levels**

The number of escorts and the type of restraints may be increased by the functional unit officer-in-charge or the escort officer-in-charge to ensure the safety and security of the trip/transfer. The restraints and the number of escorts listed below are the minimum type and number to be used. All transfers involving the Department of Corrections Transport Unit will be completed with the inmate(s) restrained with belly chain, handcuffs, security cover (black box) and leg irons. Minimum custody work crews may be transported without restraints.

1. Maximum Custody: Full restraints, black box, two escorts
2. Close Custody: Full restraints, two escorts
3. Medium Custody: Full restraints, one or two escorts. Two escorts will be used based on the following criteria:

- a. Score of 127 or higher on public risk criteria, OR
  - b. Score of 59 or higher on institutional risk criteria, OR
  - c. Projected release date of five years or more.
4. Minimum Custody: Full restraints, one escort unless:
- a. Leaving from Department of Corrections facility without a fence surrounding the perimeter, i.e., MCCF and South Fork, to go to doctor or hospital outside the facility, no restraints are required), OR
  - b. Otherwise specified on a valid trip slip CD-259, by the security manager or designee of the facility from which the trip originates.
5. Level 5: Full Restraints, black box, two escorts.
6. Level 4: Full Restraints, two escorts.
7. Level 3: Full restraints, one or two escorts. Two escorts will be used based the initial policy element scores prior to adjustments due to conduct factor on the following criteria:
- a. Score a 4 on Time Remaining, OR
  - b. Score a 4 on Detainers, OR
  - c. Score a 4 on Escape Risk.
8. Level 2: Full Restraints, one escort from a fenced minimum.
9. Level 1: Inmates housed a Department of Corrections facility without a fence surrounding the perimeter, i.e., MCCF and South Fork, to go to doctor or hospital outside the facility, no restraints are required) or unless otherwise specified on a valid slip CD-259, by the security manager or designee.

**K. Escorting of pregnant female inmates in the community:**

- 1. Normal restraint procedures are modified for pregnant inmates at a time determined by Health Services staff.
  - a. Modified restraint protocols permit staff to handcuff inmates in front, rather than restrain them in full restraints to prevent falls.
  - b. The number of staff escorts may be enhanced so that security is not compromised.
  - c. When an inmate is thought to be in labor, she is transported to the hospital in handcuffs (in front) only. Once in the hospital's care, the cuffs are removed to facilitate the hospital's evaluation of the inmate's medical needs.

- d. The inmate is not restrained during labor, delivery and recovery.
- e. After the delivery of the baby, when the inmate is medically cleared by a doctor, leg restraints will be applied (handcuffs will not be used). The leg restraints will be removed if necessary due to the inmate's medical condition.

### III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: Signature on File  
Birdie Worley, Rules Coordinator

Approved: Signature on File  
Max Williams, Director