


State of Vermont, Agency of Human Services Department of Corrections	Title: Inmate Instate Transportation – Facilities <u>REDACTED</u>	Page 1 of 21 Security Level “A”
Chapter: Security and Supervision	#406.01	Supersedes: #406 dated 11/28/1983 and #406.01 dated 2/22/1999
Attachments, Forms & Companion Documents: 1. DOC Facility Transportation Custody Grid 2. Daily Transport Vehicle Inspection Report 3. Inmate Transfer Alert Form 4. ADA Accommodation Notification to Staff		
Local Procedure(s) Required: No Applicability: Facility Staff, Medical/Mental Health Contractors, Volunteers approved to transport offenders Security Level: “A” - only Department staff and relevant contractors may have access to this complete document.		
Approved: <div style="display: flex; justify-content: space-between;"> <div data-bbox="181 735 620 835">  <u>Andrew A. Pallito, Commissioner</u> </div> <div data-bbox="727 777 901 835"> <u>July 30, 2009</u> Date Signed </div> <div data-bbox="1107 777 1318 835"> <u>October 1, 2009</u> Date Effective </div> </div>		

PURPOSE

The purpose of this administrative directive is to provide Vermont Department of Corrections' staff with standard guidelines for the secure movement and transportation of inmates instate. The movement of inmates outside the confines of a correctional facility is one of the most vulnerable times for escape and outside influence. Staff must have the training, knowledge, skills, and equipment to deal with the routine and emergency situations that may arise during the transportation of inmates.

POLICY

Department correctional officers and other authorized staff members are responsible for the care, custody, and control of inmates in their custody at all times. It is the policy of the Department to transport inmates in a safe, secure, and humane manner by correctional officers or other authorized staff in order to ensure the safety and well-being of the inmate, staff, and the public.

AUTHORITY

28 V.S.A. § 702. Administrative Procedures Act Rule #79-92 *Transportation*, September 1979.

REFERENCE

Department Administrative Directives, #371.01 *Americans with Disabilities Act*, #372.03 *Compassionate Leave Furlough*, # 413.08 *Use of Restraints*. American Correctional Association Standards for Adult Correctional Institutions, 4th Edition, January 2003, Standards 4-4349, 4-4429, 4-4189, 4-4414. American Correctional Association Standards for Adult Local Detention Facilities, 4th Edition, January 2003, Standard 1B-06. Federal HIPAA Privacy Standards.

DEFINITIONS

Approved Restraint Devices: Restraint devices in the form of handcuffs, leg irons, waist chains, black boxes, and flex cuffs which are reviewed and approved by the Facilities Executive and/or the Director of Security, Operations, and Audits.

Black Box: A lockable cover designed to limit tampering with a handcuff locking mechanism.

Constant Observation: Continuous uninterrupted observation of an inmate by staff, who will document the individual's behavior and general condition at 15-minute intervals.

Emergency: For the purpose of this directive, emergencies include, but are not limited to, assaults, threats of violence, medical duress, attempted escapes, attempts by outside parties to interfere with the transport, an emergency involving a transport team member, a traffic accident, or an immediate disabling of the transport vehicle.

Essential Equipment: As specified within this directive, all equipment required for every transport outside the confines of a correctional facility.

High Risk Inmate Transport: An inmate transported and/or escorted by the transportation team when there is current evidence of, or a documented history of, attempted escapes, conspiracy to escape, self-injurious behavior, violence, contraband possession, or a high profile status in the community.

Inmate File: The secure hard copy file of information on each inmate on a facility headcount. Information in it includes, but is not limited to, identifying information, classification, offense information, sentencing forms, program files, case management information, discipline reports, victim communication information, grievances, parole files, drug testing results, incident reports. It does not contain confidential medical, mental health, treatment, or educational files.

Inmate Face Sheet: A form completed during the Booking process at a correctional facility with identifying inmate information, including a physical description, as well as information for emergency contact. For the purposes of this directive, references to the Inmate Face Sheet include a photograph of the inmate.

Inmate Records: An inmate's file and medical/mental health records.

Mobility Aiding Device: Devices used to aid an individual in moving due to an injury, disability, or other medical need. These devices include, but are not limited to, wheelchairs, crutches, prosthetic devices, walkers, etc.

Soft Restraints: For the purposes of this directive, flex-type cuffs are considered soft restraints and considered only as a necessary alternative to regular restraint devices when regular restraint devices do not fit on an inmate or cannot be used due to a medical requirement or other special circumstance.

Transfer Alert Form: A form utilized to convey special and/or specific information about an inmate being transported. Every inmate transported for any reason must have an accompanying *Inmate Transfer Alert Form*. (See Attachment 3.)

Transportation Paperwork: Inmate paperwork regarding transportation includes all paperwork necessary to complete a transport of an inmate between facilities, to scheduled court appearances, to scheduled medical or dental appointments, or for emergency visits to a hospital. Every transport will include at a minimum the *Inmate Transfer Alert Form (Attachment 3)* and the *Inmate Face Sheet* (photo included). Other transportation paperwork may include the inmate's entire file, medical file (confidential), medical information sheets (confidential), extradition waiver, court orders, *ADA Notification to Facility Staff form (see Attachment 4)*, or other pertinent information necessary for the transport.

Types of Transportation Vehicles:

- Secure: [REDACTED]
- Secure Car: [REDACTED]
- Partially Secure: [REDACTED]
- Unsecured: [REDACTED]
- Private/Personal: Any vehicle not owned by the State or public safety organization.
- Emergency/Non-Emergency Medical Transport: Vehicles equipped for the transport of individuals who require medical attention. These vehicles are ambulances or wheelchair vehicles and may be operated by private contract services.

PROCEDURAL GUIDELINES

The Department of Corrections has responsibility for the secure transportation of inmates outside of the confines of a correctional facility for the purposes of relocation between facilities, emergency visits to the hospital, scheduled medical/dental appointments, funeral escorts, work assignment, and some court appearances.

1. **Safety and Security:** When transporting one (1) or more inmates outside the confines of a secure facility, staff will adhere to all of the following guidelines:

- a. [REDACTED]

- b. [REDACTED]

[REDACTED]

c. [REDACTED]

d. The transportation team will ensure that an *Inmate Transfer Alert Form (Attachment 3)* and an *Inmate Face Sheet* (photo included) accompanies each inmate being transported.

e. All necessary paperwork and inmate property will be identified and prepared for transport with the inmate. It may not be necessary for the inmate's file, medical file, property, and personal belongings to accompany the inmate for temporary transports when the inmate will be returning to the facility the same day.

f. When preparing to transport inmates outside the confines of a facility, on the day of the transport assigned staff will:

i. [REDACTED];

ii. Validate all transport paperwork to ensure that it is an authorized and approved transport;

iii. Be briefed about any special information pertaining to the inmate(s) being transported;

iv. Ensure that all necessary documents are assembled and accompany the transport (such as medical records, files, court orders, etc.);

v. Conduct a safety check of the vehicle (see Section 3, *Inspection and Search of Transport Vehicle*) to ensure that the vehicle is in proper working order and that all safety equipment is accounted for prior to use;

vi. Ensure that the vehicle has a full tank of fuel prior to departing the facility;

vii. Search the vehicle for contraband prior to placing the inmate in the vehicle for transport (see Section 3, *Inspection and Search of Transport Vehicle*);

viii. Thoroughly search each inmate prior to being placed in any vehicle in accordance with the *Facility Transportation Custody Grid (Attachment 1)*. Inmates must not have anything in their pockets nor possess any personal property or food items. No hats or clothing with hoods will be permitted on a transport;

ix. [REDACTED];

x. Read and sign off on the Transport Post Orders prior to departing the facility.

g. During the transport, assigned staff will:

i. [REDACTED];

ii. Not allow inmates to ride in the front seat;

iii. Utilize seat belts and other vehicle safety devices;

iv. [REDACTED];

v. [REDACTED];

- vi. Not leave inmates unattended in a State vehicle;
- vii. Use restraints in accordance with this directive and any Department directives on restraints;
- viii. [REDACTED];
- ix. Obey all traffic laws and traffic control devices while operating a State vehicle.

2. Vehicle Equipment: Equipment essential for communication, safety, and first responder actions are required for every transportation vehicle. In addition, staff must carry the post orders for each trip. At a minimum, each transportation vehicle must have the following equipment available while in operation:

- Cellular telephone, radio capable of communicating with Public Safety, CB, or other communication device
- Six (6) roadside flares
- Two (2) reflective vests
- Roadside Safety Breakdown Panel (RSBP)
- Rain coat
- Gloves
- Two (2) flashlights
- Jumper cables
- First Aid kit
- Airway Mask
- Two (2) fire blankets
- Fire extinguisher
- 15 ft. tow rope
- Emergency blanket
- Crow bar
- Bolt cutters
- Rescue hammer w/ seatbelt cutting tool

3. Inspection and Search of Transport Vehicle

- a. Inspection: State vehicles utilized for the movement of inmates will be maintained in good working condition, with essential equipment at all times. The Security and Operations Supervisor (SOS) will be responsible for the readiness of these vehicles.
 - i. The inspection of each transportation vehicle will include, but not be limited to:
 - a visual inspection of the entire exterior of the vehicle – noting damage to any part of the vehicle (- minor damage such as scratches, dents, etc., only needs to be reported once);
 - [REDACTED];
 - [REDACTED];
 - an inspection of the lights, turn signals, brake lamps, windshield wipers, mirrors, tires, and other operational aspects of the vehicle to ensure they are in proper working condition;
 - an inspection of the vehicle’s safety devices (seatbelts, lamps, hazard lamps, communication devices, etc.) to ensure they are in proper working condition;

- an inspection and inventory of the equipment listed in section 2 on *Vehicle Equipment*. The inspection will include a manual observation/manipulation to ensure the equipment is functional.
- ii. The SOS or designee of each correctional facility will ensure that each State vehicle used for the transportation of inmates is inspected on a daily (1x a day) basis and receives regular preventative maintenance.
- iii. Each inspection will be completely documented on the *Daily Transport Vehicle Inspection Report (Attachment 2)* and submitted to the SOS at the end of each shift in which the inspection is completed. The SOS will review each inspection form to ensure the inspections are completed and discrepancies are addressed.
- iv. At least once (1x) per week, the SOS or Shift Supervisor will physically inspect each transportation vehicle to evaluate its condition and state of operation.
- v. Deficiencies noted during each inspection will be noted on the *Daily Transport Vehicle Inspection Report*. Any deficiency that hinders the safe operation of the transportation vehicle will be immediately corrected. The transportation vehicle will not be utilized until it is corrected.

b. Searches: Searches of transportation vehicles are essential to prevent contraband introduction or transmission between facilities. Searches also enhance the safety of the transport by identifying and removing potential weapons or other hazards.

- i. [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

- ii. [Redacted]
- iii. [Redacted]
- iv. [Redacted]

4. Transport Team [Redacted]

[Redacted]. Not using a secure vehicle requires authorization by the Superintendent. At no time will correctional security staff transport an inmate in a private or personal vehicle for any reason.

The following staffing ratios (a-f) pertain to group transports between facilities:

- a. [REDACTED]
- b. Secure Vehicles: [REDACTED]
- c. Partially Secure Vehicles: [REDACTED]
- d. Unsecure Vehicles: [REDACTED]
- e. High Risk Transports: [REDACTED]
- f. Staffing ratios for medical appointments, family court, or other outside appointments will be based upon the need of the outside appointment and the likelihood that the inmates will remain together throughout the appointment.
- g. Any correctional security staff member who is responsible for the transportation of inmates will be required to successfully complete training in, or possess certification/license in all of the following:
 - i. Valid State-issued driver's license
 - ii. Defensive Driving Course (through the Agency of Human Services or other approved source)
 - iii. Core competencies (up to date)
 - iv. OC pepper spray use
 - v. Radio procedures
 - vi. Transportation procedures
 - vii. Post orders with roadside emergency procedures.

5. Inmate Restraint Procedures

- a. [REDACTED]
- b. Everyone will be transported in the restraints required of the highest custody level being transported.

c. [Redacted]

d. Law enforcement requests to remove restraints will be handled on a case-by-case basis.

e. [Redacted]

f. Requests/orders by the judiciary or a qualified health care professional (QHCP) to remove part or all of an inmate's restraints will be handled on a case-by-case basis.

Judge's Request: [Redacted]

ii. Court Order: The decision to remove part or all of an inmate's restraints due to an order of the Court will be honored, but an evaluation of all of the elements listed in f (i) of this section will be done, and any concerns will be expressed to the judiciary. The Facility Superintendent will be notified as soon as possible after the conclusion of the court appearance.

iii. Medical Request: [Redacted]

iv. The QHCP will inform the Security and Operations Supervisor and the transportation team members, [Redacted]

6. Transporting Inmates with Special Medical/Mental Health Needs

Whenever an inmate is scheduled for a transport out of a DOC facility, the initiating person will ensure that a qualified health care professional from the contracted medical services is consulted prior to the transport. The QHCP must review the inmate's medical file and document any needs, concerns, or accommodations (including ADA) on the *Transfer Alert Form*, utilizing the Mobility Classification System (M-Code System) – see Section 10.

a. When an inmate has a medical or mental health concern that requires an accommodation, special attention, medical precaution action, or other deviation from this directive (e.g.,

partial restraints), staff will document it on the *Transfer Alert Form*, with a narrative citing the actions required or accommodation necessary.

- b. Actions required or accommodations necessary may include, but are not limited to, the following conditions:
 - i. Use of a mobility aiding device (wheelchair, crutches, cane, etc.);
 - ii. A surgical mask for air-borne related illnesses;
 - iii. A pregnant inmate who is in her second or third trimester;
 - iv. A suicidal inmate who needs observation.
- c. Upon receiving the signed *Transfer Alert Form*, the Security and Operations Supervisor (or Shift Supervisor if the SOS is unavailable or off duty) will review the form and note any documentation requiring special accommodations or needs. The SOS or Shift Supervisor will consult with the QHCP about the specific need if it is not clear and make the proper arrangements to accommodate it during the transport. The SOS or the Shift Supervisor will review and discuss this with the transportation team prior to departure from the facility.
- d. The following provisions are established in order to accommodate certain needs that may be required. This section is intended as a guide and is not all inclusive, as other alternatives may provide better accommodations.

- i. *Wheelchair* - [REDACTED]

NOTE: *The individual will not be restrained to the wheelchair or any part of the vehicle.*

- ii. *Crutches or Canes* - [REDACTED]

- iii. *Facial Mask* - Inmates who require the use of a surgical mask to prevent the spread of an air-borne illness will be transported with no other inmates or with inmates who also require this provision. Staff providing a transport for an individual with this requirement are urged to use a Department-approved facial mask (N-95 or other) during the transport.

- iv. *Pregnant Inmates*
 - a) [REDACTED]
 - b) [REDACTED]

- c) Pregnant inmates who are in their third trimester will only be transported outside the confines of the DOC facility in a secure car, by emergency ambulance, by non-emergency ambulance, or in a DOC van equipped with soft passenger bench seats or captain's chairs (mini-van).

v. *Suicidal Inmates* - [REDACTED]

7. Scheduled Transports between Facilities

The scheduling of inmate relocations between facilities may occur at any time. Transports that are for population management and not in response to a security threat, disciplinary incident, or due to a medical/mental health need, will be coordinated to ensure the most efficient use of staff time. All transports of inmates between facilities will be coordinated between the originating facility, the Classification Unit, the contracted medical and mental health services, and the receiving facility.

- a. Upon determination or notification of the need to relocate an inmate from one facility to another, the Living Unit Supervisor (LUS) or Casework Supervisor (CWS) as designated by the Superintendent at the originating facility will contact the Classification Unit to determine appropriate placement and bed-space availability, unless the notification originates from the Classification Unit.
- b. When the receiving facility is determined, the originating facility Living Unit Supervisor or Casework Supervisor will prepare the inmate file, initiate the *Transfer Alert Form*, and notify the QHCP in the sending facility of the pending transfer at least two (2) hours in advance of the transport. The LUS or CWS will forward the *Transfer Alert Form* to the QHCP.
- c. The QHCP will review the inmate's medical file and advise staff via the *Transfer Alert Form* of any special needs, medical or mental health concerns, or objections to the transport, and return the form to the LUS or CWS. The QHCP will indicate special needs or medical and mental health concerns on the *Transfer Alert Form*, utilizing the Mobility Classification System Criteria (M-Code System) defined in this directive in Section 10.
- d. The Living Unit Supervisor or Casework Supervisor as designated by the Superintendent will then communicate the relocation information to the Security and Operations Supervisor or Shift Supervisor (if the SOS is unavailable or off duty), including special needs, discipline history, security concerns, or ADA accommodations. The LUS or CWS will ensure that the information is documented on the *Transfer Alert Form*.
- e. The SOS or Shift Supervisor will call the receiving facility's SOS or Shift Supervisor and discuss the relocation and all special needs or pertinent information surrounding the transport.
- f. Once the transport is arranged, the SOS or Shift Supervisor will authorize the *Transfer Alert Form* and will arrange a transport team of correctional officers trained in transportation procedures. The SOS or Shift Supervisor will review each *Transfer Alert Form* and discuss with the transport team all special needs or concerns of any inmate being transported.
- g. The transportation team will sign each *Transfer Alert Form*, assemble all required paperwork (inmate file, a separate face sheet with photograph, completed *Transfer Alert Form*, medical paperwork/file, court orders, etc.), locate and retrieve all stored property of

the inmates being transported, and ensure that everything is placed in the vehicle prior to departure.

- h. The transportation team will inform the facility's booking staff of every inmate to be transported and ensure the population accounting system (PAS) form is completed and printed out, removing the inmate from the headcount. The PAS form will be attached to each inmate's face sheet.
- i. The transportation team members will search and inspect the transport vehicle prior to departing the correctional facility.
- j. [REDACTED]
- k. [REDACTED]
- l. Upon arrival at the receiving facility, the transportation team members are responsible to deliver the inmates to their destination, as well as the required paperwork and property, and to search the vehicle prior to returning to the originating facility or loading additional inmates. The transportation team will verbally relay any special needs, accommodations, or security concerns that are documented on the *Transfer Alert Form* to the receiving facility staff.
- m. The *Transfer Alert Form* must be signed by the receiving facility and returned to the originating facility. The receiving facility will keep a copy.
- n. The receiving facility staff will complete the PAS form, adding each inmate to the facility headcount.
- o. The receiving facility will not accept any inmate into the facility without all necessary paperwork for the transfer (inmate file, medical information, face sheet, etc.). However, if the transport was completed without all necessary paperwork, the transportation team will make arrangements for the missing paperwork to be brought to the facility as soon as possible. The receiving facility may accept the inmate only after essential documents approved by the SOS have been faxed and received.
- p. Once at the receiving facility, the transportation team will contact the originating facility's Shift Supervisor to advise that they have arrived.

8. Scheduled Transports (Not Between Facilities)

- a. Court Appearances – when an inmate is scheduled for a court appearance or other judicial proceeding and it is the responsibility of the DOC to conduct the transport, all transport guidelines established in this directive will be followed.
- b. Compassionate Leave, Medical, Treatment, and Short Term Inpatient Furloughs - Inmates may be transported to locations outside the confines of a facility to attend a funeral or wake, or to make a visit for terminal illness. The Superintendent must approve and authorize this

after consultation with the Facilities Executive or designee. (See administrative directives #372.03 and #373.02.)

- c. Transports for medical, dental, and mental health appointments outside the facility are addressed in Section 9. All procedures will be consistent with the protocols and guidelines in this directive.

9. Outside Medical Movement (Scheduled and Emergency): When the need of a medical service extends beyond the resources of the QHCP, the Department must transport an inmate to an outside medical, mental health, or dental appointment or to a hospital emergency room. Only correctional officers trained in transportation procedures will transport an inmate for these medical services.

For *scheduled* appointments the following procedures must be followed:

- a. When the QHCP determines the necessity to schedule an appointment for further treatment or evaluation of an inmate, the service provider will coordinate the appointment between the Security and Operations Supervisor and the external medical provider.
- b. No information will be provided to the inmate concerning the location, date, or time of the appointment. The only information provided to the inmate will involve the medical care and follow-up that will be provided.
- c. Every attempt will be made to schedule an outside appointment within the time frames best suited for the facility transportation staff. If this cannot be accomplished, the QHCP will coordinate with the Security and Operations Supervisor to best accommodate the facility staffing schedule. However, the inmate's well-being is the most important consideration, and the appointment must be scheduled.
- d. [REDACTED]
- e. Outside medical appointments will not be cancelled or delayed for any reason other than staff or inmate safety. The SOS may approve cancellation of any medical appointment only after receiving authorization from the Superintendent. The Superintendent must discuss with the qualified health care professional and understand the ramifications of cancelling prior to giving this authorization. If the appointment is cancelled, an Incident Report will be completed, documenting the justification for cancellation.
- f. Once a medical appointment is scheduled, the inmate will not be transferred to another facility until the appointment has been kept. If it becomes necessary to relocate an inmate to another facility prior to a scheduled appointment due to security concerns or medical/mental health concerns, the QHCP must be consulted prior to transferring the inmate. The QHCP will make every attempt to reschedule the appointment to an external provider near the receiving facility. If this cannot be accomplished, the SOS of both facilities will coordinate the transport of the inmate to the scheduled appointment.
- g. At least [REDACTED] prior to the scheduled appointment, the QHCP will initiate the *Transfer Alert Form*, documenting any special needs or concerns utilizing the Mobility Classification System Criteria (M-Code System). (See Section 10.) The QHCP will document known needed accommodations or preparations which will be required at or prior to the scheduled appointment (e.g., no food or water after a certain time, removal of all or partial restraints, radiological devices to be used, etc.). The *Transfer Alert Form* will be given to the SOS or

Shift Supervisor at least [REDACTED] prior to the scheduled appointment by a qualified health care professional.

- h. Upon receiving the *Transfer Alert Form*, the Security and Operations Supervisor or Shift Supervisor will authorize the transfer by signing the *Transfer Alert Form* and will arrange a transport team. The SOS or Shift Supervisor will review each *Transfer Alert Form* and discuss with the transport team members all special needs or concerns of any inmate involved in the transport.
- i. The transportation team will sign each *Transfer Alert Form*, locate and retrieve all required paperwork (face sheet with an up-to-date photograph, medical referrals, etc.) and ensure that everything is placed in the vehicle prior to departure.
- j. All inmates transported to an external medical appointment will be accompanied by the inmate face sheet, an up-to-date photograph of the inmate, the *Transfer Alert Form*, and all medical referral paperwork provided by the QHCP.
- k. [REDACTED]
- l. [REDACTED]
- m. All communication will be completed prior to departure from the correctional facility.
- n. Upon returning to the facility, correctional staff will strip search each inmate and relinquish custody to the facility booking staff. The receiving staff members will sign the *Transfer Alert Form* and forward it to the Security and Operations Supervisor.

For *emergency* transports, the following procedures must be followed:

- a. All urgent, life-threatening emergencies will be transported by ambulance to the hospital. A correctional officer will accompany the inmate in the ambulance to the hospital and will remain with the inmate until properly relieved by another correctional officer, or until the inmate is returned to the facility.
- b. For urgent situations in which care is necessary at a local emergency room, but the qualified health care professional is not requiring an ambulance, all procedures in this section will be followed to immediately (without unreasonable delay) transport the inmate to the hospital.

10. Mobility Classification System (M-Code System)

The *Mobility Classification System* is a documentation system used to alert staff of an inmate who has an ADA accommodation, scheduled medical appointment, severe medical/mental health condition, or other need to consider while being relocated between facilities or transported temporarily out of the facility. The QHCP will use the *Mobility Classification System* to communicate needs without compromising the privacy of an inmate's personal information (HIPAA). The QHCP will provide this information on every inmate transported out of a DOC facility by checking the *Transfer Alert Form*. The four codes are:

a. **M 1** - Mobile without Restriction.

The inmate has no medications, no chronic illness, no mental health issues, and no ADA accommodation. These inmates may be moved anywhere in the state or out of the state.

b. **M 2** - Mobile with Special Considerations.

This category includes any inmate on prescription medications, anyone with chronic illness, and anyone that is going through any ongoing assessment such as blood pressure checks, dressing changes, and/or special medical/mental health treatments.

c. **M 3** - Restriction of Mobility.

Inmates in this category will remain on site unless pre-approved by the medical or mental health provider. This category is restricted to inmates awaiting scheduled appointments. Staff must be sensitive to the time frame of M 3. It is a temporary hold and must be changed immediately after the appointment has been met.

d. **M 4** - Mobile ONLY to a facility Infirmery, a Hospital, or Mental Health Unit and only with medical and mental health provider approval. This category includes:

- Acute medical or mental health changes requiring special observation;
- Inmates on suicide watch;
- Inmates with a chronic illness requiring infirmary or special medical housing.

11. Emergencies and Breakdowns during Transport

a. In the event of a life safety emergency, [REDACTED]

[REDACTED] All emergency stops will be preceded by emergency communication to 911, stating the originating facility and the nearest stopping location. At no time will staff stop the vehicle on the roadside and open the inmate passenger compartment. Only after arriving at one of the above listed locations, and only after assistance is provided by employees at that location, will the inmate passenger compartment be opened to address the emergency.

b. Vehicles that become inoperable or disabled will be stopped (if capable) at one (1) of the above listed locations. If the vehicle is unable to proceed to a listed location, [REDACTED]. In all situations, staff will make immediate communication to the originating facility and the nearest public safety department. The passenger compartment will not be opened unless the vehicle is stopped at a location listed above, or a law enforcement officer or correctional staff arrive to assist, and there is a legitimate correctional need to do so.

c. During an emergency breakdown, staff need to contact the nearest law enforcement agency and request assistance, as well as the originating correctional facility's main control to

update them. If the breakdown is minor and can be fixed quickly (flat tire or other minor vehicle issue), then staff will wait until a law enforcement officer arrives to assist in the supervision of the inmates. If the breakdown is more than something that can be quickly fixed, staff must contact the nearest correctional facility to send a replacement vehicle to continue the transport to bring the inmates to the nearest correctional facility until other arrangement can be made.

d. When considering whether to stop and give assistance at a traffic accident scene, the transportation team must be aware of inmate escape attempt diversions.

i. [REDACTED]

ii. [REDACTED]

e. All incidents occurring during a transportation trip will require documentation as an Unusual Incident Report.

12. Escapes: Escapes or attempted escapes may occur during the transportation of inmates. In the event of an escape or attempted escape, the transportation team will take the following actions:

a. [REDACTED]

b. In the event of an escape, the transportation team will immediately notify the following:

- i. Local law enforcement, and
- ii. The originating correctional facility, and
- iii. The nearest correctional facility.

c. The team will ensure that the face sheet and photograph of the identified, escaping inmate is provided to the responding law enforcement agency.

d. [REDACTED]

e. [REDACTED]

f. [REDACTED]

13. Vehicle Preventative Maintenance

All State vehicles used for the transport of inmates outside the confines of a correctional facility will receive regular and routine preventative maintenance service in accordance with BGS Fleet Management service schedules. The SOS or Shift Supervisor will ensure all vehicles are maintained and a record of service is established for each vehicle.

14. Expenses Incurred During a Transport

No expenses should be routinely incurred during a transport. Fuel for vehicles is provided through established State refueling procedures consistent with all State vehicles. As inmate transports are required to be continuous and non-stop, the feeding of inmates will only occur prior to the start of the transport or upon arrival at the destination. In the rare event that the transporting staff incur costs for parking, vehicle equipment, or other minor, miscellaneous expenses, the employee incurring such expense will seek reimbursement through established financial protocols at their respective facility.

15. Transport of Inmates by Approved Volunteers

- a. Inmates who are in community custody or actively involved in re-entry planning through the case planning process, and who are eligible by policy and statute for furlough consideration, may be transported by appropriate Department volunteers.
- b. Volunteer transportation of incarcerated inmates for humanitarian reasons may include medical and/or re-entry development issues such as employment, residence search, and treatment.
- c. Approved volunteers will have successfully participated in screening, orientation, and specific transportation-related training prior to transporting an inmate. Volunteers will have to demonstrate possession of a valid State driver's license and adequate insurance.

TRAINING

Human Resources Development (HRD) will coordinate training with the Security and Operations Unit for managers, Corrections Emergency Response Teams (CERT) and Local Emergency Response Teams (LERT), and with the Director of Health Services for qualified health care providers. HRD will also coordinate (with consultation) roll call summary training for line uniformed staff and supervisors, and revise the appropriate learning modules at the Vermont Correctional Academy.

HRD will ensure that no employee will transport inmates without having completed the on-line defensive driving course as required by the State of Vermont.

QUALITY ASSURANCE

- a. The Security and Operations Supervisor is responsible for maintaining the *Transfer Alert Forms* with copies in the inmate file and medical file.

The Security Operations and Audits Director is responsible for incorporating quality assurance procedures into the Security and Compliance Audits. Reports on compliance with this directive will be incorporated into facility audit reports.

- b. Facility Superintendents are responsible for using the information gathered through local and statewide quality assurance procedures to develop improvement or corrective plans.
- c. The Security Operations and Audits Director is responsible for reviewing this directive regularly and making revisions as necessary and appropriate.

**VT DEPARTMENT OF CORRECTIONS
 FACILITY TRANSPORTATION CUSTODY GRID**

Custody Level	Staff Role	Staff Ratio	Type of Vehicle	Restraints	Search Requirement
Minimum	[REDACTED]	[REDACTED]	Secure / Partially Secure / Unsecure	[REDACTED]	[REDACTED]
Medium	[REDACTED]	[REDACTED]	Secure / Partially Secure	[REDACTED]	[REDACTED]
Close	[REDACTED]	[REDACTED]	Secure	[REDACTED]	[REDACTED]
High Risk Movement	[REDACTED]	[REDACTED]	Secure	[REDACTED]	[REDACTED]
Mixture of Custody but at least one inmate who is Close	[REDACTED]	[REDACTED]	Secure	[REDACTED]	[REDACTED]

NOTE: When transporting mixed custody levels, the restraint and staff ratio requirements will be used in accordance with the highest custody level being transported.

*It is recommended that at least one (1) COII be used when practical.

**VT DEPARTMENT OF CORRECTIONS
 DAILY TRANSPORT VEHICLE INSPECTION REPORT**

DATE: _____ VEHICLE: _____ SHIFT: _____ BEGINNING MILEAGE: _____
 PREV. MAINT. MILEAGE: _____

CONDITION OF VEHICLE				EQUIPMENT			
	OK	N/A	NOT OK		YES	N/A	NO
Cleanliness Inside Vehicle				Gas Card			
Cleanliness Outside of Vehicle				Cellular Telephone			
Fuel Level				Fire Extinguishers			
Oil Level				First Aid Kit			
Coolant				Emergency Fire Blanket			
Transmission Fluid				15' Tow Rope			
Brake Fluid				Crow Bar			
Power Steering Fluid				Jumper Cables			
Washer Fluid				Two (2) Flashlights (functional)			
Tires (5)				Gloves			
Wiper Blades				Rain Coat			
Lights				Blankets (2 Each Vehicle)			
Horn				Flares (6-12) / Triangles (RSBP)			
Flashlight				Traffic Vest (2 Reflective)			
Post Orders				Bolt Cutters			
Seat Belts				Rescue Hammer w/seatbelt cutter			

Interior/Exterior
 Damage: _____

Remarks/Comments: _____

Inspected By: _____ Date: _____ Time: _____
 (Signature)

Reviewing Supervisor: _____ Date: _____
 (Signature)

INMATE TRANSFER ALERT FORM

INMATE NAME: _____ DOB: _____ PID#: _____

TRANSFER FROM: _____ TO: _____

DATE OF TRANSFER: _____ Time: _____ MUST RETURN – DO NOT RELEASE:

Reason for Alert (*check all that apply*)

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<input type="checkbox"/>	Medical Alert	<input type="checkbox"/>	Mental Health
<input type="checkbox"/>	Assaultive	<input type="checkbox"/>	Former Law Enforcement Officer
<input type="checkbox"/>	Escape Risk	<input type="checkbox"/>	Hostage Taker
<input type="checkbox"/>	Security Threat Group	<input type="checkbox"/>	Special Skills (e.g., black belt)
<input type="checkbox"/>	Protective or Close Custody	<input type="checkbox"/>	History of Contraband
<input type="checkbox"/>	Segregation	<input type="checkbox"/>	History of Self Harm
<input type="checkbox"/>	Restraint Modifications	<input type="checkbox"/>	ADA Accommodation
<input type="checkbox"/>	None	<input type="checkbox"/>	Withdrawal – Detox

M-1

M-2

M-3

M-4

For each applicable category above, provide a brief summary and attach supportive documentation if available.

(Continue on back if needed)

 QHCP (print name)

 QHCP (Signature)

 Date

 Approving DOC Supervisor (print name)

 Approving DOC Supervisor (signature)

 Date

Transport Staff Have

Inmate's Medications YES N/A

Inmate's Medical Records YES N/A

Medical Transfer Form YES N/A Inmate's File YES N/A Inmate's Property YES N/A

 Transporting Staff Name

 Transporting Staff Signature

 Date

 Time

 Transporting Staff Name

 Transporting Staff Signature

 Date

 Time

 Receiving Staff Name

 Receiving Staff Signature

 Date

 Time

 Receiving Staff Name

 Receiving Staff Signature

 Date

 Time

Cc: Sending Facility Security & Operations Supervisor; Receiving Shift Supervisor; Inmate File

VERMONT DEPARTMENT OF CORRECTIONS
ADA ACCOMMODATION NOTIFICATION TO FACILITY STAFF

ADA Accommodation (Maintain in Unit) - This form must accompany the inmate in all relocations of housing assignment or facility, or during transport or transfer.

The following accommodation(s) is being provided for

Inmate Name: _____

DOB: _____ Facility: _____

Description of Accommodation: _____

Start Date: _____

Expiration Date (if relevant): _____

When needed: _____

Where: _____

How: _____

Frequency: _____

By Whom: _____

COMMENTS: _____

QHCP Signature: _____ Date: _____

Shift Supervisor Signature: _____ Date: _____

ADA Site Coordinator Signature: _____ Date: _____