



TRANSPORT VEHICLES

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to provide specific guidelines to members governing the operation of any transport vehicles. Vehicles will be operated in a manner that provides safeguard against escape and protects the safety and well-being of inmates, members and the public.

PURPOSE.

The purpose of this policy is to provide members with clear guidelines and requirements for the operation of transport vehicles, while transporting inmates to and from court facilities, medical appointments and other areas of jurisdiction.

OREGON JAIL STANDARDS:

- E-316 Transportation Vehicles

REFERENCES:

- DCSO [*Policy 3.03 Disciplinary Action*](#)
- DCSO [*Policy 5.16 Motor Vehicle Crash Investigation*](#)
- DCSO [*Policy 8.10 Vehicles: Use, Service, Repairs and Equipment*](#)
- Department of Transportation 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs

DEFINITIONS.

Class C Commercial Driver's License. A license, obtained through the Oregon Department of Motor Vehicles that authorizes the driver to operate a vehicle carrying sixteen or more passengers, including the driver. The vehicle must have a gross weight rating of 26,001 pounds or less.

Emergency Vehicle Operations Course (EVOC). Training in the safe operation of law enforcement or any other emergency services vehicle.

Transport Bus. A van, bus or other motor vehicle designed for and capable of carrying sixteen or more passengers, including the driver.

Transport Vehicle. A car or van used by the AJ, primarily for the transporting of inmates to and from court appearances, other areas of jurisdiction, medical appointments or other purposes approved by the Captain.

PROCEDURES.

SECTION A: GENERAL GUIDELINES

- A-1.** Deputies will operate transport vehicles in a safe, defensive and reasonable manner at all times. All state, federal and local laws, rules and regulations pertaining to the safe operation of vehicles will be followed. In addition, Deschutes County Sheriff's Office policies addressing vehicle operation standards will be followed.
- A-2.** Due to the large size and additional weight of a transport bus, extra precaution must be taken while operating this type of vehicle. The primary use for the 16 or more person transport bus is the transporting of inmates within the Northwest Shuttle System.
- A-3.** Any member operating or driving the 16 or more person AJ transport bus with inmates will meet the following requirements:
- a. Must be a sworn deputy.
 - b. Hold, at minimum, a Basic Certificate through the Oregon Department of Public Safety Standards and Training.
 - c. Complete an agency approved Emergency Vehicle Operations Course, by a certified EVOC instructor, in a vehicle similar to the transport bus they will be operating.
 - d. Possess a valid Class C Commercial Drivers License issued by the Oregon Department of Motor Vehicles.
- A-4.** Only sworn deputies will transport inmates.
- A-5.** The cost of obtaining or renewing a valid Class C Commercial Driver's License will be paid by the Sheriff's Office, if the deputy operates a transport bus. Members will not, however, be reimbursed for licenses obtained prior to having a legitimate need to operate a Sheriff's Office owned transport bus.
- A-6.** Deputies operating other transport vehicles that hold fewer than 16 passengers only need a valid Oregon Driver's License.
- A-7.** Transport vehicles must have a caged passenger compartment that does not allow inmates to exit the vehicle without the aid of a deputy.
- A-8.** During transport on a bus, inmates may be separated by gender, classification, or special need. Transport busses have compartments to facilitate limited special seating arrangements.

- A-9.** Deputies will check out all transport vehicle keys from the secure electronic key system. The system will automatically log when keys are checked out, when they are returned and who was in possession of the specific key set at each transaction.

SECTION B: OPERATIONAL REQUIREMENTS

- B-1.** In an effort to ensure deputies operating a 16 or more person AJ transport bus provide a high degree of safety to others and themselves, deputies will meet and comply with the specific guidelines listed below:
- a. Random, annual testing for drugs and/or alcohol will be conducted.
 - b. Testing is coordinated through the Deschutes County Road Department.
- B-2.** Due to the large numbers of inmates being transported, deputies operating an AJ transport bus will have a second deputy present whenever possible. The second deputy will assist in backing up the vehicle. The assisting deputy will signal the driver, from outside the vehicle, of any hidden dangers behind the transport bus. The driver will maintain visual observation of the assisting deputy while backing up. Deputies will also:
- a. Conduct a thorough inspection and search of any transport vehicle prior to and after each prisoner transport.
 - b. Maintain a current list of inmates being transported.
 - c. Drive and operate any transport vehicle in a safe manner.
 - d. Secure inmates in provided seatbelts.
 - e. Be aware of surroundings and dangerous conditions and take appropriate action for safety.
 - f. Know the location of the vehicle at all times by noting the mile post markers and the name or number of the road being traveled.
 - g. At vehicle accidents, call 9-1-1 Dispatch and advise the dispatcher of the crash.
 - h. Remember the transport deputy's first priority at any crash scene is the inmates.
 - i. Report in writing any malfunctions of the vehicle by the end of the shift to a supervisor.
 - j. Contact 9-1-1 Dispatch by radio at the beginning and end of each transport.
 - k. Any new transport vehicle obtained after December 31, 2019 must be equipped with seatbelts. Provided seatbelts are required to be used.

SECTION C: TRANSPORT VEHICLE CRASHES

- C-1.** See *DCSO Policy 5.16, Motor Vehicle Crash Investigation* and *DCSO Policy 8.10, Vehicles: Use, Service, Repairs and Equipment*.

SECTION D: TRANSPORT VEHICLE INSPECTION AND MAINTENANCE

- D-1.** Transport vehicles will be maintained as per requirements of the Automotive Unit Supervisor. Maintenance needs will be promptly reported to the Court Security/Transport sergeant, or any on-duty supervisor, as outlined in DCSO [Policy 8.10, Vehicles: Use, Service, Repairs and Equipment.](#)
- D-2.** A *Weekly Vehicle Inspection Form No. 910* will be completed on all transport vehicles. The deputy conducting the inspection will notify a supervisor if there are any unacceptable areas noted.

SECTION E: TRAINING AND DOCUMENTATION

- E-1.** All required training will be documented by the Training Unit. The Administrative Lieutenant or designee will maintain a record of those deputies authorized to operate a transport bus, and communicate that information with Deschutes County Risk Management upon request.

FORM USED:

- Weekly Vehicle Inspection Form No. 910