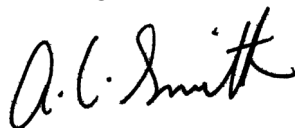




Department of  
Rehabilitation & Correction

SUBJECT: <b>Offender Transportation</b>	PAGE <u> 1 </u> OF <u> 6 </u>
	NUMBER: <b>100-APA-28</b>
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 100-APA-28 dated 04/06/2020
RELATED ACA STANDARDS:	EFFECTIVE DATE: <b>July 15, 2021</b>
	APPROVED: 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to describe the expectation and procedures to be followed by staff when transporting offenders under the supervision of the Adult Parole Authority (APA).

## III. APPLICABILITY

This policy applies to all employees of the APA, specifically those who are responsible for the transportation of offenders under its supervision.

## IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the ODRC policies page on the ODRC Intranet at the following:

### [Definitions Link](#)

- **Ambulatory**
- **Field Arrest**
- **Hold Order**
- **In-Custody**
- **Medical Returns**
- **Offenders**
- **Restraints**

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to ensure Division of Parole and Community Services (DPCS) transports are conducted in a manner that ensures officers' safety, protection of the public, and the safe and humane custody of offenders. Offenders may be transported to and from correctional institutions, halfway houses, parole offices, or other designated areas within the state or from out-of-state.

**VI. PROCEDURES****A. Training of APA Officers and Transportation Teams**

1. Parole Officers - Parole officers shall receive on-the-job training on the transportation policy and procedures. Any officer involved in transporting an offender shall wear a state issued vest and be certified in defensive tactics and subject control (DTSC), O.C. spray, and firearms. The officers shall carry APA identification as well as the authorization papers regarding an offender's transportation. Any parole officer operating a state vehicle shall possess a valid driver's license.
2. APA Transportation Officers - Parole officers assigned to transportation teams shall receive transportation procedures training and routine annual follow-up training pursuant to ODRC Policy 39-TRN-02, In-Service Training. Transportation officers shall possess a valid driver's license, and be certified in DTSC, OC spray, and firearms. Transportation officers shall be trained in first aid and cardiac pulmonary resuscitation (CPR).

**B. Vehicle Security and Safety**

1. Officers shall always practice weapon safety in compliance with ODRC Policies 104-TAW-01, APA Firearms Policy and 104-TAW-03, DPCS OC Spray.
2. Offenders shall never be left unattended in a transportation vehicle.
3. Officers shall never remove restraints during transportation and never assume the restraints will prevent an escape, absent any exigent circumstances.
4. Stay alert. Maintain visual contact with the offenders.
5. The use of tobacco products and nicotine inhalers is prohibited in all vehicles owned or leased by the State.
6. Offender Comforts
  - a. Restroom stops shall be conducted at the nearest Ohio State Highway Patrol post or correctional facility and offenders shall always be accompanied. Do not remove restraints.
  - b. Prior arrangements should be made at county jail facilities to feed offenders while on a long transport. If this is not possible, a fast food drive-through may be used to

obtain food. It may be necessary to pay for the offender's meals and submit the receipt for reimbursement. Do not remove restraints.

7. If a vehicle breaks down during the transport of an offender, parole officers have a primary responsibility to maintain security and safety. The unit supervisor/designee and law enforcement shall be contacted. Stay with the vehicle and wait for assistance.
8. If the transportation vehicle is involved in an accident, the driver shall stop and follow accident scene protocol including:
  - a. Maintain security and safety of offenders,
  - b. Notify law enforcement and medical if needed,
  - c. Notify the unit supervisor/designee,
  - d. Provide initial first aid to injured,
  - e. Cooperate with responding law enforcement agencies,
  - f. Complete Injury/Illness Report.

### **C. Restraining Devices**

1. Handcuffs, restraining chains or belt, and leg irons are the appropriate restraints to be used for transports. All restraints shall be inspected prior to use to ensure officer safety and transportation security.
2. When it is appropriate to handcuff offenders, they shall have their hands handcuffed behind their backs unless a physical impairment prohibits it. If a restraining chain or belt is used, offenders may be handcuffed in front of their body. Restraints shall be used in a humane manner and shall NOT restrict blood flow or the offender's ability to breathe.
3. All offenders being transported to a correctional institution shall be restrained by double-locked handcuffs, restraining chains, belts, and/or leg irons.
4. Offenders shall be secured to the seat by seatbelt only. Securing offenders to other objects in the vehicle may jeopardize their safety in the event of a problem or an accident.

### **D. Transporting Offenders from Field Arrests or Detention/Holding Facility**

1. At the time of a field arrest, a thorough pat down and search of property shall occur prior to transporting the offender.
2. The offender must be properly secured in the vehicle prior to the transport.
3. When taking custody of an offender from a detention or holding facility, the offender shall be searched thoroughly by the transporting officer. The search shall be completed even when jail or law enforcement personnel state the offender is without contraband and/or weapons.

**E. Offender Property**

Aside from approved medication, offenders are not permitted to have personal items in their possession during transport. The facility or arresting officer shall inventory the property prior to transportation. Any excess personal items shall be securely stored at the APA office until the items are picked up by the offender or a family member, shipped to an address at the offender's expense, or destroyed.

**F. Custodial Transports**

1. Offenders may be transported to an institution reception center pending a violation hearing. Transportation of the offenders may be by parole officers, or law enforcement.
2. Two (2) parole officers authorized to carry firearms shall escort all offenders being transported to/from a county jail or correctional facility (excluding transports approved under section VI.F.15 of this policy).
3. If a transport requires two (2) separate teams, an exchange of the offender shall take place at a designated State Highway Patrol post or correctional facility.
4. The supervising unit shall notify the transport team within twenty-four (24) hours or by the next business day after the violation hearing.
5. Approved alternative transportation options should be utilized when a transportation team is not available:
  - a. Transportation by the facility holding the offender,
  - b. Transportation by the supervising unit,
  - c. Each region shall utilize officers, on an as-needed basis, to assist the transportation team.
6. No advance notice of the impending return to the institution, departure date, or time of departure is to be given to the offender, family, or friends. The offender shall be advised of the return at the time of pickup. There shall be no telephone calls or other communication between the offender and members of the public. Do not deviate from point of pickup to point of return.
7. When an offender needs to be removed from a local jail due to medical issues, the parole officer shall staff with the unit supervisor/designee for a return to a reception center.
8. If medical equipment is needed such as an oxygen tank, breathing machine, or any mechanical enhancements, the holding facility should provide the medical equipment required. All medical transports shall be at the discretion of the superintendent/designee.
9. Medication shall be administered by the holding facility prior to transport. All prescription medications shall be accepted by the transportation team in a sealed envelope. If the medication is not sealed, the APA shall seal the medication.

10. The transportation of offenders requiring psychiatric hospitalization shall occur in the following manner:
  - a. The offender shall be escorted by a minimum of two (2) parole officers during the entire probating procedure.
  - b. The offender shall always be restrained regardless of supervision status.
  - c. Any medication needed by the offender shall be administered prior to transport to the hospital. If medication is not dispensed, the offender shall not be transported.
  - d. All medical records and charts are to be transported with the offender in a sealed envelope to the selected hospital. If the medication is not sealed, the APA shall seal the medication.
11. Whenever possible, the transportation of offenders should occur during daylight in a state vehicle or equipped law enforcement vehicles. In the case of nighttime arrests, prior arrangement should be made for the transportation vehicle to be available or local law enforcement to transport the offender to the detaining facility.
12. Custody transports in personal vehicles is discouraged; however, if it is necessary to use a private vehicle, two (2) armed officers shall be utilized in the transport.
13. Never reveal transportation details nor give advanced notice to the offender, family, or friends. Never deviate from point of pickup to point of return.
14. Offenders being transported to a prison shall not be transported with offenders going to a halfway house (non-custodial transports). Male and female offenders shall not be transported together unless in an APA van and authorized by the regional administrator/designee.
15. Offenders may be transported by one (1) parole officer if no armed staff is available, local law enforcement is unavailable and authorized by the regional administrator. This transport must be conducted in a caged state vehicle.

#### **G. Non-custodial Transports**

1. Transports in the officers' private vehicles are discouraged; however, this decision is left to the discretion of the supervisor/designee and parole officer.
2. Only one (1) officer is required for non-custodial transports, although officer safety may dictate otherwise.

#### **H. Out-of-State Return**

1. The superintendent/designee shall determine assignments for out-of-state returns. The institution STAR team, parole officers, APA transportation teams, or contract transportation companies may make these trips.
  - a. Travel distance from Ohio shall determine which transportation option is used. APA staff should not travel longer than an eight (8) hour round trip unless approved by the regional administrator/designee.

- b. Transportation practices by an APA transportation team shall be the same as in-state transports including:
  - i. Necessary lodging of offenders shall be pre-arranged at a detention or correctional facility.
  - ii. Transportation officers shall be reimbursed for expenses through filing of an expense voucher.
  - iii. A state vehicle shall be used in all out-of-state transports.
- 2. No APA employee shall be involved in the transportation of offenders by air unless approved by the Director's Office.

**I. Use of Force**

- 1. All officers shall follow ODRC Policy 104-TAW-02, APA Use of Force.
- 2. All use of force incidents shall be reviewed for compliance to Administrative Regulation 5120:1-1-39, Use of Force, and ODRC Policy 104-TAW-02, APA Use of Force.
- 3. In the event of an escape during transport, the transportation officers shall make every attempt to apprehend the escapee and seek the assistance of law enforcement agencies as soon as practical.

**Referenced ODRC Policies:**

39-TRN-02	In-Service Training
104-TAW-01	APA Firearms Policy
104-TAW-02	APA Use of Force
104-TAW-03	DPCS OC Spray