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<b>Central Transportation Unit</b>	<b>ACA Standards: 2-CO-3A-01, 4-4096, 4-4189, 4-4190, 4-4190-01, 4-ACRS-7D-10</b>		
<b>Robert Patton, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Transportation of Offenders by Central Transportation Unit (CTU)

The Oklahoma Department of Corrections Central Transportation Unit (CTU) provides transportation of offenders in a safe, secure and timely manner while fulfilling the agency’s mission to protect the public, the employees, and the offenders. These guidelines apply to all offenders transported by CTU. (2-CO-3A-01, 4-4189)

### I. Equipment

#### A. Vehicles

1. The assigned CTU officers will properly search, inspect and service all transportation vehicles and trailers; the results will be documented on the “CTU Activity Report” ([Attachment A](#), attached). This will be accomplished prior to departure on the assigned route.

2. The assigned CTU officer's will ensure transportation vehicles are properly equipped for each assigned route in accordance with the "Driver's Checklist" ([Attachment B](#), attached).
3. Each transportation route will be assigned a cellular phone to communicate with local law enforcement agencies and the Oklahoma Highway Patrol.
  - a. The cellular phone will be used on an as needed basis for official CTU business only.
  - b. The operation and condition of the cellular phones will be checked daily and documented on the "Drivers Checklist" prior to departure.
  - c. Each usage of the cellular phone will be logged on the "CTU Activity Report."
4. Complete sets of restraints; consisting of handcuffs, leg irons, belly chain, black box, and a lock for securing the equipment will be available in transportation vehicles. Each van will have a minimum of 13 sets; mini-busses and mid-size prison transport vehicles (MPT) will have a minimum of 20 sets. Large busses will have a minimum of 40 sets.
5. All vehicles used for offender transportation will have the inside door handles permanently disabled, screens or barriers installed on the windows, and a security barrier between the driver's compartment and the offenders.
6. Drivers of vehicles that transport 16 passengers or more must possess a valid Department of Transportation Class B permit or Class B Commercial Driving License (CDL).
  - a. All CTU officers must obtain a CDL within one year after assignment to CTU.
  - b. Staff will be reimbursed for the cost of the CDL.
7. CTU vehicles used for transporting 20 or more offenders will be equipped with a video camera mounted in a manner to observe the offenders during transportation.

#### B. Weapons

1. Each CTU officer will be assigned a duty firearm and ammunition by the site supervisor and as specified by the CTU post orders.
  - a. The CTU site supervisors will ensure cleaning and inspections of the firearms are conducted in accordance with

[OP-040106](#) entitled "Purchase, Use, and Control of Firearms and Security Equipment."

- b. All CTU officers will use the agency's approved duty gear only.
2. A canister of Oleoresin Capsicum (OC) pepper spray will be issued to all CTU officers that are certified in the application of OC.
3. All weapons, to include OC spray with decontamination kit containing 500ml of saline and 1 eye wash bottle, and the expandable baton will be used only in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents."

## II. Emergency Procedures

### A. Breakdown

1. In the event of a mechanical malfunction or other emergency, the CTU transporting officer will park the vehicle, ensure that all vehicle exits are secure and offenders are safe and secure.
2. The CTU route supervisor will determine whether circumstances warrant the partial removal of restraints.
3. Safety cones and reflectors will be deployed to warn oncoming traffic.

### B. Information Reported During Breakdown or Other Emergency

The CTU transporting officer will report the following information by cellular phone to the nearest facility or law enforcement agency and the site supervisor:

1. Vehicle identification and number of offenders being transported;
2. Exact location of the vehicle;
3. Details of the situation to include:
  - a. Mechanical malfunction;
  - b. Medical emergency;
  - c. Escape;
  - d. Other emergency situation; and
  - e. The type of assistance required.

If telephone communication cannot be established, the transporting officer may ask a passing motorist to relay the necessary information.

C. Disturbance

1. In the event a disturbance occurs and the offenders ignore verbal orders to halt, the driver will pull to the side of the road and bring the vehicle to a complete stop.
2. The CTU route supervisor will assess the situation and may make a decision whether to send an officer to resolve the situation.
  - a. If the route supervisor decides to send an officer in to the offender compartment, that assigned officer will secure his/her firearm and keys with the supervisor prior to entering the area of the disturbance, and may use the minimum amount of force necessary to regain control of the situation.
  - b. The CTU route supervisor will take appropriate action to control the situation (i.e., relocate offenders and/or utilize OC spray).
  - c. Impact weapons, such as the expandable baton will be used for self-defense and escort purposes only.
3. In the event that the CTU transport officer is unable to stop the disturbance, the route supervisor will radio or phone the nearest facility or law enforcement agency and request assistance. The CTU route supervisor will provide the responding agency with his/her exact location, number of offenders involved and type of assistance that is required.
4. All use of force and other reportable incidents will be reported in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents."

D. Accidents

Accidents that occur during any CTU activity will be reported as soon as possible to the proper CTU site supervisor or CTU chief of security. Risk Management accident forms and incident reports will be completed prior to the involved officers going off duty.

E. Drug Testing

A drug/alcohol test will be required in accordance with [OP-110601](#) entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles" in the following circumstances:

1. Any instance when a fatality occurs or a citation is issued to the

driver of the CTU vehicle for a moving violation arising from an accident involving bodily injury requiring medical treatment;

2. Any accident or disabling damage requiring a vehicle to be towed from the scene; and
3. As randomly selected by the DOC Human Resource Unit on a quarterly basis.

### III. Transportation Guidelines

#### A. Security Level

All offenders transported by CTU will be considered maximum security.

1. Offenders placed on protective custody may be transported with other offenders, but will be placed in a separate, secure seating area.
2. Death row offenders will be transported as a special transport with a chase vehicle and will only be transported with other death row offenders.
3. Male and female offenders will normally be transported separately.

#### B. Statewide Movement

Offenders listed on the statewide movement sheets from the Population Office are the only offenders who will be transported by CTU.

1. All offenders will be transported in full restraints regardless of their assigned security level (2-CO-3A-01, 4-4190).
2. Medical exceptions concerning the application of restraints may be made in writing by a medical provider on an as needed basis only, and reported to the CTU site supervisor.
  - a. Pregnant offenders will normally be transported without restraints. Exceptions will be made only by the facility/district/unit health care authority and documented on the "Authorization to Apply Restraints for Transport of a Pregnant Offender" ([DOC 040111A](#)). (4-4190-1)
3. Restraints may be modified to accommodate physical conditions, (e.g., obese offenders, missing limbs) as approved by the CTU route supervisor.
4. In the event the CTU route supervisor determines that any portion of the restraints should not be applied, the CTU chief of security will be notified for approval prior to the transport

5. At least one of the CTU transporting officers will be the same gender as the offenders being transported.
6. If any offender is deemed unsuitable for replacement at the receiving facility, the facility head will notify the division manager for resolution.
  - a. If it is deemed that the facility cannot accept the offender, the administrator of Classification & Population will be notified.
  - b. If the offender cannot remain at the designated facility, the offender will be placed in a contract county jail, or returned to the reception center by the receiving facility.
  - c. CTU should be allowed to depart and continue on its scheduled route.
  - d. The Population Office will be contacted to move the offender to another facility if placed in a county jail.
7. All offenders will be strip searched by sending facility personnel prior to being transported in accordance with [OP-040109](#) entitled "Control of Contraband and Physical Evidence" and [OP-040110](#) entitled "Search and Seizure Standards" to ensure there is no contraband. (4-4192)
  - a. All offenders being transported will be listed on the "Oklahoma Department of Corrections Offender Transfer/Receipt Form" ([DOC 030120C](#)) and signed for prior to acceptance from the sending facility by the accepting staff member.
  - b. Prior to being placed on any CTU vehicle, each offender listed on the "Transfer/Receipt" form, including Writ of Habeas Corpus moves, will be positively identified using information contained on the "Consolidated Record Card" (CRC) ([DOC 060211H](#)) such as name, DOC number, date of birth, a large photo-from the offender's field file or picture on the driver's sheet.
  - c. Restraints will be inspected and offenders will be pat searched prior to being placed on any CTU vehicle. Restraints will be inspected any time an offender is removed from the vehicle and before reboarding. (4-4190)
  - d. At no time will an offender be out of the CTU transporting officer's line of sight or left unattended. When moving offenders from one vehicle to another, officers will place themselves so that they can observe each entrance and exit

of both vehicles.

- e. When CTU vehicles are being re-fueled, at least one CTU officer will remain in the vehicle to provide direct line of site supervision of offenders.
8. Whenever possible, the loading and unloading of offenders at maximum and medium security facilities will be conducted inside the fenced perimeter of-a facility.
9. Those facilities without perimeter fencing will provide a secure area with adequate lighting. An armed officer may remain on the CTU vehicle during the loading and unloading of offenders.
10. Facility staff will prepare offenders to be transported by CTU in accordance with [OP-040110](#) entitled "Search and Seizure Standards," before the CTU vehicle arrives. The offenders and their allowable property will be isolated from the general population after the search is conducted. Each facility will ensure that adequate shelter is available for offenders awaiting movement via CTU. The CTU officers, with the facility's assistance, will restrain and load the offenders for movement by CTU.
11. CTU officers are authorized, at their discretion, to conduct a second strip search of any or all offenders prior to transport. Sending facilities will provide an appropriate place for CTU officers to conduct strip searches.
12. Records and property will normally be made available for CTU pickup at the same location where the offenders are prepared for transport. If the offender property is not ready when the offender is picked up, it will be referred to as "Follow-up" property and will require approval of the CTU chief of security to be taken at a later date by CTU route.

C. Movement Coordination and Modified Movements

1. Movement of offenders, property and their records will be coordinated through the Population Office with the scheduling of each offender being completed by appropriate staff.
2. If an offender cannot be moved via CTU scheduled route, or is not prepared for movement in a timely manner, the movement must be modified, canceled or completed by the sending facility. The modification or cancellation must be cleared through the Population Office no later than the next working day.

D. Writ Moves for County Courts

1. Offenders will be moved on a Writ of Habeas Corpus for non-departmental felony charges upon the request of a county. These moves will be made without records and property, with the exception of legal materials.
  - a. The sending facility will provide the CTU transporting officer with a copy of the offender's CRC and a large clear photo of the offender.
  - b. Copies of the CRC and the large clear photo will be faxed to the Population Office by the facility housing the affected offender, if requested.
2. Unless prior approval is granted by the administrator of Classification and Population, the county sheriff's department will be responsible for transporting offenders that are currently located within 60 miles of the requesting county's county seat. The county sheriff's department will also transport female offenders that are in the third trimester of pregnancy, and death row offenders.
3. The county sheriff or designee will contact the facility housing the offender to arrange a move in accordance with this procedure.
  - a. Seven working days prior to the scheduled court date, notice will be given to the facility housing the offender by sending or faxing a copy of the writ. The holding facility will send the writ to the Population Office, who will schedule the move.
  - b. On the date scheduled by the Population Office, the offender will be moved to the facility closest to the requesting county.
  - c. If the requesting county is not present when CTU arrives, CTU will proceed with their scheduled routes. A decision on future service to that county will be made by the administrator of Classification and Population or designee and the affected division manager or designee.
  - d. If the transport is ahead of or behind schedule, the CTU route supervisor will notify the sheriff's office in accordance with Section III. item E. of this procedure.
4. Upon notification to the Population Office, a return move will be scheduled. Normally, the offender will be returned to the facility from where originally transported.
5. County law enforcement officers will meet CTU at the designated exchange points, to accept and/or relinquish custody of the affected offender. An "Oklahoma Department of Corrections Offender Transfer/Receipt Form" will be completed by the accepting CTU staff.

- a. Any deviation in the meeting times, as assigned by the Population Office, will be cause for the route supervisor to contact the county with the new arrival time.
  - b. The facility cannot accept/hold offenders on a county writ transfer. County law enforcement personnel must be at the facility to receive/transfer the offender directly with CTU.
6. If the move is for an offender on a mental health unit (MHU) at MBCC, JHCC or OSP, the facility will determine the offender's mental status.
- a. The requesting county will be contacted and if the offender is stable and able to appear in court, either the county sheriff's department or the facility will transport the offender to the court appointment.
  - b. If the offender is not stable, the county will be notified of the offender's condition. If the court date is still scheduled for the offender, the county sheriff's department will transport the offender.
  - c. Normally, MHU offenders will not be transported by CTU. In the event CTU is required to transport MHU offenders, a clearance by the mental health clinical coordinator or designee must be received prior to scheduling the transport.

E. CTU Schedules

CTU will maintain a timely schedule of the routes. The CTU route supervisor will notify facilities of an early/late arrival. When normal arrival or departure times cannot be adhered to, the CTU route supervisor will notify the affected facilities and provide the new arrival and departure times.

F. CTU Staffing/Inspections

1. Staffing requirements of the vehicles will be based on the number of offenders to be transported and availability of specific vehicles.
  - a. Any time a vehicle has in excess of 20 offenders on board, a minimum of 3 transport officers will be used.
  - b. Any exceptions to the staffing levels will be approved prior to transport by the CTU chief of security.
  - c. All high risk or high profile transports will be staffed at the discretion of the CTU chief of security.

2. All CTU officers will be in compliance with, and tested in accordance with [OP-110601](#) entitled "Controlled Substance and Alcohol Use and Testing Procedures for Drivers of Commercial Vehicles."
3. Each CTU site supervisor and the CTU garage staff will conduct weekly and monthly inspections of staff, security equipment, site inspections, caustics, toxics, flammables, tools, vehicles, buildings and their surroundings. These inspections will insure compliance with departmental policy and procedures and will be documented on "CTU Site Inspection" ([Attachment F](#), attached) and forwarded to the CTU chief of security for review each month.

IV. Approved Items for Offender /Parole Violators Transportation

A. Medications

Medications for transport will be in accordance with [OP-140113](#) entitled "Health Assessment for Offender Transfers."

B. Inventory Sheet

C. Clothing

1. A jumpsuit;
2. Long pants, underwear, shirt, socks, and shoes;
3. Ring (not homemade);
4. Footwear

While in transit offenders will not be allowed to wear shoes with open toe or heel (e.g., shower shoes, sandals, clogs); and

5. Watch

D. Identification

(Revision-01 12/23/2015) The offender's ID card will normally be placed in their pocket or clipped to their shirt.

E. Legal Material

Legal material for offenders transported on a Writ of Habeas Corpus for a felony hearing must be placed in a manila envelope.

F. Unauthorized Clothing

Offenders will not be authorized to be transported by CTU with coats, sweat pants, hooded sweatshirts, shorts or hats/caps.

V. Transportation of Offender Property

The sending facility is responsible for preparing all offender property to be transported with the offender in accordance with [OP-030120](#) entitled "Offender Property." Any property not properly prepared by the sending facility will be the responsibility of that facility. Property left behind by CTU due to lack of space, or due to CTU arriving early, will remain the responsibility of CTU.

A. Packaging of Offender Property

Upon transfer, the amount of allowable offender personal property will not exceed the volume that can be transported in a military-style duffel bag issued by the sending facility. The offender's television will be transported in an appropriate size cardboard box. Other electrical appliances, allowed legal, religious and arts/crafts materials will be transported in a 24"x18"x16" or smaller cardboard box or duffel bag.

The following restrictions will apply to all offender property transported by CTU:

1. The duffel bag and the individual boxes will weigh no more than 50 pounds per item.
2. Duffel bags will be secured with a security seal by the sending facility, with the exception of offenders transferring from the reception center. Boxes will be properly sealed with reinforced packing tape. Boxes that are sealed with masking tape or boxes that are open or damaged will not be transported from the sending facility by CTU.
3. All boxes and duffel bags will be clearly marked to show the offender's name, DOC number and destination.
4. Each box and duffel bag will have a copy of the current inventory sheet affixed and marked to indicate the number of boxes (i.e., 1 of 3, 2 of 3, etc.), utilizing the "Offender CTU Packages" form ([Attachment D](#), attached).
5. Parole violators being transported to the appropriate assessment and reception center and writ moves will transport with no property.

VI. Offender Records (4-4096, 4-ACRS-7D-10)

- A. The offender's field file and the health care record (hardcopy) or a sealed "Medical Transfer Summary" (for those offenders who do not have a hardcopy healthcare record) and x-rays will be prepared for transport with the offender by the sending facility. These files will be prepared in

accordance with [OP-060212](#) entitled "Maintenance and Access of Offender Records."

- B. A current copy of the offender's CRC will be affixed to the outside of the files for offender and file identification by CTU staff. Offenders will only be transported by CTU when both records accompany the offender, unless notified by the Population Office. The following will be the only exceptions:
1. Parole violators and probation and parole offenders (i.e., GPS and Electronic Monitoring Program) may be transported with only their field file.
  2. Offenders who are moved on county writs will be in accordance with Section III. item D. of this procedure.
- C. The only exception to the above will be those records sent to the appropriate assessment and reception center records on a space available basis. The sending facility will ensure that the records are properly packaged, marked and placed in the proper area for CTU movement.

## VII. Medical Considerations

### A. Offenders with Physical/Mental Health Conditions

When an offender is scheduled to be transported that has a physical or mental condition which would make transportation on a regular route unlikely, the sending facility will notify the Population Office.

1. A decision will be made to ensure appropriate measures are taken by either CTU using a modified vehicle or the sending facility will transport the offender in accordance with [OP-040111](#) entitled "Transportation of Offenders."
2. In the event of a medical any emergency, the hard copy health care record or the "Medical Transfer Summary" (if the offender does not have a hard copy health care record) is to be provided to qualified personnel for review (e.g., doctors, nurses or emergency medical technicians).

### B. Offender Healthcare Records

The healthcare record (hardcopy) or a sealed "Medical Transfer Summary" (for those offenders who do not have a hard copy healthcare record) and x-rays will accompany the offender when transferred to another DOC facility or private prison at the time of transport with exceptions noted above in Section VI. A. unless notified by computer message by the Population Office. (4-4414, b#2, 4-4096, 4-ACRS- 7D-10). The healthcare record will be transported in a manner to maintain confidentiality. (4-4414, b#1)

C. Offender Medications

1. All offenders, regardless of destination, will be transported with their packaged, prescribed medications, including insulin. Transportation of medications will be in accordance with [OP-040111](#) entitled "Transportation of Offenders" and [OP-140113](#) entitled "Health Assessment for Offender Transfers," Section III. Item C.
2. CTU will deliver any returned medication supplies from the county jail to the receiving facility.

VIII. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-030120 entitled "Offender Property"

OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment"

OP-040109 entitled "Control of Contraband and Physical Evidence"

OP-040110 entitled "Search and Seizure Standards"

OP-040111 entitled "Transportation of Offenders"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-060212 entitled "Maintenance and Access of Offender Records"

OP-110601 entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles"

OP-140113 entitled "Health Assessment for Offender Transfers"

IX. Action

The administrator of Classification & Population is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revision.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

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Replaced: Operations Memorandum No. OP-040401 entitled "Transportation of Offenders by Central Transportation Unit (CTU)" dated June 17, 2014

Distribution: Policy and Operations Manual  
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 030120C</a>	"Oklahoma Department of Corrections Offender Transfer/Receipt Form"	<a href="#">OP-030120</a>
<a href="#">DOC 040111A</a>	"Authorization to Apply Restraints for Transport of a Pregnant Offender"	<a href="#">OP-040111</a>
<a href="#">DOC 060211H</a>	"Consolidated Record Card"	<a href="#">OP-060211</a>

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"CTU Activity Report"	Attached
<a href="#">Attachment B</a>	"Driver's Checklist"	Attached
<a href="#">Attachment C</a>	"Driver's Schedule"	Attached
<a href="#">Attachment D</a>	"Offender CTU Packages"	Attached
<a href="#">Attachment F</a>	"CTU Site Inspection"	Attached

