# FACILITY SECURITY AND COUNTS

## **10.1.0 Unit Goal:** Summarize facility security and supervision issues.

## **10.1.1 Learning Objective:** Identify the areas (based on facility design) requiring supervision and inspection.

1. Areas to be inspected throughout the facility:
2. Catwalks and corridors
3. Hallways
4. Perimeter (outside of building)
5. Dining rooms/housing areas
6. Recreation areas
7. Work areas
8. Visiting areas – Contact and non-contact
9. Kitchen
10. Locking mechanisms
11. Pipe chases
12. Fire exits
13. Facility tool and equipment
14. Any area inmates have access to
15. Inspecting and supervising these areas will help prevent:
16. Disturbances
17. Escapes
18. Assaults
19. Health hazards
20. Breaches of security
21. Safety hazards
22. Fire hazards
23. Alterations of the facility
24. Concealment of contraband

## **10.1.2 Learning Objective:** Explain how to deal with physical and situational conditions in a facility.

1. Situational Conditions
2. Report any situational conditions in the facility to a supervisor (e.g., power outages, fires, water, or gas leaks, suicide attempts)
3. Document according to department policy
4. Physical Conditions
5. Write a report detailing how damaged occurred
6. Order or request repair or replacement
7. Security repairs or replacements must be prompt
8. Refer to department policy

## **10.1.3 Learning Objective:** Explain circumstances that warrant an inspection of the physical features of a facility.

1. Presence of unusual sound(s)
2. Metal filings
3. Chipped paint
4. Sawdust
5. Concrete dust
6. Inmate comments

## **10.1.4 Learning Objective:** Identify the process taken upon discovering a security breach.

1. If it is a minor problem, rectify it.
2. If it is a serious problem, secure the area and then notify a supervisor immediately.
3. If the area cannot be secured, call for assistance/backup and a supervisor.
4. Verify all inmates are present according to your departmental policy (headcount or roll call).
5. Document the problem according to department policy.

## **10.1.5 Learning Objective:** List reasons for reporting security breaches and unsound security practices.

1. Safety of jailers
2. Safety of civilian personnel
3. Safety of inmates
4. Security of facility
5. Security of community

## **10.1.6 Learning Objective:** Identify TCJS requirements for observation of inmates.

1. TCJS 269.1.1 - The sheriff/operator shall maintain a daily record of the number of inmates in the facility.
2. To verify the number of inmates in the facility.
3. To account for an inmates’ whereabouts or indicate their absence.
4. TCJS 275.1 – Observation of Inmates
5. Every facility shall have the appropriate number of jailers at the facility 24 hours each day.
6. Facilities shall have an established procedure for documented, face-to-face observation of all inmates by jailers no less than once every 60 minutes.
7. Observation shall be performed at least every 30 minutes in areas where inmates known to be assaultive, potentially suicidal, mentally ill, or who have demonstrated bizarre behavior are confined.
8. There shall be a two-way voice communication capability between inmates and jailers, licensed peace jailers, bailiffs, and designated staff at all times.
9. Closed circuit television may be used, but not in lieu of the required personal observation.
10. TCJS 275.4 – Staffing Levels
11. Inmates shall be supervised by an adequate number of jailers to comply with state law and this chapter.
12. One jailer shall be provided on each floor of the facility where 10 or more inmates are housed, with no less than 1 jailer per 48 inmates or increment thereof on each floor for direct inmate supervision. This jailer shall provide documented visual inmate supervision not less than once every 60 minutes.
13. Sufficient staff to include supervisors, jailers, and other essential personnel as accepted by the Commission shall be provided to perform required functions.
14. TCJS 275.5 – Inmates shall be physically counted by a jailer at frequent and regular intervals, no less than once per day.

## **10.1.7 Learning Objective:** Identify types and methods for conducting inmate counts.

1. Types

Although there are numerous types of counts that can be performed, the three most widely used will be covered.

1. The regular count should take place:
   1. At each shift change, and sometime between lock-in and open-up periods
   2. At any time of the day when a prisoner is reported or discovered missing
   3. No fewer than four times daily
   4. Always after a serious disturbance (fight, escape, assistance calls, medical emergency, etc.)
2. The informal random count occurs at irregular but frequent intervals by the jailer on duty:
   1. When receiving a group of prisoners
   2. When returning a group of prisoners (work detail, etc.) to the cellblock
   3. Whenever there is a mass movement of prisoners
   4. Whenever the jailer or a superior feels that a count is in order (after a recreational period, etc.)
3. The off-count is conducted after taking a regular count, when the reported number of prisoners does not agree with the census shown
   1. A census is the official population count derived from the inmates in custody
   2. Follow your departmental policy for obtaining your census
4. Methods
5. Roll call – using an inmate list, post status cards or wristbands:
6. Call out inmate’s name;
7. Visually verify inmate’s presence (have inmate walk in front of jailer) and identify (compare the picture on the post status card with the inmate);
8. Check identification, if applicable (ID card/wristband);
9. Check inmate’s name off the list; and
10. In the event of a discrepancy in count, follow department policy.
11. Numerical Counts
12. Count the inmates in a housing area, workgroup, or designated area;
13. Record the number and compare it with the number on the master list;
14. Report any disparity to the supervisor or take appropriate action; and recount, using a formal roll call.

## **10.1.8 Learning Objective:** Identify the documentation required for inmates.

1. The sheriff shall maintain a record system for detention including a daily record of the number of inmates in the facility - TCJS 269.1(1)
2. Documentation may require the following:
3. List all inmates for whom the detention facility is currently responsible
4. The names of all inmates received during each 24-hour period
5. The names of all inmates discharged each 24-hour period
6. The count of inmates at specified times

## **10.1.9Learning Objective:** Explain the importance of controlling keys.

1. Controlling keys, whether locked up in a secure location or in use, is important for safety, safekeeping, and facility maintenance.
2. TCJS 259.154 - Keys and locks for detention doors shall be manufactured especially for detention use and keys shall be mogul or paracentric type. An additional set of keys shall be maintained by the operator.
3. TCJS 259.155 - Secured key cabinets should be provided at suitable locations.
4. Individual agency practice may vary in each facility.
5. Refer to department policy.

## **10.1.10 Learning Objective**: Explain important considerations of maintaining a record of facility keys.

1. Confirm the identity of the person who is requesting keys.
2. Never give keys to unauthorized persons, including your trustee.
3. Refer to department policy regarding unauthorized persons.
4. Ensure accuracy of documentation.
5. In case of any possible inquiry, you should have records reflecting the following:
6. The name of the person requesting the keys, and if different, the name of the person taking the keys
7. Identify any keys issued
8. The condition of the keys when issued
9. The time the keys were taken and time they were returned
10. Upon return of keys, inspect them and record their condition at that time
11. Report locking malfunctions/repairs as soon as possible (a security issue)
12. Report lock changes and repairs to supervisor
13. Document according to department policy
14. Keys should be accounted for at each shift change and throughout the shift to ensure the following:
15. Keys are present and accounted for
16. Keys are in proper working condition

Note: Jailers should immediately report any lost, damaged, misplaced, or stolen keys to their supervisor so that appropriate action can be taken

1. Refer to department policy.

## **10.1.11 Learning Objective:** Identify precautions when using facility keys.

1. Under no circumstances shall an inmate be permitted to handle a set of jail keys.
2. Jailers should take the following precautions when handling keys:
3. Keys should be carried and used as inconspicuously as possible.
4. Keys should never be thrown or skidded on the floor from one jailer to another.
5. Keys should not be left unattended or stored in desk drawers.
6. Keys that permit exit from the jail shall never be taken inside the inmate confinement area.
7. Keys should never be drawn across the cell bars as a means of determining if the bars have been tampered with, since this action may damage the keys.
8. Force should never be used to open locks. If a lock does not function easily, it should be repaired or replaced.
9. Jailers should not refer to keys by their assigned number, key ring number, or color code in front of inmates.
10. Jailers should not allow inmates to watch how panel functions and doors open or close.
11. Keys and key rings:
12. Keys should have a tag affixed to them. Each tag should have a number stamped on it, indicating either the number of keys on the ring or what area the keys are assigned to (floor, pod, intake, releasing, kitchen, etc.).
13. Key rings should be welded closed so that keys cannot be removed or accidentally fall off the ring.
14. Only an authorized locksmith or an employee who has been trained as a locksmith should be permitted to repair locks or fabricate keys.

## **10.1.12 Learning Objective:** Identify potentially dangerous tools assigned to trustees.

1. Identify inmates assigned to work details requiring tools.
2. Follow department policy on assigning inmates to trustee status.
3. Control and condition of the following tools should be monitored closely:
4. Hacksaws, blades, and other saws
5. Hatchets, axes, and other tools with chopping blades
6. Screwdrivers, files, knives, chisels, and wood planes
7. Hammers and mallets
8. Garden and yard tools
9. Letter openers, metal rulers, scissors, and other office equipment
10. Pliers and wrenches
11. Drills and drill bits
12. Ropes, wires, and chains
13. Nails and screws
14. Any tool made of metal

Note:Any object that could be used as a weapon.

## **10.1.13 Learning Objective:** Identify methods of issuing tool and safety equipment to inmates.

1. Keep accurate records.
2. Name of inmate using tools;
3. Assigned task or duty;
4. Tools required completing tasks and safety equipment issued out and returned;
5. Condition of tools and safety equipment when they were checked out and returned; and
6. Time of issuance and return.
7. Take inventory regularly.
8. Search inmate(s) thoroughly before transporting and returning them to housing area.

## **10.1.14 Learning Objective:** Explain the importance of checking weapons in/out of a facility.

1. To provide for the safety of:
2. Jailers
3. Civilian personnel
4. Inmates
5. Detention facility
6. TCJS 259.118 - Weapon Storage (269.3, 261.109, and 261.118): Separate, secure storage space shall be provided at all entrances to the security perimeter for weapons and ammunition.
7. Weapons that should be locked up prior to entering a secured area in the facility:
8. Firearm
9. Ammunitions
10. Impact weapons
11. Edged weapons
12. Any weapon prohibited by department policy
13. Precautionary measures:
14. No armed personnel should be allowed to enter any secure area of the facility.
15. The weapons of the escorting jailer should be secured for safekeeping outside the confinement area before being allowed to enter the facility.
16. All personnel may be subjected to search before being allowed to enter or remain in the confinement area.

## **10.1.15 Learning Objective**: Identify methods for checking weapons in/out of a facility.

1. Procedures for checking weapons into secured gun locker prior to entering secured area:
2. Obtain a key from the security jailer or gun locker;
3. Place the weapons and ammunition in the locker;
4. Ensure gun box is locked;
5. The jailer should maintain possession of the key; and
6. If different, follow the general methods used at the facility.
7. Procedures for checking weapons out after leaving the secured area:
8. Retrieve the weapon from the gun locker;
9. Return the key to the security jailer or leave the key in the gun locker, as appropriate; and
10. Follow methods used at the facility.

Note: Each agency will establish policy to govern specific procedures to be followed regarding armed personnel in a secured area. Procedures for securing weapons may vary according to facility design and policy.

## **10.1.16 Learning Objective**: Identify methods of supervising outside (public) personnel working inside the facility.

1. Examples of persons considered “outside” personnel:
2. Telephone maintenance or repair
3. Elevator maintenance or repair
4. Construction or installation by personnel not cleared by a background check and employed by the agency
5. Volunteer or Contract Staff
6. Refer to agency policy and procedure
7. Basic steps:
8. Verify the identity of incoming workers;
9. Check their identification;
10. Check with the agency to confirm the workers’ identification;
11. Verify with your supervisor the work scheduled to be done;
12. Inventory all tools being brought into the secured area;
13. Secure inmates from the work area;
14. Escort workers to the work area;
15. Remain with workers until the work has been completed;
16. After completion of the work, check the area for any tools or potentially dangerous item left by workers;
17. Escort the workers out of the work area; and
18. Return the inmates to the area.
19. Document the following:
20. Time;
21. Date;
22. Name of company and individuals performing work; and
23. Work performed.

## **10.1.17 Learning Objective**: Identify the methods of conducting vehicle searches entering/leaving a secure area of a jail facility.

1. Search the vehicle in accordance with departmental policy.
2. Document the following:
3. Date and time;
4. Name of the driver/passengers in the vehicle;
5. Name of the jailer conducting the vehicle search;
6. Vehicle description;
7. Items found (if any); and
8. Follow up documentation if the items found are contraband or illegal.

# INMATE SEARCHES

## **10.2.0 Unit Goal:** Summarize the process of searching

## **10.2.1 Learning Objective:** Define search.

Search – to look into or over carefully or thoroughly in an effort to find or discover something (<https://www.merriam-webster.com/dictionary/search> ).

## **10.2.2 Learning Objective:** List the types of inmate searches.

1. Pat or Frisk Search: (also called a pat down) is a search of a person’s outer clothing wherein a jailer runs their hands along the outer garments of an inmate to detect any concealed weapons or contraband.
2. Strip Search: a visual search of an unclothed inmate for weapons or other contraband suspected of being hidden on their body, inside a body orifice, or inside their clothing, and not found during a normal frisk search.
3. Body Cavity Search: (also called a cavity search) is a manual internal inspection of body cavities for contraband.
4. Based on “probable cause” that the inmate is concealing contraband in a body cavity.
5. Probable Cause: facts or evidence that would lead a reasonable person to believe that a crime has been or will be committed.

## **10.2.3 Learning Objective:** Identify legal considerations for searching inmates.

1. When searches shall be conducted:
2. TCJS 265.2(a) – Search (clothed search): A thorough pat or frisk search shall be conducted on each inmate upon entry into the facility and prior to booking.
3. TCJS 265.2(b) - Strip Search: When facility personnel reasonably believe it to be necessary, inmates should undergo a thorough strip search for weapons and contraband that may pose a threat to the security or safety of the facility. The strip search shall be conducted by jailer(s) of the same gender or designated staff in a reasonable and dignified manner and place.
4. TCJS 275.6(2) - Searches for Contraband: Any inmate who leaves the security perimeter of the facility shall be thoroughly searched for contraband before re-entering the security perimeter.
5. TCJS 267.3 – Search before release to another agency: All inmates being released to other custody shall be searched by the releasing agency.
6. Civil Liability (Reasonableness of the search) - The search at booking or intake shall be a thorough pat search [TCJS 265.2(a)].
7. Individuals should not be subjected to strip searches unless the jailer has an articulable, reasonable, and individualized suspicion to believe that a person is concealing contraband or weapons. Reasonable suspicion may be based upon, but is not limited to, one or more of the following criteria (as situation dictates):
8. Current charges (violent or drug related)
9. Criminal history
10. Institutional behavior history
11. Contact with the public
12. Court ordered detention
13. Verification of gender
14. Department policy will dictate when to search and type of search.

## **10.2.4 Learning Objective:** List methods for verifying the gender of incoming inmates.

Perform an anatomical survey of the inmate:

1. Visually observe inmate clothed
2. Ask the inmate to identify his/her gender
3. Visually observe the inmate unclothed
4. Refer to Departmental policies concerning the identification, processing and housing of inmates who are transgender.

## **10.2.5 Learning Objective:** Describe the procedures for conducting an inmate pat search.

**CAUTION:** *When searching inmates, watch for razor blades, pins, hypodermic needles, and other sharp objects that may be hidden in clothing, hats, shoes, belts, hair extensions, wigs, etc.*

1. Inmate Physical Assessment Prior to Pat Search:
2. Give the inmate clear verbal commands and questions, such as “do you have anything on your person that would hurt me?”;
3. Instruct inmate to empty their pockets;
4. Inmate should remove any extra clothing to include hat, belt, shoes, and socks;
5. Ask the inmate if they have any physical limitations, prosthetics, and contagious conditions;
6. Inspect inmate’s palms and look between their fingers;
7. Inspect the inside of the inmate’s mouth, and check in and behind their ears; and
8. Instruct the inmate to tilt their head forward and comb their fingers through their hair.
9. Conduct the Physical Pat Search.
10. Jailers should perform searches from behind the inmate to enhance jailer safety, the inmate facing away from jailer.
11. Have the inmate place both hands palm side on the wall or with their fingers interlaced behind their head;
12. If their hands are on the wall, their feet should be away from the wall, so that the inmate is off balance;
13. Have the inmate spread their feet apart farther than the width of their shoulders;
14. Run your fingers under their collar, crushing the fabric, if applicable;
15. Run both hands down each arm, crushing the fabric of the cuffs;
16. Starting from the armpit, run your hands down both sides of inmate to the beltline;
17. Starting from the collar, run your hands down the front of the inmate to the beltline, crushing pockets and button areas;
18. Starting from the shoulder, run your hands down the back of the inmate to the beltline;
19. At the beltline, check the waistband of their pants, crushing the waistband and each belt loop;
20. Starting at the waist, proceed down the buttocks, crushing the back pockets and checking hips into the groin area;
21. Using both hands, check each leg by placing your hands where their legs and hips join;
22. Crush the front pockets;
23. Crush the zipper area, checking for small items that could be hidden at base of zipper; and
24. Check bottom of the inmate’s feet and in between their toes.

Note: Refer to departmental policy for hand placement to conduct the search.

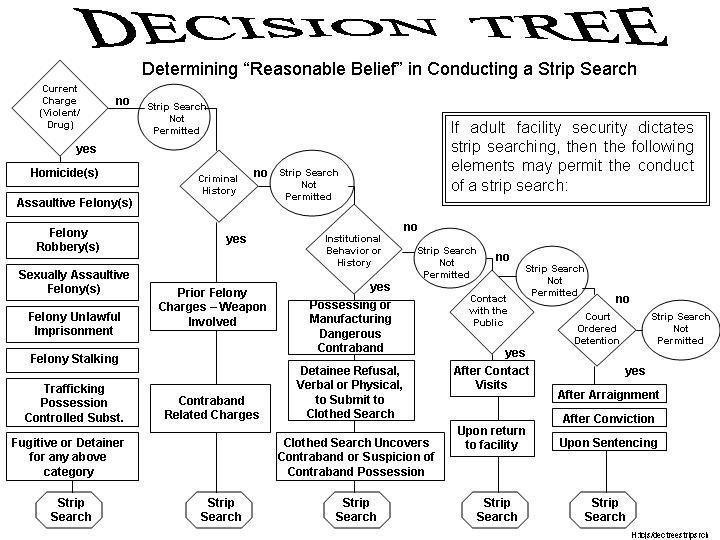
1. Post-Pat Search Considerations
2. Inspect shoes for contraband.
3. Run your hand throughout the inside of the shoe from heel to toe.
4. Inspect for removable insoles and remove, if applicable.
5. Flex the sole and tongue of the shoe for concealment of contraband.
6. Inspect belts for contraband.
7. Tug on the belt buckle and inspect thoroughly; the buckle may be a concealed weapon.
8. Inspect the belt seams by twisting the belt to see if it separates.
9. Inspect hats, caps, and ties for contraband.
10. Inspect the sweatband in the hat for contraband by turning it down or out.
11. Inspect the lining of the hat for contraband by pulling it out and crushing it.
12. Inspect the tie for contraband by pulling it and crushing it.
13. Inspect all other property that was in possession of the inmate: cigarette and tobacco packages, matches, wallet, etc.

## **10.2.6 Learning Objective:** Describe the procedures for conducting a strip search.

Strip searches should be done away from other inmates to protect the dignity of the inmate and shall be conducted by the same gender: female inmates by female jailer, and male inmates by male jailer [TCJS 265.2(b)].

1. Conduct a Pat Search as outlined above.
2. Instruct the inmate to remove their outerwear (i.e., pants, shirt, and dress). Inspect their clothing;
3. Instruct the inmate to remove their undergarments (i.e., bra, boxers, etc.), check the seams and inspect the items.
4. Have the inmate raise both arms. Check their armpits;
5. Check the bottom of their feet and in between their toes;
6. Have the inmate lift their breasts, visually inspect, if applicable;
7. Refer to departmental policy for removal of body piercings; and
8. Gender-specific (males):
   1. Instruct the inmate to lift their testicles. Visually inspect the area;
   2. If the individual is uncircumcised, have them pull back the foreskin of the penis;
   3. Instruct the inmate to bend at the waist and spread buttocks with their hands;
   4. Visually inspect the anus; and
   5. Have the inmate squat and perform a hard cough three times.
9. Gender-specific (females):
10. Have the inmate remove tampon or feminine pad, if present; visually inspect vaginal area;
11. Instruct the inmate to bend at the waist and spread buttocks with their hands;
12. Visually inspect the anus;
13. Have the inmate squat and perform a hard cough three times; and
14. Refer to departmental policy for removing the underwire and placing them in property to allow inmate to keep the bra.

***Instructor Note:*** *The following diagram is suggested for practical application in deciding when strip searches are appropriate.*



## **10.2.7 Learning Objective:** Describe the procedures for performing a cavity search.

1. Medical personnel should perform body cavity searches.
2. Refer to departmental policy.

Note: This type of search is authorized only when a staff member or other official has “probable cause” that the inmate is concealing contraband in a body cavity. A search warrant is recommended except in exigent circumstances.

## **10.2.8 Learning Objective:** Describe special considerations for searches.

1. Medical personnel should remove and replace bandages if present. If medical personnel are not available, have the inmate lift the bandage. Visually inspect it.
2. Casts should be checked for contraband.
3. Prostheses should be checked carefully. Most are hollow and make excellent hiding places for contraband.
4. Inspect for lice and vermin.
5. During searches for contraband, jailers should inspect for wounds, bruises, cuts, or abrasions.
6. Injuries should be noted on medical forms and booking cards. Injuries may be photographed.
7. If injuries are severe, jailers should request medical attention and document the request.
8. All items that are found should be logged and documented.
9. Refer to departmental policy.

# CONTRABAND SEARCHES

## **10.3.0 Unit Goal:** Summarize the process of searching for contraband.

## **10.3.1 Learning Objective:** Define contraband.

1. Contraband – Any item, material, or substance that is prohibited by law or agency directives. This may include any item issued or purchased in the commissary that has been altered or is no longer used for its original purpose.
2. Examples of Contraband
3. Items prohibited by law
4. Drugs
5. Weapons
6. Items prohibited by agency directive
7. Cash money
8. Flammable materials
9. Excessive food in cell
10. Excessive clothing or paper
11. Hoarded medication distributed by the facility clinic
12. Items that have been altered
13. A comb without teeth
14. Toothbrush with no bristles and a pointed tip
15. Clothing with gang affiliation writing on it
16. Empty food containers or personal hygiene containers
17. Ink pen without the ink tube
18. Laws covering Contraband in Correctional Facilities
19. Deadly Weapon in Penal Institution - PC §46.10
20. Prohibited Substances and Items in Correctional Facility – PC §38.11

## **10.3.2 Learning Objective:** List reasons for documenting discovery of contraband.

1. If the contraband is illegal in and of itself, it will be documented as a criminal offense.
2. If the contraband is prohibited by agency rules and regulations it will be documented administratively.
3. Once an item is seized as evidence of either a criminal offense or an administrative violation, it should be properly labeled as evidence, long term storage, or processing in such a case.

## **10.3.3 Learning Objective:** Identify the necessity of conducting regular and irregular cell searches.

1. Conducting cell searches TCJS 275.6

Searches for contraband are done for the protection of jail personnel and inmates:

1. Any items brought into the security perimeter of the facility by anyone should be searched for contraband.
2. Any inmate who leaves the security perimeter of the facility shall be thoroughly searched for contraband before reentering the security perimeter.
3. There shall be regular and irregular (random) searches of the entire facility area for contraband, which shall be noted in a permanent facility record.
4. Searches for contraband should be timed so that inmates cannot anticipate them.
5. Cell searches are necessary to provide for the safety of jailers, civilians, and inmates within the facility and to eliminate contraband.

## **10.3.4 Learning Objective:** List the guidelines, administratively and/or criminally for documenting contraband items.

1. Describe item and location of found contraband.
2. Identify possible breaches of security (breaches may be considered internal or external).
3. Determine if elements meet criteria for administrative and/or criminal charges.
4. Follow departmental policies and procedures.

## **10.3.5 Learning Objective:** Describe the methods for conducting a search of inmates and their housing area.

1. Procedures during a search of inmates and their cells:
2. No advanced notice should be given to inmates.
3. Have a sufficient number of jailers present.
4. Shut off the water supply so that the inmates cannot dispose of contraband down sinks and toilets.
5. Supervise inmates as they prepare to leave their cell to prevent inmates from hiding items.
6. Escort inmates to a designated area and have all inmates remain still.
7. Conduct a search of each inmate while other jailers observe the actions of all the inmates. Record the items of contraband that are found on each inmate.
8. Place inmates in another secure location, after they are searched.
9. Inmates must remain outside the cell until the search is complete.

***Instructor Note:*** *Jailer safety – Prior to conducting the cell search, remind all jailers to exercise caution. Sharp objects may be concealed that can cause injury and transfer reportable communicable diseases (HIV, HBV).*

1. Items used during search of housing area:
2. Protective gloves - recommended for safety and sanitation.
3. Flashlight – to illuminate dark areas, crevices, holes, and sink drains.
4. Metallic probe – to insert into areas that are not readily accessible to the hands or fingers, such as the electric door track.
5. Trash bags.
6. Magnet – to retrieve metallic items from otherwise inaccessible places.
7. Thin metal ruler - used to examine narrow areas such as spaces behind fixtures or in crevices.
8. Mirror, preferably one that is attached to the end of a shaft - to view areas that are difficult to see.
9. Piece of wire – to pull items from drains or other hiding places.
10. Item needed for documentation.
11. Inventory form - for recording confiscated contraband.
12. Property tags - used to identify items of contraband that are placed in the inmate’s property.
13. Evidence tags or labels and bags for items processed as evidence.
14. Writing instruments.
15. Facility Incident or Complaint Report - if items prohibited by law are confiscated.
16. Maintenance request form - to request repair for plumbing, electrical and lighting problems.
17. Search procedures include the following (as applicable):
18. Thoroughly check books, their covers, and bindings.
19. Empty and inspect inmate’s personal property storage area.
20. Check the contents of envelopes and shake out letters.
21. Examine tobacco packages and smoking products (if allowed).
22. Check all items of personal clothing.
23. Inspect all hygiene products.
24. Remove and inspect the bedding and linens.
25. Inspect all fixtures and furnishings for tampering and contraband concealment.
26. Inspect all writing instruments.
27. Inspect all commissary items and packaging for contraband concealment.

***Instructor Note:*** *Instructors should demonstrate proper search procedures based on facility design.*

1. Search follow-up procedures include the following:
2. Restore the housing area to a condition comparable to its condition prior to search.
3. Return the inmates to their assigned housing area.
4. List any item(s) of contraband found in housing area.
5. Dispose of contraband properly (remember: trustees may have access to trash bags that contain contraband).
6. Determine identity of inmate possessing items of contraband. Prepare and submit reports on each inmate who was found in possession of contraband.
7. Prepare and submit reports for general maintenance repair and weak security areas (doors that jam, etc.).
8. Prepare and submit a permanent facility record of the cell search. Information listed may include, but is not limited to the following: date of cell search, time (start and end), names of inmates found to possess contraband, contraband discovered during the search, disposition of items confiscated, and names of jailers conducting search.
9. Follow departmental policy and procedures.

# EMERGENCY PROCEDURES

## **10.4.0 Unit Goal:** Summarize emergency procedures for jail facilities.

## **10.4.1 Learning Objective:** Define disturbance

Disruptive behavior, by one or more inmates, that causes disorder

## **10.4.2 Learning Objective:** Explain the importance of attempting to defuse disturbances.

1. To provide for the safety of jailers, civilians, inmates, and the facility
2. To prevent disturbances, proper supervision of the inmate population will be maintained at all times
3. A jailer’s presence and communication are the first steps in defusing disturbances.
4. Jailers should use as reference: Use of Force Scale and departmental policy and procedures when attempting to defuse a disturbance

## **10.4.3 Learning Objective:** Identify circumstances which may cause a disturbance.

1. Failing to address complaints and needs of inmates
2. Unresolved inmate complaints may lead to disturbances, escalate into emergencies, and spread through the facility

## **10.4.4 Learning Objective:** Describe circumstances involving disturbances where it is appropriate to contact a supervisor

1. Restraints or force is used
2. The approval of a supervisor is needed for:
3. The use of less than lethal options
4. Special team activation

## **10.4.5 Learning Objective:** Define emergency.

Unforeseen combination of circumstances or the resulting state that calls for immediate action; an urgent need for assistance or relief

Source: <https://www.merriam-webster.com/dictionary/emergency>

## **10.4.6 Learning Objective:** Identify procedures to follow when responding to emergencies.

1. TCJS 263.40 - Plans: Each facility shall have and implement a written plan, approved by the commission, for escapes, riots, assaults, fires, evacuations, rebellions, civil disasters, and any other emergencies.
2. Escape
3. PC §38.01 (2) – Definition of escape: “Escape" means unauthorized departure from custody or failure to return to custody following temporary leave for a specific purpose or limited period or leave that is part of an intermittent sentence, but does not include a violation of conditions of community supervision or parole other than conditions that impose a period of confinement in a secure correctional facility.
4. PC §38.06 – Escape
   1. A person commits an offense if the person escapes from custody when the person is:
5. Under arrest for, lawfully detained for, charged with, or convicted of an offense;
6. In custody pursuant to a lawful order of a court;
7. Detained in a secure detention facility, as that term is defined by §51.02, Family Code; or
8. In the custody of a juvenile probation jailer for violating an order imposed by the juvenile court under §52.01, Family Code.
   1. Except as provided in Subsection (c), (d), and (e) and offense under this section is a Class A misdemeanor.
   2. An offense under this section is a felony of the third degree if the actor:
   3. Is under arrest for, lawfully detained for, charged with, or convicted of a felony;
   4. Is confined or lawfully detained in a secure correctional facility or law enforcement facility; or
   5. Is committed to or lawfully detained in a secure correctional facility, as defined by §51.02, Family Code, other than a halfway house, operated by or under contract with the Texas Juvenile Justice Department.
   6. An offense under this section is a felony of the second degree if the actor, to effect his escape, causes serious bodily injury.
   7. An offense under this section is a felony of the first degree if to effect his escape the actor:
9. Causes serious bodily injury
10. Uses or threatens to use a deadly weapon
11. Possible escape:
12. Notify the supervisor;
13. Order all inmates to return to housing units or a designated area;
14. Conduct a regular count of all inmates;
15. Account for all personnel to rule out a hostage situation; and
16. If inmate cannot be accounted for, implement procedures for dealing with the escape.
17. Escape “in progress”:
18. The jailer should ensure the supervisor is notified.
19. Dispatch is contacted with pertinent information and description of inmate.
20. Escapee will be charged with Escape.
21. If escapee is not located:
22. The agency’s Patrol Division and/or Criminal Investigation Division will be notified; and
23. A warrant for escape will be issued.
24. PC 42.02 – Riot
25. A riot is the assemblage of seven or more persons resulting in conduct which:
26. Creates an immediate danger of damage to property or injury to persons.
27. Substantially obstructs law enforcement or other governmental functions or services.
28. By force, threat of force, or physical action, deprives any person of a legal right or disturbs and person in the enjoyment of a legal right.
29. A person commits an offense if he knowingly participates in a riot.
30. Procedures to implement during a riot:
31. Notify the supervisors and sheriff;
32. Wait for assistance or backup to arrive;
33. Identify and observe inmates who are participating in the riot;
34. Ensure that an appropriate number of jailers are available to defuse, assist with, and contain the riot situation. Request additional outside personnel if necessary; and
35. Once the riot has been quelled, account for inmates and jailers, provide medical care to anyone injured, and provide the necessary documentation.
36. PC 22.01 – Assault:
37. A person commits an offense if the person:
38. Intentionally, knowingly, or recklessly causes bodily injury to another, including the person’s spouse;
39. Intentionally or knowingly threatens another with imminent bodily injury, including the person’s spouse; or
40. Intentionally or knowingly causes physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.
41. Procedures to utilize during an assault:
42. Call for back-up.
43. Notify the supervisor immediately.
44. Jailers are allowed to defend themselves against assaults using reasonable force.
45. Qualified medical personnel should examine individuals involved in an assault.
46. Photograph injuries, including those assaults occurring outside of the jailer’s presence.
47. Retain any video evidence.
48. All assaults should be documented (prosecution/non-prosecution).
49. Fires
50. TCJS 263.42 - Fire Prevention Plan: Each facility, after consultation with the local fire department or Texas Commission on Fire Protection, shall have and implement a written plan, approved by the Commission, for fire prevention and a fire hazard inspection checklist which shall be evaluated no less than each calendar quarter. The facility shall be inspected annually by a local fire official.
51. Each jailer should be familiar with the agency’s fire prevention emergency plan, and operation of the agency’s fire extinguishing equipment.
52. Notify a supervisor so someone other than the reporting jailer knows of the situation and so that additional personnel can respond.
53. Evacuations

TCJS 263.10 - Removal of Occupants: Because doors are locked, and windows are secured in jails, provisions shall be made for the rapid removal of occupants by such reliable means as the remote control of door, or by keying all locks to keys readily available to staff who are continually on duty, and have undergone emergency drills.

1. Rebellions, and Civil Disasters - refer to department policy and procedure.

## **10.4.7 Learning Objective:** Identify life safety equipment items.

1. TCJS 263.54 - All life safety equipment shall be out of reach of inmates or otherwise secured from unauthorized tampering. At least one self-contained breathing apparatus shall be available and maintained in or near each facility control station. All staff shall be trained and quarterly drills conducted in the use of this equipment. A minimum of one unit shall be provided for each building of a multi-building facility and on each floor of a multistory facility.
2. Fire hose and fire extinguishers
3. Self-contained breathing apparatus, National Fire Protection Association (NFPA) approved
4. Exit lamps
5. Exhaust fans
6. Auxiliary generator
7. Smoke detectors
8. Emergency set of keys

## **10.4.8 Learning Objective:** Identify circumstances that warrant movement or evacuation of the facility in case of fire.

1. If there is a substantial risk of injury or death to inmates, mass movement or evacuation may be warranted.
2. Refer to department policy and procedure for evacuation procedures.

# HOSTAGE

## **10.5.0 Unit Goal:** Summarize issues dealing with hostage situations.

## **10.5.1 Learning Objective:** Identify situations that might result in a hostage situation.

1. A crime in progress:
2. Assault
3. Escape
4. Planned disturbances; the hostage is used as leverage to make sure their demands are heard.
5. Unresolved Grievances; the hostage is used as leverage for outside communication.
6. Individual action; some individuals lose a sense of reality and therefore act on what they consider rational.

## **10.5.2 Learning Objective:** Identify different profiles of hostage takers.

1. The Psychological
   1. The suicidal personality who is caught in a crisis lifestyle and sees no other escape.
   2. The vengeance seeker who is extremely deranged and stalks real and imaginary adversaries.
   3. The disturbed individual is usually acting out a transitory outrage or frustration, although he may be seriously disturbed and must be dealt with carefully.
2. The Criminal
   1. The cornered perpetrator, is the most common type, and is typically a bank robber.
   2. The aggrieved inmate who takes hostages within the prison to have his demands met.
   3. The felonious extortionist to whom hostage-taking is a business that he has planned in a cold, methodical manner.
3. The Political
   1. The social protester who is committed to a cause.
   2. The ideological zealot who reduces the world into a simplistic solution and resists those who stand in his way.
   3. The terrorist type, which is becoming more frequent around the world. He is a trained fighter, fighting a war, and is capable of havoc.

## **10.5.3 Learning Objective:** Identify motivations in a hostage situation.

1. The hostage-taker uses the threat of harm as a means to get Administration to respond to him/her and their demands because of the perception the Administration places high value on the hostage’s life.
2. The primary objective of the hostage-taker is to get demands met by the Administration.
3. If the hostage-taker perceives the Administration is attempting to meet their demands, they should see no reason to harm the hostage.
4. What is most important in the mind of the hostage-taker at the onset of the situation is contacting Administration and beginning a dialogue about his/her demands.
5. This is what makes the negotiator’s response the best response.
6. The hostage-taker is more intent on negotiating than harming the hostage.

## **10.5.4 Learning Objective:** Identify the two phases of response to a hostage situation.

1. Negotiation with the hostage-taker hoping to reach an agreement:
2. Time factor:
3. Extreme discretion must be used in predicting the hostage-taker’s moves and deciding how long negation should continue.
4. The longer a hostage situation lasts; the more likely it is the hostages will be released unharmed.
5. Hostages have an increased opportunity to escape.
6. There is better information gathering when there is more time.
7. The hostage-takers’ demands and expectations may eventually be reduced.
8. The incident may merely fade over time.
9. The immediate goal is to build trust that ensures the offender that the problem will be addressed and corrected as agreed to.
10. In this situation, the judgment of the incident commander is paramount. He must decide how long to continue, when to abandon one approach, and when to try another. He must understand thoroughly the type of hostage-taker being dealt with to predict his moves and avoid tragedy.
11. Forced entry is necessary to rescue victims when negotiations have failed:
12. Less than lethal (tear gas, batons, taser)
13. Armed assaults (firearms)
14. The role of the first jailer on the scene of a hostage situation is critical. It is that person’s responsibility to observe and note information.

## **10.5.5 Learning Objective:** List information that first responders need to obtain during a hostage situation.

1. Name and location of reporting staff member(s) taken as hostages
2. Location of incident where hostages are being held
3. Status of the emotional environment:
   1. Anger
   2. Calm
   3. Agitated
4. Mental states of the hostage-takers and hostages
5. Weapons (if known):
   1. Who has them?
   2. Are they pointed at hostages?
   3. Are they visible?
   4. What kind are they (knives, guns, etc.)
6. Number of hostages and hostage-takers
7. Injuries:
   1. Severity
   2. Condition of injured
   3. Consciousness
   4. Bleeding
8. The jailer should remain in the area to ensure other employees do not accidentally enter the hostage area.
9. Maintain a log of individuals and events.

## **10.5.6 Learning Objective:** Identify survival tactics for those individuals taken hostage.

1. Cooperate fully.
2. Keep calm, taking deep breathes can help relax and reduce stress.
3. Avoid physical resistance.
4. Work to improve your position.
5. Be cautious of attempting heroics.
6. Keep a low profile.
7. Avoid the appearance of observing crimes the hostage-takers commit, look down or away from them, and avoid interfering with their discussions and activities.
8. Do not make threats against the hostage-takers or give any indication that you would testify against them. If inmates are attempting to conceal their identities, make no indication that you recognize them.
9. Be conscious of your body language, as well as your speech. Do not say or do anything to arouse the hostility or suspicions of your captors. Act neutral and be a good listener if your captors want to talk. Be cautious about making suggestions to your captors, as you may be held responsible if something goes wrong.
10. Do not attempt to be a negotiator unless assigned to do so. If assigned, ensure messages between the two groups are conveyed accurately.
11. If there is an attempt to rescue and shots are fired, drop quickly to the floor and seek cover. Keep your hands on your head. When appropriate, identify yourself. Do not resist being apprehended.
12. Even though you must appear disinterested while being held hostage, observe all that you can.

**10.5.7 Learning Objective:** Identify effects on the hostage after the situation is over.

1. There is a tremendous psychological and physiological relief when a hostage is released.
2. The hostage should be debriefed according to department policy and after a “calming down” period.
3. The hostage should contact family and/or a support group.
4. Seek counseling for symptoms of Post-Traumatic Stress Disorder (PTSD).

**Additional Resources**

*Missouri Department of Corrections Lesson Plan on Riots, Disturbances, and Hostage Situations, 1999.*

# UNCOOPERATIVE VIOLENT INMATES

## **10.6.0 Unit Goal:** Summarize critical issues when dealing with uncooperative and/or violent inmates.

## **10.6.1 Learning Objective:** Define an uncooperative inmate

1. Uncooperative inmate – an inmate who refuses to comply with any valid commands given by a jailer (i.e., refusing to get up for headcount)
2. An uncooperative inmate may be identified as refusing to:
3. Work
4. Clean cell / personal housing area
5. Eat
6. Participate in “required activity” (i.e. headcount)
7. Move around
8. Always refer to departmental policy when handling uncooperative inmates.

## **10.6.2 Learning Objective:** Identify characteristics of a violent inmate.

1. Violent inmate may be identified as a person who:
2. Is emotionally or mentally disoriented with a loss of self-control
3. Attempts to inflict bodily harm to themselves or others
4. Has prior escapes or attempted escapes
5. Has a history of violence
6. Experienced recent traumatic situations (e.g., a “Dear John” letter, the death of a loved one)
7. Refer to departmental policy when handling violent inmates.

## **10.6.3 Learning Objective:** Identifyreasons why inmates are uncooperative or violent.

1. Fear
2. Attack by other inmates
3. Of jail staff
4. The unknown
5. Physiological problems
6. Mental illness
7. Side effects of medication
8. Not taking prescribed medications
9. Substance Abuse
10. Diversion Tactics
11. Riots
12. Hunger Strike
13. Assault on Staff
14. Escapes
15. Disregard for Authority

## **10.6.4 Learning Objective:** Identify circumstances of security risks and need for backup personnel.

1. Violence by one or more inmates
2. Suicide attempts
3. Prior escapes or attempted escape
4. Refusal to obey verbal orders by jailer
5. Any time a violent / separation cell is entered
6. Any time an inmate who has a history of violence is handled
7. Be alert for feigned illness or injury

# TRANSPORTATION

## **10.7.0 Unit Goal:** Summarize the process of transporting inmates.

## **10.7.1** **Learning Objective:** Identify radio procedures.

1. Always be professional when talking on the radio. Remember that other sheriff’s sections, as well as the Federal Communications Commission (FCC), monitor your radio traffic. Inmates, attorneys, judges, civilians, and other agencies may also overhear your audio transmissions.
2. Keep radio transmissions brief.
3. Radio use during vehicle transportation and specific considerations related to use:
4. Report beginning and ending time and mileage when transporting a child, juvenile, or member of the opposite sex.
5. There is no such thing as a routine transport. All prisoner transports are potentially dangerous and should be regarded as such. Great caution should be used when transporting inmates within a secure facility, and even more so when transporting them outside a secure facility.
6. If you leave your vehicle, notify dispatch.
7. Inmates shall not be left unattended in a vehicle.
8. Know your department policy.

## **10.7.2 Learning Objective:** Identify methods of transporting inmates out of a secure facility.

1. All vehicles are searched prior to and after transporting inmates.
2. Inmates shall be searched (patted down) prior to placing them in the vehicle, even if another jailer has reportedly searched the inmate.
3. Any contraband will be seized and documented.
4. Departmental policy will govern the type and level of use of inmate restraints such as:
5. Pregnant females – TCJS 273.2 (5) Provide procedures for medical, mental, nutritional requirements, special housing, appropriate work assignments, and the documented use of restraints during labor, delivery, and recovery for known pregnant inmates.
6. High profile court transports
7. Assaultive inmates
8. Escape Risks
9. When transporting inmates from a jail to the vehicle, all vehicles should be parked in a secure area (sally port).
10. Plan all travel and alternate routes before picking up inmate(s).
11. Ensure all necessary documents (e.g. commitments, warrants) and all medical records (if applicable) are in your possession prior to picking up the inmate.
12. Know as much as possible about the inmates you are transporting. Where available, use jail records (computer records, level-status lists, and maximum-security lists). Keep a separate list to see if the inmate has been a discipline problem. Criminal history checks will contain information about previous arrests and convictions.
13. Procedures to follow when arriving at destination:
14. If the destination is a jail or prison, use a secure area (sally port) to unload the inmates.
15. If the destination is not in a secure area, such as a doctor’s office, park as close to the building as possible. If possible, contact the doctor’s office or other destination to find out if there is a non-public entrance available for you to use. Thoroughly scan the area for potential problems before unloading the inmate.
16. If you do not like what you see or hear, do not exit the vehicle, remove inmate, or remain in the area. Call dispatch and inform them of your situation, terminate your mission and then drive to a secure area (local jail, county jail, police station) or return to origination area.
17. Inmates who escape from custody while on an escorted trip may be charged.
18. An inmate who fails to comply with the conditions of the escorted trip will be returned to the facility immediately, followed by any disciplinary action as may be appropriate.

## **10.7.3 Learning Objective:** List skills necessary of jailers transporting inmates in vehicles.

1. Familiarization with transportation vehicle
2. Familiarization with transportation equipment
3. Familiarization with transportation restraints
4. Familiarization with positioning of inmate during transportation:
5. Prevent “positional asphyxia”
6. Maintain upright position
7. Apply seatbelts, if possible

## **10.7.4** **Learning Objective:** Identify the proper procedures for application of belly chains and leg irons for transporting inmates.

1. Belly Chains
2. As the jailer stands in front of the inmate, the belly chain should be placed around the inmate’s waist. One of the jailer’s hands should be holding one end of the chain, and the other hand should hold the remaining length of chain. The hands should meet and the chain should encircle the inmate’s waist.
3. The chain should be placed around the waist with enough slack to allow the inmate to eat and sign documents while his hands are secured with the chain, but the chain should not be loose enough to fall to the top of the hips.
4. If the chain is too loose, the inmate can cause the chain to fall low enough to the ground and he can step through it. He then has the chain in front of him and a weapon to use.
5. Fit the chain to the inmate’s waist by inserting the appropriate link through the end of the chain. Smaller inmates will have a good size length of chain hanging from the link. Longer lengths of chain may be doubled up as needed, placed over the link, and secured with the handcuffs.
6. Hold the link with one hand and allow the rest of the chain to hang from the link. Insert an open handcuff through the link and center the handcuffs between the links.
7. Secure the inmate’s hands in the handcuffs. The handcuffs shall be double locked.
8. The keyholes of the handcuffs should face toward the jailer and the double locks should face up.
9. Placing the keyholes and double locks in this position will aid in removal and allow the jailer to maintain a safe distance when the equipment is taken off the inmate.
10. Leg Irons
11. Instruct the inmate to assume a kneeling position on a chair or bench. The jailer will have the inmate lift one leg at a time to place the leg irons around the inmate’s ankles.
12. The leg irons should be placed on the inmate with the keyholes facing the jailer and the double locks toward the inmate’s toes.
    1. The leg irons shall be double locked.
    2. The positioning of the keyholes will allow the jailer to remove the leg irons safely whether the inmate is in a standing or seated position.
13. The leg irons should be placed securely on the inmate’s ankles, but not so snugly as to cause pain or interfere with circulation.
14. The jailer should be able to place two fingers in between the inmate’s leg and the leg irons.
15. If the leg irons are too loose, the leg irons may rub the inmate’s skin while walking and cause abrasions.
16. Caution should be used when placing leg irons over clothing, as this may enable the inmate to remove the leg irons by manipulating the clothing.
17. If the transport vehicle has a bolt in the floorboard for securing the leg irons, use in accordance with department policy.

## **10.7.5 Learning Objective:** Identify methods of transporting inmates to court.

1. Search all courtrooms and holding cells prior to transporting inmates.
2. Search all inmates and authorized items prior to entering the courtroom or holding cell.
3. Advise the inmate of appropriate behavior policies.
4. Restrain all inmates according to your department policy prior to transporting to court.
5. Plan all transport routes and alternate routes prior to transporting inmates to court.
6. Ensure that hallways and routes are cleared of all civilians and news media prior to transporting inmates.
7. One jailer should be positioned in front of the line of inmates and one jailer at the back of the line to allow for constant observation of the inmates while en-route to court.
8. If you do not like what you see or hear, do not transport; stay where you are or relocate to a more secure position and call for additional jailers.
9. Know who you are transporting to court by utilizing jail records (computers, level status lists, and maximum-security lists, including classification reports). Keep separate lists and criminal histories.
10. Jailers assigned to the court are responsible for their own safety, the inmates’ safety, and a significant portion of all of courtroom security.
11. Jailers should leave all inmates restrained while in the courtroom, unless the inmate is before the bench or sitting at the defense table.
12. Most judges prefer the inmate not be restrained while standing before the bench, unless the inmate is a security risk.
13. A court holding cell should be available to secure the inmate(s) while the court is in recess or waiting for the judge to enter the courtroom.

**Note:** Refer to departmental policy when transporting/moving inmates.

## **10.7.6 Learning Objective:** Identify circumstances concerning jury trials.

The same procedures apply as in transporting to court with the following additions:

1. The inmate may be in civilian clothing instead of a jail uniform.
2. Once the inmate has entered the courtroom, the assigned jailer should sit directly behind or next to the defense table, ensuring the jailer’s gun side is opposite the inmate. If other jailers are assigned to the court, they should position themselves in such a way as to see the entire courtroom, to block escape routes, and to assist the assigned jailer if necessary.
3. Instruct the inmate before entering the courtroom they will not speak or gesture to anyone other than their attorney while in the courtroom. No outburst of any kind will be condoned while they are in the courtroom.
4. Remain alert and professional at all times.
5. Once a disposition has been reached, restrain the inmate and remove them from the courtroom immediately.

## **10.7.7 Learning Objective:** Identify methods of transporting an inmate out-of-county.

1. Procedures for out-of-county transports:
2. Check your vehicle, both inside and outside, including under the hood.
3. Ensure that the vehicle is in good operational condition. Check all fluid levels, lights, and tires, including the spare tire.
4. Complete a thorough search of your vehicle. Refer to departmental policy if contraband is found.
5. Complete a radio check with your dispatcher to ensure that your radio is functioning properly.
6. Lock your vehicle, even if it is parked in a secured area.
7. Fill out all the necessary forms and check all the required documents that are to be transported with the inmate (i.e., affidavits, medical records, bench warrants, magistrate’s paperwork, etc.).
8. Ensure that you have all the required equipment and ensure that all equipment is in good working condition.
9. Take extra restraints: handcuffs, flex-cuffs, belly chains, and leg irons.
10. Before departing, call the holding agency to check the route and weather conditions.
11. Inquire about the inmates’ demeanor or any special considerations or actions that are necessary for or during transport.
12. Request a travel meal if the travel time will continue past the next mealtime.
13. Using the bathroom during transport:
14. If possible, go to the nearest jail or another secure facility.
15. Refer to your department policy.
16. Transporting inmates from other agencies will require the same checks and precautions, with the following additions:
17. Identification of the inmate to be transported:
18. Thoroughly check all identification cards, driver’s license, booking sheets, markings, and tattoos for a positive identification of the inmate you are about to transport.
19. If the inmate denies being the individual you were sent to transport, re-verify their identity. Utilize AFIS to check fingerprints prior to transport.
20. Magistrates’ paperwork:

The inmate must be taken before a judge in accordance with CCP §15.18.

1. Detainer paperwork:
2. Ensure that inmate hold information from all counties is listed on the detainer form.
3. Ensure that you give a copy of the detainer form to the releasing facility.
4. Inmate’s back-time credit information:
5. Ensure you obtain information on when the inmate was arrested in that county.
6. If possible, request a copy of the inmate’s booking sheet from the releasing facility.
7. Inmate’s property and money:
8. Secure all the inmate’s property from the releasing facility.
9. Inspect the inmate’s property for contraband prior to transporting and store separately from inmate.
10. Inquire as to whether the inmate has money in his/her account at that facility:
11. If issued a check, money order, or cash from the inmate account, ensure that the check or money order is issued in the name of the inmate.
12. Count cash in front of another jailer, placing the check/money order or counted cash into an envelope and seal it in front of the other jailer.
13. Inmate medication:
14. A Texas Uniform Health Status Update form will be included with the transporting paperwork.
15. Secure any medication assigned to the inmate from the releasing facility.

## **10.7.8 Learning Objective:** List special circumstances that require transporting inmates.

1. Mental Health Transports - Reference Health & Safety Code §574.045
2. Appropriate medical personnel should accompany the person transporting the patient if there is reasonable cause to believe that the patient will require medical assistance or the administration of medication during transport.
3. The patient may not be physically restrained unless it is necessary to protect the health and safety of the patient or of a person traveling with the patient or:
4. If treating physician or the person transporting a patient determines the physical restraining of the patient is necessary that person shall document the reasons for that determination and the duration for which the restraints are needed.
5. Refer to departmental policy on approval and documentation on restraints.
6. Patient must be transported directly to the facility within a reasonable amount of time and without undue delay.
7. The person transporting the patient shall deliver any necessary documents to the facility at the time the patient is delivered.
8. All vehicles used to transport patients must be adequately heated in cold weather and adequately ventilated in warm weather.
9. Special diets or other medical precautions recommended by the patient’s physician must be followed.
10. The person transporting the patient shall give the patient reasonable opportunities to get food and water and use a bathroom.
11. Refer to your department policy.
12. Funeral Escorts
13. An escorted trip may be available for those inmates who do not meet the furlough criteria.
14. Mothers, fathers, sons, daughters, sisters, brothers, husbands, wives and grandparents are considered “immediate family.”
15. Refer to your department policy.

## **10.7.9 Learning Objective:** Demonstrate the application of belly chains and leg irons for transporting inmates.