

City of St. Louis Department of Public Safety/Division of Corrections  
**POLICY & PROCEDURES**

<b>CHAPTER:</b>	3	Institutional Operations	<b>3.1.4</b>
<b>SECTION:</b>	1	Security and Control	<b>EFFECTIVE DATE:</b> 10 / 26 / 2020
<b>SUBJECT:</b>	4	<b>Inmate Transportation</b>	
<b>STANDARDS: ACA 4 – ALDF: 1B-06, 4C-06</b>			
<b>APPROVED:</b>  _____			<b>REVIEW DATE:</b> 10 / 26 / 20
<b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 10 / 28 / 20
Rescind: 3.1.4 dated 12/1/05 Cancel: 3.1.8 dated 9/3/05			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to provide routine *and emergency* transportation of inmates confined in its facilities.

**II. RESPONSIBILITIES**

All Custody staff involved in the transportation of inmates are responsible for adhering to the following procedures.

**III. DEFINITIONS**

**Inmate Transportation:** Any movement of inmates outside of the perimeter of the institution/facility including, but not limited to inter-facilities transfers, medical appointments and court.

**IV. PROCEDURES**

**A. General Information**

1. Staff will adhere to this procedures and work rule and facility Post order for inmate transport when there’s authorization to transport inmates outside of the facility.
2. Vehicle safety inspections will be conducted in accordance with facility Transportation Post Order.

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3. Transportation of inmates outside the facility emphasizes safety and security. Procedures are provided to all persons involved with transport. Only qualified personnel implement transport:
  - a. One officer assigned to transports City and State inmates must be armed at all times.
  - b. Two officers assigned to transports federal inmates must both be armed at all times.
4. The transportation clothing for inmates will consist of an orange jumpsuit and facility issued undergarments and footwear and a suitable jacket or outside coat in winter weather.
5. Male and Female inmates may be transported in the same vehicle. When transporting female inmates, a female officer must be present.
6. The Transportation Officer(s) will be in possession of Epic photos of all inmates being transported.
7. Inmates are not transported in privately owned vehicles.
8. All inmates for transport will be in full restraint. Exception is made for pregnant inmates. (See DOC #4.2.17: Inmate Pregnancy Management).

**B. Timely Access to Transportation for Medical Treatment**

1. A transportation system that assures timely access to services that are only available outside the correctional facility is required. Such a system addresses the following issues:
  - Prioritization of medical need
  - Urgency (for example, an ambulance versus a standard transport)
  - Transfer of medical information
2. The Division has access to St. Louis City Emergency Medical Services transportation when needed for inmate medical emergency treatment.

**C. Vehicle Breakdown Procedures**

1. If the transporting vehicle breaks down, the transporting officer will ensure all inmates are safe and properly secured.

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2. The transporting officer will set the parking brake and activate the emergency flashers.
3. Circumstances may dictate the removal of restraints. Prior to removal of restraint, the transporting officer will report by radio or telephone to the police and Master Control and provide the following information:
  - (1) Identification
  - (2) Location
  - (3) Details of breakdown
  - (4). Assistance required
  - (5). Wait for arrival of assistance
4. In the event of communication equipment failure, a passing motorist will be requested to relay the message to the police or the facility.
5. The Master Control Officer will notify the Divisional maintenance personnel and the City Garage.