



*State of North Carolina  
Department of Correction  
Division of Prisons*

Chapter: F  
Section: .2800  
Title: **Jail Bus Transportation  
Standard Operation  
Procedures**  
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**POLICY & PROCEDURES**

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**.2801 GENERAL**

The jail bus transportation system provides transportation for jailed inmates that have been committed to the Division of Prisons. To a lesser extent the jail bus transportation system also provides transportation of female offenders to include inmates being transferred between prison facilities when such transportation is along the same route as the jail pickup route and does not interfere with jail inmate transportation.

**.2802 POLICY**

This procedure establishes the expectations and requirements for routine jail bus operations by standardizing the transportation procedures and security measures. It is the policy of the Division of Prisons that all jail bus operations will adopt this standard procedure and make such additions as may be necessary based on unique differences in their operations.

**.2803 PROCEDURES**

(a) **TRANSPORTATION SCHEDULE**

- (1) All jail inmates transported on the jail bus system will be scheduled in advance through the Population Management, Jail Transportation office. Local law enforcement officials desiring to schedule inmates for transport will call the Jail Transportation office at (919) 838-3750. Each jail bus operation will print a copy of the jail pickup roster after 5:00 p.m. on the day before the scheduled bus run. No changes to the roster will be made by Jail Transportation after 5:00 p.m. Normal jail bus operations occur on Wednesdays and Fridays.
- (2) Jail bus transportation officers will receive only those jail inmates who are listed on the bus roster. Jail bus transportation officers should politely and tactfully refuse to transport jail inmates not listed on the roster. Any exceptions must be approved by Population Management. Jail bus transportation officers will contact the Jail Transportation office at (919) 838-3750 for any exceptions, for clarification and for assistance related to scheduled jail admissions.
- (3) The following inmates will not be transported on the jail bus system, but will instead be transported by jail authorities directly to the appropriate Division of Prisons diagnostic center.
  - (i) Inmates sentenced to LIFE or DEATH;
  - (ii) Inmates sentenced to greater than 20 years fair or greater than 10 years structured;

- (iii) Female inmates under age 18; male inmates under 18 will utilize the youth bus, when feasible; Safekeepers;
  - (iv) Pre-sentence diagnostic inmates;
  - (v) Writ returns to facilities other than Diagnostic Center;
  - (vi) Inmates with history of escape;
  - (vii) Medical/major management problems.
- (4) Bus routes are established through the office of Population Management with designated arrival and departure times for each stop. The bus will not stop at loading sites if there are no inmates scheduled.
- (5) The jail bus should arrive at the designated pickup site at the specified time based on the established schedule. If the inmates are not transported in a timely manner by County officials, it is the responsibility of the County Jail to contact the office of Jail Transportation to reschedule or be advised of the next designated pick up site.
- (b) **VALID COMMITMENTS**
- (1) All inmates must have a valid commitment before boarding the jail bus. Jail bus transportation officers will verify each commitment prior to taking custody of the inmates.
  - (2) A valid commitment must show certification to the Department Correction by authority of a District or Superior Court Judge, contain the official court seal and show the offender's name, age, crime, sentence and designation as felon or misdemeanor.
  - (3) Any commitment papers without the above mentioned requirements are invalid and the inmate will not be accepted to the jail bus for transportation to DOC. The local jail official should return the offender to the jail facility until a valid commitment order is obtained. Parole violators must be accompanied by a parole warrant. Inmates may be returned to a diagnostic center on a writ without a commitment as approved by Jail Transportation staff. Exceptions to these requirements must be approved by Population Management.
- (c) **SECURITY ISSUES**
- (1) All security precautions that relate to the transportation of inmates will apply to jail bus operations. Any unusual circumstances that compromise normal security practices will be reported immediately to Population Management and to the nearest prison facility superintendent for emergency assistance.

- (2) All jail inmates being loaded onto the jail bus will receive a pat and frisk search by jail bus transportation officers to prevent weapons and other contraband from being carried onto the jail bus.
  - (3) Whenever possible, sallyports or other secure physical structures will be used to load jail inmates to minimize the risk of escapes.
  - (4) Local jail officials will be instructed to secure their weapons before the loading process begins.
  - (5) All personal property of jail inmates will be separated from them prior to boarding the jail bus, placed in labeled bags and stored on the bus in a secure area. (When a van is used for jail transportation, inmate personal property will be secured in the driver's compartment or arrangements will be made to affix a secure luggage carrier to the vehicle.) Any contraband found on the inmate will be placed in an envelope or bag, identified with the inmate's name and the contents stored with the personal property. Personal property being off-loaded at receiving locations will be kept separate from the jail inmates and given to the receiving officer for a search.
  - (6) At each pickup site, felon inmates will be loaded before misdemeanor inmates. A blue wrist band will be placed on all misdemeanors before loading to identify them as misdemeanants. Misdemeanants will be seated at the front of the bus whenever possible.
  - (7) Restraints can be used by the transportation officer's if in his/her judgment restraints are necessary to transport a jail inmate(s). Restraints will be used according to established guidelines. Use of restraints on jail inmates will be recorded on the jail bus log and further documented through the chain-of-command to the area administrator by completion of a DC-138B that describes the circumstances related to the use of restraints.
- (d) SUPERVISION
- (1) Jail buses will be thoroughly inspected for contraband and mechanical reliability before departure to the first pickup site. Prior to departing from each pickup site, all doors will be secured and locked. Padlocks will be placed on the exterior bus door and on the front interior cage door.
  - (2) Counts will be conducted of inmate occupants at each pickup site prior to loading additional inmates and after new inmates are loaded. Inmates will be counted at least every thirty minutes at irregular intervals while the bus is in transit.
  - (3) Transportation officers will remain alert at all times to ensure proper inmate supervision. Close attention should be directed to road conditions, weather conditions and other concerns regarding the operation of the jail bus.
- (e) MEDICAL EMERGENCIES
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- (1) In the event of a medical emergency, the transportation officer will contact the nearest prison facility, Highway Patrol station or other law enforcement agency to identify the closest emergency medical facility. Directions to the medical facility will be requested as well as assistance in notifying the hospital of the nature of emergency and the estimated time of arrival. Assistance in providing additional security at the hospital will also be requested.
- (f) **MEDICATIONS**
- (1) Inmates being transported on the jail bus will not be administered medications from DOC transportation staff. Those inmates requiring regularly scheduled medication must be delivered to the appropriate facility.
  - (2) Inmates that have health conditions that require follow-up treatment must have medications, medication administration record(s) and any other medical records prepared by the jail health authority.
  - (3) Inmates that may experience an urgent health care condition on the Jail bus will be managed appropriately by the transporting staff. All pertinent information must be passed on to the receiving officer and/ medical staff at the receiving facility(s)
- (g) **PACKOUT LUNCHES**
- (1) Packout lunches for the inmates riding the jail bus will be provided by the prison facility where the bus originates based on the number of inmates scheduled to ride the jail bus.

**.2804 JAIL BUS TRANSPORTATION OFFICERS**

- (a) **STAFFING**
- (1) The jail bus will be staffed by two correctional officers one of whom will be designated the Lead Correctional Officer. Both correctional officers will possess commercial driver's licenses. Jail vans will be staffed by two correctional officers when possible.
- (b) **RESPONSIBILITIES**
- (1) The Lead correctional officer will have overall responsibility for all jail bus operations and primary responsibility for checking commitments, searches, loading and unloading inmates, and maintaining surveillance of the inmates while the bus is in transit.
  - (2) The remaining Correctional Officer will be the principal operator of the jail bus and will assist in performing all necessary functions related to jail bus operations.
- (c) **POST ORDERS**

- (1) Each jail bus transfer operation will establish post orders for the Lead Correctional officer and the Correctional officer.
- (2) Post orders will address at least the following issues:
  - (i) Jail bus maintenance and service;
  - (ii) Jail bus supervision and security;
  - (iii) Jail bus loading and unloading procedures; and
  - (iv) Jail bus emergency procedures.

**.2805 EQUIPMENT****(a) SECURITY EQUIPMENT**

- (1) Each Correctional officer will be equipped with a handgun, holster and 18 rounds of ammunition.
- (2) One Correctional Officer will be equipped with a shotgun and 10 rounds of ammunition.
- (3) Each Correctional Officer will be equipped with Oleoresin Capsicum (OC) spray and holder.
- (4) The vehicle will be equipped with six sets of handcuffs, six sets of waist chains and six sets of leg restraints.

**(b) OTHER EQUIPMENT**

Each jail bus will contain the following standard equipment on the vehicle:

- (1) A communications radio and cellular phone;
- (2) A fire extinguisher;
- (3) A rear door alarm system; (not required on vans)
- (4) Two flashlights with an ample supply of batteries;
- (5) Two raincoats;
- (6) A water cooler with a supply of disposable cups;
- (7) A supply of property bags and labels;
- (8) A first aid kit;
- (9) A CPR mask and vinyl gloves to employ “universal precautions” in medical emergencies;

- (10) A supply of wrist bands for misdemeanor identification; and
- (11) A stainless steel toilet facility with deodorized tablets or liquid; (not required on vans.)
- (12) An extra padlock for the vehicle door.

**.2806 OTHER REQUIREMENTS**

- (a) A “no smoking” policy will be enforced on all jail transportation system vehicles. The prohibition against smoking while transporting inmates applies to both staff and inmates. The policy is enforced by the posting of “no smoking” signs in the vehicle, verbal orders prohibiting smoking and appropriate disciplinary action when policy violations occur.
- (b) If the bus becomes disabled due to mechanical failure or an accident, the appropriate region or institution authority will be contacted immediately for assistance. Telephone notification will be made to Population Management office at (919) 838-3750 regarding the jail pickup schedule.
- (c) Jail transportation system vehicles will be cleaned and maintained on a regular schedule. A jail bus maintenance log will be maintained in the bus at all times. The vehicle will be inspected as part of the inspection program to which it is routinely stationed.

  
Director of Prisons      Date

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