

Section 5: Security
Subject: Inmate Transports
Minimum Standard: 5120-1-8-03(B)(2)(3)
Revised: 05/2019

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall implement written policies and procedures, and practices which evidence all inmates shall be searched whenever entering or leaving the jail's security perimeter to control contraband. The Erie County Jail shall also have procedures and practices governing strip and body cavity searches following reception that shall be developed and implemented in consultation with the county prosecutor, city attorney, or law director consistent with section 29.33.32 of the Revised Code. At times it is necessary to transport an inmate in custody out of the security perimeter of the facility for legal proceedings, medical appointments, community service or any type of mandatory appearance. In order to curtail the introduction of contraband into the facility it shall be the policy of the Erie County Jail to properly search all inmates whenever entering or leaving the security perimeter of the facility. Such measures are done to ensure the safety and security of staff and inmates.

PROCEDURE

A. Transports Out

1. The inmate shall be taken from their assigned housing area and prepared for transport
2. The corrections officer preparing the inmate for transport will positively identify the inmate scheduled for transport
3. The inmate will be fully dressed in an inmate uniform
 - a. The inmate may elect to place a jail issued coat
4. The corrections officer will search the inmate in accordance with the Initial Frisk Search Policy in the Reception Section of this Policy and Procedure Manual before the inmate leaves the jail.
 - a. Any pencils, books, or paperwork will be removed from the inmate and turned over to the transporting officer
 - b. It will be at the discretion of the transporting officer if the inmate will be allowed access to any inmates during transport.
5. For inmates being transported by Erie County Sheriff's Personnel only, the corrections officer will secure the inmate in leg shackles and handcuffs secured to a restraint belt
6. Corrections Staff should ensure the transporting officer has all the necessary paperwork.
7. The officer preparing the inmate for transport out of the security perimeter will be responsible for logging the records of the removal from the facility in the Jail Shift Log in the Jail's Record Management System.

Section 5: Security

Subject: Inmate Transports (Continued)

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B. Return from Transport

1. Upon return to the facility the inmate shall be:
 - a. Positively identified as the inmate who was transported from the facility.
 - b. Taken out of all restraints
 - c. Searched in accordance with the Initial Frisk Search Policy in the Reception Section of this Policy and Procedure Manual before the inmate enters the jail.
 - i. The corrections officer will also search all paperwork, envelopes, books, etc. for contraband.
 - d. After completing the initial frisk search, the booking officer will subject the inmate to a full body scan in accordance with Erie County Sheriff's Office Police 52.01(A).
2. The officer that is reintegrating the inmate into the security perimeter will be responsible for logging the records of the inmate returning to the jail in the Jail Shift Log in the Jail's Record Management System.

C. Alerts

1. The corrections officer reintegrating the inmate in the security perimeter of the Erie County Jail should make themselves aware of any event that occurred during the inmate's transport which may negatively affect the inmate's behavior. The officer finding any such information should advise the shift supervisor and note such events in the form a Jail Incident Report in the Jail's Record Management System.