

<b>POLICY OF</b>  <b>STATE OF DELAWARE</b>  <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b>  2.5	<b>PAGE NUMBER</b>  1 of 3
	<b>RELATED ACA Standards</b>	
<b>CHAPTER: 2 STATUTORY AND LEGAL AUTHORIZATION</b>	<b>SUBJECT: TRANSPORTATION</b>	
<b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b>		
		
<b>APPROVED FOR PUBLIC RELEASE</b>		

**I. AUTHORITY:** 11 *Del. C.* §6517, 29 *Del. C.* §8903

**II. PURPOSE:** To outline the general procedures for the transportation of detainees, sentenced offenders and probationers.

**III. APPLICABILITY:** All Department employees; all offenders under the supervision or custody of the Department.

**IV. DEFINITION:** none

**V. POLICY:** It is the policy of the Department of Correction that the following procedures be adhered to by all personnel authorized to transport offenders under the direct supervision of the Department.

**VI. PROCEDURES:** All Bureaus shall adopt procedures to implement this policy. These procedures shall include:

**A. TRANSPORTATION**

1. All staff assigned to transportation duties must successfully complete weapons and restraint training. A valid weapons card and drivers license must be maintained at all times.
2. All transporting staff must maintain firearms certification.
3. When female offenders are transported, they must be accompanied by at least one female staff member authorized to conduct offender transports.
4. Only authorized, roadworthy vehicles equipped with appropriate communication devices will be utilized to transport offenders.

<b>POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER 2.5</b>	<b>PAGE NUMBER 2 of 3</b>
<b>CHAPTER: 2 STATUTORY AND LEGAL AUTHORIZATION</b>	<b>SUBJECT: TRANSPORTATION</b>	

5. Where applicable under Bureau, Institution, or Unit policy, the transporting officer will maintain a Vital Statistics Sheet, Photo, and Transport Manifest of all offenders in their custody.
6. The medical service provider will notify the Court and Transportation Unit (or transporting institution) of any special handling needs of offender(s) due to physical limitations (handicapped, broken limbs, wheelchair bound etc.) or pregnancy.

**B. TRANSPORTATION SEARCHES:**

1. The safety of the public, transporting staff, and offenders is imperative. Therefore all offenders will be searched prior to any transport.
2. Vehicles being used for the transportation of offenders must be searched for contraband prior to transport.

**C. RESTRAINTS**

1. All offenders will be placed in authorized restraints prior to transport outside of a facility or unit.  
  
Authorized restraining equipment includes: Hand Cuffs, Cuff Cover (Black Box), Waist Chains, Leg Shackles, Electronic Immobilization Device, and Flex Cuffs
2. All hard restraints will be double locked.
3. Offenders should not be shackled to a stationary object in a moving vehicle, unless necessary during an emergency to protect the staff, public, and/or offenders. The offender should be removed from the stationary object as soon as practical.
4. An adequate supply of restraining equipment shall be maintained in good working condition. This equipment shall be of standard type and brand.
5. Unusable equipment should be taken out of service.

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	<p><b>RELATED ACA Standards</b></p>	
<p><b>CHAPTER: 2 STATUTORY AND LEGAL AUTHORIZATION</b></p>	<p><b>SUBJECT:</b></p> <p><b>TRANSPORTATION</b></p>	

6. Restraining equipment should never be used as a means of punishment or in a way that causes undue physical pain or restricts the blood circulation or breathing of an offender.

**D. COURT AND TRANSPORTATION UNIT:**

The Centralized Transportation Unit is established and maintained to provide the transportation of offenders who are required by law to appear in the courts throughout the State of Delaware. Additionally they will provide Inter/Intra state transfers and other transportation requirements as directed by higher authority.

**E. ESCAPE:**

1. In the event of an escape during the transport of offenders, the transporting staff will immediately notify the Institution/Unit. An attempt to apprehend the escapee will be made as long as the security of other offenders is not jeopardized in doing so. The Institution/Unit will initiate their respective emergency reaction plans immediately.
2. The appropriate State and local law enforcement agencies will be notified of the escape and provided with photo and vital statistics documentation as soon as possible.

