

Sixth District Department of Correctional Services POLICY	Issue Date 01/16/09	Effective Date 10/05/18	Policy Number 105-18
Subject <b>OFFENDER TRANSPORT</b>		Review Month December	Author 0102 (JAL)
Rescinds 105-17	Reference 6JDDCS Policy 2006 HRU Security Transport		

**POLICY:**

Staff may provide transportation for offenders to facilitate program objectives.

**PROCEDURE:**

1. Staff encourage offenders to make arrangements for their own transportation except for security and residential transports.
2. In exigent circumstances and with supervisor/designee approval, staff may transport offenders in agency vehicles.
3. Requests to transport offenders outside the District are completed with supervisory approval.
4. The use of personal vehicles for the purpose of transporting offenders is not permitted.
5. Staff visually inspect the interior of the vehicle to ensure it does not contain illegal or unsafe materials left from previous use.
6. When providing transportation to offenders staff:
  - A. Possess and carry a valid Iowa driver's license;
  - B. Ensure two (2) staff are present whenever possible. If only one (1) non-certified staff is available to transport, the staff is of the same gender as the offender, when possible.
  - C. Obey all motor vehicle laws;
  - D. Ensure all occupants in the vehicle are wearing safety belts;
  - E. Operate the vehicle in a safe manner using "defensive driving" techniques;
  - F. Do not allow offenders to operate the vehicle.
7. Staff request the High Risk Unit to provide security transportation; when the High Risk Unit is not available, staff request law enforcement to provide the security transport. Refer to HRU Security Transportation policy (2006).

BY ORDER OF:

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Bruce Vander Sanden, District Director