



State of North Carolina
Department of Correction
Division of Prisons

Chapter: F
Section: .0700
Title: **Transfer Branch**
Issue Date: 09/14/07
Supersedes: 11/24/03

POLICY AND PROCEDURE

.0701 GENERAL

- (a) The Transfer Branch will be under the functional authority of the Auxiliary Services section of the Division of Prisons, and under the line authority of the Region Directors.
- (b) The Transfer Branch will:
 - (1) Take into custody inmates ordered transferred and convey them safely from one facility within the prison system to another,
 - (2) Operate and maintain transfer vehicles;
 - (3) Prepare regular bus schedules and arrange special trips to achieve maximum efficiency.
 - (4) Provide transport staff with copies of security alert information on transferring inmates.
 - (5) Maintain regular, female, youth, and close custody transfer bus systems.

.0702 APPLICATION

- (a) Bus Schedule. Regular bus schedules will provide for trips throughout North Carolina that are routed to efficiently serve a number of facilities. Stops will be made at regularly scheduled times. Buses will avoid unnecessary delays and unnecessary stops. The Division will also maintain regular bus schedules for females and youth offenders.
- (b) Equipment. Buses and other security vehicles and equipment assigned to facilities at which bus routes originate must be kept available for transferring inmates as ordered. Each transfer officer will be responsible for keeping equipment issued to him/her in good mechanical condition by:
 - (1) Servicing and maintaining assigned vehicles prior to designated trips;
 - (2) Cleaning the vehicle before and after trips;
 - (3) Inspecting for contraband prior to loading inmates and after unloading inmates;
 - (4) Securing the vehicle when not in use.

- (5) Transfer vehicle radio equipment is intended primarily for use by the transfer officer for an emergency that arises on the road. Mobile telephones should be used when regular radio communication is unavailable or to obtain instructions and information.
- (c) Expense. Personnel of the transporting facility will be entitled to a refund for expenses incurred in the discharge of their duties while away from their base station consistent with prevailing travel policy. Inmates being transferred will be provided with a pack-out lunch by the transferring facility.
- (d) Papers and Effects of Inmates. Transfer officers will determine that all papers and effects of inmates to be transferred are in proper order.
 - (1) For each inmate being transferred to a new facility for regular assignment, a transfer officer will receive the following items for transmittal to the officer-in-charge of the new facility. The transfer of these records should be simultaneous with the transfer of the inmate. Both the Transferring and Receiving facility must document the transfer of these records.
 - (A) The inmate's record jacket containing personal information pertaining to the inmate;
 - (B) The inmate's medical record;
 - (C) A duplicate copy of the transfer order;
 - (D) Personal belongings including any civilian clothing retained for the inmate's use upon release. Guidelines that address the type and amount of personal property that an inmate may possess may be found in the Inmate Personal Property policy section F.0503.
 - (E) Copy of any security alert information on case management notes (IP60).
 - (2) The transfer officer will receive the inmate's record, medical record, and all personal property for each inmate being transferred for treatment.
 - (3) For each inmate transferred to another facility for release, the transfer officer should receive release papers (including a gate money check for same day release, if inmate is eligible), discharge clothing, and all personal effects. The transfer officer will take precautions to ensure that no clothing, money, or other personal property of the inmate is lost, misplaced, or damaged. All inmates to be transferred must be positively identified by identification photographs.
 - (4) The duplicate copy of the transfer order received by the transfer officer will be signed by an officer at the receiving facility and retained by the receiving facility. It

will then be filed in the inmate's record.

.0703 PRECAUTIONS

- (a) The transfer officer will identify all inmates before they are loaded on a transfer bus or other vehicle. Ordinarily, all inmates to be transferred will be searched by personnel of the sending facility. The transfer officer should observe the search whenever possible. In addition to searching the person of each inmate, all packages, boxes, clothing (including shoes), and personal property of inmates will be carefully examined to ensure no contraband has been concealed.
- (b) All medium and close custody inmates will be strip searched by the sending facility personnel prior to transfer. Close custody inmates will be transferred by separate vehicle or bus with appropriate security precautions subject to the approval of the Director of Prisons.
- (c) Boxes, bags, and packages must stored where they will be inaccessible to inmates. The transfer officer will turn over all inmate property to an officer at the receiving facility.
- (d) Inmates who have threatened or attempted suicide, self-injury and/or are emotionally ill inmates whose symptoms indicate they may be a threat to themselves to others will not be transferred on the regular bus. Inmates who are custodial risks will be seated at the front of the bus and extreme caution will be maintained. Any doubt regarding the transfer of a grave custodial risk will be resolved by the superior officer. Copies of security alerts should be provided to transfer officers to aid in assessing high risk inmates.
- (e) In the event of a medical emergency, the transportation officer will contact 911 to request medical assistance. Contact will also be made with the nearest prison facility, Highway Patrol station, or local law enforcement office to request additional security for the transport vehicle. The officer will stop the vehicle at the first available location where vehicle security can be maintained. Once additional back up security arrives, one unarmed, transportation officer may enter the bus to better assess the medical emergency. The inmate requiring medical attention will be removed from the vehicle and transported either by EMS or other law enforcement to the nearest hospital. The nearest prison facility shall provide sufficient staff to travel with the inmate requiring medical attention and remain with him/her at the hospital until treatment is completed or relieved by other DOP staff. The transfer vehicle will continue its scheduled route.

If the inmate must be transported prior to backup assistance arriving from another prison facility, the correctional officer will accompany the inmate on the emergency vehicle and the Lead Correctional Officer will remain with the transport vehicle and provide necessary security to the remaining inmates. The vehicle will not continue its normal route until such time as assistance from the nearest facility arrives on the scene. One correctional officer will accompany the vehicle on the remainder of its scheduled route.

- (f) No inmate under age 16 will be accepted for transfer on any bus. All male inmates under 18

will be transferred on the youth transfer bus.

- (g) Inmates will be cautiously loaded and unloaded. The transfer officer will place him/herself in a position where his/her observation of the operation is unobstructed but where his/her person is not in danger. After the bus has been loaded and locked, the transfer officer will examine the lock and doors to make certain that they are secure.
- (h) The transfer officer will keep all inmates under observation while in transit. Should the officer become suspicious that an escape may be attempted, he/she will stop and examine the outside of the bus. If he/she finds evidence of an escape plan, he/she will radio or call for assistance and guard the bus until an escort arrives. He/she will then continue, with an escort, to the nearest prison facility where assistance is available. The bus will then be unloaded and all inmates will be thoroughly searched.
- (i) When reasonable, transfer buses should be operated during daylight hours. If necessary to travel at night, extra precautions will be taken to ensure safety. Preliminary inspections of the outside of the bus are to be made at every facility at which it stops and the transfer officer will not travel longer than ninety (90) minutes without stopping and checking the exterior of the bus. Bus drivers employed by the Department of Correction will follow guidelines established by the NC Department of Motor Vehicles (DMV) for Commercial Drivers Licenses (CDL).
- (j) The transfer officer may handcuff any inmate being transferred if necessary for custodial reasons. Handcuffs and leg restraints will be used when the officer-in-charge of the sending facility or a responsible senior line officer deems additional restraint is necessary for custodial reasons. Any time minimum custody inmates are transferred by automobile with close or medium custody inmates; all may be handcuffed at the discretion of the officer-in-charge of the sending facility.
- (k) The close custody bus system will support the transfer of close custody inmates on Wednesday of each week. Inmates will be transported with handcuffs, leg restraints and connectors.
- (l) The officer-in-charge of the sending facility shall be responsible to the facility head to ensure those inmates whose health conditions prevent their being transferred on the transfer bus are appropriately transferred by individual vehicle. When an inmate is transferred with a health condition requiring the administration of medications during transfer, the health record, medications, and instructions for treatment shall be provided to the transfer officer. The facility nurse or responsible health authority shall prepare the instructions governing the administration of medication.

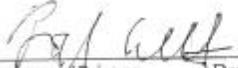
When an inmate with a medical condition requiring medications en route is transferred from one vehicle to another, the transfer officer accompanying the inmate shall ensure health records, medications, and appropriate instructions are transferred to the receiving officer.

The transporting officer shall bring this information to the attention of the officer-in-charge of the receiving upon arrival.

- (m) Under General Statute 148-5.1, victims with safety concerns have the right to request that the offender not be housed in the county where they reside or are employed. If the offender is currently assigned or being considered for housing in the county where the victim who has made such a request resides or is employed, DOP Administration will review alternative placements for the offender. Reasonable efforts will be made to place the offender in a location other than the conflict counties unless such placement is necessary to meet the requirements of mental or medical treatment, court, gender and age of the offender, custody and control, rehabilitation, and other situations deemed critical by the Department. Additional detail may be found in the Victim Services policy section D.0909 (a) and (b).

.0704 TRANSFER BRANCH PERSONNEL

- (a) Transfer officers for Division of Prisons are under the administrative supervision of the officer-in-charge at their assigned locations.
- (b) Officers-in-charge of facilities of the Division of Prisons where transfer vehicles stop will cooperate with transfer officers by:
 - (1) Providing an officer to maintain security of the vehicle if the transfer officer must leave the vehicle for any purpose;
 - (2) Keeping inmates of the facility away from the vehicle;
 - (3) Providing other assistance as the transfer officer may require.
- (c) The transfer officer will be responsible for enforcing all rules and regulations and other authoritative provisions pertaining to inmates of the Division of Prisons who come under his/her supervision while in transit.


Director of Prisons Date 9-14-07

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