



## SCDC POLICY/PROCEDURE

**NUMBER: OP-20.03**

**TITLE: CENTRAL BUS TERMINAL**

**ISSUE DATE: FEBRUARY 1, 2005**

**RESPONSIBLE AUTHORITY: DIVISION OF SECURITY**

**OPERATIONS MANUAL: OPERATIONS**

**SUPERSEDES: OP-20.03 (August 1, 2002)**

**RELEVANT SCDC FORMS/SUPPLIES: 14-50 A & B, 20-12, B-3**

**ACA/CAC STANDARDS: 3-ACRS-3A-04, 3-ACRS-3A-11, 3-ACRS-3A-13, 3-4176, 3-4181, 3-4182, 3-4183, 3-4184**

**STATE/FEDERAL STATUTES: NONE**

**THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**PURPOSE:** To provide guidelines for the use of the Central Bus Terminal for the transportation of inmates and the responsibilities pertaining to the same.

**POLICY STATEMENT:** The South Carolina Department of Corrections will maintain a Central Bus Terminal to be used as an exchange point during the transportation of inmates throughout the Agency. (3-ACRS-3A-11, 3-4181, 3-4182)

The management and security of the Central Bus Terminal will be the responsibility of the Division of *Security* and will be in strict compliance with all applicable SCDC policies/procedures, state and federal statutes, and American Correctional Association standards. (3-4181)

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**SPECIFIC PROCEDURES:**

**1. PRE-TRANSPORTATION:**

**1.1 Institutional Transportation Coordinators will be responsible for coordinating with the Division of Classification and Inmate Records prior to the transporting of any inmate to the Central Bus Terminal. (3-4181)**

***1.1.1 All inmates will be strip searched by institutional personnel and placed in an isolated holding cell until they board the bus.***

***1.1.2 Security Detention inmates will be dressed in yellow jumpsuits for transportation. They will not be transported dressed otherwise.***

***1.1.3 All inmates must be able to walk onto the bus and seat themselves. Those who cannot do so must be transported by the institution or appropriate medical transport.***

***1.1.4 All inmates transported must be ready for transport in a timely manner. The bus will spend only 30 minutes at each stop unless authorized by the Central Bus Terminal to stay longer.***

***1.1.5 Buses departing from or arriving at the institution will have a central drop/pick-up point for all supplies, mail bags, and unaccompanied baggage. The institution will be responsible for internal distribution.***

**1.2 The Transportation Sergeant will be responsible for maintaining a current statistical sheet (internal form) at the Central Bus Terminal of all inmates transported from any SCDC institution. This sheet will be turned in at the end of each month to the Central Bus Terminal Supervisor. Information that must be noted on the sheet will include, but not be limited to: (3-ACRS-3A-04, 3-4176)**

- the number of inmates transported (*identifying* individual routes of assignment);
- the number of miles traveled (all inclusive); and
- any other pertinent information associated with the movement of inmates, i.e., any disturbances, unusual occurrences, Security Threat Group intelligence, significant items of contraband confiscated, etc.

**1.3 Transportation Officers: Transportation Officers will be responsible for:**

**1.3.1** making a complete search of all vehicles for contraband, weapons, and/or tools prior to the beginning and at the conclusion of each day's route;

**1.3.2** ensuring that all vehicles are fully fueled (while unloaded, if possible) and in safe working condition for the distance to be traveled. ***Pre-trip inspections will be conducted daily by each transportation officer and*** pre-trip inspection forms (SCDC Form 20-12) will be completed and turned in daily;

**1.3.3** ensuring that all communication equipment is checked daily and that all buses have a functional mobile radio and a cellular telephone, and ensuring that all vehicles have a fire extinguisher, a first aid kit, ***and a Personal Protective Equipment (PPE) kit;***

**1.3.4** ensuring the proper amount and type of restraints are available for the number and custody level of the inmates who are transported;

**1.3.5** ensuring that all inmates leaving the facility are thoroughly searched for contraband; (See SCDC Policies/Procedures OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property"; OP-22.10, "Transportation of Inmates Outside the Department"; and OP-22.19, "Searches of Inmates," for additional information.) (3-ACRS-3A-13, 3-4184)

**1.3.6** identifying each inmate by picture ID and number prior to boarding and exiting the bus and counting each inmate being transported in compliance with SCDC Policy/Procedure OP-22.10, "Transportation of Inmates Outside the Department," and SCDC Policy/Procedure OP-22.06, "Inmate Counts and Reporting";

**1.3.7 ensuring that all inmates are properly secured in restraints (belly chains, leg irons, hand cuffs; (All restraints will be double locked with keyholes facing down on the leg irons and up on the wrist of the belly chain restraints.) (3-4183, 3-4184)**

**1.3.8 ensuring that once the inmates are loaded onto buses, the doors to the inmate compartments of the vehicle are secured and locked at all times until the inmates are ready to be unloaded;**

**1.3.9 maintaining SCDC Form 14-50, "Monthly Trip Logs," which are to be completed daily and turned in on the first working day after the 25th of each month to the Central Bus Terminal Supervisor; (3-ACRS-3A-11, 3-4182)**

**1.3.10 having a thorough knowledge of emergency plan procedures and having available specific procedures that can be used quickly in case of an escape, a hostage taking/disturbance, a medical emergency, or a road emergency, including having available all employee, agency, and other relevant telephone numbers. and a current SCDC Supply B-3, "Ten Code Signal," for contact use; and**

**1.3.11 ensuring that extreme caution is used when wearing weapons on all transport details in compliance with SCDC Policy/Procedures related to use of force and issue and use of weapons and munitions.**

**1.13.12 ensuring that Officers in training with a Commercial Driver's License (CDL) drive with a licensed CDL driver on board and only when there are no passengers in the vehicle.**

## **2. ARRIVAL/DEPARTURE OF INMATES:**

**2.1 Tower Officers:** Tower Officers will be visible on the outside tower's gun walk with a loaded shotgun in the port arms position during the arrival and departure of all inmates. Tower Officers should be especially cautious and watchful of the area during the process of loading and unloading inmates into and out of the vehicles. (NOTE: No rounds will be chambered unless ordered by a supervisor or unless an immediate security threat arises in accordance with SCDC Policy/Procedures related to use of force and issue and use of weapons and munitions. Tower Officers will be responsible for:

**2.1.1 detecting and preventing escapes;**

**2.1.2 observing any unusual or suspicious activities within their line of sight;**

**2.1.3 accounting for and inventorying weapons, ammunition, vehicle keys, and any other equipment turned into the station in compliance with SCDC Policy/Procedures related to use of force and issue and use of weapons and munitions; (NOTE: Any shortages or damaged equipment should be immediately reported to a supervisor.)**

**2.1.4 notifying a supervisor when inclement and/or adverse weather conditions limit or impair visibility;**

**2.1.5 maintaining radio contact with Depot Post base at all times; (Depot Post 1 will confirm the depot count as well as informing the Emergency Action Center (EAC) when the Central Bus Terminal is activated/deactivated.)**

**2.1.6 operating the electronic gates and ensuring that the gates of the sally port, to include the personnel gate, are only opened one at a time;**

**2.1.7 ensuring that all inmates are secured and the yard is cleared before issuing weapons to the drivers and opening both gates for departure; and**

**2.1.8 ensuring that all weapons are turned in and the tower is cleared by a supervisor after the buses depart.**

**2.2 Holding Cell Officers:** Holding Cell Officers will be responsible for:

- 2.2.1 conducting a physical inspection of the holding cells, entrance/exit doors (to include fire exits), and fans, and ensuring that all are in operational order prior to any inmate entering the area;
- 2.2.2 conducting security checks of the holding cells prior to allowing inmates to enter and after all inmates have exited;
- 2.2.3 ensuring that only one (1) inmate enters and exits a holding cell at a time and that the lock is secured after each inmate enters/exits the cell;
- 2.2.4 distributing bag lunches to the inmates as they enter the holding cells; (**NOTE:** The transportation schedule will be planned so as to ensure that the inmates are at the Central Bus Terminal as close to the regular lunch period as possible. Except in emergency situations, e.g., vehicle breakdown, the inmates will be served their lunch in the holding cell. The Central Bus Terminal Supervisor or designee will be responsible for coordinating the request for bag lunches from Goodman Correctional Institution pursuant to SCDC Policy/Procedure ADM-16.05, "Food Service Operations.")
- 2.2.5 ensuring the security, control, and accountability of all inmates placed in the holding cells;
- 2.2.6 maintaining constant surveillance of the holding cells;
- 2.2.7 remaining alert and observant for security violations and/or hazards, and monitoring any sick and/or disabled inmates;
- 2.2.8 ensuring that any unusual activities are reported promptly to a supervisor and are reported to appropriate Agency officials in accordance with SCDC Policy/Procedure OP-22.25, "Management Information Notes";
- 2.2.9 **assisting the Transportation Officers as inmates' names are called out to prepare for departure from the terminal; (See SCDC Policy/ Procedure OP-22.10, "Transportation of Inmates Outside the Department," for additional information.) and (3-4183)**
- 2.2.10 ensuring that the holding cells' keys are within the building at all times and requesting the supervisor's permission before opening the security gate for any reason; (See SCDC Policy/Procedure OP-22.17, "Key Control," for additional information.)

**2.3 Base/Operations Sergeant:** The Base/Operations Sergeant will be responsible for:

- 2.3.1 arranging for the pick up of inmate workers by **7:00** a.m. from **Manning** Correctional Institution;
- 2.3.2 arranging for the pick up of lunch bags and trays from Goodman Correctional Institution each day by 10:30 a.m.;
- 2.3.3 ensuring that all pertinent documentation is entered into the Log Book for daily operations;
- 2.3.4 ensuring that all equipment and ID cards shipped through the Terminal are logged into the equipment transfer log book and signed for by the respective drivers;
- 2.3.5 reviewing the Property Log Book to ensure that inmate property items are noted for deficiencies and where the inmate and property went from the Central Bus Terminal;
- 2.3.6 confirming with Depot Post 1 that all weapons and keys have been issued prior to ordering the post to shut down;
- 2.3.7 ensuring that each bus driver has properly checked his/her baggage before s/he allows any inmate to load the bus and ensuring that only one (1) driver per route supervises the loading of his/her bus with the property;

2.3.8 conducting key control audits before the departure of any bus; and

2.3.9 ensuring that buses back *into* their loading docks *with* a ground guide in sight of the driver's side mirrors ***Ground guides must be used when backing all vehicles.***

**3. HAZARDOUS WEATHER:** When the Central Bus Terminal is not operating due to hazardous weather, the Division Director of Security may deploy the officers assigned to the Central Bus Terminal to assist institutions.

**4. DEFINITION:**

**Central Bus Terminal refers to the central location in the SCDC Division of Security specifically designed to be a safe and secure exchange point for transferring inmates from one location to another, to include transferring inmates needing specific medical treatment from the Broad River Complex to the medical clinics on the Broad River Compound and for Post Conviction Relief Hearings. (3-ACRS-3A-11, 3-ACRS-3A-13, 3-4182, 3-4183, 3-4184)**

The Central Bus Terminal will also be used as a central distribution point for mail and other supplies that pose no hazard to be transported through the bus system.

**SIGNATURE ON FILE**

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**s/Jon E. Ozmint, Director**

**ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.**