



State of North Carolina
Department of Correction
Division of Prisons

Chapter: F
Section: .0700
Title: **Transfer Branch**
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POLICY AND PROCEDURE

References

Related ACA Standards

5th Edition Standards for Adult Correctional
Institutions 5-ACI-3A-15

.0701 GENERAL

- (a) The Transfer Branch will be under the functional authority of the **Rehabilitative** 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 **offenders** 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 **offenders**.
 - (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 **offenders** as ordered. Each

transfer officer will be responsible for keeping equipment issued to him/her in good mechanical condition by:

- (1) Servicing and maintaining vehicles prior to designated trips;
 - (2) Cleaning the vehicle before and after trips;
 - (3) Inspecting for contraband prior to loading **offenders** and after unloading **offenders**;
 - (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. **Offenders** being transferred will be provided with a pack-out lunch by the transferring facility.
- (d) Papers and Effects of **Offenders**. Transfer officers will determine that all papers and effects of offenders to be transferred are in proper order.
- (1) For each **offender** 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 **offender**. Both the Transferring and Receiving facility must document the transfer of these records.
 - (A) The **offender's** record jacket containing personal information pertaining to the **offender**;
 - (B) The **offender's** medical record;
 - (C) A duplicate copy of the transfer order;

- (D) Personal belongings including any civilian clothing retained for the offender's use upon release. Guidelines that address the type and amount of personal property that an offender may possess may be found in the Offender 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 offender's record, medical record, and all personal property for each offender being transferred.
- (3) For each offender transferred to another facility for release, the transfer officer should receive release papers (including a gate money check for same day release, if offender 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 offender is lost, misplaced, or damaged. All offenders 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 offender's record.

.0703 PRECAUTIONS

- (a) The transfer officer will identify all offenders before they are loaded on a transfer bus or other vehicle. Ordinarily, all offenders 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 offender, all packages, boxes, clothing (including shoes), and personal property of offenders will be carefully examined to ensure no contraband has been concealed.
- (b) All offenders will be strip searched by the sending facility personnel prior to transfer. Close custody offenders will be transferred by separate vehicle or bus with appropriate security precautions subject to the approval of the Commissioner of Prisons.
- (c) Boxes, bags, and packages must be stored where inaccessible to offenders. The transfer officer will turn over all offender property to an officer at the receiving facility.
- (d) Offenders who have threatened or attempted suicide, self-injury and/or are emotionally ill and whose symptoms indicate they may be a threat to themselves or others will not be

transferred on the regular bus. **Offenders** 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 custodial risk **offender** will be resolved by the superior officer. Copies of security alerts should be provided to transfer officers to aid in assessing high risk **offenders**.

- (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 **offender** 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 **offender** requiring medical attention and remain with him/her at the hospital until treatment is completed or relieved by other **Division of Prisons** staff. The transfer vehicle will continue its scheduled route.

If the **offender** must be transported prior to backup assistance arriving from another prison facility, the correctional officer will accompany the **offender** on the emergency vehicle and the Lead Correctional Officer will remain with the transport vehicle and provide necessary security to the remaining **offenders**. 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 **offender** under age 16 will be accepted for transfer on any bus. All male **offenders** under 18 will be transferred on the youth transfer bus.
- (g) **Offenders** 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 **offenders** 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 **offenders** 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. Inspections of the outside of the bus are to be made at every facility at which it stops. Bus drivers employed by the

Division of Prisons will follow guidelines established by the NC Department of Motor Vehicles (DMV) for Commercial Drivers Licenses (CDL).

- (j) **All** Offenders will be transported with handcuffs, leg restraints, and a connector **chain**.
- (k) The officer-in-charge of the sending facility shall be responsible to the facility head to ensure those **offenders** whose health conditions prevent their being transferred on the transfer bus are appropriately transferred by individual vehicle.

The facility healthcare staff shall determine those offenders who have an ordered dose of medication due during transport. Bus Officers do not administer medications in-route. The facility healthcare staff shall place the offender's medication and medical record (if applicable) into an oversize red bordered special transfer package which shows that an "in-route" medication is to be given. The special transfer packages are placed in the bus in a separate place from the regular records. The bus officer shall deliver the special packages to the Bus Terminal Nurse. When the medication pass is completed, the Bus Terminal Nurse shall give the medication envelopes to the Terminal Transfer Officer. The Bus Officer shall be responsible for ensuring the delivery of the medications to the offender's final destination.

When an **offender** with a medical condition requiring medications in route is transferred from one vehicle to another, the transfer officer accompanying the **offender** 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.

- (l) 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, **Division of Prisons** 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 **the** Division of Prisons are under the administrative supervision of the officer-in-charge at their locations.

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- (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 **offenders** 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 **offenders** of the Division of Prisons who come under his/her supervision while in transit.



Commissioner of Prisons

September 10, 2020
Date

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