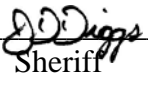


YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Prisoner Transport Van	NUMBER: GO 2-9E
EFFECTIVE DATE: February 23, 2021	REVIEW DATE: February 23, 2021
AMENDS/SUPERSEDES: New	APPROVED:  Sheriff
VLEPSC: OPR.01.08	

1 **INDEX WORDS**

- 2
3 General Operations
4 Equipment
5 Care, Maintenance and Inspection
6 Training
7 Staffing
8 Deployment and Use
9

10 **POLICY**

11
12 It is the goal of the York-Poquoson Sheriff's Office to utilize equipment to create a safer and
13 more efficient working environment for members of the agency. The utilization of the Prisoner
14 Transport Van should be considered when there are multiple people to be transported, when a
15 traditional patrol car is not practical or when traveling long distances. Deputy Sheriffs shall refer
16 to [GO 2-9 Vehicle Operation](#), [GO 2-8 Prisoner Transportation](#) and [GO 2-7 Prisoner Restraints](#)
17 when utilizing the Prisoner Transport Van.
18

19 **PURPOSE**

20
21 To establish the procedures for the deployment of, and safe operation and use of the Prisoner
22 Transport Van. To establish training guidelines for personnel authorized to use the Prisoner
23 Transport Van and to establish a list of equipment necessary for its operation and maintenance.
24

25 **PROCEEDURES**

- 26
27 • General Operation
28 ○ The operation of the Prisoner Transport Van and its associated equipment shall be in
29 accordance with all manufacturers' recommendations and training as provided by the
30 agency.
31 ○ The Patrol Division Commander, or his/her designee shall keep all records pertaining
32 to the Prisoner Transport Van equipment inventory, inspection and training.
33 ○ The Patrol Division Commander shall be responsible for training, operational control,
34 maintenance of onboard computers, radios, and emergency response equipment.
35 ○ Members of every division may operate the Prisoner Transport Van once they receive
36 the appropriate training.
37
38 • Equipment

- 39 ○ A list of equipment necessary for the operation and maintenance of the Prisoner
40 Transport Van shall be maintained by the Sheriff's office.
41 ○ This equipment shall be inspected semi-annually to ensure that it is maintained in a
42 state of operational readiness.
43
44 ● Care, Maintenance and Inspection
45 ○ Maintenance shall be in accordance with all manufacturers' recommendations.
46 ○ The Prisoner Transport Van shall be inspected visually for damage before and after
47 each deployment.
48 ▪ Any damage will be documented and reported to the on-duty supervisor.
49 ○ A maintenance record shall be maintained for equipment associated with the Prisoner
50 Transport Van by York County Vehicle Maintenance Department.
51 ○ Vehicle chassis and powertrain maintenance records will be maintained by the York
52 County Vehicle Maintenance Department.
53 ○ Maintenance, repair or replacement of radio communications equipment will be
54 performed only by authorized personnel.
55 ○ No alterations will be made to the Prisoner Transport Van without authorization from
56 the Sheriff or his designee.
57 ○ Fluid levels of all motorized components, Engine and Generator(s) will be checked
58 prior to operation and topped off as appropriate.
59 ○ The fuel tank shall be topped off following each use.
60 ○ Any equipment failures during a deployment shall be reported to the Patrol Division
61 Commander.
62
63 ● Training
64 ○ The Administrative Services Division Commander shall maintain a list of Sheriff's
65 Office personnel trained in the use and operation of the Prisoner Transport Van.
66 ○ All personnel prior to being authorized to operate the Prisoner Transport Van shall
67 receive training as deemed appropriate by the Sheriff or his designee.
68 ○ This training shall include at a minimum the following:
69 ▪ General operations.
70 ▪ Operational restrictions such as height clearances, etc.
71 ▪ Parking location considerations.
72 ▪ The use of the onboard camera system.
73 ▪ Proper placement of persons in custody. Consideration must be made regarding
74 the number of people being transported.
75 ▪ Radio operations.
76 ○ Training shall be completed and documented for all individuals authorized to use or
77 operate the Prisoner Transport Van.
78
79 ● Staffing
80 ○ The Prisoner Transport Van has a driver and passenger position. When deployed, the
81 Prisoner Transport Van will be staffed with a qualified driver/operator who will be
82 responsible for the safe operation of the vehicle and all of its passengers. Special
83 consideration must be made by the on-duty supervisor regarding the staffing of the

84 vehicle: specifically, a driver or a driver and front seat passenger (both deputy
85 sheriffs.)
86

87 • Deployment

88 ○ The Prisoner Transport Van is equipped with three separate prisoner holding areas.

89 ○ The Prisoner Transport Van may be utilized for the following:

90 ▪ Incidents involving multiple arrests or the potential for multiple arrests.

91 ▪ ECO / TDO transports.

92 ▪ Long distance transports.

93 ▪ Out of state extraditions.

94 ▪ Transports initiated by courthouse deputy sheriffs.

95 ▪ Emergency Response Team operations.

96 ▪ When a more a suitable vehicle is not available.

97 ○ Any supervisor with the York-Poquoson Sheriff's Office may authorize use of the
98 Prisoner Transport Van.

99 ○ Supervisors authorizing the use of the Prisoner Transport Van shall do the following:

100 ▪ Notify the 911 Emergency Communications Center they are utilizing the Prisoner
101 Transport Van and its destination.

102 ▪ Verify the operator and passenger are trained on the use of Prisoner Transport
103 Van.