

ICE/DRO DETENTION STANDARD

TRANSPORTATION (BY LAND)

I. PURPOSE AND SCOPE. This Detention Standard prevents harm to the general public, detainees, and staff by ensuring that vehicles used for transporting detainees are properly equipped, maintained, and operated and that detainees are transported in a secure, safe and humane manner, under the supervision of trained and experienced staff.

It applies to the following types of facilities housing DRO detainees:

- Service Processing Centers (SPCs);
- Contract Detention Facilities (CDFs); and
- State or local government facilities used by DRO through Intergovernmental Service Agreements (IGSAs) to hold detainees for more than 72 hours.

Procedures in italics are specifically required for SPCs and CDFs. IGSAs must conform to these procedures or adopt, adapt or establish alternatives, provided they meet or exceed the intent represented by these procedures.

Some terms used in this document may be defined in the separate **Definitions** Standard.

II. EXPECTED OUTCOMES. The expected outcomes of this Detention Standard are:

1. The general public, detainees, and staff will be protected from harm when detainees are transported.
2. Vehicles used for transporting detainees will be properly equipped, maintained, and operated.
3. Detainees will be transported in a safe and humane manner, under the supervision of trained and experienced staff.
4. To the extent practicable, reasonable accommodations (e.g., wheelchairs, canes) will be made for detainees with physical disabilities and impairments in accordance with security and safety needs.

III. DIRECTIVES AFFECTED. This Detention Standard replaces **Transportation (Land Transportation)** dated 9/20/2000.

IV. REFERENCES

American Correctional Association 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-1B-01, 1B-03, 1B-04, 1B-05, 1B-06.

ICE/DRO Detention Standard on **Transfer of Detainees**.

Memorandum dated 7/14/2006 on "Escape Reporting" from the ICE/DRO Director, which specifies requirements for the reporting, tracking, and investigating of the escape of an ICE/DRO detainee.

V. EXPECTED PRACTICES

A. Written Policy and Procedures Required

The facility administrator shall develop and implement written policy, procedures, and guidelines for the transportation of detainees, including, at a minimum:

1. General policy and procedures governing safety, security, operations, communications, equipment;
2. Vehicle inspections and repair;
3. Vehicle occupancy;
4. The seating of detainees in transportation vehicles; and
5. Procedures in the event of:
 - Vehicle failure;
 - Traffic accident;
 - Severe weather or natural disaster;
 - An emergency situation, as specified later in this Standard;
 - Transport of females or minors; and
 - Transport of detainees whose physical or mental conditions preclude prolonged travel.

B. Vehicle Maintenance

All vehicles used for transporting ICE/DRO detainees shall comply with annual safety inspections requirements in accordance with applicable Federal and state law. Vehicles may not be used for transportation if any safety repairs are needed.

C. Transportation Planning and Scheduling

The Field Office Director (FOD) has overall responsibility for all aspects of vehicle operations.

For SPCs and CDFs, the FOD (or designee) is responsible for setting schedules for and monitoring vehicular maintenance, making logistical arrangements to transport detainees, supervising and instructing personnel, and protecting detainee security. Before departure, the Field Office shall revise plans as necessary, based on weather and road conditions and any other relevant considerations.

The Detention Standard on **Transfer of Detainees** specifies requirements for communication between a sending facility and a receiving facility.

D. Transporting Officer Responsibilities

1. Training Required

To be assigned to a bus transporting detainees, an officer must have successfully completed the ICE/DRO bus-driver-training program or a comparable approved training program and all local state requirements for a Commercial Driver's License (CDL). In addition, the driver must have the appropriate Commercial Driver's License (CDL) issued by the State where he or she is employed.

Bus-driver trainees may operate the vehicle during any segment of a run when detainees are not on board, but only under the direct supervision of a **certified bus instructor** licensed by the State in which they reside.

2. Forms and Files

For each vehicle operator and other employees assigned to bus transportation duties, supervisors shall maintain at the official duty station a file containing:

- Certificate of Completion from a Bus Training Program, if applicable;
- Copy of the most current physical examination used to obtain the CDL; and
- Copy of the CDL.

Every motor vehicle operator shall complete the following forms or equivalent SF-47, G-392, and G-294 for his or her official personnel folder (OPF) and is responsible for renewing those documents and providing copies for the OPF.

3. Operating the Vehicle

The driver shall operate the vehicle in accordance with the CDL manual or the highest prevailing standard and must maintain complete control of the vehicle at all times, obeying all posted traffic signs (including speed limits) and exercising extreme caution, reduced speed, and common sense when negotiating a steep grade or driving in inclement weather or hazardous road conditions.

Driving under the influence of drugs or alcohol is prohibited. In addition to any other random testing as part of a drug-free workplace program, all officers assigned to transportation are subject to U.S. Department of Transportation (DOT) drug- and alcohol-testing program.

The transporting officers shall comply with all State and Federal motor vehicle regulations (including DOT, Interstate Commerce Commission, and Environmental Protection Agency), including, but not limited to:

1. Wearing a seat belt when the vehicle is moving;
2. Holding a valid CDL from the state where employed;
3. Inspecting the vehicle, using a checklist and noting any defect that could render the vehicle unsafe or inoperable;
4. Transported detainees in a safe and humane manner;
5. Verifying individual identities and checking documentation when transferring or receiving detainees;

6. Driving defensively, taking care to protect the vehicle and occupants; obeying traffic laws; and immediately reporting damage or accidents;
7. Re-inspecting the vehicle after each trip and completing a vehicle inspection report, including an odometer reading;
8. Returning the vehicle keys to the control officer or supervisor, according to facility procedures;
9. Recording authorized expenses (such as fuel, emergency services, oil) on form G-205 or applicable current form in the event of update, "Government-owned Vehicle Record," specifying the exact amount and the date; keeping all receipts and submitting them along with the appropriate form at the end of each month; and
10. Safeguarding credit cards assigned to the vehicle.

4. Driving Hours and Number of Operators

Each officer must recognize the limitations imposed by his or her own driving skills, personal distractions, and environmental conditions, and modify his or her driving accordingly. The following rules apply to all members of the vehicle crew, whether driving or not, and it is the officer's responsibility to inform a transportation supervisor of he or she is unable to make a trip because of them:

1. CDL is required for each officer assigned to bus operations;
2. While operating a vehicle requiring a CDL, drivers must comply with all rules and regulations pertaining to CDL operations;
3. Off-duty for the eight (8) hours immediately before any trip or trip segment;
4. Maximum driving time (time on the road) is governed by USDOT;
5. In an emergency or under unforeseen and adverse driving conditions only, the vehicle crew may drive as long as necessary to reach a safe and secure stopping area; and
6. When vehicles without detainees travel in tandem, a single officer may be assigned to each. Unaccompanied officers may also drive empty vehicles for certain purposes, such as maintenance trips.

5. Vehicle Security

Officers shall secure the vehicle before leaving it unattended, including the removal of the keys from the ignition immediately upon parking the vehicle.

Officers shall avoid parking in a spot where the vehicle would attract undue attention or be vulnerable to vandalism or sabotage. If they cannot locate a parking area with adequate security, they shall contact the local law enforcement agency for advice or permission to use one of its parking places.

E. Officer Uniform and Equipment

All Officers transporting ICE/DRO detainees shall wear their prescribed uniforms unless other attire is authorized by the facility administrator.

Transporting officers shall wear uniforms, including the ICE/DRO-issued or -authorized

personal firearms, in accordance with ICE/DRO procedures. Certain transportation details may require the wearing of street or business attire; in these cases, the facility administrator shall establish a dress code for such occasions. The dress code shall prohibit the wearing of jumpsuits.

Every transporting officer shall be issued, and advised to wear, a protective vest while participating in the transportation program. All ICE/DRO- uniformed officers shall wear their ICE-issued body armor in accordance with ICE body armor policy.

Equipment recommended for each trip includes, among other things, the following:

- *Flashlights;*
- *Extra handcuffs;*
- *Flexcuffs and cutter;*
- *Oleoresin capsicum (OC) spray;*
- *ICE/DRO approved batons; and*
- *Other authorized intermediate force (“non-lethal,” “non-deadly”) weapons.*

F. Pre-Departure Vehicle and Security Check

Prior to departure, all officers assigned to transport detainees must be present to ensure a complete and thorough inspection and search and shall:

1. Inspect the vehicle for mechanical and electrical problems;
2. Test the emergency exits and test the key for every lock located in or on the vehicle. A complete set of these keys shall travel with the vehicle at all times, in a secure place known to every transporting officer;
3. Search for hidden weapons and other contraband before every trip, including the driver's compartment and glove compartment, the detainee seating area, and the cargo compartment;
4. Take any necessary special precautionary measures for a detainee identified as a special-handling case (security, medical, or psychological problems, etc.) while the search is in progress;
5. Search the staging area prior to loading detainees to ensure the area is clear of any weapons or contraband; and
6. Thoroughly search each detainee as he or she is about to board the vehicle.

G. Required Documents

1. G-391, “Official Detail”

No detainee may be removed from any facility, including field office detention areas, unless a Form G-391 is furnished, authorizing the removal. The G-391 must be properly signed and shall clearly indicate the name of the detainee(s), the place or places to be escorted, the purpose of the trip and other information necessary to efficiently carry out the detail.

In SPCs and CDFs, it is the responsibility of the Supervisory Immigration

Enforcement Agent (SIEA) or authorized designee to check records and ascertain if the detainee has a criminal history, is dangerous, or has an escape record. Any information of an adverse nature shall be clearly indicated on the G-391 and the escorting officers shall be warned to institute the necessary precautions. Before beginning the detail, the escorting and transportation officers shall read their instructions and clearly understand the purpose for which the detainee is being taken from the facility. The officers shall also discuss emergency and alternate plans with the SIEA or authorized designee beforehand.

All completed G-391's shall be filed in order by month, with the previous month's forms readily available for review, and shall be retained for a minimum of three years.

2. Documents That Accompany Detainee

The Detention Standard on **Transfers of Detainees** explains the files and documents that must be prepared and organized in preparation for a detainee's transfer. DRO staff of the sending facility is required to complete a **Detainee Transfer Checklist** to insure all procedures are completed and place a copy in the detainee's A-file or work folder.

Ordinarily, the A-file is to accompany the detainee. If the sending Field Office is unable to obtain the A-file, that detainee may not be transferred unless the receiving Field Office, *in advance of the transfer*, accepts a proper work folder, as specified in **Transfers of Detainees**. The A-file be complete and in good order.

Under certain circumstances the receiving Field Office may request that the A-file or work folder be mailed by overnight express to a particular location, and the sending Field Office is required to mail it no later than the business day following the transfer.

The Detention Standard on **Transfers of Detainees** also requires that, when a detainee is transferred within the Detainee Immigration Health Service (DIHS) system, a **Transfer Summary** and the detainee's official health records accompany the detainee. The official health records are to be placed in a sealed envelope or other container labeled with the detainee's name and A-number and marked "CONFIDENTIAL MEDICAL RECORDS." When a detainee is transferred to an IGSA detention facility, only the **Transfer Summary** is to accompany the detainee.

Transportation staff may not transport a detainee without the required **Transfer Summary** -- which is essential for detainee safety while in transit -- and is responsible for delivering the **Transfer Summary** and other medical materials to medical personnel at the receiving facility.

To ensure that the receiving facility also receives the detainee's files and other required documentation:

1. Transportation officers **may not** accept a detainee without the required documents.
2. The receiving facility **may** refuse to accept a detainee without the required documents.
3. The receiving facility **must** report any exceptions to the Field Office and the

H. Departure Scheduling and Security

The vehicle crew shall organize their driving time so the detainees arrive at the designated meeting area on schedule.

Before transferring detainees from one facility to another, a designated officer shall inform the receiving office:

1. The estimated time of departure and arrival (ETD/ETA);
2. The number of detainees in each of the following categories: new arrivals (remaining at the facility); drop-offs; and overnights;
3. The total number of detainees;
4. Any special-handling cases, with details about the special requirements such as medications, restraints, etc.; and
5. Notification of any actual or estimated delays in departure, and the accordingly revised ETA(s).

I. Transfer of Funds, Valuables, and Personal Property

In accordance with the Detention Standards on **Admission and Release** and **Funds and Personal Property**, facility staff shall inspect and inventory the personal property of detainees transferring from one facility to another.

In addition, at the originating facility:

1. Staff shall ask each detainee whether he or she has in his or her possession all funds, valuables, and other personal property listed on the property inventory form.
 - If a detainee answers "yes," he or she may board the vehicle.
 - If a detainee claims missing funds, valuables or personal property, the detainee shall remain at the facility until completion of the required paperwork. Photocopies of the completed forms are sufficient documentation for the transfer to proceed.
2. Staff shall include on each I-216, in the "checked baggage" section, the I-77 numbers, to be verified by receiving facility staff.
3. The lead driver shall check the manifest against the number of packages by detainee name and A- number before signing the I-216 or placing the baggage on the bus.
4. In addition to the requirements of the Detention Standard on Funds and Personal Property:
 - a) Staff shall complete a separate I-77 for each piece of baggage and record the detainee's name on the top, middle, and bottom portions;
 - Attach the string on the top of the I-77 to the corresponding piece of baggage, and secure the detainee's signature on the back of the I-77.

- Attach the middle section to the copy of the I-385 that will accompany the detainee to the final destination.
- The bottom portion is the detainee's receipt.

J. Loading a Vehicle

1. Security and Occupancy

Armed officers shall be posted whenever detainees enter or exit a vehicle outside a secure area.

The facility administrator shall ensure that all vehicles are assigned an occupancy rating in compliance with the U.S. Department of Transportation (DOT). The number of detainees transported may not exceed the occupancy level established.

The escorting officer/assistant driver shall instruct the detainees about rules of conduct during the trip.

The lead driver shall be responsible for managing the detainees' move from the staging area into the vehicle. The number of available officers shall determine whether they move at one time or in groups.

2. Items Detainees May Keep in Their Possession

Ordinarily, detainees in transport may keep the following in their possession: jewelry, cash, eyeglasses, prescription medicines, and receipts for property and money (G-589, I-77). However, if the transporting officers determine that any of these items would compromise officer or detainee safety, the items shall be removed from the detainee's possession and placed in an appropriate storage area.

In some instances, the vehicle crew shall safeguard and dispense prescription medicines, noting the detainee's name, A-number, and date and time(s) dispensed, and by whom. These notes shall be attached to the detainee's medical record or A-file.

3. Count, Identification, and Seating

To confirm the identities of the detainees they are transporting, the vehicle crew shall:

1. Summon the detainee, by surname, to the vehicle.
2. Ask detainee to state his or her complete name.
3. Compare name and face with the Booking Card (I-385) or equivalent and attached photo and the Record of Persons and Property Transferred (I-216) or equivalent. If necessary, refer to the I-385 or equivalent for additional biographical information.
4. Seat each detainee in accordance with written procedures from the facility administrator, with particular attention to detainees with physical or mental health conditions, or who may need to be afforded closer observation for their own safety. To ensure that disabled detainees are transported safely and securely, transportation officers shall make reasonable accommodations for them, in so far as is practicable.

5. Seat detainees in restraints (whose documents or behavior in transit indicate a security risk) in the first seats behind the security screen and record in a log maintained by the officers the detainee's name, reason for using restraints, type of restraints, and times restraints were applied and removed.
6. Conduct a visual count once all passengers are seated on board, and every time before resuming the trip after the vehicle makes a scheduled or unscheduled stop.

K. Responsibilities En Route

1. Point of Contact

The next receiving office on the vehicle route serves as the contact point and is responsible for monitoring the vehicle's schedule.

Upon making contact with an arriving vehicle, the receiving officers shall certify that they are taking custody of the specified detainees by signing the accompanying Form I-216.

Each office shall develop and post written guidelines for tracing procedures to locate an overdue vehicle. If the vehicle does not arrive within range of the ETA, the contact point shall set the tracing procedures in motion.

2. Safety and Security

For safety purposes, all personnel shall remain seated while the vehicle is in motion.

The vehicle crew shall keep the cage doors locked whenever detainees are on board, and the assistant driver is responsible for detainee oversight during transport.

Officers must maintain a clear view of the entire vehicle compartment and remain alert for behavior that could jeopardize safety and security.

Detainees shall not have access to any personal baggage or packages while in transit (except as specified in **Items Detainees May Keep in Their Possession** earlier in this document).

A complete set of keys for every lock located in or on the vehicle shall travel with the vehicle at all times, in a secure place known to every transporting officer, and the crew shall keep bolt cutters in the forward compartment with the outer equipment for use in an emergency.

An armed officer may not enter the secure area of the vehicle. If he or she must enter that area, the officer shall first leave the weapon(s) with another officer for safekeeping or, if the vehicle is equipped with weapons lockers, in a locker.

3. Stops

During stops, which the vehicle crew shall keep to a minimum, detainees shall not leave the vehicle until the transporting officers have secured the area. When the detainees disembark, the officers shall keep them under constant observation to prevent external contact(s) and/or contraband smuggling or exchange. At least one officer shall remain in the vehicle when one or more detainees are present.

L. Meals

The vehicle crew shall provide meals and snacks during any transfer that exceeds six hours. Officers shall consider when the detainees last ate before serving meals and snacks.

The requirements specified in the Detention Standard on **Food Service** apply equally to food served in transit and in detention facilities. Meals must satisfy the nutritional requirements of the sending facility. Special dietary needs should be identified to the food service department before departure, so suitable meals can be arranged.

In the interest of safety, detainees shall have no access to eating utensils (disposable or not) while in transit.

Transporting officers shall observe safe-handling procedures at all times. Their responsibilities begin with the meals awaiting pickup from the food service department, which the vehicle crew must inspect (wrapping, portions, quality, quantity, thermos transport containers, etc.) Before accepting the meals, the vehicle crew shall raise and resolve questions, concerns, or discrepancies with the food service representative.

In transit, the crew shall store and serve food at the required temperatures. The crew shall maintain a constant supply of drinking water (and ice) in the water container(s), along with paper cups. A small number of disposable garbage receptacles (plastic bags) shall be kept in the driver's compartment, with the remainder stored in the equipment box located in the forward baggage compartment.

The food service administrator shall monitor the condition and routine cleansing and sterilizing of drinking-water containers, basins, latrines, etc. in vehicles to ensure compliance with the Detention Standard on **Food Service**.

In an emergency, the transporting officers may purchase meals from a commercial source, obtaining receipts for later reimbursement.

M. Vehicle Communication

Every vehicle shall be equipped with a functioning two-way radio. Every crew shall also carry at least one portable radio, so the officers can maintain contact if one or more has to leave the vehicle. The vehicle's communications system shall also include a cellular phone for use when radio communications are degraded, such as dead zones, different frequencies, etc.

N. Vehicle Sanitation

Vehicles must be kept clean and sanitary at all times. The facility administrator shall establish the procedures and schedule for sanitizing facility vehicles. Vehicle crew responsibilities include, but are not limited to, the following:

- Dumping septic tank contents at the locations specified.
- Maintaining an adequate supply of water and chemicals in the toilet at all times, which involves monitoring the inventory of chemical supplies stored in the forward baggage compartment.

O. Officer Conduct

Recognizing the effect of personal appearance, speech, conduct, and demeanor in communicating the appropriate sense of authority, every officer shall dress, speak, and act with the utmost professionalism.

Officers assigned to vehicle operations shall have contact with personnel from various District and Sector offices, other government agencies, and with the general public. In all such contacts, the officers shall conduct themselves in a manner that reflects positively on ICE/DRO.

The vehicle crew falls under the authority of the FOD with jurisdiction at each facility en route, whether during an intermediate stop or at final destination. This authority remains in effect until the vehicle's departure, and applies only to the current trip. If problems arise, the lead driver must contact the FOD in his or her chain of command.

Officers shall comply with all rules and procedures governing use of government vehicles. They shall not transport any personal items other than those needed to carry out their assigned duties during the trip. The possession or use of alcoholic beverages and illegal drugs are strictly prohibited.

Using ICE/DRO guidelines and common sense, officers shall handle any crises that may occasionally arise. While treating all persons with courtesy and respect, they shall not compromise security or the accomplishment of their mission.

P. Firearms Storage

Every facility administrator shall ensure that the on-site supply of gun lockers can accommodate the non-resident vehicle crews during stops at the facility.

Q. Vehicle Equipment

The Field Office shall provide all vehicles with the following equipment:

1. *Mobile radio(s) able to communicate on frequencies used by Border Patrol and other law enforcement agencies;*
2. *Cellular phone (backup communication system);*
3. *Portable CB radio (for emergency use only);*
4. *In the forward baggage compartment, two equipment boxes containing:*
 - *Box #1: large bolt cutters, fuses, fan belts, jack, small hand tools, flashlight, lantern, rags, disposable trash bags, broom, ground cloth, two sets of coveralls, and work gloves (fleet officer/shop supervisor maintains inventory; checks written inventory quarterly).*
 - *Box #2: transmission fluid, water for radiator, oil, toilet disinfectant, extra fire extinguisher(s), road flares, and reflectors (transporting officers record amount and date used and by whom on inventory sheets kept in Box 2, likewise maintaining MSDS sheets as necessary).*
 - *Other equipment may be added as necessary (transporting officers shall provide supervisors with written notification of inventory needs, including items that need replenishing or replacing).*

5. *First-aid equipment bag (disaster kit), auxiliary to the first-aid kit in the driver's compartment (officers shall document each emergency requiring first-aid treatment, including whether and how quickly the injured received proper medical care);*
6. *Emergency blankets equal to the rated capacity of the vehicle;*
7. *Boarding bag containing extra forms, camera that produces instant photographs, film, batteries, emergency phone numbers: ICE/DRO offices, local police, State police, etc.;*
8. *Spare tire and snow chains (if applicable);*
9. *Restraining equipment, including, at a minimum: Buses-50 sets of waist chains; 50 sets of leg irons; 2 sets of leg irons modified for use as hand cuffs (extra-large); Other Vehicles-equipment equal to the rated capacity of the vehicle.*
10. *All restraining equipment must be of high quality and needs to be maintained in good operating condition and kept in the forward baggage compartment with the other supplies.*

The vehicle crew shall determine which safety and security equipment to use in an emergency.

The crew shall maintain restraints and other equipment in good working order.

R. Use of Restraints

In accordance with the Detention Standard on **Use of Physical Force and Restraints**, and this Detention Standard, officers shall use authorized techniques and common sense when applying restraints. To ensure safe and humane treatment, the officers shall check the fit of restraining devices immediately after application, at every relay point, and any time the detainee complains. Properly fitting restraints do not restrict breathing or blood circulation.

The officers shall double-lock the restraining device(s), and secure the handcuffs to the waist chain. Under no circumstances shall officers attach a restraining device to an immovable object, including, but not limited to, security bars, seats, steering wheel, or any other part of a vehicle. Officers carrying firearms shall exercise caution if close contact with a detainee becomes necessary in an emergency.

As a rule, transporting officers shall not handcuff women or minors. If an exception arises, the officers shall document the incident, recording the facts and the reasoning behind the decision.

S. Emergency Situations

The facility administrator shall establish written procedures for transportation officers to follow in an en-route emergency. The written procedures shall cover the following scenarios.

If an emergency occurs within a reasonable distance of an ICE/DRO office, the officers shall make every effort to reach that office before taking extraordinary measures. However, if moving seems ill-advised or impossible, they shall contact the office, stating location and the nature of the problem so the office can secure and provide assistance

as quickly as possible.

If the situation is life-threatening, the vehicle crew cannot afford to wait for help from an ICE/DRO office; but shall take immediate action.

1. Attack

If attacked, the vehicle crew should request assistance from the nearest law enforcement agency, continuing to drive until the vehicle is incapacitated. The transportation officers shall do everything possible to protect the safety of everyone in the vehicle.

2. Escape

If a detainee escapes, the transportation officers shall not jeopardize the security of the remaining detainees by chasing the escapee. Instead, they shall notify the nearest ICE/DRO office, providing the escapee's name, A-number, height, weight, type of clothing and direction of flight (if known). The office shall directly relay this information to local law enforcement agencies.

The vehicle crew shall wait for assistance, under no circumstances using the vehicle to pursue the escapee. While waiting, the officers shall prepare a written report of the escape and/or attempted escape, fully documented.

3. Hostages

If a hostage situation occurs on board the vehicle, one transporting officer shall secure the vehicle perimeter, while the other notifies the closest ICE/DRO office of the situation. The officers shall make every effort to determine those involved and whether they are armed, relaying the information to the ICE/DRO office and the local law enforcement agencies. Under no circumstances shall a transporting officer bargain with or take orders from the hostage-taker(s), regardless of the status or rank of the hostage(s).

The vehicle crew shall hold all detainees on board until help arrives, assuming the hostage-taker(s) allow non-participants to disembark. Regardless of demands, the officers shall not allow any hostage-taker(s) off the bus, with or without the hostages.

A hostage situation shall effectively end a transportation assignment because of the need to interview witnesses, examine the crime scene, etc. The transportation officers shall receive instructions on how and where to proceed once the hostage situation is resolved.

The vehicle crew's incident report shall note participants, witnesses and action taken.

4. Illness

If a detainee becomes ill while in transit, but the illness is not serious, the transporting officers shall take appropriate action and alert the receiving office so it can prepare to handle the situation.

If the illness requires immediate medical treatment, (for example, heart attack), officers shall request assistance from the nearest facility, local law enforcement agencies, and emergency services. The officers shall initiate life-saving procedures

as appropriate, proceeding if security permits. The closest ICE/DRO office shall prepare procurement paperwork and make arrangements for hospitalization, security, etc.

5. Death

If a detainee dies while in transit, transporting officers shall notify the originating or receiving office as soon as possible, and follow the procedures specified in the Detention Standard on **Terminal Illness, Advance Directives, and Death**.

The closest ICE/DRO office shall coordinate with other agencies, including the coroner, required to be on the scene when the body is removed from the vehicle. This must take place in the State where death occurred. The Detention Standard on **Terminal Illness, Advance Directives, and Death** specifies the procedures with which the officers must comply.

6. Fire

In case of fire in or on the vehicle, the driver shall immediately stop the vehicle. The crew shall fight the fire with the on-board equipment. If necessary, the officers shall request assistance from the local fire department and law enforcement agency. If the fire forces the evacuation of the bus, the crew is responsible for maintaining accountability and security while removing the detainees in orderly fashion.

7. Riots

If a riot, fight, or any disturbance occurs on the bus, the assistant driver shall order the detainees to cease and the driver shall attempt to move the bus to the side of the road. If necessary, the crew shall request assistance from the local law enforcement agency. Efforts should be made to determine the instigators, number of detainees involved, names and A-numbers.

When sufficient assistance is available, the transporting officers shall attempt to regain control, using only as much force, such as restraints or pepper spray, as necessary. Officers may not enter the screened area bearing arms.

8. Traffic Accident

The facility administrator shall establish written procedures for vehicle crews involved in traffic accidents.

After an accident, the officers shall secure the area, request assistance from a local law enforcement agency, and obtain medical assistance for anyone injured. Regardless of its severity, the officers must report the accident to the local law enforcement agency and the nearest ICE/DRO office. They must also obtain a police report for the record, in case of future allegations or lawsuits against ICE/DRO or individual officers. The driver must record witnesses' names, addresses, and phone numbers on Form SF-94.

The transporting officers shall discuss the issue of responsibility for the accident only with ICE/DRO investigating officers and supervisors. Upon arriving at the receiving office, the officers shall report the accident to the ADD/DDP and prepare the required forms.

9. Vehicle Failure

The facility administrator shall develop written procedures for transportation officers to follow when the vehicle develops mechanical problems en route.

The crew in an ICE/DRO-owned vehicle that develops mechanical problems en route shall attempt to isolate the problem, and then contact the nearest ICE/DRO office. Unless the vehicle constitutes a traffic hazard in its current location, the crew shall not move it until instructed to do so. If the officers fail to connect with the ICE/DRO office, they shall try to reach a local law enforcement agency. As always when detainees are on board, the officers' top priorities are order/control, safety, and security.

10. Natural Disasters

The facility administrator shall develop written procedures for transportation officers to follow in severe weather or a natural disaster.

In a flood, dust storm, ice storm, tornado, or other natural disaster, the vehicle crew shall contact State authorities to assess road conditions along the planned route.

If driving conditions are unlikely to improve, the vehicle crew shall look for a safe area to park the vehicle and request further instructions from the receiving office.

When contacting the office, the vehicle crew will give all available information concerning the vehicle's location. This can include highway markers, buildings, unusual structures, or other identifying features. Should it become necessary to exit the vehicle, the detainees should be directed to a safe area.

When this occurs, officers must maintain a heightened alertness throughout the emergency. When the emergency has passed, the officers shall return all detainees to the vehicle and conduct an accurate count.

T. Transportation of Females and Minors

The facility administrator shall develop written procedures for vehicle crews transporting females.

Females may be transported by bus for up to ten hours. Otherwise, transportation by auto or van is required, with frequent breaks.

Females shall be seated in the front of the vehicle.

Officers shall search a detainee of the opposite sex only in extreme circumstances and when a same-sex officer is absent.

When transporting detainees of the opposite gender, officers shall call in their time of departure and odometer reading and then do so again upon arrival, to account for their time.

When transporting juveniles, refer to ICE/DRO Family Detention Standard No. 34, "Transfer of Residents" and ICE/DRO Family Detention Standard No. 35, "Transportation (By Land)."

Standard Approved:

James T. Hayes, Jr. /s/

12/5/2008

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Date