



WASHINGTON STATE COOPERATIVE SHUTTLE SYSTEM TRANSPORT GUIDELINES

The Northwest cooperative shuttle is a system of communication between agencies throughout Washington State and cooperating agencies in other states. The following guidelines were developed as a means to safely and securely transport inmates and prisoners. The following are Washington State guidelines. Other and more restrictive guidelines may be in effect in other states. These guidelines should not supersede or prohibit any county-to-county agreements. Transports that fall outside these guidelines may be coordinated with communication and approval from affected agencies. All agencies are encouraged to work together and communicate with the shared goal to keep inmates and prisoners safely moving on the shuttle system.

REQUIRED TRAVEL DOCUMENTS FOR IN STATE ONLY TRANSPORTS:

- NW SHUTTLE/PRISONER TRANSPORT COVER SHEET (DEPARTURE-DESTINATION-PICTURE OF INMATE)
- COPY OF WARRANT OR ABSTRACT/TELETYPE (NCIC-WACIC HITS NOT ACCEPTABLE)
- MOTION AND ORDER FOR TRANSPORT (TRO) FROM DEMANDING COUNTY (ABSENT A WARRANT)
- COVID-19 FORM (WITH DOCUMENTED COVID 19 RAPID TEST RESULT SHOWING A NEGATIVE TEST GIVEN ON THE DAY WITHIN 72 HOURS OF TRANSPORT)
- MEDICAL FORM
- CLASSIFICATION & DISCIPLINARY INFORMATION REQUEST FORM

All documents should be visible for each agency to review during transport. Documents should not be removed or separated from transport bags.

REQUIRED TRAVEL DOCUMENTS FOR ENTRY/EXIT/RELAY THROUGH WASHINGTON STATE:

- NW SHUTTLE/PRISONER TRANSPORT COVER SHEET (DEPARTURE-DESTINATION-PICTURE OF INMATE)
- COPY OF WARRANT/ABSTRACT (NCIC-WACIC HITS NOT ACCEPTABLE)
- FUGITIVE WAIVER OF EXTRADITION (NON JUDICIAL SIGNED OR INMATE PRE-SIGNED ACCEPTABLE)
- COVID-19 FORM
- MEDICAL FORM
- CLASSIFICATION & DISCIPLINARY INFORMATION REQUEST FORM

Inmates traveling under "governor's warrants" or waivers of extradition must travel with original copies. When coordinating a transport out of state, send authorization/notification teletypes, facsimile, or emails to hubs and exit/entry agencies in each state.

INMATES TRAVELING UNDER INTERSTATE AGREEMENT ON DETAINERS (IAD) OR RETURN (R-IAD)

- NW SHUTTLE/PRISONER TRANSPORT COVER SHEET (DEPARTURE-DESTINATION-PICTURE OF INMATE)
- COVID-19 FORM
- MEDICAL FORM
- CLASSIFICATION & DISCIPLINARY INFORMATION REQUEST FORM

- FORM II (INMATE'S NOTICE OF PLACE OF IMPRISONMENT AND REQUEST FOR DISPOSITION OF INDICTMENTS, INFORMATIONS OR COMPLAINTS)
- FORM VI (EVIDENCE OF AGENTS AUTHORITY TO ACT FOR RECEIVING STATE)
- FORM IX (PROSECUTOR'S REPORT OF DISPOSITION OF CHARGES)

Inmates traveling from prison to a county agency require forms II and VI. Inmates traveling from a county agency back to prison require forms II, VI, and IX (Inmate initiated IAD).

PROHIBITED MEDICAL/MENTAL HEALTH CONDITIONS ON THE SHUTTLE SYSTEM

- PREGNANT FEMALES
- PRISONERS WITH SEVERE MEDICAL-MENTAL HEALTH CONIDITIONS WHO REQUIRE TREATMENT WHILE IN TRANSIT. (BETWEEN FACILTIES)
- EXTREME PSYCHOLOGICAL AND/OR PHYSICAL CONDITIONS LIKLEY TO REQUIRE HOSPITILIAZATION
- ANYONE WITH A CONTAGIOUS ILLNESS
- NONAMBULATORY CONDITIONS (MUST BE ABLE TO ENTER AND EXIT TRANSPORT VEHICLES UNASSISTED AND WITHOUT THE AID OF CANES, WALKERS, CRUTCHES, OR WHEELCHAIRS)
- INMATES WITH PRESCRIBED MEDICATIONS REQUIRING REFRIGERATION, CHAIN OF CUSTODY CONTROLS, AND/OR MEDICATIONS SPECIFICALLY PROHIBITED TO SHIP OR TRANSPORT UNDER FEDERAL-STATE-OR LOCAL LAWS (Suboxone- DEA Schedule I or II drugs)
- ON SUICIDE WATCH OR WITHDRAWL PROTOCOLS

Inmates MUST travel with ALL prescribed (excluding over the counter) medications with enough of a supply to reach the receiving agency, plus two days. Medications should travel outside the sealed (inmate property) portion of the transport bag with the travel paperwork. Agencies have the option of using on-hand or stock medications or the supplied medications from the sending agency.

PROPERTY REQUIREMENTS AND RESTRICTIONS

All property must be placed in clear, sealable transport bags. Agencies are encouraged to use the 2 compartment, PAK systems transport bags. Paper bags are specifically prohibited. Inmates traveling on the Washington State shuttle system must travel with transport bags 10 x 14 or smaller. **Agencies sending inmates through Washington MUST adhere to other state's specific property guidelines (Montana DOC).**

Prohibited property items include:

1. Food or food related commissary items including cups and bowls
2. Any electronic devices larger than a typical cell phone (NO LAPTOPS, COMPUTERS, IPADS)
3. Tobacco products of any kind
4. Electronic cigarettes or vaporizer pens or products
5. Any item capable of producing spark, flame, or any other source of an ignition
6. Sharps of any kind including needles
7. Cash (Money located in travel bags should be converted to a check if possible)
8. Liquids of any kind (shampoo-soap bottles)
9. Wheelchairs, walkers, crutches, canes

Transport Officers/Deputies shall refuse any property bag that does not follow the above guidelines and restrictions

JUVENILE WARRANTS (SUBJECTS OVER 18)

Adults with matters still being handled by juvenile authority (Superior Court cause numbers with "8" as the third digit) may still be placed on the shuttle. Confirmation should be obtained from the destination agency that they will accept the inmate. **Inmates under the age of 18 are not allowed on the shuttle.**

MATERIAL WITNESS WARRANTS

Inmates arrested and held in custody with only a material witness warrant will not be eligible for the shuttle. Inmates being held on separate charges are eligible to be placed on the shuttle with a motion and order to transport only.

CONTRACT PRISONERS

Contract prisoners may be transported on the shuttle **ONLY** if they have completed all of their time at a contracted facility and have a valid warrant for an agency that participates in the cooperative shuttle. **Contract prisoners must meet the shuttle guidelines (charge, medical, mental health and property requirements).**

BOND SURRENDERS

Bond surrenders may be transported on the shuttle as long as there is a valid warrant. **Inmates being placed on the shuttle must have a valid warrant on file and meet shuttle guidelines (charge, medical, mental health, property requirements).**

FUGITIVE WAIVERS

The last Washington agency placing an inmate on the shuttle to travel out of state is responsible for producing a signed waiver of extradition before the inmate may travel to any demanding jurisdiction.

REMOVING AN INMATE/PRISONER FROM THE NW SHUTTLE SYSTEM

Once an inmate or prisoner starts on the shuttle system, they **WILL NOT BE REMOVED** or delayed until they reach their originally scheduled destination. All stop over facilities will waive any local booking restrictions that conflict with an inmate in transit charges and admit the inmate into their facility. If local charges are discovered, a hold should be placed with the demanding/destination agency.

TRANSPORT LIST / AGENCY PUBLISHING REQUIREMENTS

All agencies will have transport lists finalized and published to all other transporting or housing agencies / facilities for that day before 0600 (day of transport). Add-on transports after 0600 must have approval from each impacted agency.

Transport lists should include any and all transport hazard/caution flags.

GUIDELINES FOR MISDEMEANOR / FELONY WARRANT ENTRY

When entering misdemeanor warrants, the following charges and criteria have been authorized and agreed upon throughout the state of Washington for placement of prisoners on the cooperative shuttle system. Participating agencies choosing to not follow the established criteria must only place their holds if they are willing to transport outside the shuttle system. A notation should be made in the MIS field of the warrant entry to reflect that the agency will pick up. Misdemeanor warrant entries eligible for the shuttle include:

- Assaults
- All Domestic Violence charges (including violations of protection and anti-harassment orders)
- Stalking
- Reckless Endangerment
- DUI/DWI/DWS/DWR/Physical Control
- Hit and Run attended
- All sex cases
- Bail Jump
- Negligent Driving
- Non-Support

When entering extradition information into the MIS fields, the total bail amounts on multiple warrants should be calculated and used to establish the transport area.

Extradition bail amounts:

- \$0-\$249 Surrounding counties only
- \$250-\$499 Side of the state the agency is located on (east/west)
- \$500-No bail Statewide transport
- Avoid adding notes that state, "will extradite if on shuttle."

All felony warrants are allowed on the shuttle system except:

1. Un-adjudicated crimes for murder or attempted murder (or similar crimes)
2. Material witness warrants as the only hold
3. Juvenile warrants on subjects less than 18 years of age
4. Any other reasonable expectation that causes an officer safety or prisoner safety issue
5. Washington DOC warrants as the only hold (WCCW-Purdy may move on the shuttle with prior approval)

Thank you for your cooperation. If you have any questions regarding the Washington State Cooperative Shuttle System, please contact a State Coordinator:

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