

# US P R I S O N E R T R A N S P O R T



- US / PUERTO RICO / VIRGIN ISLANDS
- COUNTY / STATE / FEDERAL
- GROUND & AIR TRANSPORTATION
- 24 HOUR ONLINE ORDERING SYSTEM



- CLASSROOM AND FIELD TRAINING
- COMPLIANT WITH JENNA'S ACT
- MALE, FEMALE, JUVENILE, VIOLENT/HIGH RISK, MENTALLY ILL INMATES
- FULL RESTRAINTS
- SECURED SEGREGATED CAGES



- COMPLIANT WITH U.S. DEPARTMENT OF TRANSPORTATION
- WE USE BUSES, VANS AND CARS
- VEHICLES ARE METICULOUSLY INSPECTED AND MAINTAINED
- REAL-TIME GPS VEHICLE TRACKING



**877-425-USPT (8778)**

415 Stan Drive, Melbourne, FL 32904

TEL: 321-725-5570 FAX: 321-725-5524

RECEIVED

2011 DEC 19 A 9:47

PURCHASING DIVISION  
STATE OF WV



321-725-5570

TO:

Tara Lyle  
Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston WV 25305

RFQ COR61494 Inmate Transport Services

Buyer: TL/32  
Bid opening Date: 12/21/2011  
Bid opening time: 1:30 PM

415 Stan Drive  
Melbourne, Florida 32904



Phone: (321) 725 5570  
Fax: (321) 725 5524

[WWW.USPRISONERTRANSPORT.COM](http://WWW.USPRISONERTRANSPORT.COM)





321-725-5570

December 12, 2011

Tara Lyle  
Department of Administration  
Purchasing Division  
2019 Washington Street, East  
Charleston WV 25305

Brevard Extraditions Inc, dba US Prisoner Transport (USPT) is providing this transmittal letter in response for Inmate Transport Services as requested by the State of West Virginia, Division of Corrections, Charleston, WV RFQ COR61494. Robert Downs, president, and Dustin Kyle, vice president, has the sole and complete responsibility for the completion of all services provided under this contract.

USPT's corporate office is located in Melbourne, Florida. USPT has been providing prisoner transportation services since July 2006. USPT is a fully licensed and insured corporation that specializes in prisoner transportation throughout the United States including Puerto Rico and Virgin Islands. We provide transport services seven days a week by either ground or air, which ever efficiently meets your agency's needs. We represent agencies anywhere from county, state or federal levels. USPT provides transport services for approximately 10,000 prisoners per year.

USPT consists of an office staff that will place your transport request, provide a transportation quote and schedule the requested transport. Our office hours are 9 thru 5 EST Monday thru Friday. However, our duty officers are accessible 24 hours a day. For your convenience, transport requests can be submitted to our system 24 hours a day via the internet at [www.usprisonertransport.com](http://www.usprisonertransport.com).

Together USPT's staff ensures their daily responsibilities are completed while providing a professional service to our clients. Our organizational staff consists of the following:

**Robert Downs**, President, is responsible of overseeing the daily operations

**Lisa Kyle**, Chief Financial Officer, is responsible for all of the financial obligations related to the company.

**Joseph Marsala**, Logistics Manager, is responsible for communicating with our clients to ensure that prisoners are transported on time and in an efficient manner, organizing trips, scheduling staff, monitoring transport vehicles to ensure on time pick-ups and drop-offs.

415 Stan Drive  
Melbourne, Florida 32904



Phone: (321) 725 5570  
Fax: (321) 725 5524

[WWW.USPRISONERTRANSPORT.COM](http://WWW.USPRISONERTRANSPORT.COM)



321-725-5570

**Carlos Hilerio, Lt.** oversees employees, training, internal investigations, DOT logs, and policy and procedures.

**Denise Downs**, Sales/Marketing, responsible for talking with clients, taking orders for transports, and obtaining new clients.

**Donna Hester**, Sales/Marketing, responsible for talking with clients, taking orders for transports, and obtaining new clients.

USPT employs 30 full-time employees. USPT's transport officers are licensed in accordance with state and federal laws. After passing the entrance examination, including drug testing and background checks the candidates are entered into USPT's training program. All transport officer candidates attend 40 hours of classroom training prior to entering the Field Training Program. The classroom training consists of, but not limited to:

1. Review of USPT Policy and Procedures
2. Federal Law overview (including legal definitions and Jenna's Act)
3. Use of Restraints
4. Proper Search of Prisoners and handling of property
5. CPR and First Aid
6. DOT and USPT logging methods and Incident reporting
7. Defensive driving skills
8. GPS & map reading skills
9. Emergency procedures
10. Use of force

All transport officers are licensed for use of appropriate weapons and firearms, as authorized by the State of Florida Division of Licensing. All transport officers are drug tested regularly in accordance with DOT regulations. All transport officers wear USPT's uniforms and carry company identification cards.

USPT does not have a wheel chair accessible vehicle. All prisoners are required to be able to walk and enter the transport vehicle on their own ability. USPT reserves the right to refuse to transport prisoners that could impose a safety and security risk for our guards and other prisoners. If wheel chair or prisoner stretcher is required, a special quote can be provided.

All prisoners are transported in handcuffs, waist chains and leg irons. All restroom breaks and meals are administrated at a secured facility, such as jails, prisons, state trooper barracks. USPT does not utilize gas stations or rest areas, therefore our restroom breaks are every four to five hours. Meals are provided

415 Stan Drive  
Melbourne, Florida 32904



Phone: (321) 725 5570  
Fax: (321) 725 5524

[WWW.USPRISONERTRANSPORT.COM](http://WWW.USPRISONERTRANSPORT.COM)





321-725-5570

three times a day. Prisoners are housed in secure and adequate jail facilities during driver/officer rest periods.

Transport requests must be received 10 days prior to the pickup deadline, but short notice transport requests are accepted on a case by case basis.

USPT's fleet consists of an average of two year old Ford vans and buses with professionally installed cages. All transport vehicles are equipped with a GPS tracking system, cell phone, restraints, first aid / CPR kits and fire extinguisher. USPT fleet is maintained by our full time on-duty mechanic. All transport vehicles are inspected in accordance with DOT regulations. All vehicles are equipped with compartments to isolate males, females, juveniles and high risk / violent or mentally ill prisoners. Our largest prisoner transportation vehicle holds up to 27 prisoners plus 2 drivers and 2 guards.

USPT understands and acknowledges Federal Executive Orders relating to the enforcement of civil rights; Federal Code, title, USCA 7152, Sub-chapter 11, Anti-discrimination in Employment; Executive Order No. 11246, Equal Opportunity in Federal Employment; and Title 6, Civil Rights Act of 1964.

As an equal opportunity employer, USPT does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, sexual orientation, marital status, political affiliation, national origin, or handicap and complies with all applicable provisions of Public Law 101-336, American Disabilities Act.

USPT requires that all employees meet all state and federal criteria for obtain proper licenses and complete all mandatory training.

USPT is in compliance with the Department of Justice policies for Interstate Transportation of Dangerous Criminals and U.S. Department of Transportation (DOT) regulations.

USPT does not subcontract to other transport vendors.

Included in this proposal are USPT's liability, workers compensation, state and occupational licenses and Operating Authority from Department of Transportation.

USPT certifies that, in connection to this contract, the proposal was developed independently, without conclusion, conflict of interest, consultation, communications, or agreement for the purpose of restricting competition, as to the matter relating to this proposal of any other proposer or competitor. The prices quoted have not been knowingly disclosed by the proposer prior to award, either directly or indirectly, to any other proposer or competitor.

415 Stan Drive  
Melbourne, Florida 32904



Phone: (321) 725 5570  
Fax: (321) 725 5524

[WWW.USPRISONERTRANSPORT.COM](http://WWW.USPRISONERTRANSPORT.COM)



321-725-5570

We have read and understand all stated general terms & conditions, request for quotation (FRQ) and request for proposal (RFP), items 1 through 16. Included in this RFQ is the vendor preference certificate and purchasing affidavit.

We attest to the accuracy and truthfulness of all information contained in this proposal.

Please contact us if you have any further questions. Thank you for your consideration and we are looking forward to working together.

A handwritten signature in black ink that reads 'R. Downs'.

Robert Downs  
President

415 Stan Drive  
Melbourne, Florida 32904



Phone: (321) 725 5570  
Fax: (321) 725 5524

[WWW.USPRISONERTRANSPORT.COM](http://WWW.USPRISONERTRANSPORT.COM)





321-725-5570

**PRICE SHEET**

USPT agrees to furnish services specified in this RFP at the rates indicated below for the duration of the awarded contract.

<b>Ground Transportation: Interstate</b>			
Cost Per Mile: Male Prisoners	\$ 0.75*	Surcharges:	
Cost Per Mile: Female Prisoners	\$ 0.75*	Court Appearance/Exact Day Pickup	\$250.00
Cost Per Mile: Juvenile Male or Female	\$ 1.50*	Rural States (MT, WY, ID, ND, SD)	\$500.00*
Minimum Trip Fee:	\$400.00	Penalty for Canceled Trip:	\$150.00*
Special Needs Transport:	quote will be provided	Form VI with time window:	no additional fee
		Form VI without time window:	\$250.00

Discount of 50% off of two or more prisoners picked up and drop-off at the same locations at the same time:

\*During the course of a trip if a prisoner requires medical attention, by no fault of USPT, an additional fee may occur for the time spent for guarding prisoner at a medical facility.

\*Penalty for canceled trip: This charge will be applied in the event that the cancellation notice is less than 24 hours of the arrival of assuming custody of the inmate. If the agency requests that the inmate is to be transported by commercial air in place of ground, penalty for the cost of the tickets for the agent(s) and inmate will be applied along with the cancelled trip penalty. (A credit will be applied for the cost of tickets minus any change fees for a future transport request.)

\*Attempted Pickup: a charge up to half of the quoted price will be billed.

\*USPT reserves the right to waive the surcharge for rural states.

\*Fuel Surcharge: If the national cost of fuel average reaches \$4.00 or higher per gallon, USPT will add a 5% surcharge to the cost of the transport with a minimum charge of \$20.00.

415 Stan Drive  
Melbourne, Florida 32904



Phone: (321) 725 5570  
Fax: (321) 725 5524



321-725-5570

**REFERENCES**

**Palm Beach County Sheriff's Office, Palm Beach FL.**

Contact: Tina Robbins  
Telephone: 561-688-3943

**Cumberland County District Attorney, Portland ME.**

Contact: Barbara Gorham  
Telephone: 207-871-8384

**St. Lucie County Sheriff's Office, Ft. Pierce FL.**

Contact: Sgt. Doug Laury  
Telephone: 772-462-3418

**Northampton County District Attorney's Office, Easton, PA.**

Contact: Holly Pulsinelli  
Telephone: 610-559-3027

**Orange County Sheriff's Office, Orlando FL**

Contact: Angela Samonte  
Telephone: 407-836-4530

415 Stan Drive  
Melbourne, Florida 32904



Phone: (321) 725 5570  
Fax: (321) 725 5524

[WWW.USPRISONERTRANSPORT.COM](http://WWW.USPRISONERTRANSPORT.COM)



# Robert Downs

---

415 Stan Drive, Melbourne Florida  
321-725-5570

## Experience

### US Prisoner Transport

2006 - Present

#### President /Owner

- Responsible for the daily operations and management.
- Work closely with clients to provide safe, secure, timely and professional extraditions.
- Provide a secure and stable place of employment for 40 employees.

### US Extraditions

2004 - 2006

#### Vice President /Owner

- Responsible for the daily operations including but not limited to customer development, transportation management, employee scheduling, human resource, training, fleet maintenance.
- Dissolved partnership

### Mid Florida Security Group

2001 -2004

#### Logistic Manger

- Transportation logistics assignments to include scheduling and planning routes and trips for extraditions, and contacting various law enforcement and corrections agencies across the U.S. to obtain new accounts

## Licenses:

- State of Florida Statewide Firearm License
- State of Florida Security Officer License, Class D

## Education:

- Law Enforcement Academy, Indian River Community College, FL 2001

# Lisa Kyle

---

415 Stan Drive, Melbourne Florida  
321-725-5570

## Experience

### US Prisoner Transport

2006 - Present

### Vice President /Chief Financial Operator

- Responsible for the daily financial operations, human resource management.
- Work closely with clients to provide safe, secure, timely and professional extraditions.
- Provide a secure and stable place of employment for 40 employees.

## Education:

- Associates of Arts, General Education, Brevard Community College, 2005.



# Joseph Marsala

---

415 Stan Drive, Melbourne Florida  
321-725-5570

## Experience

### US Prisoner Transport

2008 - Present

### Logistic Manger

- Transportation logistics assignments to include scheduling and planning routes and trips for extraditions, and contacting various law enforcement and corrections agencies across the U.S. to obtain new accounts

### City of Palm Bay

2006 - 2008

### Police Officer,

- Use initiative to deter, detect, and appropriately resolve criminal activity, motor vehicle violations, and other situations requiring police attention. Assisted agency in maintaining order, keeping the peace through enforcement of state and local laws. Complete all required documentation; includes arrest and court paperwork; reports documenting crimes and other incidents; investigation reports, administrative paperwork; logs and other documentation of activity. Responded to complaints; investigate and attempt to mediate conflicts.

## Licenses:

- State of Florida, FDLE Basic Recruit Certificate, Certificate of Compliance Law Enforcement Officer 760 Hour Certificate, August 7, 2006
- State of Florida Concealed Weapon or Firearm License, W1047265
- State of Florida Statewide Firearm License, G2802417
- State of Florida Security Officer License, Class D, D814391

## Education:

- Currently attending: Bachelor of Arts in Criminal Justice, Keiser University, Melbourne, FL, with 112 Credit hours & 3.67 GPA
- Associate of Arts, General Education, Brevard Community College, 2008
- Brevard Community College, Postsecondary Adult Vocational Certificate, Law Enforcement Officer, August, 2006

BELOW IS YOUR LOCAL BUSINESS TAX RECEIPT  
PLEASE DETACH AND CONSPICUOUSLY DISPLAY TO PUBLIC VIEW

\* \* \* N O T I C E \* \* \*

THIS RECEIPT MUST BE RENEWED BY  
9/30/2012

Renewal AFTER 9/30/2012 will result in late  
fees of up to 25% of the annual cost.

City of Melbourne

Local Business Tax Receipt  
FY 2012

BTR 24804



Business Name: US PRISONER TRANSPORT  
Location: 415 Stan Dr

Classification:

063 Detective/guard Service

Comments/ Restrictions:

*Michelle M. Ennis*

Issue Date 10/24/2011

Exp Date: 9/30/2012

TAX RECEIPT SHALL BE TRANSFERRED WITHIN 30 DAYS OF CHANGE OF OWNERSHIP OR LOCATION. NOTIFY REVENUE OFFICE UPON CLOSING BUSINESS



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CHARLES H. BRONSON  
COMMISSIONER  
DIVISION OF LICENSING

ISSUE DATE: 05 13 10

LICENSE NO. H 26603AT

THE AGENCY OR SCHOOL NAMED BELOW IS  
LICENSED AND REGULATED UNDER THE  
PROVISIONS OF CHAPTER 493, FLORIDA STATUTES,  
FOR THE PERIOD EXPIRING

JULY 13, 2012

SECURITY AGENCY

BREYARD EXTRADITIONS INC.  
DBA U.S. PRISONER TRANSPORT  
415 SPAN CRIVE  
MELBOURNE, FL 32904

DOMS, ROBERT P.  
PRESIDENT  
PIRE, JUSTIN M.  
VICE PRESIDENT  
KYLE, LISA  
VICE PRESIDENT  
DOMS, DENISE  
SECRETARY/TREASURER



*Charles H. Bronson*

CHARLES H. BRONSON  
COMMISSIONER

**2011 - 2012**

**BREVARD COUNTY BUSINESS TAX RECEIPT**  
SUBJECT TO COUNTY ZONING RESTRICTIONS  
TAX RECEIPT SHOULD BE DISPLAYED ON PREMISES

ACCOUNT NO.  
885021333

THE PERSON(S), OR ENTITY BELOW:

**BUSINESS PERIOD: OCTOBER 1, 2011 - SEPTEMBER 30, 2012**  
**EXPIRES: SEPTEMBER 30, 2012**

U S PRISONER TRANSPORT  
415 STAN DR  
MELBOURNE FL 32904

ISSUED PURSUANT AND SUBJECT TO FLORIDA STATUTES AND BREVARD COUNTY CODE ISSUANCE DOES NOT CERTIFY COMPLIANCE WITH ZONING OR OTHER LAWS. BUSINESS TAX RECEIPT IS SUBJECT TO REVOCATION FOR ZONING VIOLATIONS, AND / OR FAILURE TO MAINTAIN REGULATORY PRE-REQUISITES AS REQUIRED FOR BUSINESS CLASSIFICATION(S), OR SUBSEQUENT ACTIVITIES. NOTIFY TAX COLLECTOR UPON CLOSING OF BUSINESS. A PERMIT IS REQUIRED TO ADVERTISE (Including with signage) "GOING OUT OF BUSINESS".

LISA CULLEN, CFC, Brevard County Tax Collector  
P O Box 2500, Titusville, Florida 32781-2500  
(321) 264-6910

**UPON A CHANGE OF OWNERSHIP OR LOCATION,  
BUSINESS TAX RECEIPT SHOULD BE TRANSFERRED WITHIN 30 DAYS.**

LOCATION:

415 STAN DR  
CITY OF MELBOURNE, FL 32904

OWNED BY:

BREVARD EXTRADITIONS INC

B2600147

BUSINESS CLASSIFICATIONS, DISCLAIMERS, AND RELATED FEES:

		EXEMPTIONS:	NON EXEMPT
	PENALTY		\$3.70
470565	SECURITY AGENCY		
820005	2011 - 2012 RECEIPT AMT	\$37.00	



**BRANCH OFFICES:** Merritt Island Office, 1450 N. Courtenay Pkwy, Merritt Island, FL 32953  
Melbourne Office, 1515 Sarno Road, Melbourne, FL 32935  
Palm Bay Office, 450 Cogan Dr. SE, Palm Bay, FL 32909

**MAIN OFFICE:** 400 South St., 6th Floor, Titusville, FL 32780 (321) 264-6910, (321) 633-2199, ext. 46910









# CERTIFICATE OF LIABILITY INSURANCE

OP ID: SR

DATE (MM/DD/YYYY)

07/13/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Earl Bacon Agency, Inc 3131 Lonnbladh Road P.O. Box 12039 Tallahassee, FL 32317 Richard Pressley/D048584	850-878-2121 850-878-2128	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): <b>E-MAIL</b> <b>ADDRESS:</b> <b>PRODUCER</b> <b>CUSTOMER ID #:</b> USPRI-1	<b>FAX</b> (A/C, No):
<b>INSURED</b> U.S. Prisoner Transport Brevard Extraditions, Inc. dba 415 Stan Drive Melbourne, FL 32904	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> Florida Automobile JUA	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDC SUBS INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		ZAFFN5213	07/13/11	07/13/12	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER**

HISHSE1

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2009 ACORD CORPORATION. All rights reserved.

# CERTIFICATE OF LIABILITY INSURANCE

Date  
11/3/2011

**Producer:** Lion Insurance Company  
2739 U.S. Highway 19 N.  
Holiday, FL 34691  
(727) 938-5562

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies below.

**Insured:** South East Personnel Leasing, Inc. & Subsidiaries  
2739 U.S. Highway 19 N.  
Holiday, FL 34691

Insurers Affording Coverage	NAIC #
Insurer A: Lion Insurance Company	11075
Insurer B:	
Insurer C:	
Insurer D:	
Insurer E:	

## Coverages

The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Aggregate limits shown may have been reduced by paid claims.

INSR LTR	ADDL INSRD	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Limits																								
		<b>GENERAL LIABILITY</b> <input type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input type="checkbox"/> Occur <hr/> General aggregate limit applies per: <input type="checkbox"/> Policy <input type="checkbox"/> Project <input type="checkbox"/> LOC				Each Occurrence \$ Damage to rented premises (EA occurrence) \$ Med Exp \$ Personal Adv Injury \$ General Aggregate \$ Products - Comp/Op Agg \$																								
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos				Combined Single Limit (EA Accident) \$ Bodily Injury (Per Person) \$ Bodily Injury (Per Accident) \$ Property Damage (Per Accident) \$																								
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> Occur <input type="checkbox"/> Claims Made Deducible				Each Occurrence Aggregate																								
A		<b>Workers Compensation and Employers' Liability</b> Any proprietor/partner/executive officer/member excluded? If Yes, describe under special provisions below.	WC 71949	01/01/2011	01/01/2012	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">X</td> <td style="width: 20%;">WC Statutory Limits</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 10%;">OTH-ER</td> <td style="width: 55%;"></td> </tr> <tr> <td></td> <td>E.L. Each Accident</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td></td> <td>E.L. Disease - Ea Employee</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td></td> <td>E.L. Disease - Policy Limits</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$1,000,000</td> </tr> </table>	X	WC Statutory Limits			OTH-ER			E.L. Each Accident				\$1,000,000		E.L. Disease - Ea Employee				\$1,000,000		E.L. Disease - Policy Limits				\$1,000,000
X	WC Statutory Limits			OTH-ER																										
	E.L. Each Accident				\$1,000,000																									
	E.L. Disease - Ea Employee				\$1,000,000																									
	E.L. Disease - Policy Limits				\$1,000,000																									

Other

Lion Insurance Company is A.M. Best Company rated A- (Excellent). AMB # 12616

### Descriptions of Operations/Locations/Vehicles/Exclusions added by Endorsement/Special Provisions:

Client ID: 81-65-814

Coverage only applies to active employee(s) of South East Employee Leasing Services, Inc. that are leased to the following "Client Company":

**Brevard Extraditions, Inc. dba U.S. Prisoner Transport**

Coverage only applies to injuries incurred by South East Personnel Leasing, Inc. & Subsidiaries active employee(s), while working in Florida.

Coverage does not apply to statutory employee(s) or independent contractor(s) of the Client Company or any other entity.

A list of the active employee(s) leased to the Client Company can be obtained by faxing a request to (727) 937-2138 or by calling (727) 938-5562.

**Project Name:**

ISSUE 11-03-11 (TD)

Begin Date: 10/15/2011

CERTIFICATE HOLDER

CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

*John H. Brown*



US PRISONER TRANSPORT  
COMPANY PRIVATE



**THIS MANUAL IS THE SOLE PROPERTY OF US  
PRISONER TRANSPORT. ALL INFORMATION  
CONTAINED WITHIN IS DEEMED CONFIDENTIAL AND  
IS NOT TO BE USED IN ANY OTHER MANOR AS  
EXPRESSED WHEN RECEIVED. PLEASE  
CONTACT US PRISONER TRANSPORT IF  
YOU WISH TO DISTRIBUTE THIS MANUAL  
FOR ANY REASON OTHER THAN  
DESCRIBED.**

CAPTAIN/CEO ROBERT DOWNS

US PRISONER TRANSPORT

US PRISONER TRANSPORT  
COMPANY PRIVATE

Table of contents

<b>Topic</b>	<b>Section</b>
INTRODUCTION	II
LICENSE / DRUG TESTING / PROFESSIONAL CONDUCT / SEXUAL HARASSMENT	101
TIME OFF / TRAFFIC VIOLATIONS / COMPANY CREDIT CARDS / REST OVER NIGHT	201
USE OF TOBACCO / PRIVACY RIGHTS / FUELING THE VEHICLES	301
VEHICLE MAINTENANCE / BREAKDOWN	401
GPS USAGE/ CELL PHONES / COMPANY COMPUTERS	501
COMPANY COMPUTERS / E-MAIL / VEHICLE MONITOR EQUIPMENT	601
DISCIPLINE / INTERNAL AFFAIRS	701
OFFICER RANK AND RESPONSIBILITY	702
WEAPONS / TASERS / CHEMICAL SPRAYS / USE OF FORCE	801
USE OF FORCE	802
REPORTING FIREARM / TASER / CHEMICAL SPRAY / USE OF FORCE	803
USE OF DEADLY FORCE	804
RESTRICTION ON THE USE OF DEADLY FORCE / NON-DISCIPLINARY RELIEF FROM DUTY	805
REPORTING THE USE OF DEADLY FORCE	806
REPORTING THE DISCHARGE OF A FIREARM	807
DRESS CODE / PERSONAL APPEARANCE / UNIFORM / DUTY GEAR	901
TRIP RELIEVING / DEPARTING / TRIP LOG	902
PRE-TRIP RESPONSIBILITIES / CHECKING IN WITH SUPERVISORS	903
NOTIFY AGENCIES OF YOUR ARRIVAL / ARRIVING AT INSTITUTION / PRISONER ESCORT PROCEDURES	904
ASSUMING CUSTODY OF PRISONERS / MEDICAL CONDITIONS / PRISONER RESTRAINTS	905
SEPARATION OF PRISONERS / FEEDING PRISONERS MEALS / HOUSING PRISONERS	906
PRISONER PROPERTY / PRISONER RESTROOM BREAKS / STRIP SEARCHES	907
PRISONER'S GENDER / DELIVERY OF PRISONERS / MEDICAL (HOSPITALIZATION)	908
ESCAPE DURING TRANSPORT / END OF TRIP RESPONSIBILITIES	909
FIELD TRAINING	910
USPT OFFICER AND VEHICLE SAFETY	911

US PRISONER TRANSPORT  
COMPANY PRIVATE

## Introduction

It is the intention of USPT to increase awareness and responsibility through training and development.

These policies and procedures have been put together to assist you in the performance of your assigned tasks, as well as to outline what is expected and required. US Prisoner Transport is committed to your safety while minimizing our liabilities.

As an Extradition officer you are the visual representative of US Prisoner Transport. Your actions must constantly reflect a continuing awareness of your high visibility. The client, general public, supervisors, co-workers, subordinates, as well as government agencies (Law Enforcement, Corrections, Fire Rescue, and Medical) and others will continually critique you and your actions.

Your appearance, your bearing, your use of the spoken and the written word will be under constant review by this agency, the courts, law enforcement agencies, and the public. In short, what you do is reflective, not just on you as an individual, but on this entire agency. You have it within your power to portray an image of professionalism regarding US Prisoner Transport.

It's our personal belief that the most single important attribute an extradition officer can possess is that very intangible quality commonly referred to as "common sense." That combined with professionalism, pride and integrity.

These policies and procedures shall be updated whenever administration deems it necessary. Employees shall be made aware of any policy changes via memo and/or appropriate addendums will be made to this policy and procedure manual. This manual will be posted for regular review.

Administration shall assure that vital information is relayed as it becomes necessary, however, this manual cannot cover all incidents, which may arise from the performance of daily operations. Any incident or unusual activity should be reported to your supervisor immediately and followed up by filing an incident report. Depending on your supervisor's discretion, the report may need to be faxed immediately to the home office.

It shall be understood that violation of policy and procedure herein shall be grounds for discipline and/ or termination.



US PRISONER TRANSPORT  
COMPANY PRIVATE

**101 LICENSES/DRUG TESTING/PROFESSIONAL CONDUCT/SEXUAL HARASSMENT**

- 101.1 All officers will have and maintain a valid Florida class D and G state license. These licenses must be present while on duty when they assume custody of any prisoner for any demanding law enforcement agency nationwide.
- 101.2 It is the employee's responsibility to maintain their licenses and certificates. The cost of any licenses and special training is the employee's obligation. U.S. Prisoner Transport will not reimburse or pay for any required licenses and or certifications. Any employee's license or certification that expires and is not renewed shall be accepted as the employee's resignation from employment.
- 101.3 A drug test will be administrated prior to starting employment. There is random drug testing program at US Prisoner Transport. A drug test will be administrated after any incident while on duty. Failure of a test or refusal to take a test shall be grounds for termination.
- 101.4 As a member of US Prisoner Transport, it is expected that its Employees / officers are above reproach. How one conducts himself/herself both on and off duty may have a direct reflection on our agency. Employees are expected to conduct themselves appropriately at all times and especially when representing the agency.
- 101.5 Employees are required to read, understand, and comply with all rules, regulations, policies and procedures of US Prisoner Transport.
- 101.6 Employees shall refrain from public expressions or actions concerning the Department's policies and procedures that are: defamatory, obscene, unlawful, or which tend to subvert the good order, efficiency or discipline of this agency or any member thereof, or that are prejudicial to the efficiency and discipline of this agency.
- 101.7 The wearing of an improper uniform, failure to carry all necessary equipment or failure to maintain one's uniform and/or equipment in good order as outlined in the Policies and Procedures Manual is prohibited.
- 101.8 Employees are required to maintain mental and physical conditioning necessary to perform prescribed duties.
- 101.9 Neglect of duty is prohibited. There shall be no failure to give appropriate attention to the performance of duty. Examples include but are not limited to failure to take appropriate action; absence without leave; failure to report for duty at the time and place designated; unauthorized absence during one's duty; failure to perform duties or comply with any rule, regulation, policy, or procedure.

US PRISONER TRANSPORT  
COMPANY PRIVATE

- 101.10 Employees are required to work diligently and with an image of professionalism. Examples of unprofessional conduct may include:
- Late for duty
  - Failure to respond promptly to a call
  - Lack of courtesy to an individual either on the telephone or in person
  - Gambling, fighting and/or quarreling while on duty
  - Scuffling and/or horse playing while on duty
  - Lying or intentionally providing misleading statements about the agency and/or employees.
  - Stealing, altering, forging or tampering with any kind of official record or report is prohibited.
- 101.11 Reporting to work under the influence of intoxicants, illegal drugs, possession of intoxicants, illegal drugs or drug-related paraphernalia while on duty; use of intoxicants or illegal drugs while on duty; or transporting illegal drugs, drug - related paraphernalia and/or alcoholic beverages are prohibited.
- 101.12 Employees are required to immediately report all damage to vehicles and equipment and to file the required reports, which shall contain all known facts surrounding the cause and nature of the damage. In the event that U.S.P.T. property bears evidence of damage, which has not been reported, it shall be prima facie evidence that the last person using the property or vehicle was responsible.
- 101.13 Withholding information concerning criminal activities, which are job related, is prohibited.
- 101.14 Employees are required to report another Employee's or their own violation of a law, rule, regulation, policy, or procedure. All such violations shall be reported, in writing, to a supervisor.
- 101.15 Employees are required to notify their supervisor and the USPT office of any criminal convictions, criminal detainment, driving conviction, and/or loss of driver's license.
- 101.16 Employees are required to notify the USPT office of any change of address, telephone number, marital status, or emergency contact notification within one (1) week.
- 101.17 Employees shall not address public gatherings, appear on radio or television, prepare articles for publication, act as correspondents to a newspaper or a periodical or release or divulge investigative information or any other matters of



US PRISONER TRANSPORT  
COMPANY PRIVATE

USPT while holding appearing or actually representing the agency in such matters without prior authorization. Under no circumstances will any officer negotiate, promise or compromise with any prisoner.

- 101.18 No officer will ever receive discipline or be demeaned in any way in front of any other agency / institution or prisoner. These actions are intolerable, as well as, unprofessional. USPT officers shall maintain a professional means and attitude while communicating with our client's, USPT's staff or prisoner.
- 101.19 Sexual Harassment - The purpose of this directive is to define and forbid certain conduct that is sexual harassment, to prevent sexual harassment in the workplace, to prohibit the condoning or perpetuating of such conduct, and to provide a means for reporting and resolving complaints of sexual harassment, and complaints of action or behavior condoning sexual harassment and discrimination in the workplace.
- 101.20 Sexual harassment and discrimination in the workplace are unlawful employment practices. In 1980 the equal employment opportunity commission (EEOC) issued comprehensive guidelines on these issues, defining sexual harassment as a type of sexual discrimination prohibited under title VII of the civil rights act of 1964.
- 101.21 Sexual harassment is unsolicited, offensive behavior involving sexual overtures or conduct, either verbal or physical. It does not refer to the occasional comments of a socially acceptable nature, but refers to behavior that is unwelcome, personally offensive, lowers morale, and /or disrupts the working environment.
- 101.22 EEOC guidelines define sexual harassment in the workplace as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when any of the following occurs:
- 1) Submission to such conduct is made either explicitly or implicitly a condition of employment.
  - 2) Submission to, or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual.
  - 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 101.23 The following are examples of behaviors that can create a hostile environment if they are unwanted or uninvited:
- 1) Off color jokes or teasing.
  - 2) Comments about body parts or sex life.
  - 3) Suggestive pictures, posters, calendars or cartoons.
  - 4) Leering, stares or gestures.
  - 5) Repeated requests for dates.
  - 6) Excessive attention in the form of love letters, telephone calls or gifts.
  - 7) Touching – brushes, pats, hugs, shoulder rubs or pinches.



US PRISONER TRANSPORT  
COMPANY PRIVATE

- 8) Such conduct which offends a person other than the person to whom the sexual conduct is directed.
- 9) It is important to note that conduct may be offensive to people who happen to overhear or see the behavior, even if it was not directed at them. Employees and supervisors must be vigilant to prevent these situations which may be witnessed by third parties, even if no complaint is made.

101.24 Sexual discrimination refers to any difference, distinction, or preference in treatment, access (e.g., opportunity to be assigned to specialized elements), or impact (e. g., effect on organizational decisions), because of one's sex. Either men or women may be violators or victims of sexual harassment or discrimination.

101.25 US Prisoner Transport endeavors to provide a workplace environment free from sexual harassment and discrimination. This agency is committed to investigating all reported complaints fairly and impartially and, where the allegations are determined to be founded, to taking appropriate corrective actions. Where it is determined that possible criminal acts, such as sexual assault, may be involved, beyond the harassment and discrimination behaviors indicate here, appropriate administrative and criminal investigator procedures will take precedence. All investigations and corrective actions under this directive shall be in addition to, and secondary to, such criminal investigations.

101.26 It is intended that these policies apply to all those who are directly involved in the workplace environments under the jurisdiction of US Prisoner Transport including employers, and employees. Individuals who violate this agency's policy prohibiting sexual harassment or discrimination are subject to disciplinary action.

101.27 In addition to employees, these standards are applicable to persons not employed by US Prisoner Transport but who may have business with US Prisoner Transport. Any member who witnesses such conduct, especially supervisors, shall take corrective action immediately.

101.28 Employees and other individuals shall not engage in the following conduct:

- 1) Threatening or implying, either implicitly, that employee's refusal to sexual favors or advances may affect the employee's employment, performance evaluations, wages, promotion, assigned duties, shifts, or any other condition of employment or career development.
- 2) Threatening or implying, either explicitly or implicitly, that job applicant's refusal to submit to sexual favors or advances may adversely affect employability.
- 3) Creating a sexually harassing environment by such actions as offensive sexual flirtations, advances, propositions, verbal abuse of a sexual nature, displays of sexually graphic material, graphic verbal commentaries about an individual's body, sexually degrading words, remarks concerning sexual preference, or such other sexually offensive conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

US PRISONER TRANSPORT  
COMPANY PRIVATE

- 4) Taking or threatening to take, retaliatory action of any kind against an employee as a result of that person seeking redress for, or complaining of, sexual harassment discrimination.
- 5) Exhibiting any other behavior that falls within the definitions of sexual harassment and discrimination as previously describe.

- 101.29 If an employee experiences any job-related harassment, or has a related complaint, or, believes he or she has been treated in an unlawful, discriminating manner, he or she should promptly make the objection to the offender.
- 101.30 If the offensive behavior is severe or if it persists, he/she should inform the supervisor, unless the complaint is against the supervisor, in which the case the employees should make the complaint to the supervisor's superior. In order for US Prisoner Transport to effectively deal with problem, employees must report such offensive conduct or situations.
- 101.31 If the employee does not feel comfortable reporting the situation via his or her chain of command, he or she may file a complaint directly with the manager.
- 101.32 Other avenues of reporting outside of the agency include.  
1) Division of Licensing.  
2) Equal Employment Opportunity Commission.
- 101.33 Employees have a responsibility to conduct themselves in an appropriate manner and will act responsibly to maintain a pleasant working environment, free of discrimination, allowing each employee to perform to his or her maximum potential.
- 101.34 Complainants have a responsibility to make an objection to the offender and report sexual harassment through management channels and pursue their complaint to a higher authority if not satisfied with the response of anyone in their chain of command.
- 101.35 Complainants must keep their complaints in management channels and not discuss such complaints with other employees.
- 101.36 Supervisors have a responsibility to act promptly and affirmatively when they observe behavior that violates this policy, and/or when they receive complaints of sexual harassment.
- 101.37 Each US Prisoner Transport supervisor is responsible for ensuring that his or her workplace is free of sexual harassment and discrimination. These responsibilities include:  
1) Reviewing the US Prisoner Transport policies and procedures concerning sexual harassment and discrimination with all employees.



US PRISONER TRANSPORT  
COMPANY PRIVATE

- 2) Assuring employees they need not endure sexually insulting, degrading, or exploitive treatment of any nature.
- 3) Informing employees of their right to file a complaint for offensive conduct.
- 4) Assuring employees that such investigations will be handled in accordance with applicable confidentiality provisions.
- 5) Notifying the manager and the appropriate supervisor of all actions taken relating to the complaint.

101.38 All complaints will be investigated promptly, impartially, discreetly, and, upon completion of the investigation, the appropriate parties will be notified immediately of the findings.

101.39 The complainant's supervisor, with approval of the manager, may take any of the following actions to ensure that the investigation can proceed without conflict between the parties:

- 1) Issue written orders to the involved parties to avoid contact pending the investigation.
- 2) Have all parties remain in their current assignments pending the investigation, if appropriate.
- 3) Detach one or more of the involved parties to a different assignment to improve the working environment pending the investigation. The complainant will not be reassigned unless exigent circumstances exist and approval has been granted by the manager. If the complainant submits an unsolicited request for transfer, it will be considered.
- 4) Place the accused party(s) on temporary administrative leave until the investigation has progressed to a point where the complainant's supervisor can determine the best course of action to take regarding assignment of the involved parties.
- 5) Any employee found to have committed sexual harassment or discrimination shall be subject to disciplinary proceedings, as specified in Department Directives, up to and including dismissal.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012



US PRISONER TRANSPORT  
COMPANY PRIVATE

**201 TIME OFF/TRAFFIC VIOLATIONS/COMPANY CREDIT CARDS/  
REST OVER NIGHT**

- 201.1 Work Schedule - Each employee is responsible to ensure that they meet their monthly required work hours.
- 201.2 The work hours are based on an "on call" status, as there are no set schedules, but only commitments to keep. All officers will call the office after forty-eight (48) hours after trip completion to check in, if they have not received information on a pending assignment.
- 201.3 A work off request form can be obtained thru the office. To ensure your requested time off is approved; please provide in writing and in ample time to your supervisor. A minimum of two weeks must be given, unless it's a verifiable family emergency or sickness. All requests must be made to the Captain/Mr. Downs. No other personnel at USPT can authorize your request.
- 201.4 If you have not requested time off in writing, it has not been granted. An officer making themselves unavailable by not answering or returning phone calls or not calling in, or refusing to take a trip is subject to termination.
- 201.5 Vacation - After one year of sequential service, 1 week of vacation is earned. This time is used as a whole period. This request must be submitted in writing to the office. Part time employees are ineligible for any vacation time.
- 201.6 1 week is accumulated every six months after three years of sequential service. This time is used as a whole period. This request must be submitted in writing to the office.
- 201.7 Traffic violations/ or citations received while on duty are the employee's responsibility.
- 201.8 USPT insists on each employee practicing safe driving habits. It is expected for every employee to drive in a professional manner. USPT expects all employees to follow all posted sign and maintain a safe travel speed. Both officers will be responsible to report unsafe driving habits.
- 201.9 Termination may occur when it is reported that an officer demonstrates reckless driving habits or the appearance of being unsafe.
- 201.10 Company Credit Card - The Company has provided every employee a credit card in their name. They are to be used for business transactions only. To ensure that your credit card account balance is reconciled in a timely manner, it is the employee's responsibility to turn in all receipts with your trip package.

US PRISONER TRANSPORT  
COMPANY PRIVATE

- 201.11 If the card is lost or stolen contact your supervisor immediately. If there are any questions about the usage of the card, contact your home office or your supervisor.
- 201.12 This issued credit card is not reflected on the employee's credit score.
- 201.13 Any unauthorized charges will be deducted from the employees pay and can result in termination.
- 201.14 Rest Over Night - When the transporting team stops for an RON, the transporting team must call the office with the name of the hotel, the phone number and the room number. After normal business hours, leave a message with the office voice mail.
- 201.15 The company phone shall remain turned on and with one of the officers for the entire RON, this will allow the office or holding agency to contact you in case of an emergency.
- 201.16 The transporting team is authorized one room with an allowance of \$100.00 per night / per team, unless different genders, for hotel stay. If a hotel room cannot be found for under the \$100.00 limit, a prior approval is needed from your supervisor.
- 201.17 If officers of the transporting team decide to get separate rooms, it shall be the responsibility of the officers to incur the additional cost above and beyond this one room allowance. The transporting team must pay for this difference at the time of checkout or reimburse the company for the difference.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**301 USE OF TOBACCO/PRIVACY RIGHTS/FUELING THE VEHICLES**

- 301.1 Use of Tobacco - There will be absolutely no use of tobacco products by any prisoners, while in our custody. There will be absolutely no smoking by officers while on the transport vehicle. Any smoking by officers will be done away from the transport van and away from prisoners. If any officer allows any Prisoner to smoke, have tobacco products including lighters, immediate termination will occur.
- 301.2 Privacy Rights - Due to the nature of our business, we handle sensitive information. The only thing that we should disclose in front of a group of inmates is there last name. All other information, such as social security numbers, medical conditions, official charges, and destination are company business. Use extreme care not to divulge this information. In addition to the prisoner information, some jails consider knowledge of their facility as confidential information. Use care while sharing information about these facilities, such as their physical layout and shift rotations.
- 301.3 Fueling the Vehicles/When wrong fuel is added to the vehicle major mechanical failures will occur. If this happens, do not start the vehicle.
1. Ensure the safety of your crew and inmates
  2. Second, call your supervisor for further instructions. You may be requested to push the van out of the way.
- 301.4 Under *no circumstance* are any of the inmates allowed to exit the vehicle to provide assistance or lighten the load. The employee will be held responsible to cover any costs of removing the wrong type of fuel. The cost is not limited to the repair of the vehicle, but may include additional housing, transportation and towing.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012



US PRISONER TRANSPORT  
COMPANY PRIVATE

**401 VEHICLE MAINTENANCE/BREAKDOWN**

- 401.1 A vehicle inspection must be completed prior to your departure. This vehicle inspection includes but is not limited to fluid levels, tire damage, all lights, and body damage. Make sure you contact your immediate supervisor about any non-operational equipment or vehicle damage.
- 401.2 During your trip, you may be requested to have maintenance performed or you may run into a breakdown. Ensure that the transport vehicle is parked in a safe location.
- 401.3 Report any vehicle situation to the office and request further direction. You may be directed to coordinate having repairs made. In addition, the inmates may need to be transported to a jail until the transport trip is ready to continue.
- 401.4 Under no circumstance are any of the inmates allowed to exit the vehicle to provide assistance.
- 401.5 Inmates will not be removed from the vehicle until Law Enforcement arrives to assist.

**Lt. C. Hilerio #103**

CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**501 GPS USAGE/ CELL PHONES /COMPANY COMPUTERS**

- 501.1 GPS are provided to help the teams with directions while on a trip. The GPS should be utilized as a reference. It should also be notated that the GPS is not always correct. Maps and local signs should be utilized in conjunction with the GPS.
- 501.2 The current vehicle driver *shall not* manipulate GPS while the vehicle is in motion.
- 501.4 Misuse or loss of a GPS may result in the team to replace the unit.
- 501.5 If the GPS unit is not working, the officers must get approval from a supervisor prior to purchasing one. Only a Garmin 200 is authorized for replacement.
- 501.6 Cell phones can be a distraction while operating vehicles and is not tolerated. The office is not aware of where you are when calling, it is up to the officer to evaluate their situation and surroundings to determine their safe use of the phone.
- 501.7 Cell phones are provided to each team to use during the trip. Those phones are for *official use only*. Use these phones to contact the agencies and your supervisor. These phone needs to remain charged and on during your entire trip including your RON. At the completion of your trip, please *leave* the phone in the van. Each van has a particular phone number associated with it.
- 501.8 The driver must obey each state's law while using the provided cell phone. If it is required that the driver use the cell phone, the driver must stop the vehicle in a safe location in order to conduct business on the phone. If it is required that the driver maintain contact while on the phone, the other officer should relay the information to the driver.
- 501.9 There is absolutely no tolerance for texting on company phones. There is absolutely no tolerance for texting while operating any vehicle.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**601 COMPANY COMPUTERS/ E-MAIL/ VEHICLE MONITOR EQUIPMENT**

- 601.1 USPT computers are for official business use only. Company computers should not be used for personal business. All Company E-Mail passwords shall be treated as company private information. Compromised passwords can lead to information being lost and or stolen. E-mail is official representative of USPT and shall be used as this.
- 601.2 The current vehicle driver shall not manipulate the Computer while the vehicle is in motion.
- 601.3 Internet use, on Company time, is authorized to conduct Company business only. Internet use brings the possibility of breaches to the security of confidential Company information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside the Company, potential access to Company passwords and other confidential information.
- 601.4 Removing such programs from the Company network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask staff Employee to limit Internet use.
- 601.5 Additionally, under no circumstances may Company computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.
- 601.6 Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.
- 601.7 Refrain from loading any software into the computers without permission from the computer department. These computers are not be used for any illegal pirating of copy written material (music) or any other illegal use. Pornography of any type is forbidden.
- 601.8 Email is also to be used for Company business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. You are also not to conduct personal business using the Company computer or email.
- 601.9 Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention.



US PRISONER TRANSPORT  
COMPANY PRIVATE

- 601.10 Keep in mind that the Company owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.
- 601.11 Each prisoner van is equipped with a Tracking device that reports the unit's location. Tampering with any of these devices will occur in termination.
- 601.12 The bus has a video and audio recording system. All activity on the bus is monitored and recorded. None of the cameras shall be tampered with or adjusted. The video system is to be monitored from the auxiliary input of the DVD system located in the officers' area.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**701 DISCIPLINE/INTERNAL AFFAIRS**

- 701.1 This Policy serves as a written guideline for USPT as it relates to discipline.
- 701.2 IT IS AGAINST USPT POLICY FOR ANY OFFICER, STAFF MEMBER, MANAGER, OR CONTRACT EMPLOYEE TO STATE, RESTATE OR PASS ON ANY INFORMATION COMMENTS OR ACTION THAT DISRUPT THE GOOD WORKING CONDITIONS OR WORK ENVIRONMENT OF USPT. ANY MEMBER FOUND TO BE IN VIOLATION OF THIS POLICY CAN BE PUNISHED UP TO TERMINATION FOR FIRST OFFENSES.
- 701.3 Any Officer who receives written reprimand, warnings, or formal discipline has the right to grieve in writing any of the above mentioned, if he or she feels the discipline was incurred unjustly or without merit. It will be the responsibility to provide Administration with any grievances with 72 hours of receiving the discipline.
- 701.4 Supervisors are REQUIRED to respond to grievances from officers within 48 working hours. Supervisors must forward original grievance and their response to administration so that an investigation can be launched if warranted.
- 701.5 Once a grievance has been processed a written final outcome will be provided to the officer who initiated the grievance.
- 701.6 INTERNAL AFFAIRS - It is the goal of USPT to insure that every incident that USPT is involved in, is investigated with fair and honest practices.
- 701.7 Any officer has the right to request who his or her investigating officer is.
- 701.8 All officers, staff members, contract employees, managers, or staff that is involved in the investigatory process of an official investigation, shall not and will not discuss the matter with anyone who is under investigation. Violation of this section can result in termination. Every investigation is handled as confidential and will be handled accordingly.
- 701.9 Officers are NOT entitled to evidence being gathered against them.
- 701.10 Officers are required to comply with all orders given from the Internal Affairs Division.
- 701.11 Officers or subcontractors that are involved in internal affairs do not answer to and are not required to inform any supervisor outside of the internal affairs department of any investigations, evidence, possible outcomes or any other matters involving the investigation. Any supervisor who attempts to use his or

US PRISONER TRANSPORT  
COMPANY PRIVATE

her status to persuade, intimidate or compel any subordinate involved in an investigation to release to them protected information will be disciplined up termination.

- 701.12 If any officer or staff member is found to be in violation after an investigation has been conducted the affected person(s) have the right to grieve the conclusion in writing following the grievance policy, however grievances involving internal affairs should not be addressed to anyone outside of the internal affairs process.
- 701.13 DISCIPLINE - It is the purpose of USPT to train and correct all matters with equal and fair discipline.
- 701.14 It is everyone's responsibility to use the least amount of discipline required to correct actions within policies. Discipline must be progressive. Discipline that is not punishable by termination must start at Verbal and progress to Final Written.
- 701.15 702.14 do not and will not confine the Captain to any discipline or termination in which he or she believes is warranted.
- 701.16 USPT has (3) levels of discipline.
- Verbal written warnings, these are not to be considered discipline, however they can be used against an employee's future evaluation and shall not be stored within USPT personnel records. These files maybe stored in a separate filed deemed to store admin documents. This type of action should only be used to consul minor issues. THIS CAN NOT BE USED ON ANY VIOLATION WHICH CARRIES A MAXIMUM PUNISHMENT OF TERMINATION. Only one verbal warning in a (90) day period is allowed for the same type offense. Verbal Warnings expire and do not count against this total after (180 days). A verbal warning may only be used or stated on the NEXT following evaluation.
  - Written Warnings, this level is considered discipline, this will be stored in the personnel records, and will be used against future evaluations. Only (2) written warnings are allowed for the same type offense in a (180) day period. Written warnings expire and are deemed to be expired after one calendar year from issuance. A written warning may only be used or stated on the NEXT following evaluation
  - Final Written Warnings, this is deemed to be severe written discipline. This is reserved for incidents where any repeated action will result in loss of property, damage, gross policy violations or insubordination. These WRITE WARNINGS will be used when any INTERNAL AFFAIRS VIOLATION IS COMMITTED. These written warnings DO NOT EXPIRE and any further



US PRISONER TRANSPORT  
COMPANY PRIVATE

reoccurrence of this magnitude will be considered immediate grounds for termination.

701.17 Discipline can be changed without consent by admin without the approval of whoever issued it.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**702 Officer Rank and Responsibility**

702.1-----

**LIEUTENANT**

Supervising and providing direction for all officers, Corporals and Sergeants  
Supervising and providing oversight for all officers' training.  
Providing and ensuring training plan for each officer.  
Reviewing / providing officer evaluations.  
Enforcing corporate policies and procedures.

**SERGEANT/ADMIN/TRAINING**

Supervising and providing direction for all officers and Corporals  
Minimum of 2 years or appointment by the Captain  
Performing field training/or designated duties  
Performing evaluations (does not apply to Admin/Training)  
Enforcing corporate policies and procedures

**CORPORAL**

Supervising and providing direction for all officers when a Sergeant is not available  
Minimum of 1 year and 6 months of service  
Performing field training  
Enforcing corporate policies and procedures

**SENIOR OFFICER**

Minimum of 1 year of service  
Enforcing corporate policies and procedures

**TRANSPORT OFFICER**

Enforcing corporate policies and procedures

702.2 The position of Admin Sergeant is in charge of scheduling, routing and all logistical functions. When performing these stated functions the Administrative Sergeant contains the ability to command and control all personnel other than the Captain or Lieutenant as it relates to the above stated. The Administrative Sergeant does not have the power to terminate, conduct written discipline, or counsel without the written consent of the Lieutenant or Captain. This position falls under the ranking system as SGT. This position does not have the ability to



US PRISONER TRANSPORT  
COMPANY PRIVATE

command personnel while conducting transports or working in the field outside of logistical functions, to include man power moves, rescheduling or contacting outside agency personnel. This position does have the official title of Sergeant.

- 702.3 The position of Training Sergeant is in charge of all aspects of training as it relates to Defensive Tactics, Firearms, CPR or any other areas as deemed by the Captain or Lieutenant and the training division under the supervision of the Lieutenant. All officers conducting training within USPT guidelines are under the training division and under the care and control of the Training Sergeant. While performing training functions the Training SGT has full command and control of all persons involved in training. The training Sergeant will review under the direction of the Lieutenant use of force and policy issues. The Training Sergeant does not have the ability to conduct discipline, terminate or counsel without the written consent of the Lieutenant or Captain. This position does not have the ability to command any personnel outside of the scope of training while conducting trips or working in the field, to include excessive force violations, or policy violations. The Training Sergeant is also responsible for Internal Affairs Investigations under the supervision of the Lieutenant.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**801 WEAPONS/TASERS/ CHEMICAL SPRAYS/USE OF FORCE**

- 801.1 US Prisoner Transport only authorizes officers to carry the weapons that they have been trained, qualified and certified to use. It is the employee's responsibility to be familiar with and confident in the ability to use each weapon.
- 801.2 Authorized weapons are: chemical sprays, 9 mm handgun, shotgun and/or Taser.
- 801.3 Officer must provide a copy of certificate of completion of training for the type of weapons that they are carrying. A copy of the official certificate and/ or license must be given to the supervisor prior to carrying the weapon.
- 801.4 US Prisoner Transport will not provide weapons for the employee. It is the employee's responsibility to purchase and maintain their weapons. All weapons and accessories must be in safe and working order.
- 801.5 All officers must register each weapon that they carry on duty with USPT administration for approval.

US PRISONER TRANSPORT  
COMPANY PRIVATE

**802 USE OF FORCE**

- 802.1 All officers will identify the subject's resistance level and respond with the appropriate recommended use of force. All officers are required to only use the minimum amount of force necessary to control the situation. Use of force also includes rough handling, spraying, or use of a taser. The officers will attach an incident report when required to use any measure of force and shall include all events and prisoners involved. A firearm may be discharged only as a last resort when in the considered opinion of the officer; there is danger of loss of life or serious bodily injury to himself or another person. Discharging a firearm should be with the intent of rendering the person at whom the firearm is discharged incapable of continuing the activity prompting the officers to shoot. Warning Shots pose a hazard to innocent parties and are therefore prohibited. Firing at a moving vehicle with the intent of rendering it incapable poses a formidable danger to innocent parties. The possibility of ricochet is greatly increased when the target is a vehicle or spinning tire. Such action poses undue hazards to innocent parties and is prohibited. Firing at an unarmed fleeing felon will not be considered justified unless the officer has probable cause to believe that the person he is considering to shoot poses a clear and present threat to the life of the officer or others; or the officer is attempting to stop an escape in accordance with Chap. 776.07 Florida State Statutes.
- 802.2 As a general rule, when in the presence of the public, a firearm should be drawn only when the officer or his supervisors have sufficient cause to expect it to be used and the officer is preparing for its use.
- 802.3 The authority to bear firearms carries with it an obligation and responsibility to exercise discipline, restraint, and good judgment in their use. The officer must keep in mind that when discharging a firearm, there is always a risk to innocent parties.
- 802.4 Sprays, such as pepper spray, shall only be used on a prisoner when all other verbal orders are not effective and reasonable force is needed to defend the employee or other persons from the immediate threat of death or great bodily injury.
- 802.5 An employee shall not use any type of force against a ward, including chemical or mechanical restraint as punishment, retaliation, or for disciplinary purposes.
- 802.6 Any employee observing unnecessary or excessive force shall attempt to stop the violation and immediately report it to the supervisor verbally and follow up with a written report of their observations prior to the end of the trip.



US PRISONER TRANSPORT  
COMPANY PRIVATE

**803 REPORTING FIREARM/TASER/CHEMICAL SPRAY/ USE OF FORCE**

- 803.1 Whenever a Transportation / Extradition officer discharges a firearm or taser, while on duty, for any reason other than training, he/she shall immediately report the incident to a supervisor. The supervisor will immediately notify the Duty Officer.
- 803.2 An incident report will be prepared containing the pertinent facts that document the incident. The officer shall not discuss the case with anyone except: law enforcement, supervisor, investigative personnel. If necessary a privately retained attorney.

US PRISONER TRANSPORT  
COMPANY PRIVATE

**804 USE OF DEADLY FORCE**

804.1 The purpose of this section is to establish guidelines for the use of deadly force by any officer employed by US Prisoner Transport.

804.2 Deadly force, as used in this policy, is defined as that force, with or without the use of weapons, which is intended to cause death or create injury, or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or great injury. The use of deadly force is authorized when there is reasonable belief that such force is necessary to:

- 1) Prevent imminent death or great bodily harm to the officer;
- 2) Prevent imminent death or great bodily harm to another human being;
- 3) No distinction shall be made relative to the age of the intended target of deadly force. Self-defense and imminent threat of life shall be the only policy guideline for employing deadly force.

US PRISONER TRANSPORT  
COMPANY PRIVATE

**805 RESTRICTIONS ON THE USE OF DEADLY FORCE/ NON-DISCIPLINARY RELIEF FROM DUTY**

- 805.1 No officer shall draw their weapon unless there is sufficient justification that a deadly act is about to take place.
- 805.2 Officers shall not fire their weapons to kill, but rather to stop and incapacitate an assailant from completing a potentially deadly act.
- 805.3 WARNING SHOTS ARE PROHIBITED. The discharge of firearms for warning shots constitutes deadly force. When the use of deadly force is necessary, officers shall fire for effect and not for warning.
- 805.4 Officers are prohibited from discharging firearms when it appears likely that an innocent person may be injured.
- 805.5 In every instance in which an officer uses deadly force and where such force result in death or seriously bodily injury to any person, that officer shall be relieved of normal duty. This shall follow the initial on scene investigation by a law enforcement agency and/or a supervisor. The officer will report with 24-hours to submit a drug test.
- 805.6 Protect his/her weapon for examination and submit said weapon to the appropriate investigators.
- 805.7 Assignment to a relieved –of-duty status shall be non-disciplinary, until fully investigated. The intended purpose of this relief from duty serves two purposes:
- 1) To address the emotional and personal needs of the officer involved in the use of deadly force;
  - 2) To assure the community that verification of all the facts surrounding such incident are fully and professionally explored.
- 805.8 Prior to returning to duty, the involved officer shall be required to complete all request submitted by any court, law enforcement agency, and US Prisoner Transport.



US PRISONER TRANSPORT  
COMPANY PRIVATE

**806 REPORTING THE USE OF DEADLY FORCE**

- 806.1 The use of deadly force shall be immediately reported to law enforcement and a supervisor.
- 806.2 All written reports of incidents involving use of deadly force will be submitted immediately to the manager/supervisor of US Prisoner Transport.
- 806.3 The officer is to complete all reports required by law enforcement, US Prisoner Transport, and the division of licensing.

**807 REPORTING THE DISCHARGE OF A FIREARM**

- 807.1 Whenever an officer discharges a firearm, while on duty, for any reason other than training, he/she shall immediately report the incident to a supervisor.
- 807.2 The supervisor will immediately notify the manager of US Prisoner Transport. An incident report will be prepared containing the pertinent facts for the division of licensing, and US Prisoner Transport. The officer shall not discuss the case with anyone except:
- 1) Law enforcement, Supervisory, and investigative personnel.
  - 2) The officers privately retained attorney

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 01/18/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**901 DRESS CODE/PERSONAL APPEARANCE/UNIFORMS/DUTY GEAR**

- 901.1 US Prisoner Transport issues blue uniform shirts with logo, gray BDU style pants, blue windbreaker jackets with logo, and blue hats with logo.
- 901.2 Uniforms issued are the employee's financial responsibility. Any issued uniform article or issued defective gear will be exchanged one for one. All issued items will be returned or financially returned prior to final pay checks are issued.
- 901.3 Uniforms shirts and BDU pants will be worn in their entirety when reporting to, while on duty, and when leaving the work site. Uniforms shall be clean and pressed. Shirts shall be tucked in. Undershirts with a crew neck will be worn at all times. Uniforms will only be worn for official company business. Only approved patches, nametags and rank will be worn on the uniform. When weather permits the issued jacket can be worn while in uniform.
- 901.4 Duty belts with accessories and black duty boots are the employee's responsibility.
- 901.5 The blue ball cap with the company logo is the only authorized hat. The only exception, weather permitting, is a solid black watch cap. Hats are not to be worn backwards or sideward facing.
- 901.6 Approved footwear is a tactical style boot or sneaker, black in color, with no white markings. Footwear shall be clean and presentable. Black socks must be worn with low top boots or sneakers.
- 901.7 Male employees will maintain the following standards for hair, including facial. Hair will be clean and neatly trimmed, which presents a professional appearance. The hair may not extend the top of the ears. Hair length will not touch the shirt or jacket collar. Unusual or extreme hairstyles are not authorized. A mustache will be neatly trimmed and will not extend more than one-fourth inch (1/4") beyond or below the corner of the mouth. Beards or goatees will be permitted as long as they are neatly trimmed.
- 901.8 Female employees will maintain the following standards for hair. Hair will be clean, neat, conservative, and present a professional appearance. Hair shall be worn in styles that do not extend below the collar. Hair clasps, barrettes or fasteners, if worn, must be inconspicuous. Hair color shall be of a conservative shade and have no unnatural tones of color. Spray on substances, such as colors and glitters are prohibited. Unusual or extreme hairstyles are not authorized.
- 901.9 Fingernails will be neatly trimmed and of a conservative length to prevent injury as well as interfere with the performance of their duties. Fingernail polish, if worn, shall be clear or of a conservative color.

US PRISONER TRANSPORT  
COMPANY PRIVATE

- 901.10 Male employees are unauthorized to wear earrings. Female employees are permitted to wear one (1) set of earrings. Earrings may not be worn anywhere but the earlobe.
- 901.11 A necklace, when worn, shall not be visible and no more than one (1) necklace is authorized while in uniform. Body piercing shall not be visible on any part of the body. Only one (1) bracelet and one (1) wrist watch is to be worn with the uniform. No more than two (2) finger rings will be worn.
- 901.12 Personnel whose position does not require them to wear a uniform will wear business attire, appropriate to their work assignment. Clothing will be neat and clean at all times.
- 901.13 Uniforms shall only be worn when performing official business.
- 901.14 Duty gear worn with the uniform will be of nylon or leather construction. Duty gear will be maintained in a clean and presentable condition. The duty belt will be black in color and the width of at least two inches (2”).
- 901.15 Duty (dual or triple retention) holster will securely fit the weapon worn. Duty belts and holsters shall fit the weapon worn by the employee.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012



US PRISONER TRANSPORT  
COMPANY PRIVATE

**902 TRIP RELIEVING/DEPARTING/TRIP LOG**

- 902.1 Due to the nature of our work, it is not always possible to predict the exact time for a trips departure. All officers are required to arrive to work at least thirty (30) minutes prior to your scheduled departure time. This will allow the officer team to review their trip package, check out the equipment, and to get a complete turnover if necessary. The turnover should include a review of prisoners in the vehicle, medical status, and prisoner's property. It is also required that you count the number of restraints on the vehicle since you will now be responsible for all of the equipment on the van.
- 902.2 If you are going to be relieving a team, you need to stay in contact with them. If you are the relief team, ensure that you are available for a flexible departure. It is the incoming team's responsibility to stay in contact with their relief team, especially if they want to be relieved on time.
- 902.3 Your trip log is a legal document. Document all events that occurred on your trip. This timeline must be accurate. Falsifying your trip log will not be tolerated and may result in termination.
- 902.4 All trip events must be recorded in the trip log. This includes, but not limited to: when the prisoner is picked up or custody is released, when meals are provided to the prisoners, when medication is given, when rest room breaks occur or when any unusual event occurs.
- 902.5 The prisoner manifest shall be kept up to date throughout your trip. This log is an asset to billing our clients, and also helps you match up your yellow prisoner receipt copies when you reconcile your trip at the end.
- White and Yellow copies are returned to the office with trip paper work.
  - Goldenrod copy is given to the pickup agency.
  - Pink copy is given to the drop off agency.
- 902.6 No transport team shall alter or change the order of stops on a scheduled itinerary without approval from your supervisor.
- 902.7 It is the responsibility of the officer to keep track of all monies spent and all receipts. The accounting department and IRS will not accept hand written receipts. If you are missing receipts, you will have the amount missing deducted from your next check as unaccounted expenses.
- 902.8 Additional prisoner receipts that result from add-ons that were called to you from the office shall be filled out completely. Ensure that you include your trip number on the form.

US PRISONER TRANSPORT  
COMPANY PRIVATE

902.9

Incident reports shall be completed any time there is an unusual occurrence during a trip. Incident reports shall be clear and to the point. Incident reports should answer the following questions (who, what, where, when, and how). Incident and use of force reports are due at the end of the trip or unless otherwise instructed by the supervisor.

**Lt. C. Hilerio #103**

CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**903 PRE-TRIP RESPONSIBILITIES/CHECKING IN WITH SUPERVISORS**

903.1 Prior to commencing and throughout the course of your trip, all vehicles will be searched for contraband and checked for cleanliness.

903.2 Prior to commencing trip, inventory all equipment.

**VAN**

- All emergency equipment (such as fire extinguishers and first aid kits)
- Restraints counted (14 complete sets)
- 7 Cuff locks (red locks)
- Extra security locking device (Blue Box)
- Prisoner Vests
- GPS unit
- Cell phone with charger
- Trip folder
- All necessary company keys

**BUS-Large**

- All emergency equipment (such as fire extinguishers and first aid kits)
- Restraints counted (30 complete sets)
- 10 Cuff locks (red locks)
- Extra security locking device (Blue Box)
- Prisoner vests
- GPS unit
- Cell phone with charger
- Trip folder
- All necessary company keys
- Computer and charger and cellular device
- Shot gun and ammo
- Cage pad locks

**BUS- Small**

- All emergency equipment (such as fire extinguishers and first aid kits)
- Restraints counted (20 complete sets)
- 10 Cuff locks (red locks)
- Extra security locking device (Blue Box)
- Prisoner vests
- GPS unit
- Cell phone with charger
- Trip folder
- All necessary company keys
- Computer and charger and cellular device
- Shot gun and ammo

903.3 A vehicle inspection must be completed prior to your departure. This vehicle inspection includes but is not limited to fluid levels, tire damage, all lights, and



US PRISONER TRANSPORT  
COMPANY PRIVATE

body damage. Make sure you contact your immediate supervisor about any non-operational equipment or vehicle damage. Ensure that the previous trip left the van clean and orderly.

- 903.4 Each team is responsible for all restraints and equipment. If you do not count the restraints prior to your departure you may find yourself missing sets. If there is any equipment missing, you shall leave a message with the office prior to leaving on your trip. Otherwise the team will be financially responsible for any missing or broken equipment.
- 903.5 Prior to your departure you will also check the manifest for accuracy. Ensure you have all the prisoner receipts and move orders for each prisoner. Match the paperwork with the itinerary, if it does not match, call your supervisor immediately.
- 903.6 Check to make sure the funds included in the envelope match what is written on the envelope and that you have your company issued credit card.
- 903.7 If you are receiving Prisoners from another team, ensure that they are in full restraints, all paper work and property has been turned over. If Prisoners are transferred to another van, be sure to exchange the restraints and prisoner's property.
- 903.8 Upon departure and until the trip is concluded, the transport team will call into the office every four (4) to six (6) hours to check in. After hours, call the office voice mail and leave message stating your trip status and location. This is for officer safety and to assist in maintaining current schedules with the trip coordinator and/or supervisor.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**904 NOTIFY AGENCIES OF YOUR ARRIVAL/ ARRIVING AT AN  
INSTITUTION/ PRISONER ESCORT PROCEDURES**

- 904.1 Your pickups have been scheduled according to your itinerary. It is the responsibility of the transporting team to notify the agency one to two hours prior to arriving, so they have time to prepare release paper work and to start the process of having the Prisoner ready. It is a good practice to log the person that you contacted in case any information is not passed on. Any delays in excess of 1 hour at a scheduled stop, you shall notify your supervisor to help solve any issues.
- 904.2 Upon arriving at an agency / institution you will secure all weapons in the provided storage device. The provided storage device will remain locked at all times while the weapons are stored and inside the facilities sally ports.
- 904.3 The transport vehicles keys will be removed from the ignition and doors will be secured and locked. Under *no circumstances* are prisoners to be left unattended. All officers shall be awake and alert while monitoring the secured prisoners.
- 904.4 No officer's weapons shall be in close proximity of any inmate. Any officer handling inmates shall have his weapons secured. The other team mate shall provide watch and security.
- 904.5 For safety of officers, all prisoners shall walk ahead, never behind.
- 904.6 When you are escorting a prisoner who has special custody requirements, CM 1, 2 or 3, escape risk, or who is prone to violence, this shall be considered a hands-on escort. The prisoner shall walk between officers with the closest hand of the officer under the biceps portion of the prisoners' closest arm. No exceptions.
- 904.7 When conducting bathroom breaks, male and female prisoners shall never be allowed to intermingle. Only one sex group shall be escorted to the restroom at a time, unless adequate staff. Employees are available to assist in supervision.
- 904.8 When escorting male and female prisoners, the males will be in front of the females at all times.
- 904.9 Two officers are required when moving prisoners on and off the buses. One officer will stand guard with a firearm and/or taser while the other unarmed officer interacts with the prisoner movements.

**Lt. C. Hilerio #103**

CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012



US PRISONER TRANSPORT  
COMPANY PRIVATE

**905 ASSUMING CUSTODY OF PRISONERS/MEDICAL  
CONDITIONS/PRISONER RESTRAINTS**

- 905.1 Prior to arrival at an institution, you should have given the institution a call two (2) hours out and then another call thirty (30) minutes out. One (1) prisoner receipt packet and one (1) set of full restraints must accompany you inside the facility for each prisoner you will be assuming custody of. The transporting team is responsible to contact all agencies when running behind schedule. If the transporting team does not contact the agency it can cause delays in preparing the inmate for pickup.
- 905.2 Prior to assuming custody of a prisoner from another team, a complete physical pat down must be completed. This includes verifying property does not contain unauthorized items.
- 905.3 Ensure that you search the prisoner for contraband and that each prisoner's restraints are correctly fastened. Shoe laces must be removed and eye glasses must be removed and include with property.
- 905.4 Ensure that Prisoner Receipt (paper work) is filled out correctly and all blanks are filled in. Attach any medical paper work and indicate if prisoner has money and property. Indicate on this form current medical condition that the team should be aware of. Keep in mind that this is also the Prisoner's private information and you shall use discretion.
- 905.5 If you are doing an In-State warrant pickup, all you need to leave is the goldenrod copy of the prisoner receipt.
- 905.6 Asking for a copy of the warrant or Teletype from the demanding agency can be helpful, if one was not included with your original paperwork.
- 905.7 If you are picking up a prisoner on a court order you shall leave them a certified copy of the court order. Be sure to have a copy made for your own paperwork if one is not with it already. Do not leave a state institution without a temporary custody receipt.
- 905.8 If you are picking up a prisoner on an out of state extradition, you need to get a copy of the waiver of extradition. This is what gives us the right to transport a Prisoner across state lines.
- 905.9 Before any prisoner is picked up, you need to screen them for any possible medical conditions, medication they have been receiving, medical allergies and any food allergies. Females shall also be screened for current menstrual cycle or pregnancy.
- 905.10 If they have any of the following you must contact your supervisor immediately:



US PRISONER TRANSPORT  
COMPANY PRIVATE

- Tuberculosis
- Diabetes
- Staphylococcus or streptococcus infections
- Open sores
- AIDS
- Heart problems
- Broken bones, chronic back problems, or recent surgeries
- Females who are in the 3rd trimester, 6 months or longer in pregnancy
- Any prisoner who is on anti-psychotics. Or any other vital medications (blood pressure, anti-seizure, nitroglycerin, etc).

- 905.11 If you have any concerns about a prisoner or feel you are not getting the whole story, stop and call your supervisor immediately. Do not assume custody of any prisoner whose medical condition you are uncomfortable with before you notify your supervisor.
- 905.12 Make sure you have the prisoner's medication (at least a 5 day supply for out of state moves and 3 day supply for instate) before you leave the facility. Once you have received the medication, make sure to mark on the prisoner receipt that the prisoner has medication. Be sure to keep the medication in the secure area of the vehicle, up front with the officers.
- 905.13 When it comes time for the prisoner to receive their medication, you are to provide the medication so that the prisoner may take their medication according to the label. If available, have medical staff at an institution assist the prisoner.
- 905.14 All prisoners (including women and juveniles) will be placed in a full set of restraints, which includes handcuffs, leg irons and a waist chain. Any deviation from this restraint policy requires the authorization from your supervisor. A blue box and orange vest will be used on any Prisoner with a classification of Close management, a security risk or charged with a violent crime.
- 905.15 Application of restraints shall adhere to the following standard method:
- All prisoners shall be in a waist chain, preferably looped thru a pants loop.
  - Handcuff keyholes shall face the Prisoner.
  - Leg iron keyholes shall face the ground.
  - All restraints shall be double-locked.
- 905.16 Both officers are responsible for security of the prisoners. All prisoners' restraints will be checked after all restroom breaks, or any other time it is deemed necessary.
- 905.17 If you have a prisoner that a piece of restraint equipment will not fit, or a medical condition that would require omission of a restraint device, you shall contact your supervisor.

US PRISONER TRANSPORT  
COMPANY PRIVATE

**906 SEPARATION OF PRISONERS/FEEDING PRISONERS  
MEALS/HOUSING PRISONERS**

- 906.1 Males, females and juveniles shall be separated from each other. Under no circumstances is any prisoner to ride in the driver's compartment of any transport vehicle. When dealing with prisoners, who have had a sex change surgery, they are considered the sex to which their genitals have been altered or changed.
- 906.2 If possible, prisoners will receive bag meals upon leaving their agency / institution.
- 906.3 While in our custody, all prisoners will be fed at the following times:
- Breakfast – between 0600 and 0800 hrs
  - Lunch – between 1100 and 1300 hrs
  - Dinner – between 1600 and 1800 hrs
- 906.4 No prisoner will go without a meal, unless there is a legitimate security concern, and your immediate supervisor has been advised as such.
- 906.5 All officers will conduct prisoner meals in an unsecure location with the assistance of Law Enforcement being present. If Law Enforcement is not available the officers must travel to the closest secure facility to administer the meal.
- 906.6 If Law Enforcement is present outside of a secure facility, you must obtain the Officer's name, Agency and ID# and notate it on the "Meal/ Restroom Log" and have the Officer Sign the log.
- 906.7 It is not authorized to open the prisoner cage without proper support from Law Enforcement.
- 906.8 The housing of prisoners can be required throughout the course of an assignment. Housing can be utilized for the transporting team to Rest Over Night (RON) or to transfer prisoners to another transport team.
- 906.9 If you are leaving Prisoner's during your RON's and while resume custody, the transport team will not leave prisoner receipt paperwork with the housing facility. Most of the time, a different shift will be on duty when we pick up our prisoners and the misplacement of paperwork is a common occurrence that we cannot afford. Making a copy of the top sheet of the prisoner receipt usually meets the need of the housing facility. Occasionally, additional paperwork from the housing facility will need to be filled out and completed prior to departing. Prisoner(s) property will remain on the transport vehicle, but a supply of medication needed for the duration of the RON will be left with facility staff. The transport team shall notify the housing facility of any medical problems before

US PRISONER TRANSPORT  
COMPANY PRIVATE

departing. A contact number shall be given to the housing facility in case of emergency.

906.10

The housing of prisoners for the use of transferring from one team to another requires that the prisoner receipt paperwork be left in a designated place in order for the new transport team to pickup when receiving the housed prisoner(s). Prisoner property and medication will be given to facility staff. The transport team shall notify the housing facility of any medical problems before departing.



US PRISONER TRANSPORT  
COMPANY PRIVATE

**907 PRISONER PROPERTY/PRISONER RESTROOM BREAKS/STRIP SEARCHES**

- 907.1 Prisoner property shall be limited by space available on transport vehicle. All prisoner property must fit in one (1) brown bag; however we must take all legal work pertaining to the case the prisoner is going to court on. Bulk property will not be accepted. Officers shall make an annotation on the prisoner receipt, as to whether or not the prisoner has any money, property or medications. If the med is Nitro (heart) pills or Inhaler pumps, they are to accompany the inmate at all times during the transport. Only one inhaler pump is allowed.
- 907.2 Prisoners leaving from state institutions are allowed to bring only current legal paperwork, one religious book and current medications.
- 907.3 Any state prisoners returning to an institution from outside court shall not be allowed to transport anything other than the items he / she came with, unless he has acquired more legal work. As stated before, all legal work pertaining to the case must be transported.
- 907.4 Prisoner personal property not allowed on the transport vehicle:
- 1) Tobacco Products / Lighters
  - 2) Bulk Clothing
  - 3) Duffle Bags / Backpacks
  - 4) Books / Magazines
  - 5) Hygiene Products
  - 6) Any food items
  - 7) Knives, tools or any other sharp objects
- 907.5 All prisoner property not authorized to be transported will be left behind and inventoried in the presence of the prisoner or discarded by the prisoner. No prisoner property will be discarded by any officer of US Prisoner Transport without the prisoner being present.
- 907.6 To prevent the transportation of unauthorized or contraband items, you will search all prisoner property. Once the bag has been searched, the bag must be sealed (with staples), not folded over, to keep the prisoner from adding or removing items during the escort to the vehicle.
- 907.7 No prisoner property shall be transported in the secure area of the vehicle.

US PRISONER TRANSPORT  
COMPANY PRIVATE

- 907.8 If the prisoner, while out to court, has had his home institution ship large quantities of property to him, before refusing to take the property, you must call your supervisor.
- 907.9 Prisoners shall be responsible for carrying their own property to the vehicle. This is to remove the responsibility from the officer in having to return to retrieve the property if the prisoner leaves it behind.
- 907.10 It is the Officer's responsibility to ensure all monies, and properties are returned to the prisoner prior to leaving the institution. Once the officers have left the institution, and have resumed their itinerary, it shall be the prisoner's responsibility to recover whatever was left behind at the facility. There is to be no compromise in the prisoner property policy. Do not argue. Do not barter.
- 907.11 US Prisoner Transport officers are not authorized to keep any item discarded by the inmate. All discarded items must be left at the pickup site with the origination facility. Any item taken is considered stealing and will be terminated.
- 907.12 All prisoners will be allowed to use the restroom at least every four (4-5) hours.
- 907.13 Requiring prisoners to urinate in containers violates the prisoner's civil rights.
- 907.14 Jails, Prisons, State Trooper Barracks or Police Stations are the only places that are authorized to restroom break prisoners. Contact the facility prior to arriving and request permission to use their facilities.
- 907.15 Rest areas and way stations are not authorized. If this policy is violated, immediate termination will occur.
- 907.16 Any deviation from this policy requires authorization from your immediate supervisor. If an emergency stop is authorized, use care in escorting the prisoners into the restroom. Restroom break one prisoner at a time.
- 907.17 All prisoners will be strip searched by one of our officers, of the same sex, prior to assuming custody. If an officer of the same sex is not available, have an officer at the holding agency / institution perform the strip search. If the holding agency / institution already conducted the search, unless you were present, you will conduct the search to ensure the safety of your fellow officers and yourself.
- 907.18 Clothing shall be inspected for contraband. Shoe laces must be removed and included with property. Eye glasses must be removed and include with property.



US PRISONER TRANSPORT  
COMPANY PRIVATE

**908 PRISONER'S GENDER/DELIVERY OF PRISONERS/MEDICAL  
(HOSPITALIZATION)**

- 908.1 Prisoner's genitals determine their gender. When dealing with prisoners, who have had a sex change surgery, they are considered the sex to which their genitals have been altered or changed. When possible segregate the prisoner.
- 908.2 Upon arrival at the prisoner's destination, the prisoner shall be asked if he or she has any property and or medication. Failure to remind a prisoner of his property and or medication and the subsequent cost to return the property left on board the transport vehicle shall be the responsibility of the transporting team.
- 908.3 Once the property and or medication are located, the prisoner shall be in possession of his property from then on. Officers shall not be responsible for the carrying of prisoner property.
- 908.4 Your supervisor needs to be notified if a team fails to deliver a prisoner's medication. It may be necessary for that transport team to return to the institution to deliver the medication.
- 908.5 The receiving officer, at the institution at which the prisoner is being delivered to, will sign and date the prisoner receipt. US Prisoner Transport Officer will retain the top white copy, if included, and the yellow copy of the prisoner receipt. The remaining paperwork should be left with the drop of institution. The white and yellow copies are needed for billing our clients. Failure to have these signed copies will result in the transport team incurring the expense of the move.
- 908.6 During a transport, if an inmate complains about a medical emergency, the officer(s) are required to evaluate the situation and notify the on call supervisor. Unless a life and death situation is determined, the prisoner cage will not be open without law enforcement support is present and on scene.
- 908.7 The officer in charge will call for emergency help via 911 to locate the closest hospital or emergency facility. While on the phone with 911, calmly state your name, inform them that you are transporting prisoners, and your location as well as your emergency. Request support by a local law enforcement agency. Contact your supervisor immediately for any additional instructions.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012



US PRISONER TRANSPORT  
COMPANY PRIVATE

**909 ESCAPE DURING TRANSPORT/END OF TRIP RESPONSIBILITIES**

909.1 In the event a prisoner escapes from an escorting officer during the transportation process, the following procedures are to be followed:

- Immediately notify local law enforcement and provide the location of the escape, the direction of travel, the prisoner's physical and clothing description and charges.
- If there are prisoners remaining in the transport vehicle after the escape, it shall be the responsibility of the officer(s) to secure the prisoners and transport vehicle.
- An officer should make an attempt to stop the escape without endangering themselves or the public.

909.2 Before arriving at the office the transport vehicle must be filled with fuel. All trash must be removed and floors swept. Use cleaning supplies when and where needed. Be considerate for the next team; leave the van clean. Count restraints and cuff locks, you will be financially responsible for any missing sets. Return all paper work and receipts in an orderly fashion to the office. Leave the cell phone, GPS unit and charger in the transport vehicle.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**910 FIELD TRAINING**

- 910.1 This policy serves as the standards and operating guidelines for the Field Training Program at US Prisoner Transport. USPT views the Field Training Program as a vital key to the success of the company.
- 910.2 The guidelines for becoming a Field Training Officer are as follows
- The Training Officer shall be a Corporal and in good standings with USPT. In the case of an emergency or when manpower issues arise a Senior Officer may fill in until a corporal becomes available.
  - The Training officer shall have full working knowledge of ALL BASIC functions as it relates to the job that the Training Officer is Training for.
  - The Field Training Officer shall complete the USPT Field Training Officer Program within (6) months of promotion to the position. A written exam maybe given at USPT's discretion.
- 910.3 All Field Training Officers, regardless of rates or statuses shall be on call during training times. The Field Training Officer accepts the responsibility of training the individual from start to finish while the recruit is training. If an FTO is unable to complete a recruit's training the FTO may at USPT's discretion be removed from that recruit's training.
- 910.4 When an FTO accepts a recruit, the FTO will be unable to request time off that will interfere with the recruit's regimented training program. It will be the responsibility of the Field Training Officer to coordinate or notify the Training Division if he is unable to make his obligations as a trainer for any reasons. Special Requests will be considered in emergency or medical situations.
- 910.5 USPT will not tolerate any abuse or misconduct as it relates to the relationship between the FTO and the recruit.
- 910.6 USPT reserves the right to temporarily, or permanently remove any Field Training Officer that USPT feels is not training or is failing to meet the standards that USPT has set for the Field Training Program. If a FTO is removed the FTO has the right to grieve his removal in a reasonable amount of time after being notified of his removal following the grievance guidelines set forward in the internal investigations policy Section 701.
- 910.7 Field Training officers are to complete a Recruit Observation Report every 24 hours that a recruit is training under them. If a run lasts less than 24 hours a Daily Observation Report is still required. All COMPLETED RORs must be made available to training upon request and must be completed upon return.
- Example a FTO has a recruit for 30 hours, only (1) ROR is required because two 24 hour periods did not pass. If the FTO had the recruit for 40 hours this



US PRISONER TRANSPORT  
COMPANY PRIVATE

would still only require (1) ROR. However if the trip hits 48 hours another ROR is required for the second 24 hour block.

- 910.8 USPT reserves the right to modify, change, or reconstruct the FTO Program without consent from the Field Training Officers.
- 910.9 When grading a recruit the following guidelines must be followed when giving numeral (1-5) ratings on ROR reports:
- For a recruit to receive a score of **1 or Poor** the recruit must show a lack of knowledge in the graded area. The recruit **MUST** have received prior training on the graded area and been given a chance to ask questions about any area the recruit did not feel comfortable on. The recruit holds the right to grieve **ON THE ROR FORM** any rating of **1**. Proper explanation will be required by the FTO when giving this rating.
  - For a recruit to receive a score of **2 or Fair** the recruit must show a working knowledge of the graded area, but still has small deficiencies that overall does not cause a working problem, but does contain issues that still need to be addressed and corrected by the FTO.
  - For a recruit to receive a score of **3 or Satisfactory** the recruit must show a working knowledge of the graded area and could perform this function with minimal assistance from the FTO. This grade should be given if the FTO believes that the recruit is able to perform the function if given the task without direct supervision.
  - For recruit to receive a score of **4 or Good** the recruit must show a **FULL** working knowledge of the graded area and **MUST** be able to perform the function without assistance from the FTO. The FTO may give this grade if the FTO believes the recruit could perform this function if given the task without **ANY** supervision.
  - For recruit to receive a score of **5 or excellent** the recruit must show an **ADVANCED** working knowledge of the graded area and perform the task without flaw and must exceed the training officer expectations of knowledge. Proper explanation will be required by the FTO when giving this rating. **Documentation MUST BE PROVIDED FOR THIS RATING ON THE ROR form.**
- 910.10 For purposes of this policy only a working knowledge is defined as the recruit's ability to perform a function with the understanding of its steps and basic trouble shooting abilities.



US PRISONER TRANSPORT  
COMPANY PRIVATE

- 910.11 All FTOs are required to be properly dressed and should exceed the basic standards of the uniform policy to set a strong example to the recruit.
- 910.12 The FTO training period is defined as (30) days from completion of the course.
- 910.13 If a FTO believes that within the (30) days a recruit has not reached the level required by USPT (NOT HIS OR HER PERSONAL STANDARDS) the FTO must complete a written request for extension of training and must have a remediation plan attached to it.
- 910.14 Any areas not covered in policy are the discretion of the Training division.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 06/02/2011

Date of Next Policy Review: 01/01/2012

US PRISONER TRANSPORT  
COMPANY PRIVATE

**911 USPT Officer and Vehicle Safety**

- 911.1 Officer safety is paramount. All officers must be aware of their surrounds.
- 911.2 All Cages locks must be locked while inmates are in the vehicle.
- 911.3 All keys must be removed from the ignition while the cabin seats are empty. The vehicle keys must remain with the officers while the vehicle is unattended.

**Lt. C. Hilerio #103**  
CAPTAIN OR DESIGNEE

Policy Effectiveness Date: 01/18/2011

Date of Next Policy Review: 01/01/2012



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**COR61494**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**TARA LYLE**  
**304-558-2544**

V  
E  
N  
D  
O  
R

U.S. Prisoner Transport  
 415 Stan Drive  
 Melbourne, FL 32904

S  
H  
I  
P  
T  
O

DIVISION OF CORRECTIONS  
 617 LEON SULLIVAN WAY  
 CHARLESTON, WV  
 25301 304-558-8045

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/16/2011				

BID OPENING DATE: **12/21/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		952-20		
INMATE TRANSPORT SERVICES  OPEN-END CONTRACT  THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV DIVISION OF CORRECTIONS, IS SOLICITING BIDS TO PROVIDE INMATE TRANSPORT SERVICES PER THE ATTACHED SPECIFICATIONS.  INQUIRIES:  WRITTEN QUESTIONS WILL BE ACCEPTED UNTIL CLOSE OF BUSINESS ON 12/06/2011. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:  TARA LYLE DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305  FAX: 304-558-4115 EMAIL: TARA.L.LYLE@WV.GOV						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>R Downe</i>	TELEPHONE 321-725-5570	DATE 12-12-11
TITLE PRESIDENT	FEIN 20-5020161	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**COR61494**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**TARA LYLE**  
**304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CORRECTIONS  
 617 LEON SULLIVAN WAY  
 CHARLESTON, WV  
 25301 304-558-8045

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/16/2011				

BID OPENING DATE: **12/21/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>EXHIBIT 3</b></p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>R. Downs</i>	TELEPHONE <i>304-255-5570</i>	DATE <i>12.12.11</i>
TITLE <i>President</i>	FEIN <i>20-5020161</i>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**COR61494**

PAGE  
**3**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**TARA LYLE**  
**304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CORRECTIONS  
 617 LEON SULLIVAN WAY  
 CHARLESTON, WV  
 25301 304-558-8045

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/16/2011				

BID OPENING DATE: **12/21/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>EXHIBIT 4</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <b>R Down</b>	TELEPHONE <b>321-725-5570</b>	DATE <b>12-12-11</b>
TITLE <b>PRESIDENT</b>	FEIN <b>20-5020161</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
COR61494

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF:
TARA LYLE 304-558-2544

VENDOR

RFQ COPY  
TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CORRECTIONS  
 617 LEON SULLIVAN WAY  
 CHARLESTON, WV  
 25301 304-558-8045

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/16/2011				

BID OPENING DATE: 12/21/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>THIS TEAM EXHIBIT HAS BEEN REPLACED BY THE ONLINE VERSION WHICH IS AVAILABLE HERE:  <a href="http://www.state.wv.us/admin/purchase/vrc/venpref.pdf">HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</a></p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>R Downe</i>	321-725-5570	12-12-11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
President	20.5020161	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**COR61494**

PAGE  
**5**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**TARA LYLE**  
**304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CORRECTIONS  
 617 LEON SULLIVAN WAY  
 CHARLESTON, WV  
 25301 304-558-8045

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/16/2011				

BID OPENING DATE: **12/21/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130		
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID  BUYER:-----TL/32----- RFQ. NO.:-----COR61494----- BID OPENING DATE:-----12/21/2011----- BID OPENING TIME:-----1:30 PM-----  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: -----321.725-5524-----  CONTACT PERSON (PLEASE PRINT CLEARLY): -----ROBERT DOWNS-----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>R. Downs</i>	TELEPHONE 321.725.5576	DATE 12.12.11
TITLE PRESIDENT	FEIN 20.5020161	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**COR61494****Inmate Transport Services Specifications**

Transport vehicles must accommodate a separate confinement system to support numerous inmates in transport.

The winning vendor must have nation-wide system of "holding cells" for overnight stays; if necessary, during any transport.

The winning bidder must be able to transport all prisoners in full restraints.

Any prisoners that cannot be transported by ground transportation due to physical/health needs may be able to be transported via air upon mutual decisions by the vendor and the State of West Virginia, and West Virginia must pay the cost of the air travel on a case by case basis, which is exclusive of the flat ground charge quoted.

The winning bidder must have a minimum of 5 years prisoner transport services experience.

The winning bidder must provide and maintain general auto/liability insurance coverage, minimum amount \$1,000,000.00.

Ground mileage rates must apply for all states, exclusive of Alaska and Hawaii.

Transport agents must have prior law enforcement, armed transport experience-resumes and references should be submitted.

**Qualifications:****Qualifications/ Scope of Service:**

The winning vendor will need to offer interstate and intrastate transportation and transport prisoners in a safe, secure, and humane manner. The vendor should be able to handle every type of transport including, but limited to, short notices; Form 6; Governor's Warrants; special needs; and juveniles. Form 6 is part of nine forms, representing agreement on detainers and completed between District and Prosecuting Attorneys and Wardens.

**Transport:**

The vendor's agent/inmate ratio shall be two extradition agents for every 1-12 inmates.



**Operational Ground Transportation System:**

The vendor's employees shall be available 24/7, 365 days a year to assist users departments with any questions regarding prisoner tracking.

**United States Department of Transportation:**

The vendor shall meet all requirements for limits on continuous travel, hours, and miles as governed by the United States Department of Transportation.

**Pre-Employment Screening of Preferred Certified Personnel:**

New-hire employees are preferred to have two years previous military, corrections, or law enforcement experience, and must undergo and pass a comprehensive background check, fingerprint-based search, credit report check, physical examination, controlled substance test and a personal interview.

**Training:**

The primary function of the vendor is to transport prisoners in the most safe and secure environment possible. The vendor shall achieve this by providing a comprehensive training program that shall include classroom instruction, as well as well extensive hands-on application. The vendor's basic and in-service training is second to none, and shall include, but shall not limit to: 1) Proper use and application of restraints; 2) Searches of prisoners; 3) Use of force to include use of appropriate weapons and chemicals, if applicable; 4) CPR and first Aid; 5) Map Reading; and 6) defensive driving.

All new agents, regardless of experience, are assigned to a number of different Senior Training Agents for a minimum of 90 days. After that period, if the agent candidates are not able to perform the required tasks with optimum proficiency, they are subsequently terminated. If they are selected, candidates must then complete a 6-month probationary period in order to retain their position with the vendor.

In-Service training is a critical and mandatory step in maintaining the skills and professionalism of the agent force. All agents are required to complete In-Service Training once per calendar year.

**Interstate Transportation of Dangerous Criminals Act of 2000:**

The vendor shall comply with all regulations governed by the Interstate Transportation of Dangerous Criminals Act of 2000 (Jeanne's Act.)



**Female Inmates:**

The winning bidder must have a female agent present when transporting a female prisoner.

**Inmate Meals:**

As mandated by the American Correctional Association Standard 4-44328, inmates must be provided with three (3) nutritionally adequate, appealing meals daily, including two (2) hot meals and beverages. All efforts shall be made to ensure meals must meet dietary needs and/or religious preferences.

**Customer Relations:**

Orders are received by our Customer Relations Department by email, fax, and phone. That order is then confirmed with the requesting agency. The order is then submitted electronically in the vendor's automated order entry, dispatch, and scheduling system. The state-of-the-art system shall allow the vendor to electronically track the inmate's status from the initial order to drop off the inmate. The order is then transported to the Scheduling Department where it is assigned. The holding facility will be notified of the vendor's scheduled arrival time and the prisoner is subsequently picked up. The vendor's extensive nationwide air and ground system shall have the ability to service the vendor's customers coast to coast.

**Scheduling:**

Pickup and delivery shall be coordinated by the vendor. The only request that we have of the customer is that they teletype the holding agency and notify them that the vendor is the authorized agency to transport the inmate.

**Vehicles:**

The vendor's vehicles shall be able to seat eight (8) inmates in the back and four (4) in the front. The front seat section shall have a segregation gate to isolate female, disruptive, or high-risk inmates. The compartments in the vehicle need to be designed for maximum security while also providing quick access to remove inmates in the event of an emergency. The vehicle must be equipped with restraints that would include handcuffs, leg irons, waist chains, black boxes, and interconnect chains that must be carried aboard the vehicle. Additional equipment that may be included but not limited on the vehicle is prisoner clothing, road triangles, CPR masks, first aid kits, fire extinguishers, cell phones and blankets.

**Medical:**

The vendor shall provide a safe and effective method of travel for inmates with special needs, medical conditions, and/or communicable diseases. Certain diseases will not allow the inmates to be transported with other inmates and can pose a problem in housing that inmate throughout their transport. If a event like this would occur, the inmate may be transported via commercial air or transported alone in a special needs vehicle. If this would be needed, the various operations and costs associated with the special move will be discussed with the customer first. Theses transports may present a greater exposure to medical expenses and possibly other related costs that the vendor shall attempt to minimize as much as possible. Theses transports are quoted on a case-by-case basis.

When medication is supplied by the holding facility, it will be distributed as prescribed while the inmate shall be in the vendor's custody. A minimum amount will be requested depending upon anticipated length of trip. If additional medication may be needed, it may be purchased and billed to the customer. All medication that happens to be dispensed at the time shall be recorded and initialed by the inmate at the time of the medicine being dispensed. Any inmate that shall require injections, such as insulin, must either be administrated by the inmate their selves or by a trained medical personnel.

**Inmate Property:**

Property no larger than 12x12x12 shall be accepted; this doesn't include electronic equipment such as televisions, radios, cell phones, etc. All property shall be logged on the vendors property form and must be signed by the inmate at pick up and drop off time.

**Inmate Housing:**

The periodic housing of inmates while in transit is part of the vendor's ground system. The vendor shall have relationships with detention facilities throughout the United States. Inmates must be housed in a secure facility that must be provided with a bed, shower, and meals during the time that they are in the facility. The vendor's agents shall stay in a hotel that is located close to the facility. All of these costs shall be included in the initial price quote. In the event that there would happen to be a medical emergency, and an extended stay shall be necessary, housing would be handled in the same manner. If an inmate would happen to experience a medical emergency, the inmate and possibly the customer shall be responsible. The vendor shall maintain frequent contact with the client during these rare situations.



**Notification of Delay:**

In the event of unusual incidents, emergencies are controversial situations: the vendor shall immediately notify the appropriate parties. The unusual incident, emergency or controversial situation should include, but not to be limited to, any act of violence by prisoners or other passengers, any escape or attempted escape, breach of security, any use of excessive force, excessive delay in the transportation of a prisoner, any medical condition, any prisoner requiring medical treatment, mechanical failure, or any refusal of law enforcement agencies to release a prisoner to the vendor shall be authorized or directed by the Department.

**Escape and Attempted Escape:**

The vendor agents shall be properly trained in maintaining complete control of the prisoners while in the vendors' custody. In the event of an attempted escape and/or escape, the vendor shall immediately report the incident to the proper authorities and the Department.

**Extradition Timeline:**

Although federal law stipulates a period in which to extradite a prisoner, common practice shall be 10 days. The vendor shall operate more efficiently if the vendor shall receive as much notice as possible. The vendor shall accommodate shorter times if possible in their system, but if not, the vendor shall apprise the customer of the time frame and amount of time needed. The vendor may routinely transport prisoners by air travel. Each time an inmate is moved by the air, the customer must be given an all-inclusive price quote in advance.

**Award:**

The contract will be awarded to the vendor with the most complete bid meeting all of the specifications with the lowest grand total. Estimated quantities on the attached bid form are for bidding purposes only, more or less may be utilized by the agency.



COR61494 - Inmate Transport Services			
Bid Form			
Item #	Description	Estimated Quantity	Unit Price
1	Inmate Transport Service (inclusive per the specifications)	500 ea	SEE ATTACHED PRICE SHEET
	Failure to use this form may result in disqualification		GRAND TOTAL: \$
Bidder / Vendor Information:			
Name: US PRISONER TRANSPORT			
Address: 415 STAN DRIVE			
MELBOURNE FL 32904			
Phone No.: 321-725-5570			
Fax No.: 321-725-5524			
Email Address: INMATEMOVES@USPRISONERTRANSPORT.COM			
Please provide the following numbers below:			

Estimated quantities are for bidding purposes only, more or less may be utilized by the agency.

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: ROBERT DOWNS

Signed: R. Downs

Date: 12-12-11

Title: 12-12-11

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



RFQ No. COR61494

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: BREVARD EXTRADITIONS INC. DOA US PRISONER TRANSPORT

Authorized Signature: R Downe Date: 12.12.11

State of Florida

County of Brevard, to-wit:

Taken, subscribed, and sworn to before me this 12 day of December, 2011.

My Commission expires 13 July, 2012

AFFIX SEAL HERE

NOTARY PUBLIC *Joseph Marsala*







State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**COR61494**

PAGE  
**5**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**TARA LYLE  
 304-558-2544**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
T  
O

DIVISION OF CORRECTIONS  
 617 LEON SULLIVAN WAY  
 CHARLESTON, WV  
 25301 304-558-8045

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/16/2011				

BID OPENING DATE: **12/21/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130		
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID  BUYER:-----TL/32----- RFQ. NO.:-----COR61494----- BID OPENING DATE:-----12/21/2011----- BID OPENING TIME:-----1:30 PM-----  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: -----321.725-5524-----  CONTACT PERSON (PLEASE PRINT CLEARLY): -----ROBERT DOWNS-----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <b>R. Downs</b>	TELEPHONE <b>321.725-5570</b>	DATE <b>12.12.11</b>
TITLE <b>PRESIDENT</b>	FEIN <b>20.5020161</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'