

*Ashe County Sheriff's Office*  
*Sheriff B. Phil Howell*



140 Government Circle  
Jefferson, NC 28640  
(336) 846-5633  
[www.AsheSheriff.com](http://www.AsheSheriff.com)

March 12, 2019

To: Ann Clark

From: Sheriff Howell

Re: Request to be placed on the Agenda for the upcoming Commissioners Meeting

This letter is to serve as a request to be placed on the agenda for the next Commissioner's meeting on March 18, 2019. I would like to present the following items for discussion:

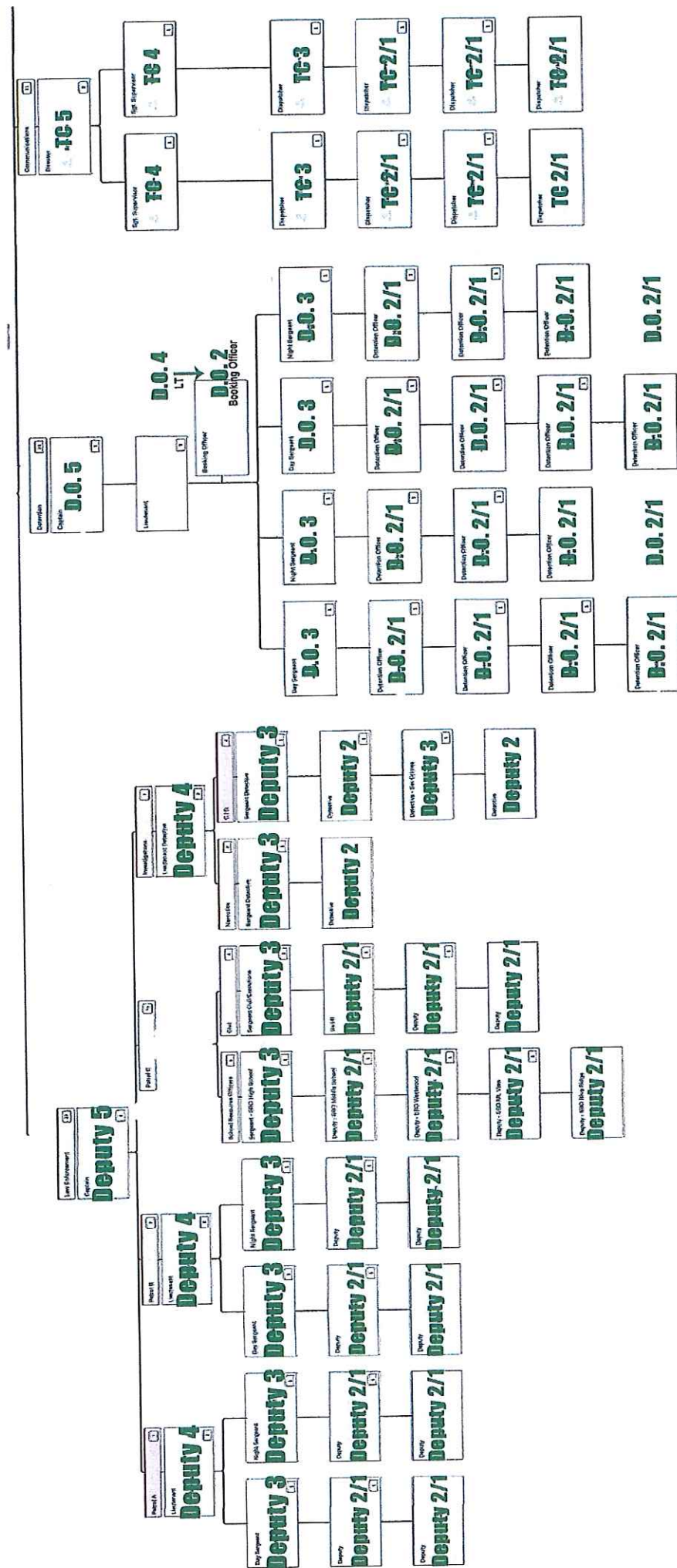
- Re-naming the Job titles at the Ashe County Sheriff's Office. (Re-classification request will come at a later date.)
- Request for a maintenance employee of your choice to be assigned oversight of the maintenance needs for the Ashe County Detention Center.
- Discussion regarding arming certain detention officers to complete inmate transports. This will be in accordance with Sheriff's Standards regulations, see attached paperwork.

Thank you for your consideration in this matter, I look forward to speaking with you all.

Sincerely,

A handwritten signature in blue ink, appearing to read "BPH", followed by a long horizontal line extending to the right.

Sheriff B. Phil Howell



# BASIC INMATE TRANSPORT

Please check our "[Available Training](#)" page for the most current status of the course.

## Who Should Attend:

Detention officers who will be or are assigned the responsibilities of the transportation of inmates.

## Course Goals:

To give the student the knowledge and practical skills required to conduct efficient, safe and secure transportation of inmates.

## Course Objectives:

The student will be able to:

- ▶ Describe the proper search techniques of an inmate leaving a facility on transport.
- ▶ Using various mechanical restraints, demonstrate the proper restraining of an inmate for transport.
- ▶ List the various locations an officer may transport an inmate and describe the security concerns of each.
- ▶ Through a series of practical exercise scenarios, conduct both single and multiple inmate transports proficiently.

## Methodologies:

This course employs lecture, discussion, demonstrations and practical exercises.

## Course Requirements:

The student is expected to attend all class sessions. Students are expected to successfully complete all practical exercises. Each student must pass a written final exam.

## Special Concerns:

Students should bring all issued leather gear and duty belt. Class is limited to only 12 students per offering.

## Registration:

Register for ALL NCJA classes (traditional classroom and online) on our [North Carolina Justice Academy Training Portal](#). After signing in to the portal, you can view ALL available classes. If you don't have a portal account, instructions for creating one are located [here](#).



## Course Coordinator:

[Amanda Stephenson](#)

## Length of Course:

Two days - 16 hours

**Limit 2 students per department**