

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: PRISONER TRANSPORTATION	Procedure: General Order 30.1.1 CALEA 70.1	Total Pages: 7
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I. POLICY

It is the policy of this Department that the transportation of all prisoners shall be made with due regard for the best interests of the Department, its' personnel, the public and the prisoner.

II. PURPOSE

This written order establishes guidelines and procedures to ensure the safe and secure handling and transport of prisoners.

III. SCOPE

This written order is applicable to all personnel.

IV. RESPONSIBILITY

All personnel are responsible for complying with this directive.

V. PROCEDURES

A. PHYSICAL SEARCH OF PERSONS ARRESTED OR DETAINED:

1. The transporting officer shall search each prisoner/detainee prior to transport. The object(s) of this search is weapons, contraband, or any items that could promote an escape, or cause injury to either the prisoner/detainee or transporting officer.
2. The prisoner/detainee shall be secured in restraints prior to the search.
3. When possible and practical, the searching officer should be the same gender as the prisoner/detainee.
4. In the case of members of the opposite sex, the search should be conducted in view of an in-car camera. Suggested techniques for the

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search of someone of the opposite sex include using the back of the hand to check for items, and/or to have the subject pull their shirt tight in the front and back in order to expose any items concealed in the waistband.

- B. TRANSPORTING VEHICLE SEARCH: When prisoner/detainees are to be transported, the vehicle used for the transport will be examined to assure that no contraband or weapons are present.
 - 1. MARKED PATROL VEHICLES: Vehicles used for patrol purposes will be searched at the beginning of the officer's tour of duty. The backseat will be searched prior to and after transporting a prisoner/detainee.
 - 2. OTHER VEHICLES: If a vehicle other than a marked uniform patrol vehicle is used for transporting prisoner/detainees, the transporting officer will search the vehicle for items before and after transporting the prisoner/detainee.
- C. USE OF RESTRAINTS: All prisoner/detainees transported by a Florence Police employee are to be restrained.
 - 1. Generally, all prisoner/detainees being transported are to have their hands restrained behind their backs with either handcuffs or flex cuffs. As a general rule, the transporting officer should be able to put a finger between the wrist and handcuff to prevent injury or unnecessary discomfort.
 - 2. Prisoner/Detainees must ride in the backseat of the transporting vehicle, unless an exception is otherwise noted within this directive.
 - 3. Certain circumstances may require the use of shackles.
 - 4. Extenuating circumstances based on physical limitations of a prisoner/detainee, would allow for alternative restraint methods to be utilized. In the case of large or obese individuals, "undersized" individuals, sick or injured individuals, and/or individuals with disabilities, the officer may use his/her discretion in how to best restrain the prisoner/detainee.
 - 5. The practice of "hog tying" in which the subject's hands and feet are jointly restrained behind the back has been found to contribute to injury and/or "positional asphyxia" and is prohibited.
 - 6. In the event of a lengthy transport, a reasonable attempt should be made to make the prisoner/detainee comfortable. However, this attempt should not sacrifice officer safety or the security of the prisoner.

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7. An officer may use seat belts in a vehicle to further restrain a prisoner/detainee to protect the prisoner and further enhance officer safety. However, this attempt should not sacrifice officer safety or security of the prisoner.

D. VEHICLES WITHOUT SAFETY BARRIERS: Vehicles used primarily for transporting prisoner/detainees must have the driver separated from the prisoner/detainee by a safety barrier. Prisoner/Detainees being transported in vehicles without safety barriers (cages) will be escorted by two officers when circumstances permit. The second officer will be seated directly behind the driver, with the prisoner belted in his/her seat on the right side of the rear

seat. One officer transporting a prisoner/detainee with no safety barrier should be avoided if possible. It will be permitted when:

1. The prisoner is handcuffed behind his back.
2. The prisoner is belted in his seat in the right front passenger seat.
3. Prior approval from a supervisor.

E. TRANSPORTS BY INVESTIGATORS: In the instance that a follow-up investigation requires the transportation of a prisoner/detainee by a criminal investigator, the transporting investigator must restrain the prisoner/detainee with at least one restraining device. Prisoner seating in the vehicle will be at the Investigator's discretion based on officer survival and other legitimate concerns.

1. An officer or detective escorting a prisoner on foot shall be responsible for the security of the prisoner and the degree to which the prisoner is restrained. The officer or detective should direct the prisoner in the proper direction; follow them, and not allow the prisoner to walk behind them. If crossing a street with a prisoner, the officer or detective should physically retain control of the prisoner to prevent escape or accident as traffic crosses their path.

F. ANY DETAINEE: The following procedures will be followed when transporting detainees:

1. The officer should radio dispatch with the following information:
 - a. starting mileage
 - b. intended destination
 - c. ending mileage upon arriving at destination
2. An officer should not transport the following in the same vehicle:
 - a. an adult and a juvenile, who are both in the custody of police.

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(Exceptions are made for courtesy transports.)

- b. Prisoner/detainees who are combative towards one another.
 - c. parties involved in domestic disputes.
 - d. males and females from separate, unrelated incidents.
- G. **STOPS DURING TRANSPORT:** The primary duty of the transporting officer is the prompt and safe delivery of the prisoner in his/her care. Ordinarily, the transporting officer will not deviate from his/her course during the transportation of a prisoner/detainee from one location to another, except in case of emergency or would be necessary for follow-up criminal investigations.
1. **STOPS FOR EMERGENCIES:**
- a. The transporting officer should not interrupt a prisoner transport except when confronted by a possible life-threatening situation, or to regain control of a prisoner/detainee.
 - b. Only when the risk to a third party is both clear and grave, and the risk to the prisoner is minimal, should the officer stop to render emergency assistance or to engage in any law enforcement activity.
 - c. The officer should consider stopping only when he/she is the first to arrive on the scene, and will remain only until other emergency assistance has arrived.
 - d. In the event two officers are transporting the prisoner/detainee, they may stop away from the scene. One officer should remain with the prisoner/detainee while the other renders the emergency assistance at the scene.
- H. **UNORDINARY TRANSPORTS:** In the event a prisoner/detainee transport takes longer than normal, reasonable provisions will be made for rest stops and meals. Access to toilet facilities and meals should only occur under circumstances in which the officer feels safe and secure. A transporting officer should maintain reasonable, continual observation of the prisoner/detainee during these stops.
- I. **PRISONER/DETAINEE COMMUNICATIONS RESTRICTED:** During transport, the prisoner/detainee should have no unnecessary contact or communication with persons other than law enforcement or medical personnel. Safety aspects of the transportation function normally require that the prisoner/detainee's rights to communicate with others be suspended during transport.

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1. A prisoner/detainee will not be permitted to make telephone calls or communicate with any person while being transported.
 2. Should a special circumstance arise which would necessitate an exception to this policy, the transporting officer will be responsible for making any provision for communication using his/her best judgment.
- J. TRANSPORTATION TO DETENTION FACILITIES: The transporting officer shall follow the procedures established by the detention facility. The following procedures also apply:
1. SECURING FIREARMS: Firearms are to be secured for safekeeping, either within the vehicle or by utilizing the facility's firearm lock boxes.
 2. REMOVING RESTRAINTS: Handcuffs and/or any other restraining devices will only be removed after the receiving agency has accepted physical custody of the prisoner/detainee, and/or after they acknowledge they are ready for the officer to do so.
 3. COMPLETED PAPERWORK: The transporting officer will be responsible for completing & delivering all necessary paperwork, such as jail cards, arrest reports, and the execution of arrest warrants required for the exchange of custody.
 4. MEDICAL OR SECURITY RISKS: The transporting officer will advise the receiving detention facility of any medical or security hazards relative to the prisoner.
- K. UNUSUAL SECURITY RISKS: In the event that a prisoner/detainee being transported is considered a high security risk, the transporting officer will notify the receiving facility/agency, or court in advance of his arrival and request additional assistance. A high risk prisoner is any prisoner that has attempted or threatened suicide, attempted or threatened escape, has been highly combative or violent, or has a history of escape or violence.
- L. PRISONER/DETAINEE ESCAPE: Should an escape occur, the transporting officer will immediately advise dispatch of their location, description of the offender, direction of travel, description of any vehicles or persons aiding in the escape, and any other relevant information.
1. ATTEMPTS TO RECAPTURE: After advising dispatch, the transporting officer will make every reasonable attempt to recapture the escapee. However, if the situation encountered had more than one offender present, the officer should remain with the remaining offender.

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2. USE OF FORCE: All departmental policies and procedures applicable to the use of force will be followed during attempts to prevent escape or recapture escapees.
 3. OUTSIDE JURISDICTION: Should the escape of a prisoner occur outside the jurisdiction of the Florence Police Department, the transporting officer will follow the procedures outlined herein, but will additionally notify law enforcement responsible for the area he is traveling and advise Florence Police Dispatch as soon as feasible.
 4. The transporting officer will complete an Incident/Offense report and any necessary supplements reflecting the full details of the event.
- M. SICK OR INJURED PRISONER/DETAINEES: Any officer transporting a prisoner/detainee who is sick, injured, or who has requested medical attention shall cause such prisoner/detainee to be transported (by ambulance if necessary) to an appropriate facility for treatment. This officer is responsible for the security of the prisoner/detainee while he/she undergoes treatment, examination, and/or admission at the facility.
1. DEFINITION: An injury is any broken bone, cut in the skin requiring stitches, or any other injury or condition a supervisor determines must be treated.
 2. HOSPITAL ADMISSIONS: Contact a supervisor in the event a prisoner/detainee is admitted to the hospital. The supervisor will coordinate efforts with either a magistrate or the district attorney's office.
 3. REFUSAL OF TREATMENT: If the prisoner/detainee refuses treatment, the officer will notify the supervisor and document the nature of the refusal.
 4. HANDCUFFING: While being transported and treated, a sick or injured prisoner will be handcuffed unless it would further compound the injury, at which time the officer may use his discretion in restraining the prisoner/detainee.
 5. TRANSPORTATION BY AMBULANCE: The shift supervisor can make the determination as to whether or not a prisoner/detainee should be transported by ambulance.
 6. DISABLED PRISONER/DETAINEES: In the event the prisoner/detainee is physically disabled and has unusual needs as a result, the officer and a supervisor will use their best judgment in making necessary accommodations. These accommodations will factor both security needs and modifications to this policy based on the nature of the physical disability. It should NOT be assumed that restraining devices are not required on disabled prisoner/detainees.

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7. SECURITY AND CONTROL WHILE AT MEDICAL FACILITY:
An officer, who has a prisoner restrained at a hospital for a long-term stay or is charged with guarding a prisoner, shall be responsible for determining the degree of restraint necessary for safety and security. The officer guarding said prisoner will accompany hospital personnel into the room for the purpose of observation and security, but shall remain a secure distance from the prisoner to allow private conversation and proper treatment. The officer may also make reasonable accommodations regarding use of restraints while at the hospital at the request of hospital staff. Only under unusual circumstances will the prisoner/detainee be allowed out of the officer's sight. The officer should be aware of opportunities for escape and/or assault on hospital staff. The directive regarding communication for prisoner/detainees applies while in custody at a treatment facility.
8. TRANSPORTING PRISONERS IN SPECIAL SITUATIONS:
Atypical prisoner transports to events such as a funeral or visitation of critically ill relative will be performed only by court order. All other provisions of this policy will be followed with exceptions only made to remain in compliance with the court order.
- N. PATROL VEHICLE MODIFICATIONS: Prisoner/Detainees are primarily transported in marked patrol vehicles. These marked patrol vehicles will have the rear compartments modified by having safety barriers (cages) installed, the power windows disabled or removal of hand cranks, the removal of door handles, and/or other modifications to minimize opportunities for exit without the aid of the transporting officer.
- O. IDENTIFICATION OF PRISONERS: Any officer transporting any prisoner/detainee to court, medical facilities, or from another agency to our detention facility will be responsible for verifying the identity of such prisoner prior to the transport. Positive ID may be verified by booking records, detention forms, or other means necessary.
- P. WRITTEN DOCUMENTATION FOR PRISONER TRANSFERS:
Appropriate documentation should accompany a prisoner/detainee being transported between two facilities. A copy of an arrest warrant, summons, or other legal documentation will suffice, followed by any other appropriate documentation; such as an arrest report or court order if necessary. Information relating to a prisoner/detainees' escape or suicide potential or other traits of a security nature should be documented and should accompany the prisoner/detainee during the transport.