421 PRISONER TRANSPORT

421.1 PURPOSE AND SCOPE

To establish procedures relating to the transportation of prisoners.

421.2 POLICY

It is the policy of the Columbia Police Department to maximize the safety and security of the prisoner, transporting officer and the public during prisoner transports through the procedures established in this directive.

421.3 TRANSPORTING PROCEDURES

421.3.1 SEARCH OF PRISONER(S)

Prisoners and arrestees will be searched each time they come into the transporting officer’s custody. This includes transports to court appearances or from one lock-up facility to another, incident to arrest, receiving prisoners from other officers or jurisdictions and when removing a prisoner from the holding cell area for transport to another location or facility (more information on searches in policies 322, 900, and 902).

421.3.2 SEARCH/INSPECTION OF TRANSPORT VEHICLE

At the beginning and end of each tour of duty, as well as prior to and after transporting a prisoner, all vehicles regularly used for prisoner transportation shall be inspected by the operator of the vehicle for readiness as follows:

a. All windows shall be intact and outer door latches in proper working order.
b. Rear-seat door handles and window controls shall be deactivated.
c. The vehicle passenger compartment/prisoner transport area will be searched for weapons or contraband at the beginning and end of the officer’s tour of duty and documented using the system in place at the time.
d. Prior to placing a prisoner in the vehicle for transport, the transporting officer shall search the prisoner transport area for weapons and contraband. The vehicle shall be searched again after the prisoner transport has been completed. These searches should be documented as necessary in appropriate reports or supplements and body worn camera video.
e. In addition to searching the interior of the vehicle, it will be the officer’s responsibility to ensure that the vehicle is properly stocked with all required equipment as specified in policy 706 CITY-OWNED VEHICLE USE, MAINTENANCE, AND EQUIPMENT.
f. The officer is to inspect the vehicle itself to ensure that tires appear properly inflated, fuel levels are adequate and that the vehicle appears safe for the transport of the officer and for the prisoner(s).
421.3.3 PRISONER RESTRAINTS

Information regarding handcuffing and restraints is located in policy 306. Applicable guidelines from that policy are as follows below:

a. Only department approved restraining devices may be utilized.
b. Prisoners shall be properly handcuffed with their hands behind their backs and the handcuffs double locked. The exceptions are those with injuries and/or medical or other conditions that prevent proper handcuffing techniques or that would otherwise be inappropriate. In such instances the officers must assess the risk and danger posed by the individual prisoner and employ alternative restraints, which may include the use of flex cuffs, belly or waist chains or soft medical wrist/ankle restraints.
c. For situations where the transport of a detainee/prisoner is expected to be of an extended duration, and the situation reasonably allows for a lower level of restraint, the use of belly chains, leg restraints, and handcuffing to the front may be considered for detainee comfort.
d. Prisoners shall not be handcuffed to the transporting vehicle.
e. The legs of prisoners who are considered extremely dangerous, combative or who pose a flight risk may be restricted by using authorized leg restraints.
f. Prisoners shall not be placed in a position which would pose a risk of positional asphyxia.
g. When possible, prisoners should be transported in a police vehicle equipped with a cage or conveyance module.

421.3.4 SEAT BELTS

When available, all arrestees will wear seat belts while riding in a police vehicle. If an arrested person is physically unable to be restrained in the normal manner (e.g., crutches, amputations, injuries, etc.) the officer must use their discretion as to the safest way to transport the individual.

421.3.5 SEATING

a. When a “cage” vehicle is used, the prisoner shall be seated in the right rear seat when feasible.
b. With one officer and a non-“caged” vehicle, the prisoner shall be seated in the front passenger seat with the seat belt properly secured. When this method is necessary, the appropriate windows and door locks should be rendered inoperative prior to transport.
c. When there are two officers and a non-“caged” vehicle is used, the prisoner should ride in the right rear seat with the other officer seated behind the driver.

421.3.6 OBSERVATION OF PRISONERS BY TRANSPORTING OFFICERS

a. Prisoners shall be under observation by the transporting officer to reduce the opportunity for attack or escape.
b. Exceptions:
1. Medical facilities where a prisoner is being treated and the officer's presence is not appropriate.
2. When a prisoner of the opposite sex is utilizing toilet facilities.
3. In the above instances, the officer shall position themselves in a position to prevent the prisoner's escape.

421.3.7 DIRECT ROUTE

a. Prisoners shall be transported using the most direct route when possible.
b. The transporting officer shall activate both the in car and their body worn camera during the entire transport.
c. Generally, when transporting a prisoner, stops shall only be made when the safety of the prisoner, officer or public is in jeopardy.
   1. The transporting officer will notify Boone County Joint Communications of such instances and will request an assist car if necessary. The officer will also have the dispatcher notify a supervisor of the situation.

421.3.8 INTERRUPTION OF PRISONER TRANSPORTATION

Transporting officers with prisoners will not respond to the need for law enforcement services unless there is both a clear and grave risk to a third party and only when such action does not present an increased risk to the prisoner. This will not preclude the officer from taking other appropriate action (e.g., notification to other officers, agencies, etc.; protecting the scene as much as might be practical and reasonable under the circumstances; etc.).

421.3.9 TRANSPORTATION OF SICK, INJURED OR DISABLED PRISONERS

If a prisoner becomes sick or injured or claims they are sick or injured, the officer shall notify Boone County Joint Communications and request a supervisor be notified. Depending on the circumstances and officer's judgment, the officer may request an ambulance to their location, request an ambulance meet them en route to the University Hospital or closest emergency room if needed, or continue directly to the University Hospital emergency room. Unless circumstances dictate otherwise, sick or injured prisoners needing treatment should be conveyed to the University Hospital emergency room for treatment and/or a fit for confinement examination.

a. When a prisoner is in need of transportation by ambulance, the officer shall ride in the ambulance or follow the ambulance to the medical facility.
b. The transporting officer is responsible for the continuous security of the prisoner being transported and while at the medical facility. Notification of security personnel and nursing staff at the facility shall be made as soon as practical.
c. In the event a prisoner is admitted to the hospital and remains in custody, a supervisor shall be immediately notified who will make arrangements for the security of the prisoner.
1. For minor charges, the prisoner may be released on a summons or pending application of warrants if the prisoner is not fit for confinement. In all cases where the prisoner is not fit for confinement, the on-duty supervisor shall be promptly notified. For felony cases, the on-duty supervisor will notify the watch commander to determine the appropriate disposition.

2. All information relating to sick or injured prisoners shall be documented in a police report, whether the prisoner is transported or not.

3. Whenever a prisoner is admitted to a medical facility, the appropriate patrol commander shall be promptly notified. The patrol commander will be responsible for promptly notifying the Deputy Chief and Chief of Police.

4. Physically and mentally disabled prisoners’ present conditions for their transport that may dictate the need for special attention. The safety of both the officer and prisoner must be considered during transportation and arrangements should be made according to the prisoner’s specific needs.

5. Obtaining a fit for confinement for pregnant arrestees can be obtained from any of the hospitals in the Columbia area.

**d. Security:**

1. Restraints will be used at the discretion of the officer with regard to the nature of the illness, mental state, mobility and seriousness of the offense.

2. Medical staff and/or paramedics need freedom of movement for examinations, treatment or other unforeseen circumstances. As such, restraints will be used and/or removed as may be appropriate.

3. When possible, the officer shall remain with the prisoner during examination and treatment unless the physician requests the officer to leave the treatment area. If this occurs, the officers shall position themselves in a manner to prevent escape.

4. Soft restraints will be utilized on any potentially dangerous mentally ill individual’s when the prisoner’s actions suggest likely injury. If soft restraints are used, it shall be documented in the police report.

**e. Admission:**

1. If a prisoner is admitted for treatment, the officer shall immediately notify a supervisor who will determine whether the prisoner is to be held “in custody”, issued a summons and released, or released for treatment and warrant applied for according to the guidelines outlined in policy 904.

2. If the prisoner is under arrest for a felony, the supervisor will contact the watch commander and the bureau commander will be responsible for a determination to maintain custody.

3. If the prisoner is to remain “in custody”, the supervisor will work with the watch commander to arrange appropriate security arrangements.
4. If the person is to be released for treatment pending a warrant, the officer should complete the appropriate notification paperwork requesting a police hold on the prisoner and notification when they are ready to release the prisoner.

421.3.10 PRISONER COMMUNICATION DURING TRANSPORT

Transporting officers shall not allow the prisoner to communicate with family members, friends or attorneys just prior to or while being transported. Upon arrival at the destination, opportunity for prisoners to communicate with family, friends and attorneys will be allowed as may be required.

421.3.11 PRISONER ESCAPE

a. When a prisoner escapes custody during transportation, the officer will:

1. Immediately notify the dispatcher and provide a description of the escapee and any other pertinent information.
2. Have the dispatcher notify a supervisor and request a unit to assist.
   a. If the escape occurs outside of Columbia, the dispatcher will notify the appropriate jurisdiction and will request that an assist unit(s) be dispatched.
3. Have the dispatcher notify the watch commander.
4. Until relieved or otherwise advised by a supervisor, the officer will coordinate search efforts as may be appropriate and take reasonable steps to locate the prisoner (e.g., an organized search of the area; assignment of personnel to perimeter positions; request specialized assistance such as canine or air units; etc.).
5. The officer will prepare a police report noting the circumstances surrounding the escape.
6. The shift supervisor shall initiate an investigation of the circumstances surrounding the escape and provide a full report with recommendations to the patrol commander and the chief of police.

421.3.12 PROCESSING/BOOKING PROCEDURES

a. Most adult arrestees requiring processing will be booked and/or processed at the Boone County Jail or Columbia Police Department.

b. Prisoners will only be brought into and out of the booking/holding facilities through the designated secured sally port or other designated area for bringing prisoners in and out of the booking/holding facility.

c. Prisoner processing/booking shall be conducted in compliance with the procedures established in policy 900 TEMPORARY DETENTION AND DETAINEE PROCESSING. General considerations regarding the transport destination are as follows:
1. Firearms and other weapons restricted by the receiving facility will be secured in the available lock boxes provided by the receiving facility or stored securely in the officer’s transport vehicle.

2. Restraints will not be removed from detainees until after weapons are secured, the detainee is securely inside the facility, and has been thoroughly searched.

421.3.13 TRANSPORTING PRISONERS AFTER PROCESSING/BOOKING

a. The aforementioned procedures relating to the transportation of prisoners shall be adhered to at all times.

b. When transporting a prisoner to the Boone County Jail, the transporting officer should be aware of the established closing times when the Boone County Jail will not accept prisoners.

c. If transporting to another facility, another agency, etc., when possible, notification by telephone should be made ahead of time advising how many prisoners are being conveyed so that the receiving agency may make the appropriate arrangements to receive the prisoner(s).

d. Regardless of the receiving agency/facility/court, Information relating to the prisoner’s escape or suicide potential or other personal traits of a security nature should be included in the documentation that accompanies the prisoner during transport and conveyed to receiving personnel. Information relating to any serious or unusual illness and/or conditions shall also be included.

e. All necessary documentation (e.g., arrest sheets, probable cause statements, warrants, commitment papers, fit for confinement papers, etc.) shall accompany the prisoner.

f. The transporting officer shall verify the identification of any prisoner to be transported to ensure that the prisoner is the proper person to be transported. This can be accomplished by examining booking records, booking photos and other appropriate documents.

g. When transporting a prisoner to court or another facility the following documentation and/or items shall accompany the prisoner as may be appropriate:
   1. Prisoner’s name and other identifying information.
   3. Probable cause statement
   4. Warrants
   5. Medical records or fit for confinement papers.
   6. Criminal records.
   7. Charging and/or commitment documents.
   8. Prisoner’s property.

h. The transporting officer shall receive written documentation of transfer of custody from the receiving facility or document the transfer in his/her written report to include the receiving official’s name.
421.3.14 SPECIAL TRANSPORT SITUATIONS

a. When possible, male and female prisoners will not be transported in the same vehicle unless separated by a barrier.

b. When travel distance exceeds 50 miles, two officers will be present and a supervisor will be notified of the circumstances and destination.

c. The mileage will be recorded along with the time of departure, time of arrival, destination and officer(s) transporting, in the computer aided dispatch (CAD) system and on the MAV or body worn camera video.

d. Juvenile prisoners will be transported in the same manner as adults.

e. Adult and juvenile prisoners shall not be transported together, unless they are arrested together for the same incident or exigent circumstances exist.

f. Non-ambulatory handicapped prisoners shall be given special care so as not to cause unnecessary pain during their time in custody.

g. Necessary items such as crutches, wheelchairs, prosthetic devices, and medication shall be transported in the transport vehicle but separate from the prisoner during the transport.

h. Physically handicapped prisoners shall normally be handcuffed unless such action would aggravate their condition, cause injury or would otherwise be inappropriate.

i. An ambulance may be used to transport handicapped prisoners when use of a police vehicle is not practical. In such instances, a police officer shall accompany the ambulance.

j. Violent prisoners:
   1. The department does not have dedicated vehicles for the transportation of prisoners.
   2. Department patrol vehicles are equipped with caged partitions or modules, designed for prisoner transport, which serve as a barrier between the front seat passengers.

k. This department will not transport a prisoner to a funeral, to visit a critically ill person, to the reading of a will, etc., unless so ordered by a court of jurisdiction or the chief of police.
   1. In such instances, the prisoner will be accompanied by at least one officer, depending on the security risk, seriousness of the offense, manpower, etc. The prisoner will be restrained at all times and shall be accompanied by an officer except as otherwise authorized by this policy.