

GENERAL ORDER

G.O. 8-711

SUBJECT: PRISONER TRANSPORTATION



DATE EFFECTIVE: January 1, 2002
DATE WRITTEN: 03/15/99 DAB
AMENDS: Police Manual Section 17. Policy 95-3-6. Directives Dated 12/19/90 & 07/15/92.
DISTRIBUTION: SWORN PERSONNEL, COMMUNICATIONS UNIT, MATRONS
A.S. 1.7.7 1.9.2 1.9.3 1.9.4 1.9.5 1.9.7 1.9.11 1.9.13 1.9.14 1.9.15 1.9.16 2.7.1 2.7.2 2.7.3 2.7.4
ADMIN: Signature On Issue.
SIGNATURE:
INDEX: TRANSPORT SAFETY, TRANSPORT SECURITY, ARRESTEE TRANSPORTATION

I. PURPOSE AND RESPONSIBILITY:

- A. Purpose: To set the policy and establish the procedures pertaining to the transportation of prisoners at the Monroe Police Department.
- B. Responsibility:
 - 1. It will be the responsibility of all officers taking a subject into custody to safely and adequately search the subject prior to any transporting.
 - 2. It will be the responsibility of all officers involved in prisoner transport to adequately restrain and safely deliver the prisoners in their custody.
 - 3. It will be the responsibility of all officers involved in prisoner transport to keep alert, maintain observation of their prisoner, and to deny unauthorized access to or contact with prisoners.

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4. It will be the responsibility of officers involved in prisoner transport to make known to persons receiving prisoners all relevant information known concerning safety, health, and/or security hazards.

II. DISCUSSION:

- A. This general order deals with prisoner transportation. Two general time frames are addressed. The first is immediately after arrest when the prisoner is taken by the arresting officer for booking and/or detention. The second time frame concerns the movement of prisoners from the Department holding facility to court or to the hospital for medical treatment. The primary responsibility of officers involved in prisoner transport is to provide for the officer's own safety by thoroughly searching the person and the vehicle prior to transport. The safety and security of the prisoner is the next priority. Prisoners will be transported in a manner that will provide for the security and safety of the transporting officer(s), prisoner, and general public.

III. DEFINITIONS:

- A. **HANDICAPPED PRISONER:** A person with an anatomical, physiological or mental impairment that hinders mobility.
- B. **PRISONER:** A person who has been arrested and taken into custody.
- C. **RESTRAINING DEVICES:** Equipment that is used to restrain the movement of the prisoner, such as handcuffs, waist chains, ankle chains and tie-down stretchers.
- D. **SECURITY HAZARDS:** Any threat to the security of the prisoner, to the facility in which he/she is held, or to others with whom the prisoner may come into contact.
- E. **STRIP SEARCH:** Having a prisoner remove or arrange some or all of the individual's clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments of these persons.

IV. POLICY:

- A. It will be the policy of the Monroe Police Department to practice professional techniques in the restraint and transportation of prisoners.

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- B. It will be the policy of the Monroe Police Department that officers involved in prisoner transportation will not be required to transport more prisoners than can be safely and adequately controlled by these officers.
- C. It will be the policy of the Monroe Police Department that all strip searches will be conducted within the state law.

V. PROCEDURES:

A. PRISONER TRANSPORT OPERATIONS:

- 1. PRISONER SEARCH: Prisoners shall be searched each time they are placed in a Department vehicle prior to transportation. Search procedures:
 - a. Focus of Search: The focus of the prisoner search should be for:
 - 1. Weapons;
 - 2. Instruments which can be used to facilitate escape;
 - 3. Instrumentalities of the crime;
 - 4. Evidence of the crime; and
 - 5. Contraband.
 - b. Search by Same Sex: Prisoners who have been confined prior to arraignment will be searched prior to the transport to court. Prisoners will be searched only by Department members of the same sex. Female prisoners will be searched by a female officer on duty or by a Department matron. Male prisoners will be searched by a male officer.
 - c. Strip and Body Cavity Searches: Refer to Section 54-33k and 54-33l of the Connecticut General Statutes (CGS) for the law concerning strip and body cavity searches. Refer to General Order 8-721, Holding Facility; paragraph V, subparagraph E, section 1, subsection c for the Department's policy concerning strip and body cavity searches.

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2. TRANSPORT VEHICLE SEARCHES: Each time a prisoner is to be transported, the vehicle must be examined to ensure that no contraband or similar items are present. Department vehicles are not under constant security, therefore, it is assumed that an opportunity has existed for the introduction of contraband, weapons, or other items. Department vehicles that are to be used for transporting prisoners shall be searched prior to and immediately after transporting any prisoners. All officers, especially those assigned to prisoner transport, will inspect their vehicles at the beginning of the shift to ensure that the vehicle is safe and properly equipped.
3. PRISONER TRANSPORT:
 - a. Protective Screen: Department vehicles equipped with protective screens or shields will be the primary vehicles used for transporting prisoners. Prisoners will be placed in the rear seat of the vehicle, handcuffed behind their backs, and seat belted in. Generally, no more than two (2) prisoners will be transported in a screen/shield equipped vehicle by a single officer.
 - b. No Protective Screen: In situations in which a vehicle not equipped with a protective screen/shield is used to transport prisoners, the following will apply:
 1. Two Officers Present: The recommended procedure is that the prisoner will be handcuffed or otherwise restrained behind the back and placed in the right side of the rear seat. The assisting officer will sit in the rear seat behind the operator. Transporting officers may exercise discretion in the positioning of their prisoner and themselves based on the following:
 - aa. Age, condition, and attitude of the prisoner;
 - bb. Distance to be traveled.
 2. One Officer Transport: Only in the most extreme conditions will one officer transport a prisoner in a Department vehicle not equipped with a protective screen/shield. In these cases the prisoner will be handcuffed or similarly restrained behind the back, placed in the front passenger seat, and secured in place

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with the vehicle seat belt. The use of leg irons is recommended in this situation. If the prisoner is being transported from headquarters to court the use of waist chains is recommended. A single officer will not transport more than one prisoner in a Department vehicle not equipped with a protective screen/shield.

4. PRISONER VISUAL OBSERVATION: Officers shall keep prisoners in transport under observation at all times. The only exceptions are:
 - a. Long Distance Transport: In situations requiring the use of toilet facilities in which constant observation cannot be maintained, officers will select and search compartments prior to use by the prisoner. The prisoner will be searched immediately after washing.
 - b. Assistance During Transport: Only when risk to third parties is both clear and grave and the risk to the prisoner is minimal shall an officer stop to render assistance during a transport.
5. PRISONER COMMUNICATIONS: Prisoners will not be permitted to communicate with anyone during transport. The transport will not be interrupted to allow communications between the prisoner and any other person. The prisoner will be allowed to communicate with other persons after the transport.
6. PRISONER TRANSPORT PROCEDURES: Upon arrival at the receiving facility, transport officers will adhere to the following procedures for the specific facility. These procedures will apply to prisoner transports to court or to a state detention facility. Prisoner transporting officers are responsible for:
 - a. Securing firearms for safekeeping: Weapons will be secured in the "lock boxes" provided for that purpose prior to entering a secured area. If there are no "lock boxes" available, transporting officers will secure their weapons in the trunk of the transporting vehicle, prior to removing the prisoner.
 - b. Removing restraining devices just prior to placing the prisoner in a cell: Restraints will be removed by, or at the direction of, the receiving officer after the prisoner is in a secured area of the receiving facility.

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- c. Delivery of documentation to the receiving officer: The transporting officer is responsible for the delivery of the necessary paperwork;
 - d. Obtaining the signature of the receiving officer: A receipt for the prisoner(s), signed by the receiving officer, will be obtained.
7. PRISONER ESCAPES: In the event of an escape of a prisoner being transported, the transporting officer shall cause the following actions to be taken:
- a. Notifications: The following notifications will be made as soon as humanly possible to the:
 - 1. Communications Unit, if within radio range;
 - 2. Shift Commander;
 - 3. Police agency of the immediate jurisdiction;
 - 4. Police agencies of the surrounding jurisdictions; and the
 - 5. Police agency in jurisdiction of prisoner's last known address.
 - b. Reports:
 - 1. Incident report ;
 - 2. Internal memorandum to the Chief of Police;
 - 3. Lost property report, for the handcuffs or other restraints;
 - 4. Application for arrest warrant for incidents occurring within State of Connecticut, including Escape from Custody.
 - c. Other Actions to be Taken:
 - 1. Immediate attempt to apprehend;

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2. Teletype messages pertaining to escape subject and lost restraints.
 8. PRISONER SECURITY HAZARDS: Whenever this Department has knowledge or belief that a prisoner in custody and being transported to court is considered a security hazard, this information shall be related to the receiving officers, the Judicial Marshal's Department, the State's Attorney's office, the Bail Commissioner's office, and the arraigning judge. Aspects to be taken into consideration are:
 - a. Escape risk/history, if any;
 - b. Suicide risk/medical history, if any;
 - c. Record of assaults on police officers, guards, etc.;
 - d. Criminal history of crimes of violence;
 - e. Threats or other statements made by or against the prisoner.
- B. RESTRAINING DEVICES:
1. RESTRAINING PRISONERS: The transportation of a prisoner shall be accomplished using that degree of restraint deemed necessary by the transporting officers to safely complete the task. This Department has restraining devices which may be used singularly or in combination with others. Several prisoners may be restrained by handcuffing the prisoner's hands in front and arms intertwined. No prisoner shall be handcuffed to any stationary object or part of the vehicle. Restraining devices include:
 - a. Handcuffs: To be double locked;
 - b. Waist Belt: Leather belt device equipped with a standard set of handcuffs designed to be fastened snugly around the prisoner's waist. The wrists are then handcuffed in front to prevent the prisoner from raising their arms.
 - c. Leg Irons (ankle chains): Designed to restrict movement of a prisoner's feet and legs. Leg irons should be used to restrain a

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combative or escape risk prisoner.

d. Flexcuffs: A reinforced nylon restraint intended for use when the supply of handcuffs is exhausted. Flexcuffs are placed on the prisoner's crossed wrists. Tools for cutting flexcuffs are located in the booking room and the PD supervisor's police patrol vehicle. Any use of flexcuffs must be reported to the officer's division commander.

2. SICK OR INJURED PRISONERS: Arrested persons being transported in a Department vehicle will have their arms restrained behind their back. Exceptions may be made in limited situations at the discretion of the transporting officer for reasons which may include:

- a. Injured, crippled or incapacitated prisoner;
- b. Elderly or ill prisoners arrested for minor offenses;
- c. Distance to be traveled.

3. MENTALLY DISTURBED PRISONERS: Mentally disturbed prisoners may pose a significant threat to themselves and the transporting officers. The use of medical restraint devices can reduce this threat to the prisoners themselves and to the officers who transport them. When the use of such a restraining device is necessary to transport a prisoner to a medical facility, only medical personnel shall be used and at least one officer shall accompany the prisoner in the ambulance. Medical restraint devices shall not be used as a means of added security on a non-disturbed prisoner.

4. AGE OF PRISONERS: Non-Violent arrested persons, because of their youth or advanced age, may be transported without restraint of handcuffs at the discretion of the officer when the prisoner is deemed to be a low threat risk.

C. SPECIAL TRANSPORT SITUATIONS:

1. TRANSPORTING OPPOSITE SEX: Whenever it is necessary for the transporting of a prisoner from another jurisdiction to this Department, the supervisor will assign two Officers or an Officer and a Matron for opposite sex prisoners. The following procedures will be applied in those situations where an officer is required to transport a prisoner of the opposite sex:

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- a. Beginning: The officer will advise the Communications Unit of:
 1. Starting location;
 2. Odometer reading to 1/10th of a mile;
 3. Destination.
 - b. Arrival: At the destination the officer will advise Communications Unit dispatcher of the odometer reading to 1/10th of a mile.
2. SICK, INJURED, AND DISABLED PRISONERS: The following are procedures for handling injured or sick prisoners:
- a. Sick Prisoners: Prisoners who become ill while incarcerated in the Department cell block will be evaluated by EMS personnel, and if necessary, transported to a medical facility for treatment;
 - b. Injured Prisoners: Any prisoner who is injured prior to or during an arrest situation shall be transported to a local hospital by ambulance and offered medical treatment. If the subject refuses treatment the officer will seek to obtain a signed refusal form or, at least, obtain the verbal refusal on video tape in the booking room. If the officer obtains a signed refusal form, the officer shall initial and submit the form to the Records Unit. Officers involved in any incident resulting in any injury to any person shall report this use of force on Use of Force Injurious Report (UFIR). Refer to General Order 1-014, Use of Force Investigation; paragraph V, subparagraph B, sections 1 through 4;
 - c. Disabled Prisoners: Prisoners with physical or mental handicaps often need special handling techniques with which officers may not be familiar. This unfamiliarity should be remedied before initiating transport. Prisoners with physical handicaps may need to be transported in vehicles other than a standard police vehicle. Arrangements will be made to use another municipal vehicle that is specially equipped to handle handicapped persons.
3. MEDICAL TRANSPORTS: It may be necessary to transport a prisoner to the

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hospital or a medical care facility for treatment, examination, or admission. An ambulance will be used for the transport and an officer of this Department will stay with the prisoner at all times, including the time in the ambulance. When a medical transport occurs the following will apply:

- a. Prisoner's Condition: Medical personnel will be appraised of the prisoner's status, with prior notification if practical.
 - b. Prisoner Contact: Extreme caution will be taken to isolate the prisoner from other patients and the prisoner will be monitored at all times. The guarding officer should not allow visitors, including telephone contact. The officer should not fraternize with the prisoner or medical personnel.
 - c. Prisoner Restraint: Restraints will be removed only when deemed necessary and requested by the treating medical staff.
 - d. Prisoner Admission: In the event of admission to the medical facility, the guarding officer shall cause the notification of the Shift Commander. The Shift Commander will make arrangements for relief. Officers will not leave the medical facility until properly relieved or instructed by a supervisor.
 - e. Prisoner Release: When released from treatment, the prisoner's condition should be carefully recorded. All instructions for future treatment and medication should be obtained in writing and signed by the attending physician. The prisoner must be searched and restrained before being transported back to this Department's holding facility.
4. PRISONER SPECIAL SITUATIONS: In special, limited situations, such as a funeral for an immediate family member, or verified notice of the imminent death of a family member, the Chief of Police may give permission for a prisoner to attend the funeral or visit the dying family member. Due to the extraordinary opportunity for escape, two (2) officers will be assigned to escort the prisoner, and the following will apply:
- a. The prisoner will be restrained (handcuffs or similar restraining devices) at all times;

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- b. The officers will prevent any unauthorized contact with the prisoner;
- c. The police agency having jurisdiction shall be advised that officers will be with a prisoner at a particular location, the reason, and expected length of time.

D. PRISONER TRANSPORT EQUIPMENT:

- 1. PRISONER TRANSPORT PRIMARY VEHICLES: All Department marked patrol vehicles are equipped with a protective screen/shield to separate the prisoner from the operator of the vehicle. Detective Division officers who are assigned to transport a prisoner should use a vehicle equipped with a shield if available. In the event such vehicle is not available, two officers, or an officer and a matron for a female prisoner must be assigned to transport the prisoner in a vehicle without a screen/shield.
- 2. VEHICLE MODIFICATION: All Department vehicles used as "patrol vehicles" will be modified so that the windows and doors cannot be opened from within the rear passenger area.

E. PRISONER DOCUMENTATION:

- 1. PRISONER IDENTIFICATION: All prisoners, especially those from other police agencies and correction facilities, will be specifically identified. It is important that when the transporting officer makes a pick-up of a prisoner, the officer is sure that the right person is transported. Identification procedures:
 - a. Photograph and Description: When possible the transporting officer should have a photograph or complete description of the prisoner to be transported, including relevant information pertaining to marks, scars, tattoos, or fingerprint classification.
 - b. Known Personal Data: Prisoners will be asked their name, date of birth and other questions concerning personal identification and this information will be checked against known data.
 - c. Other Agency Identification: The transporting officer should check with

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the detaining agency or correction facility personnel to verify the means by which the prisoner was identified by that agency.

- d. Reasonable Doubt: When the transporting officer has reasonable doubt as to the identity of the prisoner, the officer shall contact Department headquarters first to determine if the identity of the prisoner can be confirmed, and second, for further instructions from a superior officer.

2. INTERAGENCY PRISONER TRANSPORT:

- a. Court Arraignment: Transport from Department headquarters to court for arraignment is the most common form of interagency transport encountered. Documentation necessary for transport may include:
 - 1. Daily transmittal;
 - 2. Uniform Arrest Report (UAR) or Misdemeanor Summons Complaint;
 - 3. Properly executed arrest warrant or incident report;
 - 4. Fingerprint cards;
 - 5. Prisoner property and copy of property receipt;
 - 6. Prisoner receipt.
- b. Mittimus: The court by issuing a Writ of Mittimus orders a person taken into custody and transported directly to a correctional facility. No other documentation is required. Upon delivery of the person to the correctional facility, the order will be countersigned by the receiving corrections officer and returned to the issuing court;
- c. Rendition:
 - 1. In the event of rendition proceedings, transporting officers going out of state should have:

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- a. Governor's warrant (only if the prisoner has not waived the right to a rendition hearing);
 - b. A certified copy of the arrest warrant or case report;
 - c. Department-issued credentials.
2. Prior to leaving with a prisoner to return to Connecticut, the transporting officers must have documentation showing that a prisoner has been properly arrested pursuant to the governor's warrant or has executed a waiver to a rendition hearing.
3. **PRISONER SECURITY INFORMATION:** Special information relating to a prisoner's escape or suicide potential, contagious or unusual illness, medical needs and past criminal history (if known) must be made known to the transporting officers. This information should be documented in written memorandum, to be made known to receiving officers, judicial marshals, or other court personnel, as appropriate.