

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 05/31/2016	Supersedes Policy Dated: 08/05/2015	Rescinds:	SOG Number:
Accreditation Index: 17.5.2, 41.2.7, 70.1.1, 70.1.2, 70.1.6, 70.1.7, 70.1.8, 70.2.1, 70.4.2, 81.2.4			407.4
Part Title: Operations		Chapter Title: Arrests	
Chief of Police:			

Prisoner Transportation

I Policy

Every person who is arrested/detained by a Springfield Police Officer will be thoroughly searched prior to transportation. All prisoners/detainees will be handcuffed during transportation. ¹ (CALEA 70.2.1)

II Definitions

Officer - Refers to either a Springfield Police officer or a transporting officer.

III Procedure

1 USING RESTRAINTS (CALEA 70.2.1)

1.1 All persons arrested by a Springfield Police Officer shall be restrained with handcuffs prior to transportation. ² When possible, prisoners shall be handcuffed behind their backs and the handcuffs will be double locked.

1.1.1 Exceptions to handcuffing prisoner's hands behind their backs will be allowed for handicapped, ill, or injured prisoners. In the event such a person is arrested, the prisoner shall be restrained in a manner which restricts their ability to harm an officer or others.

1.2 Violent prisoners may require leg restraints, in addition to handcuffs, during transport. ³

1.2.1 Prisoners shall not be "hog tied".

¹ Policy Statement revised, specific method of handcuffing removed, per Policy Change Order 16-011.

² Section 1.1 revised, specific destination removed, per Policy Change Order 16-011.

³ Section 1.2 added and *hog tie* prohibition moved from Section 1.3, per Policy Change Order 16-011.

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- 1.3 Mentally-ill prisoners may pose a significant threat to themselves as well as transporting officers. In severe cases, an ambulance may be a more suitable method of transportation, as they can provide additional restraint options. ⁴ (CALEA 41.2.7(c))
 - 1.4 Prisoners who are to be transported over long distances require special restraint considerations. Waist security chains (similar in style to Peerless Security Chains model PSC60/78) and leg irons shall be utilized. ⁵
 - 1.5 In all cases, the type(s) of restraint(s) used during transport shall be documented in the officer's report. ⁶
- 2 **SEARCHING (CALEA 70.1.1)**
- 2.1 It is the responsibility of each officer who has custody of a prisoner, however brief in time, to search the prisoner for weapons and evidence of the crime for which they were arrested. All searches will be subject to the limitations in SOG 407.1 – Prisoner Searches of Opposite Sex and SOG 407.2 – Strip Searches / Body Cavity Search.
 - 2.2 Prior to placing a prisoner in a police vehicle, the transporting officer shall conduct a thorough search of the prisoner for weapons, paying particular attention to pockets, cuffs, collars, and any other place where a weapon may be concealed. ⁷
 - 2.3 The police vehicle used for transportation shall be searched prior to any transport to ensure no contraband or weapons are present in the prisoner compartment or accessible to the prisoner. The transporting officer shall conduct another search immediately after the transport to ensure no contraband or weapons were left in the vehicle. Officers shall include this information in their report. ⁸ (CALEA 70.1.2)
- 3 **TRANSPORTING (CALEA 70.2.1)**
- 3.1 Officers will use available police cars for the transportation of prisoners. ⁹
 - 3.1.1 Detention Transportation Vehicles may be used when:
 - 3.1.1(a) The prisoner is violent;
 - 3.1.1(b) The prisoner is unkempt, soiled, or bloody;
 - 3.1.1(c) There are multiple prisoners;

4 Section 1.3 revised, rewording and some information moved to Section 1.2, per Policy Change Order 16-011.

5 Section 1.4 (previously 1.2) revised, type of waist restraint updated, per Policy Change Order 16-011.

6 Section 1.5 added, per Policy Change Order 16-011.

7 Section 2.2 revised, unnecessary words deleted, per Policy Change Order 16-011.

8 Section 2.3 revised, expanded to include information previously covered in a separate section, per PCO 16-011.

9 Section 3.1 revised, destination-specific wording removed, per Policy Change Order 16-011.

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- 3.1.1(d) The arresting officer cannot leave the field and no other officer is available for transportation.
- 3.1.2 Sick, injured, or disabled prisoners may need special transportation requirements. In cases where a police transportation vehicle is not appropriate, the use of an ambulance or Medi-Transit company is authorized. When this alternative method of transportation is used, the transporting vehicle will be followed to the destination by a police officer. The reason for alternative transportation usage will be documented in the officer's report.¹⁰
- 3.2 When a prisoner is being transported in a police car, one equipped with a prisoner safety barrier (cage) is preferable. These police cars have window cranks and door handles removed from the rear doors or may be equipped with child safety locking systems which prevent exit by occupants. (CALEA 70.4.2)
- 3.3 All prisoners transported in a police car shall be secured with a seat belt for their safety.¹¹
- 3.4 When one officer is transporting one prisoner in a caged police car, the prisoner shall be placed in the right rear seat of the police car.
- 3.5 When one officer is transporting one prisoner without a caged police car, the prisoner shall be transported in the front seat.
- 3.6 When two officers are transporting a prisoner without a caged police car, the prisoner shall be seated in the back seat opposite the driver. The second officer shall be seated in the back seat behind the driver.¹²
- 3.7 When two prisoners are transported in a police car without a cage, two transportation officers are required.
- 3.8 Juvenile subjects shall be transported separately from adults.
- 3.9 No police vehicle that is mechanically unsafe will be used to transport prisoners.¹³ (CALEA 17.5.2) and (CALEA 70.1.2)
 - 3.9.1 Officers shall inspect their assigned police cars at the beginning of each shift to ensure they are mechanically safe and properly equipped.
 - 3.9.2 Officers shall inspect the Detention Transportation Vehicle prior to any prisoner transport to ensure the vehicle is in safe working order.
- 3.10 Tire pressure, fuel, and oil should be checked on any police car used to transport a prisoner outside of the city limits, prior to departure. (CALEA 17.5.2)
- 3.11 The transporting officer shall have the proper forms relating to the transported prisoner. These forms shall include copies of the booking sheet and a copy of the warrant, if applicable. Information relating to the prisoner's escape, suicide

¹⁰ Section 3.1.2 added, information moved from section previously numbered 1.4, per PCO 16-011.

¹¹ Section 3.3 added; covering seat belt requirement previously addressed in multiple sections, subsequent sections were renumbered as necessary; per Policy Change Order 16-011.

¹² Section previously numbered 3.6 deleted, information addressed in earlier section, per PCO 16-011.

¹³ Section 3.9 reorganized, per Policy Change Order 16-011.

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potential, or other personal traits of a security nature will be recorded on the booking sheet. (CALEA 70.1.6(d))

- 3.12 Prisoners will not be transported (in custody) for a civil obligation such as reading of a will.

4 DURING TRANSPORT ¹⁴

- 4.1 Officers should not stop during prisoner transports unless the officer comes upon an incident that poses an imminent threat to a person's life or serious physical injury may occur.

- 4.1.1 Officers who encounter a situation requiring police assistance shall notify the dispatcher via radio, giving the location and nature of the incident. (CALEA 81.2.4(a))

- 4.1.2 Consideration to the possibility of injury to or escape of the prisoner will be given.

- 4.2 Officers should proceed directly from the place of arrest to the jail/detention facility unless picking up additional prisoners.

- 4.2.1 If the Detention Transportation Vehicle is diverted to another location while transporting a prisoner, the officer driving this vehicle is responsible for the safety and control of the prisoner(s).

- 4.3 Officers transporting prisoners will not engage in vehicle pursuits.

- 4.4 Officers will maintain sight of the prisoner unless they are placed in a compartment of the Detention Transportation Vehicle.

- 4.5 Officers shall never leave a prisoner unattended in any police vehicle.

- 4.6 Prisoners who are co-suspects should not be transported together.

- 4.6.1 Prisoners in transport are not afforded the right to communicate with an attorney, family, friends or the news media.

- 4.7 During long distance transports; care will be taken when stopping for fuel, meals, or for allowing the prisoner reasonable opportunities to use a toilet facility. The officer shall maintain sight of the prisoner at all times during stops.

5 PRISONER ESCAPES DURING TRANSPORT

- 5.1 In the event of prisoner escape during transport, the transporting officer will: (CALEA 70.1.7(a) and 81.2.4)

- 5.1.1 Notify dispatch immediately, giving location and direction of the escapee;

- 5.1.2 Advise dispatch of additional assistance required;

- 5.1.3 Attempt to take the prisoner back into custody.

¹⁴ Section 4 reorganized, per Policy Change Order 16-011.

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- 5.2 Communications will complete the following: (CALEA 70.1.7(a)) and (CALEA 81.2.4(a))
 - 5.2.1 Notify the officer's supervisor and the Watch Commander;
 - 5.2.2 Dispatch additional assistance as requested;
 - 5.2.3 If escape is outside the city limits, the proper jurisdictional agency will be notified and assistance requested. and (CALEA 81.2.4(d))
- 5.3 If the prisoner is apprehended, additional criminal charges shall be added. If the escape is successful, suspect information will be broadcast over the police radio and other law enforcement agencies will be notified. In extreme cases, the news media will be asked to warn citizens. (CALEA 70.1.7(a) and (c)) and (CALEA 81.2.4(a) and (d))
- 5.4 The officer's supervisor will ensure that a Major Crime Investigator (MCI) is assigned to investigate the escape. The MCI will document the investigation in an RMS report. (CALEA 70.1.7(b))
- 5.5 The officer's supervisor shall review the incident and take appropriate action, as necessary. (CALEA 70.1.7(d))

6 DOCUMENTATION OF PRISONER IDENTITY PRIOR TO RELEASE

- 6.1 Each prisoner being transported from a detention facility must be positively identified. The following procedures shall be followed whenever removing a prisoner for transportation to another location.
 - 6.1.1 Positive prisoner identification will be verified by one of the following methods:
 - 6.1.1(a) Photographic identification on the prisoner when arrested such as a driver's license;
 - 6.1.1(b) Verbal questioning about name, date of birth, social security number, place of birth, scars, marks, and tattoos compared to MNI information;¹⁵
 - 6.1.1(c) Mug photographs from past bookings;
 - 6.1.1(d) Fingerprints of the prisoner can be checked in Automated Fingerprint Identification System (AFIS);
 - 6.1.1(e) Fingerprints of the prisoner can be faxed to the FBI for identification;
 - 6.1.1(f) Past police association and police employee personal knowledge.
 - 6.1.2 Proper documentation must accompany each prisoner transported from one detention facility to another. This documentation shall include the following:

¹⁵ Section 6.1.1(b) revised, comma added, per Policy Change Order 16-011.

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- 6.1.2(a) Copy of the warrant or temporary commitment (mittimus);
- 6.1.2(b) Copy of the Prisoner Intake Medical Screening Form;
- 6.1.2(c) If the prisoner received medical treatment while in custody, a copy of the Custodial Medical Care Form (SPD Form # 96-SP-0237) shall accompany the prisoner;¹⁶
- 6.1.2(d) If the prisoner has personal property, all property will accompany the prisoner and an inventory list shall be attached;
- 6.1.2(e) If the prisoner has an escape risk, suicide potential, security risks, or medical hazards; it shall be noted in bold letters on the accompanying copy of the booking sheet to alert the receiving agency and transporting officer of such hazard.¹⁷
- 6.1.3 Prisoners who refuse to sign a video court waiver will be transported to Municipal Court under guard, accompanied by any and all related summons and a copy of the booking sheet.¹⁸
 - 6.1.3(a) Prisoners who appear in person at Municipal Court must be returned to the Greene County Jail to be formally released or held after such an appearance.

7 TRANSPORT DESTINATION

- 7.1 The transporting officer shall notify the receiving agency of any potential medical or security risk regarding the prisoner. Notification should be made prior to arrival if an unusual security risk exists that will require assistance from and/or special measures by the receiving agency. (CALEA 70.1.6(d) and 70.1.8)
- 7.2 Upon arriving at the destination, the transporting officer will:
 - 7.2.1 Secure their firearm by locking it in their police vehicle or by placing it in a weapons security locker, if available;¹⁹ (CALEA 70.1.6(a))
 - 7.2.2 Restraints will be left on a prisoner while they are being searched and their property is inventoried. The restraints will be removed when an employee of the receiving agency takes physical custody of the prisoner;²⁰ (CALEA 70.1.6(b))

16 Section 6.1.2(c) revised, form number added, per Policy Change Order 16-011.

17 Section 6.1.2(e) revised, punctuation corrections, per Policy Change Order 16-011.

18 Section 6.1.3 revised, punctuation correction, per Policy Change Order 16-011.

19 Section 7.2.1 revised, sentence reworded, per Policy Change Order 16-011.

20 Section 7.2.2 revised, specific references to the GC Jail changed to *receiving agency*, per PCO 16-011.

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- 7.2.3 Prisoners left at the receiving agency will be accompanied by the necessary booking information forms and property inventory, as completed by the arresting or designated officer. ²¹
- 7.3 Transporting officers will deliver the following documentation to the receiving facility: (CALEA 70.1.6(c))
 - 7.3.1 The arresting officer is responsible for completing the documentation necessary to facilitate a prisoner's booking;
 - 7.3.2 Prisoner Property Inventory (and envelope containing personal property)
- 7.4 The arresting officer is responsible for completing an RMS report documenting the transfer of custody. (CALEA 70.1.6(e))

8 PRISONER TRANSPORT TO COURT

- 8.1 When transporting prisoners from the Greene County Jail to Municipal Court, two officers and the Detention Transport Vehicle will be utilized at all times.
 - 8.1.1 No more than six (6) prisoners will be transported at any given time, with no more than three (3) prisoners being placed in the same area of the Detention Transport Vehicle. The rules governing the transportation of male and female prisoners shall be followed.
 - 8.1.1(a) Prisoners will be handcuffed and/or daisy-chained at all times until they are required to sign a court document. If possible, either the second officer or assigned bailiff should be present when the prisoner is taken out of handcuffs.
 - 8.1.1(b) If more than six (6) prisoners are scheduled for court at one time, the court should be contacted so a court appearance priority list of prisoners can be established.

IV Attachments

²¹ Section 7.2.3 revised, specific references to the GC Jail changed to *receiving agency*, per PCO 16-011.