

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	SEARCH/TRANSPORT OF DETAINEE(S)	NUMBER:	7.1.1
		ISSUED:	11/16/09
SCOPE:	All Police Personnel	EFFECTIVE:	11/16/09
DISTRIBUTION:	General Orders Manual, and All Police Personnel	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG STANDARDS 3rd EDITON: 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.1.7, 7.1.8, 7.1.9, 7.1.10	

INDEX AS: Booking Room
Escape of Prisoners
Handling of Prisoners
Prisoners
Restraining Devices during Prisoner Transport
Search of Prisoners
Temporary Holding Facility
Transportation of Prisoners

PURPOSE: The purpose of this Order is to provide guidelines for the transportation of prisoners in custody of the Port Washington Police Department.

This Order consists of the following numbered sections:

- I. SEARCH OF PRISONERS
- II. GENERAL PROCEDURES
- III. TRANSPORT OF PRISONERS
- IV. USE OF RESTRAINING DEVICES
- V. BOOKING ROOM
- VI. SPECIAL TRANSPORT SITUATIONS
- VII. HOSPITALIZED PRISONER SECURITY
- VIII. ESCAPE OF PRISONERS

I. SEARCH OF PRISONERS

- A. Prior to transport, all persons in custody shall be searched for weapons, evidence, contraband or tools of escape. The transporting officer shall search the prisoner in custody unless a search was conducted in the officer's presence.
- B. Strip searches shall be conducted only in accordance with General Order 1.7.5 Strip Searches.

II. GENERAL PROCEDURES

- A. When transporting multiple offenders, attention should be given to the separation of co-defendants. Consideration should be given to the age/sex of offenders transported in the same vehicle.
- B. In extreme circumstances, the officer to prisoner ratio can be 1 officer to 2 prisoners; however the transport must be restricted within the city limits.
- C. Transports made outside the City from one secure location to another shall be made by a one-officer squad. Transports involving multiple prisoners, prisoners displaying aggressive behavior, or other circumstances implying a threat to officer safety, shall be made by a two-officer squad.
- D. Transporting officers shall notify the destination agency when transporting prisoners displaying aggressive behavior or other circumstances implying a threat to officer safety.
- E. Conveying officers are responsible for the safety and wellbeing of persons in their custody. Officers are responsible for monitoring prisoners during transport.
- F. Co-mingling of opposite sex prisoners during a transport is prohibited.

III. TRANSPORT OF PRISONERS

- A. At the beginning and end of each tour of duty, each officer shall inspect their vehicle as follows:
 - 1. The rear seat window control should be deactivated.
 - 2. The vehicle and interior shall be thoroughly searched for mechanical condition, damage and required equipment and to insure that no weapons, contraband, or personal effects have been left or hidden within the vehicle.
- B. Officers shall search their vehicle prior to and after each prisoner transport.
- C. Prisoners shall only be transported in a squad car equipped with a security screen.

1. The prisoner shall be seated and properly restrained in the rear seat of the vehicle behind the security screen.
- D. During the period of transport, the prisoner shall not be allowed to communicate with anyone other than the officer(s).
- E. When officers deliver prisoners to the Ozaukee County Jail or Mental Health Facility, the officers shall:
 1. Secure their firearms and other restricted equipment in the weapons lockers or trunk of their vehicle.
 2. Deliver the prisoner and appropriate documentation to the receiving person.
 3. Advise personnel at the receiving agency of any potential medical issues or security risks.
 4. Obtain the signature of the receiving person, where appropriate.
 5. Remove or see to the removal of the Port Washington Police Department restraining devices just prior to transferring custody of the prisoner to the receiving agency.

IV. USE OF RESTRAINING DEVICES

- A. The following are the authorized restraint devices that may be used during prisoner handling:
 1. Handcuffs
 2. Flexcuffs
 3. Nylon leg restraint
 4. Leg Shackles
 5. Leather Medical Restraints
- B. Generally, prisoners requiring transport shall be handcuffed to protect the prisoner, the officer, other citizens, property, and to prevent escape. All prisoners destined for the Ozaukee County Jail shall be handcuffed, except for instances where the officer can articulate that handcuffing was not possible.
- C. Officers shall take into consideration the following information when deciding whether or not to handcuff a prisoner:

1. Age
2. Physical Size
3. Disability
4. Attitude of the Prisoner
5. Seriousness of the Offense

D. Whenever handcuffs are used, they shall be applied tightly enough to ensure the arrested subject cannot slip his/her hands out. The handcuffs shall not be so tight as to cause injury to the wrists. When secured, there will be space between the handcuff and the wrist.

E. Whenever handcuffs are used, they shall be double-locked.

F. Prisoners shall be handcuffed with their hands behind their back unless they are unable to be handcuffed in that position safely. Under those circumstances the prisoner may be handcuffed with their hands in front.

G. Flexcuffs may be used to supplement or replace handcuffs when necessary. Flexcuffs may also be used when multiple prisoners are in custody.

H. The nylon leg restraint may be used by an officer to protect the prisoner, the officer, other citizens, property, and to prevent escape when necessary.

I. Prisoners shall have their seatbelt secured during transport unless the prisoner is too big, continually unfastens it, or is resisting to such an extent that attempting to secure the seatbelt would be unsafe for the prisoner or officer.

J. When it is necessary for an officer to physically restrain a prisoner during transport to protect the prisoner or property, an officer(s) may ride in the rear seat of the vehicle after securing their firearm, baton, and pepper spray in the trunk of the vehicle.

K. Prisoners shall not be transported while in a prone position. Regardless of restraining method, officers always need to safeguard against positional asphyxia.

L. Officers may not restrain a prisoner by connecting the hands and feet.

V. BOOKING ROOM

A. The booking room is a secure area. It is to be used to accommodate persons in custody for an interview or interrogation, while waiting for arrest paperwork to be filled out, or while waiting to be transported. This will be done in a manner that will not compromise the safety and security of officers or others in the booking room.

- B. Only sworn personnel from the Port Washington Police Department are authorized to use the booking room.
- C. Officers shall supervise and be accountable for the prisoners they while in the booking room.
- D. Officers shall follow the guidelines outlined in the Booking Room Procedures Standard Operating Procedure when using the booking room.

VI. SPECIAL TRANSPORT SITUATIONS

- A. When an officer transports a prisoner or person of the opposite sex, the officer shall:
 - 1. Advise the dispatcher of the transport.
 - 2. Provide the dispatcher with the odometer reading at the beginning and at the conclusion of the transport.
 - a) The dispatcher will record the departure time and odometer reading as well as the time and odometer reading at the conclusion of the transport.
- B. When transporting sick or injured persons that require medical attention the officer should summon an ambulance to do the transport, except when the extent of the illness or injury is so minor that the transport by ambulance would not be warranted.
 - 1. If an officer has any doubt as to the medical condition of the prisoner, an ambulance should be summoned.
 - 2. The officer shall monitor the prisoner by riding in the ambulance or by following the ambulance in their police vehicle.
- C. Officers shall exercise special care and attention when transporting disabled prisoners. Consideration should be given to fire department assistance if the transportation of a person needing mobility assistive devices is required. In all cases the safety of the prisoner and transporting officer shall be paramount.
- D. In the event of a large scale riot, the following should be considered:
 - 1. Transportation: Prisoners shall be transported in accordance with departmental policy. Generally, transportation of prisoners can be handled by patrol cars.
 - 2. Arrest/Confinement Procedures: Normal arrest, booking, bonding, and jail procedures will be used, except when mass arrests are made. In the event of mass arrests, the following provisions may be considered:

- a) Persons arrested are to be removed from the disturbance area as rapidly as possible. A pre-arranged location will be selected where the booking procedure will be initiated.
 - b) Care must be taken to properly identify all arrestees.
 - c) Arrestees must be searched for weapons, contraband, and identification.
 - d) Security of arrestees must be maintained. Flex cuffs may be placed on the arrestee in lieu of regular handcuffs.
- E. In the event that a prisoner(s) has been deemed as an unusual security risk, such as a high profile arrestee or any other situation requiring additional security, Officers shall notify the appropriate jurisdiction, agency, or court prior to transporting so that adequate measures can be taken.

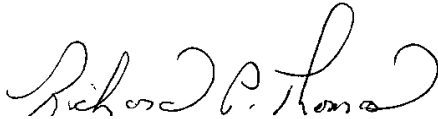
VI. HOSPITALIZED PRISONER SECURITY

- A. Prisoners who are taken for immediate medical treatment should be closely monitored. An opportunity for escape, suicide, and assault on hospital personnel or officers should be guarded against and may be more likely if the prisoner is unrestrained and/or out of sight. If restraints are removed during treatment, caution should be exercised when the inmate/prisoner is unfettered. Prisoners may view the medical treatment facility environment as an increased opportunity for escape.
- B. If the prisoner requires medical treatment that involves being admitted to the hospital, and a custodial arrest is made, the arresting officer shall contact the shift supervisor. The shift supervisor may establish a security detail to guard the prisoner, considering the following factors:
- 1. The nature of the offense: violent felon, felon, misdemeanor, potential escape risk.
 - 2. Medical condition: immobilizing injuries, ambulatory, nature of treatment.
 - 3. Criminal history.
 - 4. Institutional behavior, if known.
- C. The shift supervisor shall coordinate the security arrangements with the medical, security, and risk management staffs of the medical treatment facility.

VII. ESCAPE OF PRISONERS

- A. Following the escape of a prisoner being transported, the transporting officer shall:
1. Notify the 911 Communication Center and shift supervisor as soon as possible.
 2. Provide the location of escape, description and direction of travel for assisting officers.
 3. Assist in the search/apprehension efforts.
 4. Notify the jurisdiction where the escape occurred, if applicable.
 5. Prepare a report detailing the circumstances of the escape and all related information.

APPROVED:



Chief Richard P. Thomas

DATE:

5/24/10

Revised 5/24/10
Revised 4/20/10