

PALM BEACH GARDENS POLICE DEPARTMENT		
PRISONER TRANSPORTATION		
POLICY AND PROCEDURE 4.2.1.5		
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PURPOSE: To establish guidelines for transporting prisoners.

SCOPE: This policy and procedure applies to all officers performing a prisoner transport.

REVIEW RESPONSIBILITY: Patrol Operations Bureau Commander

POLICY: Transporting prisoners is a constant requirement and a frequent activity performed by officers of the department. This activity includes transporting prisoners from the police station to the Palm Beach County Sheriff's Detention Center, Juvenile Detention Facility, or to a medical facility. An officer transporting a prisoner should be prepared to provide safety and security for the prisoner, themselves and the public. Officers transporting prisoners should be aware of the dangers this activity presents, such as the opportunity for escape and the prisoner being exposed to an increased possibility of injury. With this in mind when transporting a prisoner, an officer should exercise good common sense, sound judgment and limit deviation from procedure.

1. TRANSPORT VEHICLES

- a. All vehicles used to transport prisoners (arrestees) will be searched prior to and after transporting such prisoners.
- b. Vehicles used for prisoner transport will be equipped with a barrier which prevents prisoner access to the driver's compartment with due regard for cooling, heating, ventilation and ease of conversation between officer and prisoner; and
 - i. Will be modified so as to prevent the exit of the prisoner from the prisoner compartment without the assistance of the transporting officer.
 - ii. Will be searched when received for use, regardless of whether or not prisoner transport duty is anticipated, before and after shifts.
 - iii. Will be inspected each time accepted for use for conditions of safety and general road worthiness.
- c. An exception to the use of a transport vehicle will be the use of unmarked vehicles for exigent circumstances (i.e., follow-up investigation purpose, multiple arrests, etc.).
 - i. Officers transporting prisoners in vehicles without safety barriers will seat the prisoner in the right rear seat for ease of observation.

2. TRANSPORT OPERATIONS

- a. One officer will not transport more than two prisoners at any one time unless authorization by a supervisor is given.
- b. Prisoner searches prior to transport.
 - i. Any officer who transports a prisoner shall personally search the prisoner prior to transportation. It should never be assumed by the transporting officer that someone else has searched the prisoner.
 - ii. All prisoners will be searched by an officer of the same sex prior to being placed in the transport vehicle, if possible.
 - iii. Officers opposite sex as Arrestee: A reasonable attempt must be made to gain a department member of the same sex of the arrested person(s) to conduct the search, if requested by arrested person. If a same sex person is unavailable, the following will apply:
 - 1. Non-emergency -Two officers shall be present, a supervisor if available, conducted in a humane and decent manner.
 - 2. Emergency -A search will be made to secure the safety of the officer and to prevent the destruction of evidence. A witness should be present, if available. The searching officer shall complete a supplemental report articulating the exigent circumstances and identifying their supervisor, as soon as practical.
 - iv. Searches of scene/vehicle: After a suspect has been arrested and/or transported, the officer shall search the scene of arrest and/or transporting vehicle for weapons or evidence that may have been concealed, dropped, or discarded by the prisoner.
- c. Positioning of officer/prisoner during transport:
 - i. Unless exigent circumstances exist all prisoners will be transported in the rear seat and in sight at all times.
 - ii. A second officer in the front passenger seat will be used when transporting more than two prisoners, unless directed otherwise by a supervisor.
- d. Performance of law enforcement related duties while transporting prisoners:
 - i. Will be avoided, except in the case of an immediate life-threatening situation.
 - ii. Stops for activities not related to law enforcement are strictly prohibited while transporting a prisoner.
- e. Escape of prisoner(s) during transport:
 - i. The transporting officer will immediately notify communications by radio, giving their location, name and description of the escapee and mode and direction of travel.
 - ii. If the escape occurs outside the city limits, the officer will notify communications and communications will notify the agency in whose jurisdiction the escape occurred.
 - iii. The transporting officer will request a supervisor, and assistance of other law enforcement personnel, and attempt to apprehend the escapee. A supervisor will respond to all escape scenes.
 - iv. The transporting officer will submit a written report detailing circumstances of the escape to their supervisor prior to end of the shift.
 - v. Appropriate action will be taken to minimize chances of future escapes.
- f. Prisoners being transported will be prohibited from communicating with anyone other than the transporting officer.
- g. Procedures for security/control of prisoner at medical facilities:
 - i. Whenever practical, two (2) officers will transport and accompany the prisoner to the hospital.
 - ii. The prisoner will be kept under direct observation by and/or in close proximity to the transporting officer(s).
 - iii. Appropriate restraints will be utilized in accordance with the injury/disability/administration of medical treatment.

- iv. If medical treatment requires the prisoner and transporting officer(s) to be separated and out of sight of each other, the prisoner shall remain restrained or rendered unconscious by medical procedure (i.e. emergency surgery).
- v. If the prisoner is to be admitted to the hospital, the arresting/transporting officer will ensure that the completed booking paperwork is forwarded to the Sheriff's Detention Center Booking Desk as soon as possible. Once the Sheriff's Detention Center receives the paperwork, they will send a deputy to take custody of and guard the prisoner. The arresting/transporting officer will remain with the prisoner until relieved by the deputy sheriff. The deputy will guard the prisoner at the hospital until the prisoner is released from the hospital, at which time the prisoner will be booked into the Sheriff's Detention Center.

3. ACTIONS UPON ARRIVAL AT HEADQUARTERS

- a. Officers arriving at headquarters or the Sheriff's Detention Center (i.e., appropriate facility) shall adhere to the following:
 - i. First, exit vehicle and secure all firearms in designated location or vehicle trunk. Search vehicle upon removal of prisoner and appropriately escort him/her to designated area.
 - ii. Restraining devices shall not be removed until just prior to placing the prisoner in a secured area. (Note: no prisoner should be left unattended if at headquarters.)
 - iii. If an officer is at headquarters, he/she will complete the necessary documentation (i.e., fingerprints, photographs, arrest/NTA, PC affidavits, etc.).
 - iv. If an officer is transporting to the Sheriff's Detention Center, the officer will escort the prisoner and accompanying documents to the appropriate intake area.
 - v. Officers shall receive a receipt for the prisoner (arrestee) including all appropriate signatures and the accompanying documents if at the Sheriff's Detention Center.
 - vi. If at headquarters, officers shall coordinate any requested interviews, positive identifications or related case reports referencing any prisoner(s) with the detective division before transporting to the Sheriff's Detention Center.
 - vii. As a reminder, officers shall examine at the beginning of each shift the vehicle assigned for their use for transporting prisoners and search the assigned vehicle prior to and after transporting prisoners to the Sheriff's Detention Center.

4. SPECIAL TRANSPORT SITUATIONS

- a. Officers will transport prisoners of the opposite sex whether adults or juveniles to the appropriate detention facility.
- b. Except in emergency situations, juveniles may not be placed into or transported in any police car or similar vehicle that at the same time contains an adult under arrest, unless the adult is alleged or believed to be involved in the same offense or transaction as the juvenile.
 - i. Juveniles will be transported to the Juvenile Assessment Center (JAC) or other appropriate facility.
- c. Situations causing concern for the transporting of prisoner(s) by officers of the opposite sex will be resolved by the shift commander.
- d. Whenever an officer transports a prisoner(s), of the opposite sex, the officer will contact dispatch by radio advising of their location, starting mileage and destination. Upon arrival at the destination, the officer will advise of their location and ending mileage.
- e. Whenever it becomes necessary to transport special needs, violent or unruly prisoners, due regard will be accorded the nature and degree of the handling in determining the type of vehicle and type of restraints to be utilized, consistent with prisoner security and officer safety.
 - i. Baker Act/Marchman's Act: Arrestee shall be searched and handcuffed for officer safety.
- f. Transportation of sick or injured prisoners:

- i. All sick or injured prisoners will be provided transportation to an authorized medical care facility as soon as possible following the discovery of the condition, given the nature/degree of such condition.
- ii. In extreme cases, every reasonable effort will be made to transport the prisoner in an ambulance, accompanied by an officer. Restraints, if used, will be used with due regard for the existing medical condition.
- iii. Reasonable efforts will be made to accommodate the special needs of a disabled prisoner, without compromising officer safety.
- iv. When transporting prisoners with special physical conditions (i.e., missing limbs, etc.) or severely restricted mobility, the restraining techniques may be altered with the approval of the shift supervisor.
- g. This department transports prisoners to the hospital for the immediate medical needs of the prisoner or to the appropriate detention center only. The Sheriff's Office is responsible for all other types of transportation of persons in custody. Those prisoners under the department's control who request to be transported to a funeral, hospital, reading of a will, etc.; shall be referred to the receiving officer at the Sheriff's Detention Center to address their special situation.

5. RESTRAINING DEVICES

- a. All prisoners will be restrained with department approved handcuffs while in transport.
- b. Methods used for handcuffing prisoners:
 - i. Arms behind back and handcuffs double locked.
 - ii. Medical conditions and disability -If unable to handcuff behind the back, arrestee(s) will be handcuffed to the front, palms facing outward, handcuffs double-locked.
- c. Restraints will not be removed from a prisoner until the person is secured in a facility, released from custody, or no longer poses a threat of violence.
- d. Prisoners will not be handcuffed to any part of the transport vehicle.
- e. Restraints used for the mentally disturbed, will be of the "soft-ware" type (flex-cuffs, etc.) if available, but non-availability of same shall not preclude the use of handcuffs.
- f. Ripp Hobble type restraints may be used to prevent kicking. "Hog-tying" shall be prohibited.

6. DOCUMENTATION

- a. Documents that accompany the prisoner to the Sheriff's Detention Center shall include the following:
 - i. Arrest/NTA report including any special field of information if prisoner is considered dangerous, suicidal or security hazard.
 - ii. Charging document (i.e., Probable Cause Affidavit, Notice to Appear, Uniform Traffic Citation, teletype verifying a warrant); and
- b. To ensure positive identification of prisoner to be transported, documents accompanying prisoners will include, at a minimum, the prisoner's:
 - i. Name, race, sex, date of birth, physical description;
 - ii. Mental condition (suicide, escape risk, or security hazards);
 - iii. Nature of charges or reason for confinement; and
 - iv. Name(s) of arresting/transporting officer(s).
 - v. Information relating to the prisoner's escape or suicide potential or other personal traits of a security nature shall be documented on the arrest/NTA form.
- c. Upon receiving a prisoner for transport, the transporting officer will confirm that the prisoner named in the transport documents is the one intended for transport and is the same prisoner who is being received for transport.

7. TRANSPORTATION TO SHERIFF'S DETENTION CENTER

- a. Officer(s), after ensuring their possession of all appropriate documents, will transport the properly identified handcuffed prisoner(s) to the Sheriff's Detention Center.
- b. Upon arrival, officer(s) shall identify themselves and enter the sally port area.
- c. When the sally port gates are secured, officer(s) shall secure their weapon(s) in the trunk of the patrol vehicle (or a secured weapons depository, if available).
- d. The officer(s) will escort the prisoner(s) and accompanying documents to the appropriate intake area (DUI, holding, etc.) and transfer the prisoner(s) to the deputy in the reception/intake area. Officer(s) will escort and accompany the inmate until properly relieved by Sheriff's office staff.
- e. Officers will turn in all documents to the intake staff and shall notify the deputies if there are any extenuating circumstances (injury, suicidal, resisting arrest, medical concerns such as diabetes, etc.) concerning the prisoner(s). This will also be documented on the arrest report in the appropriate area.
- f. Sheriff's deputies will fingerprint and photograph the prisoner(s). Handcuffs will be removed from the prisoner(s) at the discretion of the Sheriff's department staff.
- g. Officers will then receive a receipt for the prisoner(s) which includes the signature of the receiving person (Officer/Deputy Sheriff) and any accompanying documents.
- h. Officers shall assist the Sheriff's staff consistent with their requests in reference to the prisoner(s) in your custody.
- i. After gaining appropriate receipts and document copies, officers will return to the secured sally port, retrieve their weapon(s), and exit the sally port in their vehicle.

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APPROVED:

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