



POLICY & PROCEDURE

HOLMEN POLICE DEPARTMENT

SUBJECT: **SEARCH/TRANSPORT OF
DETAINEES**

SCOPE: All Sworn Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: State of WI Defensive and Arrest Tactics
Manual

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INDEX AS: Search of Prisoners
Search of Transport Vehicles
Placement of Prisoners and Officers in Vehicle
Limitation of Communications by Prisoners
Transfer of Custody at Destination of Transport
Prisoner Escape
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PURPOSE: The purpose of this Policy & Procedure is to provide guidelines for the transportation of prisoners in custody of the Holmen Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. SEARCH OF PRISONERS
- III. TRANSPORT OF PRISONERS
- IV. USE OF RESTRAINING DEVICES
- V. ESCAPE OF PRISONERS
- VI. SPECIAL TRANSPORT SITUATIONS
- VII. MEDICAL ISSUES

I. POLICY

It is the policy of the Holmen Police Department that all persons being transported in a Department vehicle are presumed to be armed and shall be searched before being transported for the safety of the public, the transporting officer, and the person being transported. All persons being transported who are under arrest or otherwise detained will be restrained in some way while being transported in Department vehicles for their protection, the transporting officer's protection and the safety of the public to minimize the potential of escape.

II. SEARCH OF PRISONERS

- A. Prior to transport, all persons in custody shall be searched for the transporting officer's safety and the safety of those the prisoner will be turned over to. The search will be for weapons, evidence, contraband or tools of escape. The transporting officer shall ensure that the prisoner they are transporting was searched.
- B. Strip searches and/or body cavity searches shall be conducted only in accordance with Department Policy & Procedure 1.11 Strip / Body Cavity Searches.

III. TRANSPORT OF PRISONERS

- A. The Department vehicle being used by an officer for duty will be checked prior to going out on patrol for:
 - 1. Overall mechanical condition
 - 2. Damage to the exterior
 - 3. All required Department equipment is present
 - 4. The rear seat window control should be deactivated.
 - 5. The entire interior of the vehicle shall be searched to insure that no weapons, contraband and/or personal effects have been left or hidden within the vehicle.
- B. Immediately before and after transporting a prisoner officers shall search their vehicle for any weapons, contraband and/or personal effects.
 - 1. The pre-loading inspection may be omitted by the officer when there is absolutely no possibility the vehicle has been contaminated between the time the interior was last inspected and the subsequent transport.
- C. Prisoners shall be transported in the following manner:
 - 1. The prisoner shall be seated in the rear seat of the vehicle behind the security screen, preferably behind the front passenger seat to ensure the prisoner is visible to the transporting officer at all times.
 - 2. Prisoners should not be transported in a Department vehicle that does not have a security screen.
 - 3. 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. When any of the latter are encountered officers will follow Section IV.H. of this Policy.
- D. During the period of transport, the prisoner will not be allowed to communicate with anyone other than the transporting officer(s). The transporting officer(s) will periodically check on the comfort of the prisoner commensurate with the demands of the transport.
 - E. When officers deliver prisoners to a secure detention facility, the officers shall:
 - 1. Secure their firearms and other restricted equipment in a weapons locker or trunk of their vehicle.
 - 2. Transfer custody of the prisoner and appropriate documentation to the receiving person in the secure detention facility.
 - 3. Obtain the signature of the receiving person, where appropriate.
 - 4. Advise receiving agency personnel of the circumstances for the transport, and any potential medical or security hazards.

IV. USE OF RESTRAINING DEVICES

- A. The following items are the only authorized restraint devices that may be used during prisoner handling/transport:
 - 1. Handcuffs – chain link or hinged
 - 2. Flex cuffs – special removal device must be available for removal
 - 3. Leather Medical Restraints
 - 4. Belly Chains/Belly Belt
 - 5. Specialized Leg Restraints
- B. Generally, prisoners requiring transport shall be handcuffed to protect the prisoner, the officer, other citizens, property, and to prevent escape. Officers using handcuffs and/or other restraint devices shall be trained in their use and removal, before using the authorized restraint devices.
- C. Officers should take into consideration the following information when deciding whether or not to handcuff a prisoner or use another type of authorized restraint:
 - 1. Age
 - 2. Physical size
 - 3. Any disability
 - 4. Attitude of the prisoner
 - 5. Seriousness of the offense
- D. Whenever handcuffs are used, they will be applied in accordance with DOJ Training and Standards Defense and Arrest Tactics standards.
- E. Whenever restraining devices are used, they should be safety-locked, if possible.
- F. Prisoners shall be handcuffed with their hands behind their back unless they are unable to be safely handcuffed in that position. Under those circumstances, the prisoners may be handcuffed with their hands in front.
- G. Flex cuffs, Belly Chains/Belts, Specialized Leg Restraints, or Leather Medical restraints may be used to supplement or replace handcuffs when necessary.

Flex cuffs may also be used when multiple prisoners are in custody.

- H. When it is necessary for an officer to physically restrain a prisoner during transport to protect the prisoner or property, an officer(s) should ride in the rear seat of the vehicle after securing their firearm, baton, and pepper spray in the trunk of the vehicle.
- I. Prisoners shall not be placed in a prone position while being transported. Regardless of restraining method, officers always need to safeguard for positional asphyxia.
- J. Officers **will not** restrain a prisoner by connecting the hands and feet.
- K. At no time will prisoners be handcuffed together.
- L. Prisoners will not be handcuffed to objects unless the object was specifically designed for that purpose.
- M. The use of restraint devices shall be documented in the corresponding incident report.
- N. Any injuries resulting from the use of restraints shall be documented, and if appropriate and safe to do so, photographs should be taken.

V. ESCAPE OF PRISONERS

- A. If a prisoner should escape during transport, the transporting officer shall:
 - 1. Notify officials in the jurisdiction where the escape occurred; the location of the escape, description of the escapee, and direction of travel of the escapee.
 - 2. The transporting officer will submit a separate incident report regarding the escape.

VI. SPECIAL TRANSPORT SITUATIONS

- A. If an officer believes that a prisoner being transported is an unusual security risk that information shall be communicated to the receiving agency or court to allow the receiving agency or court time to implement any additional security measures it may deem appropriate.
- B. 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.
 - 3. Ask the dispatcher to record the departure time and odometer reading as well as the time and odometer reading at the conclusion of the transport in the CAD notes.
- C. When transporting handicapped prisoners, the officer will exercise due care respective of the handicap and ensure the transporting vehicle is appropriate for prisoners with wheelchair, crutches, or prosthetic devices. The officer may decide that an ambulance is better suited for transport in these cases. It should not be assumed that restraining devices are unnecessary for a disabled prisoner.

1. Discretion should be used when deciding whether or not to use restraining devices during these types of transports. The selected device should restrain the prisoner securely without causing injury or exacerbate pre-existing problems.
- D. Mentally disabled prisoners may pose a significant threat to themselves and/or the transporting officer. If practical, two officers should be used when transporting mentally disabled persons to allow constant visual contact with the prisoner.
- E. The Holmen Police Department does not operate a lock-up facility therefore officers will not be responsible for any transports of prisoners involving special situations such as attendance at funerals or reading of wills; visitations with critically ill persons; or other unique circumstances that may arise while a prisoner is confined.
- F. If a prisoner is injured while being arrested or is arrested and found to have an unrelated sickness or injuries, immediate medical attention should be sought prior to transport to the custodial facility.

VII. MEDICAL ISSUES

- A. When transporting sick or injured persons who require medical attention, the officer should summons 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. Discretion should be used when deciding whether or not to use restraining devices during these types of transports. The selected device should restrain the prisoner securely without causing injury or exacerbate pre-existing problems.
 2. The officer shall monitor the prisoner by riding in the ambulance or by following the ambulance in his/her Department vehicle.
- B. Prisoners who are taken for immediate treatment should be closely monitored. To minimize the chance for attempted escape, suicide, or assault of medical staff, bystanders or law enforcement personnel, prisoners should be kept in appropriate restraints and visually monitored at all times. Special precautions should be undertaken in those rare cases where the prisoner is out of sight or unrestrained. Only under unusual circumstances will the prisoner be allowed out of the transporting officer's sight. If restraints should be removed for treatment, caution should be exercised while the prisoner is unfettered.
- C. If it becomes necessary for a prisoner to be admitted to a Hospital the on-duty supervisor for the County where the Hospital is located shall be contacted to assist with rotational scheduling and supervision of guards to help ensure an incident-free confinement.
 1. The officer should be prepared to tell the supervisor; the prisoner profile, length and type of treatment, facilities and associated risk factors, if 24 hour

- coverage is required, what types of restraint is required and any medications, medically necessary appliances, meals and utensils.
2. No visitors will be allowed in the hospital room nor will the prisoner be allowed to make or receive any phone calls while in the hospital.
- D. 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 and accompany the prisoner to the confinement facility.
 - E. Before moving from the hospital, the prisoner should be searched and restrained.

Shane Collins
Police Chief

This Policy & Procedure cancels and supersedes any and all previous Policies and Directives relative to the subject matter contained herein.

Initial 10/30/2016