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### **301.1 PRISONER TRANSPORT**

The Department expects all employees involved in prisoner transport operations to treat prisoners with respect and conduct themselves in a safe manner in accordance with the policies, procedures, rules and regulations in this manual.

When transporting prisoners, purses and baggage shall not be left in the prisoner compartment with the prisoner. They will be kept in the driver's compartment or trunk of the vehicle.

Juveniles will not be transported in the same vehicle as adult prisoners.

### **301.2 TRANSPORT VEHICLE SECURITY**

At the beginning of shift, when taking control of a vehicle from another officer, or when an officer uses any Department vehicle to transport a prisoner, it is the transport officer's responsibility to inspect the vehicle both before and after each transport to ensure that contraband and weapons are not present and to ensure that prisoners do not have access to weapons or contraband.

If contraband or weapons are located, the officer assigned to that vehicle shall notify an on-duty supervisor. The officer previously utilizing the vehicle shall be contacted to properly process the items. If the officer cannot be contacted, every effort shall be made to determine if the contraband or weapons are evidence. If so, the items will be processed as evidence and the appropriate supplement report will be written. If the items are not evidence, they will be processed as "found property", and a copy of the report shall be forwarded to the previous officer's supervisor.

### **301.3 TRANSPORT OFFICER SECURITY**

Prisoners shall normally be transported in the rear of barrier-equipped vehicles. At no time will prisoners be transported in the front seat of a vehicle. At no time will a single officer transport a prisoner in a non-barrier equipped vehicle.

Transport of prisoners in non-barrier equipped vehicles must have supervisor approval and must involve more than one officer. Supervisors shall consider the type of prisoner, the circumstances of the need to transport in a non-barrier equipped vehicle and/or any exigent circumstances that may be present before granting approval.

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Transporting officers shall ensure that when using a barrier-equipped patrol vehicle for transport, that the sliding window on the barrier is properly secured.

Officers shall not routinely sit within the prisoner transport section of the transport vehicle (patrol car) unless a special need arises. In this case, the officer will be seated behind the transport vehicle driver.

Barrier-equipped vehicles, such as the transport vans, that do not allow the driver or passenger to observe the prisoners shall be equipped with video monitors to allow observation of the prisoners.

### **301.4 HANDCUFFING**

Custody officers will utilize handcuffs on all prisoners with their hands behind them. Exceptions to this procedure would be when handcuffing would hamper the conduct of an investigation, or the physical or medical condition of the prisoner precludes such use. Situations do arise where common sense would dictate other measures. Examples would be children, disabled persons, and elderly persons.

Whenever a deaf or hearing-impaired individual is detained or arrested and placed in handcuffs, officers should consider, safety permitting, placing the handcuffs in front of the body in order to allow the individual to sign or write notes. BPD-0724 addresses hearing impaired/disabled communications.

Officers booking prisoners at detention facilities other than the Bothell Police Department will follow other agencies' policies and procedures.

### **301.5 SEARCHES**

Prior to any transport AND again upon arrival at the Bothell Police Department holding facility, all arrestees of the Bothell Police Department will be subjected to a thorough, pat-down search for the purposes of officer safety and according to guidelines set by the Washington State Criminal Justice Training Commission and authorized by Washington Administrative Code WAC 289-16. Searches will be conducted by a person of the same gender as the prisoner whenever reasonably possible. Custody officers may utilize the hand-held metal detector located in the booking area to search for metal objects on the prisoner's body, prior to placing the prisoner(s) into the holding cells.

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### **301.6 PRISONER SECURITY**

Transporting officers shall maintain proper supervision of prisoners at all times and shall not lose sight of prisoners during transport.

When possible, officers will make every effort to separate male and female subjects during transports.

During lengthy transports, prisoners shall be afforded the use of toilet facilities only after the officer is satisfied that adequate security can be maintained.

When prisoners are to be transported long distances, primarily from non-contiguous counties, consideration should be given to whether or not it might be more practical to have the prisoner transported via the state-wide reciprocal agreement wherein counties regularly transport prisoners across the state from facility to facility.

The transport officer accepts responsibility of the safe delivery of the prisoner.

Transport should not be interrupted to render police services unless there is grave or imminent danger to third parties and failing to act would result in serious injury or death. Prisoner security, potential for a setup for prisoner escape, and danger to the community must be considered. The transport officer will notify the Communications Center with their location and intent to interrupt transport to render police services.

Prisoners who are being transported to, from, or between custodial facilities will not be allowed to communicate with others. All requests for communication shall be denied by the transport officer.

### **301.7 HIGH RISK OR MULTI-PRISONER TRANSPORTS**

Transporting officers are required to bring to the supervisor's attention any other issues or factors they believe could compromise their own or a prisoner's safety or provide the opportunity for escape during transport. The supervisor will attempt to resolve the issue prior to transport.

The Communications Center and the on-duty supervisor will be immediately appraised of any emergency or unusual occurrence during a prisoner transport. A backup officer will be requested from the closest jurisdiction for any situation that requires a single transport officer to stop and enter the prisoner compartment of the transport vehicle. Officers are discouraged from entering the prisoner compartment when there

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are two or more prisoners present unless there are additional officers present to provide back-up assistance.

When present, seat belts should be used with all prisoners. If a prisoner requires assistance to fasten their seatbelt and there are more than two prisoners being transported, a second officer should be present to provide security while a prisoner is being assisted with their seatbelt.

If a prisoner to be transported to court presents a potential security hazard, the transporting officer will immediately notify the on-duty supervisor. The on-duty supervisor will contact the court involved and make arrangements for security measures with the appropriate agency or judge.

Additional security measures at court include but are not limited to:

Extra officers assigned to courtroom security  
A search of the courtroom and places the prisoner may be held  
Searches of those entering the courtroom by hand, or metal detectors  
Keeping the prisoner in additional restraints in the courtroom.

A prisoner who is a potential security hazard will not be transported from a secure facility until the on-duty supervisor has been notified, taken the appropriate actions and advised the transport officer to commence with the transport.

### **301.9 PRISONER TRANSFER AND PAPERWORK**

Personnel booking prisoners into jails and correctional facilities shall ensure the receiving facility personnel are provided with the appropriate paperwork and/or documentation for proper booking and shall advise receiving personnel of any known potential medical or security concerns or hazards posed by the prisoner.

### **301.10 OTHER DETENTION FACILITIES**

It is the intent of this Department to utilize local detention facilities that are best suited for the needs of the Bothell Police Department. Due to the high cost of housing prisoners, the Department is continually searching for detention facility alternatives and options. The Bothell Police Department currently utilizes many detention facilities located in other jurisdictions to house Bothell prisoners. It is necessary from time to time to change primary booking facilities because of cost, location, or other outside influences. Bothell Police supervisors need to ensure they are aware of current booking

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guidelines with regards to primary booking facilities because of the frequency of the changes that occur in this area.

Officers booking Bothell prisoners into other agencies' detention facilities will strictly adhere to all of the policies and procedure of each particular facility. As always, officers will conduct themselves in a professional and competent manner at all times.

### **301.11 BOTHELL POLICE DEPARTMENT HOLDING FACILITY**

#### **Facility Operations**

The Department expects all employees involved in holding facility operations to treat prisoners with respect and conduct themselves in a safe manner in accordance with the policies, procedures, rules and regulations in this manual.

The Bothell Police Department operates a "Six Hour holding facility" and thus is designated as a facility in which a person may be held in custody for a maximum of six (6) hours.

If emergency circumstances do not allow for release or transfer within six hours, the on-duty Patrol Supervisor will make arrangements to provide a meal for the prisoner and ensure that the reason for the delay is documented in the officer's case report.

Emergency circumstances shall include any delays caused by lack of staffing due to emergency calls for service. Prisoners shall be released or transferred as soon as possible.

Persons arrested and detained in the holding facility are to be booked and released, afforded the opportunity to post bail, or transported to a Jail or other appropriate facility as promptly as circumstances permit.

#### **Language**

Custody officers should make all reasonable attempts to provide interpreters for communications with non-English speaking persons.

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## **Paperwork**

Custody officers will notify their on-duty sergeant of each arrest and confirm which jail facility is to be used to book the prisoner(s) into, based on current booking guidelines. It is the sergeant's responsibility to make sure the appropriate paperwork on each arrest is placed in the PSO box outside of Records. This will ensure that the timeline requirements for the arraignments and bail hearings will be met.

## **Access to Facility**

Only commissioned officers, their detainees and essential Department staff should be allowed in the holding facility. No other persons should be permitted entry unless authorized by a police supervisor.

Prior to Entry: Personnel shall secure all firearms/edged weapons in the weapons locker prior to entering the holding facility. This policy also applies to any back-up firearms/edged weapons. Emergency Response does not require disarming.

Essential persons are officers, detainees and Department employees conducting business in the holding facility. All other persons are considered nonessential persons.

Nonessential persons (janitorial staff, etc.) are permitted in the Holding facility only when accompanied by a police officer or PSO and all prisoners are locked inside of a cell. If no prisoners are inside the facility, janitorial staff may enter without an officer present. However, they must cease their cleaning duties and leave the facility when any officer arrives with a prisoner in custody. Nonessential persons performing maintenance and custodial services are approved access after the successful completion of a criminal justice contractor background check which includes fingerprinting, per FBI CJIS Security Policy 5.12.

Sworn personnel may be asked to grant a non-essential person access to the holding facility to conduct maintenance and/or janitorial services. Non-essential personnel entering the holding facility must be escorted and upon completion of their activities, their work must be checked to ensure that tools and other material are not left behind.

The Department Holding facility is not open to the general public for viewing/tours, etc. unless approved by Command Staff. No tour will be given while prisoners are being detained in the Facility.

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### **Training**

All personnel using the Holding Facility will receive initial training on its operations, to include fire suppression and equipment provided for use by the Department.

### **Facility Security and Maintenance**

While prisoners are being booked or detained firearms are to be secured in the locker located outside the entrance to the Holding facility.

Damage to the Holding facility caused by a prisoner will be reported to the on-duty Patrol Supervisor, who will direct that a report of the damage is included with the prisoner's arrest record or that a separate criminal charge be initiated. A copy of the report concerning the damage will be forwarded to the Risk Management Office.

### **Search of Prisoners and Cells**

Upon entering the booking area, each prisoner shall be thoroughly searched. Each person to be placed in detention will be searched for contraband/weapons as necessary to protect the safety and security of staff, prisoners, and the facility.

Searches will be conducted by a person of the same gender as the prisoner whenever possible. The scope of each search will be sufficiently thorough enough to identify all prisoner property, money, and any weapons or contraband carried by the prisoner. Belts, shoelaces, removable tie strings, and any other item that may be used to harm a person or property will be removed from the prisoner and placed with the prisoner's property in the property locker.

Booking room cells will be checked each day during routine security checks conducted by the PSO's. Additionally, Officers and PSO's will perform a security check of cells used by prisoners, including a search for weapons and contraband, prior to and immediately after each use of a cell. Any discovered contraband, weapons, or other items will be collected and reported immediately to the On-Duty Supervisor.

Any evidence found on a prisoner during the booking process is the responsibility of the officer discovering it and will be tagged as evidence and placed into an Evidence Intake Locker. Contraband found will also be tagged and placed in Evidence and the person will be charged as applicable.

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### **Prisoner Personal Property**

Property rights of prisoners shall be protected by a thorough inventory of money and personal property prior to booking or placement into a cell. Money taken from a prisoner for safekeeping should be counted and recorded in their presence. Personal property taken from a prisoner will be recorded on a property form signed by the booking officer and when possible, the prisoner. The only items that may be retained by a prisoner while held in the holding facility are:

Eyeglasses and/or hearing aids. Only if absolutely necessary to see or hear  
Clothing, excluding belts, shoelaces, removable tie strings, and any item that can be used to harm persons or property

When most of the prisoner's clothing must be removed for evidentiary or safety reasons, the prisoner will be issued a facility jump suit

All personal property taken from a prisoner will be carefully inventoried and placed in a secure storage locker in the Holding facility including a copy of the completed and signed property form.

All prisoners will be given signed property receipts for money and other property taken from them.

### **Placement into Cells and Status Checks**

Custody officers will secure their prisoner in one of the detention cells located within the Department holding facility. Officers will separate males from females and juveniles from adults. (see BPD-0304). Should the detention cells be occupied, or a prisoner is combative, officers will consider a direct booking to the proper jail based on the current guidelines. Officers placing prisoners into the Department's holding cells will log their prisoners in using Cell Log and Personal Property Sheet located in the booking room. Officers will then post the Cell Log and Personal Property Sheet on that prisoner's cell door.

Custody officers will be responsible for checking on their prisoner's status no less than once every 30 minutes, unless circumstances dictate more frequent checks for the purposes of prisoner well-being (see BPD-0301.12). For juveniles, status checks will occur no less than once every 15 minutes. If a prisoner is intoxicated and appears ill, or if their breath test results require it per policy, they shall be under constant audio and visual observation and examined by a qualified medical professional as soon as



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possible. Officers checking the status of prisoners will record the time of each check on the Cell Log and Personal Property Sheet posted on the prisoner's cell door.

Any prisoner who presents a threat shall be transported to the King County Jail, Snohomish County Jail, Harborview psychiatric unit or other appropriate psychiatric, medical, or jail facility as soon as possible.

### **301.12 MEDICAL CONSIDERATIONS**

#### **Alcohol Influence**

If a prisoner appears to be under the influence of alcohol the following will apply:

If a prisoner is intoxicated and appears ill, the prisoner is to be under constant audio and visual observation and examined by a qualified medical professional as soon as possible, regardless of any breath test which may have been obtained.

Regardless of appearance, if a prisoner takes a breath test and the first reading is .25 or greater, a second test is to be conducted 30 minutes after the first test. If the second reading is higher than the first, the prisoner is to be under constant audio and visual observation and examined by a qualified medical professional as soon as possible.

#### **Physical Illness/Injury**

If at any time, a prisoner appears ill or injured or communicates same, the Bothell Fire Department will be called immediately to the holding facility to examine the prisoner and determine the extent of illness or injury and whether additional medical attention is necessary.

The on-duty Patrol supervisor will be immediately notified of any illness or injury involving a prisoner.

#### **Medication**

When a person being booked is in possession of prescription medication the booking officer will determine from the prisoner what the medicine is, who prescribed it, what the dosage times are, and when the last dosage was taken. If the prisoner shows no sign of injury or illness and indicates that the prescription medicine is for emergencies, i.e., "Glycerin" for heart trouble, the booking process is to be expedited so the prisoner can

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either be released or transferred to a holding facility which can provide appropriate medical care.

Should a prisoner indicate a need to take prescription medication while in departmental custody, the booking officer will inquire as to the immediacy of such need. The prisoner and the prescription medication may be transported to a medical facility where the medication can be administered by qualified medical personnel.

All medicine will be kept with the prisoner's property and no medicine (prescription or non-prescription medication) is to be administered by any member of this Department.

### **Medical Attention/Written Report**

A written report will be made regarding any medical attention or first aid given to a prisoner, including the dates, times, places, and names of the provider(s). The report will be included with the case report.

### **Special Problem Prisoners**

Prisoners who are a danger to their own health and safety and/or to the health and safety of other prisoners and police employees, will be closely supervised, booked expeditiously and transported to the King County Jail, Snohomish County Jail or other appropriate facility.

Special problem prisoners are not to be confined with other prisoners.

Any prisoner determined to be suicidal by word or action shall be transported to the most appropriate psychiatric or medical facility as soon as possible.

## **301.12 SPECIFIC BOOKING PROCEDURES**

### **Prior to entering holding facility:**

- Conduct a thorough pat down search of the arrestee.
- Secure firearms in the weapons locker prior to entering the holding facility.

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**Upon entering the holding facility:**

- Remove restraining device(s).
- Have the arrestee remove all outer clothing items.
- Search the clothing items for contraband and personal property.
- Search the arrestee's inner clothing (i.e. pants pockets, shirt pockets, waistlines, etc.) for contraband and personal property.
- Have the arrestee remove all jewelry (i.e. earrings, necklaces, rings, watches, etc.).
- Have the arrestee remove footwear.
- Thoroughly search the footwear for contraband and personal property.
- Complete the top portion of the Cell Log and Personal Property Sheet to include the following portions: Name, DOB, Officer ID, Cell #, Date In, Time In, Incident Number, Charge, and the entire Personal Property Removed section.
- Place all personal property in a clear bin.
- Have the arrestee sign the Cell Log and Personal Property Sheet on the "Prisoner Signature" line.
- Sign the Cell Log and Personal Property Sheet on the "Booking Officer" line.
- Photograph and fingerprint the arrestee if applicable.

**Prior to placing the arrestee in a holding cell:**

- Secure the arrestee to a paddock.
- Conduct a search of a cell for contraband.

**Upon placing arrestee in a holding cell:**

- Secure the arrestee in a holding cell.
- Post the Cell Log and Personal Property Sheet on the arrestee's cell door.
- Place the clear bin containing the arrestee's property next to the cell door.
- Conduct status checks on the arrestee no less than once every 30 minutes – noting the arrestee's status on the "Cell Checks" portion of the Cell Log and Personal Property Sheet.
- Offer the arrestee a meal if held longer than 6 hours after being taken into custody. Note on the Cell Log and Personal Property Sheet if the meal was refused. Microwavable meals will be available in the break room freezer. Meals shall be heated per the instructions on the meal's box. The meal will be served on the tray provided by the manufacturer. A plastic "spork" will be provided to the

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arrestee. The tray and “spork” are to be removed from the cell when the arrestee has finished eating.

- Provide toilet paper as necessary.

### **Upon removing the arrestee from the holding cell for interview:**

- Log the time out and time returned on the Cell Log and Personal Property Sheet.
- Upon removing the arrestee from the holding cell for release or transport:
- Conduct a pat/frisk search of the arrestee and their property.
- Return the arrestee’s footwear.
- Complete the “Date Out” and “Time Out” portions of the Cell Log and Personal Property Sheet.
- Complete the “Date Released” and “Time Released” boxes on the Personal Property
- Removed portion of the Cell Log and Personal Property Sheet.
- Sign the Cell Log and Personal Property Sheet on the “Person Releasing Property” line.
- Have the arrestee sign for their property on the “Prisoner Signature” line of the Cell Log and Personal Property Sheet.
- Conduct a search of the arrestee’s cell for contraband.
- Release or transport the arrestee.
- Return the completed Cell Log and Personal Property Sheet to the shift sergeant for review and approval.

## **301.13 EMERGENCY EVACUATION PROCEDURES**

When it becomes necessary, for any reason, to evacuate the building or that area of the building containing the Holding facility the on-duty Patrol Supervisor will assume the responsibility for the removal and security of any prisoner(s) located in the cells.

## **301.14 PANIC ALARM PROCEDURES**

In the event the officer has an emergency situation, and he/she finds it necessary to use the panic alarm, the officer shall pull the red alarm button until it stops. The alarms are located at the following locations in the holding facility:

- East wall outside of PSO office.
- West side of wall located outside of cell 1.
- Sally port at entrance to the booking secured gated area.

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- At the BAC/processing counter.
- Holding area outside of juvenile cells 7 and 8.
- Hallway outside of interview rooms 1 and 2.
- Located on wall at temporary holding cell at booking.