



# Carmel Police Department

## General Order #71



### Prisoner Transportation

CALEA Standard #  
Supporting Documents:

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#### PURPOSE:

The purpose of this General Order is to establish a policy and procedure for the handling and transportation of prisoners by members of the Carmel Police Department.

#### POLICY:

Transportation of prisoners shall be performed with the safety and well-being of the officer and prisoner in mind. With the exception of the jail wagon, all prisoners shall be properly seat belted prior to transportation.

#### PROCEDURE:

- A. Any officer making an arrest or otherwise coming into control of a prisoner(s) shall make an immediate and thorough physical search of the prisoner and all clothing

\*A department jail wagon is defined as a departmentally owned marked van used primarily for the transportation of prisoners. It shall contain a manufactured safety barrier preventing the prisoner from having access to the driver's compartment of the vehicle. Communication between the front and back should not be impaired to the point that conversation is impaired. A departmental safety/equipment checklist shall be checked and initialed by the transport officer prior to departure from the Department.

The Hamilton County Sheriff's Office jail wagon is operated by HCSO personnel and may be available upon request. The HCSO jail wagon is only available for adult prisoners meeting specific criteria.



# Carmel Police Department

## General Order #71



### Prisoner Transportation

CALEA Standard #

Supporting Documents:

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- B. Prisoners shall be transported in a shielded police vehicle, department jail wagon or a Hamilton County Sheriff's Office jail wagon when available. Prisoners shall be restrained with handcuffs, double locked, behind their back or using a transport belt/hand restraint. The only exemption to this procedure will be for members of either of the investigations divisions. When an arrest is made outside of the Carmel City limits and the prisoner must be transported, the prisoner may be transported in a non-shielded vehicle as long as two officers are present. This should only take place when a shielded vehicle is neither present nor practical. However, when that situation occurs, two officers must transport the prisoner and the prisoner shall be placed in the front or rear seat passenger's side, handcuffed, with handcuffs double locked behind their back. Officers shall check the "child locks" on the rear doors to ensure that they are in the locked position. In addition to being handcuffed, prisoners shall be restricted with the vehicle's seatbelt. Officers should use discretion with medical conditions, age or other aggravating circumstances. Persons in wheelchairs should not be transported in a police vehicle. They should be transported in a disability lift vehicle or by ambulance.
- C. Prior to placing and immediately after removing a prisoner(s) in a transportation vehicle\* (patrol car, jail wagon, etc.), the transporting officer shall visually inspect the vehicles' interior to insure no weapons or other potentially hazardous materials are available to the prisoner.
- D. The transporting officer shall ensure that the in-car video and audio is activated during the transportation of the prisoner if the vehicle is so equipped.
- E. Prisoners shall not be left unattended in transportation vehicles. Prisoners transported shall be monitored frequently by the transporting officer to ensure their well-being.
- F. The jail wagon should be used when transporting multiple prisoners. Prisoners in a jail van shall be transported directly to the appropriate facility (Carmel Police Department processing, Hamilton County Jail, Carmel City Court etc.).
- G. An officer transporting a prisoner shall stop to render assistance to another person only when there is clear, immediate and grave risk of physical harm to a third party, and no other police unit is available to render assistance. The transporting officer shall remain on the scene only until other emergency assistance has arrived.
- H. Officers transporting prisoners are prohibited from participating in a pursuit, roadblock or any other situation which might potentially cause harm to a prisoner.
- I. Officers shall use their discretion using handcuffs on nonviolent prisoners who are:
1. Extremely elderly or ill



# Carmel Police Department

## General Order #71



### Prisoner Transportation

CALEA Standard #

Supporting Documents:

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2. Disabled or otherwise physically incapable of escape
  3. Young juveniles who pose no apparent threat of escape
- J. Special circumstance may exist that require the use of restraints other than just handcuffs. Restraints authorized for use include:
1. Leg shackles
  2. Flexcuffs
  3. Transport belt with and “Cuff Aide” hand restraint device.
    - a. Transport belts/hand restraint devices are available to shift supervisors
    - b. Transport belt/hand restraint device may be used when a prisoner’s age, injury or medical condition prevents them from being transported safely with hands handcuffed behind the back.
- K. When special circumstances prevent a prisoner from being handcuffed behind the back, a supervisor should be contacted for approval prior to the prisoner being transported. If the transport belt/hand restraint device is used due to a prisoner’s age, injury or medical condition, care must be taken to ensure no items that can be potentially used as weapons are accessible by the prisoner
- L. Officers shall not “hogtie” prisoners or detainees nor transport prisoners in a prone position. This is to avoid injury or possible death to prisoners from suffocation or positional asphyxia.
- M. Whenever a prisoner is transported, the transporting officer shall notify the Hamilton County Public Safety Communication Center of how many prisoners are being transported and to where; the sex of the prisoner; the beginning mileage of the transport vehicle and upon arrival at the destination - the vehicle’s ending mileage.
- N. Juvenile prisoners shall not be transported with adult prisoners unless both are co-defendants in the same alleged crime or can be physically separated (jail wagon).
- O. In the event that a prisoner in the control of Carmel Police Department personnel should escape from police custody, the following procedure shall be followed:
1. The officer(s) in control of the prisoner shall immediately notify the Hamilton County Public Safety Communication Center providing the location of escape, the escapee’s direction of travel, description, charges and any other pertinent information.
  2. If the escape occurs in another jurisdiction, the appropriate agencies shall be notified of the above information.



# Carmel Police Department

## General Order #71



### Prisoner Transportation

CALEA Standard #

Supporting Documents:

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3. The officer(s) shall notify his/her immediate supervisor.
  4. The officer(s) shall complete a detailed supplementary report thoroughly describing the incident and circumstances contributing to the escape. This report shall be forwarded through the immediate supervisor to the Division Commander prior to the end of his/her shift.
- P. Prisoners shall not be permitted to telephone attorneys or others until they arrive at a secure facility. Parents of juveniles should be contacted as soon as possible.
- Q. Upon arrival at a secure facility, the transporting officer shall be responsible for the following:
1. Secure his/her firearm in the lock-box provided or locked in vehicle trunk.
  2. Assist with the removal of restraint devices just prior to placing the prisoner in a holding cell.
  3. Advising the receiving agency personnel of potential medical or security risks, if known
  4. Completion of book-in paperwork as needed.
- R. If a prisoner becomes sick or is injured incidental to arrest, the arresting officer shall contact his/her supervisor and request necessary medical attention. If it is necessary to transport the prisoner to a medical facility prior to acceptance by the jail, the transporting officer shall remain with the prisoner and maintain security of him/her or until relieved by authority of his/her supervisor.
- S. If an injured or sick prisoner (anyone we have physically placed under arrest) is required to be admitted to a medical facility, the following procedures will take place:
1. Notification to supervisor, supervisor notification to division commander
  2. Supervisor will contact on-call prosecutor to determine the charging status and requirements
  3. Arresting officer will maintain security on the prisoner until relieved by a supervisor. (Visitors shall be prohibited including telephone contact with the prisoner. Officers should avoid fraternizing with the prisoner.)
  4. The supervisor will schedule a rotation of officer(s) every four (4) hours to provide security on the prisoner. (For extended hospital stays, the supervisor shall attempt to locate a secure medical facility, if available, to



# Carmel Police Department

## General Order #71



### Prisoner Transportation

CALEA Standard #  
Supporting Documents:

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take control of the prisoner. In either case, the final arrangements will be coordinated with the prosecutor's office and the Hamilton County Jail.

**NOTE: A prisoner shall not be released from our custody unless approved by the Division Commander (or designee) in agreement with the Prosecutor's Office.**

- T. Transporting officers shall notify the judge of the court whenever a prisoner is considered a medical and/or security hazard. The judge may authorize the use of restraining devices in the courtroom.
  - U. Officers of this department are not permitted to transport prisoners in situations such as funerals, visiting patients in hospitals, etc. If a prisoner must attend a special event, it is the responsibility of the Hamilton County Sheriff's Department to do so. Officers of this department may transport prisoners to jail, a medical facility for treatment prior to going to jail, a secure facility for processing or to a designated location to transfer the prisoner to another agency
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#### Addendum Hamilton County Sheriff's Office Jail Wagon Rules & Limitations

- Officer may request the HCSO jail wagon on the Jail Channel or through dispatch
- The wagons will not transport juveniles;
- The wagons will not transport arrestees for medical check outs;
- The wagons will not transport arrestees that have been bitten by a K-9 and/or tased with the probes;
- If the arrestee tests at .25 BAC or above, the officer must do his/her own transport;
- If there is not a certified breath test, the wagon driver will PBT the arrestee prior to accepting for transport;
- Extreme impairment – If the arrestee cannot walk and/or remain in a seated position without assistance, the wagon driver will not accept the arrestee. Note: The wagon driver has the final decision regarding acceptance of an arrestee for transport;



# Carmel Police Department

## General Order #71



### Prisoner Transportation

CALEA Standard #

Supporting Documents:

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- Certified Breath Test – The officer must transport his/her own arrestee for a breath test. If the officer administers the test at a PD, the wagon will respond to that location to pick up and transport;
- Blood draw – The officer must transport his/her own arrestee for a blood draw. If the blood draw is taken at a PD or FD, the wagon will respond to that location to pick up and transport; and
- If the arrestee is injured and/or involved in a crash, the officer must do his/her own check out transport. If the arrestee is medically cleared on scene and signs an SOR, the wagon will respond to that location to pick up and transport.
- Remove all property from the arrestee prior to arrival of the jail wagon (wedding rings and religious medallions may be worn).
- The wagon driver will seal the items in a property bag and complete the HCSO Field Arrest Property Sheet. The [Property sheet](#) will be signed by the officer and the wagon driver.