



Colorado Springs Police Department

General Order

1009 Prisoner Processing

Section 1000 – Patrol Functions

Effective Date: 3/16/2021

Supersedes Date: 7/29/2012

.01 Purpose

The purpose of this directive is to outline procedures for taking prisoners into custody and placing them in detention.

.02 Cross Reference

[GO 107 Physical Arrest](#)

[GO 1011 Ill or Injured Prisoners](#)

.03 Discussion

Although principles pertaining to transport of prisoners seldom change, specific procedures may vary somewhat, according to the type of vehicle used. This **GO** applies to transportation of prisoners in police cars, either marked or unmarked. Persons transporting prisoners in the Marshals Unit van should refer to SOP PM1-10, Prisoner Transportation, for conditions specific to transportation by van. Procedures for responding to the escape of prisoners, during transportation and from holding facilities, are also included.

.04 Policy

The Department has a responsibility to the community to ensure that an arrestee is properly controlled and processed. Control may mean mere guarding or may require physical restraint. Processing includes obtaining information about the arrestee and the incident, completing appropriate forms, physical incarceration in an appropriate place of detention, and any necessary transportation.

.05 Definitions

Hog-tie: defined as the practice of securing a subject with a chain, rope, or other device between a leg (ankle) restraints and connected to handcuffs behind the back. Utilizing hog-ties is prohibited by CSPD personnel.

.10 Preventing Escape

When an officer makes an arrest or for any other reason has a person in custody who is not confined to a jail or other secure facility, the officer will ensure that the prisoner is in sight continuously and will use the utmost precautions to prevent escape. All marked vehicles used to transport prisoners will have a barrier that prevents physical contact between the prisoner and driver. In addition, doors and windows of the prisoner compartment, in all such vehicles, will be rendered inoperable from inside the compartment. No relatives, attorneys, or other associates of a prisoner are authorized to accompany a prisoner in the transport vehicle.

.20 Procedure Immediately Following Arrest

When an arrest has been made, the officer making the arrest will immediately, if possible and practical, do the following:

- Inform the arrestee of the charge
- Prior to conducting a search, handcuff the offender, behind the back, and double-lock the handcuffs. Handcuffs may be used any time an officer has detained or arrested an individual if the officer believes it is necessary for his/her safety or to prevent an escape.
- All felony arrestees will be handcuffed before being placed in a department vehicle.
- Flex cuffs will be available in supervisory vehicles if needed for transporting an arrestee.
- Officers transporting or accompanying a violent arrestee, flight risk or arrestees that are uncooperative must request a cover officer prior to transporting to any facility.
 - These prisoners will be transported in a vehicle with a cage.
 - A CSPD supervisor will be notified and the arresting officer will air to dispatch and note the behaviors of the arrestee in the call for service notes.
 - The supervisor will determine if two officers are needed for the transport. It is acceptable for the second officer to follow the transporting officer to the transporting location.
- Conduct a thorough search of the offender to ensure the safety of the officer and others.
- Search the prisoner compartment of the transportation vehicle to ensure that it contains no evidence, contraband, weapons, or potential weapons. This will be done prior to placing the arrestee in the vehicle. This is an officer safety precaution and also allows the officer to testify that no items were inside the prisoner compartment of the vehicle prior to the prisoner being transported.
- After transporting an arrestee, thoroughly search the transporting vehicle for evidence, weapons or contraband that may have been discarded during transportation.

.22 Escapes During Transport or from a Holding Facility

Within City Limits

A transporting officer **will** take all reasonable and necessary precautions to avoid prisoner escapes and attempted escapes. In the event of an escape, officers will immediately notify the **Public Safety Communications Center (PSCC)** of the following information:

- Location of the escape
- Physical description and name of the escapee
- Escapee's direction and method of travel
- The crime for which the escapee was in custody, and whether weapons and/or accomplices were involved
- Any injuries to officers or escapee, and whether medical assistance is required

During transport, under no circumstances will any remaining prisoners be left unguarded to pursue an escapee. Officer will secure any other prisoners.

The PSCC will simulcast the information, assign backup units, and notify the appropriate Field Supervisor. Notification to outside law enforcement agencies should be made, when appropriate.

If the escapee is taken into custody, proper notifications to those officers, units, or other law enforcement agencies involved will be made by PSCC. The field supervisor overseeing the response to the escape will assign a patrol officer to investigate the escape, or attempted escape, and prepare an appropriate police report.

Outside City Limits

The transporting officer will initiate the notification procedures to the **PSCC**, as above.

The **PSCC** will notify the law enforcement agency in whose jurisdiction the escape occurred, and request that agency to complete an escape report.

The **PSCC** will also notify the appropriate field supervisor, who will notify the shift lieutenant. The shift lieutenant will determine if a supervisor, and/or other units, should be sent to the scene.

In all incidents involving escapes, occurring outside CSPD jurisdiction, the transporting officer(s) will prepare a memorandum to be sent, with all other reports of the incident, to the **chief of police**.

.25 Transportation in a Caged Vehicle

A prisoner being transported in a caged vehicle should be seat-belted in the back seat, unless an objective reason is present not to apply the seatbelt, (e.g., combative prisoner).

The transporting officer(s) may remain in the front seat, unless it is necessary to place an officer in the back with a prisoner to calm a violent situation.

.26 Transportation in a Vehicle without a Cage

Unless authorized by a lieutenant, prisoners will be transported in a caged vehicle.

If a vehicle without a cage must be used, the following guidelines apply:

- A prisoner being transported by one officer will be seat belted in the right front seat.
- A prisoner being transported by two officers will be seat belted in the back seat, right side. One of the officers will ride in the back seat, left side.
- When two prisoners are transported, there must be two officers. One prisoner will be seat-belted in the right front seat and the other in the right back seat. One officer will ride in the left back seat.
- The prisoner to officer ratio must not exceed one to one.
- **Officers** will keep their firearms from being accessible to the prisoner(s) at all times.

.30 Conduct During Transport

The transporting officer will always be aware of the prisoner's location and actions. The prisoner will not be left unattended in the transport vehicle. During the transport, the officer will maintain as much visual contact with the prisoner as safety allows.

The safety and security of the prisoner and the welfare of the public must be considered in any actions taken by the transporting officer. Generally, officers will not stop to render assistance or become involved in a law enforcement situation during a transport, unless confrontation with a particular situation is unavoidable, or there is clear and present risk of serious bodily injury or death to some person.

During the transport, a prisoner should not be allowed to communicate with other persons unless the transporting officer believes it is necessary. Arrangements for bond or attorneys can be made after arriving at the holding facility.

Upon arriving at the facility, the transporting officer will follow the rules and policies of that facility. Transporting officers should be mindful of securing their weapons before entering the holding cell area. Officers **will** remove restraining devices just prior to placing the prisoner in the cell. If the prisoner presents a danger to Officer(s) or themselves, the prisoner may be restrained for safety reasons. Restraints may include, but are not limited to, a restraint belt/chain, leg shackles, safety helmet and handcuffs, **flex-cuffs**, etc.

The transporting officer will obtain a signature from a member of the agency accepting delivery of the prisoner.

.40 Transports from CSPD Holding Facilities to another Facility

When an officer transports a prisoner from any CSPD holding facility to any other facility, **they** will assure the delivery of all necessary documentation.

.45 Special Transportation

Special circumstances may require transportation of a prisoner to a location other than a detention or medical facility. Procedures for the transporting officer will be defined by the appropriate **field supervisor** before beginning the transport. These procedures will vary with the situation and location but should, at a minimum, include:

- Assigning a sufficient number of officers for security.
- Specifying with whom the prisoner may have verbal or physical contact.

.60 Restraining Devices-Special Situations

Use of restraining devices other than handcuffs, such as leg restraints, is governed by considerations of safety for the officers and others, and shall be at the transporting officer's discretion. Officers should take care, when transporting handicapped or injured arrestees, to use these devices humanely, but should not assume that an injury or a handicap rules out their use if the officer reasonably believes an arrestee may pose a threat to any person's safety.

Officer(s) are prohibited from the use of **hog-tie** restraints on any person.

Hobbling the legs or ankles is acceptable, as long as they are not connected to the handcuffs behind the back. The restraint on the ankles should allow for at least an 18 **inch** step when walking, allowing the subject to walk a modified normal step, but limiting the subject's ability to kick or escape custody.

.62 Special Needs Prisoners

Physically and/or mentally handicapped prisoners may require some considerations not normally used in prisoner transportation, for the safety and well-being of the officer and the prisoner.

When dealing with a mentally ill or mentally handicapped prisoner, the officer shall do the following, at a minimum:

- Handcuff the individual behind the back and double-lock the handcuffs
- Remove personal property and conduct a thorough search for weapons at the scene
- Seat-belt the subject in the patrol vehicle
- Transport in a marked vehicle with a cage
- Upon arrival at the holding cell or other detention facility, remove belt, shoes, coats, etc., and search again for weapons or any items of personal property.

A handicapped prisoner may need special treatment for a number of reasons; for example, handcuffs may not be usable because of the nature of the handicap. Soft restraints may be an

alternative. Casts, braces, or artificial limbs should be examined for hidden weapons. Alternative equipment, such as crutches, wheelchairs, or other items may be required.

If it is necessary that medicine or other special items be transported for a prisoner, immediately notify the Field Supervisor, who will either authorize the transport or will make arrangements to have the items transported.

.70 Transporting High-Risk Prisoners

Arresting officers are required to inform the appropriate **field supervisor** of any security risks pertaining to a particular prisoner who is to be transported.

This includes prisoners believed to be suicidal as well as those believed to be escape risks. Such traits will be noted by the arresting officer in the narrative section of the custody report. The custody report will accompany the prisoner being transported to another facility. The field supervisor will verbally advise the transporting officer(s) before any high-risk prisoner is transported.

.75 Transporting Prisoners

Prior to transporting a prisoner, the transport officer will ensure that the prisoner is searched. This search will be conducted prior to each transport, regardless of where the transport commences (e.g., from the location of arrest, from a holding cell, from a hospital, etc.), and will be conducted even if the transporting officer conducted the prior leg of the transport.

.80 Processing for Investigation Purposes

An officer who makes an arrest on a felony charge is responsible for appropriately processing and interrogating prisoners.

In complex cases, the officer may contact, or cause to be contacted, the appropriate field supervisor who in conjunction with an Investigations Supervisor or designee, will determine whether the arrestee should be interrogated by Investigations personnel before being transported to the detention facility.

If Investigations personnel are not to become immediately involved, and the Investigations Supervisor does not indicate otherwise, the arresting officer may interrogate the arrestee.

.85 Booking Processing

When presenting a prisoner for booking at the detention facility, officers will follow these procedures:

- Complete all appropriate forms, as fully as possible.

- Inventory the prisoner's money, and record the amount on the appropriate form.
- Process all personal property items in accordance with Sheriff's Office regulations and leave them at the detention facility. Items of evidentiary value will be placed into evidence.
- Items of personal property not accepted by the Sheriff's Office **will** be placed into personal property.
- In addition, officers will abide by other rules pertaining to prisoner processing that have been established by the El Paso County Sheriff's Office.