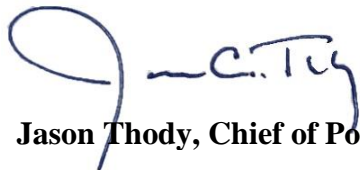
	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	Distribution	General Order Number
		ALL PERSONNEL	5.11
		Original Issue Date	Reissue Date
		3/17/2022	6/29/22
Order Title: PRISONER TRANSPORTATION		Accreditation Standard:	Section
		POSTC: 1.7.7; 1.9.2; 1.9.3; 1.9.4; 1.9.5; 1.9.13; 1.9.14; 1.9.15; 1.9.16; 2.7.1; 2.7.2; 2.7.3; 2.7.4	5
		Section Title PATROL FUNCTIONS	
Rescinds:		 Jason Thody, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

I. PURPOSE:

The purpose of this general order is to establish clear guidelines for Hartford Police Department (“Department”) officers to follow prior to, during, and immediately after a prisoner transport, including procedures relating to the safety of officers, prisoners, and the general public during transport operations.

II. POLICY:

Transporting prisoners is an inherently dangerous responsibility. Ensuring the safety of officers, prisoners, and the general public requires that the transporting officer must not assume that someone else has searched a prisoner or a transport vehicle. All prisoners, regardless of sex, age, race, perceived threat, or the nature of the offense committed shall be searched for weapons and contraband prior to being transported. In addition, all transport vehicles shall be searched by the transport officer prior to and immediately after a prisoner transport in order to mitigate the risk to officers of prisoners escaping, gaining access to dangerous items, or having an opportunity to destroy potential evidence.

III. DEFINITIONS:

Custodial Arrest: To take a person into custody for violation of any law, ordinance, regulation, or bylaw of the State of Connecticut, or any Town or City within the State of Connecticut.

Disabled Prisoner: A prisoner with an anatomical, physiological, or mental impairment that hinders mobility.



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In Custody: Being under the full control of a law enforcement officer.

Prisoner: Any person, regardless of age or sex, who is either arrested or taken into custody for an alleged violation of any criminal or traffic law, or pursuant to a warrant or other court order or directive, whether for transfer to a detention facility, court proceeding, arranging for bond or pending release, or one who is taken into protective custody for transport to a mental facility for evaluation and/or admission as a mental health patient.

Restraining Devices: Equipment that is used to restrain the movement of a person in custody, such as handcuffs, flexcuffs, waist chains, and leg shackles.

Security Hazard: Any threat to the security of a prisoner, to the facility in which he/she is held, or to others with whom the prisoner may come into contact. Assessments of the degree of security hazard will govern the means of transport, the types of restraining devices to be used, and other actions to be taken by the transporting officer.

Transport Vehicle: The vehicle used for transporting a prisoner from one point to another. The transport vehicle may be a patrol vehicle, such as in the case of transporting a prisoner after an arrest, or a specially designed prisoner transport vehicle, such as a bus or van. This term does not refer to commercial vehicles, such as buses, trains, or airplanes that may be used for prisoner transport.

Transporting Officer: A Hartford Police Officer who is responsible for transporting a prisoner from one point to another.

IV. PROCEDURE:

A. Search of Prisoner Transport Vehicles

1. In order to mitigate the opportunity for prisoners to use or destroy weapons or contraband, the rear passenger compartment of every transport vehicle shall be searched by the operating officer:
 - a. At the beginning of the officer's shift;
 - b. Prior to placing any individual in the transport vehicle;
 - c. Immediately after transporting an individual in the vehicle; and
 - d. At the end of the officer's shift.

The officer will document in a case incident report whenever (s)he locates any weapons, contraband or personal property, during the vehicle search.



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B. Search of Prisoner(s) by Transporting Officer

1. All persons taken into custody present a potential risk to the safety of the transporting officer. Therefore, all prisoners shall be searched for weapons and/or contraband prior to being transported.
2. An officer transporting an arrestee from the site of a field arrest shall conduct such search as is legal and feasible under the circumstances, and shall exercise extraordinary caution.
3. Pre-transport searches in the field should be recorded on body worn camera and/or vehicle dash camera.
4. When available, an officer of the same gender will conduct prisoner searches. In cases where the prisoner identifies as a certain gender, or is gender neutral or transgender, the search will be done by an officer who is the gender of their choice, when available (see G.O. 5.31 - Appropriate Treatment of Transgender Individuals). When an officer of the same/preferred gender is unavailable, a second officer will witness the search.

C. Transport Responsibilities

1. The Transporting Officer shall be responsible for:
 - a. Searching the prisoner prior to transport, and preparing him/her for transport;
 - b. Confirming the identity of each prisoner to be transported;
 - c. Securing their firearm prior to entering the Detention Facility;
 - d. Providing required documentation to the receiving officer or employee of the facility to which the prisoner is being transferred;
 - e. When transporting a prisoner to any facility outside of the control of the Hartford Police Department, obtaining and documenting the name of the receiving officer or employee of the facility to which the prisoner is being transferred;
 - f. Making any notifications to the facility that the prisoner/arrestee is being transported to, if the prisoner poses a security hazard, medical risk, or suicide risk.



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D. Prisoner Property

1. During transport, all property that the prisoner may use to harm themselves or others must be taken away and secured.
2. Cell phones and communication devices should also be taken from the prisoner and secured during transport, for officer safety.
3. Money and jewelery should be kept on the prisoner's person during transport (unless it poses a danger to the prisoner or others).

E. Prisoner Restraining Devices to be Used During Transport

1. All Hartford Police Department prisoners being transported for any reason shall be restrained with appropriate devices that provide for the safety and security of both prisoners and officers.
 - a. In most circumstances, prisoners will be secured with handcuffs behind their back; however, officer discretion may be used when determining what type of restraint device may be appropriate for prisoners who may be the exception to the rule.
 - i. Prisoners transported in the Prisoner Transport Van should not normally be restrained with handcuffs (see sec. IV.O below).
 - b. Race and gender will not be considered as a factor in determining whether or not a prisoner will be restrained during transport.
 - c. The determination of how a prisoner will be restrained will be based upon an assessment of the prisoner's flight risk or propensity for violence, based upon: the severity of the charges, the prisoner's physical condition (age, illness, injury, etc.), the distance to be transported, and the mode of transportation.
2. Prisoners will never:
 - a. Be handcuffed to any part of a vehicle;
 - b. Be handcuffed to a member of the opposite sex; or
 - c. Be handcuffed to an adult, when they are a juvenile; unless they are related.



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3. Officers will document the restraint technique used for each prisoner in their report.
4. When restraining a prisoner:
 - a. Restraints shall be applied so as not to cause injury or restrict circulation.
 - b. All restraints shall be double locked, if they are so equipped.
 - c. Handcuffs and/or body chains shall be used on all prisoners transported by vehicle.
 - i. An exception to this is when the prisoner is being transported via the transport wagon, in which case handcuffs should not normally be used.
 - d. Leg irons may be used on high risk prisoner transports.
 - e. Flex cuffs may be used, when necessary.
 - f. Absent exigent circumstances, restraints shall not be removed until the prisoner has reached the final destination.
5. Ill, injured, mentally ill, and physically handicapped prisoners present unique conditions that may dictate special care and treatment during the transport process.
 - a. Such prisoners shall be transported in the most secure and safe manner possible.
 - b. If the mental illness or physical handicap prevents a safe and secure transportation in a police vehicle, an ambulance may be called to assist with transport. These circumstances still require an evaluation by the transporting officer of the violence/flight risk of the prisoner being transported.
 - c. Special attention shall be given to persons who are non-ambulatory, or those requiring wheelchairs, crutches, or prosthetic appliances, and those requiring medicine.



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- d. The Patrol Supervisor should assist the patrol officer on deciding what, if any, restraining devices should be utilized and how they will be utilized.
- e. In instances where a prisoner appears to be, or may be in need of immediate medical treatment for illness, injury, or mental illness after being taken into custody, the officer shall provide medical treatment, call for EMS if necessary and ensure that the prisoner is taken directly to a healthcare facility.
 - i. If a decision is made to take a prisoner directly to a healthcare facility, such an advisement will be made to the Dispatcher.
 - ii. The Detention Supervisor should be notified of the transport of a prisoner to a medical facility; and
 - iii. The officer shall ensure that the Field Arrest Form (FAF) is completed in RMS.

F. Transport Vehicle Configuration/Safety Barriers

- 1. The safety and security of officers, prisoners, and the public is best achieved by utilizing appropriate equipment.
- 2. Any police vehicle that is likely to be used for prisoner transport shall be equipped with a protective safety barrier between the front and rear seats or rear compartment. The barrier shall be configured and constructed in such a way as to prevent prisoners from having access to the driver's compartment.
- 3. The following modifications will be made to Hartford police vehicles designed for prisoner transportation:
 - a. Manual door locks on rear doors shall be disabled;
 - b. Crank handles for manually operated windows will be removed;
 - c. Rear door handles will be deactivated; and
 - d. Electric rear door and window controls will be driver controlled.



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4. Vehicles not normally used for prisoner transports are not required to be equipped with safety barriers.
5. In the event the arresting officer's vehicle does not have such a partition or protective cage, a unit having such a partition shall be called to the scene for the transportation when available.

G. Prisoner Transport

1. Male and female prisoners should be transported separately, when possible.
2. Prisoners who have been involved in a domestic incident with each other shall be transported separately.
3. Juveniles shall be transported separately.
4. When prisoner transports are scheduled in advance (i.e. an out of town warrant pick up) two officers shall be assigned to the transport. One of the transporting officers shall be of the same sex as the prisoner, if possible.
5. When an officer transports a person of the opposite sex, the officer shall advise the Dispatch of the location from which the transport originates, the destination, and the vehicle's starting mileage. Upon arrival at the destination, the officer shall advise dispatch of the ending mileage.
6. Prisoners will not be allowed to communicate with persons other than the transport officers during transport.
7. As outlined in General Order 5.35, Body-Worn Cameras, both vehicle and body-worn cameras shall be activated during prisoner transport.

H. Prisoner Location During Transport

1. When transporting prisoners, officers will ensure the safety of the officer and the security and safety of the prisoner and the general public by following these guidelines:
 - a. Officers shall transport prisoners using a vehicle with a protective safety barrier whenever it is feasibly possible;



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- b. Prisoners will be seated in the passenger side of the rear seat, whenever possible;
- c. Officers shall place the safety belt on all prisoners, unless doing so may expose the officer to risk of injury from a violent prisoner;
- d. Transporting officers will take the most direct route to their destination unless circumstances dictate otherwise;
- e. In instances when a prisoner must be transported in a vehicle without a protective safety barrier, a second officer will sit in the adjacent rear seat with his/her weapon away from the prisoner; and
- f. At no time shall a transporting officer leave a prisoner unattended, unless assistance must be rendered to a third party in a life-threatening situation. In no case shall a prisoner be left unattended if there is reason to believe he/she poses an immediate risk to any person.

I. Interruptions of a Prisoner Transport

The primary duty of the transporting officer is to safely deliver the prisoner(s) in their care. Only when there is a clear risk of death or injury to a third party may the transporting officer stop to render assistance to other parties during a prisoner transport. Certain circumstances may dictate the need to stop and render assistance.

1. Secondary calls

- a. When the transporting officer encounters a non-emergency need for law enforcement service, the officer will not stop but will report the need to the dispatcher. Officers assigned to the incident should explain to citizens the reasons why the transporting officers did not stop.
- b. When the transporting officer observes an emergency situation, they shall report it to the dispatcher, then stop and render assistance. A backup officer will be immediately dispatched to handle the call so the transporting officer can resume the transport. Upon being relieved, the transporting officer will verify the security of the prisoner and advise dispatch when they resume.



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2. Tending to prisoner needs

- a. Transport officers will not stop to address routine needs of prisoners being transported. However, if necessary, transport officers may stop to address medical needs of the prisoner being transported.
 - i. Officers should be aware that prisoners may be employing a diversionary tactic designed to facilitate an escape or a physical attack on the transporting officer.
 - ii. When stopping to render assistance, the transport officer will advise dispatch of the situation. A back-up officer will be immediately dispatched to assist.

3. Long distance transports

- a. Interruption of prisoner transports may be necessary when traveling more than three hours. At least one officer of the same gender as the prisoner shall be present during a long distance transport (3 or more hours) in anticipation of the required use of public rest room facilities.
- b. All out of town transports require a second officer to assist during transport.
- c. If transporting officers are in uniform they shall have their duty belt with lethal and non-lethal options available. Plain clothes officers shall have available both lethal and non-lethal options like ECW, police baton, or Chemical Agent.
- d. When refueling or stopping for a meal, the location will be chosen at random by the transport officer.
- e. If the prisoner requires the use of a restroom, two officers will escort the prisoner to the restroom. Private facilities should be used when available. One officer will inspect the facility prior to allowing the prisoner to enter. Handcuffs may be removed to allow the prisoner to use the restroom facility and to wash up. Unoccupied restrooms will be used whenever possible.



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- f. Prisoners will never be permitted to communicate with anyone during transport. Family members, friends, and attorneys will not be permitted to accompany a prisoner, nor shall the transport be interrupted to allow for communication by the prisoner with any other person.

J. Unusual Occurrences During Transports

1. In the event of an accident, mechanical breakdown, illness, death, or escape, transporting officers shall use common sense applicable to the situation. Guidelines and procedures pertinent to each situation should be followed. The safety and security of the general public, officers and prisoner(s) are paramount at all times.
2. In the event of a traffic accident involving the transport vehicle:
 - a. First, attention shall be given to any injured persons in the involved vehicles. Medical assistance should be requested through dispatch immediately in the case of any injury.
 - b. If the accident occurs at a location within Hartford, the appropriate on duty Patrol Sergeant shall be notified and shall respond to the scene.
 - c. If the accident occurs outside the City of Hartford, the appropriate on duty Patrol Sergeant and the local jurisdiction shall be notified immediately.
 - d. Arrangements for alternative transportation shall be made, if necessary.
 - e. All procedures for response to an accident involving a Department vehicle shall be followed.
3. In the event of a mechanical breakdown, the transporting officer's immediate supervisor shall be notified. Another patrol unit shall be dispatched to take over transport of the prisoner.
4. If a prisoner becomes seriously ill in transit, the transporting officer shall request EMS, provide medical aid, and notify his immediate supervisor.



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5. The death of a prisoner in transit shall first be treated as a medical emergency. The transporting officer shall request EMS, provide medical aid, notify his immediate supervisor and shall be responsible for all applicable documentation.

K. Transporting Sick, Injured, or Disabled Prisoners

1. Transporting handicapped, sick, or injured prisoners presents additional problems. Prisoners with physical or mental impairments often need special handling techniques which officers may not be familiar with. Such unfamiliarity should be addressed prior to initiating the transport.
2. Prior to transporting the prisoner, the transporting officer shall determine any special medical conditions for the prisoner which have been established by a physician or EMS personnel. Prisoners who require medical treatment during the transport will not be transported in a standard police vehicle but in an ambulance, wheelchair van, or other suitable vehicle staffed with personnel medically qualified to administer whatever care may be necessary.
3. Restraint devices shall be used unless such use would cause further injury to the prisoner or interfere with the provision of medical attention.

L. Prisoners Transported to a Medical Facility

1. Prisoners should be restrained by handcuffs and leg shackles during transport to and from medical facilities, and while at the medical facility, unless prevented by injury, or when medical personnel request the restraints be removed to allow for examination and treatment.
2. Officers on a medical prisoner transport detail should have with them at all times a photocopy of the Field Arrest Form (FAF), which has all of the prisoner's identifying information, and a copy of the prisoner's mugshot.
3. If a prisoner is violent, combative, or is an escape risk, an officer will ride in the ambulance when transporting a prisoner to a medical facility. Officers shall follow the procedures set forth in this General Order when prisoners are transported to a medical facility in a police cruiser.
4. The transporting officer will remain with the prisoner during examination and treatment, except when a doctor or medical staff requests the officer leave the treatment area. In that event, an officer shall take an appropriate nearby position that prevents escape.



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5. If the prisoner is violent or an escape risk, a second officer shall be assigned to the detail at the discretion of the Detention Supervisor or Patrol Supervisor. The transporting officer will request that dispatch notify hospital security of the detail. If transporting to a medical facility outside of the City of Hartford, the local police agency where the facility is located will also be notified.
6. Officers will remain with prisoners who are admitted to a medical facility until they are discharged from the hospital, released on bond or PTA, or arraigned at the hospital. The on-duty supervisor shall assign officers to provide security while the patient is admitted.

M. Documentation to Accompany Prisoners

1. Proper identification of prisoners being transported and special concerns or risks presented by such prisoners is necessary to ensure the safety of officers and the public.
2. Prisoners being transported between facilities will be identified by reliable means, such as booking records, photograph, fingerprints, issued identifications, or the personal knowledge of the transporting officer.
3. The transporting officer will carry all documentation relative to the prisoner's identification, destination, escape risk, suicidal tendencies, or unusual medical conditions, and shall advise receiving agency personnel of any potential medical or security hazards. Transporting officers should also carry a properly executed governor's warrant or waiver for interstate transports. The transporting officer shall deliver all documentation to the receiving officer.
4. Transporting officers shall document transfer of custody in their written report, to include the receiving official's name.

N. Prisoner Escape

1. In the event of a prisoner escape during transport, the primary objective is to recapture the prisoner, prevent injury to the public, property, or to police officers. In the event of an escape, the transporting officer(s) shall:
 - a. Notify the dispatcher and the on-duty supervisor;
 - b. Make an immediate attempt to recapture the prisoner. If an immediate recapture is not possible, request the assistance of other police officers;



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- c. Notify the nearest local police authority, when not in Hartford;
- d. Broadcast a “Be On LookOut” (BOLO) including the identity and full description of the escaped prisoner(s), the circumstances of the escape, charges, and any other information which may lead to the apprehension of the escaped prisoner(s);
- e. If the escapee is not recaptured within the normal tour of duty of the transporting officer, that officer shall prepare an application for an arrest warrant on the charge of escape; and
- f. Document the circumstances surrounding the escape and efforts made to capture the escapee, and complete all applicable reports.

2. The officer’s immediate supervisor shall:

- a. Direct resources and coordinate efforts to facilitate the capture of the escaped prisoner(s);
- b. Make command notifications as required; and
- c. Prepare an Unusual Report and Supervisory Investigative Report (SIR).

O. Prisoner Transport Vans

- 1. The Hartford Police Department maintains Prisoner Transport Vans to assist police personnel in prisoner transport activities. The Watch Commander will determine when staffing levels and activity levels result in the need to staff the Prisoner Transport Vans.
- 2. When the Prisoner Transport Vans are used for prisoner transport, two (2) officers will be assigned to staff the van. Whenever possible, one male officer and one female officer shall be assigned to staff the van.
- 3. Operation of the Prisoner Transport Vans does not require any additional qualifications or certifications.
- 4. Officers assigned to the Prisoner Transport Vans will be responsible for the welfare of all prisoners transported by them and will assure that prisoners are transported in accordance with the guidelines stated in this directive, paying



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particular attention to the security and medical needs of the prisoners.

5. Officers will inspect the vehicle prior to the beginning of the shift to assure all equipment is in working order, to include inspection of the first aid kit and a search of all compartments and prisoner areas.
6. All prisoners will be searched before they enter the van and the van will be searched when the prisoners are removed from the van.
7. Prisoners should not normally be restrained with handcuffs during transport in the Prisoner Transport Vans.
8. Officer shall instruct prisoners to hold onto the straps or put on their seatbelt (if van is equipped) while being transported in the Prisoner Transport Van. In accordance with G.O. 5.35 Body worn camera, these instructions shall be audio and video recorded on body worn camera.
9. Prisoners that must be handcuffed for any reason (i.e. aggressive, accused of a particularly violent crime, escape risk, etc.) shall not be transported in the prisoner transport van and will instead be transported in a cruiser.
10. Male and female prisoners will be isolated from each other at all times during transport in the Prisoner Transport Vans.
11. Juvenile prisoners will not be transported in the Prisoner Transport Vans.
12. The Department Fleet Manager is responsible for the maintenance of the Prisoner Transport Vans and officers will complete an inspection report in accordance with current department policy. Any deficiencies will be immediately reported to the Patrol Supervisor.