

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number ENF-006
	Subject Transportation and Processing of Prisoners	
	Special Instructions Replaces ENF-006 dated January 15, 2015	Effective Date September 15, 2025

I. PURPOSE

Establish guidelines for the transportation of prisoners by Department police employees.

II. POLICY

All prisoners who are in actual physical custody of a Department police employee shall be transported and processed in a manner consistent with this procedure. Civilian employees shall not be used in any manner to assist in processing, securing, or transportation of prisoners.

III. PROCEDURE

A. Any person arrested and taken into custody shall be carefully searched for objects that could be used as potential weapons, means of escape, or evidence of a crime. All such items shall be listed, labeled, and kept in an authorized place for safekeeping.

1. The physical search of the person shall be accomplished by an officer of the same sex as the prisoner, if available, at the time of arrest. If a same sex officer is not available, the officer is to conduct a limited search for weapons using the back of the hand around the waistband, pockets, and pants legs below the knee, unless there are circumstances which deem it necessary to conduct a more thorough search.

2. Officers of the opposite sex of the prisoner may search outer garments, such as coats and jackets and handheld items; such as handbags, purses, and luggage.

3. Officers of the opposite sex of the prisoner should, as soon as is reasonable and safe, have an officer of the same sex as the prisoner conduct a more thorough search of the individual.

A search of the transporting commission shall be accomplished prior to and after transportation of a prisoner(s).

B. Any person taken into custody for transportation and/or processing shall be properly placed in restraining devices (handcuffs shall always be double locked and the lock should be facing outward).

C. The prisoner shall be attended by an enforcement officer at all times until turned over to jail personnel or facility. At anytime that the person is unrestrained; a second enforcement officer shall be present.

D. Once restraining devices are placed on a prisoner, they should not be removed unless in a secure booking area, upon placing the prisoner in a cell, or until other restraining devices are secured on the prisoner. Specific exceptions to this provision are detailed later in this procedure.

1. To minimize the potential for in-custody injury or death, officers should:

- a. Keep subjects off their stomachs;
- b. Attempt to determine if subjects have used drugs or suffer from cardiac/respiratory diseases;
- c. Monitor subjects carefully for breathing difficulties or loss of consciousness;
- d. Be prepared to administer first aid or CPR;
- e. Obtain medical assistance immediately, if needed; and
- f. Inform jail/detention staff of pre-existing medical conditions or respiratory difficulty-if known.

E. Officers transporting, processing, or assisting another officer with a person in custody shall exercise extreme caution to prevent prisoner access to weapons. Immediately upon entering a police facility or jail with a person in custody, the officer shall place the prisoner in the custody of another officer and secure all handguns in the facility weapons container or their vehicle vault or trunk. The prisoner shall not be allowed to witness where the weapon was secured. The weapon shall be recovered immediately before leaving the facility.

F. While transporting a person in custody, the officer shall advise the Regional Dispatch Center (RDC) of:

1. the mileage on the commission when the trip begins;
2. the mileage on the commission immediately upon reaching the facility;
3. the name of the detection facility enroute to;
4. the name of any prisoner(s); and
5. Any delay encountered while enroute to the facility;

G. If the facility is a state police facility, all personnel in the facility shall be notified that a prisoner will be present.

1. Should the person in custody give any indication of causing trouble, or becomes uncooperative, combative, or attempts escape the officer shall activate the emergency alarm. Officers in the facility shall respond and assist.

H. Under normal conditions, only one prisoner shall be transported under the supervision of one officer.

1. Under such conditions, the prisoner shall be handcuffed, double locked, with the hands in back, seated in the front passenger seat with the lap belt/harness properly fastened.
2. When two officers are used to transport one prisoner, the prisoner shall be handcuffed, from behind, and the handcuffs shall be double locked. The prisoner shall be placed in the right front seat. The second officer shall occupy the right rear seat.

I. From time to time, the need may arise when transportation of multiple prisoners will have to be accomplished by a single officer. Though it is preferred that assistance be obtained in those situations, transportation of multiple prisoners by a single officer should be accomplished in the following manner:

1. All prisoners shall be placed in restraints, double locked. Each prisoner shall have their hands secured in the back.
2. One prisoner shall be placed in the front passenger seat, and the second prisoner shall be placed in the

right rear.

3. All prisoners shall have lap belt/harnesses securely fastened during transportation.

4. If transportation is being accomplished during hours of darkness, the interior light(s) of the transporting vehicle shall be turned on.

J. The Regional Dispatch Center shall maintain radio contact with the transporting officer as frequent as necessary until the transportation detail is completed.

K. The use of restraints other than handcuffs, e.g., (tie-wraps) is limited to emergency or mass arrest situations.

L. In circumstances where a second officer is assisting with transporting multiple prisoners, the second officer shall be seated in the back seat with a prisoner. The prisoner shall be placed on the opposite side of the officer's holstered weapon.

M. Discretion should be used while transporting prisoners in regards to responding to the need for law enforcement services. Response should only be made when there is an imminent threat to life.

N. The prisoner should not be allowed to communicate with other individuals during arrest/transportation. The prisoner's right to speak to counsel is not normally exercised at this time.

O. Officers shall use discretion when the need arises to transport a prisoner who is handicapped, sick, injured, or mentally disturbed.

1. Proper Emergency Medical Services (EMS) shall be utilized when it would be in the best interest of the prisoner to do so.

2. Whether EMS transportation is utilized or not, officers shall exercise discretion concerning the use of restraining devices. Restraining devices should not prohibit prisoners from receiving proper medical treatment, but as in the case of a mentally disturbed prisoner, the safety of the prisoner and others shall be considered and the appropriate restraining device(s) shall be used.

3. When EMS is utilized, at least one officer should accompany the prisoner for reasons of security.

P. Department police employees may be called on, from time to time, to provide security for suspects receiving medical treatment.

1. Such security shall be the responsibility of the transporting officer if such treatment is required prior to the suspect being taken to a detention facility.

2. In a case when security is required over an extended period of time, adequate measures shall be taken to provide a sufficient number of personnel to provide shift relief for the duration of the suspect's stay.

Q. Appropriate documentation shall accompany any prisoner during transportation from one detention facility to another or from a detention facility to another location and back.

1. Such documentation shall provide positive identification of the prisoner when compared to existing booking records and other information. Such identification shall be made prior to transporting the prisoner.
2. Accompanying documentation may include court orders, prisoner medical records, prisoner personal property and related records, suicidal tendencies and whether the prisoner is an escape risk. The transporting officers shall be made aware of such documents and any potential problems.
3. Such documentation shall be delivered to the appropriate receiving authority and a signature shall be secured on a copy of the transportation order and returned to the originating authority.
4. During instances of interstate transports, the escort officers must have in their possession a properly executed governor's warrant or a properly executed waiver.

R. When transporting a prisoner to court, the judge of the court shall be notified should the prisoner present a security risk. Such a risk may require the use of special restraining devices during transportation and/or during presence in the courtroom. Such a condition may also necessitate the use of an adequate number of officers deemed appropriate to provide ample security in and out of the courtroom.

S. Prisoner transportation details that are of such duration that there exists the necessity of breaks are to be conducted as follows:

1. Prisoners shall never be left unattended. This shall apply to breaks to utilize restroom facilities.
2. Discretion shall be used to limit contact between the prisoner and the public.
3. Selection of a place to eat a meal shall be done randomly. The prisoner should have no advance knowledge of plans concerning meals.

T. When so requested the Department may be responsible for transporting prisoners in special situations, such as but not limited to; visiting a critically ill person, attending a funeral, or attending the reading of a will.

1. Such circumstances shall require at least two officers to perform the transportation duty. Additional officers may be utilized depending on the risk of escape or if multiple prisoners are being transported.
2. Officers should use an unmarked commission so as not to attract undue attention.
3. The prisoner shall be restrained with no less than handcuffs, double locked, though special restraints may be used as needed. When possible, every effort should be used not to attract attention to the fact that the prisoner is being restrained.
4. Contact between the prisoner and other individuals shall be kept to a minimum.
5. Other provisions of this procedure shall be followed as they pertain to breaks and meals during transportation details of an extended nature.

U. Should an escape of the prisoner(s) occur, the officer(s) shall take the following steps:

1. Intrastate transport.

a. As soon as possible, the transporting officer(s) shall contact the nearest RDC with all of the necessary particulars.

b. Immediate efforts shall be made by the officer(s) involved, when possible, to apprehend the escapee(s).

c. The district command shall coordinate the assignment of a case officer, dispatch all pertinent information and notify other agencies who have a need to know.

d. The officer involved shall submit a case or supplemental case report detailing the facts of the escape.

2. Interstate transport.

a. As soon as possible, the transporting officer(s) shall contact the nearest available law enforcement agency.

Immediate efforts shall be made by the officer(s) involved, when possible, to apprehend the escapee(s).

b. The officer shall advise their immediate supervisor of the circumstances.

c. The officer involved shall cooperate fully with the responding law enforcement agency. An initial criminal incident or supplemental report shall be submitted to the officer's district/division of assignment.

V. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.