



Policy and Procedure

Policy Number

11.03

Chapter Law Enforcement Operations

Article Transportation of Arrestees

Authorized By:

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PURPOSE

To provide guidelines for the transport, aid and restraint of arrestees.

POLICY

In all arrestee transport situations, officers shall ensure their own safety, as well as the safety of the arrestee and the general public. Officers must ensure arrestees are adequately controlled and restrained so they do not escape from custody or create an increased danger to themselves or the public.

DEFINITIONS

Jail means the Larimer County Jail or other detention facility to which arrestees may be taken.

Officer for purposes of this policy means Department sworn peace officers and community service officers.

GENERAL GUIDELINES

Arrestee Transport

Transporting officers will notify the Communications Center via radio or CAD of the starting arrest location and destination and indicate the level of cooperation of the arrestee. The transporting officer will notify the Communications Center when they reach the destination.

Supervisors will determine whether appropriate staffing levels are maintained within the City limits when utilizing patrol officers to transport arrestees. If necessary, an off-duty officer or CSO may be called out for transport purposes.

No more than two arrestees shall be transported by a single officer. Supervisors may assign an officer of the same sex as the arrestee, or a second officer, to accompany transport of an arrestee if any special or extenuating circumstances exist.

Search of Arrestees Prior to Transport <CALEA 70.1.1>

Officers will search all arrestees prior to transporting them from one place to another and each time an arrestee is transferred from one officer to another. The purpose of the search is to locate contraband, weapons, instruments of escape, and for officer safety.

Examination of Transport Vehicles <CALEA 70.1.2>

Officers who have vehicles that may be used to transport arrestees will examine their vehicles at the beginning of each shift to ensure the vehicle has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect, and is properly equipped for use.

Search of Transport Vehicles <CALEA 70.1.2>

Officers who transport arrestees shall check the transport vehicle before and after each transport to locate any discarded contraband or weapons which may have gone undetected.



Restraint of Arrestees and Restraining Devices <CALEA 70.2.1>

When transporting arrestees, officers shall use restraining devices such as handcuffs and may use leg restraints to control the actions of an arrestee in custody to ensure the physical safety of both the arrestee and the officer. Officers must obtain supervisor approval if handcuffs or other restraints are not used. All violent arrestees or those considered an escape risk shall be handcuffed or otherwise restrained.

Officers shall handcuff arrestees to be transported with their hands behind their back or with a transport belt designed for front-side handcuffing unless extenuating circumstances exist such as:

- Physical disabilities
- Consideration of arrestee's age
- Injuries, deformities, or other physical traits that makes handcuffing behind the back impractical or impossible
- Supervisor approval for front handcuffing without a belt designed for front handcuffing
- Other attendant circumstances

Officers may use leg restraints when the arrestee has displayed violent behavior, has attempted to injure arresting officers, damage property, or has attempted to escape. Arrestees shall never be transported in a face-down prone position which may cause positional asphyxia and prevent the person from breathing.

When multiple arrests are made, arrestees shall be handcuffed separately.

Seat Belting Arrestees <CALEA 41.3.3>

Transporting officers will ensure all arrestees are seat belted for transport, barring extraordinary circumstances.

Use of Protective Screen <CALEA 70.1.3>

Officers will close the protective screen when they are transporting an arrestee. If an arrestee is transported in a vehicle that does not have a protective screen and the officer is alone, the arrestee will be placed in the rear passenger side. If there is more than one transport officer, the transporting officers will make the decision for transport seating locations depending on various tactical factors to reduce the opportunity for escape or assaults on the officers.

Arrestee Communications <CALEA 70.1.5>

For safety reasons, while in transit, officers shall not allow arrestees to contact anyone or be contacted by anyone other than law enforcement or medical personnel.

CSO Restrictions

Community Service Officers shall only transport arrestees up to 25 miles from the station. Any transports over the 25-mile limit shall be made by police officers. Transports of more than 25 miles should be made by officers of the same sex as the arrestee, if practical.

Transporting from one Detention Facility to another <CALEA 70.5.1 (a-c)>

The transporting officer will exercise due diligence to positively identify each person being transported to or from a detention facility as the correct person who is to be transported. Methods for identification may be, but are not limited to:



- Valid identification (driver's license, birth certificate, etc.)
- Name and date of birth
- Case report and booking numbers
- Physical description
- Booking and other photographs
- Fingerprints
- Scars, marks, and tattoos
- Any other documentation needed to prove identification (charges, warrants, commitment papers, medical records, property)

The transporting officer shall complete all Department custody, transport, and charging paperwork prior to transport. All available documentation shall accompany the arrestee and be given to the receiving facility.

The transporting officer will document an arrestee's escape or suicide potential, as well as medical conditions or illnesses and provide the information verbally and in writing to the receiving facility at the time custody is transferred.

Interruption of Transport <CALEA 70.1.4>

Transporting officers should avoid becoming involved in a situation that would divert their attention from the arrestee or place the arrestee in a potentially dangerous or hazardous position unless:

- There is an emergency or a clear risk to third parties if police action is not immediately taken
- The arrestee becomes violent, attempts to escape, or injures himself

If an officer must interrupt a transport for any reason, then:

- The officer shall notify the Communications Center - immediately
- The arrestee shall remain in the patrol vehicle parked in a place where risk to the arrestee is minimal
- If the arrestee is the cause of the interruption, the officer will update responding officers
- If necessary, turn the ignition off, remove the keys, and lock the doors before leaving the transport vehicle

Once the interruption has been addressed, the transporting officer will notify the Communications Center and resume the transport or make other arrangement so the arrestee is transported.

Restroom stops for arrestees should not be made during transports except for emergencies and then only under the direction of a supervisor. Law enforcement facilities should be used, if possible, for safety and escape prevention.

Security Hazard/Escape Risk <CALEA 70.1.8>

When an arrestee is transported to another facility or court and is considered to be a security hazard or escape risk, the transporting officer shall notify the receiving facility or the court of the hazard/risk. Potential security/escape-risk arrestees should be transported by two officers.

Arrestee Escapes <CALEA 70.1.7 (a-c)>

In the event that an arrestee escapes from custody, officers shall:



- Immediately notify Communications of the incident location and the last known direction of flight, suspect description, etc.
- Ask the Communications Center for emergency traffic and a tactical channel when necessary
- Request additional units or, if outside city limits, direct the Communications Center to contact the appropriate agency and begin an area search immediately
- Update and direct incoming units
- Notify the supervisor as soon as possible
- Complete a Blue Team report on the escape and forward to the appropriate supervisor
- Document facts of escape in the offense or supplemental report

If the escape occurs within the city limits of Loveland, the supervisor shall respond to the area, assume command, and coordinate search efforts, including the deployment of additional personnel and resources. The supervisor will ensure Department command staff are notified as soon as practicable.

The search for the escapee will continue until such time when:

- The escapee is located
- The escapee's whereabouts are known and can be followed-up
- Continued efforts to search are determined to be futile and the escapee is not considered a threat to the community

If a search is discontinued with the escapee still at large, the supervisor shall ensure surrounding agencies are notified. Supervisors should also consider social or public media announcements, if such would aid in the apprehension of the escapee or serve to inform the community.

Disability and/or Medical Considerations for Transports <CALEA 70.3.1>

Supervisors shall determine the appropriate mode of transportation for arrestees who may need special care and attention. If the supervisor determines that ambulance transport is required, an officer shall either accompany the arrestee in or follow the ambulance to the destination.

Due care must be taken when transporting disabled arrestees. Transporting officers are responsible for ensuring that necessary disability aids (e.g., crutches, wheelchair, etc.) as well as prescription medicines are transported and made available to the detainee upon request so long as the officer has no security concerns. Prescription medications must be turned over to the staff at a receiving facility.

If an arrestee becomes noticeably sick or affected by an injury, the transporting officer shall notify the on-duty supervisor. The supervisor shall determine whether the arrestee is to be transported to a medical facility or taken to the Department booking area pending medical treatment. If the sickness or injuries are debilitating, the officer or supervisor should request an ambulance to come to the scene to assess the arrestee's condition.

Security and Control of Detainees at a Medical Facility <CALEA 70.3.2>

An officer shall remain with or in a close proximity to the arrestee while at a medical facility. If the arrestee's condition requires hospital admittance or if treatment will take an extended amount of time, the officer shall notify a supervisor.





If a supervisor determines that law enforcement presence is not needed while the arrestee is being treated, the officer will sign the hospital's Law Enforcement Request for Patient Information form or other appropriate form to authorize hospital staff to contact the Department when the arrestee is ready to be discharged.

If law enforcement presence is necessary, the supervisor will have at least one officer posted to guard the arrestee at the hospital. All felony arrestees who are a danger to the community and an escape risk will be guarded.

If the arrestee is to be transported to a detention or other facility, copies of the medical paperwork must accompany the applicable transfer forms.

Procedures for Detention Facilities <CALEA 70.1.6 (a-e)>

When transferring arrestees from Department custody to the custody of a detention facility, officers shall follow the current intake procedures of that facility to include notification, transfer paperwork, securing of weapons, and removal of restraints.

Transporting officers shall ensure all necessary paperwork is completed and accompanies the arrestee to the receiving facility. That paperwork includes but may not be limited to:

- Jail booking form(s)
- Department custody report
- Summons and Complaint (if needed)
- Notarized Warrantless Arrest Affidavit (if needed)

If the person transported to the Jail has been arrested on a Loveland Municipal charge without a warrant, the arresting officer must ensure the notarized Warrantless Arrest Affidavit gets to Records without undue delay.

If not doing the transport, the arresting officer(s) will brief the transporting officer on the specifics of the incident, the charges to be filed, and any pertinent information regarding the arrestee which may include:

- Medical conditions
- Mental health conditions
- Suicide risk
- Security or escape risks.

All necessary documentation and property are to be turned over to the transporting officer and accompany the arrestee to the Jail. The transporting officer or designee will ensure a representative of the receiving agency provides written or digital confirmation of the transfer of custody on the printed custody form or within a mutual records management system.

