
ADMINISTRATIVE DIRECTIVE – 110.002
PRISONER TRANSPORT, HANDLING AND TRANSFER

EFFECTIVE DATE: February 11, 1977

REVISION DATE: December 17, 2024

REVIEW DATE:

AFFECTS: Sworn Personnel and Jailers

I. PURPOSE

The purpose of this directive is to provide procedural guidelines to assist in ensuring the safe and secure transport of persons taken in the custody of the Plano Police Department.

II. POLICY

It is understood in law enforcement no two situations are ever quite the same. Therefore, there may be occasions when it may be necessary for employees to deviate from the stated procedures and guidelines. An employee should be prepared to justify his/her reason for any such deviation (i.e., injured/incapacitated prisoners, handicapped, medical reasons, etc.) in the transportation of persons in custody of the Department.

III. PROCEDURES

A. Prisoner Transportation Procedure

1. Search of Prisoners

- a. Any employee who transports a prisoner shall personally search the prisoner prior to transportation. It should never be assumed by the transporting employee that someone else has searched the prisoner. All prisoner searches will be conducted in compliance with Administrative Directive 112.011, Prisoner Search Policy.
- b. Prior to placing the prisoner in the vehicle for transport, the transporting employee will insure no contraband, weapons, or other property is present in the area of the vehicle the prisoner is to occupy.
- c. After removal of the prisoner from the transporting vehicle, the area occupied by the prisoner will be searched by the transporting employee.
- d. Each vehicle used for transporting prisoners will be searched for contraband and weapons prior to beginning each tour of duty. The officer in charge of the vehicle for that shift will conduct the search.

2. Methods of Transport

- a. Employee safety should be the primary consideration in determining the method of prisoner transport. The following guidelines should enhance employee safety and prisoner security.
 - (1) In police vehicles equipped with a protective shield, no more than two (2) prisoners should be transported. If seat belts are installed, the prisoner(s) shall be secured by the seatbelts in the rear seat. If only one (1) prisoner is being transported, the prisoner should be placed in the right portion of the rear seat.
 - (2) In police vehicles not equipped with a protective shield, no more than one (1) prisoner should be transported. The prisoner shall be transported in the front seat, handcuffed behind the back, and seat belted in to increase safety. In situations where two (2) prisoners are transported, a second officer is required and will sit directly behind the driver.
 - (3) Any prisoner considered dangerous, exhibiting violent tendencies or considered a security hazard shall not be transported by non-sworn personnel, unless accompanied by a sworn officer. If a prisoner who is considered a security hazard is to be transported directly to a court, the judge of that court shall be notified in advance so appropriate safety measures can be taken.

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- (4) Any employee has the option of requesting an additional officer to assist in the transport of any prisoner if the employee deems it necessary.
 - (5) When transporting or transferring an inordinate number of prisoners, employees shall use the jail van and prisoners should be seat belted and handcuffed.
 - (6) The practice of hog-tying (tying the hands and feet of someone lying face down) shall not be used by any member of this Department to restrain any prisoner at any time.
 - (7) Sick or injured prisoners transported by ambulance to a medical facility will have an officer ride in the ambulance with the prisoner.
 - (8) Under no circumstances should a handcuffed individual remain in the prone position any longer than is necessary to safely complete the handcuffing and initial search. Handcuffed persons who must remain on the ground for safety reasons shall be placed on their sides or raised to a sitting position, as dictated by the situation.
- b. Escort Procedures
- (1) When prisoners are transported by detention officers they will be escorted by a police officer.
 - (2) A jail supervisor will contact a warrant officer for an escort. If a warrant officer is unavailable for an escort, a watch commander will assign an escort when notified.
 - (3) An escort officer will be in uniform and must drive a marked or unmarked police emergency vehicle when performing the escort.
 - (4) The escort officer will follow the jail van, keeping within eyesight and maintaining radio contact through the duration of the transport.
 - (5) When the jail van arrives at the destination, the escort officer will wait until a detention officer determines if an escort is needed for the return trip.
- c. Transfer Procedures
- Officers transporting detainees from one facility to another must have the following documentation in order to proceed with transport:
- (1) Proof of positive identification of detainee through Afis (SID) returns, "release verification" option on Mentalix to confirm that we have the correct person prior to transfer, fingerprint, detainee's state issued id's.
 - (2) The documentation that should accompany the detainee between facilities is jail booking paperwork, including arresting officer's report outlining how the arrestee was identified; we also include their individual state issued ID/DL/passport/foreign ID if they arrived at current facility in possession of it.
 - (3) Any information relating to the detainee's escape or suicide potential or other personal traits of a security nature be recorded and included in the documentation that accompanies the detainee during transport
- d. Transport Emergencies
- If the escort officer or his/her vehicle is impaired due to an accident or an attack, the jail van is to seek a safe place or a new escort. A safe place is considered the nearest law enforcement agency. The jail van may acquire a new escort from any law enforcement agency for the remainder of the transport to the original destination or to another jail.

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NOTE EXCEPTIONS:

- * If the officer determines that the action of seat belting a prisoner in the back seat of the transport vehicle will further jeopardize his/her safety, the officer may choose to restrain the prisoner with handcuffs only.
 - * Disabled prisoners or those with special physical needs may necessitate the use of other types of restraining devices (flexcuffs, etc.) or methods (use of the prisoner transport van) OR may eliminate the need to restrain the prisoner with handcuffs or seatbelts. In all cases, officer safety must prevail. No employee should jeopardize his or her safety or that of others in an attempt to accommodate a person with a disability.
- e. In the event an officer or jailer transports a prisoner of the opposite sex, the jailer or officer will notify communications by radio of the starting and ending vehicle mileage during the transport. Female prisoners will not be transported with male prisoners unless:
 - (1) they are accomplices or companions, or
 - (2) emergency situations such as mass arrests, or
 - (3) during transport situations from the PPD Jail to another holding facility.
 - f. Juveniles will not be transported with adults.
 - g. No persons other than sworn officers or jailers will transport any prisoner(s).
 - h. Employees who transport prisoners shall maintain constant visual contact of prisoners with the exception of prisoner use of toilet facilities. Employees shall take all reasonable security precautions while prisoners are using toilet facilities.
 - i. Officers who transport prisoners have a primary duty of the safe delivery of the prisoner in his/her care. Only when the risk to third parties is both clear and grave, and the risk to the prisoner is minimal, should the officer stop to render assistance or provide law enforcement services.
 - j. Unless approved in advance by a Watch Commander or Division Commander, prisoner communications with other persons, including their attorney(s), during transport will not be allowed.
 - k. During the extended transport of a prisoner, if a meal will be required, selection of the place where the meal will be taken is done randomly.
 - l. When a prisoner is transported to any medical care facility, the transporting employee(s) will be responsible for maintaining security and control of the prisoner. The prisoner should be kept in sight whenever possible. If a prisoner will be admitted to a hospital, the transporting employee will advise the Watch Commander on duty or a Sergeant if the Watch Commander is not available, so any ongoing security measures necessary are determined and implemented. Prisoners requiring transport to a medical facility by ambulance will have an officer ride in the ambulance with the prisoner.
 - m. Additional information regarding special transport situations, restraining devices, transport equipment and documentation are contained in the Jail Standard Operating Procedures manual.
3. Escape of Prisoner

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- a. In the event a prisoner escapes during transfer, the transferring employee, if able, will do the following:
 - (1) Notify the Watch Commander on duty or a Sergeant if the Watch Commander is not available of the escape as soon as possible.
 - (2) Provide the Watch Commander and communications personnel with a description of the prisoner(s), the last known location and direction of travel of the escapee, whether or not the escapee is on foot or has obtained a vehicle and its description, and whether or not the escapee is now armed. This information will also be broadcast to all on-duty units.
 - (3) If the transferring employee is an officer, that officer will complete an offense report providing specific information regarding the escape. If the transferring employee is a jailer, the jailer will provide specific information regarding the escape to a designated officer who will prepare an offense report.
 - b. The Watch Commander on duty, or Sergeant if the Watch Commander is not available, will do the following:
 - (1) Ensure a description of the escapee, last known location, direction and means of travel are provided to other area law enforcement agencies by teletype, radio, telephone or other means;
 - (2) Coordinate search efforts; and
 - (3) Provide any information and assistance to the Criminal Investigative Services Division for the preparation of an arrest warrant.
 - c. Complete a review and report to the Chief of Police of the circumstances resulting in the escape.
 - d. If the escape occurs outside of the City of Plano, the transporting employee shall immediately notify the law enforcement agency having jurisdiction of the escape area and request the assistance of the agency. The transporting employee must be prepared to provide descriptive details of the escapee and the last known location. The on-duty watch commander for Plano P.D. should be contacted as soon as possible. Written reports documenting the incident are the same as for escapes occurring within our jurisdiction.
4. Transporting Sick and Injured Prisoners
- a. If a prisoner becomes sick or is injured during transport or at the point of arrest, departmental personnel should seek medical attention immediately. The severity of the illness or injury will determine the course of action to be taken.
 - (1) Paramedics shall be called to the scene, whether in the field or at book-in, to evaluate any apparent or possible serious or life threatening illness or injury.
 - (2) Injured or ill prisoners not requiring transport by ambulance may be taken to the nearest medical center or hospital for evaluation.
 - (3) If the injury or illness is minor, the prisoner may be transported to book-in for paramedics to evaluate.
 - b. Prisoners, regardless of the illness or injury, should be closely guarded for possibilities of escape, suicide, or injury to others. Restraints should only be removed if necessary for treatment or if their presence serves to worsen the prisoner's physical condition.
5. Special Situations

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- a. Prisoner requests regarding special situations, such as attending funerals, visiting critically ill persons, or attending a will reading, would be considered on a case-by-case basis with final approval being given by the Chief of Police or his/her designee. If the request is granted, the prisoner would only be allowed the minimal amount of time necessary for the situation. During that time the prisoner would remain in restraints and in the custody of department personnel.
- 6. Restraint Methods
 - a. Officers have the following devices at their disposal to use as detainee restraint methods: Handcuffs, Leg Restraints, Seatbelts, Spitting guards/hoods, and Safety helmets.