

SALINA POLICE DEPARTMENT		Number
GENERAL ORDER		O2301
SUBJECT: PRISONER TRANSPORT		
EFFECTIVE: 9/9/22 ISSUED: 9/9/22 REVIEW: Annual		
CANCELS:		
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CALEA References: 70.1.1., 70.1.2., 70.1.6. - 70.1.8., 70.2.1., 70.4.2.		A

POLICY

Officers shall transport prisoners from the point of arrest to the proper holding, or medical facility, or from facility to facility, in a manner that shall provide adequately for the safety and security of the prisoner, the transporting officer(s), and the general public.

DEFINITIONS

D1 Escape - For the purposes of this policy, escape is defined as departure from custody without lawful authority.

PROCEDURE

1. At the beginning of each tour of duty, and prior to and after prisoner transport, each officer shall conduct a thorough examination of his police vehicle. This is to ensure officer safety, the safety of any prisoner(s) transported, and to check for contraband.

2. All prisoners shall be searched by the transporting officer prior to being placed in the transport vehicle. All searches shall be conducted following established professional standards with the primary importance being the protection of officers.

3. The prisoner shall be properly restrained for transport pursuant to the following procedure:
 - 3.1. The prisoner shall never be handcuffed to any part of the vehicle unless approved vehicle/prisoner restraining devices are provided.

 - 3.2. Whenever possible, a transport vehicle shall be used with a safety barrier between the front and rear seat, allowing visibility of the prisoner at all times. The prisoner shall be seated in the rear compartment, and the sliding window in the barrier shall be in a closed position.

 - 3.3. Whenever possible, seat belts will be used on prisoners being transported in police vehicles. Exceptions may be made for those exempt by State Law (KSA Supp. 8-2503 and 8-2504) and for violent prisoners.

 - 3.4. The “Wrap’ Restraint System, approved and supplied by the Department, may be used on combative, kicking subjects at the discretion of the transporting officer. (Also see General Order O2302, Section 8.4.)

 - 3.5. Each police vehicle is equipped with safety hoods, which may be placed over the head of spitting subjects to protect officers from body fluid.
 - 3.5.1. Place the hood over head of prisoner.

 - 3.5.2. Pull hood down in back, leaving more hood in front for breathing. The hood is constructed with a taper, making it loose at the neck. Under no circumstance will the officer secure the hood around the neck.

 - 3.5.3. In the case of vomiting, remove hood immediately. Replace with new safety hood, if necessary

- 3.5.4. The prisoner shall be kept under observation at all times while wearing the hood.
4. When operating a vehicle not equipped with a safety barrier, the following procedures, as appropriate, shall be observed:
 - 4.1. One Officer - One Prisoner
 - 4.1.1. The prisoner will be seated opposite the driver in the front seat.
 - 4.2. Two Officers - One Prisoner
 - 4.2.1. The prisoner seated on passenger side in rear seat
 - 4.2.2. The second officer directly behind the driver
 - 4.3. Two Officers - Two Prisoners
 - 4.3.1. Both prisoners seated on the passenger side of the vehicle, one in front, one in back.
 - 4.3.2. The second officer seated directly behind the driver
5. No more than three (3) prisoners will be transported in a patrol vehicle at one time.
6. When operating a vehicle equipped with a safety barrier, the vehicle shall have the door handle, window crank, and manual door lock removed, disabled, or inaccessible from the rear compartment.
7. Just prior to starting the prisoner transport, officers shall notify the dispatcher of their destination, starting mileage, and upon completion of transport, the ending mileage.
 - 7.1. In cases where the officer feels that the transport of a prisoner of the opposite sex may result in allegations of impropriety, efforts should be made to have the prisoner transported by someone of the same sex. When this is not feasible, two transport officers should be used.
8. While transporting a prisoner, the officer should not lose sight of his prisoner(s), nor normally respond to the need for law enforcement services. Any exception will be made only with approval of the Patrol Supervisor. The primary responsibility should be to keep the prisoner in sight and safe at all times.
 - 8.1. Exceptions may include:
 - 8.1.1. Response to an "officer needs assistance" call in the immediate area, if the transporting officer/supervisor feels that the prisoner will not be placed in personal danger.
 - 8.1.2. Upon encountering an accident involving injury or the potential for injury, where immediate first aid or assistance is required.
 - 8.2. In incidents involving the aforementioned exceptions, the transporting officer shall notify the dispatcher as to reason, his exact location, and request another unit to either relieve the officer or complete the transport.
9. Most prisoner transports will consist of short distances/duration. However, on extended transport of prisoners, the officer must be aware of "special" prisoner needs, and allow for these needs only after considering the safety of the general public as well as the officer's safety.
 - 9.1. Meal breaks may be taken at randomly selected eating establishments for extended transports (guideline - over 8 hours).
 - 9.2. Restroom stops may be taken at random locations during extended transport situations.

- 9.3. The officer should always keep in mind that an unscheduled stop could result in an attempt to escape.
- 10. Upon reaching the holding facility, the officer shall secure his firearm and other jail prohibited items in the lockboxes provided or in the locked vehicle rear compartment or trunk before removing prisoners from the vehicle. Restraining devices shall not be removed until prisoners are inside the lockup area.
- 11. Conduct a thorough search of the transport vehicle upon the completion of a prisoner transport, to ensure that no contraband or similar items are present. Any item found shall be turned over as found property or tagged as evidence.
- 12. The rear video camera shall be activated whenever one or more arrestees have been placed in the prisoner compartment.

13. Special Transport Situations

- 13.1. When transporting a handicapped prisoner, proper care should be used when placing said prisoner in the vehicle. The prisoner's wheelchair, crutches, or prosthetic appliances, and all medications, shall be secured by the officer and transported along with the prisoner to the holding facility. All other procedures shall apply as to non-handicapped persons.
 - 13.1.1. Pursuant to General Order O2302, certain handicapped persons may not require restraint. Others, due to physical capacity or medical conditions, may be impossible to restrain. Officer discretion shall be used in these situations, the primary concern being the security and safety of the prisoner and transporting officer.
- 13.2. When a prisoner becomes sick or injured incidental to the arrest, the officer shall advise of the need for medical attention. If the prisoner is not transported by the responding medical unit, he should be transported to the nearest medical facility at the officer's discretion. Upon arrival at the holding facility, the officer shall advise jail personnel of prisoner's recent medical treatment. Transporting officers shall follow procedures as set for any other prisoner using discretion as to the need for restraints.
- 13.3. When directed by a supervisor to transport a prisoner from a holding facility to a medical facility, the transporting officer should be aware of the prisoner's condition and ascertain from the medical personnel on duty at the holding facility as to precautions to be taken. Upon arrival at the medical facility, an officer shall stay in the presence of the prisoner at all times unless authorized otherwise by a supervisor, or if relieved by another officer.
 - 13.3.1. If the prisoner is admitted to the medical facility, the transporting officer shall contact his supervisor to make appropriate arrangements, as necessary, for prisoner security.
- 13.4. Occasionally, circumstances may prevent the transporting officer from following the provisions of this General Order. When these situations arise, the transporting officer shall notify and gain approval from his supervisor before transport.

14. Escape of a Prisoner within the Department's Jurisdiction

- 14.1. Should a prisoner escape while being transported, the transporting officer shall notify the dispatcher of the escape and provide the following:
 - 14.1.1. Name and physical description of escapee
 - 14.1.2. Clothing description of escapee
 - 14.1.3. Location
 - 14.1.4. Direction of travel and means of transportation of escape
 - 14.1.5. Any knowledge of possible weapons held by escapee

- 14.2. The dispatcher shall then broadcast the information to all local units.
- 14.3. The transporting officer shall report as soon as possible to his immediate supervisor the facts of the escape and complete all information pertaining to the escape on a Standard Offense Report, and shall prepare the proper affidavit for the court.
- 14.4. The dispatcher shall notify staff of the escape.
- 14.5. The Patrol Supervisor shall coordinate the search. He shall also determine when to terminate the search.
- 14.6. The dispatcher shall notify other agencies of the possibility that the escapee may be entering their jurisdiction

15. Escape of a Prisoner Outside of the Department's Jurisdiction

- 15.1. If a prisoner escapes while being transported through another jurisdiction, the local law enforcement agency must be immediately notified. The reporting officer will furnish that agency with any reasonable assistance they request and furnish them with the following information:
 - 15.1.1. Prisoner's name, date of birth and physical description.
 - 15.1.2. Clothing description.
 - 15.1.3. Method and last direction of travel.
 - 15.1.4. Exact location and method of escape.
 - 15.1.5. Crime(s) for which the prisoner is convicted.
- 15.2. The Department shall be notified as soon as possible and a Standard Offense Report filed with the local agency.
- 15.3. The transporting officers with an outside jurisdiction escape shall follow the same procedure as 13.3., above.

16. Communication by Prisoners While Being Transported

- 16.1. The prisoner's rights to communicate with his attorney will not be exercised during this period of transit.
- 16.2. The prisoner will not be allowed to communicate with anyone except transport officers.

17. During any prisoner transport situation leaving the city limits, or a transport involving an inordinate amount of time, one of the transporting officers should be of the same sex as the prisoner being transported.

- 17.1. If this is not possible, time spent, mileage, and route taken should be documented and included in a supplemental report.

18. Any prisoner transport for unusual circumstances, such as attending funerals, hospital visits, etc., shall be handled by the Saline County Sheriff's personnel, if the prisoner is in the custody of the Saline County Jail.

- 18.1. If the prisoner is not in the custody of the Saline County Jail, this type of transport will not be made without the authorization of staff personnel.
- 18.2. If the Department is involved in such a transport, either the Patrol Division or Patrol Supervisor shall ensure that special precautions and security measures are taken to prevent 1) prisoner escape, 2) unauthorized personal contact, or 3) infliction of injury to the prisoner or others.

19. Transporting of mentally disturbed prisoners may indicate the need for alternate transport methods. Should the need for any of these methods arise, the Patrol Supervisor shall be consulted as to their use.

Alternate methods may include:

- 19.1. Ambulance
- 19.2. Handcuffs
- 19.3. Protective Jacket
- 19.4. Belt Chain or Leg Restraining Devices
- 19.5. The Wrap Restraint System

20. Prisoners transported from one holding facility to another

- 20.1. Ensure positive identification of prisoner being transported, i.e., picture I.D., driver's license, local computer information, etc.
- 20.2. Ensure that the incarceration intake form is complete and accurate.
- 20.3. Become aware of any medical or mental conditions which may affect the transport.
- 20.4. If transporting a prisoner to court, assure that necessary court and identification papers are available. The judge should also be alerted to any security hazards posed by the prisoner being transported to court.
- 20.5. When transporting a prisoner with escape or suicidal potential, the officer should have possession of all written documentation to that effect in the event of transfers or extended transports.
- 20.6. Turn over all appropriate documents to the receiving officer and obtain signature of the receiving officer as documentation of arrival and transfer on the Salina Police Department Custody Sheet/Prisoner Form.

BY ORDER OF

CHIEF OF POLICE