



POLICY AND PROCEDURE NO. 701

Detainee Transportation & Guard Protocol

Massachusetts Police Accreditation Standards:

70.1.1, 70.1.2, 70.1.3, 70.1.4, 70.1.5, 70.1.6, 70.1.7, 70.2.1, 70.3.1, 70.3.2, 70.4.1, 70.4.2, 70.5.1

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POLICY:

It shall be the policy of The Worcester Police Department to handle and transport all persons in custody in a manner that ensures maximum safety to the detainee, the custodial officers, and the community.

Officers transporting detainees should take every precaution and be prepared to handle sudden dangerous activity.

A person who faces the loss of freedom may become desperate and dangerous. They may be ready to attack and flee at any time that the opportunity presents itself. The escape of a detainee may create a serious danger to the community or to other police officers before the detainee is recaptured. The improper treatment of a detainee may result in charges of mistreatment or misconduct. The purpose of the procedures outlined below is to assist an officer in avoiding such problems, and to ensure the humane, safe transportation of detainees.

DEFINITIONS: The following definitions apply to these procedures:

HOLDING FACILITY: The booking area, the cells, cellblocks, the breathalyzer instrument room, and the attached garage.

OFFICER IN CHARGE (OIC): The Officer in Charge will be the Commanding Officer of the Service Division or the Service Division Commander's designee of supervisory rank. In absence of a Service Division OIC, it shall be designated to the commanding officer of Operations Division or the Operations Commanding Officers designee of Supervisory Rank.

DETAINEE: Any person under arrest or under protective custody (PC).

PROCEDURES:

1.RESTRAINT REQUIREMENTS:

The use of handcuffs and/or leg shackles protect both detainees and police officers. It is

imperative that when a detainee is taken into police custody or transported, that individual is secured so as to prevent: the detainees escape, harm to the detainee's self, harm to officers or others, and/ or destruction of evidence. **MPAC 70.2.1**

Handcuffs shall be applied as soon as practicable in accordance with training.

- a. When possible, detainees should be handcuffed with their hands behind their backs, palms facing outward. Handcuffs shall be "double- locked", when it is tactically feasible to do so. Tightness of the handcuffs should be checked by the officer. In the event that a suspect complains of pain and/or tightness, the officer shall inspect the handcuffs again to ensure that there will be no harm caused. **MPAC 70.2.1**
- b. Discretion should be used in cases of elderly detainees, those with shoulder/ arm injuries, or advanced pregnancy. This discretion may include the option of frontal handcuffing. **MPAC 70.2.1**
- c. Detainees should be handcuffed prior to being searched.
- d. Upon arrival at the station, handcuffs shall remain on detainees until the booking officer instructs that they be removed. **MPAC 70.1.6** In making this decision, the booking officer should consider the conduct of the detainee, the offense for which the arrest has been made, and the recommendations of the arresting or transporting officers.
- e. In the event of multiple or mass arrests, when necessary, Flex-cuffs may be used. These shall be removed in the booking area, using the cutting tool located in the booking desk drawer.
- f. Leg shackles should be utilized when transporting detainees to another facility from the Holding Facility. Leg shackles may be utilized any time at the discretion of the Officer in Charge. When leg shackles are applied, a detainee should be handcuffed in the front. **MPAC 70.2.1**

2. DETAINEES TO BE THOROUGHLY SEARCHED BEFORE TRANSPORT:

After handcuffing, the transporting officer shall search the detainee prior to transport. **MPAC 70.1.1**

- a. Transport officers should not depend upon another officer to search a detainee, and it should never be presumed that a detainee has already been searched.
- b. The search should include the area within immediate reach and control of the detainee.
- c. Any article that can be used as a weapon or as a means of escape should be confiscated. Confiscated items shall be placed in a plastic property bag and transported in the driver's cab of the Patrol Wagon. All bags and containers belonging to the detainee shall be searched and

transported in the driver's cab of the Patrol Wagon.

d. **SEARCH OF DETAINEES BY AN OFFICER OF THE OPPOSITE SEX:**

The following procedures shall apply to the searching of detainees of the opposite sex before transporting.

1. If possible and practicable, female detainees shall be searched by female officers, and male detainees by male officers, prior to being placed in the Transport Wagon.
2. If a female officer is unavailable to search a female detainee, and a search by an officer of the opposite sex is unquestionably necessary, such search shall be conducted in the presence of another officer, according to training, and with decorum.
3. Female detainees shall be searched by a female officer or female civilian (matron) as soon as possible after arriving at the police station.
4. Male detainees shall be searched by a male officer as soon as possible after arriving at the police station.

e. **SEARCH OF TRANSGENDER DETAINEES BY AN OFFICER:**

1. Searches of transgender detainees will be completed by an officer or civilian (matron) who is of the same gender with which the detainee now outwardly identifies. If an officer or civilian (matron) of the same sex/ gender expression is not available, any officer may conduct a search in the presence of another officer, according to training, and with decorum.
2. It is reasonable to ask the detainee in a tactful/ respectful manner as to their gender identification.
3. Personnel shall not inquire about intimate details of a detainee's anatomy or surgical status in order to determine gender.
4. A search shall not be performed for the purpose of determining an individual's sex/gender expression.
5. Requests to remove appearance- related items such as prosthetics, wigs/ head pieces, or cosmetics shall be consistent with the removal of similar items for non-transgender detainees.

3. **SEARCH OF PATROL WAGON:**

- a. Before the start of every shift, the Patrol Wagon Operator shall complete a thorough inspection of the Patrol Wagon/ Transport Vehicle. Officers conducting this search will also ensure that the rear compartment is secure and in proper working order. **MPAC**

70.1.2

b. Before placing a detainee in the Patrol Wagon, the Patrol Wagon shall be searched to ensure that there are no articles present that can be used as weapons. MPAC 70.1.2 This will also ensure that items such as contraband, subsequently found, can more easily be attributed to the detainee.

c. After the detainee has been transported and removed from the Patrol Wagon, a thorough search of the Patrol Wagon shall be conducted for weapons and/or contraband that may have been discarded by the detainee. MPAC 70.1.2

4. GRAB BAR or SEATBELT PROCEDURE:

It is necessary to assist detainees into and out of the Patrol Wagon as balance and agility may be compromised while handcuffed and/or shackled. MPAC 70.1.3

When placing a detainee into the Patrol Wagon, the Patrol Wagon Operator shall either:

- a. Notify the detainee as to the location of the Grab Bar or
- b. Utilize the seatbelt if one is available

If the Patrol Wagon is equipped with seatbelts and the Patrol Wagon Operator is unable to utilize the seatbelt due to specific and articulable facts that concern a safety issue for the officer securing the detainee, a report shall be submitted to the OIC through Police Server prior to the end of shift. MPAC 70.1.3

5. TRANSPORTATION OF DIFFERENT SEX DETAINEES:

Female detainees shall not be transported in the same compartment as male detainees within the Patrol Wagon. Female detainees shall not be transported with male detainees in marked vehicles. The transporting operator will give starting and ending mileage to dispatch when transporting detainees of the opposite gender.

6. PATROL WAGON TRANSPORT: The patrol wagon shall be used to transport all detainees when available. The Patrol Wagon is designed with compartments to keep detainees separate from one another. The Patrol Wagon is equipped with video recording to monitor detainees while in transport. A protective safety barrier exists between the front driver's compartment and the rear passenger compartments, which prevent any contact between the detainees and the transporting officer. MPAC 70.4.1

7. MARKED CRUISER TRANSPORT: If the Patrol Wagon is unavailable, the OIC of Operations Division may permit detainees to be transported in a marked police cruiser. Detainees shall be placed in the back seat. No detainee shall be placed behind the driver. Only one (1) detainee may be transported at a time. The Detainee must be seat belted. A passenger

officer must be seated behind the driver, next to the detainee. **MPAC 70.1.3** Transporting officers must give dispatch start and end mileage to document.

8. UNMARKED CAR TRANSPORT: Detainees shall not be transported in unmarked police cruisers. **MPAC 70.1.3**

9. DETAINEES TO BE TRANSPORTED DIRECTLY: A detainee shall be transported directly to the police station or other specified destination without unnecessary delay. All traffic regulations should be observed. **MPAC 70.1.4**

10. PROVISION OF LAW ENFORCEMENT SERVICES WHILE TRANSPORTING DETAINEES: OFFICERS MAY INTERRUPT A DETAINEE TRANSPORT TO RENDER EMERGENCY ASSISTANCE ONLY IN THE FOLLOWING SITUATIONS: **MPAC 70.1.4**

- a. When there is a need for the transporting officer to act immediately in order to prevent harm to a citizen or police officer.
- b. When a citizen or police officer has been injured and assistance is needed immediately.
- c. When a crime is in progress and there is an immediate need, because of safety reasons, that the offender be apprehended.
- d. In all of the above situations, the transporting officer should ensure at all times that the detainee is secure and protected.
- e. It must be remembered that the primary duty of the transporting officer is the safe delivery of the detainee in their care. Only when the risk to third parties is both clear and grave and the risk to the detainee(s) is minimal should the transporting officer stop to render assistance. Officers shall not engage in high- speed response or pursuit while transporting detainees nor should they stop for traffic violations or any other stops.

11. NECESSARY STOPS FOR LONG DISTANCE TRANSPORT: **MPAC 70.1.4**

- a. Two (2) sworn officers will transport one (1) detainee long distance. The detainee will not be left alone in the transport vehicle.
- b. **USE OF TOILET FACILITIES - VISUAL CONTACT:** While having custody of a detainee, officers will keep visual contact at all times possible, even when it becomes necessary to allow detainees the use of toilet facilities. In a situation where visual contact is not possible (female detainee needing toilet facilities and male

officer transporting or vice versa), the officer should ensure that they have as much control of the situation as possible. The facility should be clear of other patrons. The officer should ensure that there are no escape routes within the facility and that there are no potential weapons available to the detainee.

- c. **PROVISION OF MEALS WHILE TRANSPORTING:** Meals are not ordinarily provided to detainees during transportation. It may be necessary for the transport officer to stop enroute for a meal while transporting a detainee. Meals should, whenever possible, be of the takeout variety, and be eaten in the transporting vehicle. This is to minimize any opportunity for someone to attempt to affect the escape of the detainee.
- d. **FUEL STOPS:** While a detainee is being transported long distances, the transportation vehicle may stop for refueling if necessary. One officer will refuel the vehicle, and the other officer will stand by the door to the compartment which contains the detainee in case of an emergency.

12. TRANSPORT OF INCAPACITATED DETAINEES:

Detainees who are incapacitated may not be transported in the patrol wagon. EMS shall be called for detainees who are incapacitated or visibly ill or injured. These detainees shall be directly transported to the hospital by ambulance with a sworn officer.

13. DUTIES IF A DETAINEE ESCAPES TRANSPORT:

a. WITHIN THE CITY OF WORCESTER:

In the event of a Detainee escaping from any location while in Worcester Police custody the following information shall be immediately transmitted to Communications. The OIC of Service Division and the respective Sector Sergeant from Operations will be immediately notified of the following: **MPAC 70.1.7**

- Location from where escaped
- Physical description and clothing
- Direction of travel
- Time elapsed since escape
- Mode of transportation if known
- Medical or mental concerns
- Access to weapon(s)

At this time the Sector Sergeant shall immediately establish a perimeter and direct a search for the person using all available resources. Charges shall be added to the criminal complaint and notifications to Service Division and Communications shall be made.

b. **ESCAPE OCCURS OUTSIDE THE CITY OF WORCESTER:** MPAC 70.1.7

- Immediately request assistance from the jurisdiction you are in at the time of the escape.
- Attempt to recapture the escapee as soon as possible.
- Notify the Officer-In-Charge as soon as possible.

c. **PROCEDURE FOR ESCAPE IN ALL CASES:** In all cases where a detainee escapes from transport, the transporting officer(s) shall submit a written report to the OIC of Service Division explaining the circumstances of the escape.

1. The Officer-In-Charge shall make the following notifications regarding the escape: MPAC 70.1.7

- a. Commanding Officer – Patrol Division.
- b. Chief of Police.
- c. Surrounding cities/towns through dispatch.

2. The OIC of the officer responsible shall investigate the circumstances surrounding the escape and submit a report to the Chief of Police regarding the findings.

14. DETAINEE COMMUNICATION: The detainee's right to communicate with attorneys or others will not be exercised during the transportation period. Cell phones should be secured in the driver's compartment of the patrol wagon. Detainees may communicate with the transportation officer with general information that does not require Miranda Rights. MPAC 70.1.5

15. IDENTIFICATION OF DETAINEES PRIOR TO TRANSPORTING: Officers transporting detainees from other facilities to this department or from this department to other locations (court, hospital, etc.) shall positively identify the detainee before beginning such transport. Officers shall check the identity of the detainee against the description and/or cell number contained on the booking sheet (or medical paperwork if detainee transported from hospital). Detainees shall be handcuffed and/ or shackled and searched prior to transporting. MPAC 70.5.1

16. ARRIVAL AT THE WORCESTER POLICE HOLDING FACILITY: When an officer transporting a detainee(s) approaches the garage area, they shall inform dispatch and Holding Facility Personnel of the arrival and enter into the garage. The Holding Facility Personnel will then open the Sally Port door.

a. **ENTERING GARAGE AREA:** Upon entering the garage area, transport officers are to:

1. Put the vehicle in park & turn off the ignition. Leave the detainees in holding compartment & request assistance from Holding Facility Personnel.

2. Close the garage doors.
3. Place their weapon and patrol wagon keys in the weapons locker, located on the garage wall, removing the locker key. (This is so the officer(s) do not inadvertently leave the station without their weapons.) **MPAC 70.1.6**
4. Return to the transport vehicle/ patrol wagon and assist other personnel removing the detainee from the Patrol Wagon and escort the detainee(s) to the booking area. The BLUE door between the Sally Port and the booking area shall be closed by the booking officer.
5. Detainee restraints are to remain on during booking until Booking Officer authorizes the removal. **MPAC 70.1.6**
6. Receiving personnel are to be advised of any known potential medical risks, security risks, or potential suicidal risks of the detainee. **MPAC 70.1.6**

17. DOCUMENTATION TO ACCOMPANY DETAINEES TRANSPORTED TO OTHER FACILITIES:

Officers transporting detainees to other facilities shall provide the receiving agency with proper documentation, including but not limited to: **MPAC 70.1.6 & 70.5.1**

- a. Court documents (warrants etc.).
- b. Medical history information, including information regarding any unusual/unique medical problems. **MPAC 70.1.6**
- c. A copy of the Arrest Report and booking sheet/intake forms.
- d. Any information relating to the detainee(s) escape or suicide attempts, threats, or other potential security issues. **MPAC 70.1.6 & MPAC 70.5.1**
- e. Any personal traits of detainee(s) of a security nature. **MPAC 70.1.6**
- f. In the case of interstate transport, the officer must have a properly executed governor's warrant or a properly executed waiver.

18. ACTIONS AT DESTINATION OTHER THAN WORCESTER POLICE DEPARTMENT:

Upon arrival at the facility:

- a. Firearms will be secured in the designated place at the facility being entered. **MPAC 70.1.6**
- b. Restraining devices will be removed only when directed to do so by the receiving

facility or when the transport officer is sure that the detainee is properly controlled and secure. **MPAC 70.1.6**

- c. The proper paperwork (jail committal, property form, etc.) will be submitted to the proper person at the receiving facility and the officer will ensure that proper signatures are obtained on the documents to be returned to the department, as required. Written documentation detailing the detainee transaction shall be obtained to include the receiving official's name. **MPAC 70.1.6**
- d. Receiving agency personnel should be advised of any potential medical hazards and any potential security hazards with regard to the detainee. **MPAC 70.1.6**

19. TRANSPORT OF DANGEROUS/SECURITY RISK DETAINEES TO COURT:

When a detainee to be transported to court is considered to be dangerous or a security hazard, the court will be notified by the OIC of Service Division before the transport takes place in order that the proper handling of the detainee can be planned to minimize any chance of escape and/or injury to the detainee or others. **MPAC 70.1.6**

20. TRANSPORTING DETAINEES BY AN OFFICER OF OPPOSITE SEX:

When officers transport a detainee of the opposite sex, the following steps shall be taken:

- 1. Contact dispatch by radio and request that the time and the BEGINNING odometer mileage be logged on the CAD screen.
- 2. Proceed directly to your destination by using the shortest practical route.
- 3. Upon arrival at your destination, contact dispatch by radio and request that the time and the ENDING odometer mileage be logged on the CAD screen.

21. TRANSPORTING TRANSGENDER DETAINEES:

Officers should follow protocol regarding detainee's transport based on the transgender detainee's expressed gender. Officers should call in mileage when transporting transgender detainees.

22. TRANSPORTING HANDICAPPED DETAINEES:

When transporting a handicapped detainee, the transporting officer will request assistance when needed in order that the transport may be completed in a manner that is most convenient, comfortable, and safe for both the detainee and the officers. **MPAC 70.3.1** The Patrol Wagon

should be used when appropriate, or the services of the city-authorized ambulance may be called for when necessary. Transporting officers will ensure that any special equipment and/or medicine needed by the detainee will be transported to the proper destination. When the handicap is such that there is no danger of escape or injury to the detainee or the officers, then the use of restraining devices may be inappropriate. Officers must determine at the time of the transport what, if any, device(s) will be utilized in these special situations. **MPAC 70.3.1**

23. TRANSPORTATION AND HANDCUFFING OF SICK, INJURED, OR DISABLED DETAINEES AND SUBSEQUENT GUARD PROTOCOL:

At any time prior to, during, or after the arrest of an individual, officers become aware that a detainee has an injury, sickness, or disability requiring medical attention, treatment, or possible admission such medical attention shall be sought immediately. **MPAC 70.3.1** The authorized ambulance service or Patrol Wagon shall be used to transport sick, injured or disabled detainees to the hospital. **MPAC 70.3.1** Officers are reminded that the lack of obvious physical injury does not preclude the possibility of serious or life-threatening trauma. Medical attention will be obtained prior to transporting the detainee to the booking facility if the injury/sickness occurs prior to the transporting officer's arrival at the facility. **MPAC 70.3.1** Transporting procedures are the same whether transported from point of arrest or from the booking facility. **MPAC 70.3.1**

On arrival at the medical facility, the officer shall make an effort to segregate the detainee from other patients and limit access to necessary medical personnel only. **MPAC 70.3.2** During an exam or treatment and in the event of a hospital admission, a sworn officer shall monitor that detainee **MPAC 70.3.2**. The OIC of Operations Division will establish a guard rotation (maximum 2-hour blocks) of sworn officers from Operations Division. **MPAC 70.3.2** If admitted, the detainee will remain in a secure room under constant monitoring of a sworn police officer.

Handcuffs and leg restraints shall be utilized. Restraints may be removed at the request of medical staff in order to facilitate treatment. **MPAC 70.3.2** As a general rule, the officer shall not allow visitors or personal contacts with the detainee.

Detainees confined to hospitals are under the following restrictions:

- a. Visitors are prohibited. **MPAC 70.3.2**
- b. All personal contact with the detainee shall be continuously monitored. **MPAC 70.3.2**
- c. The detainee shall not use the telephone while in the hospital. Detainees are not allowed to bring their personal cell phones with them to the hospital. Officers guarding the detainee may consult with medical staff to request a "block" on the room phone. **MPAC 70.3.2**
- d. Officers shall not allow detainee to use utensils for meals. **MPAC 70.3.2**

- e. The guarding officer must use the same discretion as previously explained in utilizing restraining devices on sick or injured detainees. Obviously, if a detainee is injured or sick enough to be totally incapacitated, restraining devices may not be appropriate. It is left to the officer's discretion as to when to use restraining devices in these particular situations. **MPAC 70.3.2**
- f. Attorney visits may be authorized at the discretion of the shift supervisor. If authorized, the attorney will be pat frisked prior to the visit and their Massachusetts Board of Bar Overseer number and driver's license information documented to be put into the Service Division electronic journal. Attorney visits shall not exceed 15 minutes and detainees shall always remain restrained, unless the removal of restraints is necessary for a medical reason. **MPAC 70.3.2** Attorney Visits and times will be noted with dispatch.

24. TRANSPORT OF MENTALLY DISTURBED OR SUICIDAL DETAINEES: Mentally disturbed detainees may pose a significant threat to themselves and/or the transporting officers. Handcuffs and/ or shackles should be utilized at the discretion of the OIC of Service Division. Mentally disturbed/ suicidal detainees should be transported in the Patrol Wagon or ambulance to UMASS University Campus – Lake Ave. The method of restraint should be noted in the officer's report.

25. TRANSPORTATION OF JUVENILE DETAINEES:

- a. See Worcester Police Policy #710 – Juvenile Procedure for further information
- b. Juveniles are not to be transported in the Patrol Wagon (MGL Chapter 119 Section 34 forbids bringing any child to court in a police wagon.)
- c. All other procedures and precautions regarding the transportation of detainees apply to juveniles.
- d. No detention for all Children Requiring Assistance (CRA) under age 18.

26. REAR COMPARTMENT MODIFICATION: The Patrol Wagon shall be designed with a barrier to separate the driver from the detainee. **MPAC 70.4.1** The Patrol Wagon shall also be designed to minimize opportunities for detainees to exit from the rear compartment without the aid of the transporting officer. Such modification shall consist of, but not be limited to: **MPAC 70.4.2**

- a. Removal of rear door handles.
- b. Window handles have been removed.
- c. Grates to cover any existing windows.
- d. Switches to Child Safety Locks: Safety locks in all vehicles are deactivated prior to being put into initial use.



Paul B. Saucier
Chief of Police

Revisions:

March 2026-

Transportation & Guard Policy 701 separated from policy 700

Detainee transport outlined in marked vehicles/ transport prohibited in unmarked vehicles

Attorney visits specifically noted in hospital visits

MPAC Standards added