

WEST PALM BEACH POLICE DEPARTMENT

III-2 ARRESTEE TRANSPORTATION

EFFECTIVE: 01/01/2005

CALEA Standards: 71.1.1.1, 71.1.2, 71.1.3, 71.1.4, 71.1.5, 71.1.6, 71.1.7, 71.1.8, 71.2.1, 71.3.1, 71.3.2, 71.3.3, 71.4.1, 71.4.2, 71.5.1
CFA Standards: 29.01 through 29.08

I. POLICY: When transporting a prisoner, an officer will provide safety and security for the prisoner, himself or herself, and the public. Officers transporting prisoners should be aware of the dangers this activity presents. Prisoners will be restrained in order to minimize the opportunity for escape and exposure of the prisoner to the possibility of injury. When transporting a prisoner, officers should limit deviation from procedure.

II. TRANSPORT VEHICLES:

- A. Will be equipped with a barrier which prevents prisoner access to the driver's compartment and will provide for cooling, heating, ventilation, and ease of conversation between officer and prisoner.
- B. Will be modified to prevent the exit of the prisoner from the prisoner compartment without the assistance of the transporting officer.
- C. Will be searched before and after shifts, regardless of whether or not prisoner transport duty is anticipated at the start of a shift.
- D. Will be searched immediately before a prisoner is placed within and immediately after a prisoner is removed.

III. RESTRAINING DEVICES:

A. While in transport, all prisoners will be restrained with departmentally approved handcuffs, flex cuffs, or arm/ankle restraints applied with the prisoner's hands behind the back unless specific exceptions contained within this S.O.P. apply.

- 1. Handcuffs, flex cuffs or arm/ankle restraints will be applied so the tip of the officer's finger can be inserted between the restraining device and the radial or the ulnar nerve region of the prisoner's wrist.
 - a. Handcuffs will be double locked as soon as the officer can safely do so. Handcuffs unable to be double locked will immediately be taken out of service.
 - b. Physical disability, deformity or injury may preclude handcuffing behind the back. In this instance arm/ankle restraints should be considered if applicable.
 - c. Prisoners should be handcuffed before they are searched.
 - d. It is the officer's responsibility to check the wrists of the prisoner upon complaint of pain and to take the appropriate action.
 - e. Officers are prohibited from handcuffing or otherwise securing prisoners to fixed objects, fences, signposts, telephone poles, etc.
 - f. Ankle restraints combined with department approved hobbles may be used to restrain the movement of prisoners who threaten or exhibit violent or destructive behavior.
 - 1. All prisoners who are hobbled, restrained or handcuffed will be observed closely for signs of discomfort or distress.
 - 2. At no time will a prisoner being restrained be allowed to lay on their chest as this restricts breathing.

2. An officer may use discretion if the prisoner is a juvenile or elderly. The fact a prisoner is a juvenile or elderly does not preclude the use of handcuffs or flex cuffs.

B. Restraints will not be removed from a prisoner until the prisoner is secured in a facility, released from custody, or no longer poses a threat of violence. If there is a lengthy delay and the prisoner's human needs must be attended to, handcuffs or flex cuffs may be removed, provided the officer believes the needs are valid and the person can be controlled.

C. Prisoners will not be handcuffed or flex cuffed to any part of the transport vehicle.

D. Restraining devices may not be used on disabled prisoners when:

1. The disability renders the prisoner sufficiently immobile, and/or
2. The application of restraints would cause the prisoner undue pain and discomfort.

E. Transporting officers may use leg chains and waist chains to restrain the movement of prisoners who are an escape risk or exhibit violent or destructive behavior.

1. Waist chains and leg chains will be stored in the Prisoner Processing/Temporary Holding Facility.
2. Waist chains and leg chains will be applied so the tip of the officer's finger can be inserted between the handcuff and the prisoner's skin.
 - a. All restraints will be double locked as soon as the officer can safely do so.
 - b. Handcuffs will be used to secure the ends of the waist chains behind the prisoner's back.
 - c. It is the officer's responsibility to check the wrists of the prisoner upon complaint of pain and to take the appropriate action.
3. Upon completion of the transport or as soon as practical, the leg and waist chains will be returned to the Prisoner Processing/ Temporary Holding Facility.

IV. SPITTING, BITING OR AGGRESSIVE SUBJECTS:

A. If a prisoner is attempting to bite or spit on the officer, a department issued spit mask is to be used.

1. The masks will be applied so the top strap is over the subject's ears while the bottom strap is below the ears and on the subject's neck.
2. Once in place, the mask can be adjusted for the prisoner's face, if needed.

B. At no time will prisoners be left unattended while the mask is in place.

1. If the prisoner begins to choke, gag, or vomit the officer will ensure the prisoner's airway is not compromised. The officer should be prepared to remove the mask immediately.

C. The mask is not to be used on unconscious prisoners or those suffering with breathing problems.

D. The fact a prisoner is a juvenile or elderly does not preclude the use of the mask.

E. The arresting officer will document in the narrative portion of his or her report the actions of the prisoner requiring the use of the mask.

F. Masks will be discarded after each use.

V. TRANSPORT OPERATIONS:

- A. One officer will not transport more than two prisoners at any one time unless authorized by a supervisor.
- B. Prisoners will be searched for contraband and weapons prior to transport, whether immediately following arrest or when transferring to or from other officers or agencies.
 - 1. It should never be assumed that someone else has searched the prisoner. Any officer who transports a prisoner who was not searched in that officer's presence will personally search the prisoner prior to transportation.
 - 2. If possible, all prisoners will be searched by someone of the same gender prior to being placed in the transport vehicle.
- C. The officer should have the prisoner in sight at all times. Seating the prisoner in the vehicle as far to the right as possible will allow ease of observation by the transporting officer.
 - 1. Arrestees will be secured in a transport vehicle with seat belts unless he or she is violent, poses a threat to officer safety or other exigent circumstances exist.
- D. Prisoners who are secured with handcuffs or flex cuffs and a hobble **will not** be routinely placed, and/or left, face down in a transport vehicle.
 - 1. If the hobbled arrestee no longer appears to pose a threat to the officers, the hobble may be removed from the arrestee's legs and he or she will be placed into the transport vehicle, complying with paragraph C. above.
 - 2. If the hobbled arrestee still poses a threat and/or to prevent the arrestee from thrashing around in the transport vehicle, he or she may be placed face down into the rear prisoner compartment of the transport vehicle **temporarily, and only for the time necessary, to:**
 - a. Remove the hobble lead from the arrestee's hands while maintaining control.
 - b. Place the hobble lead out the door of the prisoner compartment of the transport vehicle. Seat the prisoner as in paragraph C. above.
 - c. The door will be closed on the hobble lead. Excess lead will be put in the front passenger compartment through the open front door of the transport vehicle to prevent it dragging on the ground. The front door will be closed to secure the lead.
- E. Any officer transporting a handcuffed and/or hobbled arrestee will observe the prisoner to see he or she does not get into and remain in a face-down position during transport. Should this occur, the officer will stop the transport vehicle at the closest safe area and return the arrestee to the upright position. The assistance of a back-up officer may be requested if necessary.
- F. Performance of law enforcement related duties while transporting prisoners:
 - 1. Officers will maintain control of the arrestee(s) during transport and law enforcement action will not be taken while transporting prisoners, except in the case of an immediate life-threatening situation in which the officer must act to prevent serious bodily injury or death to a citizen, another officer, or him or herself.
 - 2. Stops for activities not related to law enforcement are strictly prohibited while transporting a prisoner.
- G. Escape of prisoner(s) during transport:
 - 1. The transporting officer will immediately notify Dispatch Operations by radio, giving his or her location, name and description of the escapee, and mode and direction of travel. The scene will be protected as a crime scene to protect evidence, if applicable.

2. If the escape occurs outside the city limits, Dispatch Operations will notify the agency in whose jurisdiction the escape occurred.

3. A supervisor will respond to all escape scenes.

4. If the escapee was the sole occupant of the transporting vehicle and the escape occurred in West Palm Beach, the officer may participate in the search and/or apprehension.

a. If the escape occurred outside of our jurisdiction and the escapee was the sole occupant of the transport vehicle, the officer will assist the jurisdictional officers in the search or apprehension, if requested.

5. If an escape occurs in or out of our jurisdiction and additional prisoners remain in the vehicle, the officer will not leave the vehicle to assist in a search or apprehension until another W.P.B. officer arrives on-scene and takes responsibility for the remaining prisoners.

6. The transporting officer will submit a written report detailing circumstances of the escape to his or her supervisor prior to the end of the shift. The Shift Commander will document their investigation of the circumstances of the escape and route the report through chain of command to the internal affairs unit.

H. Prisoners being transported should be prohibited from communicating with anyone other than the transporting officer.

I. Upon receiving a prisoner for transport, the transporting officer will confirm the prisoner named in the transport documents is the one intended for transport.

1. The officer will employ other means and methods as necessary to confirm the identity of the prisoner to be transported. In the event there is more than one prisoner present:

a. Check and compare the physical description of the prisoner arrest documents to the prisoner to be transported. Visually confirm the prisoner matches the physical description,

b. Ask the prisoner for his or her name, birth date and social security number,

c. Inquire of other police department personnel concerning the identity of the intended transport prisoner, and/or

d. If doubt still exists as to a prisoner's identity, the transporting officer will have the prisoner's fingerprints compared to the arrest documents by the Crime Scene Section for final determination of identity.

J. Actions of transporting officer upon arrival at the receiving jail or other agency:

1. Prior to entering a jail area or any other agency's facility where firearms and other weapons are prohibited, the transporting officer(s) will secure all firearms, ammunition, impact weapons (ASP), and OC spray by locking them inside the trunk of the transport vehicle or in a firearms storage locker, if provided by the receiving agency.

2. The transporting officer will deliver the prisoner(s) and booking documents (NTA's, PC affidavits, citations, etc.) to the receiving agency's officer who will sign in the "Intake Deputy" block on the bottom of the NTA in receipt of the prisoner.

3. The transporting officer will immediately notify receiving personnel when the subject poses any known or potential medical issues or security hazards (escape risk, assault on LEO, etc.). This information will also be documented in the arrest documents.

4. The transporting officer will then remove restraints (if permitted by the receiving agency) and relinquish custody to the receiving agency.

K. Restraining and/or transporting sick or injured prisoners:

1. Any prisoner complaining of sickness or injury, or who appears to be sick or injured whether complaining or not, will be treated as follows:

- a. An Emergency Medical Services (EMS) unit will be called to the prisoner's location.
- b. EMS will provide first aid.
- c. If the prisoner requires additional treatment, the sick or injured prisoner will be transported to a medical care facility by EMS. If this cannot be accomplished in a safe manner, the officer will transport the prisoner.
 - 1) When EMS transports the prisoner to a medical care facility, an officer will accompany the prisoner.
 - 2) Any such prisoner transported by EMS will be restrained on a gurney or backboard as securely as possible consistent with his or her illness or injuries.
- d. The officer will immediately notify the personnel at the receiving medical facility if the suspect poses any security hazards.

2. Restraint of all prisoners is recommended. A sick or injured prisoner in custody for nonviolent offenses does not have to be restrained during transport based on the discretion of the transporting officer. When making the decision to restrain or not restrain a sick or injured prisoner, the transporting officer will consult his or her supervisor and consider the following:

- a. Safety of the officer and the prisoner.
- b. Nature of the offense.
- c. Circumstances surrounding the capture of the prisoner and the prisoner's reaction.
- d. The prisoner's current and past demeanor.
- e. The criminal history of the prisoner and possible sentence for the current offense.
- f. The possibility of the prisoner injuring himself or herself.

3. If a prisoner is being treated at a hospital or other medical facility, restraints will be applied in conformance with the doctor's instructions, and with due regard for the location and severity of the injury.

4. If the prisoner is admitted to the hospital, the arresting or transporting officer will complete the booking paperwork as soon as possible then forward it to the Palm Beach County Jail booking desk. When the Palm Beach County Jail receives the paperwork, they will send a deputy to take custody of the prisoner at the hospital.

5. If a prisoner is being treated or awaiting treatment at a medical facility, the transporting officer will remain with the prisoner to provide security for the medical facility personnel.

6. The officer's incident report will reflect any medical attention or first aid given to a prisoner, including the dates, times, places, and names of the provider(s). The officer will include a copy of the EMS report, if it is available at the time of the initial investigation.

L. Members will examine their vehicle for contraband, weapons, and/or property at the start and completion of each shift and prior to and after completion of each prisoners/detainee transport.

1. Contraband, weapons and/or property concealed or discarded by the detainee will be documented in the original police report.

VI. SPECIAL TRANSPORT SITUATIONS:**A. Transporting prisoners of the opposite gender:**

1. Whenever an officer transports a prisoner of the opposite gender, he or she will contact Dispatch Operations by radio advising of his or her location, starting mileage and destination. Upon arrival at the destination, he or she will advise the location and ending mileage.

2. Prisoners of opposite genders will not be transported together unless they are arrested during the same incident or they are separated by a physical barrier.

B. Transporting juvenile prisoners:

1. Whenever an officer transports a juvenile prisoner, he or she will contact Dispatch Operations by radio advising of his or her location, starting mileage and destination. Upon arrival at the destination, he or she will advise the location and ending mileage.

2. Juvenile prisoners will not be transported with adult prisoners unless they are arrested during the same incident or they are separated by a physical barrier.

C. Disabled Prisoners:

1. A disabled prisoner who requires the use of a wheelchair may be transported in a police vehicle provided it can be done safely.

2. Prisoners with prosthetic devices may be transported in a police vehicle.

a. Restraining prisoners wearing prosthetic devices frequently requires ingenuity and a concern for safety of both the prisoner and the officer.

b. A prisoner wearing a prosthetic device must be thoroughly searched, including the prosthetic device(s).

c. Handcuffs and/or the hobble may be used to restrain prisoners wearing prosthetic devices.

d. Restraining devices or combinations of restraining devices should not interfere with the prisoner's ability to balance, breathe, or protect himself or herself during transport.

3. Prior to transporting a physically or mentally disabled prisoner or a prisoner wearing a prosthetic device to a custodial facility, the transporting officer should contact that facility and advise them of the prisoner's condition so any special arrangements may be made at the facility prior to the prisoner's arrival. Wheelchairs or crutches may be transported in the police vehicle, but will not be placed in the portion of the vehicle used to confine the prisoner.

4. If a prisoner is so physically and/or mentally handicapped the officer feels the prisoner cannot be safely transported in a police vehicle, the officer will contact the on-duty supervisor. The supervisor and officer will consider the need for a special vehicle, such as an ambulance or a police department van.

VII. PROPERTY AND EVIDENCE DOCUMENTATION:**A. The arresting officer is responsible for the prisoner's property.**

1. All property the person had in his or her possession at the time of arrest that will not be taken to the Palm Beach County Jail or other holding facility will be secured in the Property/Evidence Section of the Department and the appropriate forms will be completed.

- a. Valuable property and cash should be verified by a second officer and a supervisor should be notified.
- b. A Property/ Evidence Report Form will be completed for any property taken from the prisoner and placed into the Property/Evidence Section for evidence or found property. The prisoner will be asked to sign the receipt. A copy will be given to the prisoner and/ or placed with the arrest documents prior to transport.
- c. The prisoner will be advised of the claim process for any property taken from him or her.
- d. The prisoner will be informed that upon release from the receiving facility, mere possession of a property receipt form does not guarantee the property taken from him or her and secured at the Department will be returned. Factors which may permit or preclude the return of property include, but are not limited to:
 - 1) Proof of ownership.
 - 2) Whether the property is being held as evidence or the investigation is on going.
 - 3) Whether the property is being held through a court order or injunction.
 - 4) Authorization from a supervisor, officer, or detective working the case is necessary before the property can be released.

VIII. DOCUMENTATION:

- A. The arresting officer will document in the narrative portion of his or her report the aspects of the handcuffing technique used including, but not limited to:
 1. Whether the arrestee was cuffed behind the back or in front.
 2. The officer checked for the proper fit of the handcuff at the radial or ulnar portion of the wrist.
 3. The officer double locked the handcuffs on each wrist.
 4. If the arrestee complained of pain or discomfort in regard to the handcuffs, the officer will document the complaint and the actions taken to check and/or readjust the handcuffs.
 5. The use of leg cord cuff restraints (hobbles).
- B. Documents that accompany the prisoner to the Palm Beach County Jail may include, but are not limited to, the:
 1. An arrest report, and/or
 2. Charging documents, such as the Probable Cause Affidavit, Notice to Appear, Uniform Traffic Citation, or a teletype verifying a warrant.
- C. Documents accompanying transported prisoners will include, at a minimum, the prisoner's:
 1. Name, race, gender, date of birth, physical description, fingerprints;
 2. Mental Condition (suicide, escape risk, or security hazards);
 3. Nature of charges or reason for confinement; and
 4. Name(s) of arresting/transporting officer(s).

IX. REFERENCE:

- SOP # II-19 Infectious Diseases.
- SOP # III-1 Arrest Procedures.
- SOP # III-3 Prisoner Processing Temporary/ Holding Facility.
- SOP # IV-11 Property and Evidence Management.

Delsa R. Bush, Chief of Police

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