

COLUMBIA POLICE DEPARTMENT

Standard Operating Guideline

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Part: Operations		Chapter: Arrests	
Chief of Police:			

Prisoner Transportation

I Policy

Every person who is arrested/detained by an Officer will be thoroughly searched prior to transportation. All prisoners/detainees will be handcuffed with their hands behind their back during transportation unless specific exceptions apply as defined in 1.1.1. (71.1.1)

II Definitions

Officer - Refers to either a Columbia Police officer, process server or a booking officer.

III Procedure

1 Using Restraints (70.2.1)

- 1.1 All persons arrested by an Officer will be restrained by handcuffs prior to transportation to a detention/jail facility. When possible, prisoners shall be handcuffed behind their backs and the handcuffs will be double locked. Exceptions to handcuffing behind their backs will be allowed for handicapped, ill or injured prisoners. In the event such a person is arrested, that prisoner shall be restrained in a manner which restricts his/her ability to harm an officer or others.
- 1.2 Prisoners who are to be transported over long distances require special restraint considerations. Waist restraint chains with side handcuffs are recommended.
- 1.3 Mentally disabled prisoners pose a significant threat to themselves and officers. An ambulance may be a more suitable method of transportation in severe cases dealing with the mentally disabled. (70.3.1)

SOG 407.04

Prisoner Transportation

- 1.4 Sick, ill, injured or disabled prisoners, who require transportation to a jail or hospital, may need special transportation requirements. In cases where a police vehicle is not appropriate, the use of an ambulance or medi-transit company is authorized. When this alternative method of transportation is used, the ambulance will be followed to the destination by a police officer or an officer may ride in the ambulance to assist in controlling the prisoner. The reason for alternative transportation usage will be documented in the officer's report. (70.3.1)

- 2 Searching (71.1.1)
 - 2.1 It is the responsibility of each officer who has custody of a prisoner, to ensure the search of that prisoner for weapons and evidence of the crime for which he/she was arrested.
 - 2.2 Prior to placing a prisoner in a police vehicle, the transporting officer shall conduct a thorough search of the prisoner for weapons, cell phones, flammables paying particular attention to pockets, cuffs, collars and any other place where these items may be concealed on a person. The police vehicle used for transportation will be searched prior to and immediately after the transportation by the transporting officer. (70.1.2)

- 3 Transporting
 - 3.1 Officers will use available police cars for transportation to a jail/detention facility. Alternative transportation vehicles may be used when:
 - 3.1.1 The prisoner is violent
 - 3.1.2 The prisoner is unkempt, soiled or bloody
 - 3.1.3 Multiple prisoners
 - 3.1.4 The arresting officer cannot leave the field and no officer is available for transportation.
 - 3.1.5 Special details.
 - 3.2 Consideration should be given for placing safety restraints on prisoners when practical and safe to do so.
 - 3.3 When a prisoner is being transported in a police car, one equipped with a cage is preferable were the driver is separated from the prisoner by the safety barrier (cage). These cars have window cranks, door handles, and lock stubs removed from the rear doors or may be equipped with child safety locking systems which prevent exit by occupants. (70.4.1) (70.4.2)
 - 3.4 When one officer is transporting one prisoner in a caged car the prisoner shall be placed in the right rear seat of the car. (70.1.3)
 - 3.5 When two officers are transporting a prisoner without a caged car the prisoner shall be seated in the back seat opposite the driver. The second officer shall be seated in the back seat behind the driver. The prisoner shall be seat belted in.
 - 3.6 When two officers are transporting a prisoner in a caged car the prisoner shall be seated in the back seat behind the driver.
 - 3.7 Prisoners of the same sex may be transported together.

SOG 407.04

Prisoner Transportation

- 3.8 Prisoners of the opposite sex should not be transported together unless extenuating circumstances exist.
 - 3.9 Juvenile subjects are to be transported separate from adults.
 - 3.10 No police vehicle which is mechanically unsafe will be used to transport prisoners.
 - 3.11 If an officer transports a prisoner to the jail, the officer shall have the proper forms relating to the transported prisoner. These forms shall include copies of the arrest sheet, intake form, and a copy of the warrant, if applicable. Information relating to the prisoner's escape or suicide potential or other personal traits of a security nature will be recorded on the arrest sheet.
- 4 During Transport
- 4.1 Should a transporting officer come upon a situation requiring police assistance, he/she shall notify the dispatcher via radio, giving location and nature of the incident. The transporting officer will not stop during transport unless the incident poses an imminent threat to a person's life or serious physical injury may occur. Consideration to the possibility of injury to or escape of, the prisoner will be given.
 - 4.2 Vehicles used for prisoner transportation will not make vehicle stops or engage in vehicle pursuits when carrying prisoners. Normally, no stops will occur between the place of arrest and the Department jail/detention facility. If the transportation vehicle is diverted to another location while delivering a prisoner, the officer driving this vehicle is responsible for the safety and control of the prisoner. He/she will not lose sight of the prisoner. The transporting officer will never leave a prisoner unattended in any vehicle. (70.1.4)
 - 4.3 Prisoners who are combatants should not be transported together. Prisoners in transport are not afforded the right to communicate with an attorney, family, friends or the news media. (70.1.5)
 - 4.4 During long distance transports, care will be taken when stopping for fuel and meals or for allowing the prisoner reasonable opportunities to use a toilet facility. During these stops, the prisoner will never leave the sight of the transporting officer. (70.1.4)
- 5 Prisoner Escapes During Transport (70.1.7)
- 5.1 In the event of prisoner escape during transport the transporting officer will:
 - 5.1.1 Notify dispatch immediately, giving location and direction of the escapee. (70.1.7a)
 - 5.1.2 Advise dispatch of additional assistance required.
 - 5.1.3 Attempt to take the prisoner back into custody.
 - 5.2 Communications will complete the following:
 - 5.2.1 Notify a supervisor and the on duty watch commander.
 - 5.2.2 Dispatch additional assistance as requested

SOG 407.04

Prisoner Transportation

- 5.2.3 If escape is outside the city limits, the proper jurisdictional agency will be notified and assistance requested.
 - 5.2.4 A supervisor will be dispatched to investigate the circumstances of the escape.
 - 5.3 If the prisoner is apprehended, additional charges shall be added. If the escape is successful, suspect information will be broadcast over the police radio and other law enforcement agencies will be notified. In extreme cases, the news media will be asked to warn citizens.
 - 5.4 The supervisor who is dispatched to investigate the escape will complete a written offense report. Additional reporting may include: (70.1.7b)
 - 5.4.1 Incidental report
 - 5.4.2 Criminal Case Report
 - 5.5 As soon as practical following the escape and subsequent investigation, the Internal Affairs Unit will cause a thorough critical incident review and insure that a complete after-action report is submitted to the Deputy Chief.
 - 5.6 The Public Relations Unit shall be notified of all escape prisoners as soon as possible.
- 6 Documentation Of Prisoner Identity
- Each prisoner before being transported to another facility must be positively identified. The following procedures shall be followed whenever transporting a prisoner to another location. (70.5.1a)
- 6.1 Booking records in the detention facility must be verified.
 - 6.2 Positive prisoner identification will be verified by one of the following methods:
 - 6.2.1 Photographic identification on the prisoner when arrested such as a driver's license.
 - 6.2.2 Verbal questioning about name, date of birth, social security number, place of birth, scars, marks and tattoos compared to MNI information.
 - 6.2.3 Mug photographs from past bookings.
 - 6.2.4 Fingerprints of the prisoner can be checked in Automated Fingerprint Identification System (AFIS).
 - 6.2.5 Fingerprints of the prisoner can be faxed to the F.B.I. for identification.
 - 6.2.6 Iris scan can be used as an identification system.
 - 6.2.7 Past police association and police employee personal knowledge.
 - 6.3 Proper documentation must accompany each prisoner transported. This documentation shall include the following: (70.5.1b)
 - 6.3.1 Copy of the warrant or temporary commitment (mittimus).
 - 6.3.2 Copy of the Prisoner Medical Refusal Form if applicable.
 - 6.3.3 If the prisoner received medical treatment while in custody, a copy of the medical release form shall accompany the prisoner.

SOG 407.04

Prisoner Transportation

6.3.4 If the prisoner has personal property, all acceptable property of destination facility will accompany the prisoner and an inventory list shall be attached.

7 Transport Destination General

7.1 Upon arriving at the destination, the transporting officer providing prisoner transport assistance will:

7.1.1 Secure his/her firearm by locking the firearm in their police vehicle or by placing it in one of the weapons security lockers provided; (70.1.6a)

7.1.2 Restraint devices will be left on a prisoner while they are being searched and their property is inventoried. The restraining devices will be removed when an officer of the receiving facility takes physical custody of the prisoner; (70.1.6b)

7.1.3 Prisoners to other holding facilities will be accompanied by the necessary booking information forms, and property inventory, as completed by the arresting officer or designated sworn officer.

7.2 Transporting officers will deliver the following documentation to the receiving facility: (70.1.6c)

7.2.1 The arresting officer is responsible for completing the documentation necessary to facilitate a prisoner's booking;

7.2.2 Prisoner Property Inventory and personal property.

8 Transporting To Boone County Jail

8.1 It shall be the practice of the Department to utilize the transport services provided by the Boone County Sheriff's Office. Upon completion of the booking process an officer shall contact Joint Communications to request a transport call be entered for the Boone County Transport Officer. The officer shall provide Joint Communications with the name of the prisoner, charges, which cell the prisoner is located, and whether they are cooperative or not.

8.2 The arresting officer shall ensure the proper documentation accompanies the prisoner. Proper documentation should include an arrest sheet for the prisoner and a Boone County Jail Intake Form, any applicable summons and/or to be set bond sheet. If the prisoner has had an injury or medical issue requiring medical attention while in custody, the officer should also include a medical refusal form or any other documentation provided by the medical caregiver which shows the prisoner does not require further medical care. (70.1.6c) (70.1.6d)

IV Attachments

None