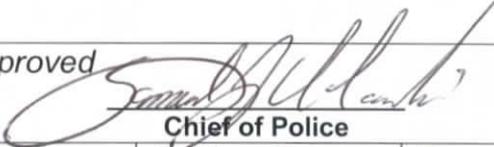


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 9, 2015		<i>Amended Date</i> September 8, 2016		<i>Directive</i> 10.03.1	
<i>Subject</i> Prisoner Transport					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 10.01; 10.02; 10.21		<i>Review Date</i> September 8, 2016	
				<i>Pages</i> 5	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

This directive provides guidelines for the legal and safe transportation of prisoners, including those needing special accommodations. For guidelines relating to handling, transporting, and processing prisoners who are sick or injured or who have a communicable disease, see Directive 10.02.1 "Medical Assistance for Prisoners."

SECTION 2 POLICY

The department requires its officers to take certain precautions before and while transporting persons who are in police custody. The procedures have been adopted in order to better ensure the safety of the officers, the public, and of those who are in custody.

SECTION 3 PROCEDURES

A. VEHICLE INSPECTIONS

1. Before placing any prisoner in a police vehicle, the officer will inspect the vehicle to verify:
 - a. the safety screen is properly attached and undamaged;
 - b. all windows are intact, and that outer door latches are in proper working order;
 - c. the rear seat door handles and windows switches are deactivated; and,
 - d. the interior, particularly the rear passenger compartment, has been thoroughly searched to ensure that no weapons or contraband have been left or concealed in the vehicle; (TPCA 10.01d)
 - e. the area of the vehicle in which the prisoner will be placed for weapons and contraband
 - i. Any weapons or contraband found will be retrieved immediately and secured in the trunk until it can be impounded accordingly.

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2. The vehicle will be inspected again after the prisoner has been delivered to the destination and before the officer goes back in service. (TPCA 10.01d)

B. HANDCUFFING AND OTHER RESTRAINING DEVICES (TPCA 10.01e, 10.02d)

1. No officer will utilize a restraining device that has not been approved by the department and for which the officer has not demonstrated proficiency in utilizing the device.
2. Restraining devices such as traditional handcuffs, approved strap cuffs, approved leg restraints, or a combination of approved restraining devices may be used to restrain the hands and/or the legs of prisoners. Multiple restraint devices should be used to secure a violent prisoner or a person who manifests a mental disorder in order to protect the person from sustaining injury or to protect another from injury.
3. Strap cuffs may be used for the temporary restraint of prisoners; however, they must be replaced with traditional handcuffs prior to the prisoner being placed in a police vehicle, unless exigent circumstances preclude it.
4. The prisoner's hands will be cuffed in the back with the palms facing outward.
 - a. Officers may handcuff prisoners with their hands in the front or utilize other appropriate and authorized restraining devices or techniques when the prisoner:
 - i. is obviously pregnant;
 - ii. has a physical impairment; or
 - iii. has or complains of an injury or a medical condition that could be aggravated by applying standard handcuffing procedures
 - b. Traditional handcuffs will be double-locked when applied.
5. Prisoners will not be handcuffed to any part of the vehicle during the transport.
6. Prisoners will not be hog-tied or placed in any restraint position that could attribute to positional asphyxia.

C. TRANSPORTING PROCEDURES (TPCA 10.01b, 10.02c)

1. Juveniles
 - a. Juveniles may not be transported with adults.
2. Searching Prisoner
 - a. The officer, before placing the prisoner in the police vehicle, will thoroughly search the prisoner for weapons, contraband, or tools for escape. If possible and practical, the officer should have an officer who is of the same gender as the prisoner to conduct the search. If

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an officer who is the same gender as the prisoner is not available, the officer will have the prisoner stand in front of the officer's patrol vehicle where the search will be recorded by the vehicle's in-dash camera. (TPCA 10.01a, 10.02b)

3. Searching Police Vehicle (TPCA 10.01d)

- a. The officer, before placing the prisoner in the police vehicle, will thoroughly search the vehicle in accordance with this directive.

4. Leaving Prisoner Unattended

- a. Prisoners will not be left unattended in the vehicle. A site security officer must monitor the prisoner as prescribed by the section on site security officer in Directive 7.02.1 "Arrest with or without a Warrant"

5. Placing and Securing Prisoner in Vehicle

- a. Using Care and Caution
 - i. The officer will use care and caution when placing a prisoner in the vehicle in order to minimize the risk of injury to the officer and to the suspect, and to minimize the risk of damage to the police vehicle or to the prisoner's property.
- b. In Units with One or Two Transporting Officers:
 - i. the prisoner will be placed in the rear passenger-side seat position of the vehicle;
 - ii. no more than two prisoners will be transported in the same vehicle; and
 - iii. all prisoners will be secured in the vehicle using the vehicle's passenger restraint devices

6. Attorney Contact

- a. Prisoners will be allowed to speak with attorneys before or after being transported, but only when it is safe for the officers, the prisoner, and the public to do so.

7. Impaired Prisoners

- a. Persons with physical or mental impairments or disabilities pose special issues for officers concerning the safety of the arrested person, the safe transportation of physically or mentally impaired or disabled persons, and the safety of officers and others. All reasonable humanitarian procedures will be used when transporting physically or mentally impaired or disabled persons.
- b. Prisoners with physical or mental impairments may require transportation to the jail or medical facility via a vehicle other than a patrol unit, such as an ambulance or similar-size vehicle.

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- c. Officers may have to transport special equipment or medications used or taken by the physically or mentally impaired prisoner. Any wheelchairs, crutches, prosthetic devices, etc., or medication should be transported with, but not in the possession of, the prisoner.

8. Notifying Dispatch of Pending Transport

- a. Prior to transporting a prisoner, the officer will give communications the following information:
 - i. identity of the prisoner;
 - ii. destination; and
 - iii. odometer reading at the beginning and at the end of the transport, when transporting females and juveniles
- b. The above information may be provided over the police radio on the primary police channel or via the officer's in-car computer.

9. In-car Digital Recording Device

- a. As soon as a prisoner is placed in the vehicle, the officer will ensure that the in-car camera system is recording and the car radio (not police radio) is turned off. The device will remain recording until the prisoner has been removed from the vehicle.

10. Delivering Prisoner Directly to Jail Facility

- a. Prisoners will be delivered directly to the appropriate jail facility, without unnecessary delay. Officers will not stop for or investigate other activities while transporting a prisoner, unless immediate intervention is necessary to address an emergency.

11. In-Car Computer Screen

- a. The in-car computer display screen must be blanked, lowered, or adjusted in order to prevent the prisoner from viewing the contents on the screen.

D. ENTERING DETENTION FACILITY; SAFETY PROVISIONS

1. Tri-City Jail

- a. Unless otherwise directed or necessary, the officer will enter the sally port through the south door of the sally port, using the intercom system if necessary.
- b. A prisoner will not be removed from the police vehicle until all sally port doors are closed or the area is secure.

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- c. The officer must secure all knives, weapons and ammunition, excluding OC spray and any other device specified by Tri-City Jail prior to entering the jail. Weapons may be secured in the trunk of the police vehicle or in one of the lock boxes provided in the jail sally port.
(TPCA 10.21)
- d. The officer will escort the arrested person into the jail and present the person to the jail personnel at the book-in desk. The officer will comply with all instructions given by Tri-City Jail personnel.

2. Other Facilities

- a. Officers will comply with the procedures and protocols for the respective facility.

E. SCOPE OF RESPONSIBILITY

- 1. All members of the department shall know and comply with all aspects of this directive.
- 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.