



# COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

<b>TITLE: PRISONER TRANSPORTATION</b>	<b>GENERAL ORDER NUMBER: 1000</b>
<b>REFERENCES:</b>	<b>EFFECTIVE DATE: 06/01/2016</b>
<b>REVIEW DATE: 01/01/2019</b>	<b>DISTRIBUTION: A</b>

The purpose of this General Order is to set forth policy and establish procedures for the safe and secure transportation of prisoners by employees of the Columbia Heights Police Department. It shall be the policy of this Department to ensure the safety of its employees, the public, and prisoners during transportation.

## 1000:1 Definitions

### Secured Squad Car

A squad car equipped with a secured, partitioned rear seat, and modified rear doors and windows to prevent opening from the interior of the vehicle.

### Unsecured Squad Car

A squad car or detective's vehicle with no partitioned rear seat.

## 1000:2 Transportation Operations

### 1000:21 Prisoner Searches

Employees shall search all prisoners prior to transport, and remove all personal possessions from the prisoner. Prisoners shall be searched each time custody is exchanged between officers.

### 1000:22 Prisoner Property

Prisoner property shall be kept separate from the subject, and taken with the subject during the transport from Columbia Heights Police Department to another facility. Items of prisoner property that the jail refuses to take will be placed in Columbia Heights Police Department Property.

### 1000:23 Vehicle Searches

The confinement area of all vehicles used to transport prisoners shall be searched at the beginning of each shift. The vehicle shall be searched again after any prisoner or member of the public has been placed in the confinement area.

### 1000:24 Secured Vehicles

When available, a secured squad car shall be used for prisoner transport.

### 1000:25 Seating Locations

When a single officer is transporting a single prisoner, the prisoner shall be placed in the rear seat of the vehicle.

### 1000:251

When an unsecured squad car must be used for prisoner transport, it is preferable that two officers conduct the transport. The prisoner shall be placed in the rear seat on the opposite side of the driver.

### 1000:252

If the transport must be conducted in an unsecured squad car with only one officer, the prisoner shall be placed in the front right seat, handcuffed behind the back, and secured in the seat with a seat belt.

**1000:253**

Transport officers shall maintain observation of their prisoners.

- Remove restraining devices at the direction of the officer in charge of the secured area;

**1000:26 Prisoner Communications**

Once in custody and placed in a vehicle for transport, no prisoner shall be allowed to communicate with a member of the public; unless, in the judgment of the transport officer, that communication will benefit the situation.

- Deliver documentation and the prisoner's property to the receiving officer; and
- Where required, obtain the signature of the receiving officer.

**1000:27 Required Officer Actions****1000:271 Actions at Pickup Point**

Transporting personnel shall take, at a minimum, the following actions prior to beginning transport:

- Receive documentation authorizing the transport and identifying the prisoner to be transported;
- Take necessary actions to ensure that the correct prisoner is being transported (check photo, identifying marks, etc.);
- Search the prisoner for contraband and weapons;
- Ensure that the transport compartment is free from contraband and weapons;
- Secure the prisoner with handcuffs, and with additional securing devices if required in this policy; and
- Inventory, take custody of, and secure the prisoner property in an area of the vehicle not occupied by prisoners.

**1000:272 Actions at Destination**

Transport personnel shall take, at a minimum, the following actions when the transport is completed:

- Secure firearms, if possible, for safekeeping;

**1000:28 Jail Notification of Escape Risk or Combative Prisoner**

When transporting a prisoner to jail, the transport officer shall notify the jail if the prisoner is believed to be an escape risk or combative.

**1000:3 Escape/Unusual Incidents****1000:31 Unusual Incidents**

Unusual incidents may be defined as, but not limited to, medical emergencies, attempted escapes, prisoner fights in the transport vehicle, and accidents with transport vehicles. Should an unusual incident occur during a prisoner transport, the transport officer shall take the following actions, in an order appropriate for the situation:

- Immediately notify Dispatch as to location and the nature of the incident;
- Request additional support to the location based on the nature of the incident (medical, fire rescue, law enforcement support); and
- Take appropriate actions to prevent or reduce injuries, and to bring the incident under control.

The transport officer shall not enter the transport compartment of the vehicle without backup personnel present, unless necessary.

**1000:32 Escape**

Should an escape of a prisoner in transport occur, the transport officer shall take the

following actions, in an order appropriate for the situation:

- Immediately notify Anoka County Dispatch as to location, description, direction of travel, if known, and level of offense for which prisoner was in custody;
- Request additional assistance to the location;
- If possible, and if no other prisoners are being transported, pursue the fleeing prisoner;
- Immediately notify a supervisor; and
- Prepare and submit appropriate reports of the incident to a supervisor.

#### **1000:4 Restraining Devices**

##### **1000:41 Handcuffs**

All prisoners transported in a Columbia Heights Police Department vehicle shall be restrained with handcuffs unless unusual circumstances prevent this. The handcuffs shall be checked for tightness, and double locked.

##### **1000:42 Additional Restraining Devices**

Additional restraining devices may be used when it is determined that the prisoner may present a high risk of escape.

#### **1000:5 Special Transport Situations**

##### **1000:51 Opposite Sex Transports**

###### **1000:511**

Prisoner transports over one hundred (100) miles shall be performed by members of the same sex, or a team with at least one member of the same sex as the prisoner being transported.

###### **1000:512**

Whenever employees transport a prisoner of the opposite sex, or a juvenile subject of either sex, they shall notify Dispatch with the following information:

- Starting location of the transport;
- Starting mileage if a motor vehicle is used;
- Destination of the transport; and
- Ending mileage when transport is completed.

##### **1000:52 Medically Ill, Mentally Ill, and Disabled Prisoners**

Special considerations are needed for the transportation of medically ill, mentally ill, or disabled prisoners.

###### **1000:521 From the Scene**

Officers with the permission of a shift supervisor/senior officer may utilize an ambulance service to transport a medically ill, mentally ill, or disabled prisoner from the location of an arrest scene to either a medical or detention facility, if applicable. Appropriate restraint devices shall be used.

###### **1000:522 Between Facilities**

A supervisor shall be notified in advance of a transport of a medically ill, mentally ill, or disabled prisoner between medical or detention facilities. The supervisor shall arrange for the appropriate level of security and transport mode for the prisoner. Appropriate restraint devices shall be used.

###### **1000:523 Security**

Prisoners temporarily held at medical facilities shall be provided appropriate security at the facility to prevent escape.

#### **1000:6 Documentation**

Employees transporting prisoners shall ensure that they are receiving, transporting, and releasing the appropriate prisoner(s) at the appropriate

location(s). To ensure this practice, employees shall take the following actions:

- When receiving or releasing a prisoner, ensure that proper identification is made with either a photo, fingerprint, or through appropriate questioning;
- Receive documentation from the arresting officer or detention/medical facility that grants authority for custody; and
- Inquire as to the prisoner's potential for escape or suicide, or special medical problems, and

relay this information to the receiving authority upon transfer of the prisoner.

**BY ORDER OF:**  
Scott Nadeau, Chief of Police

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