

TRAINING TASK: PRISONER HANDLING

TASK # 16

Purpose

To learn procedures for transporting and intake of prisoners.

Preceding Task:

Search and Handcuffing Prisoner

I. Statute and City Ordinances

- A. ORC Criminal Rule 4
- B. ORC Criminal Rule 46

II. Policy and Procedure

- A. G.O. 1.2.5 Arrest Procedures
- B. G.O. 1.2.6 Alternatives to Arrest
- C. G.O. 70.1.2 Vehicle Inspection
- D. G.O. 70.1.3 Prisoner Transportation
- E. G.O. 70.1.4 Visual Observation
- F. G.O. 70.1.6 Transporting to Other Detention Facility
- G. G.O. 71.2.1 Restraints during Transport
- H. G.O. 71.3 Special Transport Situations
- I. G.O. 71.4 Transport Equipment
- J. G.O. 71.5.1 Identification, Documentation and Security of Prisoners
- K. G.O. 72.4.1 Jail-Weapons Security
- L. G.O. 72.5.1 Detainee's Property
- M. G.O. 72.5.4 Separate holding Areas
- N. G.O. 82.3.6 Criminal History File For Arrestee

III. Operational Procedure

- A. Prisoner handcuffed then searched
- B. Prisoner transportation
 - 1. Police vehicle searched

2. Transport in vehicle
 - a. One officer transport has prisoner in front passenger seat with seatbelt on (cruiser without cage)
 1. If caged cruiser place in rear passenger side
 - b. Two officer transport
 1. **NO CAGE/** Prisoner in back passenger side seat with seat belt on
 2. Officer #2 sitting behind driver seat
 3. If caged cruiser can place in rear on driver side, alone
 - c. Never transport prisoners face down
3. Notify Dispatch en route: Give beginning and ending mileage for juveniles and opposite sex arrests
4. Transport to other facilities
 - a. Follow facility's policies
 - b. KPD Policy
 1. Do not enter secured area with firearm
 2. Remove restraints only when instructed by receiving officer
 3. Transfer all completed paperwork
 - c. Transport to medical facility
 1. Isolate prisoner from other patients
 2. Notify Watch Commander if prisoner is admitted, or planned to admit
 3. Do not leave until relieved
 4. Remove restraints only when necessary and at request of medical staff
 - d. Handicap prisoners--use care for both the safety of the prisoner and transporting officer - When possible use restraints
 - e. Sick and/or injured prisoner will not be transported to any jail until transported to and offered treatment at local hospital
 1. If prisoner refuses treatment get copy of refusal with signature
 2. Notify supervisor
 3. Submit report to Chief
 4. When transporting use restraints except if they would compound injury
 - f. Restraints in general
 1. Transportation of prisoner shall be accomplished using degree of restraint the officer deems to be safe
 2. Handcuffed behind back except:
 - a. Person crippled or incapacitated
 - b. Elderly or ill arrested for minor crimes

- c. Only handcuff to stationary object in cases of emergency
 - d. Juveniles should be handcuffed
 - g. Transporting emotionally disturbed people
 - 1. Follow above guidelines
 - 2. May use hobble restraint
 - 3. May request another officer
 - 4. May use transportation belt if deemed necessary
- C. Prisoner Intake (adult)
 - 1. Secure cruiser in Sally port. Make sure sally port is closed.
 - 2. Exit prisoner from cruiser and search
 - 3. Pat prisoner down a second time, then secure handcuffed prisoner in holding cell
 - 4. Secure Weapon
 - 5. Complete paperwork
- D. Booking paperwork
 - 1. Adult misdemeanor arrests
 - a. Affidavit or complaint
 - b. Arrest report
 - c. Incident report
 - d. Supplemental forms when applicable
 - e. Interview rights form and confession
 - f. Probable Cause Form if needed
 - g. Pretrial release forms when appropriate
 - 2. Adult felony
 - a. Above listed paper work for misdemeanor arrests - Include Misdemeanor affidavit when possibility of reduced charge
 - b. Felony Pre-Trial Release Form
 - c. Information for Felony Complaint
 - 3. Make sure you sign the jail paperwork

I acknowledge that I received training in the skills and knowledge necessary to perform in the above Training/Task Topics, and I am able to perform at an acceptable level.

Probationary Officer Date

Supervisor Date

FTO Date