

	<b>ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.30 -</b>		DISTRIBUTION <b>SWORN PERSONNEL</b>	<b>PAGE 1 OF 10</b>
	ORDER TITLE <b>PRISONER TRANSPORT</b>	SERIES NO. <b>40</b>	SERIES TITLE / SUBJECT <b>LAW ENFORCEMENT OPERATIONS</b>	
TOPICS / REFERENCE <b>Prisoner Searches, Restraint Devices, Security of Prisoners, Transport Guidelines, Vehicle Inspections</b>			APPENDICES <b>None</b>	
EFFECTIVE / ORIGINAL ISSUE DATE <b>June 11, 2007</b>	REISSUE/ EFFECTIVE DATE <b>May 16, 2011</b>	EXPIRATION DATE <b>This order remains in effect until revised or rescinded</b>		
<b>CALEA (5<sup>th</sup> Edition Standards)</b> 41.3.3 • 70.1.1 • 70.1.2 • 70.1.3 • 70.1.4 • 70.1.5 • 70.1.6 • 70.1.7 • 70.2.1 • 70.3.1 • 70.3.2 • 70.4.1 • 70.4.2				

## **POLICY**

It is the policy of the Rockford Police Department to take all necessary precautions while transporting prisoners and to maintain the safety of the person(s) in custody, the security of the transporting officer(s) and the public.

## **PURPOSE**

The purpose of this Order is to establish guidelines and procedures for Department personnel to follow and use while transporting prisoners.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the officers and supervisors involved.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS**
- II. VEHICLE GUIDELINES FOR THE TRANSPORTATION OF PRISONERS**
- III. PRE AND POST TRANSPORT VEHICLE INSPECTIONS AND SEARCHES**
- IV. SEARCHING PRISONERS**
- V. USE OF RESTRAINING DEVICES**
- VI. GENERAL GUIDELINES FOR THE TRANSPORTATION OF PRISONERS**
- VII. SQUADROL OPERATIONS**
- VIII. TRANSPORTATION OF PRISONERS IN SQUAD CARS**
- IX. EMERGENCY SITUATIONS**
- X. PRISONER ESCAPE**
- XI. EFFECTIVE DATE**
- XII. REVIEWS, REVISIONS AND CANCELLATIONS**

## I. DEFINITIONS

- A. **Flex-Cuff:** A flexible plastic/nylon band with a one-way fastening and locking system that is specifically designed and manufactured to be placed around a person's wrists or ankles for the purposes of restraining them.
- B. **Hog-tying:** Placing a prisoner in any position in which both the hands and legs/feet are bound and tied together behind a person's back. **This technique is prohibited as it may cause a person to suffocate.**
- C. **Prisoner Transport Belt:** A commercially produced heavy-duty leather waist belt with a metal restraining ring for use with handcuffs.
- D. **Restraint Devices:** Department authorized equipment designed to partially or fully immobilize an individual and prevent their escape and/or prevent the individual from injuring themselves, an officer or any other person. Authorized restraint devices include; handcuffs, flex cuffs, spit socks, leg restraints and prisoner transport belts.
- E. **Spit Sock:** A cloth hood that is specifically designed and manufactured to be placed over the head of an in-custody suspect who is spitting or threatening to spit at officers. The cloth material limits the suspect's ability to see, and deters them from spiting and/or biting but is thin enough to allow the suspect to breath freely and communicate.
- F. **Squadrol:** A van specially designed and equipped to transport prisoners. The multiple and separate compartment design provides additional safety for prisoners and officers while transporting combative and/or multiple persons. It also allows for the transportation of adult and juvenile prisoners and male and female prisoners at the same time.

## II. VEHICLE GUIDELINES FOR THE TRANSPORTATION OF PRISONERS

- A. The preferred method and vehicle for the transportation of prisoners is the use of a Squadrol Van but other Department vehicles, as described in this order, are authorized for use in transporting prisoners.
- B. All marked squad cars, with the exception of squad cars assigned to the Traffic Unit and Patrol Supervisors, will be equipped with a physical barrier between the front and back seats. The barriers will allow for verbal communication between occupants in the front seats and occupants in the back seat.
- C. All marked squad cars of the Department will be so designed or modified so as to prevent occupants of the back seat from opening the back doors or windows from inside the vehicle.
- D. No transporting officer(s) will allow the number of occupants in a Department vehicle to exceed the vehicle manufacturer's maximum passenger capacity rating.
- E. While transporting prisoners, seatbelts will be used in accordance with applicable state law.

## III. PRE AND POST TRANSPORT VEHICLE INSPECTIONS AND SEARCHES

- A. All officers shall inspect and search their assigned vehicle prior to going on duty to ensure that the vehicle is in a safe operating condition, contains no contraband and is properly equipped with all assigned equipment.

- B. Whenever a prisoner is transported, the transporting officer(s) shall conduct a search of the Squadrol or squad car. This search will be conducted immediately prior to and immediately after the transport. The vehicle must be examined to ensure that no weapons, contraband or similar items are present when the prisoner is placed in the vehicle and the prisoner has not hidden any items during transport.
- C. All contraband and property discovered during these searches will be processed and placed into evidence per General Order **60.01 – Collection and Handling of Evidence and Found Property**.

#### **IV. SEARCHING PRISONERS**

- A. All prisoners will be carefully searched for weapons and contraband by the transporting officer(s) prior to being placed into a transport vehicle. This means all prisoners regardless of sex, age or offense and includes any prisoner transferred from the custody of one officer to another officer. It should **never** be assumed by a transporting officer that another officer has already searched a prisoner.
- B. When practical, prisoners will be searched by officers of the same sex as the prisoner. However, all prisoners will be searched prior to being transported. If an officer of the same sex as the prisoner is not readily available, the officer conducting the search will use the back of their hand to perform the search.
- C. Squadrols are equipped with hand-held metal detectors. After conducting a hand search of the prisoner, Squadrol officers will utilize the hand held detector by running it over the outside of the prisoner's clothing.

#### **V. USE OF RESTRAINING DEVICES**

- A. Transportation of prisoners will always be performed with the safety of the transporting officer(s) and prisoner(s) being of primary importance at all times. In order to reduce a prisoner's opportunities for escape or attack on a transporting officer, all prisoners, whenever possible and/or practical, will be secured in restraints.
- B. When possible and appropriate, handicapped, sick, injured, and/or mentally ill prisoners will be restrained in the same manner as other prisoners.
- C. All prisoners being transported in a non-barricaded squad car will be restrained in a properly secured seat belt. If the prisoner is uncooperative, disorderly or violent, thus making attempts to engage the seat belt unsafe for the transporting officer, a barricaded squad or Squadrol will be requested for transport.
- D. Handcuffs:
  - 1. Under most circumstances, a prisoner's hands and arms will be restrained with the standard law enforcement handcuffing technique of cuffing the hands behind the back with the back of the hands facing each other and the palms facing outward.
  - 2. Handcuffs should be double-locked to avoid excessive tightening.
  - 3. Under some circumstances a transporting officer may handcuff a prisoner with their hands in front and/or use other appropriate restraining devices or techniques. This may include using two sets of handcuffs. The circumstances include but are not limited to:

- a. The prisoner is infirm because of age, physical handicap, sickness, injury or disability and the use of restraining devices would aggravate or cause further injury, undue pain or discomfort;
  - b. The prisoner is obese or extremely muscular;
  - c. The prisoner is in an obvious state of pregnancy;
  - d. The prisoner is an elderly person and the offense is minor and non-violent.
4. No prisoner will be handcuffed, or secured in anyway, to any part of a Department vehicle or any vehicle equipment.

**E. Spit Sock:**

The use of a Spit Sock is authorized for use on suspects who are in custody and are spitting or threatening to spit on an officer. The following procedures will be followed:

1. The Spit Sock is to be placed over the head of the suspect in custody and left in place until the subject has ceased their spitting activity or threats of spitting;
2. The bottom of the Spit Sock has an elastic band designed to keep the sock secure once it has been placed over a prisoner's head. Nothing else shall be used to secure the Spit Sock. The Spit Sock and/or elastic band shall not be tightened by any method;
3. The Spit Sock shall be removed if it appears to be causing any type of physical distress to the subject wearing it;
4. Any use of a Spit Sock and the reason for the use must be documented in an incident report. " \*\*\* Spit Sock Used \*\*\* " must be typed at the beginning of the narrative.
5. After usage, a Spit Sock shall be discarded by placing it in a bio-hazard waste receptacle. Once used, a Spit Sock is never to be reused;
6. Replacement Spit Socks are kept in the Shift Commander's Office. Officers should obtain a replacement Spit Sock as soon as possible.

**F. Leg Restraints:**

1. Ankle shackles may be used on any suspect in custody who has threatened or demonstrated any violent or resistant behavior utilizing their feet or legs. This restraining method may also be used on any suspect who attempts or threatens to escape, threatens force by the use of their feet and/or legs against an officer or otherwise poses a danger to themselves or property.
2. One (1) pair of ankle shackles is located in each Squadrol.

**G. Flex-Cuffs:**

1. Flex-cuffs may be used during mass arrests situations or when traditional handcuffs are not immediately available. They may also be used because of a prisoner's physical or mental disability, injury or illness.

2. Officers removing Flex-Cuffs should use the special cutting pliers located in the Shift Commander's Office. Flex-Cuffs should be removed with reasonable care to avoid injury to the prisoner or officers.

**H. Prisoner Transport Belt:**

1. A prisoner transport belt may be used when it is impractical to have the prisoner handcuffed behind their back.
  - a. Secure the belt around the waist of the prisoner with the restraining ring facing forward.
  - b. Place one opened end of a handcuff through the restraining ring so the handcuff chain rests on the restraining ring.
  - c. Secure the prisoner's wrists in the handcuffs
- I. The use of "hog-tying" to restrain any prisoner is prohibited. Hog-tying can cause suffocation due to the position of and pressure exerted on the body preventing adequate breathing (positional asphyxiation).

**VI. GENERAL GUIDELINES FOR THE TRANSPORTATION OF PRISONERS**

- A. All prisoners being transported will be secured in restraints in compliance with **part V.** of this order (Restraining Devices). This will help prevent unwarranted movement by the prisoner and substantially reduce attempts at escape, assault or self-inflicted injury.
- B. During transport a prisoner will not be allowed to smoke, eat or drink.
- C. During transport a prisoner will not be allowed to communicate with their attorney, family members or the public.
- D. Once the prisoner(s) has been placed in the transport vehicle there should be no undue delay in transporting the prisoner(s) to their destination.
- E. A transporting officer will notify the 911 Communications Center of any delay while transporting.
- F. Under no circumstances will a Squadrol or squad car be left unattended, with the key in the ignition, while a prisoner is in the vehicle.
- G. Prior to transporting a prisoner or prisoners, a transport officer will notify the 911 Communications Center of the number of prisoners being transported, destination and any other information deemed necessary.
- H. A transport officer will notify the 911 Communications Center of the following information whenever transporting a prisoner of the opposite sex:
  1. The starting location and final destination, and;
  2. The starting and ending mileage, including tenths of a mile.
- I. The safety and well being of the prisoners being transported is responsibility of the transporting officer(s). When transporting prisoners, the driver may not exceed posted speed limits and is to avoid sharp turns and sudden stops.

- J.** Physically and mentally handicapped prisoners require special care and attention. When these prisoners are transported, paying special attention to their safety is of primary concern. The Squadrol should be used when transporting these prisoners, however, there may be circumstances where a squad car can be used for transport. Consideration must be given to the prisoner's special needs such as wheelchairs, crutches, physical impairment and mobility. When it is necessary to transport medicine or other needed items with the prisoner, these items will be given special care and will be transported with the prisoner's personal property.
- K.** Transportation of injured and/or potentially injured prisoners:
1. Transporting officer(s) shall evaluate all cases where a prisoners has been involved in any physical confrontation, including police countermeasures such as OC Spray, ASP, Taser or other physical force.
  2. If a prisoner has sustained or complains of injury or sickness they must be taken to a medical facility before transporting them to a detention facility or other destination. Any medical orders and/or paperwork from the attending physician will accompany the prisoner to their final destination.
  3. If the prisoner's injury or complaint is of a minor nature, the **arresting** officer should transport the prisoner to the nearest hospital for treatment.
    - a. If the prisoner is combative or otherwise non-cooperative the Squadrol may transport the prisoner to the nearest hospital for treatment. Once the arresting officer is able to respond to the hospital they should do so and relieve the Squadrol officers.
    - b. After the prisoner is cleared from the hospital the arresting officer may call for the Squadrol to transport the prisoner.
  4. If the injury is of a serious nature an ambulance should be requested and used to transport the prisoner to the hospital. An officer should either ride in the ambulance with the prisoner or follow directly behind the ambulance.
    - a. The arresting officer, once able to leave the scene, shall respond to the hospital to take custody of the prisoner.
    - b. If the prisoner is to be released from the hospital the arresting officer may call for the Squadrol to transport the prisoner.
  5. If, during transportation, a prisoner is injured the transport officer(s) will transport the prisoner to the nearest hospital for treatment.
    - a. If the Squadrol is transporting more than one prisoner the injured prisoner is to be taken to the nearest hospital. One of the Squadrol officers will remain at the hospital with the prisoner while the other officer transports the remaining prisoner(s) to their destination.
    - b. One or more of the transporting officers must leave an incident report documenting how the prisoner became injured, treatment and final disposition of the prisoner.
- L.** Upon arrival at the Winnebago County Jail, Juvenile Assessment Center, Juvenile Detention Center or other detention center, the transporting officer(s) will be responsible for the following:

1. Securing weapons prior to taking the prisoner into the detention center;
  2. Delivering all necessary documents, paperwork or other required items to the detention center;
  3. Removing restraining devices after being authorized to do so by detention center personnel;
  4. Advising detention center personnel of any medical problems, mental health issues or security concerns;
  5. Ensuring that all proper paperwork is presented to detention center personnel documenting that prisoner(s) was/were transferred to the custody of the appropriate center.
- M.** When a juvenile prisoner is transported they will be handled in accordance with all Department directives concerning the handling of juveniles.
- N.** When an arresting officer transfers custody of a prisoner to another officer for transport, the arresting officer's report will, under most conditions, contain information on the transportation and lodging of the prisoner. If, however, something of significance occurs during the transport or lodging, the transport officer(s) will leave a report detailing the occurrence.

## **VII. SQUADROL OPERATIONS**

- A.** The Squadrol Van is specially designed and equipped to increase the safety of officers and prisoners. The prisoner compartment is completely separate from the cab area where the officers sit. The prisoner area has multiple compartments that are separated from each other.
- B.** The use of the Squadrol decreases the amount time a patrol officer must spend transporting prisoners and allows them to spend more time patrolling the area assigned to them.
- C.** The Squadrol is not to be used as a primary unit without the authorization of the Shift Commander.
1. When not actively transporting prisoners, the Squadrol may be used as a back-up unit, conduct traffic stops and perform other general patrol functions.
  2. Except for a life-threatening situation, and then only with the consent of a supervisor, will the Squadrol be used in a vehicle pursuit. Under no circumstances will the Squadrol engage in a pursuit while transporting a prisoner.
- D.** The Squadrol should always be staffed by two officers.
1. There are times, due to staffing levels, when only one officer may be available to staff a Squadrol. Special consideration should be taken in regards to officer and prisoner safety when one officer staffs the Squadrol.
- E.** At the start of a shift the Squadrol should be checked for the following:
1. Cleanliness;
  2. Fluid levels maintained at a safe operating level;
  3. Four (4) pairs of handcuffs – labeled Squadrol;

4. Twelve (12) pairs of flex-cuffs;
5. One (1) pair of ankle shackles;
6. One (1) prisoner transport belt;
7. One (1) hand-held metal detector;
8. Twelve (12) road flares;
9. One (1) First aid kit;
10. One (1) Ambu-bag.
  - a. Any deficiencies in the above listed items should be restocked or documented as missing, as needed.

**F. Squadrol specific procedures and guidelines:**

1. All Squadrols are equipped with hand-held metal detectors. After conducting a hand search of a prisoner, officers will utilize the hand held detector by running it over the outside of the prisoner's clothing.
2. The Squadrol will be equipped with four extra sets of handcuffs to help facilitate the restraint of prisoners.
  - a. When practical, transport officers should utilize the assigned Squadrol cuffs by placing these cuffs on each prisoner and then removing and returning the arresting officer's handcuffs prior to transporting the prisoner.
  - b. In cases where a prisoner is combative or uncooperative, officers may choose to simply exchange Squadrol handcuffs with the arresting officer so that no officer is without handcuffs. It is the responsibility of each Squadrol officer to ensure that all four sets of engraved Squadrol handcuffs are returned to their assigned transport vehicle at the end of their shift.
3. Anytime a prisoner is placed inside the Squadrol the interior lights are to be activated. The prisoner compartment heater, air conditioner and fan are to be used accordingly to ensure the comfort of the prisoner.
4. Prisoners are to be placed into separate compartments of the Squadrol whenever possible.
  - a. Male and female and adult and juvenile prisoners may be placed in the Squadrol at the same time, but must be placed into separate compartments. For purposes of this Order, juvenile means any person 16 years of age or younger.
  - b. A male prisoner and a female prisoner will not be placed in the same compartment at the same time.
  - c. An adult prisoner and a juvenile prisoner will not be placed in the same compartment at the same time.

5. There will be times when the Squadrol will be diverted from its intended destination to pick-up additional prisoners. Once the additional prisoners have been loaded, the Squadrol is to continue, without delay, to its intended destination.

## VIII. TRANSPORTATION OF PRISONERS IN SQUAD CARS

### A. Squad car with barrier.

1. If a squad car has a barrier between the front and back seat and there is one transporting officer, the prisoner will be placed in the back seat on the right hand side.

### B. Squad car *without* barrier.

1. If a squad car does not have a barrier between the front and back seats, the officer should request a Squadrol or a squad car with a barrier for transport. If neither is available, an officer may transport a prisoner in a squad car without a barrier under the following conditions and guidelines:
  - a. The prisoner must not be combative;
  - b. The prisoner must be cooperative and allow an officer to place them in a properly secured seat belt. ***Prisoners who are combative, uncooperative and/or refuse to wear a seatbelt must be transported in a Squadrol or squad car with a barrier;***
  - c. One transport officer - The officer shall place the prisoner in the back seat on the right hand side, handcuffed and secured with a seat belt
  - d. Two transport officers – The officers shall place the prisoner in the back seat, on the right hand side, handcuffed and secured with a seat belt. One of the transporting officers will sit in the back seat on the left-hand side, next to the prisoner, during the transport.

## IX. EMERGENCY SITUATIONS

- ### A.
- While transporting prisoners, the transporting officer(s) may encounter an emergency situation requiring police service. This could involve being flagged down by a citizen or coming across an incident while enroute to the location of prisoner lodging. The transporting officer(s) will contact the 911 Communications Center and advise them of the situation. The transporting officer(s) should use discretion and attempt to ascertain the seriousness of the situation when deciding whether or not to stop and take action, keeping in mind the security and safety of the prisoner(s) in custody.

## X. PRISONER ESCAPE

- ### A.
- In the event of an escape by a prisoner being transported, the transporting officer(s) will immediately notify the 911 Communications Center, broadcasting a description of the prisoner and take all action necessary to effect the recapture of the prisoner.
1. The 911 Communications Center will notify the Shift Commander of the escape. The Shift Commander shall determine what resources are needed to assist in the capture of the escapee.

B. In all escape or attempted escape incidents, an incident report will be written.

**XI. EFFECTIVE DATE**

A. The Department's policy on Prisoner Transport became effective on June 11, 2007.

**XII. REVIEWS, REVISIONS AND CANCELLATIONS**

A. This General Order will be reviewed each **May** by the **Afternoon Shift Commander** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.

B. This order is a revision of and supercedes General Order **40.30 – Prisoner Transport** issued June 11, 2007. This Order also incorporates Department policies and procedures established in Memorandums **1999-035 – Spit Sock Usage**, **2001-037 – Use of Hand Held Metal Detector** and **2007-010 – Handcuffs** and cancels and supercedes the Memorandums.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Field Services Bureau**.

BY ORDER OF

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Chet Epperson  
Chief of Police