

 <p style="text-align: center;">University of Pittsburgh Police Department</p> <p style="text-align: center;">Rules &amp; Regulations Manual</p>	<b>Reference Number:</b> 5 - 4 <b>(Chapter / Section)</b> PLEAC 2.5.1-2.5.8
	<b>Issue Date:</b> 2-5-18
	<b>Effective Date</b> Immediately Upon Release
	<b>Rescinds:</b> All Previous
	<b>Amends:</b> N/A
<b>Title:</b> <b>Transporting Prisoners</b>	 <hr/> By Order of James K. Loftus, Chief of Police

## **1.0 Policy**

The purpose of this policy is to provide guidelines for transporting persons in custody of police officers of this department between points of arrest and initial booking. Transporting prisoners is a potentially dangerous function. Therefore, it is the policy of this department to take reasonable precautions while transporting prisoners to protect the lives and safety of officers, the public, and the person in custody.

## **2.0 Procedures**

### **A. Prisoner Search**

Before placing a prisoner in a police vehicle for transportation, the transporting officer will search the prisoner, making sure no weapons or contraband is being held by the prisoner. Prisoners will be searched each time they come into the transporting officer's custody.

### **B. Transport Vehicle Search**

1. At the beginning and end of each tour of duty, all vehicles in service which could be used for prisoner transport shall be inspected for contraband, weapons, or implements of escape.
2. Prior to placing a prisoner in the vehicle for transport, the transporting officer shall inspect the interior for weapons or contraband. The vehicle shall be searched again after the prisoner had been delivered to the detention facility or other destination.

### **C. Record of Transport**

1. Upon beginning the transportation, the officer will advise dispatch of the destination of transport, starting location, number of prisoners to be transported, and mileage within 1/10<sup>th</sup> of a mile.

2. Upon arrival at the destination the officer will advise dispatch of the ending mileage and exact location.
3. The dispatcher shall log the mileage, times and destinations in CAD.

**D. Transport to Other Facilities**

1. The transporting officer(s) should be aware of and follow the procedures at the different state institutions, forensic hospitals and mental health units, county prisons, Magisterial District Judges' offices or Courts of Common Pleas. The following procedures will apply to all facilities to which a prisoner is transported.
2. The transporting officer(s) will at no time enter a secure area or receiving area of a prison or other area of a facility which prohibit weapons, as permitted by law, with their firearm or other restricted weapon(s). The transporting officer(s) shall follow the policy of the Magisterial District Judge, or Judge when a prisoner has been transported to court.
3. Restraints will only be removed from the prisoner upon the instructions of the receiving officer at an institution of facility. In the case of court transports, the restraints shall not be removed until advised to do so by the arresting officer or ordered to so by the Magisterial District Judge or Judge.
4. The transporting officer(s) will be responsible to make sure all the necessary documentation is properly exchanged with regard to the transfer of the prisoner and delivered to the receiving officer.
5. The transporting officer(s) shall document in CAD that the prisoner has been transferred to the custody of an officer at the receiving facility.
6. The transporting officer(s) shall advise the receiving officer of any potential medical or security concerns, or hazards posed by the prisoner.
7. Supervisors shall exercise discretion in the number of officers used to transport a prisoner. Supervisors shall consider the safety of the officer(s), the prisoner(s), and the general public. Any officer who feels a transport situation is unsafe will immediately notify his/her supervisor. Any time multiple prisoners are being transported, two officers at minimum will be used for the transport.

**E. Prisoner Escape While in Transit**

1. If a prisoner should escape while being transported, the following actions will be taken by the transporting officer(s).
  - a. Persons to be notified:
    1. The UPPD dispatch will immediately be notified. The transporting officer(s) will provide a complete description of the escapee, mode and direction of travel, any weapons obtained, original crime and propensity for violence if known.
    2. The shift supervisor shall be immediately contacted.

3. Any outside agencies having jurisdiction over the location of the escape will be notified by dispatch.

b. Reports to be Prepared

1. Incident report (An additional report shall be filed for the escape) with a detailed synopsis.
2. An arrest warrant for the additional charge of escape shall be prepared.
3. Any other reports necessary as deemed by the circumstances of the escape.

c. Other actions to be taken:

1. The transporting officer(s) and shift supervisor shall ensure that every reasonable effort is made to apprehend the escapee. Coordination with outside agencies and other resources will be determined by the totality of the circumstances surrounding the escape.
2. The victim of the crime will be notified of the escape and protective measure taken if needed.
3. Notification to the police agency in the jurisdiction of the last known address of the escapee will be made.
4. Notification to surrounding police jurisdictions will be made
5. Notification to the police agency where the victim resides and/or works if known and applicable will be made.
6. NCIC/CLEAN entry as soon as possible in regard to the escapee(s) will be made.

**F. Security Risks**

1. When a prisoner who is to be transported to any court is considered a high security risk the transporting officer(s) will notify the presiding Judge or Magisterial District Judge of such condition and request additional safeguards. In such cases the Judge or Magisterial District Judge may allow or direct use of restraining devices in the court and/or may request the assistance of additional personnel.
2. It is the responsibility of each employee to properly document all information received regarding a high security risk prisoner and properly pass that information on to all involved parties.

**G. Restraining Devices**

1. The transportation of a prisoner shall be accomplished using that degree of restraint deemed necessary by the officer(s) to safely complete the task.

- a. During the transport, all arrested persons shall be handcuffed. It is the option of the transporting officer(s) to handcuff behind the back or in front. Behind the back is the preferred method. Exceptions may be made in limited instances at the discretion of the transporting officer(s), keeping in mind the safety of themselves and others. Exceptions may include, but not be limited to:
  1. Those persons who are disabled or otherwise incapacitated.
  2. Elderly or ill persons arrested for minor offenses.
  3. Single amputees will be restrained by utilizing one cuff on the wrist and attaching the other cuff to the prisoner's belt, and if none, as appropriate.
- b. All arrested persons being transported in a police vehicle will be properly secured with a seatbelt whenever possible and with regards to officer safety.
- c. The use of leg shackles or hobbles are permissible when transporting a prisoner who exhibits violent behavior or who has a significant risk of escape.
- d. No person will be handcuffed to a stationary object or vehicle during transport except under extreme exigent circumstances.
- e. Juvenile prisoners may be handcuffed for transport in situations where the transporting officer(s) deem it appropriate due to the nature of the crime they are being charged with, their violent behavior, or risk of escape.
- f. Upon arrival at a detention facility, the arrestee is to be handcuffed prior to entry into the security area, unless this violates the facility's policies.
- g. Whenever handcuffs or shackles are utilized during an arrest or transport, they will be double locked. The officer shall check for correct fit of the handcuffs.
- h. In such an event as a large scale civil disobedience or riot where multiple prisoners are taken into custody, alternate methods of restraint may be used such as Flex cuffs or Tuff Ties.
- i. The use of a Spit Hood 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 hood is to be placed over the head of the person in custody and left in place until they have ceased their spitting activity or threats of spitting;
  2. The bottom of the spit hood has an elastic band designed to keep it secure once it has been placed over the prisoner's head. Nothing else should be used to secure the spit hood. The spit hood and/or elastic band shall not be tightened by any method;

3. The spit hood 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 hood and the reason for use must be documented in the incident report;
  5. After usage, a spit hood shall be discarded by placing it in a bio-hazard waste receptacle. Once used, a spit hood shall never be reused;
  6. Spit hoods shall be kept in the Shift Supervisors Office.
2. Restraining mentally disturbed or mentally handicapped prisoners.
    - a. The guidelines outlined above are applicable to situations involving the transport of mentally handicapped or mentally disturbed prisoners.
    - b. A transporting officer or supervisor may request EMS to transport mentally disturbed prisoners who are undergoing commitment. Officers will accompany EMS during this transport.

**H. Special Transport Situations**

1. Prisoners of the opposite sex.
  - a. Whenever possible, an officer of the same sex shall be utilized for long term transportation of prisoners where privacy considerations may arise.
2. Transporting sick, injured or disabled prisoners.
  - a. Physically and mentally handicapped prisoners present conditions for their transportation that dictate special care and attention. For example, the type of vehicle used would be a consideration when transporting non ambulatory prisoners or those requiring wheel chairs, crutches, or prosthetic appliances. If the handicapped prisoner should require prescription medication, this medication should be transported with the prisoner and given to the receiving facility. The safety of the prisoner and transporting officer(s) requires care when transporting any handicapped prisoner(s)
  - b. Any prisoner who is injured prior to or during an arrest situation will not be transported to any prison or holding facility until they have been transported to and/or offered treatment. If the prisoner refuses treatment the officer will obtain a copy of the refusal form prior to transporting the prisoner to the detention facility. A copy of this form will be kept in the prisoner's arrest folder and a copy will be provided to the detention facility. The refusal will also be documented in the report.
    1. When necessary EMS shall be called to provide an ambulance for treatment and or transportation to a medical facility. If the prisoner refuses treatment or transport the procedure shall be the same as above.

2. The officer(s) involved in the injury and shift supervisor will follow procedures outlined under the Use of Force Policy.
- c. When transporting handicapped and injured persons, the degree of physical restraints will be applied within reason, at the discretion of the officers. The safety of the prisoner and the transporting officer(s) requires due care when transporting handicapped or injured prisoners. It should not be assumed that restraining devices are not required on handicapped or injured prisoners. A prisoner in a wheelchair or one who uses walking aids may not require the use of restraining devices in all instances. However every precaution should be taken to ensure the safety of the officer(s) and the handicapped or injured prisoner. When possible, the prisoner will be handcuffed. A transport belt may be utilized in lieu of handcuffing behind the back. A handicapped or injured prisoner should not be transported long distances unless two officers are assigned to the transportation detail. If the handicapped prisoner has shown a tendency towards violence, restraints shall be required.
- d. Special vehicles required for transportation may be provided by EMS. Use of a City of Pittsburgh Police van may be requested for transport to the Allegheny County Jail or other locations within the city. Other special arraignments for transport may be made through the Allegheny County Sheriff's Department.

**I. Prisoner Transport to Medical Care Facilities.**

1. When a prisoner is transported to a local hospital for any reason, the following will apply:
  - a. Dispatch shall notify the medical facility that the officer and arrestee are on their way and the nature of the injury. Extreme caution will be taken to ensure the prisoner is isolated from other patients and is not left unattended, or permitted to escape the immediate control of the transporting officer. If the officer must leave the prisoner for evidentiary purposes or other reasons, another officer shall be requested to remain with the prisoner.
  - b. Should the prisoner need to be admitted, the transporting officer will notify his/her supervisor of the circumstances.
  - c. The transporting officer will not leave the medical facility until he/she is relieved by another officer or is instructed by the supervisor to do otherwise.
  - d. The transporting officer will remove the restraints only when it is deemed necessary and he/she is requested to do so by the medical staff. The medical staff may be advised of the charge, if the offense charged is of a violent nature.
  - e. Upon admission of a prisoner into the hospital, the decision whether a patrol officer will guard the prisoner will initially be made by the shift supervisor. If the prisoner would have normally been released after processing, as provided by the Rules of Criminal Procedure, the decision to release the prisoner at the hospital may be appropriate. If the prisoner cannot care for

him/herself, such as in an intoxicated state, the prisoner may be released if the hospital accepts responsibility for him/her. Long term guarding of a prisoner shall be determined by command staff.

- f. When deemed necessary that a prisoner must be guarded at a hospital, the totality of the circumstances will dictate the degree of security and action taken. A shift supervisor will develop a course of action dealing with use of restraints, visitors, relief officers, etc. along with the policies of the treatment facility.
- g. If the prisoner is released and is to be transported to a holding facility, the transporting officer(s) shall take a copy of the medical release and provide it to the receiving agency.