

SCRANTON POLICE DEPARTMENT POLICY

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Policy Subject:
Transportation of Prisoners

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PLEAC Standard(s):
2.5.1, 2.5.2, 2.5.3, 2.5.5, 2.5.6, 2.5.7, 2.5.8, 3.1.16

I. PURPOSE

The purpose of this policy is to provide guidelines for transporting persons in custody of the law enforcement officers of the Scranton Police Department between points of arrest, booking, and court appearances.

II. POLICY

Transporting prisoners is a potentially dangerous function. Therefore it is the policy of the Scranton Police Department to take precautions necessary while transporting prisoners in order to protect the lives and safety of officers, the public, and the person in custody.

III. PROCEDURES

A. Vehicle Inspection

1. At the beginning and end of each tour of duty, all vehicles that may be used for the transportation of prisoners shall be inspected for readiness as follows:
 - a. The safety partition shall be securely in place and undamaged.
 - b. All windows shall be intact and outer door latches in proper working order.
 - c. Rear-seat door handles and window controls shall be deactivated.
 - d. The interior shall be thoroughly searched to ensure no weapons or contraband have been left behind or hidden within the vehicle.
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 headquarters, the detention facility or other destination.

B. Handcuffing/Use of Restraints

1. Officers shall handcuff (double-locked) all prisoners with their hands behind their back and palms facing outward unless using an authorized front waist restraint belt system.
2. Officers shall additionally use leg restraints, where available, on all prisoners prior to transportation.
3. Officers may handcuff the prisoner with his/her hands in front where the prisoner
 - a. is in obvious state of pregnancy,
 - b. has a physical handicap, or
 - c. has injuries that could be aggravated by standard handcuffing procedures.
4. Females shall be subject to the same handcuffing and restraint policy as males unless in an obvious state of pregnancy or otherwise exempted by this policy.
5. Prisoners shall not be handcuffed to any part of the vehicle during transport.
6. Additional approved restraint devices may be used to secure a prisoner who violently resists arrest or who manifests mental disorders such that he/she poses a threat to himself, officers or to the public.

C. Transport

1. Officers shall use, when available, the designated prisoner transport van to transport all prisoners. Patrol vehicles with transport partitions shall only be used when the designated transport van is not readily available for the transport or with approval from a supervisor.
2. Prior to transport all prisoners shall be thoroughly searched for any weapons or contraband.
 - a. A protective search should be conducted by an officer of the same sex as the prisoner. Where this is not practical, officers shall strictly adhere to Policy 08-020 Temporary Holding regarding searching prisoners of the opposite sex.
 - b. The transporting officer should search the prisoner regardless of searches that may or may not have been conducted by arresting officers.
3. Unless accompanied by a female officer, male officers should not normally transport females in custody.
 - a. If a male officer needs to transport a female prisoner he shall advise dispatch of his starting time and mileage as well as his ending time and ending mileage.
 - b. Females shall not be transported in the same area of the vehicle as male prisoners.

4. Juveniles shall not be transported in the same area of a vehicle with adult prisoners.
 5. Prior to initiating the transport, the officer shall provide the Communications Center with the following information when possible:
 - a. Arrest location and destination of transport; and
 - b. Time and mileage readings before and after transport of a female.
 6. The officer should use care when assisting a prisoner into the vehicle for transport.
 7. Prisoners should be transported, when possible, in a manner that allows for constant visual observation.
 8. If the transport vehicle is equipped with an MVR, the MVR shall be activated to record the transport of a prisoner in accordance with Policy 16-024 Mobile Vehicle Recording.
 9. The physical well-being of prisoners shall be monitored during transit. Particular attention shall be directed to persons reported or suspected of being under the influence of drugs and/or alcohol or who have a propensity for violence.
 - a. Prisoners who report/display symptoms of serious illness during transit shall be taken to the nearest emergency room for treatment.
 - b. Escorting officers shall remain with the patient/prisoner at all times unless relieved by other authorized personnel.
 - c. Potentially violent persons in custody shall be restrained at all times in the treatment facility unless such restraint would interfere with essential treatment.
 10. Symptoms or reports of physical or mental illness (such as threats of suicide or psychotic behavior) shall be reported to the booking officer and a supervisor.
 11. Any wheelchairs, crutches, prosthetic devices and medication shall, when possible, be transported with, but not in the possession of, the prisoner.
 12. Prisoners shall not be left unattended during transport.
 13. Officers shall not engage in enforcement activities while transporting prisoners unless failure to act would risk death or serious bodily injury to another. In non-life-threatening yet serious situations, officers should call for back-up assistance and may remain on-hand until such assistance has arrived.
 14. Officers transporting shall notify the appropriate agency or court officials when a prisoner is to be transported to another agency or court and is considered an unusual security risk. This is to include safety and escape risk.
 15. When transporting prisoners outside of Lackawanna County a minimum of two officers shall complete the transportation.
- D. Transport to other facilities
1. The previously prescribed standards shall be adhered to (Section III B).
 2. Prisoners being transported from the Scranton Police Headquarters to another facility shall be restrained using an authorized front waist restraint

belt system and leg restraints. Exceptions are allowed as prescribed above with supervisor approval.

3. Officers shall secure their firearm in a designated gun locker at the destination facility, where provided, prior to removing restraints from a prisoner.
Exception: When a prisoner is brought to a public hospital for the processing of DUI blood alcohol kits or for receiving treatment, the restraints may be removed if medically necessary without securing the officer's firearm. Extra caution should be used by officers present.
4. Restraining devices may be removed at the time of transfer of custody after the officer's firearm has been secured and the receiving facility's staff is prepared to accept the prisoner.
5. The transporting officer shall provide the receiving facility with a copy of the Booking Form for the purpose of identifying the prisoner as well as advising the receiving personnel of any known medical or safety concerns or hazards posed by the prisoner. If the facility lacks the capability of making a copy of the form, then verbal notification of any known risks shall be made.
6. A Transfer of Custody Form (SPD Form 08-040) shall be signed by both the transporting officer and the officer or facility representative taking custody of the individual(s). If the prisoner has inventoried property then the receiving agency's representative shall inventory and sign for said property on the Property Report Form. The completed forms shall then be forwarded to Central Records.
7. The transfer of the prisoner shall be documented in an initial or supplemental report by the transporting officer or arresting officer.

By Order Of:

Chief Carl R. Graziano
Superintendent of Police
Scranton Police Department