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**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 3-9**

DETAINEE TRANSPORTATION

SUBJECT: Detainee Transportation.

PURPOSE: The purpose of this policy is to establish procedures to ensure that detainees are transported in a manner that will maximize their safety as well as the transporting officer's safety.

POLICY: It is the policy of this Department to perform detainee transport in a manner that will provide for the safety and security of the detainee, the transporting officer(s) and the public.

PROCEDURES:

- I. Search of Detainees and Transport Vehicles
 - A. The transporting officer is responsible for searching detainees before they are transported. [CALEA 70.1.1]
 1. It should never be assumed that someone else has searched the detainee.
 2. It must be assumed that the detainee may have had an opportunity to obtain contraband or a weapon prior to the time of transport.
 3. Detainees will be searched each time they come into the transporting officer's custody, including transports between detention facilities.
 - B. The transporting officer prior to and after transporting detainees will search the transport vehicle. [CALEA 70.1.2]
 1. The entire area that would be accessible to a detainee will be searched for weapons, contraband and other items.
 2. The shift supervisor will be advised of any items found.
 - C. All officers will examine their vehicles at the beginning of each shift prior to use for transporting detainees. [CALEA 70.1.2]
 1. Ensure the vehicle is properly equipped, mechanically sound and free from damage.
 2. Examine the rear area for weapons or contraband.
 3. Report any discrepancies to the Watch Commander, immediately.
- II. Procedures for Detainee Transports
 - A. Positioning of detainees in vehicles without safety barriers [CALEA 70.1.3]:

1. If needed vehicles without safety barriers can be used to transport a maximum of one detainee.
 2. Two officers will be required to transport one detainee; the detainee will be positioned on the rear seat on the side opposite the officer driving.
 3. One officer should position himself in the rear of the transporting vehicle with the one detainee on the passenger side rear seat.
 4. All detainees being transported will be handcuffed behind their back at all times.
 5. All detainees being transported will be secured with a seat belt.
- B. Visual Contact:
1. The transporting officer will maintain visual contact at all times with detainees that are being transported.
 2. On a lengthy transport, where a detainee may require the use of toilet facilities, the officer should ensure that he/she has as much control of the situation as possible.
 - a. Do not allow another person in the facility with the detainee.
 - b. Ensure that there are no escape routes within the facility.
 - c. Ensure there are no potential weapons available to the detainee.
- C. Stopping to provide Law Enforcement Services while transporting
[CALEA 70.1.4]:
1. The primary duty of the transporting officer is the safe delivery of the detainee in his/her care.
 2. Officers may only stop to render assistance if the risk to third parties is both clear and grave and the risk to the detainee is minimal.
 3. In all other cases, the officer shall advise dispatch to notify the appropriate agency, and have other officers respond.
- D. In the event a detainee escapes while being transported, the transporting officer will:
1. Notify the Watch Commander and have the dispatcher advise the appropriate jurisdiction of the escape [CALEA 70.1.7a];
 2. Provide a description of the escapee, the location of the escape, the direction and mode of transportation of the escapee including current charges [CALEA 70.1.7c];
 3. Assist in recapturing the detainee; and [CALEA 70.1.7c]
 4. The transporting officer will submit a written incident report detailing the occurrence, and a memorandum to the appropriate Command Officer explaining the circumstances of the escape; [CALEA 70.1.7b]
- E. Detainee Communication [CALEA 70.1.5]:

1. A detainee's right to communicate with others will not normally be exercised during the period that the detainee is being transported.
2. Officers may allow detainees to communicate with others if the situation is such that a verbal exchange is necessary.

F. Detainee Identification [CALEA 70.5.1a]

1. When picking a detainee up for transport at a detention facility, the transporting officer should ensure that he/she has the correct person. This can be accomplished by:
 - a. Officer's personal knowledge of the detainee.
 - b. Requesting verification by jail personnel of the detainee's identity.
 - c. Verifying booking papers and the detainee's personal identification.
2. Before transporting an arrestee to a detention facility, identification will be confirmed through a valid government issued identification card with photograph or live-scan fingerprinting.

III. Procedures to be followed upon arrival at destination and required documentation:

- A. Firearms will be secured in the designated place at the entered facility. [CALEA 70.1.6a]
- B. Restraining devices will be removed only when directed to do so by the receiving facility or when the officer is sure that the detainee is properly controlled and secure. [CALEA 70.1.6b]
- C. The proper documentation will be transported with the detainee and submitted to the proper person at the receiving facility. This will include [CALEA 70.5.1b, 70.1.6c]:
 1. Booking forms, warrants, etc.;
 2. Prisoner's property and property form.
- D. The officer will advise personnel of the receiving facility of any potential medical or security risks involved with the detainee. Information relating to the detainee's escape or suicide potential or other personal traits of a security nature will be recorded on the booking form. [CALEA 70.5.1c, 70.1.6d]
- E. The officer will obtain documents from the receiving officer confirming transfer of custody. [CALEA 70.1.6e]
- F. Officers of this Department are not authorized to transport prisoners to court or other special situations. If officers transport a detainee to another agency they will notify personnel from the agency if the detainee is considered an unusual security risk. [CALEA 70.1.8]

IV. Special Transport Situations.

- A. When transporting a female detainee, male officers will:
 1. At the beginning of the transport, advise dispatch of odometer mileage and vehicle number;

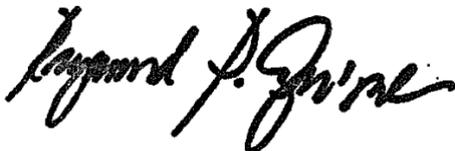
2. Proceed directly to the destination by the shortest route practical;
 3. Upon arrival at the destination, advise dispatch of odometer mileage.
 4. The time of radio transmissions will be recorded, in CAD.
 5. When making lengthy transports, an officer of the same sex should be used. If this is not possible, two officers will be used for the transport.
- B. If a detainee becomes sick or complains of an injury subsequent to arrest, the officer will [CALEA 70.3.1]:
1. Notify the dispatcher immediately.
 2. The Watch Commander will respond and evaluate the situation.
 3. Paramedics will be called to the scene and make transport, if necessary.
 4. The Watch Commander will ensure all appropriate reports are completed.
- C. Transport of Detainee to a Medical Care Facility [CALEA 70.3.1, 70.3.2]:
1. When a detainee is transported to a medical facility and is admitted to the facility by the attending physician, the officer will immediately notify the Watch Commander and will utilize the following procedures to ensure control of the detainee.
 - a. Have the detainee released from custody, if possible and appropriate.
 - b. If the detainee has to remain in police custody, the medical facility should be requested to put the detainee in as secure a private room as possible.
 - c. The detainee should be kept under observation at all times and normally restraining devices should be utilized. Officers should consult with medical personnel in reference to the best utilization of restraining devices.
 2. These same procedures apply for the commitment of mentally disturbed persons with the exception that officers may be relieved when the subject has completed the intake process and is turned over to the facility staff.
 3. Physically disabled detainees present conditions for their transport that dictate special care and attention.
 - a. Officers encountering this situation will notify the Watch Commander.
 - b. The Watch Commander will evaluate the situation as to the proper actions to be taken.
 - c. The receiving agency will be notified and a determination made as to whether they will accept the detainee.
 - d. A request will be made for the receiving agency to provide a special transport vehicle, if required.
- V. Use of Restraining Devices [CALEA 70.2.1]
- A. All detainees being transported by members of this Department will be restrained during transport.
1. Single detainees will be handcuffed behind the back, with the only exceptions being for medical or physical reasons.

- a. In such instances the watch commander will be notified.
 - b. Only with the Watch Commander's permission may a subject be handcuffed in front.
 - c. The Watch Commander will assess the medical circumstances, charges, and criminal history of the detainee and a determination will be made as to the devices and restraining techniques to be utilized.
2. Officers transporting any detainee they have reason to believe might be an escape risk may use additional restraining devices.
 3. Under no circumstances will a detainee be handcuffed to a part of the transport vehicle itself, such as the door, post, protective screen barrier, etc.
 4. When a detainee has a handicap that is such that there is no danger of escape or injury to the prisoner or officer, then restraining devices may be inappropriate. [CALEA 70.3.1]
 5. Only the Watch Commander may make the determination that restraining devices are not required.
- B. Mentally disturbed detainees will be restrained in such a manner so as to prevent them from injuring themselves or others. Flex-cuffs may be utilized to restrain the extremities of the detainee. [CALEA 70.3.1]
- C. Vehicles used routinely for transporting detainees will be modified so that rear windows and doors cannot be opened from inside the vehicle, to minimize opportunities for exit without the aid of the transporting officer. [CALEA 70.4.2]
- D. Whenever handcuffs are utilized, they will be double-locked.

REVIEWED BY:

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