


**MONROE COUNTY SHERIFF'S OFFICE**

**General Order**

<b>CHAPTER:</b> 060		<b>TITLE:</b> Prisoner Restraining and Transportation
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 <b>Sheriff of Monroe County</b>		

**I. PURPOSE**

The purpose of this directive is to establish guidelines for safe and efficient transport of Prisoners to the County Jail, Division station, or other holding facility.

**II. DISCUSSION**

This procedure shall apply to all Deputies involved in the transport, transfer, and booking of prisoners. Proper security measures in transporting prisoners should be a paramount concern with regard to the personal safety of the transporting Deputy and the welfare of the prisoner.

**III. POLICY AND PROCEDURE**

**A. Security of Prisoners [CALEA 70.1.1, 70.1.2, 70.1.4, 70.4.2]**

Security of prisoners shall be the responsibility of the transporting Deputy or Deputies until such time as the prisoner(s) is/are accepted into the custody of the county jail or holding facility.

1. Prisoners shall be searched for weapons and articles that could be used as weapons, prior to any transport.
2. Personal property other than weapons, contraband, evidence, or dangerous articles shall remain with the prisoner.
3. A search of the transport vehicle shall be conducted prior to and after transporting prisoners.
4. At the beginning of each shift, vehicles used for transporting prisoners will be examined:
  - a. To ensure that the vehicle is safe and equipped with appropriate items:
    - 1) Spare tire;
    - 2) Jack;
    - 3) Lug wrench; and
    - 4) Reflective Triangle or cones

**5) First Aid Kit**

b. To ensure that the condition of the vehicle itself is examined for:

- 1) The proper inflation of tires;
- 2) Proper fuel and oil levels;
- 3) Ignition system soundness; and,
- 4) Proper engine operation.

c. To ensure possession of proper forms, keys or credit cards for procurement of gasoline.

**5.** While engaged in the transportation of prisoners, Deputies shall not stop to render emergency assistance to the detainee, except in the following circumstances:

- a. Request back-up deputy in all cases. Detainee is not to be unsecured for any reason if the transporting deputy is alone. It is preferred a back-up deputy is present even with emergency medical assistance is on the scene.
- b. Emergency medical assistance (ambulance) is requested to rendezvous with the deputy and is present with the deputy before un-securing the inmate to render aid.
- c. If an emergency medical facility is closer than available emergency medical assistance (ambulance) the deputy shall proceed to that facility and only un-secure the detainee with Emergency Room Personnel present.

**6.** While engaged in the transportation of prisoners, Deputies shall not stop to render law enforcement assistance, except in the following circumstances:

If two transport Deputies are available, one Deputy shall stay with the prisoner(s), while the other renders assistance. The tactical situation and the safety and security of the prisoner shall be the first concern of the transport Deputy

**7.** Transporting Deputies/Correctional Officers shall not make or accept personal cellular phone calls during the process of transportation. It is recommended that calls for business purposes should be conducted while the vehicle is not in motion.

**8.** Transporting Deputies shall maintain a visual observation of prisoners during the transport operation.

**9.** Care must be taken when allowing prisoners, of the opposite sex, to use toilet facilities during the transport operation. Only in extreme emergencies will this be allowed. When such a procedure is allowed, the transporting Deputy shall remain in the immediate area after ensuring there is no escape route available from the toilet facility. The transporting Deputy shall resume physical control of the prisoner as soon as possible.

**10.** Office vehicle used for transporting prisoners shall be modified to minimize opportunities for the prisoner to exit from the rear compartment of the vehicle without the aid of the transporting member. At a minimum the following modifications will be made; a standard metal partition between the front and rear passenger compartment, door opening handles will be disconnected, manual window devices will be disconnected, electric window device disabling switches shall be engaged and a window bar system will be installed.

**11.** When prisoners are transported by Deputies and/or transportation officers, the transporting Deputy and/or transportation officer shall notify communications of the beginning location, and the intended destination. Upon arrival, the Deputy and/or transportation officer shall again notify communications giving the actual

location where the transport terminated.

#### **B. Placement in Vehicle [CALEA 70.1.3, 70.4.1]**

Placement of a prisoner in a transport vehicle shall depend upon the number of prisoners to be transported and the number of escort Deputies to be used.

1. When possible, prisoners shall be transported in caged vehicles in order to effect maximum safety and security for transporting Deputies.
2. When a prisoner is to be transported in a non-caged vehicle and only one escort Deputy is available, the prisoner shall be placed in the front passenger seat and secured by handcuffs and a seat belt.
3. When a prisoner is to be transported in a non-caged vehicle and two or three escort Deputies are available, the prisoner shall be placed in the rear seat on the passenger side away from the driver of the vehicle. If only a second Deputy is available he/she is to sit in the rear seat behind the driver.
4. When a prisoner is to be transported in a non-caged vehicle and four escort Deputies are available, the prisoner shall be placed in the rear seat between two of the escorting Deputies.

#### **C. Prisoners of the Opposite Sex [CFA 21.01]**

Prisoners of the opposite sex shall be transported according to the following guidelines:

1. Male and female prisoners may be transported to the jail in the same vehicle after being arrested as co-defendant.
2. Male and female prisoners may be transported to the jail in the same vehicle following an arrest incident if they are married or if they are of consanguineous relationship. Except in domestic violence situations.
3. Male and female prisoners who have been arrested in separate incidents shall be transported to the jail in separate vehicles.
4. After the initial booking process at the jail, male and/or female prisoners may be transported in the same vehicles, but must be separated by a cage (no contact).
5. When prisoners are transported by Deputies and/or transportation officers of the opposite sex, the transporting Deputy and/or transportation officer shall notify communications of the beginning mileage of the transport vehicle, the beginning location, and the intended destination. Upon arrival, the Deputy and/or transportation officer shall again notify communications giving the ending mileage and the actual location where the transport terminated.

#### **D. Long Range Transports [CALEA 70.1.4]**

When prisoner transport operations of a long-range nature require that an escorting Deputy stop for meals prior to reaching a detention facility, the escorting Deputy shall make the selection of an eating establishment in a random fashion and shall not allow the prisoner to participate in the selection process. Stops shall be kept to a minimum and for only essential needs. All stop locations shall be randomly selected.

#### **E. Prisoner Communication [CALEA 70.1.5]**

A prisoner shall not be allowed to communicate with anyone other than official investigative personnel during the transport operation. Should a prisoner request to talk to an attorney, he/she will be advised that they may request their attorney after arriving at their destination.

#### **F. Prisoners Requiring Special Care [CALEA 70.3.1]**

When prisoners require special care and attention to accommodate physical or mental disabilities during the transport process, the transporting Deputy or a supervisor shall arrange for the required special equipment or any special vehicle to affect the transport in a safe and secure manner. Special vehicles, such as an ambulance, shall be used when safe transportation cannot be accomplished in a Sheriff's Office vehicle. Medication or walking appliances shall be kept in control of the transportation officer.

#### **G. Security Hazards [CALEA 70.1.8, 70.5.1] [CFA 21.01]**

Prisoners who are considered security hazards because of personal traits, suicide potential, escape attempts, or outside public interest shall be identified with appropriate notation on the front of the individual prisoner's jail record.

1. When booking a prisoner, the arresting Deputy shall inform the booking personnel as to the nature of the potential hazard and fill out the "Arresting Officer's Assessment of Arrestee" form, and request that the appropriate notation be placed on the prisoner's jail record.
2. Deputies, who transport prisoners from the county jail, shall be given a copy of the prisoner's jail record, which shall accompany the prisoner to the receiving facility. This jail record shall also include notations of personal traits, which would establish the prisoner as a security risk, as well as medical records, sentencing documents, and the prisoner's personal property.
3. When a prisoner is transported to a courtroom facility, the transporting Deputy shall inform the Judge that the prisoner being transported is considered a security risk.

#### **F. Escape During Transport [CALEA 70.1.7]**

In the event a prisoner escapes from an escorting Deputy during the transportation process, the following procedures are to be followed:

1. Notify communications providing the location of the escape, the direction of travel, the prisoner's physical and clothing description, and a request for additional back-up units.
2. If the escape occurs outside Monroe County or if the Sheriff's Office radio is inoperative, the transporting Deputy shall notify the local law enforcement agency having jurisdiction by telephone and provide the same information as listed above.
3. Upon notification, Communications shall notify the Sheriff and the appropriate District Commander, if necessary.
4. If there are prisoners remaining in the transport vehicle after the escape, it shall be the responsibility of the Transporting Deputy to secure the prisoners and transport vehicle until back-up units can arrive on the scene.

5. If the escape occurs outside of Monroe County, an official incident report shall be initiated by the agency having jurisdiction. If the escape occurs within Monroe County, personnel of the appropriate Division's, Criminal Investigations Unit shall initiate an official Sheriff's Office incident report.

**G. Handling Juvenile and Female Detainees [CFA 21.01]**

1. No juvenile (male or female) or female adult detainee shall be placed in the holding cell area when adult male detainees are occupying any of the holding cells.
2. In such an instance, the juvenile and/or female detainee shall be:
  - a. Placed in the booking area under the constant supervision of the on-duty Detention Deputy or
  - b. Placed in a secured office or room. Should the juvenile or female be placed in a secured office or room, a Detention Deputy and/or Deputy Sheriff shall remain with the detainee.
3. When it becomes apparent that the juvenile or female cannot make bond and/or be released to DCF and/or to their parents, personnel shall effect the detainee transfer to the main facility pursuant to the provisions of the Operations Manual, Chapter 61.

**H. Security and Control of Prisoner Transported to Medical Facilities [CALEA 70.3.1, 70.3.2]**

1. It shall be the policy of the Monroe County Sheriff's Office that anytime a prisoner has been taken, or is admitted, to a medical facility, a certified member of the Office will guard the prisoner at all times.
2. It shall be the duty of the Supervisor on duty or Watch Commander on duty to make the necessary arrangements for the security.
3. It shall be the certified member's responsibility to insure the prisoner is kept in leg irons and/or handcuffs at all times. The member in securing the prisoner may use either. (Should a medical doctor request either the leg irons or handcuffs be removed for medical reasons, this may be done.)
  - a. When using leg irons or handcuffs, it will be the certified member's responsibility to make sure the prisoner is comfortable at all times.
    - 1) When using leg irons, the member will first wrap a wash cloth around the prisoner's ankles to prevent any chafing.
    - 2) When using handcuffs, the member will first wrap a wash cloth around the prisoner's wrists to prevent any chafing.
    - 3) At no time will a prisoner be handcuffed or leg ironed to a bed.
4. Should the prisoner be transported for x-rays, the member will escort the prisoner anywhere he needs to go.
  - a. Upon entering the x-ray room, the member will take a position behind the lead partition with the x-ray technician.
  - b. If leg irons and handcuffs have to be removed, they will.

- c. On completion of the x-rays, the prisoner will be handcuffed or leg ironed again.
- 5. Should a prisoner be taken to surgery, the member will escort the prisoner to the Operating Room and take up a position directly outside the Operating Room. Upon completion of the surgery, the member will accompany the prisoner to the Recovery Room.
- 6. In the case of a high security or an escape risk prisoner, there will be two (2) members assigned to the security detail.
- 7. Visitation of Inmates in the Hospital
  - a. All visitations will be cleared through the Corrections Division Commander or Assistant Corrections Division Commander.
  - b. At no time will a member interfere with the prisoner from seeing their attorney.

#### **I. Arrest Affidavits for Prisoners to be transported**

Affidavits shall be completed prior to arrival at the county jail, except for signatures, which require notarization. When necessary to book unidentified prisoners (John Doe, Jane Doe), a complete description of the subject's clothing, height, weight, color of hair and eyes, marks, scars, etc. shall be listed on the affidavit.

The arrestee is the responsibility of the arresting officer until the affidavit is complete and the inmate is formally accepted in the correctional facility.

#### **J. Injured or Seriously Ill**

Injured or seriously ill prisoners in need of medical attention will not be accepted at the county jail. Prisoners in need of medical attention must be treated and released from a hospital before being transported to the county jail. Proof of medical attention will be required before injured prisoners are booked.

#### **K. Prisoner Admission to Hospital [CALEA 70.3.2]**

Sick or injured prisoners are to be admitted and confined to the appropriate hospital facility:

1. The supervisor on duty at the jail, or respective District as the case may be, shall be immediately notified so that a Detention Deputy or Deputy can be assigned to guard the prisoner.
2. The arrest affidavit shall be delivered to the State Attorney's Office for issuance of a warrant.
3. An entry reflecting the injured prisoner's status shall be made in the hospital log by the supervisor on duty.
4. Arrest affidavits for hospitalized prisoners shall be picked up daily at the county jail by the Sheriff's Office Warrant Officer and held pending issuance of the warrant.

## **L. Restraining of Prisoners [CALEA 70.2.1]**

### **1. Carrying of Handcuffs**

- a.** Law enforcement personnel, in uniform or in plain clothes, shall carry double-locking handcuffs.
- b.** Deputies shall be responsible for the efficient operation of their handcuffs. Handcuffs shall be checked frequently, cleaned and lubricated to prevent malfunction.
- c.** The handcuff key shall be kept on the Deputy's person at all times.

### **2. Use of Handcuffs**

#### **a.** Handcuffs should be used when:

- 1)** An arrest is made
- 2)** Transporting a prisoner

#### **b.** General Rules

- 1)** A female prisoner shall not be handcuffed to a male prisoner except in an emergency.
- 2)** A juvenile shall not be handcuffed to an adult except in an emergency.
- 3)** Deputies shall neither handcuff themselves to prisoners nor use a single cuff as a "come-along."
- 4)** Deputies shall not handcuff prisoners to a fixed object except in an emergency.
- 5)** When handcuffs are used, Deputies shall maintain physical control over the handcuffed prisoner by securely holding onto the prisoner while he is being transported on foot.
- 6)** Prisoners shall remain handcuffed until delivery inside the jail or place of confinement.
- 7)** A prisoner shall not be physically secured to the interior of a vehicle or aircraft while in transit except when, in the judgement of the transporting Deputy, the prisoner represents a danger to himself or others.
- 8)** The policies of certain commercial airlines prohibit prisoners to be handcuffed during flight. However, transporting Deputies shall re-handcuff prisoners upon arrival at airports and prior to deplaning if the practice is not in conflict with airline policy. Otherwise, the prisoner shall be handcuffed immediately upon deplaning.
- 9)** Handcuffs shall be used in accordance with maximum safety procedures when:
  - a)** A prisoner is violent or gives an indication of belligerence.
  - b)** A prisoner may cause injury to himself or others.

### **3. Using handcuffs for maximum safety.**

- a.** Handcuffs shall be of a type issued by the Sheriff's Office, double locked by inserting the small tip at the top of the key into the small hole in the handcuff stem.

- b. Prisoners shall be handcuffed with their hands behind their back, palms outward, and prior to searching. With keyhole facing outward, the single strand of the handcuff should be placed against the prisoner's wrists, below the wrist bone, and pressed forward until snug fitting, yet not tight enough to cause physical discomfort or harm.
  - c. The handcuffs shall be double-locked and checked by pulling or pushing on the handcuff jaw.
  - d. After handcuffing, the prisoner shall be thoroughly searched in a systematic manner.
  - e. After handcuffing, female prisoners shall be searched by female Deputies, except in exigent circumstances, to include:
    - 1) Situations in which sufficient probable cause exists to search the female prisoner for weapons.
    - 2) Situations in which female Deputies are not readily available to search female prisoners.
  - f. For added security, handcuffs should be placed through the prisoner's belt, if one is worn.
  - g. For multiple arrests where only one pair of handcuffs is available, cuff the right wrist of one prisoner behind his back, and then pass the free end of the handcuffs through the prisoner's belt to the right wrist of the other prisoner with palms outward.
4. Handcuffs may be used in accordance with minimum safety requirements when:
- a. Age, disability, or physical capacity justify minimal security measures.
  - b. A prisoner is suffering from a deformity or other disability, sickness or injury, making it necessary to handcuff him/her with hands in front. In this situation it is advisable to place the handcuffs through the belt, after reversing the belt and buckling it from the rear.
  - c. A prisoner with a physical handicap may be handcuffed at the discretion of the transporting Deputy after consideration has been given as to the nature of the offense and the escape risk of the prisoner being transported. Prisoners' handicapped because of a loss of one arm shall be handcuffed by the remaining arm and to the belt loop if one is available if a higher degree of security is needed.
5. Handcuffs used for minimum safety
- a. Prisoners shall be handcuffed with hands in front of body with palms of hands facing outward.
  - b. Handcuffs shall be secured at the prisoner's waist with a belt or cord.
  - c. Deputies shall exercise caution and avoid standing directly in front of the prisoner when applying and removing handcuffs.
6. Other physical restraints
- a. In some circumstances, as in the case of members assigned to the routine transporting and handling of prisoners, it may be necessary to utilize more secure types of restraining devices (i.e., leather body straps, belly chains, lead chains, leg braces, leg irons, ankle chains, restraint chair, or box chains).



- b. Deputies shall not hesitate to use more secure devices to supplement handcuffs if it is felt that handcuffs alone are not sufficient.
- c. Restraining devices shall not be used in connection with the non-criminal mentally ill except for the protection of the subject or others.
- d. In those situations where mentally disturbed prisoners are to be transported and properly equipped transport vehicles are unavailable, straightjackets may be utilized to minimize danger to the transporting officer and trauma to the prisoner.

#### **7. Handcuff removal**

- a. When removing handcuffs, place the prisoner in an off-balance position.
- b. Unlock the handcuff by turning the key toward the wrist until the double-lock is released, then reverse the direction to disengage the handcuff jam.

#### **M. Entering the County Jail with a Prisoner [CALEA 70.1.6]**

1. Prisoner will be brought into the county jail through the sally port.
2. Once the transporting vehicle is securely in the sally port, the transporting officer will first secure their weapon in the weapon control box.
3. After securing his/her weapon, the transporting officer will remove the prisoner from the vehicle and escort him/her to the entrance door and booking area.
4. At the entrance door, the transporting officer will hand the prisoner over to the receiving officer who will search the prisoner and then remove the restraining devices, just prior to placing the prisoner in the cell.
5. It will be the responsibility of the transporting Deputy to make sure that all the necessary paperwork is properly exchanged with regard to the transfer of the prisoners and if applicable obtain the signature of the receiving officer upon receipt of the prisoner(s). Written documentation detailing the prisoner transaction may be retained in addition to or in lieu of the receiving officer's signature.

#### **N. Positive Identification of Prisoners [CALEA 70.5.1]**

1. Prior to any prisoner being released or transported, a positive identification of the prisoner shall be made by both the transporting officer and the releasing officer.
2. Positive identification, shall be accomplished by reviewing the original booking photo with that of the prisoner.

#### **O. Special Situations [CALEA 70.3.3]**

1. Situations such as funerals and visits to hospitals provide extraordinary opportunities to a prisoner for unauthorized personal contact, escape, or infliction of injury on himself or others.
2. All special situation visits must have the written approval of the Sheriff.

3. When special situation visits are approved, additional security will be added to the transport of the prisoner.
4. Restraining devices will be used during transport

#### **P. Aviation Section - Aircraft**

1. Pilots are full time members assigned to the Aviation Division, licensed by the Federal Aviation Administration to operate aircraft utilized by the Sheriff's Office. Pilots must maintain a current medical certificate as required by the Federal Aviation Administration.
2. All aviation personnel are authorized to wear uniforms, flight suits, and civilian attire as approved by the Aviation Director.
3. Equipment - Aircraft shall be equipped with:
  - a. All necessary equipment to comply with Federal Aviation Regulations if operated under FAA, Part 91 or if operating under Public Aircraft, that equipment deemed necessary for safe flight.
  - b. Radio equipment necessary to communicate with Sheriff `s personnel and other agencies as necessary and required.
4. General Operations - Extraditions
  - a. The Sheriff's Office Aviation Division operates as a function of the Division of Support Services and is responsible for the transportation and control of Office extraditions.
  - b. The Office policy on "extraditions" will be as follows:
    - 1) Notification
      - a) The Aviation supervisor shall work directly with the Warrants Section and be notified of all initial or potential forthcoming extraditions.
      - b) The Warrants Section shall furnish to the Aviation Division all necessary information pertaining to the extradition on a timely basis.
      - c) The Aviation supervisor shall contact Warrants section on a regular basis to keep informed of the progress of the pending extradition.
      - d) The Warrants section and the Aviation Division shall establish a systematic communications flow and interface with each other for notification of any pending extradition.
    - 2) Cost Analysis
      - a) The Aviation Division shall be responsible for conducting a cost analysis utilizing all sources of approved transportation.
      - b) The Aviation Division shall select the method of transportation based upon the findings of the trip analysis.

**c)** The analysis shall take into consideration such factors as, but not limited to:

- (1)** Time limits
- (2)** Weather
- (3)** Distance
- (4)** Security
- (5)** Office aircraft capability and cost
- (6)** Private sector contractors

**d)** The Aviation Unit shall complete the analysis documentation and await further notification from the Warrants section pending disposition of the Waiver.

**e)** Upon notification from the Warrants section that the prisoner has affected a Waiver, the Aviation Division shall coordinate the pending extradition.

**3)** Coordination of Office Aircraft: The Aviation Unit shall select the escort guards when Office aircraft is utilized and the selection shall be based upon available manpower, travel time to the aircraft and vice versa, work schedules and Office cost.

**4)** Florida Sheriff's Aircraft Network: The Aviation Division shall coordinate with participating counties and utilize this concept when practical.

**5) Communication**

Aviation Unit shall authorize the Warrants Section to:

**a)** Send the appropriate teletype(s) to holding agencies advising of the extradition itinerary.

**b)** Maintain a complete work up, which is provided by Warrants Section and shall include:

- (1)** Certified copies of all Warrants
- (2)** Copy of State Attorney Authorizations
- (3)** Teletypes
- (4)** All other necessary and pertinent information

**6) Records**

**a)** The Aviation Unit shall maintain documentation on each extradition and such file shall include:

- (1)** All trip costs documentation
- (2)** All travel receipts
- (3)** All lodging receipts
- (4)** All travel vouchers
- (5)** State Attorney authorization
- (6)** Copies of Warrants
- (7)** Network billing
- (8)** Office aircraft billing
- (9)** Other necessary related paperwork

**b)** The Aviation Unit shall present the report directly to the Finance Division when the extradition is completed.

**7) Prisoner Return**

- a)** The returning team shall be responsible for transporting the prisoner to the main corrections facility and effecting the arrest on said prisoner with the original Warrant, or certified copy whichever is required.
- b)** The procedure for a Warrant arrest are set forth in this Manual.

**8) Reconciliations**

- a)** All personnel are required to initiate and reconcile their own travel vouchers.
- b)** All receipts and a reconciled voucher are to be turned into the Aviation Unit for audit purposes.
- c)** If receipts are missing, then the member will be charged accordingly and removed from the extradition eligibility roster.
- d)** All travel vouchers are to be signed and approved by the members' supervisor.
- e)** It will be each member's responsibility to procure his or her advance travel funds from the Finance Division.
- f)** All return vouchers must be turned into the Aviation Unit within 48 hours, excluding holidays and weekends, after completing the extradition.

**9) Additional Duties and Responsibilities: (Refer to Chapter 32, Patrol.)**