



SUBJECT

HANDLING OF PRISONERS

NUMBER

402/26

EFFECTIVE DATE:

08-25-09

AMENDS:

06-25-09


RESCINDS:

DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical


REFERENCES:

**CALEA 71.1.1 / IACLEA 71.1.1
TPCFA 10.01.1**


- .10 Every Officer is expected to remember that every prisoner is a potential threat to the arresting Officer, assisting Officers, innocent citizens and themselves. The most cooperative prisoner could easily become violent or attempt escape. The extended time necessary to process prisoners gives them the opportunity to study the actions of Officers, their equipment and the prisoner's surroundings.
- .11 After the processing period, Officers should be unconventional; do things differently, thus lessening the opportunity for prisoners to anticipate the Officer's actions.
 - A. Any Officer who feels a prisoner has been watching him more closely than is usual or just does not feel right about a prisoner, should let an uninvolved Officer be the lead Officer during further handling and the concerned Officer act as a back up.
- .20 Officers having prisoners in their custody or control are responsible for conducting a complete and thorough search of the prisoner to remove any weapons, instruments which could be used as weapons or to implement an escape, contraband, fruits of a crime or evidence.
 - A. Prisoners will always be handcuffed prior to the search being conducted unless exigent circumstances deem otherwise.
- .21 Each Officer who assumes custody or control over a prisoner is responsible for conducting a complete and thorough search of the prisoner even though the prisoner may have been searched by another Officer.
- .22 Female prisoners should be searched by female Officers when available. In cases where a female Officer is unavailable, male Officers may proceed with the necessary search, however may not search inside the undergarments unless to retrieve a weapon. Searches for narcotics or contraband which may be secreted in the undergarments must be conducted by a female Officer or Jail personnel assigned to the handling of female prisoners.
 - A. Purses, baggage and other hand carried containers are to be searched by all Officers who assume custody or control over the female prisoner.
- .23 The following types of searches are approved by the Department. The type of search conducted will be at the discretion of the arresting Officer as circumstances dictate.
 - A. Standing or relaxed search;

	<u>SUBJECT</u> HANDLING OF PRISONERS		<u>NUMBER</u> 402/26
	EFFECTIVE DATE: 08-25-09	AMENDS: 06-25-09	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 71.1.1 / IACLEA 71.1.1 TPCFA 10.01.1	


- B. Prone search; or
 - C. Strip search.
- .24 Strip searches will not be permitted unless the arresting or custodial Officer has reasonable suspicion that an individual possesses contraband, evidence or the fruits of a crime, weapons or instruments which may be used as weapons or to implement an escape.
- A. Prisoners will not be forced to submit to a strip search. Officers will safely transport an uncooperative prisoner to the Jail facility for the purpose of strip searching or holding non-processed after informing Jail personnel of the Officer's suspicions.
 - B. Strip searches of female prisoners are restricted to female Officers or Jail personnel assigned to the handling of female prisoners.
- .30 All prisoners are to be handcuffed as soon as practical during the arrest and before a search is conducted unless exigent circumstances deem otherwise. Officers will use their discretion in deciding to handcuff prisoners with their hands in back or front.
- A. This discretion is guided by consideration of age, physical condition and type of offense committed by the prisoners.
 - B. The discretion allowed Officers does not relieve Officers of their duty to prevent prisoners from escaping or attacking others.
- .31 The following types of prisoners will be handcuffed with their hands behind them at all times unless physically incapable due to physical injury or impairment.
- A. Persons charged with felony offenses;
 - B. Persons who are involved in violent incidents;
 - C. Persons who appear capable of violent physical resistance;
 - D. Persons who are intoxicated; or
 - E. Escape risks, including prisoners who have attempted to elude or resist arrest, even to the slightest degree.

	<u>SUBJECT</u> HANDLING OF PRISONERS		<u>NUMBER</u> 402/26
	EFFECTIVE DATE: 08-25-09	AMENDS: 06-25-09	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 71.1.1 / IACLEA 71.1.1 TPCFA 10.01.1	

1. Leg irons will be applied to all prisoners of these concerns.
- .32 Flex-cuff restraints may be used instead of handcuffs when necessary or to supplement handcuffs for additional security measures.
 - A. Prisoners who would be handcuffed behind their back, but handcuffed in front due to physical impairment or injury will have the handcuffs secured with a flex-cuff to the thigh, waist or belt of the prisoner.
 - .33 Prisoners will not be handcuffed to fixed objects unless exigent circumstances deem such action. In any case, prisoners handcuffed to fixed objects will not be left unattended and will not remain handcuffed to the fixed object any longer than is necessary for assistance to arrive and other measures of securing the prisoner can be taken.
 - .40 Prisoners will not be placed in police units until the prisoner has been thoroughly searched to remove any weapons, instruments which could be used as weapons or implements for escape, contraband, fruits of a crime or evidence.
 - .41 All prisoners will have all property removed from their person and placed in a clear re-sealable bag prior to their being secured in a police unit.
 - A. Clear re-sealable bags will be maintained in the glove box of each police unit.
 - B. It is the responsibility of each Officer to ensure there is an adequate supply of clear re-sealable bags in his assigned police unit prior to beginning his tour of duty.
 - C. Officers may keep a clear re-sealable bag in their pocket, otherwise attempts should not be made to obtain one from the glove box without benefit of a cover Officer or until the prisoner is secured in the police unit.
 - .42 The clear re-sealable bag will accompany the prisoner at all times, but will remain in the possession and control of the transporting Officer until the final destination of the prisoner, where an inventory will take place (RE: .50, this Section).
 - A. This is to include all stops, i.e. Intoxilyzer locations, field identification sites, etc.
 - .43 Prisoners being transported in police vehicles will be transported in the following manner:
 - A. Prisoners will always be secured in a seat belt and shoulder harness if available.

	<u>SUBJECT</u>		<u>NUMBER</u>
	HANDLING OF PRISONERS		402/26
EFFECTIVE DATE: 08-25-09	AMENDS: 06-25-09	RESCINDS:	
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 71.1.1 / IACLEA 71.1.1 TPCFA 10.01.1	

- B. Prisoners will be transported in the rear seat of patrol vehicles having security screens.
 - C. Prisoners will be transported in the front seat of police vehicles not having security screens.
- .44 Circumstances may dictate that extra Officers assist in the transporting of multiple or violent prisoners in a police vehicle. If it is necessary to transport prisoners in the rear seat of a police vehicle not have a security screen, the prisoner is not to be seated behind the driver and an additional Officer will be required to sit in the rear seat accompanying the prisoner.
- .45 Every possible attempt will be made to prevent violent prisoners from hurting themselves, transporting or assisting Officers, or damaging the police vehicle or its installed equipment.
- .46 Two Officers will be required to transport prisoners who were involved in violent incidents where serious bodily injury has occurred, who appear capable of violent physical resistance or who are escape risks.
- .50 Prisoners brought to the police facility for processing will have all personal property previously removed from his person inventoried, secured, and cared for in the manner and place designated per Department policy.
- .51 Prisoners brought to the police facility will remain handcuffed until ready for release or turned over to Jail personnel.
- A. Prisoners who are violent or their actions are such that they may injure themselves or others will be transported to the Jail to be held non-processed, pending report processing.
 - B. C.I.D. Officers may remove prisoners from the squad room for the purpose of interrogation, however, the prisoner will remain handcuffed until the prisoner is taken to another secure area of the police facility. At this point, it will be at the discretion of the C.I.D. Officer whether the prisoner will remain handcuffed since it is recognized that handcuffs sometimes impede interrogation attempts.

	<u>SUBJECT</u>		<u>NUMBER</u>
	HANDLING OF PRISONERS		402/26
EFFECTIVE DATE: 08-25-09	AMENDS: 06-25-09	RESCINDS:	
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 71.1.1 / IACLEA 71.1.1 TPCFA 10.01.1	

1. This discretion does not relieve C.I.D. Officers of their duty to prevent prisoners from escaping or attacking others.
- .52 Prisoners will not be allowed to eat, drink, or smoke at any time while in the police facility.
 - .53 Prisoners will not be allowed to use the phone at any time while in custody. This does not prevent Officers from making phone calls and delivering messages for prisoners should a situation necessitate such action.
 - .54 Officers will use extreme caution when removing handcuffs to allow prisoners to use the restroom. After the prisoner is finished, he will be handcuffed again in the manner he was prior to going to the restroom.
 - .60 All prisoners will be processed and released for later filing or transported to the Jail without unnecessary delay.
 - .61 At no time while in custody of Officers will a prisoner be left unattended in the police facility.