



Helen Police Department

Standard Operating Policies and Procedures

Chapter P-060 Prisoner Transport	Effective Date:	September 1, 2022	# of Pages:	24
	Revised Date:		Distribution Authorization:	<i>Alonna C. Barrett</i>
	Special Instructions:			

I. PURPOSE

The safety and security of persons who are in police custody is a constant requirement with great responsibilities attached. The purpose of this policy is to structure the handling, transportation and holding of persons who are in custody and to establish responsibility for the safety and security of those in custody, the general public and department employees who may come into contact with those in custody. Prisoners in the custody of departmental personnel will not be left unattended while at the Helen Police Department.

II. SCOPE

This policy shall apply to all law enforcement officers involved in the transport, or transfer, of prisoners to or from any detention center.

III. POLICY

A. When handling persons in custody, the officers involved should remember that each situation is different. The use of an officer's discretion, the thoughtful consideration of what is right and appropriate, in accordance with Departmental policy is an essential part of effective law enforcement. When complying with these directives, officers should consider many factors. These factors include but are not limited to:

1. The physical condition of the person in custody;
2. The seriousness of the offense for which the person is in custody;
3. The age and sex of the person in custody;

4. The disposition toward violence displayed by the person in custody;
5. The urgency of the situation or the presence of a crowd;
6. The number of persons in custody.

IV. PREPARING FOR PRISONER TRANSPORTS

- A. At the beginning of each tour of duty, every officer who may become responsible for the transport of any prisoner must inspect all approved equipment and vehicles for safety and function.
- B. Each officer will be responsible for having on his person all normally issued equipment and having that equipment in good operational order. This equipment will include but not be limited to the following: Issued communication device(s), issued firearm and issued restraint device(s). In the event that any equipment is found to be in poor condition or is not available for use, the deficiency will be reported to the officer's supervisor and the deficiency will be corrected before the officer is made available for assignment.
- C. All vehicles used to transport any persons in custody **will be thoroughly searched prior to being operated and after each transport situation.** After the vehicle is searched prior to being operated, the vehicle operator will also conduct a visual safety and equipment inspection. In the event that any damage is noted, any contraband or weapons are found or any deficiency is noted in the vehicle, the operator will immediately notify their supervisor.
- D. Prior to the time at which the vehicle will no longer be used by the operator, it will be the responsibility of the operator to properly fuel and search the unit. The operator will also replace any expended equipment or supplies and check the oil level of the vehicle. If the vehicle is not operating properly, the operator will be responsible for having the vehicle turned in for maintenance. No operator will leave a vehicle available for another Department employee to drive that is in an unsafe condition, low on fuel, or that contains any weapon or contraband.

V. STANDARD PRISONER TRANSPORTATION

- A. For standard prisoner transportation, the following procedure will be followed:
 1. Before taking custody of the prisoner, the transporting officer will ascertain that the prisoner has been, as well as conditions permit, properly identified and that all necessary documents accompany the

prisoner. If positive identification of the prisoner cannot be made prior to the transporting officer taking custody, the detention center personnel will be immediately notified of such for appropriate action.

2. The physical condition of the prisoner will be checked and medical attention will be provided before transport should it be necessary.
 3. All prisoners will be handcuffed and then thoroughly searched by the transporting officer before being placed in the transport vehicle.
 4. All prisoners will be secured with approved restraints in accordance with stated policy. Officers will not utilize any unauthorized restraining devices, regardless of the physical or mental condition of the prisoner.
- B. All prisoners will be transported in a marked patrol vehicle equipped with a security screen or other barrier designed to separate the officer(s) from the persons being transported and which has had the door handles and window cranks removed or made inoperative. If the security barrier has any portion that is moveable, that portion will be closed and locked.
- C. Any extra weapons or tools that could be used as weapons by a prisoner will be appropriately secured in the trunk or as far from the prisoner area of the vehicle as possible.
- D. The transport vehicle operator will be responsible for having each passenger use the vehicle safety restraints (seatbelts) as far as circumstance permits.
- E. The prisoner will be placed behind the security barrier in such a manner so that the prisoner's actions may be observed by the officer(s).
- F. The interior of the transport vehicle will be lighted to facilitate viewing of the prisoner unless safety concerns dictate otherwise.
- G. Normally, a maximum of two (2) nonviolent prisoners will be transported at anytime and these prisoners will be secured with restraints. If only one set of restraints is available, they will be secured together with the left hand to right hand.
- H. An adult and a juvenile will normally not be transported in the same vehicle, at the same time. If circumstances force the transportation of a juvenile with an adult, such transport will be approved by a supervisor and only under the following conditions. The adult is:
1. An immediate relative of the juvenile;

2. Non-threatening to the juvenile.
 3. Whenever possible, juveniles will be transported separately.
- I. Female and male prisoners will normally be transported separately. If circumstances force the transportation of a male and female prisoner together, such transport will be for immediate relatives and / or they were arrested in relation to the same incident and are non-combative (they must have traveled together to the location if not related).
 - J. When walking a prisoner from one location to another, the officer will walk behind the prisoner and off to the side so that the officer's firearm will be on the side away from the prisoner. The officer will be close enough to the prisoner to maintain control and prevent attack or escape.
 - K. The transporting officer will record the following information via Mobile CAD or radio transmission prior to beginning the transport.
 1. Number of prisoner(s)
 2. Sex of prisoner(s)
 3. Age of prisoner(s)
 4. Destination
 5. Starting mileage
 - L. The officer will take the safest, most direct route to the final destination.
 - M. The officer will be especially watchful of the prisoner at all stops that traffic signals or conditions require.
 - N. No side trips or unauthorized stops will be permitted. Should an emergency arise in the path of the transport, the officer will contact their supervisor for advice before taking action that would halt the transport. Life threatening emergencies will take priority over transportation situations.
 - O. No person other than officers and prisoners will be permitted in a police vehicle without prior approval of a supervisor.

Should any non-prisoner be approved to be in the transport vehicle, all baggage, purses and packages will be removed from that person and that person will be searched. Should that person create an emotional or violent environment in the vehicle, that person will not be transported.
 - P. If the prisoner is to be turned over to another agency, the transport officer shall complete an incident report. The incident report shall include the

reason for turning over the prisoner and the agency name which received the prisoner. If the location of the transfer is something other than a detention center then the name of the officer or deputy accepting custody of the prisoner shall be included in the report.

Q. Normally, a prisoner will not be allowed to communicate with anyone other than Department employees after being taken into custody by the transporting officer. If, in the opinion of the transporting officer, it becomes necessary that the prisoner be allowed to communicate with another, the following guidelines should be used:

1. The prisoner must be nonviolent.
2. The prisoner must be seated in the rear of the transport vehicle.
3. Communications will be made with only one person at a time in the vicinity of the transport vehicle.
4. The communication will either be made through the protective screen or through an open window to the prisoner holding area with the officer standing between the communicating parties at all times in such a manner so as to prevent contact between the two and to prevent escape.
5. Communications will be halted immediately if the prisoner becomes violent, overemotional, attempts to escape or attempts to injure himself.
6. Once the transport vehicle leaves the original location of pickup, no communications will be allowed with outside parties unless an overriding emergency arises.
7. If the prisoner requests to communicate in private with legal counsel, this activity should be accomplished at a proper holding facility as field conditions and prisoner security do not provide conditions for this activity.

VI. COMPLETING A PRISONER TRANSPORT

Upon arrival at the final destination, the transporting officer will:

1. Notify Communications of arrival at the destination and if the prisoner is of the opposite sex or a juvenile the ending mileage will be given to radio;

2. Turn off the transport vehicle, remove the prisoner and lock the transport vehicle;
3. Prior to entering any area where other prisoners are present, the transporting officer will secure his weapon in a provided locker, will lock his weapon in the trunk of his patrol car or will surrender his weapon under the procedure used at the destination;
4. Leave the prisoner handcuffed until inside a secured area;
5. The prisoner will be searched again;
6. If the destination normally requires that prisoners be placed in a holding cell, this function will be completed;
7. The transporting officer will deliver the necessary documents that accompany a prisoner and will await acknowledgment and signature from booking or intake personnel that the prisoner has been accepted for holding or processing;
8. Any necessary information regarding the prisoner, including identifying scars, marks, tattoos, police I.D. numbers and notations of violence, suicidal risks, medical risks, security risks, or escape potential will be noted in the documentation that accompanies the prisoner; and
9. The transport vehicle will be searched before going back into service.

VII. COURTESY TRANSPORTATION SITUATIONS

- A. When transporting a non-prisoner, the individual will be subject to standard searching procedures before being allowed to enter the transport vehicle. The subject may refuse the search; however, the courtesy transport will not take place unless the individual submits to searching procedures.
- B. No person will be allowed in the front seat of the transport vehicle or in front of the security barrier without prior approval of a supervisor.
- C. Communications will be advised of the starting location, the final destination, reason for transport, the number and sex of those being transported and if any are juveniles at the beginning of the transport.
- D. If anyone being transported is of the opposite sex or a juvenile, the odometer reading will be given at the beginning and at the end of the courtesy transport. Communications will respond with the time in both

instances. Should Communications fail to respond properly, the information will be restated until a proper response is received.

- E. It is emphasized that all due care will be taken in the operation of the transport vehicle and the safest, most direct route will be taken.

VIII. TRANSPORTING INJURED NON-PRISONERS

In most circumstances, an officer will summon Emergency Medical Services to transport any injured person that may be encountered. If a situation arises in which it becomes necessary for an officer to transport an injured person, the patient will be stabilized as much as possible. If possible, the patient will be placed in the rear of the vehicle with another party to tend the patient.

IX. EMERGENCY SITUATIONS

- A. The primary duty of the transporting officer is the safe delivery of the prisoner in his or her car. Only when the risk to third parties is both clear and grave and the risk to the prisoner is minimal should the officer stop to render assistance.
- B. It is emphasized that all due care should be taken to safeguard the well being of anyone being transported as well as to prevent the escape of those in custody before leaving the transport vehicle unattended. The precautions to be considered include, but are not limited to, the following:
 - 1. Lock the transport vehicle;
 - 2. Park the transport vehicle in a safe location, preferably off the roadway;
 - 3. Use appropriate emergency lighting to avoid exposing the transport vehicle to traffic hazards and to facilitate location by other emergency vehicles;
 - 4. Illuminate the interior of the transport vehicle to facilitate viewing of the prisoner;
 - 5. Summon assistance immediately;
 - 6. Return to the transport vehicle as soon as assistance arrives; and
 - 7. Resume the transport as soon as possible.

X. PRISONER TRANSPORTATION IN NON-SCREENED VEHICLES

- A. Prisoners will be transported in vehicles that are not equipped with protective barriers only by an investigator. These transports will be in compliance with standard procedures with the following exceptions and additions:
1. Only when such transportation is made necessary by investigative need; otherwise, a patrol car equipped with a screen will be summoned.
 2. The prisoner will be restrained either by handcuffs with his hands behind his back or by the use of an approved prisoner restraint belt with wrist restraints.
 3. If the prisoner is an escape risk, that prisoner will additionally be restrained by the use of leg shackles.
 4. No more than one prisoner will be transported in a non-screened vehicle at anytime with the exception of juvenile prisoners who have been charged with non-violent crimes. In such juvenile prisoner instances, the juveniles will be restrained in the prescribed manner.
 5. All doors of the transport vehicle will be locked at all times when the vehicle is in transit.
 6. The prisoner will be seated in the rear seat of the vehicle on the passenger side of the vehicle.

XI. NON-STANDARD PRISONER TRANSPORTATION

- A. Prisoners of the Opposite Sex
1. Female prisoners will be handled in the same manner as male prisoners with the following exceptions:
 - a. A female prisoner will be searched by a female officer, if circumstances permit.
 - b. If it is not practical or possible for a female officer to search a female prisoner, the male officer will search the outer garments of the female prisoner. The officer will check any items in the prisoner's pockets. The officer will have the search witnessed by another officer or video recorded. The officer will remove any items carried by the prisoner such as a purse. These items will be

searched and will be transported in an area secure from the prisoner.

- c. If the prisoner is charged with a violent crime or is behaving violently or is believed to be armed, the prisoner will be searched thoroughly in compliance with policy with a witness present if possible.
- d. Prior to leaving the location at which the prisoner was taken into custody, the transporting officer will give the mileage shown on the transport vehicle odometer. Upon arrival at the final destination, the officer will give the ending mileage. In each instance, Communications will respond with a reading of the time.
- e. The same procedures will apply for female officers handling male prisoners.

B. Juvenile Prisoners

1. Juvenile prisoners will be handled in the same manner as adult prisoners with the following exceptions:
 - a. Searches of juvenile prisoners should be conducted by an officer of the same sex and witnessed by another officer or video taped, if circumstances permit.
 - b. Prior to leaving the location at which the prisoner was taken into custody, the transporting officer will give the mileage shown on the transport vehicle odometer. Upon arrival at the final destination, the officer will give the ending mileage. In each instance, Communications will respond with a reading of the time.
 - c. At all times when handling a juvenile prisoner, the transporting officer should take appropriate action to identify and be in the presence of witnesses as much as is practical so as to avoid accusations of improper conduct.

C. Transport of Sick or Injured Prisoners

1. If a prisoner becomes sick or injured incidental to his/her arrest, the arresting or transporting officer should seek medical attention at that time. The officer may transport the prisoner to a medical facility or have the prisoner transported by ambulance. Any prisoner transported by ambulance should be accompanied by an officer.

2. A prisoner becoming sick or injured after incarceration may be transported either by ambulance or by police vehicle only to the medical facility.

D. Handicapped and Physically Impaired Prisoners

1. When handling handicapped or physically impaired individuals who are in custody, extra care must be exercised by the transporting officer. Therefore, exceptions to standard transport policy may be made.
2. Physically impaired prisoners are those prisoners that have an obvious physical disability or impairment. It is the duty of the transporting officer to treat these individuals with appropriate restraint of action while providing for security and safe transport.
3. It should not be assumed that restraining devices are unnecessary for disabled prisoners. However, a prisoner in a wheelchair or one who uses walking aids may not require the use of restraining devices in all instances. The officer should use his/her discretion and judge each circumstance separately. The transporting officer will determine if a physically impaired prisoner who uses supporting devices (crutches, canes, walkers, etc.) is of such a disposition so as to use the device as a weapon. The physically impaired prisoner may be unrestrained and be allowed to use supporting devices to move to and from the transporting vehicle. During transport, supporting devices will normally be removed from the prisoner and placed in a secure area.
4. If a physically impaired prisoner is violent, supporting devices will be removed from that individual. If the prisoner is not ambulatory without the devices, that individual will be assisted to and from the transport vehicle by the transporting officer who will take care to ensure that the prisoner will not have the opportunity to gain access to the officer's weapon and will not escape. It may become necessary to restrain a violent, non-ambulatory prisoner and transport that individual in an ambulance to a holding facility. In such a case, the officer should follow the policy for ambulance transports of mentally impaired prisoners.

E. Mentally Impaired Individuals

1. Prior to taking custody of a mentally impaired individual, the transporting officer must make certain that they are fully informed in detail as to the following:
 - a. The type of mental disorder and exact type of abnormal behavior displayed by the individual.

- b. Detailed knowledge of any words, statements or actions that might trigger any abnormal behavior.
- c. The disposition toward violence that may suddenly be displayed toward the officer or toward the individual himself.
- d. The name, relationship and location of any person perceived as a threat by the individual; and, why that other person is perceived as a threat.
- e. The name and location of previously visited mental health care facility.
- f. The type, location and last time known to have taken any medications (take a sample or the prescription bottle if available).
- g. The relative ability of the individual to communicate coherently and follow instructions.
- h. Any real or imagined physical injuries.
- i. The circumstances why the individual came into police custody.
- j. Anything that might have in the past soothed the individual.
- k. The name of any police officer that may have had contact with the individual in the past and any information that may have been gained from that encounter.
 - 1. Information of the type outlined can govern the transporting officer in the treatment of mentally impaired individuals and reduce the chances for violence.
 - 2. Proper documentation must be present and examined in detail for compliance with existing law prior to any transport. In the absence of proper documentation, the transporting officer must make absolutely certain that the situation complies with the requirements of the Georgia Mental Health Act before taking the individual into custody.

2. Restraining Mentally Impaired Individuals

The transporting officer must take the time to make certain that the method of restraint chosen is appropriate to any potential conditions that may be presented by the individual. Many forms of

mental impairment can cause behavior that varies widely and instantaneously. The transporting officer must know the extent to which the abnormal behavior may become violent, produce loss of muscle control, cause a desire for the individual to injure himself or cause convulsive behavior. The officer must then provide appropriate restraint to minimize the chance for injury to the individual, Department employees and the public.

3. Transporting Mentally Impaired Individuals

- a. When deciding what type of restraint is appropriate, the officer should consider what type of transport vehicle would be most appropriate. In most cases, the transport vehicle will be a marked patrol car, a police prisoner transport van or an ambulance.

4. Marked Patrol Cars

- a. If a marked patrol car is the vehicle of choice, the person in custody should be restrained with issued handcuffs behind the back in such a manner that the individual is able to sit up in the rear of the car.
- b. Should leg restraints be required, only leg shackles, "Flex cuff" or other approved restraints will be used.

- c. **NOTE** *Removing any "Flex-cuff" type product presents a hazard of cutting the wearer; therefore, "Flex-cuff" restraints will be removed only with approved cutting tools such as bolt cutters or heavy metal cutters. Due to the potential of losing control of the cutting device and injuring the wearer, a knife will not be used to remove "Flex-cuff" type products.*

1. No individual will be restrained in such a manner so as to choke or restrict breathing at anytime.
2. No individual will be restrained in such a manner so that his / her legs and hands will be pulled up behind his back or in such a manner that it will be necessary for the individual to be transported in the prone position in a patrol car.
3. Should further restraint be necessary in a patrol car, an additional police officer will be placed in the rear seat with the restrained individual. The additional officer should unload his weapon and give it to the transporting officer before getting in the rear with the individual.

5. Transports In Ambulances

- a. If a mentally impaired individual requires medical attention, is catatonic or needs to be totally immobilized for any reason, the individual should be restrained to a stretcher and transported in an ambulance.
- b. The individual should be restrained in such a manner that breathing is not impaired and only to the minimum extent that will prevent the danger of injury to himself/herself or others.
- c. When a mentally impaired individual is transported in this manner, a police officer should ride in the ambulance with the individual and a police officer should follow the ambulance in a police vehicle.
- d. All transportation of mentally impaired individuals will be made in compliance with the communication notification rules for the transport of female and juvenile prisoners.
- e. Upon arrival at a mental health facility, the transporting officer will not enter any secured area in possession of a firearm and should use standard procedures for delivering a prisoner to a holding facility.

XII. EXTRADITION AND LONG TERM PRISONER TRANSPORTATION

- A. It will be the policy of the Helen Police Department that we will not extradite prisoners from more than a fifty (50) mile radius from the Police Department. However, due to extenuating circumstances, it is sometimes necessary that we make such extraditions.
- B. In the event it becomes necessary for officers of the Helen Police Department to transport prisoners over long distances (more than 50 miles), standard transportation procedures will be followed with the following exceptions and additions:
 1. For long-term transportation, the prisoner will be restrained, in the front of the body, with wrist restraints and leg shackles.
 2. If meals and rest stops are to be permitted enroute, these stops will be of minimal duration and at irregular intervals.
 3. During any stops, the prisoner will be accompanied at all times by at least one (1) officer.
 4. No long-term transportation will be conducted without at least two officers as transporting officers.

5. If the prisoner is allowed to use the restroom during any stop, an officer will examine the facility for security and potential escape routes prior to the entry of the prisoner. If necessary, one hand will be released from the restraint while the other hand remains restrained. The leg shackles will also remain in place. At least one officer of the same sex as the prisoner will remain with the prisoner and keep the prisoner in view at all times. The second officer will provide security against escape from a location that will be determined by the conditions.
6. If meals are permitted, precautions similar to those described for restroom stops will be followed. It is recommended that, if practical, the prisoner be fed in the vehicle while the vehicle is stopped.
7. Officers are reminded that long-term transportation's are extremely dangerous and present great opportunity for escape since these situations usually involve the most wanted and dangerous prisoners. All precautions should be taken and the officers must remain alert at all times.

XIII. PRISONER SEARCHES

- A. When any prisoner comes into the custody of an officer, that person will be, as thoroughly as conditions permit, searched for any contraband or weapons. Searches of persons, places and things pursuant to established state and federal laws governing search warrants and/or warrantless searches. Law enforcement officers shall have due regard for the protection guaranteed under the provisions of the Fourth Amendment to the U.S. Constitution which recognizes the right of the people "to be secure in their persons, houses, papers and effects against unreasonable searches and seizures." See also Art. I, Sec. I, Paragraph XIII of the Georgia Constitution (1983).
- B. As in all situations, certain factors must be considered by the officer taking the person into custody when deciding the extent to which a search will be conducted. These factors include but are not limited to:
 1. The sex and age of the person in custody;
 2. The sex of the officer making the search;
 3. The crime with which the person in custody is charged;
 4. The disposition toward violence displayed by the person in custody;
 5. The urgency of the situation or the presence of a crowd;

6. The conditions present in the area in which the person is being taken into custody;

7. The physical condition of the person in custody.

C. Factors that will not be considered are as follows:

1. The statement of another officer that the person in custody has already been searched;

2. The fact that the person in custody has been in the custody of another law enforcement officer or has been incarcerated in a holding facility;

3. The fact that the officer taking the person into custody has watched that person being searched by another.

D. Strip searches:

1. It is the policy of the Helen Police Department that the use of "strip searches" is inappropriate in all but the most extreme circumstances. If there is a perceived overriding need for a "strip search" to occur, a supervisor will approve and supervise the circumstances of such a search. This type of search is most appropriately conducted at the detention center since that facility possesses appropriate facilities and trained personnel. If such a search is to take place using police personnel, the following conditions will exist:

a. The search will be conducted in a room sheltered from outside view.

b. The searching officer will be the same sex as the person being searched.

c. There will be at least one witness of the same sex in the room during the search.

d. A superior officer with a minimum rank of sergeant will supervise the circumstances of the search; however, that superior officer need not be in the room at the time of the search. If for any reason a supervisor is present during the search, the supervisor will be of the same sex.

e. Surgical gloves will be worn by the searching officer along with other appropriate health care equipment.

- f. Officers will not touch the person being strip searched unless contraband is located.
- g. Only qualified (RN or MD) medical personnel will perform a digital search or probe search.
- h. JUVENILES WILL NOT BE SUBJECT TO STRIP SEARCHES WITHOUT PRIOR APPROVAL OF THE JUVENILE COURT OR ITS OFFICERS.
- i. Officers shall include information regarding a strip search in their Incident Report as completely as possible.

E. Body Cavity Search:

1. Intrusions on the body's surface (swabbing, hair samples, retrieval of evidence from the mouth, etc.) are governed by the Fourth Amendment. Such searches are permissible as long as they are conducted in a reasonable manner and are justified under the circumstances (e.g., probable cause to search). A search into a person's body against his will is authorized in instances where the State has good reason to believe that the person had committed a crime, and where the manner of the search is reasonable. *State v. Morrow*, 175 Ga. App. 743, 334 S.E. 2d 344 (1985); *State v. Haynie*, 240 Ga. 866, 867, 242 S.E. 2nd 713 (1978). However, a search for evidence by intrusion into a person's body against their will can be reasonable only under very limited circumstances.
2. Certain intrusions into the body (e.g. stomach pumping, surgery) have been held to be violative of the Fourth Amendment *Rochin v. California*, 342 U.S. 165 (1952); *Winston v. Lee*, 470 U.S. 753 (1985). Hence, only under the most exigent circumstances, and only pursuant to a search warrant, could such a procedure be allowed. See *Allison v. State*, 129 Ga. App. 364, 199 S.E. 2nd 587 (1973) - Surgical removal of bullet pursuant to a search warrant did not constitute unreasonable search and seizure. However, other more common interior intrusions, such as blood tests, may be conducted without a warrant if the setting and procedures are reasonable, as when blood is drawn by a doctor in a hospital. *Schmerber v. California* 384 U.S. 757 (1965) {Minor intrusion allowed}; See *Creamer v. State*, 229 Ga. 511, 192 S.E. 2nd 350 (1972) - Evidence concealed within the body of a prisoner may under proper circumstances be removed where there is no danger to life or limb. The Court found that removal of a bullet from defendant's body would amount to a minor intrusion. Probable cause must exist in all cases.

3. Emergency Searches

4. A search of body cavities other than the mouth requires a search warrant, except in an emergency. Procedures shall be as follows:
 1. There must be a clear indication that the person has within their body evidence of contraband, which must be removed.
 2. Police personnel shall contact a White County Magistrate in order to obtain a search warrant.
 3. Qualified medical personnel must do the search.
5. In an emergency where time is of the essence, police personnel may direct an authorized physician to conduct a search of body cavities. This search can be conducted without a warrant if probable cause exists that would justify the issuance of a warrant should the emergency not exist. The highest ranking officer involved in authorizing the search must file a detailed report explaining the emergency conditions. The District Attorney's Office will be notified as soon as possible.
6. Force may be used to the extent necessary to effect submission to the body cavity search.
7. Officers shall include information regarding a body cavity search in their Incident Report as completely as possible.

XIV. GUIDELINES FOR PRISONER SEARCHES

- A. The purpose of a prisoner search is to provide for the detection of weapons, contraband or any items that might be used to aid an escape. Each officer that takes custody of a prisoner is required to complete a prisoner search that is as thorough as circumstances permit. It is required that all items in the possession of a prisoner be thoroughly examined. Any item which is contraband or which can be used as a weapon will be removed from the prisoner and disposition of the property will be made in accordance with applicable policy. Any handbag, luggage, pack, duffel bag or other container in the possession of a prisoner will be removed, thoroughly searched and retained by the officer during prisoner transportation. It is the policy of the Helen Police Department that all prisoner searches and prisoner restraining will be accomplished as humanely as possible with the safety of the prisoner, the public and the police officer under consideration at all times. Any use of force beyond the minimum required in searching and restraining of prisoners is strictly prohibited.

B. Types of Searches

1. Since prisoners are taken into custody under varied conditions, the type of search selected by the officer must be appropriate for the existing situation. In this section, five types of approved searches will be briefly discussed. The five types of approved searches are standing searches, wall searches, kneeling searches, prone and multi-suspect searches.

- a. Standing Searches

1. In a standing search, the prisoner is handcuffed, and standing with the feet spread as wide apart as possible with the toes pointing towards the outside. The prisoner is asked to lean slightly forward or backward. While the officer holds the subject by one arm, he will place one leg in between the suspect's two legs with the knee against the back of the suspect's knee; the other leg will be to the outside of the offender's legs.

- b. Wall Searches

1. In a wall search, the prisoner is handcuffed, then placed in a position in which the body is extended at an angle between a vertical object such as a wall or tree and a horizontal object with the head placed on the vertical object. The prisoner should have the legs spread apart as wide as possible with as much weight as possible supported by the vertical object.

- c. Kneeling Searches

1. In the kneeling search, the prisoner is to kneel with arms extended to the sides with palms open, toward the officer and the legs crossed at the ankles. Once it appears that no weapons are in the prisoner's hands, the prisoner will place the hands behind the back, at which time the officer will apply handcuffs. The kneeling search is generally used when a suitable vertical object is not available for a wall search.

- d. Prone Search

1. A prone search should be used when the situation calls for maximum security while searching and should involve at least two officers. The subject should lay face down with his head turned away from the officer. The subject should spread his legs as far apart as possible. The subject should place his hands out to the sides with the palms open and facing up. Once it appears that no weapons are in the subject's hands, the

subject will be ordered to place the hands behind the back, and handcuffs will be applied.

e. Multi-Suspect Searches

1. There are two types of multi-suspect searches: Those with a guard officer and those without. Anytime there are more prisoners than police officers, a multi-suspect search is recommended.
2. The multi-suspect search without a guard officer is not actually a search. When there is a situation in which the number of prisoners is far greater than the number of officers present and the officer(s) feel that it is prudent to wait for backup officers before searching the prisoners, the prisoners may either be laid side by side as in a prone search or placed in a cross body stack. A cross body stack is not recommended unless the situation is volatile or attempted escape is probable.
3. The multi-suspect search with a guard officer is used when the number of officers present creates sufficient safety for a search of the prisoners to be performed. In this type of search, a guard officer will be stationed at a location at least ten feet away from the closest suspect. The searching officers should approach from the prisoner's side away from the guard officer. Care will be taken at all times that the searching officers will not move between the prisoners and the guard. The suspects will be laid side by side at a safe distance apart during these searches.

C. General Prisoner Search Procedure

1. The prisoner should normally turn his / her back to the officer.
2. The officer should remain a safe distance from the prisoner while the prisoner assumes the proper position.
3. The officer should remember to be in a position to prevent escape at all times.
4. The officer should closely observe the suspect before approaching to see that the suspect's hands are open and clear and to look for any

unusual bulges in the suspect's clothing that might be a weapon or contraband.

5. If the suspect is holding anything, the suspect should be instructed to place or drop the item while facing away from the officer and to step back from the item.
6. After the suspect has assumed the proper position, the officer should approach cautiously from the rear if possible.
7. No suspect will be approached until the officer who conducts the search has holstered his / her firearm.
8. The officer should place appropriate restraint devices on the prisoner before the search commences to ensure the safety of the prisoner, the officer and the public.
9. While searching the suspect, the officer should maintain his/her balance to control the prisoner's movements and to react to any sudden movements by the suspect.
10. The officer should attempt, at all times, to keep his/her head and body behind the body of the suspect to lessen the chance of attack.
11. The prisoner will have appropriate restraint devices applied prior to being placed in the transport vehicle unless specified otherwise elsewhere in this section.

XV. RESTRAINT DEVICES

- A. The purpose of restraint devices in prisoner transport situations is to reduce the chance of attack by the prisoner and to reduce the chances for escape. Restraint devices will be applied using methods and procedures approved and taught by instructional classes. Only those restraint devices that are approved by the Helen Police Department will be used by any officer.
- B. The restraint devices that are approved for use by officers are issued handcuffs, leg restraints, Flex-cuffs, and medical restraints for use on injured, ill, mentally or physically impaired prisoners. Restraint devices not issued by the Helen Police Department will require approval by the Chief of Police prior to use.
- C. Devices such as rope, cord, plastic tubing and other items not normally issued for use as approved restraints will not be carried or used for prisoner restraint purposes. Prisoners will not be restrained to any object

(such as an automobile) or in such a manner or condition that the prisoner's safety is placed at unnecessary risk. No prisoner will be restrained in such a manner as to restrict breathing or cause choking.

- D. Normally, restraining devices issued by the Helen Police Department have the capability of being double locked. This feature prevents the restraint devices from "cinching" or becoming tighter on the prisoner. To prevent unnecessary injury to prisoners, restraint devices so equipped will be double locked.

XVI. ESCAPES

- A. It is the responsibility of each officer who takes custody of any prisoner to take all prudent and reasonable action to prevent the escape of the prisoner.
- B. In the event of an escape, the officer's immediate actions should be governed by existing conditions. An officer in an escape situation must consider many factors before action. These factors include, but are not limited to, the following:

- 1. The presence of a crowd.

The chasing of an escaped prisoner through a hostile crowd may present a greater potential for violence by agitating the crowd than allowing the prisoner to continue flight.

- 2. The identity of the prisoner.

If the prisoner has been satisfactorily identified and his home address is known for example, it may be more prudent to await assistance and capture the prisoner at a later time than to pursue the prisoner into a hazardous situation without backup.

- 3. The seriousness of the charges pending on the prisoner.
- 4. The threat that the prisoner may present to innocent persons he might encounter.
- 5. The past history of the prisoner.
- 6. The safety of the prisoner, the public and other law enforcement personnel.

- C. Unless extraordinary conditions exist, the following procedure will be followed upon the escape of a prisoner.

1. Communications will be immediately notified with the following information, if available:
 - a. The fact that a prisoner has escaped;
 - b. A complete description of the escapee including whether the prisoner was wearing restraints;
 - c. Notification as to whether the escapee is or is not armed;
 - d. The direction and mode of travel;
 - e. Time lapse since the escape;
 - f. Any probable destination;
 - g. The crime with which the escapee was last charged;
 - h. The escapee's potential for violence;
 - i. Location and time lapse since the escapee was last seen; and
 - j. A request for needed equipment and manpower and the location at which the items would be most effective.
2. The supervisor should be notified and should take control of the situation until higher authority arrives.
3. All radio communications will be made on the primary radio frequency or channel in use by the patrol units in the geographical area in which the escape has occurred until and/or unless otherwise directed to switch to a tactical frequency by the supervisor in charge of the situation.
4. The supervisor in charge will direct the disbursement of equipment and personnel in order to contain the escapee and block escape routes.
5. In the event a foot search is required in wooded or other dangerous areas, no officer will enter such areas alone without first obtaining permission from the supervisor in charge.
6. No officer will leave an assigned location without the permission of the supervisor in charge.

7. Emergency radio operation procedures will be followed unless and/or until otherwise directed by the supervisor in charge.
8. Any further notifications will be determined by standard police and Communications Center guidelines.
9. Upon completion of the situation, a report regarding the escape and other pertinent circumstances will be completed by the end of that tour of duty.
10. A review of the escape incident will be conducted by the involved officer's supervisor and a written report will be completed by that supervisor and submitted to the next step in the chain-of-command for consideration.
11. If an escape occurs outside the City of Helen, the actions of the transporting officer will be governed by the procedures and laws in force in that jurisdiction. As soon as practical the transporting officer will notify his/her supervisor and appropriate reports and reviews will be completed.

XVII. MEDICAL FACILITIES

- A. Prisoners that are transported to medical facilities will be transported in compliance with procedures that are applicable to the prisoner's physical injury, illness, mental or physical impairment as described in this section. Unless otherwise directed by the health care provider, the prisoner will be appropriately restrained and in view of the transporting officer at all times.
- B. If a prisoner is admitted to a healthcare facility, the transporting officer's supervisor will be notified. The supervisor may consider the following actions dependent on the seriousness of the situation in which the prisoner was involved, the availability of manpower, the situation surrounding the injuries to the prisoner, the seriousness of the injuries and the anticipated length of stay in the facility. These are only guidelines, and the shift supervisor may take other actions as he/she feels necessary based on the circumstances present.
 1. For charges to be heard in Municipal Court, the prisoner shall be released at the scene by issuance of a citation and given notice to appear in court.
 2. For misdemeanor charges to be heard in Superior Court of White County, the arresting officer shall notify hospital security that charges are forthcoming on prisoner and leave a contact number for the agency with security. The arresting officer shall obtain a warrant from

the Magistrate Judge. The arrest warrant shall be turned over to the White County Sheriff's Department for service and a Sheriff's Department supervisor notified that the prisoner is at the hospital.

3. For felony charges to be heard in the Superior Court of White County, an officer should remain with the prisoner. The arresting officer shall obtain a warrant from the Magistrate Judge. The arrest warrant shall be turned over to the White County Sheriff's Department for service and a Sheriff's Department supervisor notified that the prisoner is at the hospital under guard of a Helen Police officer. The officer shall remain with the prisoner until relieved by a White County Sheriff's Deputy.
 - a. A report will be completed detailing the reasons why the prisoner was transported to the medical facility and the circumstances surrounding any illness or injury. The report will also contain the names of all officers involved with the prisoner, the name and location of the medical facility to which the prisoner was transported and any pertinent facts surrounding the incident.