


NORTHAMPTON POLICE DEPARTMENT		
Administration & Operations Manual		
Policy: Detainee Transportation		AOM: O-140
Massachusetts Police Accreditation Standards Referenced: [70.1.2], [70.4.1], [70.1.1], [70.2.1], [72.5.4], [70.1.3], [70.1.4], [70.1.5], [70.1.7.a], [70.1.7.c], [70.1.7.b], [70.5.1.a], [70.5.1.b], [70.5.1.c], [70.1.8], [70.1.6.c], [70.1.6.a], [70.1.6.b], [70.1.6.c], [70.1.6.e], [70.1.6.d], [72.5.5], [70.3.1]		Issuing Authority <hr/> John D. Cartledge Chief of Police
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I. Introductory Discussion

The proper transporting and handling of detainees is essential to ensure the safety of officers and detainees. A person who faces the loss of freedom may become desperate and dangerous. They may be ready to attack and flee at any time the opportunity presents itself. Escape is not only embarrassing but may create a serious danger to the community or to other police officers before the detainee is recaptured. On the other hand, the improper treatment of a detainee may result in charges of mistreatment or brutality. The purpose of this directive is to provide guidelines to ensure safety and security for detainees, transporting officers and the general public during detainee transportation.

II. Procedures – Search of Transport Vehicle

- A. Inspect Vehicle Prior to Shift: All vehicles normally used for transporting detainees shall be checked for operational suitability and searched for weapons & contraband prior to each shift. [70.1.2]
1. Marked cruisers with safety barriers should normally be used for transporting detainees. [70.4.1]
- B. Search Vehicle Prior to and Preceding Detainee Transports:
1. **Prior to placing a detainee in the police vehicle**, it should be thoroughly searched to ensure that there are no articles present which can be used as a weapon. This will also ensure that items (i.e. contraband, evidence, etc.) subsequently found can be more easily attributed to the detainee. [70.1.2]
 2. **At the completion of all detainee transports**, the officers assigned to the vehicle will conduct a search of the area within the vehicle where the detainee was located for evidence and/or contraband that may have been discarded by the detainee.

III. Procedures - Searching Detainees

- A. Search Detainee Prior to Transport: In all cases when an officer takes custody of a detainee, and prior to any transport of such detainee, the officer shall perform a search of the detainee. Whenever an officer takes custody of a detainee they are to transport, they should never presume that the detainee has already been searched. The officer shall conduct a thorough search of the detainee themselves. [70.1.1]
1. **Detainees shall be thoroughly searched at the scene of the arrest by an officer of the same sex, if readily available**, unless there is probable cause to believe the detainee is armed with an item with which could cause harm to themselves or to the officer. This necessitates an immediate search by any officer available.

See [AOM S212 Detainee Property Inventory](#) for departmental policy and procedures regarding strip and body cavity searches.

- B. Search Surrounding Area: Officers will also search the area within the immediate reach or control of the detainee for weapons, contraband, and evidence. Any such items will be seized, including any item that could be used by the detainee to inflict injury to the officer and/or to themselves.

IV. Procedures - Use of Detainee Restraining Devices [70.2.1]

- A. Use of Handcuffs: Every individual arrested and charged with a **felony shall be handcuffed**. Every individual arrested and charged with a **misdemeanor should be handcuffed**.

1. **Sick, Injured, Elderly or Mentally Disabled Detainees:** In certain cases involving sick, injured, elderly, or mentally disabled detainees, an officer may exercise discretion as to whether or not handcuffs are necessary. Procedures set forth in *AOM O105 Handling Injuries/Illnesses* should be followed when a detainee to be transported becomes sick or injured.
2. **Long Distance Transports:** Whenever an officer is transporting a detainee for an extended period of time, they may use discretion as to whether handcuffs are necessary when allowing the detainee to use a **restroom**.
3. **Handcuff Techniques:** Every individual who requires restraining shall be handcuffed with their hands behind their back, palms facing outward and the handcuffs should be double locked. In cases of serious crimes and/or violent criminals, the handcuffs may be slipped through the detainee's belt to further restrict their actions.
 - a. The arresting officer(s) shall exercise every reasonable effort to safeguard the detainee from sustaining any injury from the handcuffs themselves. Proper handcuffing techniques as prescribed in *AOM O101tb1 Handcuffing and Search Techniques* shall be practiced at all times.
 - b. Any injury that results due to the use of handcuffs shall be reported to the Officer-in-Charge (OIC) accompanied with a written report.

B. Use of Special Restraining Devices: [70.2.1]

1. **Belly Chains & Leg Chains:** Belly chains and/or leg chains are authorized for use when transporting dangerous/violent detainees or when there is a high risk of escape. [72.5.4]
2. **Ankle Control Strap:** Nylon control straps are authorized for use to prevent a detainee from kicking their legs, in order to prevent injury to the officer or to the detainee themselves, **and/ or to prevent damage to police vehicles.** (Refer to *AOM O101tb11 Police Use of Ankle Control Strap.*)
3. **Flexi-Cuffs:** Flexi-cuffs are authorized for use during multiple/mass arrest situations.
4. **Spit Socks:** The spit sock can be used on individuals who display aggressive behavior in the form of spitting and/or biting toward a police officer or an Emergency Medical Technician. (Refer to *AOM O101tb10 Police Use of Spit Sock.*)

V. Procedures - Transporting Detainees to the Station

- A. Do Not Attempt to Transport More Persons than Can Safely be Controlled: An officer should not attempt to transport more persons than they can safely control. When two or more detainees are to be transported, and there are no multiple detainee transport van-type vehicles available, the detainees should be transported one detainee per cruiser.
- B. Segregate Juvenile Offenders: Juvenile detainees shall not be transported or placed in a cell with adult offenders. Additionally, every effort shall be made to transport the following individuals separately:

1. Juvenile female and male detainees; and
 2. Adult female and male detainees.
- C. Detainees Should Be Transported by Officers of the Same Sex, If Possible: If no officers of the same sex are available for assignment, then the transporting officer shall ensure that mileage and time of dispatch, custody, departure and arrival are recorded in accordance with Sections G and H below.
- D. Call for Assistance, if needed: If an officer operating alone does not believe the detainee can be controlled without assistance, they should notify Dispatch and remain at the scene until help arrives. At all times, the officer should expect the unexpected. They should not be “lulled” by the apparent cooperation of the detainee. Every precaution should be taken to be prepared to handle sudden dangerous activity.
- E. Use Force When Necessary: If force is necessary, it shall be restricted to that which is reasonable and necessary to control the detainee and to ensure the safety of the officers.
- F. Detainee Placement During Transport: [70.1.3]
1. **In all cases, detainees shall be seated in the rear, passenger side of the police vehicle**, unless otherwise directed by the OIC or Patrol Supervisor.
 2. **In cases where there are two officers and the vehicle has a safety barrier**, both officers shall sit in the front of the transport vehicle. [70.1.3]
 3. **In cases where there are two officers and the vehicle does not have a safety barrier**, the assisting officer shall sit in the rear of the vehicle behind the driver with the detainee seated to their right, unless otherwise directed by the OIC or Patrol Supervisor.
- G. Communicate Information to Dispatch: Immediately upon commencing the trip, the officer shall communicate the following information to Dispatch who will record such in the computer system:
1. The number and sex of detainees, and whether detainee is a juvenile;
 2. The present location of the police unit; and
 3. Mileage at point of departure and mileage upon arrival at the station, if the detainee is of the opposite sex than that of the transporting officer.
Additionally, Central Dispatch must record the time of dispatch, custody, departure and arrival at the police department.
 - a. If the point of origin is beyond radio communication with Dispatch, the transporting officer shall be held responsible for recording the time and mileage of the trip.
- H. Ensure Safety of Detainee: While transporting a detainee, officers shall remain vigilant and take every precaution to ensure the safety of the detainee.

1. Officers shall **maintain visual contact** with the detainee during transport as much as reasonably possible.
Officers shall **proceed directly to the place of booking** and custody without unnecessary delay. However, all traffic regulations should be observed. [70.1.4]
 2. The police unit **should not participate in other police activities** when transporting a detainee, unless authorized by the OIC or Patrol Supervisor.
 3. In the case of long distance transportation of detainees, two officers shall transport the detainee. Normally no stops will be made while transporting a detainee. In the event that stops are necessary, such as fueling purposes, use of rest room facilities, food, drink, or other needs, locations should be randomly selected. The detainee will always be accompanied by at least one transporting officer. [70.1.4]
 4. Only when the risk to third parties is both clear and grave and the risk to the detainee is minimal, such as a serious personal injury accident, should the officer stop to render assistance. [70.1.4]
- I. Avoid Unnecessary Conversation: Unnecessary conversation shall be avoided. However, officers should not hesitate to calm an excited detainee to ensure that there will be no unnecessary distraction to the driver. [70.1.5]
1. A detainee shall be prohibited from communicating with anyone other than the transporting officer during transport operations.
- J. Bring Detainee Before the OIC: Upon arrival at the station, the detainee shall be brought immediately before the OIC and shall be booked in accordance with policy and procedures set forth in ***AOM 0142 Detainee Processing & Confinement***.
1. The removal of restraining devices upon arrival inside the Booking Room is at the discretion of the arresting officer, under the direct supervision of the Officer-in-Charge.

VI. Procedures - Detainee Escape

If a detainee escapes during arrest, transportation, or booking, the following procedures will be followed:

1. Procedures For Officer:
 - a. Notify Dispatch: Officers shall notify Dispatch (via radio if not at the station) giving as much information as possible, including the following: [70.1.7,a]
 - 1) Detainee's name, if known;
 - 2) Description, including clothing;
 - 3) Area where escape occurred;
 - 4) Direction of flight;
 - 5) Probable destination, if known;

- 6) Whether or not the subject is armed with a weapon; and
 - 7) Any other pertinent information available.
- b. Advise Local Authorities, if Outside Radio Transmission: If a detainee escapes during transportation, and due to the transporting officer's location they cannot transmit via radio, they should immediately dial 9-1-1 and advise local authorities of all information detailed in Paragraph A above.
 - c. Begin Area Search: Officers will begin an area search and attempt to regain custody of the detainee. [70.1.7,c]
 - d. Submit a Written Report: The officer responsible for the detainee who escaped shall, before the end of the shift, submit to the OIC a written report detailing the events leading to the escape. [70.1.7, b]
2. Procedures for Central Dispatch: Dispatch will immediately notify the OIC and/or Patrol Supervisor of the detainee escape and they will deploy additional officers and/or commands as necessary.

VII. Transportation after Booking

- A. When a detainee is to be transported from the station to another facility to be held in custody or to court, the employees involved shall comply with the following, in addition to the transportation procedures prescribed above:
 1. Verify Identity of Detainee: Verify the identity of the detainee to be transported through the OIC. Verification may include checking that the photo and identifying information in IMC match that of the detainee. [70.5.1, a]
 2. Verify The Destination of The Detainee Transport.
 3. Ensure That All The Necessary Paperwork Accompanies The Detainee To The Custody Facility Or The Courthouse. Such documentation may include: [70.6.1, c]
 - a. A copy of the Booking custody sheet.
 - b. Warrant, if any.
 - c. Section 12 commitment papers, if applicable
 - d. Detainee property, including any medical discharge papers.
 - e. Juvenile Transfer Sheet.
 - f. Regional lockup transfer request form, if applicable.
 - g. Information relating to the detainee's suicide or escape potential shall be recorded and included in the documentation that accompanies the detainee during transport. This information, in addition to other information on any personality traits of a security nature, shall be relayed to the receiving agency via telephone prior to transport. [70.56.1, c]
 4. Notify Agency of Unusual Security Risk: If a detainee to be transported to another agency or court is considered to be an unusual security risk, the officer shall first notify the appropriate court official of such hazard in order that additional security measures can be taken. [70.1.6] [70.1.8]

5. Search Detainee Prior to Transport: Prior to transporting a detainee to another facility, officers must perform another search of the detainee to ensure that they have no articles which could be used as a weapon. [70.1.1]
 - a. If at all possible, a female officer or a female cell monitor should search a female.
 - b. If the search is unquestionably necessary, and no other female employee is available, the OIC may cause the person to be brought to the Hampshire County Jail to be searched. No strip searches are to be allowed unless authorized **by the OIC** (Refer to *AOM S212 Detainee Property Inventory/Search* in regard to the performance of strip searches).

- B. Transporting Detainees To Correctional/Police Facility: Upon the transport of any detainee to the Hampshire County Jail, or other correctional/police facility, the officer shall:
 1. Advise Dispatch of their location.
 2. Transport the detainee into the facility with all necessary papers and personal property. [70.1.6, c]
 3. Secure firearms in accordance with the procedures of the receiving agency. [70.1.6,a]
 4. Maintain control of the detainee until relieved by the receiving agency.
 5. Remove restraining devices only when directed to do so by the receiving agency. [70.1.6,b]
 6. When appropriate, officers shall ensure that necessary signatures are obtained for detainee transfers. When signatures are not required, the officer shall include the name of the receiving officer, as well as the time and location of the transfer in their report. [70.1.6,g]
 7. Advise the receiving agency of any potential medical or security risk. [70.1.6,d & e]

- C. Receiving Detainees From Outside Agencies: If detainees are received from an outside agency, positive identification shall be made of the person presenting the detainee for detention, including verification of the person's authority to make the commitment. This identification shall consist of a departmental-issued identification card and/or a phone call to the outside agency, confirming the employment status of the person presenting the detainee for detention. [72.5.5]

VIII. Sick, Injured or Handicapped Persons [70.3.1]

If, while transporting a detainee before or after booking, they become sick or injured, the officer shall:

1. Provide Medical Attention: Ensure that immediate medical attention is provided in accordance with procedures set forth in *AOM O105 Handling Injuries/Illnesses*.
2. Accompany Detainee in Ambulance, When Necessary: If a detainee is to be transported by ambulance, an officer shall accompany them in the ambulance and shall **closely monitor such detainee at all times** during their treatment,

examination, or admission. The detainee shall not be allowed to have visitors or phone calls, unless from the detainee's attorney. [70.3.2]

3. Take Measures to Accommodate Physically/Mentally Disabled Detainees:
Appropriate measures shall be taken to accommodate physically and mentally disabled detainees during transportation as directed by the OIC or Patrol Supervisor.