



POLICY & PROCEDURE

ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **SEARCH/TRANSPORT OF
DETAINEES**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statute: 968.256

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RESCINDS

AMENDS

WILEAG 4TH EDITION

STANDARDS: 7.1.1, 7.1.2, 7.1.3,
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7.1.9, 7.1.10

INDEX AS: Escape of Prisoners
Handling of Prisoners
Medical Aide for Prisoners
Prisoners
Restraining Devices during Prisoner Transport
Search of Prisoners
Transportation of Prisoners

PURPOSE: The purpose of this Policy & Procedure is to provide guidelines for the transportation of prisoners in custody of the Elkhart Lake Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. DEFINITION
- II. SEARCH OF PRISONERS
- III. TRANSPORT OF PRISONERS
- IV. USE OF RESTRAINING DEVICES
- V. SPECIAL TRANSPORT SITUATIONS
- VI. ESCAPE OF PRISONERS

I. DEFINITION

- A. Physically disabled person: means a person who requires an assistive device for mobility, including, but not limited to, a wheelchair, brace, crutch or artificial limb.

II. SEARCH OF PRISONERS (WILEAG CORE 26-7.1.1)

- A. Prior to transport, all persons in custody shall be searched for weapons, evidence, contraband or tools of escape. The transporting officer shall search the prisoner in custody unless a search was conducted in the officer's presence.
- B. Strip searches and/or body cavity searches shall be conducted only in accordance with Policy & Procedure 1.13: Strip Searches.
- C. A search of a physically disabled person shall be conducted in a careful manner. If a search of a physically disabled person requires the removal of an assistive device or involves a person lacking sensation in some portion of his or her body, the search shall be conducted with extreme care by a person who has had training in handling physically disabled persons. (WI State Statute: 968.256).

III. TRANSPORT OF PRISONERS

- A. At the beginning and end of each tour of duty, each officer shall inspect their vehicle as follows:
 - 1. The rear seat window control should be deactivated.
 - 2. The interior of the vehicle shall be searched to insure that no weapons or contraband have been left or hidden within the vehicle.
- B. Officers shall search their vehicle prior to and after transporting prisoners.
- C. Prisoners shall be transported in the following manner:
 - 1. Where the vehicle has a security screen, the prisoner shall be seated in the rear seat of the vehicle behind the security screen.
 - 2. When a prisoner is being transported without a security screen, the prisoner shall not be seated in the rear seat directly behind the driver.
 - 3. When two or more prisoners are transported in a vehicle without a security screen, two officers shall be in the transport vehicle seated in the front seat with one officer monitoring the prisoners.
- D. During the period of transport, the prisoner shall not be allowed to communicate with anyone other than the officer(s).
- E. When officers deliver prisoners to the Sheboygan County Detention Center or a Mental Health Facility, the officers shall:

1. Adhere to any requirements placed by the receiving authority or facility.
 2. Secure their firearms and other restricted equipment in the weapons lockers or trunk of their vehicle.
 3. Deliver the prisoner and appropriate documentation to the receiving person.
 4. Obtain the signature of the receiving person, where appropriate.
 5. Remove or see to the removal of the Elkhart Lake Police Department restraining devices just prior to placing the prisoner in the cell or locked facility.
 6. Advise receiving agency personnel of any potential medical or security hazards.

IV. USE OF RESTRAINING DEVICES

- A. The following are the authorized restraint devices that may be used during prisoner handling:
 1. Handcuffs
 2. Flex cuffs
 3. Nylon leg restraint
 4. Leg Shackles
 5. Leather Medical Restraints
 6. Belly Chain
 7. Spit Mask/Hood
- B. Generally, prisoners requiring transport shall be handcuffed to protect the prisoner, the officer, other citizens, property, and to prevent escape. All prisoners destined for the Sheboygan County Jail shall be handcuffed, except for instances where the officer can articulate that handcuffing was not possible.
- C. Officers shall take into consideration the following information when deciding whether or not to handcuff a prisoner:
 1. Age
 2. Physical Size
 3. Disability
 4. Attitude of the Prisoner
 5. Seriousness of the Offense

- D. Whenever handcuffs are used, they shall be applied tightly enough to ensure the subject arrested cannot slip his/her hand out. The handcuffs shall not be so tight as to cause injury to the wrists. When secured, handcuffs are to be snug (approximately one pinky finger between cuff and wrist).
- E. Whenever handcuffs are used, they shall be safety-locked.
- F. Prisoners shall be handcuffed with their hands behind their back unless they are unable to be safely handcuffed in that position. Under those circumstances, the prisoners may be handcuffed with their hands in front.
- G. Flex cuffs may be used to supplement or replace handcuffs when necessary. Flex cuffs may also be used when multiple prisoners are in custody.
- H. The nylon leg restraint may be used by an officer to protect the prisoner, the officer, other citizens, property, and to prevent escape when necessary.
- I. Prisoners shall have their seatbelt secured during transport unless the prisoner is too big, continually unfastens it, or is resisting to such an extent that attempting to secure the seatbelt would be unsafe for the prisoner or officer.
- J. When it is necessary for an officer to physically restrain a prisoner during transport to protect the prisoner or property, an officer(s) should ride in the rear seat of the vehicle after securing their firearm, baton, and pepper spray in the trunk of the vehicle.
- K. Prisoners shall not be placed in a prone position while being transported. Regardless of restraining method, officers always need to safeguard for positional asphyxia.
- L. Officers may not restrain a prisoner by connecting the hands and feet.
- M. The use of restraint devices shall be documented in the corresponding police report.

V. SPECIAL TRANSPORT SITUATIONS

- A. If an officer believes that a prisoner is an unusual security risk that information shall be communicated to the appropriate agency or court which they are taken to, so they may make decisions about additional security measures.
- B. When an officer transports a prisoner or person of the opposite sex, the officer shall:
 - 1. Advise the dispatcher of the transport.
 - 2. Provide the dispatcher with the odometer reading at the beginning and at the conclusion of the transport.
 - 3. The dispatcher will record the departure time and odometer reading as well as the time and odometer reading at the conclusion of the transport.

- C. When transporting handicapped prisoners, the officer will exercise due care respective of the handicap and ensure the transporting vehicle is appropriate for prisoners with wheelchair, crutches, or prosthetic devices. The officer may decide that an ambulance or the patrol wagon is better suited for transport in these cases. It should not be assumed that restraining devices are unnecessary for a disabled prisoner.

Mentally disabled prisoners may pose a significant threat to themselves and/or the transporting officer. Discretion should be used when deciding whether or not to use restraining devices during transport. The selected device should restrain the prisoner securely without causing injury. If practical, two officers should be used when transporting mentally disabled persons to allow constant visual contact with the prisoner.

- D. When transporting sick or injured persons who require medical attention, the officer should summon an ambulance to do the transport, except when the extent of the illness or injury is so minor that the transport by ambulance would not be warranted.
 - 1. If an officer has any doubt as to the medical condition of the prisoner, an ambulance should be summoned.
 - 2. The officer shall monitor the prisoner by riding in the ambulance or by following the ambulance in his/her vehicle.
- E. Prisoners who are taken for immediate treatment should be closely monitored. If restraints should be removed for treatment, caution should be exercised while the prisoner is unfettered. Only under unusual circumstances will the prisoner be allowed out of the transporting officer's sight.
- F. When released from treatment, the prisoner's condition should be carefully recorded. All instruction for future treatment and medication should be obtained in writing and signed by the attending physician.
- G. Before moving from the hospital, the prisoner should be searched and restrained.
- H. Also refer to Policy & Procedure 5.04: Use of Force/Rendering Medical Aid for further information on prisoners remaining at medical care facilities or hospitals.
- I. A police van (Sheboygan Police Department) may be used to transport prisoners who require more room than the patrol vehicle provides due to the prisoner's size or disability.
- J. At no time will prisoners be handcuffed together.
- K. Prisoners will not be handcuffed to objects unless the object was specifically designed for that purpose.
- L. In the event of a large scale riot, the following should be considered:

1. Transportation: Prisoners shall be transported in accordance with Department policy. Generally, transportation of prisoners can be handled by patrol vehicles; however a private bus company may be requested for transportation, if necessary.
 2. Arrest/Confinement Procedures: Normal arrest, booking, bonding, and jail procedures will be used, except when mass arrests are made. In the event of mass arrests, the following provisions may be considered:
 - a) Persons arrested are to be removed from the disturbance area as rapidly as possible. A prearranged location will be selected where the booking procedure will be initiated.
 - b) Care must be taken to properly identify the arrestee.
 - c) Arrestees must be searched for weapons, contraband, and identification.
 - d) Security of arrestees must be maintained. Flex cuffs may be placed on the arrestee in lieu of regular handcuffs.
- M. Officers will not transport prisoners for special situations such as funerals, reading of wills, visiting critically ill relatives, commingling of opposite sex prisoners, or other unique circumstances. Officers will inform the prisoner that they must make their request of the Sheboygan County Sheriff's Office after they are transported to the Jail.

VI. ESCAPE OF PRISONERS

- A. Following the escape of a prisoner while being transported, the transporting officer shall:
1. Notify the Dispatch Center and shift supervisor as soon as possible. If the escape occurs outside the jurisdiction of the Elkhart Lake Police Department, notification shall be made to the law enforcement agency having jurisdiction where the escape occurred.
 2. Provide the location of escape, description, and direction of travel for assisting officers.
 3. The transporting officer shall prepare a report detailing the circumstances of the escape and all related information.

Michael Meeusen
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/01/2015