

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 258-P

REFERENCE STANDARDS:	70.1.1	70.1.2	70.1.3
	70.1.4	70.1.5	70.1.6
	70.1.7	70.1.8	70.2.1
	70.3.1	70.3.2	70.3.3
	70.4.1	70.4.2	70.5.1
	41.1.3		

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SUBJECT: Prisoner Transportation and Restraint

PURPOSE: The purpose of this order is to establish procedures regarding the safety, security, and humane treatment of prisoners while in transit and to ensure the safety of Department employees and the public.

DEFINITIONS:

**HANDCUFFS:** Commercially produced chain link or hinged-type cuff capable of being double locked.

**TRANSPORT BELT:** Commercially produced waist belt with a restraining ring for use with handcuffs. Used for long distance transportation when it is impracticable to have the prisoner's wrists cuffed behind his back.

**DISPOSABLE FLEX CUFFS:** Commercially produced flexible band cuff with a locking system.

**PRISONER TRANSPORT VAN:** The prisoner transport van is a fully marked police vehicle with emergency lights and siren designed and equipped primarily for the transportation of prisoners.

**PRISONER TRANSPORT HOOD:** The prisoner transport hood is an authorized piece of equipment that is a temporary protective hood for use of persons where a risk of exposure to infectious disease is present. The transport hood acts as a deterrent against spitting, biting, and other aggressive behaviors without impairing the officer's ability to monitor a subject's physical condition.

I. PRISONER SEARCH PRIOR TO TRANSPORT (70.1.1)

- A. A sworn officer is responsible for assuring that a complete and thorough search of the prisoner for contraband and weapons is done prior to any transport.

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- B. Exigent circumstances may necessitate the immediate transport of a prisoner with only a cursory weapons search. The officer will conduct a thorough search for contraband and weapons as soon as practical.

## II. TRANSPORT VEHICLE SEARCH (70.1.2)

- A. Whenever a prisoner is transported in a police vehicle or the prisoner transport van, a thorough search of the vehicle must be done prior to and after completion of the transport.
- B. Any weapons and/or contraband located during the search of the vehicle should immediately be reported to a supervisor and the contraband inventoried according to department procedure.
- C. As a routine event, personnel must inspect their vehicles for duty readiness at the beginning of each watch.
- D. Any items noted by the inspecting employee that may contribute to unsafe vehicle operation must be brought to the attention of a supervisor.

## III. PRISONER RESTRAINT DURING TRANSPORT (70.2.1)

- A. Applications - Whenever a person is placed under custodial arrest and is to be transported for any reason, or when a prisoner is being transported from the department's facility to another facility, that person shall be handcuffed unless prevented due to medical reasons or physical impossibility. A supervisor may grant authorization for the non-use of cuffing devices when deemed inappropriate or unnecessary.
- B. Single arrestee - Restraining devices shall be applied to the wrists of the arrestee with the hands placed behind the arrestee, and palms facing away from each other. Restraining devices may be applied to the wrists with the hands positioned in the front of the arrestee in some circumstances, such as when the arrestee is:
  - 1. Physically incapable of placing his hands behind his back; or
  - 2. Physically handicapped; or
  - 3. Sick or injured to the extent that placing his hands behind his back would be impracticable.
  - 4. Secured using the black box restraint system in conjunction with leg irons.
- C. Multiple arrests.
  - 1. In emergency situations, two arrestees may be restrained with one handcuff to one hand of each arrestee (when practical both left or both right hands).

2. Male arrestees will not be handcuffed to female arrestees.
3. Juvenile arrestees will not be handcuffed to adult arrestees.

D. Procedure.

1. Whenever possible, restraining devices shall be double-locked.
2. Arrestees shall not be handcuffed to any part of the transporting vehicle, such as a doorpost.
3. When long distance transport is required, the black box restraint system should be used.
4. Disposable flex cuffs may be used in conjunction with other restraining devices in instances involving high risk.
5. Prisoners will not be positioned immobile, face down in a vehicle after application of both arm and leg restraints. Prisoners so restrained may be placed on their side, on their back or in a seated position, and shall be under continuous observation.

- E. Mentally disturbed prisoner restraint - When practicable, the requirements under subsection A. of this directive will be followed when transporting mentally disturbed prisoners. For those situations in which the mentally disturbed prisoner poses a significant threat to himself or the officer(s), a supervisor may authorize additional restraining devices, such as medical restraints or a stretcher with restraining devices, to securely restrain the individual.

IV. TRANSPORTING PRISONERS IN VEHICLES (70.1.3)

- A. Police vehicle with safety barrier - Prisoners who are transported in a vehicle that has a safety barrier shall be secured in the rear passenger compartment and when possible, secured with a seat belt. Normally, the prisoner should be seated as far away from the driver as possible.
- B. Police vehicle without safety barrier.
1. With the exception of the prisoner transport van, transporting prisoners in police vehicles that do not have a safety barrier will only be done as a last resort when no other means are available.
  2. Prisoners being transported in police vehicles without a safety barrier shall be secured in the rear passenger seat and, when possible, with a seat belt. In the prisoner transport van, officers will utilize the prisoner safety restraint system to secure the prisoners.
  3. Two officers should be present for the transport.

- a. When two officers are present, the second officer may ride in the rear seat with the prisoner. The second officer should safely secure his firearm or sit with it away from the prisoner. If not riding in the same vehicle, the second officer may follow the transporting officer in another vehicle.
  - b. If the transporting officer is alone, the prisoner should be seated as far away from the driver as possible.
- C. The maximum number of prisoners transported in a passenger car size police vehicle will be two regardless of the activity taking place at the time. In mass arrest incidents, the supervisor will determine the means and mode of transportation based upon the available equipment at the time of occurrence.
- D. To ensure officer safety and minimize security risks, two officers will be required for any prisoner transport in excess of ninety (90) miles one way. If practicable, the prisoner transport van should be used for long distance transports.
- E. To minimize security risks, officers are to ensure that the sally port door is closed before removing prisoners from police vehicles for entry into the processing area. A maximum of two police vehicles are permitted in each sally port garage at any one time. In the event the garage is occupied by more than two vehicles, the transporting officer should arrange for the removal of one of the parked vehicles prior to driving their police vehicle with the prisoner into the garage area. If there is a potential of problems with the prisoner, the transporting officer should request additional officers be present before removing the subject from the squad car. Prisoners shall not be removed from police vehicles in the other garages unless approved by the on-duty supervisor.

## V. PRISONER TRANSPORT VAN

- A. No specialized training is required to operate the prisoner transport van. However, the prisoner transport van shall not be operated for its intended uses without the authorization of the on-duty supervisor, or another officer of higher rank. (41.1.3a,b)
- B. Normally, only sworn officers will operate the prisoner transport van, but nothing in this order shall prevent non-sworn personnel from using the vehicle for authorized activities such as cleaning, maintenance, or other circumstances/emergencies where use of the van would be appropriate and/or essential. Non-sworn personnel will not operate the prisoner transport van without the authorization of the on-duty supervisor, or another officer of higher rank. Non-sworn personnel shall not operate the prisoner transport van when occupied by a prisoner. (41.1.3a,c)
- C. Conditions under which the on-duty supervisor may deploy the prisoner transport van shall include, but not be limited to: (41.1.3a)
  - 1. The transport of a prisoner or prisoners from the police facility to a courthouse for a bond hearing, or to a jail facility for incarceration.

2. The transport of a prisoner or prisoners in the custody of another law enforcement agency, from that agency to the Hanover Park police facility, and vice versa.
  3. Any situation where multiple arrests have been made, or may be made and use of the prisoner transport van is necessary to facilitate the safe transport of arrestees to the police facility.
  4. To assist other requesting police agencies with the transportation of their prisoners for the above described situations provided approval is given by the on-duty supervisor and the prisoner transport van is operated by a Hanover Park police officer.
  5. For general patrol duties by Hanover Park police officers, or other non-sworn personnel, with approval of the on-duty patrol supervisor or another officer of higher rank.
  6. Any other circumstances, as deemed appropriate, such as law enforcement expositions, recruitment activities, public relations events.
- D. The prisoner transport van **shall not** be used as a pursuit vehicle in vehicular pursuits. (41.1.3a)
- E. Caution shall be used while driving the prisoner transport van taking into consideration the larger size of the vehicle in comparison to the standard police vehicle routinely driven by officers and other non-sworn personnel. Appropriate care and caution shall also be used at locations where the vehicle's size presents a hazard and/or genuine risk of property damage or personal injury when in motion. (41.1.3a)
- F. The prisoner transport van is specially designed and equipped to increase the safety of officers and prisoners. The prisoner area is completely separate from the cab area where the officer(s) sit. There are three separate prisoner compartments that are continuously monitored by a camera mounted in each compartment. (70.4.1)
- G. Prior to **any** use of the prisoner transport van, the assigned officer(s) or other non-sworn personnel, shall conduct an inspection of the vehicle, including an outside visual inspection, to check for unreported damage, overall cleanliness, proper vehicle and equipment operation, contraband, and equipment presence along with the proper quantity. Any deficiencies found should be reported as soon as practical to the on-duty supervisor. (41.1.3a,c)
- H. The prisoner transport van will be inspected by the day shift supervisor, or his designee, on a monthly basis as per Directive 222-P, with the findings of the inspection reported on the monthly inspection form, (Directive 222-P, Appendix A). (41.1.3c)
- I. Only sworn officers shall operate the prisoner transport van when transporting any prisoner(s). The number of sworn officers present for the transport is at the discretion of the on-duty supervisor. The circumstances surrounding the arrests of the prisoners, along with their level of demonstrated combativeness, and sworn officer street staffing will be

some of the factors taken into consideration when deciding whether one, two or more officers will be present during the prisoner transport. (41.1.3a)

- J. Generally, the maximum capacity of the prisoner transport van is 11 prisoners, with 4 prisoners on each side in the rear compartments and 3 prisoners in the front compartment, (using the side door). However, circumstances may dictate exceeding capacity if other transportation is not readily available and not immediately transporting arrestees would present a dangerous and/or hazardous situation to officers, arrestees, and general members of the public. (41.1.3a)
- K. Prisoners are to be placed into separate compartments of the prisoner transport van whenever possible. (41.1.3a)
  - 1. Male, female, adult, and juvenile prisoners may be placed in the prisoner transport van at the same time, but must be placed into separate compartments.
  - 2. A male prisoner and a female prisoner will not be placed in the same compartment at the same time.
  - 3. An adult prisoner and a juvenile prisoner will not be placed in the same compartment at the same time.
  - 4. Prisoners that have demonstrated any level of combativeness shall be isolated from other prisoners while in the transport van.
- J. The prisoner transport van shall be inspected for and equipped with the below listed items. (41.1.3d)
  - 1. 50 flex handcuffs
  - 2. 15 flares
  - 3. Pistol drawer with an electronic lock
  - 4. 4 fold-up reflective traffic cones
  - 5. Flex handcuff cutter
  - 6. 2 black boxes for handcuffs
  - 7. 2 sets of leg irons
  - 8. 1 box of rubber gloves
  - 9. First aid kit and CPR mask
  - 10. Sharps container

11. 2 rolls of crime scene tape

VI. VISUAL SCRUTINY OF PRISONERS (70.1.4)

- A. Officer(s) transporting prisoners shall maintain visual contact during transportation. In the event that a prisoner in custody must leave the transport vehicle during transportation, the transporting officer(s) will maintain physical control and visual observation at all times. Exceptions may include allowing the prisoner the use of toilet facilities, or where the prisoner is undergoing medical treatment. Should this occur, the officer(s) should position himself so as to prevent escape.
- B. During a long transport, when it is necessary to provide a meal for the prisoner, the transporting officers shall select the restaurant on a random basis and shall obtain a receipt for the meal provided to the prisoner. "Drive through"-type restaurant facilities should be utilized if available. If necessary, the prisoner may be taken to a local police facility for the purpose of providing the prisoner with the meal.
- C. The primary responsibility of the transporting officer(s) shall always be the custody and safety of his prisoner(s). The transporting officer(s) will only vary from his transportation status to render aid and assistance in life-threatening situations or at the direction of a supervisor.
- D. Officer(s) transporting prisoners will not permit the prisoner to talk with non-law enforcement personnel. (70.1.5)

VII. PRISONER TRANSPORT TO ANOTHER FACILITY (70.1.6)

- A. An employee transporting prisoners from one facility to another will:
  - 1. Secure firearms in compliance with that facility's policies. (At a facility with no provisions for firearm storage or no firearm storage policy, employees are to lock their firearms in the trunk of the police vehicle or in the gun safe of the prisoner transport van). (70.1.6a)
  - 2. Remove prisoner restraints at the direction of the personnel at that facility. (70.1.6b)
  - 3. Provide all necessary paperwork and documentation to the receiving facility, (70.1.6c) including any known medical problems or security risk. (70.1.6d)
  - 4. Document in the prisoner's arrest case file the name of the agency, location, date, and time, along with name of the receiving officer. (70.1.6e)

VIII. PRISONER ESCAPE DURING TRANSPORT (70.1.7)

- A. If a prisoner escapes within the Hanover Park Village limits, the officer shall immediately notify DuComm Communications. If outside of the city limits, the officer shall immediately initiate an ISPERN “wanted broadcast” and notify the local jurisdiction. In either situation, the following details should be provided: (70.1.7a)
  - 1. The location of the escape.
  - 2. The escapee’s direction and mode of travel.
  - 3. The escapee’s identity, physical and clothing description.
  - 4. The pending charges against the escapee.
  - 5. Apprehension efforts that have been undertaken.
  - 6. Any other information that may be of assistance.
- B. A written report stating the circumstances surrounding the escape is to be submitted before the officer’s end of watch. (70.1.7b)
- C. Other actions that may be directed by the on-duty patrol supervisor. (70.1.7c)

IX. NOTIFICATION OF SECURITY RISK (70.1.8)

- A. When transporting prisoners to another facility or court location, the officer shall notify the destination of any possible security risk or existing medical condition of the arrestee.
- B. Officers are required to inform the judge (either in person or through the sheriff’s deputies or court clerk) that a prisoner transported into their courtroom is a security risk.

X. TRANSPORTING PRISONERS OF THE OPPOSITE SEX

- A. Whenever an officer transports a prisoner of the opposite sex, the officer shall notify DuComm Communications of their present location, the intended destination, and the current transport vehicle mileage. The officer shall wait for an acknowledgment from Communications before starting the transport.
- B. Upon arrival at the destination, the transporting officer shall notify Communications of the arrival and the current transport vehicle mileage. The officer will again get an acknowledgment from Communications.
- C. Even though the starting and ending times of the transport may be automatically documented on the recording tape in the Communications Center, the telecommunicator will broadcast the times when the officer advises the starting and ending mileage.



- D. When transporting a prisoner of the opposite sex to or from outside the radio range of the DuComm Communications Center, two officers shall be used for the transport unless otherwise authorized by the on-duty patrol supervisor.

## XI. SPECIAL TRANSPORT SITUATIONS (70.3.1)

- A. Field situations - If a person who has been placed under arrest in the field requires immediate medical attention due to injury or illness, the arresting officer shall request that Communications notify the on-duty patrol supervisor and the Hanover Park Fire Department to respond to the scene.
- B. Jail Center Situations - The on-duty patrol supervisor shall be notified and respond to the jail area whenever a prisoner requests or is otherwise in need of medical care. If the arrestee/prisoner requires hospital emergency room treatment, he will be transported to a medical facility by ambulance.
- C. Disabled Prisoners - As in the transport of any prisoner, the safety of the transporting officer and the prisoner are of primary concern. In transporting a disabled prisoner, special accommodations for transport may be required. Depending on the type of disability and the special needs of the prisoner, the transporting officer may utilize a vehicle other than a police vehicle, as directed by a supervisor.

## XII. PRISONER SECURITY DURING MEDICAL CARE (70.3.2)

- A. Prisoners who require medical treatment will be transported to the hospital by ambulance. Prisoners will not be transported to the hospital by a police vehicle unless authorized by the on-duty patrol supervisor.
  - 1. When a prisoner is being transported to the hospital in an ambulance, the prisoner will be handcuffed or restrained by another authorized method, unless prevented due to medical reasons.
  - 2. Under normal circumstances, one officer will ride in the ambulance with the prisoner. If no officer rides in the ambulance, an officer will follow the ambulance to the hospital unless the supervisor deems otherwise.
  - 3. Officers will remain with the prisoner during medical treatment unless the attending physician requests the officer(s) to leave the treatment area. When this occurs, the officer(s) will position themselves in a location to prevent escape.
  - 4. The use of restraints on a prisoner receiving medical care shall be at the discretion of the officer. The officer should base his decision on the circumstances at hand, the requests of medical personnel and the medical needs of the prisoner. Generally, restraints should not be used if they will interfere with treatment or otherwise aggravate the prisoner's condition.

5. After treatment has been provided and the prisoner is released from the hospital, officers will transport the prisoner to the police station, if necessary.
6. When a prisoner is admitted to the hospital, hospital security will be advised of the status of the person. Officers will notify the supervisor of the admission of the prisoner. The supervisor will make the determination whether the police department will post a guard, or whether hospital security can notify the police department when the person is released.

### **XIII. UNUSUAL PRISONER TRANSPORT SITUATIONS (70.3.3)**

- A. Unusual circumstances 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. Special details of this nature shall not be provided.
- B. Juvenile prisoners will be transported in the same manner as adults. Adult and juvenile prisoners will not be transported together in any vehicle except for the transport van where the adult and juvenile prisoners will be placed in separate compartments.
- C. Prisoners of the opposite sex will not be transported in the same passenger compartment. Transportation in separate, secured compartments of the transport vehicle is acceptable.

### **XIV. TRANSPORT EQUIPMENT**

- A. All Hanover Park police marked patrol vehicles, except those designated for supervisors, shall be equipped with a safety barrier between the front and rear seats. (70.4.1)
- B. All police marked patrol vehicles and prisoner transport vehicles shall be so designed or modified to prevent the occupants of the rear seat from opening the rear doors or windows without the aid of transporting personnel. (70.4.2)

### **XV. TRANSPORT DETAINEE DOCUMENTATION (70.5.1)**

- A. It is the responsibility of the employee transporting a detainee from one facility to another to:
  1. Verify the identity of the detainee to be transported through the use of arrest reports, signatures, photographs or any other official documentation that may be used to aid in identification. (70.5.1a)
  2. Officers transporting detainees to a court appearance, medical facility or other law enforcement agency must take all documentation and personal property necessary to

ensure a smooth transition from one facility to another. (70.5.1b) the documentation may include, but is not limited to:

- a. Complaints
  - b. Warrants
  - c. Citations
  - d. Sworn affidavits, sworn reports
  - e. Arrest reports
  - f. Criminal histories
  - g. LEADS printouts
  - h. Copies of police reports
  - i. Warning to motorist
3. In situations where a detainee is to be transported to another facility, including court, and has exhibited behavior which might indicate the potential for violence, suicide or escape, or if the detainee has a contagious or unusual illness, the information shall immediately be brought to the attention of the receiving officers, deputies or other employees. (70.5.1c)

## XVI. TRANSPORT HOOD

- A. The transport hood, (Transport Hood manufactured by Safariland), is an authorized piece of equipment utilized as a protective device that fits comfortably and easily over the head to prevent spitting and the transfer of bodily fluids that may cause the transfer of infectious disease by prisoners or detainees. The transport hood acts as a deterrent against spitting, biting, and other aggressive behaviors without impairing the officer's ability to monitor a subject's physical condition. The transport hood will become part of the vehicle inventory list.
- B. Conditions for Use. A transport hood may be put on any prisoner or detainee who is actively spitting or is expressing the potential to spit or transfer bodily fluids, including saliva, blood, or mucus, at any police officer, co-defendant or other person, provided that the following steps are adhered to:
1. The prisoner must be under control and/or restrained.
  2. Individual wearing the transport hood **must** be under constant visual supervision and at no time left unattended.
  3. The on duty supervisor must be notified immediately after deploying the transport hood onto an individual.
  4. **Do not use** on any individual that is vomiting, having difficulty breathing, or is bleeding profusely from their nose or mouth.
  5. Attempt to remove all jewelry and eyewear from the individual prior to the use of the spit-sock hood if it can be done in a safe and timely manner.
  6. The hood is one size fits all.
  7. Reporting officers must document in the police report that the transport hood was deployed and used.

C. Instructions for Use:

1. Open bag and remove hood.
2. Place hood over the head of the person with the mesh fabric positioned just below the eyes to allow the person to see.
3. For the best fit, place the center elastic under the nose and over the ears. For better protection, the elastic may be placed above the nostrils.
4. Carefully push the plastic secure-lock tab down toward the top of the head while holding the top of the mesh fabric. This should take the slack out of the top and help secure the transport hood in position. Do not push so tightly as to be uncomfortable or impair the vision of the wearer.
5. The transport hood is designed to be used on a single person, and should not be reused.

D. Storage Locations:

1. Each patrol car, supervisor's vehicle, and prisoner transport van will be equipped with the transport hood located inside the vehicle's trunk.
2. If a hood is utilized, contact the appropriate on-duty supervisor who will provide that individual officer with a new hood to be placed back into the trunk that the used hood came from.
3. Replacement hoods are stored inside the desk drawer located in the holding facility.

E. Removal and Disposal of the Spit-Sock Hood:

1. Officers are to safely remove the hood once the on-scene officer or supervisor deem it is safe to do so, or when the prisoner is to be left unattended and not secured in restraints, or otherwise advised by a supervisor.
2. After hood is removed, it will be disposed of properly and a replacement hood will be secured.