



## Peoria Police Department

Policy Manual

# Transport Operations

### 307.1 PURPOSE AND SCOPE

It is the policy of this department that all prisoners be transported in a manner that will provide for the secure movement of the prisoner while at the same time providing adequate safety measures for the transporting employee, other employees, the prisoner, and the public.

### 307.2 PRISONER TRANSPORTATION VEHICLES

Patrol vehicles assigned to transport prisoners shall have the driver separated from the prisoner by a safety barrier. (70.4.1)

Department vehicles with four doors that are regularly used to transport prisoners in the rear seat shall have the door handles and power window buttons removed from the rear compartment. The door release locks should be operated from the front compartment or from the outside of the vehicle. (70.4.2) (71.3.3.d)

#### 307.2.1 VEHICLE CHECKS

Patrol vehicles shall be checked by the assigned officer at the beginning of each shift and immediately after the transport of any prisoner. Special attention shall be given to areas including the front and rear floorboards and under the back seat, if it pulls out. (70.1.2)

CIS vehicles shall be checked prior to and immediately after transporting any prisoner(s) by the investigator driving the vehicle. Special attention shall be given to areas including the floorboards and under the back seat. Transportation in unshielded vehicles should only be done during exigent circumstances and with two employees present. (70.1.2)

Any department van used for transporting prisoners shall be checked before and immediately after the transportation of prisoners by the person driving the vehicle. Special attention shall be given to areas including the floorboards and under the back seat, if it pulls out. (70.1.2)

In addition to checking for weapons and contraband, any vehicle being used to transport a prisoner should also be checked to ensure that it is in safe operating condition and that necessary equipment (i.e., spare tire, lug wrench, jack, flares, and first-aid kit(s)) are available and in good working condition. (41.1.4.f)

#### 307.2.2 FOUND WEAPONS/CONTRABAND

In the event that a weapon or other contraband is discovered after the transportation of a prisoner, a written supplemental report, detailing the discovery, shall be prepared by the employee making the discovery and attached to the original report of the incident.

If the discovery leads to additional charges being filed, the arresting officer shall, at their discretion, either file the charges on the original report or initiate a new one.

All discovered items shall be placed into evidence.

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#### **307.3 TRANSPORTING PRISONERS**

- When a prisoner is placed into a police vehicle, the officer assigned to that vehicle is responsible for the prisoner's welfare and security until properly relieved or the transport to the processing or jail facility is complete.
- The transporting employee, prior to moving from one location to another, shall systematically search all prisoners for concealed weapons and/or other contraband.
- (71.3.1.b)
- Employees will remove a prisoner's personal property to include but not limited to hat, belt, wallet, money, watch, wristband and bracelets.
  - Employees must safely secure and maintain control of the property prior to transport from one location to another location.
  - It is recommended that employees carry at least one plastic and/or paper bag with them while on duty to secure small or loose items.
  - Employees should physically inspect all rings worn by prisoners for the possibility of concealed contraband. It is the discretion of the employee to remove any ring worn by the prisoner. However, if the ring poses an officer safety issue, it will be removed and placed in a plastic or paper bag for further disposition.
  - Employees will transport the prisoner and their personal property to a detention facility or booking/processing area. (71.1.1)
- Employees shall immediately seat belt all prisoners when placing them into a patrol or detective vehicle. Any deviation of this procedure shall be approved by a supervisor. (41.3.3)
- This requirement does not affect current jail van procedures. (71.3.3.d)

#### **307.4 PRISONER SECURITY**

When a prisoner is placed into a police vehicle, the officer assigned to the vehicle must maintain visual contact with the prisoner prior to and including transport. Multi-tasking is necessary during crime scene investigations; however, the officer assigned to the prisoner should not be distracted to the extent that they are no longer able to observe the prisoner's actions while completing requisite duties.

#### **307.5 INDEPENDENT SEARCHES**

Prior to accepting a prisoner for transport, employees will conduct an independent search of that prisoner. (70.1.1) (71.3.1.b)

#### **307.6 RESTRICTIONS**

A single patrol officer shall not transport an adult prisoner in a vehicle without a cage. This restriction does not apply to the transportation of one or more juveniles. The officer must, based upon age, size, and attitude of the offender(s), determine whether more than one (1) juvenile can be safely and securely transported in a vehicle without a cage.

- Male and female prisoners shall not be transported together in the back seat.
- Juveniles shall not be transported in the same vehicle with adult prisoners.

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During transport, no stops shall be made to allow a prisoner to speak to anyone without prior approval from an on-duty patrol supervisor. (70.1.5)

- In the event of an emergency, the transporting employee may relay an emergency message for the prisoner by police radio or telephone.
- Due to employee safety, employees are under no obligation to allow the prisoner to contact their attorney midway through a transport.

During Transport: employees shall not lose sight of the prisoner(s) for any reason. Due to the short distance involved, restroom stops shall not be made when transporting prisoners. (70.1.4)

#### **307.6.1 EMERGENCY STOPS**

Employees transporting prisoners may respond to law enforcement services only when a life threatening condition(s) exists, such as: (70.1.4)

- An employee is in a life-threatening situation and needs immediate assistance.
- A life threatening offense is in progress and the transporting employee is closer to the scene than responding units. In cases of minor accidents or offenses, the employee should notify dispatch or other units of the nature of the incident and location.

#### **307.7 ATTORNEY CONTACT**

Upon the arrival at the jail or hospital facility, the prisoner shall be afforded the opportunity to contact an attorney in accordance with their request during transport.

#### **307.8 ESCAPES**

If a prisoner should escape from custody prior to transport or while being transported, refer to Policy 901, Escapes.

#### **307.9 BIOHAZARDS**

Transporting employees shall be responsible for cleaning up the vehicle after each prisoner transport. Incidents of biohazard shall be immediately reported to the supervisor. In the event a significant biohazard exists, the supervisor shall approve the vehicle to be placed "out of service" for the appropriate cleaning.