

**NEW HAVEN
DEPARTMENT OF POLICE SERVICE**

GENERAL ORDERS



GENERAL ORDER 5.02

EFFECTIVE DATE:

PRISONER TRANSPORTATION

5.02.01 PURPOSE

The purpose of this General Order is to establish guidelines to follow prior to, during, and immediately after a prisoner transport, including procedures related to the safety of officers, prisoners, and the general public during transport operations.

5.02.02 POLICY

It shall be the policy of the New Haven Department of Police Service to take the precautions necessary while transporting prisoners to protect the lives and safety of officers, the public and the person in custody.

5.03.03 DEFINITIONS

CUSTODIAL ARREST: To take a person into custody for violation of any law, ordinance, regulation, or bylaw of the State of Connecticut, or any Town or City within the State of Connecticut.

DIASBLED PRISONER: A prisoner with an anatomical, physiological, or mental impairment that hinders mobility.

IN CUSTODY: Being under the full control of a law enforcement officer.

PRISONER: Any person, regardless of age or sex, who is either arrested or taken into custody for an alleged violation of any criminal or traffic law, or pursuant to a warrant or other court order or directive, whether for transfer to a detention facility, court proceeding, arranging for bond or pending release, or one who is taken into protective custody for transport to a mental facility for evaluation and/or admission as a mental health patient.

RESTRAINING DEVICES: Equipment that is used to restrain the movement of a person in custody, such as handcuffs, flexcuffs, waist chains, and leg shackles.

SECURITY HAZARD: Any threat to the security of a prisoner, to the facility in which he or she is held, or to others with whom the prisoner may come into contact. Assessments of the degree of security hazard will govern the means of transport, the types of restraining devices to be used, and other actions to be taken by the transporting officer.

TRANSPORT VEHICLE: The vehicle used for transporting a prisoner from one point to another. The transport vehicle may be a patrol vehicle, such as in the case of transporting a prisoner after an arrest, or a specially designed prisoner transport vehicle, such as a van.

TRANSPORTING OFFICER: A New Haven Officer who is responsible for transporting a prisoner from one point to another.

5.02.04 PROCEDURE

GENERAL TRANSPORTATION

- The primary means of transporting prisoners is in a marked police cruiser equipped with a screened prisoner compartment.
- The prisoner conveyance van can be used in the following circumstances:
 - Transportation to court.
 - When the prisoner's size or other physical conditions preclude the use of a marked patrol vehicle. The transporting Officer shall request permission from their supervisor prior to transport. The arresting officer shall document the specific reason for the use of the prisoner conveyance van in their report.
 - When authorized by a superior officer of the Department, holding the rank of Lieutenant or above, for a special event or an incident that may result in multiple arrests.

SEARCH OF PRISONER TRANSPORT VEHICLES

In order to mitigate the opportunity for prisoners to use or destroy weapons or contraband, the rear passenger compartment of every transport vehicle shall be searched by the operating officer:

- At the beginning of the officer's shift
- Prior to placing any individual in the transport vehicle
- Immediately after transporting an individual in the vehicle
- At the end of the officer's shift
- The officer will document in a case incident report whenever weapons, contraband or personal property are located during a vehicle search.

SEARCH OF PRISONER(S) BY TRANSPORTING OFFICER

- All persons taken into custody present a potential risk to the safety of the transporting officer. Therefore, all prisoners shall be searched for weapons and/or contraband prior to being transported.
- An officer transporting an arrestee from the scene of an arrest shall conduct such search as is legal and feasible under the circumstances and shall exercise extraordinary caution.
- Pre-transport searches on scene should be recorded on body-worn camera and/or vehicle dash camera.
- When available, an officer of the same gender will conduct prisoner searches. In cases where the prisoner identifies as a certain gender, or is gender neutral or transgender, the search will be done by an officer who is the gender of their choice, when available. When an Officer of the same/preferred gender is unavailable, a second Officer will witness the search.

TRANSPORT RESPONSIBILITIES

The Transporting Officer shall be responsible for:

- Searching the prisoner prior to transport, and preparing him or her for transport
- Confirming the identity of each prisoner to be transported
- Securing their firearm prior to entering the Detention Facility

- Providing required documentation to the receiving officer or employee of the facility to which the prisoner is being transferred
- When transporting a prisoner to any facility outside of the control of the NHPD, obtaining and documenting the name of the receiving officer or employee of the facility to which the prisoner is being transferred
- Making any notifications to the facility that the prisoner/arrestee is being transported to, if the prisoner poses a security hazard, medical risk, or suicide risk.

PRISONER PROPERTY

- During transport, all property that the prisoner may use to harm themselves or others must be taken away and secured.
- Cell phones and communication devices should also be taken from the prisoner and secured during transport, for officer safety.
- Money and jewelry should be kept on the prisoner's person during transport (unless it poses a danger to the prisoner or others).

USE OF SEATBELTS

All prisoners will be secured in any transport vehicle by proper use of a seat belt. If the prisoner is combative, injured (in a way that the seatbelt could aggravate the injury) or officer safety considerations make doing so impracticable, an officer may obtain permission from a supervisor to transport the prisoner in a patrol vehicle equipped with a screened prisoner compartment without the use of a seatbelt. Supervisors shall grant such approval only under these or similar extenuating circumstances. The reasons for not securing the individual in a seat belt shall be documented in the arresting officer's report.

USE OF RESTRAINING DEVICES

Handcuffs

- Generally, all prisoners, while being transported in a department vehicle, will have their arms handcuffed behind their back with palms facing outward, unless the prisoner has special needs. In that case the prisoner will be restrained by an alternate appropriate method.
- Prisoners shall never be handcuffed to a vehicle, handcuffed to a member of the opposite sex or handcuffed to an adult, when they are a juvenile, unless they are related.

- Maintaining a prisoner in handcuffs should be based on the officer's judgment while observing and considering the following:
 - Seriousness of the criminal charges
 - Risk of escape
 - Physical impairments (which may cause or worsen an existing medical injury)
- Officers may use discretion in handcuffing juveniles, elderly, handicapped or cooperative prisoners arrested for minor non-dangerous offenses, if there is reason to believe handcuffing will exacerbate an injury. If an arrestee is not secured in handcuffs, he or she will not be transported in conjunction with other arrestees.
- Restraints shall be applied so as not to cause injury or restrict circulation.
- All restraints shall be double locked if they are so equipped.

Leg Restraints

- Leg restraints will be used as necessary to restrict movement of a prisoner's feet and legs.
- Leg restraints may be used when an officer guards a prisoner at the hospital.

Belly Chains

- Belly Chains can be used when prisoners are to be transported for long distances. A chain around the waist connects to the prisoner's handcuffs.
- These restraints are stored in the traffic unit.

Flex Cuffs

- Flex cuffs can be used during mass arrests. They are issued by specialized units such as Narcotics and SWAT and are also issued with riot gear.
- Flex cuffs are a temporary restraint device and should not be used during transport in the prisoner conveyance van.

TRANSPORTING VIA PRISONER CONVEYANCE VAN

- Officers will only transport in prisoner transport vans as stipulated above. Officers who transport prisoners in the van will be responsible for the welfare of all prisoners transported by them and will ensure that prisoners are transported in

accordance with the guidelines stated in this directive, paying particular attention to the security and medical needs of the prisoners.

- Male and female prisoners will be segregated during transport.
- Juvenile prisoners will be segregated from adult prisoners.
- Prisoners who have been involved in a domestic incident will be segregated.
- Prisoners will not be allowed to communicate with persons other than the transport Officers during transport.

TRANSPORTING VIA POLICE CRUISER

- Marked police cruisers equipped with a security screen and a modified rear passenger compartment can be used for prisoner transportation. This configuration prevents the prisoner from having access to the driver's compartment of the vehicle, the door handle or window. Prisoners will be handcuffed behind their backs and thoroughly searched prior to transporting. The arrested person will be placed in the rear seat area of the vehicle with the seat belt securely fastened.
- A secondary unit should follow the transporting unit if the prisoner is combative.
- The police cruiser shall be examined prior to and immediately after transport for weapons, contraband and physical damage from tampering.
- The Officer shall note the prisoner's name, odometer mileage and time of departure prior to transport and again upon arrival in the Mobile Computer Terminal (MCT). If the Officer cannot access the MCT, he or she shall notify the dispatcher of this information.

TRANSPORTING IN AN UNMARKED POLICE CRUISER

- Prisoners being transported in unmarked vehicles must be searched, handcuffed behind their back, and accompanied by two (2) officers/detectives.
- The prisoner will be secured by the seat belt in the rear seat, and the second officer/detective will sit on the driver's side of the vehicle.

TRANSPORTING SICK, INJURED, OR DISABLED PRISONERS

- Handicapped, sick, or injured prisoners presents additional problems. Prisoners with physical or mental impairments often need special handling techniques which officers may not be familiar with. Such unfamiliarity should be addressed prior to initiating the transport.

- Prior to transporting the prisoner, the transporting officer shall determine any special medical conditions for the prisoner which have been established by physician or EMS personnel. Prisoners who require medical treatment during the transport will not be transported in a standard police vehicle but in an ambulance, wheelchair van, or other suitable vehicle staffed with personnel medically qualified to administer whatever care may be necessary.
- Restraint devices shall be used unless such use would cause further injury to the prisoner or interfere with the provision of medical attention.

RESPONDING TO CALLS DURING TRANSPORT

- The primary duty of the transporting officer is the safe delivery of the prisoner. While transporting a prisoner, the officer will stop and render assistance only in emergency situations where there is a clear risk of death and injury. When the transporting officer stops to render assistance, they will notify PSAP or the local agency (if out of New Haven) and remain on scene until relieved by another unit.
- In non-emergency situations the transporting officer will report the incident to PSAP and continue the transport.

SAFETY CONSIDERATIONS/MEDICAL EMERGENCIES

- Officers shall make an inquiry prior to transport and upon arrival at the detention facility during the intake process to determine whether the prisoner is injured and/or needs medical assistance. These questions and responses shall be recorded on the Officer's body-worn camera. If a prisoner is injured, complains of injury, appears to be in need of medical attention, or requests medical attention prior to transport, the Officer shall contact their supervisor and request that an emergency medical service (EMS) be dispatched to the current location.
- Officers shall operate any transport vehicle in a manner that is calculated to maintain the safety and security of the prisoner and at a speed not to exceed the posted speed limit.
- Officers are prohibited from the use of City-issued or personal cellular telephones for phone calls, text messages, emails, photographs and listening to voicemails, without a hands-free device, while engaged in the transport of a prisoner.
- The physical well-being of prisoners shall be monitored during transport. Particular attention shall be directed to prisoners reported or suspected of being under the influence of drugs and/or alcohol or who have a history of or propensity for violence.
- If during transport a prisoner is injured, complains of injury, appears to be in need of medical attention, appears to be in an unstable medical or mental health

stratus, appears to be in need of medical attention, or requests medical attention, or if the transporting vehicle is involved in a collision, the Officer shall:

- Pull to the side of the roadway, as soon as practicable;
- Notify the dispatcher to request a cover Officer and to request that an emergency medical service (EMS) be dispatched to the current location;
- Notify their Supervisor;
- When it is safe to do so, immediately render aid consistent with their training or experience; and
- Remain on scene to await the arrival of EMS and the Supervisor.

PRISONERS TRANSPORTED TO A MEDICAL FACILITY

- Prisoners should be restrained by handcuffs and leg shackles during transport to and from medical facilities, and while at the medical facility, unless prevented by injury, or when medical personnel request the restraints be removed to allow for examination and treatment.
- If a prisoner is violent, combative, or is an escape risk, an officer will ride in the ambulance when transporting a prisoner to a medical facility.
- The officer guarding the prisoner will remain with the prisoner during examination and treatment, except when a doctor or medical staff requests the officer leave the treatment area. In that event, an officer shall take an appropriate nearby position that prevents escape.
- If the prisoner is violent or an escape risk, a second officer may be assigned to the detail at the discretion of the Shift Commander.
- If transporting to a medical facility outside of New Haven, the local police agency where the facility is located will be notified by PSAP.
- Officers will remain with prisoners who are admitted to a medical facility until they are discharged from the hospital, released on bond or PTA, or arraigned at the hospital. The Shift Commander shall assign officers to guard the prisoner while he or she is admitted.

PROCEDURES FOR TRANSPORTING TO COURT

- Prisoners shall be transported to court via the prisoner conveyance van. Male and female prisoners will be segregated during transport. Prisoners shall be searched and secured with handcuffs prior to transport.
- Prisoners will be brought to court Monday through Thursday prior to 0900 hours and Friday prior to 1000 hours.
- Paperwork must be given to the court liaison by the times stated above. The court liaison shall be notified if the paperwork is going to be late.
- The transporting officer will escort prisoners through the court sally port door and deliver the prisoner's property to the Judicial Marshals. The officers will retrieve the restraint devices and notify the Judicial Marshals of any prisoner that is a security risk and/or behaves in a violent or suicidal manner.
- The transporting officer will deliver any medical documents to the Judicial Marshals.
- At the completion of the arrestee transfer, the transporting officer shall document in an incident report the transfer of custody. The incident report should include:
 - Name of receiving agency
 - Name of receiving personnel
 - Arrestee's name and date of birth

LONG DISTANCE TRANSPORTS

- Interruption of prisoner transports may be necessary when traveling more than three hours. At least one officer of the same gender as the prisoner shall be present during a long-distance transport (3 or more hours) in anticipation of the required use of public rest room facilities.
- All out of town transports require a second officer to assist during transport.
- If transporting officers are in uniform, they shall have their duty belt with lethal and non-lethal options available. Plain clothes officers shall have available both lethal and non-lethal options like CEW, police baton, or OC Spray.
- When refueling or stopping for a meal, the location will be chosen by the transport officer.
- If the prisoner requires the use of a restroom, two officers will escort the prisoner to the restroom. Private facilities should be used when available. One officer will inspect the facility prior to allowing the prisoner to enter. Handcuffs may be

removed to allow the prisoner to use the restroom facility and to wash their hands. Unoccupied restrooms will be used whenever possible.

- Prisoners will never be permitted to communicate with anyone during transport. Family members, friends, and attorneys will not be permitted to accompany a prisoner, nor shall the transport be interrupted to allow for communication by the prisoner with any other person.

ESCAPE OF A PRISONER DURING TRANSPORT

- In the event of a prisoner escape the primary objective will be to recapture the prisoner in a manner that prevents injury to the public and police officers; and prevents the destruction of property. The transporting officer shall:
 - Immediately notify PSAP, the local agency (if outside of New Haven) and the on-duty supervisor.
 - Request back-up units, and report the location, direction of flight, prisoner's description and current charges.
 - Ensure remaining prisoners are secure and not left unattended.
 - Establish a perimeter.
 - Upon arrival of a supervisor, assist in an area search using canine units when possible.
 - Notify surrounding towns if there is the potential that the prisoner may cross city lines.
 - Prepare a written report documenting the escape under a separate case number and assist in the application of an arrest warrant for C.G.S. Sec 53a-171 (Escape from Custody) if the prisoner is not captured.
- The officer's immediate supervisor shall:
 - Direct resources and coordinate efforts to facilitate the capture of the escaped prisoner.
 - Make command notifications as required
 - Initiate an investigation into the circumstances of the escape. Prepare a memo and other necessary documentation.

USE OF BODY-WORN AND DASHBOARD CAMERAS

- The use of body-worn and dashboard cameras during prisoner transport shall be in accordance with General Order 7.10, Body-worn and Dashboard Cameras.
- Both the officer’s body-worn camera and the vehicle dashboard cameras will be activated during the search and transport of a prisoner.
- Once the cameras are activated, the cameras shall remain activated until the arrestee is transferred to the custody of the detention facility.

This supersedes General Order 5.02 Prisoner Transportation – issued on January 13, 2016 and Special Order 22-03, Prisoner Transportation issued on July 3, 2022.

History: Rule 2, Prisoner Conveyance

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Chief of Police
(Signature and Date)

Evelise Ribeiro
Chair, Board of Police Commissioners
(Signature and Date)