

# TALLAHASSEE POLICE DEPARTMENT

## GENERAL ORDERS

 Proudly Policing Since 1841	<b>SUBJECT</b> Transporting and Booking Procedures	 Nationally Accredited 1986	
	<b>CHIEF OF POLICE</b> <i>Signature on File</i>		
<b>NUMBER</b> 59	<b>ORIGINAL ISSUE</b> 07/15/1985	<b>CURRENT REVISION</b> 02/12/2018	<b>TOTAL PAGES</b> 15

### AUTHORITY/RELATED REFERENCES

FS Chapter 901, Arrests  
 General Order 6, Arrests and Alternatives to Arrest  
 General Order 8, Baker Act  
 General Order 11, Communicable Disease Control  
 General Order 24, Marchman Act  
 General Order 26, High-Risk Incidents  
 General Order 46, Rules of Conduct  
 General Order 72, Search and Seizure  
 Special Order 10, Building Security and Evacuation  
 PTL-15, Prisoner Transport Unit  
 PTL-16, Reports  
 CIB-2, Bureau Security

### ACCREDITATION REFERENCES

CALEA Chapters    1, 70, 82  
 CFA Chapter        21

### KEY WORD INDEX

<b>Arrest Documentation</b>	Procedure VIII
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## POLICY

The Department is responsible for providing prisoner transportation and booking protocols, and officers shall adhere to established protocols when transporting and booking prisoners.

## DEFINITIONS

**Department-approved:** Officer-owned equipment approved by the Chief of Police or designee which the officer may carry on duty, during secondary employment, or while off duty to take law enforcement action authorized by policy or Florida Statutes.

**Restraint Device:** Department-issued or Department-approved equipment for lawfully securing a person in Department custody for the protection of the officer, the person, the public and property.

**Sudden In-custody Death Syndrome:** A medical condition affecting persons exhibiting violent resistance who upon being secured with restraints sometimes experience compromising respiratory problems leading to death.

## PROCEDURES

### I. VEHICLE DESIGN/SEARCH PROTOCOLS

- A. Department vehicles designed for the transport of prisoners shall:
  - 1. Be equipped with a safety barrier separating the driver and the prisoner, and
  - 2. Have back seat/prisoner containment area modifications to minimize opportunities for exit without the aid of the transporting officer (e.g., door handles and window cranks removed).
- B. Officers assigned or operating a vehicle used for transporting prisoners shall thoroughly search the back seat/prisoner containment area of the vehicle:
  - 1. At the beginning of each work shift, and
  - 2. Prior to and after transporting *any person*.

### II. RESTRAINT DEVICES AND HANDCUFFING PROTOCOLS

- A. Department-approved restraint devices include:

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1. Handcuffs,
  2. Leg irons,
  3. Linear leg restraints, and
  4. Flex-cuffs.
- B. Officers shall handcuff all arrested persons and, when objectively reasonable, officers are authorized to utilize additional or other Department-approved restraint devices for the safety of the all persons involved in the situation.
- C. Officers shall adhere to Department training when handcuffing an arrested person, and are responsible for ensuring:
1. The person is handcuffed prior to conducting a search incident to arrest,
  2. The person's hands are placed behind their back and the handcuffs are double locked (unless circumstances otherwise prohibit), and
  3. If feasible, the person's hands are positioned with the palms facing outward.
- D. Due to issues surrounding Sudden In-custody Death Syndrome the use of a linear leg restraint (LLR) is limited to situations involving a combative person.
- E. In utilization of an LLR, officers are responsible for:
1. Only using the LLR as prescribed in Department training,
  2. Ensuring an LLR is used only when other lesser means of securing a violent prisoner have failed,
  3. If possible, securing the person in an upright position (i.e., with a vehicle seat belt) in the vehicle,
  4. Monitoring the person for changes in behavior and/or medical distress and, if needed, providing prompt medical assistance to include, if warranted, summoning of EMS personnel, and
  5. Notifying their supervisor as soon as practical of the LLR utilization.

**III. SEARCHING AND TRANSPORTING PROTOCOLS**

- A. Officers are responsible for the safety and protection of their prisoners.
- B. Officers escorting a handcuffed prisoner to a vehicle for transport shall maintain physical control of the person during the escort (e.g., keeping a secure grip on the person's arm, not allowing the person to walk freely). Shackling a prisoner with leg irons meets the requirement of this protocol.
- C. The officer conducting the transport of a prisoner shall search the prisoner before conducting the transport.
- D. Except in situations as outlined in subsection J below, all prisoners needing to be transported away from the scene of the arrest shall be transported in the back seat/prisoner containment area of Department vehicles designed for the transport of prisoners.
- E. Unless prevented from doing so due to threats of violence or violent actions by the prisoner or an exigent circumstance beyond the officer's control (e.g., hostile crowd), officers shall secure each prisoner with a vehicle safety belt.
- F. Male and female juvenile prisoners shall not be transported in the same vehicle, except when:
  - 1. They are alleged or believed to be involved in the same offense or incident, or
  - 2. An exigent circumstance exists and supervisory approval is first obtained.
- G. Juvenile and adult prisoners shall not be transported in the same vehicle, except when:
  - 1. The adult, regardless of gender, is alleged or believed to be involved in the same offense or incident as the juvenile, or
  - 2. An exigent circumstance exists and supervisory approval is first obtained.
- H. Regardless of the protocols in subsections F and G above, officers are responsible for being mindful of the fact that in some situations separation of the prisoners may be in the best interest of a criminal

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investigation.

- I. Whenever possible, arresting officers shall utilize the Prisoner Transport Unit to facilitate the transportation of prisoners.
- J. When utilizing vehicles not designed for the transport of prisoners, officers shall adhere to the following:
  - 1. A solo officer shall not transport a prisoner.
  - 2. Two-door vehicles shall not be utilized.
  - 3. When two officers are transporting one prisoner, the person shall be placed in the right rear seat of the vehicle and one officer shall ride in the left rear seat behind the driver.
  - 4. When two officers are transporting two prisoners, one prisoner shall be placed in the right front seat and the second prisoner shall be placed in the right rear seat, and one officer shall ride in the left rear seat behind the driver.
  - 5. Officers are responsible for ensuring the prisoners are secured with a vehicle safety belt during the transport.
- K. Officers shall not permit prisoners to communicate with citizens, including attorneys, during the actual transport.
- L. Upon placing a prisoner inside the transport vehicle, the transporting officer is responsible for the following:
  - 1. Transporting the person directly to the intended destination (e.g., detention facility, hospital, Department Building),
  - 2. Not responding to calls for service or conducting traffic stops,
  - 3. Remaining cautious to the potential for diversionary incidents which may place the officer or prisoner in danger or facilitate an escape, and
  - 4. Not losing sight of the person unless the officer believes a life-threatening emergency exists which requires immediate attention by the officer.
- M. If a life-threatening emergency occurs which requires the officer to leave the vehicle during a transport, the officer is responsible for securing the vehicle doors and windows to prevent escape or unauthorized

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communication with the prisoner.

- N. Officers shall not provide meals or snacks to a prisoner during transport.
- O. Officers should conduct/request active warrant, capias, and/or pick up order checks for all prisoners prior to transport.
- P. While transporting prisoners to a detention facility, transporting officers shall switch their police radio to the talk group for the area through which they are traveling.
- Q. If the transporting officer believes the prisoner will pose a security risk at the detention facility, the officer shall request their assigned CDA dispatcher notify the facility of the pertinent information about the risk (e.g., combative prisoner).
- R. Prior to transporting prisoners, officers shall provide the following information to their assigned CDA dispatcher over the police radio:
  - 1. At the beginning of the transport:
    - a. Starting location,
    - b. Number of persons being transported,
    - c. Race and gender of the person(s),
    - d. Whether the person is an adult or juvenile, and
    - e. Current vehicle odometer mileage.
  - 2. At the end of the transport:
    - a. Ending location, and
    - b. Current vehicle odometer mileage.

#### **IV. PRISONERS WITH DISABILITIES**

Officers are responsible for using due care in interactions with a prisoner who has a physical or mental disability, and shall adhere to the following protocols:

- A. Officers shall adhere to the handcuffing/restraint protocols in section II above except when the nature of the disability makes the use of a

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standard restraint impossible or impractical.

1. When the utilization of standard restraints is impossible or impractical, the transporting officer shall use any reasonable means they deem necessary to ensure the security of the prisoner and the safety of all persons involved in the situation.
  2. In all cases, the officer shall use the minimum restraints necessary to accomplish their lawful objective with consideration for the human dignity of the person to be transported.
- B. In situations where an officer has determined a prisoner requires medicines, medical supplies, walking aids and/or prosthetic appliances be transported with the person, the officer shall ensure those items are transported in a manner to prevent their use as a weapon.
- C. Items such as those described in subsection B above should be turned over to detention facility staff.

### **V. SICK OR INJURED PRISONERS**

Officers are responsible for using due care in interactions with a sick or injured prisoner and shall adhere to the following protocols:

- A. Officers are responsible for providing appropriate medical care for any known and/or observed injury or illness of a prisoner.
1. If the illness/injury appears minor, the officer may transport the prisoner to the nearest hospital for evaluation/treatment.
  2. If the illness/injury appears to be more serious, the officer shall summon EMS personnel to the location for treatment of the person.
  3. Depending upon the seriousness of the illness/injury, the person may be transported to a local hospital via ambulance or by the officer.
- B. In situations where a prisoner is transported by ambulance to a hospital an officer shall accompany the person in the ambulance:
1. Officers shall not provide handcuffs, handcuff keys, flex-cuffs, or linear leg restraints to EMS personnel in lieu of accompanying an arrested person being transported in an ambulance.
  2. An officer following an ambulance in a police vehicle does not constitute accompanying the prisoner in the ambulance.

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- C. In situations where a person to be arrested is obviously sick or injured, the officer should consult with a supervisor concerning the necessity or advisability of an arrest prior to placing the person under arrest.
- D. Officers are responsible for taking appropriate communicable disease control precautions as outlined in General Order 11 (Communicable Disease Control) when interacting with a person who has, or is suspected of having, a communicable disease.
- E. The handcuffing protocols for disabled persons in subsection IV A above are equally applicable for sick or injured persons.
- F. Officers are responsible for being cooperative with detention facility staff regarding requests for medical clearance of prisoners.
- G. Refer to section IX below regarding procedures when prisoners are taken to a hospital instead of being physically booked into a detention facility contemporaneous to the arrest.

### **VI. DETENTION FACILITY PROCEDURES**

- A. Upon arrival at the detention facility (Leon County Jail or Juvenile Assessment Center), the officer shall park their vehicle in the sally port area and await the closing of the driveway gate door before removing the prisoner from the vehicle.
- B. Prior to removing the prisoner from the vehicle, each officer shall secure their firearm(s), CEW, ammunition, OC Spray, and all other weapons (including pocket knives) in the designated lockers outside of the detention facility doors or lock them in the trunk of their vehicle.
- C. It is the responsibility of the transporting officer to escort the prisoner into the detention facility and they shall:
  - 1. Maintain physical control of the prisoner during the escort (e.g., keeping a secure grip on the person's arm, not allowing the person to walk freely, shackling the person with leg irons),
  - 2. Advise detention facility staff of any known or potential medical or security risks (e.g., suicidal indications, injuries and other medical information, escape risk), and
  - 3. Only remove the handcuffs and/or other restraint devices upon the specific direction of detention facility staff.

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- D. In situations where one officer is delivering multiple prisoners to the detention facility, the officer shall only escort one prisoner at a time into the facility.
- E. Officers are responsible for delivering an accurate and complete Arrest/Probable Cause Affidavit to the detention facility (see section VIII below).

### **VII. PRISONERS BROUGHT TO THE DEPARTMENT BUILDING**

- A. The Department Building does not have holding facilities or temporary detention facilities.
- B. The Department's designated rooms for interviews and interrogations are located in the Criminal Investigations Bureau.
- C. When bringing prisoners to the Department Building for interviews or interrogations, officers are responsible for the following:
  - 1. Parking behind the building near the vicinity of or inside the east wing parking garage,
  - 2. Escorting the prisoner into the building while maintaining physical control of the person (e.g., keeping a secure grip on the person's arm, not allowing the person to walk freely, shackling the person with leg irons), and
  - 3. Entering the building through an accessible door and delivering the person directly to the Criminal Investigations Bureau (via the stairwell or elevator).
- D. Juveniles shall not be placed in the small rooms adjacent to the Criminal Investigations Bureau.
- E. The arresting or transporting officer, or another officer as appropriate, shall remain present with the prisoner at all times while in the Department Building.
- F. An on-duty supervisor *of the bureau responsible for the prisoner* is responsible for ensuring adequate staffing is provided to comply with the protocol in subsection E above.
- G. Whenever there is a change of officers maintaining control of the prisoner, the officer being relieved is responsible for informing the relieving officer

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of any security/medical problems associated with the person.

- H. Officers shall prohibit prisoners from interacting with civilian members, non-sworn Department visitors, or other prisoners unless for a legitimate law enforcement purpose.

### **VIII. ARREST DOCUMENTATION**

- A. An Arrest/Probable Cause Affidavit shall be completed for each person arrested, charged, and delivered to either the Leon County Jail (LCJ) or the Juvenile Assessment Center (JAC).
- B. Officers are responsible for completing the Arrest/Probable Cause Affidavit in a manner consistent with the report writing protocols set forth in General Order 46 (Rules of Conduct) and PTL-16 (Reports), and shall ensure:
  - 1. The document is properly signed (affiant and certifying officer), and
  - 2. The appropriate copy is delivered to the detention facility.
- C. Detention facility staff (LCJ and JAC) is responsible for fingerprinting and photographing all Department prisoners brought into their facility.
- D. In addition to the Arrest/Probable Cause Affidavit, the arresting officer shall complete appropriate documentation containing details of the arrest (e.g., offense reports, property receipts, waiver of rights forms, response to resistance reports), and ensure the reports are completed in a manner consistent with the report writing protocols set forth in General Order 46 and PTL-16.
- E. To document the transfer of custody, the arresting officer is responsible for documenting in the offense report the name of the detention facility where the prisoner was left (i.e., LCJ or JAC).

### **IX. MEDICAL TREATMENT AND HOSPITALIZATION PROTOCOLS**

The following procedures are applicable whenever a prisoner requires treatment, examination, or admission at a hospital and cannot be physically booked into a detention facility contemporaneous to the arrest:

- A. Examinations and treatment –
  - 1. Officers shall remain with prisoners at all times during examinations and treatment except when it is unsafe or impossible to

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do so (e.g., during radiological procedures).

2. Officers are responsible for keeping prisoners secured with Department approved restraint devices during examinations and treatment except when removing the restraints is necessary to facilitate medical treatment.
3. Officers shall exercise due caution in an effort to prevent prisoner escape, self-harm/suicide, and assaults on any person.
4. If warranted because of the involved medical examination or treatment, an officer of the same gender as the prisoner may be summoned to remain with the prisoner during the examination or treatment.
5. Officers should consider the assistance of available hospital security staff, but a security guard remaining with the prisoner does not fulfill the mandate of subsection A 1 above.

### B. Admission –

1. In the event a prisoner is admitted to a hospital, the officer shall promptly notify the Watch Commander and provide a briefing of the situation.
2. The Watch Commander is responsible for arranging the appropriate security measures, and in doing so shall consider the following:
  - a. Pending criminal charges,
  - b. The prisoner's propensity for violence or escape,
  - c. Type and duration of medical treatment,
  - d. The need for (and type of) restraint devices,
  - e. Meal and utensil considerations,
  - f. Visitations and other personal contact with the prisoner, and
  - g. Officer staffing needs.
3. When 24-hour security coverage is required for a hospitalized prisoner, the Watch Commander shall formulate a prisoner security detail.

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- a. When developing the prisoner security detail, the Watch Commander is responsible for considering the information listed in subsection B 2 above for determining the tactics and rotation schedule of the security detail.
- b. The plan must be approved by a Patrol Bureau Commander, or designee, prior to implementation.
- c. The Watch Commander or designee is responsible for:
  - 1) Adequately staffing the detail with frequent rotations (no shift lasting over eight hours),
  - 2) Ensuring each field supervisor assigned to the area of the hospital is informed of the prisoner security detail,
  - 3) Providing instructions to the assigned officers on the administrative details of the prisoner security detail (e.g., parking, rotation schedule), and
  - 4) Providing instructions to the assigned officers on specific tactics of the detail, such as:
    - a) Monitoring the prisoner,
    - b) Remaining alert,
    - c) Visitation restrictions,
    - d) Avoiding fraternization with the prisoner or visitors, and
    - e) Reporting of unusual circumstances to the field supervisor or Watch Commander.
4. Field supervisors assigned to the area of the hospital are responsible for providing close supervision of the officers assigned to the prisoner security detail.
5. The arresting officer (or another officer if more appropriate) is responsible for completing the Arrest/Probable Cause Affidavit for the prisoner, and ensuring a printed copy of the document is delivered to the Watch Commander's Office.
6. Upon release from the hospital, the transporting officer is

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responsible for the following:

- a. Obtaining all medical and treatment instructions (in writing) for the prisoner from hospital staff,
  - b. Obtaining from the Watch Commander's Office the paper copy of the Arrest/Probable Cause Affidavit for the prisoner,
  - c. Notifying the Watch Commander, if not already aware, of the prisoner's release and pending transport,
  - d. Adhering to the applicable protocols of this general order in the handcuffing, searching, and delivering the prisoner to the appropriate detention facility, and
  - e. Delivering the medical and treatment instructions to detention facility staff.
7. When a prisoner security detail has ended, the Watch Commander or designee is responsible for making needed Department notifications (e.g., chain of command, officers slated for future shifts).

### **X. ESCAPED PRISONERS DURING TRANSPORT**

- A. The protocols of this section are applicable to a prisoner escape from Department custody while being transported.
  1. Refer to Special Order 10 (Building Security and Evacuation) for protocols specific to a prisoner escape occurring in the Department Building.
  2. Refer to CIB-2 (Bureau Security) for protocols specific to a prisoner escape from the Criminal Investigations Bureau.
- B. In the event of a prisoner escape during transport, the officer shall promptly:
  1. Notify their assigned CDA dispatcher,
  2. Request notification and response of a field supervisor,
  3. Relay appropriate information (e.g., prisoner description, location, direction and mode of travel, whether or not armed, whether or not in pursuit) via the police radio to their assigned CDA dispatcher and responding officers,

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4. Establish a perimeter based upon information available, and
  5. Take prudent and reasonable measures to capture the escaped prisoner.
- C. The nearest field supervisor, upon notification of an escaped prisoner incident, shall:
1. Promptly respond to the incident scene,
  2. Adhere to the established protocols of General Order 26 (High Risk Incidents) such as, but not limited to:
    - a. Assessing the situation,
    - b. Establishing Incident Command,
    - c. Determining if there are any jurisdictional concerns and the need to enact mutual aid,
    - d. Debriefing the involved officer(s),
    - e. Assessing the need for additional resources and equipment (e.g., officers, canine, air support),
    - f. Directing resources and officers as needed in order to capture the escaped prisoner, and
    - g. Briefing the Watch Commander.
  3. In consultation with the Watch Commander, a field supervisor is authorized to terminate the search if all reasonable efforts do not result in the capture of the escaped prisoner.
- F. The officer(s) responsible for the escaped prisoner shall complete an offense report detailing the incident before the end of their tour of duty.
1. A field supervisor may assign the report completion to another officer if the responsible officer is incapacitated or otherwise unable to do so.
  2. A copy of the report shall be submitted, via the chain of command, to the appropriate Bureau Commander as soon as practical.

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G. The affected Bureau Commander is responsible for reviewing the incident to determine what further actions are to be taken (e.g., internal investigation, remedial training, progressive discipline).

History: issued 07/15/1985, revised 01/01/1991, 04/01/1991, 05/15/1991, 01/14/1999, 06/29/2000, 10/01/2001, 07/16/2007, 08/01/2008 and 10/16/2016.