

Columbus Police Division Directive	EFFECTIVE	NUMBER
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<b>Transport and Slating</b>		



## I. Policy Statements

### A. Maintenance of Custody

1. Officers shall maintain custody and control over persons arrested for criminal or traffic offenses until such time as a transfer of custody can be made to another law enforcement officer **or authorized agency** with arrest powers as described in the Ohio Revised Code, **or the decision is made to release the person on a summons in lieu of arrest.**
2. Officers shall not transfer custody or relinquish control of persons arrested for criminal or traffic offenses to any individual or agency that does not have arrest powers as described in the Ohio Revised Code.
3. Denied requests for such a transfer of custody or control shall be immediately reported to the Patrol Administration Sergeant for notation in the Unusual Occurrence Log.

### B. Prisoner Searches

1. Every prisoner shall be thoroughly searched prior to being placed in a police vehicle. An additional search shall be conducted whenever custody of a prisoner is transferred to another officer.
2. Exceptions:
  - a. There is an immediate need to leave the area.
  - b. The prisoner is the opposite sex of the officer.
    - (1) If an officer has a reasonable suspicion to believe the prisoner has a weapon, the officer may search for and seize the weapon, regardless of the prisoner's **sex**.
    - (2) An attempt shall be made to contact an officer of the same sex as the prisoner to conduct the search. If an officer of the same sex is unavailable or would take an unreasonable amount of time to arrive at the arrest location, the arresting officer should handcuff the prisoner behind the back, conduct a pat down search of the prisoner's outer clothing, and transport the prisoner to jail. Transporting personnel shall advise slating personnel that a thorough search of the prisoner was not conducted.

### C. Transporting Prisoners

1. All Division vehicles shall be checked for weapons and contraband at the beginning and end of the tour and before and after each transport.

2. Officers working a Prisoner Transport Vehicle (PTV) shall determine how many prisoners they may safely transport.
3. All prisoners who have been charged with a felony, misdemeanor of violence, or who have displayed violent or erratic behavior shall be transported by a PTV or two-officer unit when possible. If a PTV or two-officer unit is unavailable, two one-officer units may do the transport.
  - a. Two officers shall be assigned to the transport of these prisoners until relieved by a supervisor, investigating personnel, or custody is transferred to another law enforcement agency.
  - b. One officer shall keep the prisoner under direct observation at all times. If it is necessary to remove the handcuffs, two officers shall maintain physical control of the prisoner.
  - c. ***In PTVs, prisoners may be monitored using the rear camera or by direct observation.***
4. One-officer units may transport all other prisoners if the transporting vehicle ***is properly equipped to transport prisoners.***
5. Prisoners that have made allegations against one another should not be transported together.
6. Officers shall not become involved in other police activity while transporting prisoners except under the most critical circumstances. Upon involvement, officers shall immediately notify Communications Bureau personnel of the situation so that arrangements can be made either for relief or for transportation of the prisoner(s).
7. Sworn personnel shall maintain observation and an awareness of the prisoner's actions at all times.
  - a. ***If a prisoner frees him or herself from restraints, officers will stop at the first safe location and re-secure the prisoner.***
  - b. In one-officer units, a prisoner shall be seated on the right side of the back seat.
  - c. Sworn personnel shall ensure at least one officer remains with the prisoner(s) ***at all times.*** A one-officer unit shall request an additional officer to respond as needed.
8. All prisoners shall be seatbelted while being transported.
9. The transport process is initiated when the transporting officers leave the scene with the prisoner.
10. Gender considerations
  - a. If transportation is made by officers of the opposite **sex** of the prisoner, the transporting officers shall notify Communications Bureau personnel, who shall document the following:
    - (1) Times of departure and arrival.
    - (2) Vehicle mileage at the start and end of transportation.

- b. Prisoner transports within Franklin and adjoining counties may be made by officers of either **sex** and may be conducted by one officer, provided no other restrictions apply.
  - c. Prisoner transports to and from locations outside Franklin and adjoining counties shall require two officers. One of the officers should be of the same **sex** as the prisoner.
11. Court Liaison personnel shall have prisoners with any city/municipal charge(s) transported directly to jail for ID processing.
- D. Handcuffs and Restraints
- All prisoners shall be handcuffed prior to and during transport, with their hands behind their backs, unless there is justification to do otherwise.
- E. Sick/Injured Prisoners
1. If a prisoner is transported to a medical facility for medical treatment, officers shall complete a Prisoner Hospital Transport report and provide the report number to hospital personnel.
  2. Prisoners who are sick or injured shall be taken to a medical facility prior to slating. Emergency transports should be handled by emergency medical personnel. An officer shall ride with the prisoner in the back of a transporting medic.
  3. When advised by detention facility medical personnel that a prisoner being slated needs medical attention, the transporting officers shall be responsible for transporting the prisoner to a medical facility.
  4. Officers shall remain with sick or injured prisoners who are being treated at a medical facility until relieved by other police personnel **or upon supervisor's approval.**
  5. If a prisoner's restraints are ordered removed by medical personnel, an officer shall remain with the prisoner at all times except under exigent circumstances.
- F. Non-Ambulatory Prisoners
1. Non-ambulatory prisoners requiring transportation to a detention facility may be transported by emergency medical personnel. Officers needing a medic for transport shall contact a Division supervisor, who shall contact Communications Bureau personnel to arrange the transport. When there is a question concerning whether a prisoner needs to be transported by a medic, a Division supervisor shall respond to the scene. The physical well-being of the prisoner shall be considered in determining the transport method.
  2. An officer shall ride with the prisoner in the back of a transporting medic. The arresting or transporting officer shall be responsible for all paperwork and slating procedures, and shall not request further assistance from medical personnel.

## G. Prisoner Communication

Prisoners should not be permitted to communicate with others during transport.

## H. Extradition and Prisoner Transportation from Other Agencies

1. Upon the request of a foreign agency arresting an individual on a Division issued warrant, Patrol personnel shall transport:
  - a. All felonies within Franklin County and contiguous counties.
  - b. Domestic violence and offenses of violence within Franklin County and contiguous counties.
2. Division personnel shall not transport prisoners with non-violent misdemeanor warrants within Franklin County and contiguous counties unless approved by the Zone Lieutenant, with the exception of a warrant entered into LEADS.
3. Division personnel becoming aware of the following circumstances shall contact the **Gun Crimes** Unit Sergeant, Robbery/Support Section as soon as practicable to process:
  - a. The extradition of persons arrested in another state on felony warrants.
  - b. The transport of persons arrested on felony warrants within the state but outside Franklin and contiguous counties.
  - c. The transport from any county not adjoining Franklin County of persons arrested on misdemeanor warrants.
4. A private prisoner transportation company is the Division's primary means of transporting interstate fugitives. The prisoner transportation company should be utilized unless further investigation is needed by the investigating officer.
5. Transporting officers shall positively identify the prisoner by an ID photo or other means, verify any warrants, and possess the prisoner's commitment papers, medical records, personal property, a completed Arrest Information form, **U-10.100**, and any other documents regarding the prisoner prior to transport. If the agency does not have an Arrest Information form available, transporting officers shall provide one and shall provide assistance in its completion.

Note: Commitment papers and most medical records are not required when a prisoner is being transported from another local jurisdiction on a warrant issued on behalf of the Division.
6. Prior to receipt of a prisoner, transporting officers shall seek information regarding potential security problems that the prisoner may present during transport, **for example**, escape, suicidal tendencies, or unusual illnesses, and shall indicate this information on the Arrest Information form.
7. ***Prior to accepting a prisoner from another jurisdiction, transporting officers shall ensure the prisoner has not sustained***

***injuries during custody. If injuries are observed, contact a Division supervisor prior to accepting custody to ensure the injury has been properly treated, recorded, and/or investigated.***

8. For interstate transports, the transporting officers should possess the properly executed governor's warrant or a properly executed waiver.
9. Prisoners may be removed from another institution for purposes of further investigation of felony or serious misdemeanor offenses:
  - a. With the permission of the ranking officer of that institution and in compliance with all policies and procedures of that facility; and
  - b. With prior written approval of the requesting officer's lieutenant, or if unavailable, any lieutenant or higher rank within that bureau.

## **II. Procedures**

### **A. All *Transports***

1. Do not transport a juvenile with an adult violator ***in the same vehicle.***
2. Separate males, females, and juveniles in all prisoner processing and temporary detention rooms. Refer to the "Handling of Juveniles" directive.

### **B. On-View Arrests**

1. Charges filed in Franklin County:
  - a. Transport adult male prisoners to the Franklin County Jail. Enter through the sallyport located at the front of the building. If the sallyport parking area is full, park along the street and walk the prisoner through the sallyport.
  - b. Transport adult female prisoners to the Franklin County Correction Center 2.
2. Charges filed in Delaware County:
  - a. During normal business hours, transport the prisoner directly to the Delaware County Jail for slating. ***Enter*** through the sallyport located at the rear of the building. The sallyport is monitored by closed circuit cameras.

Note: Processing of affidavits is completed by computer and the Delaware County Sheriff's Office will provide assistance.

- b. Outside normal business hours, ***secure the prisoner at the jail and then request that a Delaware County Sheriff's Deputy meet you at the jail to assist with processing affidavits.***
    - c. If the prisoner is slated after business hours on Friday and before 9:00 am Saturday, and is to be incarcerated more than 48 hours, contact a judge to set bond. The Delaware County Sheriff's Office will assist.
3. Charges filed in Fairfield County:
  - a. Transport the prisoner to the Fairfield County Jail. If the prisoner is unruly, contact the Fairfield County Sheriff's Office for alternate arrangements.

- b. If the prisoner is slated after business hours on Friday and before 9:00 am Saturday, and is to be incarcerated more than 48 hours, contact a judge to set bond. The Fairfield County Sheriff's Office will assist.
- C. Arrests on Warrants
1. **Refer to the "Arrests and Warrants" directive.**
  2. **Contact the investigative unit handling the case.** Arrange to transport the prisoner to the **ID unit and** appropriate **interview room as requested.**
- D. Transporting Prisoners to a Detention Facility
1. Follow procedures established by the detention facility.
  2. Secure all firearms and tasers.
  3. Give Arrest Information forms, warrants if available, and any other paperwork required by the facility to jail personnel.
  4. Notify detention facility personnel of a prisoner's relevant medical conditions.
  5. Stay with the prisoner until jail personnel **have taken custody of the prisoner and relieved the transporting officers.**
  6. **Jail personnel will** remove **the** restraining devices from the prisoner when custody has been transferred to **their custody.**
  7. Witness the prisoner's property inventory and confirm its accuracy.
- E. Receiving Extradited Prisoners from a Prisoner Transportation Company:
1. Two officers from the bureau responsible for filing the warrant
    - a. Upon notification of the arrival time of the prisoner, respond to police headquarters and meet the prisoner transportation company's transport vehicle at the entrance to the basement garage.
    - b. Provide police identification to the prisoner transportation company personnel and direct the vehicle to enter the basement garage.
    - c. Take custody of the prisoner.
      - (1) Inquire as to any problems with the prisoner.
      - (2) Sign the prisoner receipt form.
      - (3) Change handcuffs and process the prisoner according to the appropriate bureau's SOP. Forward the original copy of the "Prisoner Receipt" to the **Gun Crimes** Unit Sergeant of the Robbery/Support Section.
- F. Transporting a Prisoner to Police Headquarters
1. Enter headquarters using the overhead door to the garage from Marconi Boulevard.
  2. Use the prisoner/freight elevator and exit through the rear doors on the floor desired.
  3. Secure all firearms and tasers in a lockbox prior to entering the interview room.

4. Place the prisoner in an interview room. Keep the prisoner under direct observation at all times.

#### G. Transporting a Prisoner to the ID Unit

##### 1. Transporting Officer

- a. Complete an Arrest Information form before taking a prisoner into the processing area.
- b. Secure all firearms and tasers in the waiting room lockboxes prior to entering the processing room.
- c. Allow only one prisoner at a time, escorted by an officer, into the processing room.
- d. Restrain the prisoner at all times.

Note: Keep the prisoner handcuffed except during actual processing when a leg iron will be used for restraint. Secure the leg iron prior to removing the handcuffs, which will be reapplied before removing the leg iron.

- e. Remain with the prisoner at all times. ***Do not engage in any activity that distracts from observing the prisoner.***
  - f. Use the Emergency Call button on the walkie to summon emergency assistance.
  - g. ***Remain in*** the ID Unit until released by ID personnel. This will ensure proper identification of a suspect and allow for further processing, if necessary.
- ##### 2. ID Unit Personnel
- a. Do not enter the processing room until the prisoner is secured by a leg iron and leave the processing room prior to the officer removing the leg iron.
  - b. Do not accept custody of, or responsibility for, any prisoner and refuse to process any prisoner if the above procedures are not followed.

#### H. Prisoner requiring medical clearance (medical refusal):

1. Contact Franklin County Municipal Clerk of Court's Office from remote clerking station using dedicated telephone.
2. Advise clerk's office that prisoner requires medical clearance prior to slating. Notify clerk's office in all cases involving the medical refusal of a prisoner.
3. If the criteria established in the "Summons and Misdemeanor Citations" directive is met:
  - a. Request clerk's office fax a summons to the Franklin County Jail remote clerking station
  - b. Serve prisoner with faxed copy of summons
  - c. Deposit all original and/or previously faxed paperwork into the designated drop box

4. If the criteria established in the “Summons and Misdemeanor Citations” directive is not met, **maintain** custody of the prisoner and all paperwork until medical clearance is obtained and the prisoner is transported back to the Franklin County Jail to be slated.
- I. Escapes from Custody
    1. **Involved personnel**
      - a. Immediately notify:
        - (1) Communications Bureau personnel
        - (2) Your immediate supervisor
        - (3) **Patrol Administration Section, if the escape is in headquarters**
      - b. **Complete appropriate reports**
      - c. **Contact the appropriate investigative unit regarding possible felony escape charges**
    2. **Immediate Supervisor**
      - a. **Request support services, secure a perimeter, and conduct a systematic search for the escapee**
      - b. Notify Patrol Administration **Section**
      - c. **Cause other local law enforcement agencies to be notified, if necessary**
      - d. **Conduct an administrative investigation**