

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



## I. Policy Statements

### A. Maintenance of Custody

1. **Sworn personnel** 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 (**ORC**), or the decision is made to release the person on a summons in lieu of arrest.
2. **Sworn personnel** 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 **ORC**.
3. Denied requests for a transfer of custody or control shall be immediately reported **to the on-duty supervisor, who shall notify the chain of command by email**.

### 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. **Sworn personnel** 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 **offense or a** misdemeanor of violence, or who have displayed violent or erratic behavior, **should** 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 **complete** 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 **who** have made allegations against one another should not be transported together.
6. **Sworn personnel** shall not become involved in other police activity while transporting prisoners except under the most critical circumstances. Upon involvement, **sworn personnel** 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, **sworn personnel shall** 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 **personnel** leave **a location** with the prisoner.
10. **Opposite Sex** Considerations
  - a. If transportation is made by **sworn personnel** of the opposite sex of the prisoner, the transporting **personnel** 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.

**Note: Deviation from this policy shall comply with the appropriate SOP.**

- b. Prisoner transports within Franklin and adjoining counties may be made by **sworn personnel** 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. **At least 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, **sworn personnel** 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 **personnel** shall be responsible for transporting the prisoner to a medical facility.
4. **Sworn personnel** shall remain with sick or injured prisoners who are being treated at a medical facility until relieved by other police personnel or **until released by a supervisor**.
5. If a prisoner's restraints are ordered removed by medical personnel, an officer shall remain with the prisoner at all times except **in** exigent circumstances.

F. Non-Ambulatory Prisoners

1. **Sworn personnel shall consider the physical well-being of non-ambulatory prisoners requiring transportation to a detention facility and should make reasonable accommodations to ensure their safety.**
  - a. **Sworn personnel shall ask whether a non-ambulatory prisoner can be removed from his or her mobility device when determining the method of transportation.**
  - b. **Sworn personnel should transport a non-ambulatory prisoner requiring his or her mobility device in a lift-equipped vehicle when possible, or in another reasonable manner that allows the prisoner to remain in his or her mobility device.**
  - c. **Sworn personnel should not remove a non-ambulatory prisoner from a mobility device when he or she requires it except in exigent circumstances.**

2. Non-ambulatory prisoners requiring transportation to a detention facility may be transported by emergency medical personnel **or other ADA accessible vehicle**.
  - a. **Sworn personnel** needing a medic **or other ADA accessible vehicle** for transport shall contact a Division supervisor, who shall contact Communications Bureau personnel to arrange the transport.
  - b. When there is a question concerning whether a **non-ambulatory** prisoner needs to be transported by a medic **or other ADA accessible vehicle**, a Division supervisor shall respond to the scene.
  - c. An officer shall ride with the **non-ambulatory** prisoner in the back of **the** transporting **vehicle**.

G. Prisoner **Contact**

1. **Division personnel should, when possible, keep prisoners beyond the range of sight and sound of detainees of the opposite sex while in custody. This does not include incidental passing during movement or deliberate yelling, screaming, or other loud disruptive behavior.**
2. **Division personnel should prevent** prisoners **from** communicating 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 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 **County** 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 **personnel** 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 **personnel** 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 **personnel** 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 **personnel** 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 **personnel** 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 **as listed below**. Refer to the "Handling of Juveniles" directive.

#### **a. Males and females by sight and sound**

#### **b. Juveniles from all adult detainees by touch, sight, and sound**

### 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 a.m. 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 a.m. 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 **Identification (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 **and security risks**.
5. Stay with the prisoner until jail personnel have taken custody of the prisoner and relieved the transporting **personnel**.
6. Jail personnel will remove the restraining devices from the prisoner when **the prisoner** 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.

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, tasers, **and knives** 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 **Unit** 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 **the** remote clerking station using **the** dedicated telephone.
  2. Advise **the** clerk's office that **the** prisoner requires medical clearance prior to slating. Notify **the** 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 **are** met:
    - a. Request **the** clerk's office **to** fax a summons to the Franklin County Jail's remote clerking station.
    - b. Serve **the** prisoner with **the** 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 **are** not met, maintain custody of the prisoner and all paperwork until medical clearance is obtained and the prisoner is transported back to the **appropriate** jail to be slated.
- I. Escapes from Custody
  1. Involved personnel
    - a. Immediately notify:
      - (1) Communications Bureau personnel,
      - (2) Your immediate supervisor, **and**
      - (3) Patrol Administration Section **personnel** (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 **the chain of command by email**.
    - c. Cause other local law enforcement agencies to be notified if necessary.
    - d. Conduct an administrative investigation.