POLICY/PURPOSE:
The Cedar Rapids Police Department (CRPD) recognizes the need to ensure the safety and security of officers performing prisoner transportation duties and to the prisoners being transported. Special prisoner transport situations may occur where it is necessary for an officer to take special or extra measures to properly accomplish a transport.

PROCEDURE:
After an arrest has been made and it has been determined that the person will be taken into custody and does not need medical attention, the following will apply:

- Adults:
  - The person may be transported to the station for further investigation.
  - The person may be transported to the Linn County Correction Center (LCCC).
  - If there is a valid warrant through a bordering county with no additional charges, officers will have JCA request the originating agency to meet at a mutually agreed location in order to exchange the prisoner.
    - If the bordering county does not have the available manpower for the exchange, the suspect will be transported to the LCCC.

- Juveniles - Refer to the Juvenile Operations directive.

Transport Vehicle Inspection:
Prior to usage on each shift, officers will inspect their assigned vehicles for overall mechanical condition and, if that vehicle may possibly be used in the transport of detainees, for weapons, contraband, and any other illegitimate articles which may have been either left or concealed in the detainees’ area of the vehicle. Any issues found should be brought to the attention of the Watch Commander and documented as instructed in the Police Vehicle – Equipment and Inspection directive. Vehicles will always be searched prior to and after transporting anyone.

- The search prior to a transport may not need to be conducted immediately prior to the transport, as long as the vehicle was previously searched and the officer has been in constant control of the vehicle following that search and the introduction of a prisoner into the vehicle. [70.1.2]
Pre-Transport Searches of Detainees:
Anytime an officer arrests, or otherwise receives a person in custody, the officer will see that the person is handcuffed, and then searched for weapons, contraband, and/or other dangerous articles prior to transport. This pre-transport search would include searching a suspect, who may have been previously searched by other officers, prior to any transport. [70.1.1]

- Officers may conduct a cursory pat down or frisk of persons of the opposite sex; however, officers are encouraged to obtain the assistance of an officer of the same sex as the suspect to perform the search if readily available.
  - Refer to Arrest Procedures directive regarding conducting and documenting searches.

Restraint of Detainees: [70.2.1]
All adult prisoners will be handcuffed unless it is not feasible medically or physically. When applied, a prisoner should be handcuffed with hands behind the back and palms out and the handcuffs double locked, to prevent the possibility of tightening and/or the picking of the lock, as trained in the CRPD Regional Academy and in subsequent training thereafter, unless certain circumstances dictate otherwise.

- Restraining devices may be applied to the wrists with the hands positioned in front of the arrestee in certain circumstances. Circumstances when a person could be handcuffed in the front could include, but not be limited to:
  - Individuals physically injured or incapable of placing hands behind the back.
  - Elderly individuals.
  - Handicapped individuals.

- If circumstances require an alternative to normal handcuffing behind the back, the arresting officer will notate the circumstances in their supplement.
- If the prisoner complains the handcuffs are too tight, the cuffs should be inspected and adjusted if necessary.
  - If the handcuffs are determined to be too tight, officers should temporarily place a secondary set of handcuffs on the prisoner while the original handcuffs are adjusted.

- Handcuffs should remain in place until the transport is completed.
- Prisoners will be secured in all transport vehicles by use of the seatbelts unless circumstances justify otherwise. [41.3.3; 70.1.3]
o Officer safety and the physical condition of the prisoner should be taken into account. If, because of circumstances, the suspect is not seat belted, the transporting officer will notate any justification for not using a seatbelt in the officer’s supplement.

- Supplemental restraints such as leg restraints and a Suspect Safety Helmet (SSH) may be used if the person is violent or agitated and they are inadequately restrained.
  o Refer to the Suspect Safety Helmet (SSH) section below for additional information concerning the SSH.
  o Detainees will be handcuffed with their hands behind their back. If the officer continues to meet with active resistance from the subject who is kicking, ankle restraints may then be attached and the strap clip end should be attached directly to the handcuff’s chain or hinge, but not cinched tight. However, the detainee will not be restrained using the “hog-tying” method, which is the ankles pulled up towards the handcuffs, thus stressing the subject’s breathing.

- Detainees will not be handcuffed to the transporting vehicle at any time, and will not be handcuffed to one another or with arms intertwined, unless extreme circumstances dictate otherwise.
- Flex cuffs may be used if handcuffs are unavailable or if multiple detainees need to be restrained.
- For situations involving the restraint of a mentally ill individual in which extreme violent behavior is displayed or such person possesses a significant threat to themselves or transporting officers, additional devices, such as a stretcher with attached restraining devices may be used.
  (NOTE: If a suspect must be restrained on a stretcher, Area Ambulance Service will be utilized to assist with the transport.)

- Leg restraints and waist chain may be used when transporting detainee’s long distances.
  o Care should be taken when stopping. The transporting officers shall maintain proper supervision of detainees at all times.

Restraint of Juveniles - Refer to the Juvenile Operations directive.
**POLICY TITLE:** Prisoner Transports

**STANDARD/REF #:** 41.3.3; 70.1.1; 70.1.2; 70.1.3; 70.1.4; 70.1.5; 70.1.6; 70.1.7; 70.1.8; 70.2.1; 70.3.1; 70.3.2; 70.4.1; 70.4.2

**APPROVED BY:** Wayne Jerman, Chief

Patrol Captain; Administrative Operations Captain; Defensive Tactics Coordinator; JCA

**REVIEWED DATE:** 3/19/2019

**REVISED DATE:** 3/19/2019

---

**DETAINEE TRANSPORT OPERATIONS:**

Anytime officers transport a suspect in a vehicle equipped with in-car audio/visual recording equipment (A/VRE), officers will make certain the system is activated. After the transport is complete and the prisoner no longer occupies the transport vehicle, the transporting officer will manually input the case number into the A/VRE.

- Refer to the In-Car Audio-Visual Equipment and the Video Recording Suspect and Witness Interviews directives.
  - If there is no case number, such as with a warrant, the suspect’s name or warrant number should be entered.

Officers transporting detainees have the primary responsibility of safely delivering the detainee. Officers should not stop to provide police services, except when there is grave and imminent danger to a third party, and risks to the detainee are minimal. Any such interruption to the transport will require the officer to notify the Joint Communications Agency (JCA) of their location and the nature of the interruption.

Officers should keep in mind that a perceived incident may in fact be an ambush or ruse for the detainee to escape. [70.1.4]

Transport information is retained by JCA through call logs and recorder in accordance with the CRPD’s Record Retention Policy. When officers conduct any transport, they will advise the JCA over the radio of the following:

- The number individuals being transported.
- The sex of the individuals being transported.
- If the individual is an adult or juvenile.
- Destination
- Start of transport mileage.
- End of transport mileage.

Detainees should be transported in the rear seat or rear compartment area of police vehicles equipped with a safety barrier (a cage), and the rear door locks, windows, and door handles rendered inoperable or disengaged. This method keeps the detainee beyond access to the transporting officers. Certain circumstance may dictate that a suspect be transported in a non-barrier equipped vehicle. See below for transporting detainees in a non-barrier equipped vehicle.
If officers are transporting multiple detainees from the same criminal event, every effort should be made to transport them individually. If this is not possible, detainees can be transported together as vehicle restraints allow.

- Detainees are not allowed to talk to friends, family members during transport as this may cause an officer safety concern where the detainee is giving their location while en route to the transport destination. [70.1.5]

- **NOTE:** This does not preclude the transport officer(s) from listening to all voluntary utterances made by the arrestee(s) and making such information available to the applicable case file.
  - An exception may occur when there is a need for medical treatment and an exchange of medically related information between the detainee and Emergency Medical Service (EMS) personnel is necessary.

Disruptive suspects or prisoners who are a flight risk and are transported to the CRPD should enter via the Sally Port’s overhead door. Prisoners will be escorted to the Criminal Investigations Division (CID) for interviews. When leaving the station, disruptive suspects or prisoners will be escorted back to a transport vehicle in the Sally Port.

Transporting officers are responsible for visually monitoring prisoners throughout the transport process until the custody of the prisoner(s) is transferred to another officer, agency, or detention facility.

Transport officers are not to lose sight of detainees at any time during the transport; however, certain controlled circumstances may dictate officers to temporarily lose sight of a detainee. If this occurs, officers will position themselves in a reasonable manner to prevent escape. Exceptions to keeping sight of a detainee would include: [70.3.2]

- At a medical facility where a physician, physician assistant, or nurse practitioner requested that the officer leaves during surgery or examination of a detainee.
- While a detainee of the opposite sex, of the transporting officer, uses a toilet facility.
Special Transport Situations: [70.3.1]
Handicapped persons, who are in custody, and who require a wheelchair or walking aid should be restrained to the extent of ensuring the safety of the transporting officer and the person in custody.

Transporting detainees in a non-barrier equipped vehicle: [70.1.3]
Whenever possible, officers with non-barrier equipped vehicles will contact an officer with a safety barrier (a cage), and the rear door locks, windows, and door handles rendered inoperable or disengaged to transport detainees.

- During the transport of a detainee in a non-barrier equipped vehicle, it is required that:
  - The detainee will be placed in the rear seat on the right side.
  - Two officers be used for the transport.
    - The second officer will sit in the left rear seat.
  - No more than one detainee may be transported in a non-barrier equipped vehicle.
  - The detainee will be seat belted.
  - Arrestee shall be handcuffed behind the back.

- Non-barrier equipped vehicles will not be utilized for suspects under arrest if:
  - The detainee is combative.
  - For any reason, the seat belt cannot be fastened on the detainee.
  - Handcuffing an arrestee behind the back is not possible
  - Any other safety or security concerns are present.

- If there is an extreme situation which requires an emergency transport of a detainee in a non-barrier equipped vehicle with only one officer, the following procedure will be used for the transport:
  - The detainee will be handcuffed behind his back.
  - The detainee will be placed in the rear seat on the right side or the front seat on the right side.
  - The detainee will have their seat belt fastened.
**Spit Hoods:**
All squad cars are equipped with a spit hood in the glove box. The hoods can be utilized on prisoners who have displayed spitting tendencies or who indicate they will do so. If a spit hood is utilized, the officer placing the spit hood on the suspects shall:
- Use the hood in accordance with department training.
- Document its usage in a supplement and include:
  - Why the hood was utilized.
  - Time the hood was placed on and removed from the suspect.
- If possible, spit hoods should be left on and removed at the receiving agency in a similar fashion as handcuffs.
- Replace any used hood with a new hood from the Command Vault

**Suspect Safety Helmet (SSH) Usage:**
The purpose of the Suspect Safety Helmet (SSH) is to mitigate self-inflicted injuries to suspects in the custody of the CRPD. The SSH should be used on suspects who are out of control and could cause self-inflicted injuries. All street command patrol cars are outfitted with an SSH. Officers should make arrangements with a commander to come to the officer’s location as soon as it is realized a SSH may be utilized.

Examples for use could include, but not limited to suspects who:
- Are out of control.
- Use their head to strike inanimate objects.
- Use their head as a weapon.
- Thrash around causing their head to hit objects.

> It is strongly recommended that an SSH be used anytime leg restraints are used.

Once the SSH is deployed, it should stay on the subject until reaching the transport destination, unless circumstances arise that require removal. After arrival, the SSH may be removed, unless it is necessary to leave the SSH on the suspect due to the suspect’s behavior.

Notation of the use of an SSH should be made in the officer’s report, along circumstances leading up to the use of the SSH.
Detainee Escape during Transport:
In the event of a detainee escape during transfer, the transporting officer shall:

- Immediately notify JCA of the escape, if possible, and attempt to provide the following information: [70.1.7a]
  - Location and last direction of travel;
  - What the detainee was in custody for, and if the detainee is a danger to themselves or others;
  - Physical description of the detainee.

- Make every attempt to immediately return the detainee to custody, if it is safe and practical to do so.

- Notify a street commander who may help: [70.1.7c]
  - Coordinate perimeters.
  - Coordinate search activities.
  - Request additional personnel or resources if needed.
  - Notifications to outside agencies.

- Prepare necessary reports Incident Report Form (CRPD #600) if one was not completed for an original offense, an officer’s supplemental, an electronic complaint and warrant request (if needed), and any additional paperwork depending upon the circumstances. [70.1.7b]

- Have JCA notify surrounding and otherwise appropriate agencies of the escape, and cancellation of the notification upon recapture. [70.1.7a]

- Process the detainee on applicable charges.

Notification of Security Hazard: [70.1.8]
If a prisoner is combative or is considered an unusual security risk, the transporting officer, as soon as practical, shall have JCA contact the receiving agency or facility concerning the incoming prisoner. This would include but is not limited to contacting:

- LCCC
- Any hospital
Medical Services: [70.3.1]
Officers must be alert for any conditions requiring medical attention with a prisoner. Prompt treatment must be made for those requiring it.

- If medical attention is required, prisoners must be transported to the emergency room at either Mercy Medical Center or St. Luke’s Hospital. If it is a medical emergency, the prisoner should be transported by ambulance.
- Upon arrival at the medical facility, officers should remain with the detainee or obtain assistance from medical facility personnel to prevent the detainee from:
  - Escape
  - Obtaining weapons
  - Committing an assault

- A sick or injured detainee in custody for a crime of violence will be restrained as much as is consistent with their sickness or injury.
  - A sick or injured person in custody for a non-violent offense may or may not be restrained during transport based on the judgment of the transporting officer. [70.3.2]

- Complete and detailed documentation must be made for any treatment, hospitalization, or injury as a direct result from officer interaction. This information should be included in the officer’s arrest report.
  - If treatment received was not related to officer involvement and was only due to an unrelated medical event, then due to Health Insurance Portability and Accountability Act (HIPAA), no medical information will be included besides where the suspect was transported.

- The LCCC will not accept a prisoner who requires medical attention unless the prisoner has been seen and released by medical personnel.
  - The hospital release paperwork will be provided to staff at the receiving agency to verify treatment.

- The above section also applies to those prisoners who have come into contact with any chemical control agent or electro-muscular disruption (EMD) device (TASER).
POLICY TITLE: Prisoner Transports

STANDARD/REF #: 41.3.3; 70.1.1; 70.1.2; 70.1.3; 70.1.4; 70.1.5; 70.1.6; 70.1.7; 70.1.8; 70.2.1; 70.3.1; 70.3.2; 70.4.1; 70.4.2

APPROVED BY: Wayne Jerman, Chief Patrol Captain; Administrative Operations Captain; Defensive Tactics Coordinator; JCA

REQUIRED REVIEWERS: Hospital Admissions:
Refer to the Police Hold directive if a prisoner is admitted to the hospital with pending charges from the CRPD. [70.1.6e; 70.3.2]
- The removal of restraints on a subject transport to a hospital will depend upon the legal and medical circumstances and should be notated in officers’ supplements. [70.1.6b]

TRANSFER OF CUSTODY TO A RECEIVING AGENCY:
Any time a CRPD officer transfers the custody of a prisoner to another agency, officers will:
- Secure weapon(s) in accordance with procedures at the receiving facility. [70.1.6a]
- Advise the receiving agency of any potential medical or security risks. [70.1.6d]

All relevant paperwork, such as complaints, copies of Cedar Rapids or Linn County warrants, medical discharges and Police Holds will be left with the receiving agency. [70.1.6c]

Officers will document the receiving individual and agency’s name in the officer’s supplement. [70.1.6e]
- Documentation of the individual and the agency’s name would include, but is not limited to the transport of a prisoner to:
  - The LCCC:
    - LCCC personnel will be responsible for booking into their facility. Removal of restraints from the detainee will be the responsibility of the LCCC personnel, unless LCCC request officers to assist in the removal of the restraints. [70.1.6b]
  - A bordering county:
    - If the prisoner exchange is conducted outside a detention facility, CRPD officers will not remove their handcuffs from a prisoner until the receiving agency places their own restraints on the prisoner. [70.1.6b]
  - A hospital for admittance:
    - Refer to the Police Holds directive.
    - The removal of restraints on a subject transport to a hospital will depend upon the legal and medical circumstances and should be notated in officers’ supplements. [70.1.6b]
Any facility designated for juvenile detainees:
- If the juvenile is handcuffed, officers will remove the handcuffs at the request of the receiving agency. [70.1.6b]

LCCC request CRPD to transport in-custody subject to the hospital for medical evaluation:
If the LCCC personnel request the arresting officer to transport an in-custody subject to a hospital prior to booking:
- Officers may ask to discuss the matter with the LCCC supervisor if officers disagree with the decision.
- If after speaking with the LCCC supervisor, an officer still disagrees with the decision to transport to a hospital, the officer may request a CRPD commander to discuss the matter with the LCCC supervisor.
- If the LCCC supervisor still requires the prisoner to be transported to the hospital, and the CRPD commander does not agree, officers will complete the transport. The commander will document which LCCC supervisor required the prisoner to be transported to the hospital and the circumstances in a memorandum. Officers will be certain to photograph any and all injuries, and make note if the prisoner makes any comments concerning the injury, or lack of, on the in-car camera system. The memorandum should be forwarded to the Captain of the Patrol Division.
- If the reason for transport request is life-threatening, an ambulance should be requested for the transport.

Required Documentation:
The arresting officer will be responsible for ensuring the following steps are taken:
- For non-warrant or non-mittimus arrests, the State of Iowa or City of Cedar Rapids electronic complaint(s) or electronic citation(s) will be left with the receiving agency. If an original complaint is printed on thermal paper, non-thermal, paper copies of the complaints on white paper will be left with the receiving agency. [70.1.6c]
- If warrants or mittimuses are located with the CRPD or Linn County Sheriff’s Office, non-thermal, paper copies of the warrants or mittimuses on white paper will be left with the receiving agency. The original warrants or mittimuses will be turned in with the officer’s paperwork.[70.1.6]
  - If the warrant is located at the Linn County Sheriff’s Office, officers will transport the original warrant, located at the Linn County Sheriff’s Office Administrative Building, along with the suspect to the LCCC.
If the warrants or mittimuses are not through Cedar Rapids or Linn County, and the original warrant is not present, JCA will request the originating agency to teletype the warrant or mittimus to the receiving agency LCCC. [70.1.6c]

- Complete all appropriate paperwork and turn into the Watch Commander in a timely manner.