



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		  <small>ACCREDITED SINCE 2001</small>
Directive: 06	Subject: Prisoner Transportation	Effective Date: 03/26/1996
Order of: Maureen S. Rush, Superintendent of Police		Amended Date: 01/30/2019

I. Purpose

The purpose of this directive is to provide guidelines on the transportation and handling of all persons in custody.

II. Policy

It shall be the policy of the University of Pennsylvania Police Department (UPPD) to take the precautions necessary while transporting prisoners to protect the lives and safety of the officers, public, and the person(s) in custody.

III. Scope

This directive shall affect all sworn police officers.

IV. Definition

A. Prisoner: For purposes of this directive, the term prisoner shall include any person legally held in police custody.

V. Procedures

A. Vehicle Inspection

1. At the beginning and end of each tour of duty, officers assigned to emergency vehicles specifically modified for prisoner transport shall inspect the vehicle for readiness as follows:
 - a. the plastic or metal security screen separating the front and rear compartments shall be securely in place and undamaged;
 - b. all windows shall be intact, and outer door latches in proper working order;

- c. rear seat door handles and window controls shall be deactivated so they can be operated only from the outside of the vehicle or by the vehicle operator; and
 - d. the interior shall be thoroughly searched to ensure that no weapons, contraband, or tools of escape have been left or hidden within the vehicle.
2. Prior to placing a prisoner in the vehicle for transport, the transporting officer shall again inspect the interior for weapons, contraband, or tools of escape.
3. Once the prisoner has been delivered to the detention facility or other destination, a thorough search will be conducted as soon as practical, but, in all cases, before the vehicle is reused.

B. Restraining Devices

Note: The purpose of using any restraining device shall be to minimize the risk of injury to the prisoner, officer and/or the public.

1. Requirement to Carry Handcuffs

- a. All officers (uniform and plain clothes), up to and including the rank of Shift Commander, whose normal duties/assignments may require them to make arrests or supervise arrestees, shall be required to carry at least one set of handcuffs on their person while on duty.
- b. Officers will make no modifications of, substitutions for, or additions to, the handcuffs which they have been issued or obtained from the UPPD annual clothing allowance.

2. Prisoner Handcuffing

- a. Handcuffs are restraining devices as well as a defensive weapon to protect persons from possible serious bodily injury and/or prevent the escape of a suspect whom the officer has probable cause to conclude that a crime has been committed by that person. Elements of a crime must be present and/or the behavior of the suspect shall be important considerations for the use of handcuffs by UPPD officers.
- b. Persons wanted on a warrant violation shall be considered to have committed a crime and shall be searched and handcuffed prior to being transported.
- c. Additional situations which may require the use of handcuffs as restraining devices, and to prevent an aggressive stance where criminal conduct is reasonably believed possible or imminent are as follows:

- 1) investigation of person(s);
 - 2) street/indoor disturbances;
 - 3) barroom brawl; or
 - 4) rowdy crowd, or when a hostile person must be removed or subdued.
- d. The use of handcuffs for any other use against a person's body is prohibited. Handcuffs are not to be used as an offensive weapon.
 - e. Whenever possible, the prisoner will be cuffed back of wrist to back of wrist (palms out) with both hands behind the back and the handcuffs double locked.
 - f. At no time will a prisoner be handcuffed to any part of a transport vehicle.

3. Handcuffing Exceptions

- a. Juveniles shall not be handcuffed under the following circumstances unless exigent circumstances exist:
 - 1) Juveniles under ten (10) years of age; since ten (10) years of age is considered the age of accountability.
 - 2) Juveniles who are "Status Offenders" for offenses, for which, if they were adults, would not be detained (i.e., missing persons, truants, curfew violators, and incorrigibles).

4. Other Restraining Devices

- a. In such an event as large-scale civil disobedience or riot, where multiple prisoners are taken into custody, "Flex Cuff" plastic restraints may be utilized. The use of "Flex Cuff" restraints, under normal circumstances, is prohibited without authorization from a supervisor.
- b. Other devices or techniques of restraint may be appropriate when transporting mentally disturbed prisoners. (See Section V., E. for specific procedures.)

5. Unacceptable Restraint Methods

- a. Methods such as "hog-tying," where a prisoner's hands and feet are cuffed or tied together, are not permitted under any circumstances.

C. Transport Operations

1. Prisoner Searches Prior to Transport

- a. Prior to transport, all persons taken into custody will be searched for weapons, contraband, and/or tools of escape as follows:
 - 1) if practical, the protective search should be conducted by an officer of the same gender as the prisoner;
 - 2) the transporting officer shall thoroughly search the prisoner before placing him/her in a police vehicle. It should never be assumed that a prisoner does not possess a weapon, contraband, or tools for escape or that another officer has already searched the prisoner; and
 - 3) the transporting officer should conduct a search of the prisoner each time the prisoner comes into the transporting officer's custody, including transport from one police or medical facility to another.
- b. "Strip" and "Body Cavity" searches are strictly prohibited and shall not be conducted by UPPD personnel.

2. Transporting Prisoners

- a. Officers shall use care when assisting prisoners into a vehicle for transport.
- b. Unless exigent circumstances exist, all prisoners shall be transported separately in vehicles that are equipped with a security screen.

Exception: Officers may transport more than one (1) prisoner at a time if the prisoners are being arrested for summary offenses. Multiple prisoners suspected of misdemeanor or felony offenses shall be transported separately to eliminate the chance of the suspects further corroborating a mutual agreement or possible defense.

- 1) Patrol Cars: If transporting a single prisoner in a patrol car, he/she shall be seated in the rear seat opposite the driver.
 - a. No officer shall ride in the rear seat of a patrol car while transporting a prisoner.
 - b. Under no circumstance will a prisoner be transported by a single officer in a vehicle that is not equipped with a security screen.

- c. All prisoners transported in a patrol vehicle must be secured with a seatbelt.
- 2) Emergency Patrol Wagon (EPW): If transporting a prisoner in an EPW, officers shall ride in the front seats and the prisoner(s) shall be secured in the rear section as close to the front of the vehicle as possible.
 - a. All prisoners transported in an EPW must be secured with the safety belt system in the rear compartment.
- c. Under no circumstance shall opposite gender prisoners be transported together, nor shall adult prisoners be transported with juvenile prisoners.
- d. The secondary (recorder) officer shall maintain visual contact with the prisoner(s). If a single officer is transporting a prisoner, the officer will attempt to maintain visual contact with the prisoner.
- e. No one, other than transporting officers, will be permitted to communicate with prisoners during the transport function. Officers will communicate with prisoners only when absolutely necessary.
- f. All officers transporting prisoners must proceed directly to the proper destination by using the shortest route practical. Officers will not respond to "emergency" calls, including assist officer calls, when transporting non-sworn passengers, and they shall not be diverted from transporting unless an extreme emergency exists. In such circumstances, the officer may stop and render assistance and/or summon appropriate aid. Transporting officers should only stop to render assistance when the risk to third parties is clearly grave and the risk to the prisoner is minimal.

3. PennComm Center Notification

- a. When transporting any prisoner (male, female or juvenile), the transporting officer will notify the PennComm Center via radio and provide the following information:
 - 1) identity of the prisoner (race, gender, adult or juvenile, name if known);
 - 2) reason for arrest;
 - 3) arrest location and destination of transport; and
 - 4) odometer mileage readings before and after transport.

4. Prisoner Escapes During Transport

- a. Prisoners shall not be left unguarded in any police vehicle for any length of time. In the event a prisoner escapes while being transported, the following actions will be taken:

- 1) the transporting officer will:

- a. immediately notify the PennComm Center and provide flash information;
- b. offer his/her services in order to recapture the escapee as soon as possible; and
- c. prepare and submit an Incident Report (UPPD-10) upon returning to UPPD Headquarters and submit a memorandum (UPPD-28) to the Superintendent of Police, via the chain of command, explaining the circumstances of the escape.

- 2) the PennComm Center Police Supervisor will:

- a. immediately advise the Shift Commander/Supervisor of the escape;
- b. broadcast a general radio message (GRM) of the escapee's description, last known location, etc., to all personnel; and
- c. notify and request assistance from the local and surrounding jurisdictions at the time of the escape.

- 3) the Shift Commander/Supervisor will:

- a. coordinate the effort to recapture the escapee with other law enforcement agencies; and
- b. notify the Superintendent of Police via the chain of command as soon as practical.

- 5. Admission Requirements of Receiving Facility

- a. Transporting officers will, upon arrival at any detention, booking, identification facility, etc., comply with all safety and admission requirements of the facility to include at a minimum:

- 1) securing firearms for safekeeping;

- 2) removal of restraining devices at the direction of the receiving facility just prior to placing the prisoner in a cell or holding room;

- 3) delivery of all required reports and documentation to the receiving officer;
 - 4) advising receiving agency personnel of any potential medical or security hazards; and
 - 5) documenting the name or signature and badge number of the officer receiving the Incident Report.
6. Officers transporting prisoners to UPPD Headquarters shall comply with directive 29, "Temporary Holding Area".
7. Identification of Detainees Being Transported
- a. The University of Pennsylvania Police Department does not routinely transport detainees between detention facilities. Prior to transporting a detainee from one facility to another, the Officer assigned to transport the detainee shall verify the detainee's identification through booking records, identification numbers, photographs, or other appropriate means.
8. Detainee Transport Documentation
- a. When UPPD personnel transport detainees from one facility to another, the transporting officers shall ensure that the appropriate documentation accompanies the detainee during transport. Depending upon the circumstances, virtually all documentation, or at least copies of that documentation, should accompany the detainee. This documentation may include:
 - 1) Positive identification of the detainee, including photograph
 - 2) Arrest information
 - 3) Personal property information
 - 4) Medical records
 - 5) Any other pertinent records
9. Notification of Special Risks or Requirements
- a. If there is a potential security risk or other risk requirement regarding a detainee being transported by the UPPD, the transporting officer should provide to the personnel assuming custody of the detainee information about the risk. Special circumstances may include:
 - 1) Potential risk of escape
 - 2) Suicidal

3) Particular personality traits

4) Illness or medical condition

D. Juveniles In Police Custody

1. Juveniles shall be transported and processed in accordance with Directive 39, "Juvenile Operations."

E. Special Transport Situations

Note: Officers of the UPPD will not transport prisoners to funerals, hospital visitations, to attend the reading of a will, or similar "special situations" not specifically mentioned within this directive.

1. Opposite Gender Prisoners

a. Supervisors shall make every attempt to ensure that prisoners are transported by at least one (1) same gender officer. If a same gender officer is not available for transport, an additional officer will be assigned to the transporting officer.

2. Sick, Injured, or Physically Disabled Prisoners

a. When transporting a prisoner who has been injured or becomes ill at any time before, during, or after arrest, the officer will immediately transport the prisoner to the nearest hospital. Medical attention must be obtained prior to transporting the prisoner to any detention, booking, identification facility, etc. Officers will note the name of the hospital and attending (treating) physician on the Incident Report (UPPD-10).

b. When transporting physically disabled prisoners, the transporting officer will request assistance when needed, to complete the transport in the most convenient, comfortable, and safe manner for both the prisoner and officer.

1) Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of, the prisoner.

c. When using restraining devices on ill or injured prisoners, the transporting officer must use the good judgement and discretion prescribed in the general procedures above. If serious illness or injuries result in total incapacity of the prisoner, restraining devices may not be appropriate.

3. Security and Control of Prisoners Transported to Hospitals

- a. When a prisoner is transported to a hospital for medical treatment, the transporting officers should keep the prisoner under observation at all times and (under normal circumstances) ensure that restraining devices are used. The transporting officers should consult with medical personnel regarding the best use of restraining devices.
 - b. If multiple prisoners are transported to a hospital for medical treatment, the Shift Supervisor will ensure that each prisoner is guarded by two (2) uniformed officers. This may require notifying the PPD for assistance or utilizing hospital security personnel, if appropriate, if an insufficient number of UPPD officers are available.
 - c. The transporting officers will be directly responsible for the security of the prisoner until properly relieved.
 - d. The transporting officers will immediately notify the pertinent supervisor of any change in the prisoner's condition or status or if the prisoner is to be admitted to the hospital.
 - e. A prisoner log should be maintained from the start of the prisoner watch until the detail is terminated.
 - f. At no time should any officer leave the prisoner alone (except as described section 4.g.). If a prisoner is placed in a room with another patient or several patients, the police officers must remain in the same room with the prisoner regardless of any objections of other patients or hospital staff. A police supervisor should be contacted if there are any objections.
4. Security and Control of Prisoners Admitted to Hospitals
- a. When a prisoner is to be admitted to a hospital by the attending physician, the transporting officers will immediately notify the pertinent supervisor of the situation.
 - b. The notified supervisor will:
 - 1) Contact the appropriate district PPD supervisor to discuss prisoner watch options;
 - 2) Check on the condition of the prisoner, if practical, prior to the prisoner being released from the hospital or turned over to the custody of the PPD; and
 - 3) Notify the Office of the Superintendent of Police via the chain of command on the circumstances surrounding the prisoner's medical condition.
 - c. Any officer working the detail must ensure they have portable radios in working condition.

- d. A prisoner log must be prepared and maintained throughout the detail. All calls, visors and when a prisoner is moved for testing should be logged.
- e. Only the following persons will be permitted to visit prisoners:
 - 1) Mother/ Father
 - 2) Husband/Wife
 - 3) Attorney

Note: Consideration will be given to visiting clergy in coordination with the on-duty hospital chaplain.

- f. All visitors must provide proper identification. Before entering the hospital room, the visitor must be patted down and searched for weapons/contraband. Searches will extend to briefcases, handbags, file folders, etc. The prisoner will be searched when the interview/visit is completed. Uniform personnel shall permit one visitor at a time.
- g. If the prisoner's attorney requests permission to consult with his client privately, the officer will move to a point where he/she can observe the prisoner, but cannot overhear the conversation. There is no time limit on the time limit for the prisoner's right to consult with their attorney.

5. Mentally Disturbed Prisoners

- a. When transporting a mentally disturbed prisoner, the transporting officer may request assistance as needed from other agencies.
- b. Such transport should be effected in the most convenient and comfortable way that is safe for both the prisoner and the officer.
- c. Emergency medical technicians are trained in the handling of mentally ill/disturbed persons and use of medical restraints during transport, therefore, the Philadelphia Fire Department's (PFD) Fire Rescue ambulance service may be called when appropriate.
- d. In making decisions regarding the appropriate use and type(s) of restraint, the transporting officer will consider all information available about the prisoner's mental state and behavior. This will include information received from others at the time of custody as well as the officer's own observations of the prisoner's behavior and demeanor.

F. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

G. Officers Assigned To Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

H. Application

This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.