PRISONERS/PRE-BOOKING PROCESS

AGENCY MEMBERS

• Are responsible for the custody and safety of prisoners, and management and security of the facility under their control.
• Shall not recommend any person, firm, or corporation as attorney, counsel, or bonds person to a prisoner.
• Shall not be directly or indirectly involved with making arrangements, agreements, or compromises between a criminal and victim for the purpose of allowing the criminal to escape punishment provided by law.

SEARCHES: DEPUTIES SHALL

• Be responsible for searching prisoners and will be held accountable for a proper and thorough search.
• Immediately search a prisoner upon apprehension, unless exigent circumstances exist.
• Make an initial search of outer garments and handbags when searching a prisoner of the opposite sex.
• When it is believed a prisoner of the opposite sex is in possession of a weapon, conduct a full body pat down, preferably in the presence of another deputy.
  NOTE: When practical, a member of the same sex shall conduct the pat-down.
• Use care when conducting searches in areas where there may be sharp objects.

STRIP SEARCHES

• Shall be conducted only when probable cause exist.
• Must be approved by the shift supervisor. However, when exigent circumstances exist, and the shift supervisor is not readily available, any supervisor, or acting supervisor may authorize the search. The supervisor must ensure the strip searches are:
  1. Conducted by members of the same gender as the prisoner.
  2. Conducted in agency facilities, when possible.
  3. Conducted in secure areas away from the view of others.
  NOTE: The prisoner will not remain unclothed any longer than is absolutely necessary.
• Shall be noted in the narrative portion of the Form 01, and shall contain the:
  1. Reason the search was made.
  2. Name of the shift supervisor approving the search.
  3. Name of the deputy conducting the search.
  4. Date, time and place the search was made.
  5. Result of the search.

BODY CAVITIES

• The mouth is the only body cavity that may be searched without a warrant. In this instance, there must be probable cause to believe the prisoner is concealing something.
  NOTE: Reasonable force may be used to prevent the swallowing of an object.
• Search of body cavities, other than the mouth, requires a search warrant. In this instance:
  1. There must be a clear indication that the person has within their body evidence or contraband which must be removed.
  2. The shift supervisor must give the authority to apply for a search warrant.
  3. The search must be done by a licensed physician.
  4. Force may be used to the extent necessary to comply with directions set forth in the search warrant.
  5. Must be witnessed by a deputy of the same gender.

HANDCUFFING OF PRISONERS

GENERAL
• All prisoners shall be handcuffed, the manner of which is the deputy’s discretion.
• Any exception to whether or not a prisoner is handcuffed shall be at the discretion of a supervisor. The supervisor’s decision shall be based on the following:
  1. Prisoner's age, sex, and physical condition.
  2. Nature of arrest and the affect this would have on officer/prisoner security.
  3. Prisoner's attitude and mental condition.
  4. Past criminal record and other contributing circumstances.
  5. Type of security at destination.
  6. If prior use of force was applied.

TRANSPORTATION OF PRISONERS

SAFETY/SECURITY FACTORS
• Determine the:
  1. Mode of transportation used.
  2. Number and type of personnel necessary to safely transport/guard the prisoner.
  3. Additional safety measures required (e.g., seclusion from public, medical needs, etc.).
• Include the:
  1. Prisoner's demeanor and physical condition.
  2. Seriousness of pending charges.
  3. Previous escape risk (when known).
  4. Type of security at destination.
  5. Previous use of aerosol pepper restraint spray (ARS).
  4. Special needs of the prisoner (e.g., wheelchair, crutches, etc.).

PRISONERS
• Shall not be placed face down or hogtied (hands and ankles tied together)
• Shall be seat belted in agency vehicles, when possible.
• Will not be secured to fixtures within agency vehicles.
• May be transported in vehicles with screens, without another deputy’s assistance, but must be seated in the right, rear seat. If multiple prisoners are to be transported, another deputy shall be requested to respond for assistance.
• Transformed in vehicles without screens, shall be seated in the right rear passenger seat and the assisting deputy will ride along in the left rear passenger seat. When transporting two prisoners the assisting deputy

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shall ride in the left rear passenger seat with the prisoners seated in the center and right rear passenger seats.

- Of opposite sexes, are not to be transported together unless exigent circumstances exist.
- Who are juveniles, shall not be transported with adult offenders unless juvenile jurisdiction has been waived or exigent circumstances exist.
- Transported in a vehicle equipped with a cage, shall be handcuffed and seat belted in the rear passenger seat.

SUPERVISORS
- Shall monitor multiple prisoner transports to ensure adequate resources and safety measures are employed.

MEMBERS
- Shall be alert for potential signs of suicidal behavior, which include:
  1. Evidence of prior suicide attempts.
  2. Talk of suicide, including jokes.
  3. Alcohol or drug intoxication.
  4. Unrealistic attitude or a lack of a sense of the future.
  5. Excessive shame or guilt.
  6. Severe mood changes.
  7. Known mental illnesses.
  8. Behavior of a provoking manner.
- Immediately notify the shift supervisor of potential suicidal behavior.

JUVENILE PROCESSING
- Juvenile offenders shall be segregated from adult offenders while being processed.
- Juveniles taken into physical custody as the result of an arrest shall be processed as outlined in Policy 4700 (Juvenile Arrest).

AEROSOL RESTRAINT SPRAY (ARS)

GENERAL
- When a prisoner is recovering from the effects of ARS deputies shall:
  1. Offer the prisoner a container of water and towels as soon as possible.
  2. Verbally assure the prisoners of the temporary nature of their discomfort.
  3. Monitor and remain with the prisoners continuously until the effects subside.
  
- If the prisoner displays an unexpected reaction to ARS, medical assistance shall be summoned immediately.

SERIOUSLY INJURED/ILL PRISONERS

GENERAL
- When prisoners are seriously injured or ill, they shall immediately be taken to a hospital by ambulance or other suitable conveyance and accompanied by an deputy. If this occurs the accompanying deputy shall:
  1. Make an immediate search for contraband and weapons.
  2. Notify the Detention Center medical staff.
  3. In the presence of a nurse or doctor:
     a. Search for further identification.
     b. Record the name of the doctor/nurse witnesses on the report concerning the search.
     c. Safeguard personal property.
     d. Prevent loss or destruction of evidence.
e. Obtain a signed release from the hospital or doctor stating whether the prisoner is well enough to be kept in a lockup.

- Prisoners that sustain injuries other than serious or life threatening shall be transported to the detention center to be evaluated by the medical staff. If it is determined that the prisoner requires further medical attention the arresting deputy shall transport the prisoner to the hospital.

- A minister of the prisoner's religion shall be called promptly if a prisoner appears to be in danger of dying while in custody if:
  1. Requested by the prisoner.
  2. The accompanying deputy has reason to believe the prisoner is of a particular faith, and cannot express their desire for a clergyman.

**ESCAPE FROM CUSTODY**

**AGENCY MEMBERS**

- Shall not, without proper authority, release any prisoner in their charge or, through neglect or design, allow any prisoner in their charge to escape. Escape due to a member's negligence or carelessness may be deemed neglect of duty.

- Responsible for the control of a prisoner who escapes from a agency vehicle or facility shall:
  1. Immediately broadcast a description and direction of travel for the escapee.
  2. Notify the shift supervisor, attempt to immediately apprehend the escapee, and initiate an incident report.
  3. Obtain a warrant charging the person with escape.