

# Glendale Heights Police Department

**GENERAL ORDER # 3100**

**SUBJECT:** Detainee Transport

**ACTIVE DATE:** 05-11-2020

**RESCINDS:** GO #3100 issued 09-24-2018

**AUTHORITY:** Douglas R. Flint, Chief of Police

**RELATED DOCUMENTS:**

## **.01 Purpose**

This order outlines policies for the safe and humane transport of detainees from one destination to another. It requires all arrested persons to be thoroughly searched. It provides policies for unusual circumstances surrounding detainee transports.

## **.02 CALEA Standards**

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, 70.3.3, 70.5.1

## **.03 Policy**

Department members shall provide adequately for safety and security while transporting detainees. Such precautions protect the lives and safety of officers, the public and the person in custody.

## **.04 Definitions**

**Detainee**—Any person in custody for having violated any law or ordinance other than a minor traffic violation.

**Detainee Transport Belt**—A heavy-duty leather waist belt with a metal restraining ring for use with handcuffs.

**Flex Cuffs**—A disposable plastic flexible band cuff with a one-way locking system.

**Handcuffs**—A chain link or hinged cuff, capable of being double locked, used to secure the hands of detainees.

**RIPP Hobble**—A commercially produced restraining system using a nylon belt and a bronze snap. The Hobble can be used to secure a detainee's ankles, knees or elbows.

**RIPP Quick Cuff**—A commercially produced restraining system using a nylon strap with Velcro fasteners. The Quick Cuff can be used as a handcuff, ankle restraint, and medical restraint.

**The Wrap Restraint**- A commercially produced leg and shoulder restraint system.

**Spit Hood**—A disposable paper and mesh hood used to prevent biting and spitting by detainees.

**Vehicle Safety Barrier**—A fixed barrier installed between the front and rear seats of all Glendale Heights Police Department marked patrol cars and selected unmarked cars.

## **ORDER**

### **.10 Vehicle Inspection**

A. Officers shall inspect their assigned police units at the beginning of their shifts. The detainee transport areas shall be inspected for the following:

1. Damage to the unit.
2. Ensure the door lock system works and the rear door handles are deactivated.
3. Search for weapons and or contraband left or hidden in the unit.

B. Prior to placing a detainee in the unit the officer shall again inspect the vehicle for weapons and or contraband. Upon removing the person from the vehicle, this search will again be repeated to ensure nothing is left in the unit.

C. Officers locating any weapons and or contraband in the vehicle, as well as any new vehicle damage or items that may contribute to unsafe vehicle operation, shall notify the Watch Commander immediately.

#### **.15 Detainee Searches**

A. All detainees shall be subject to the following searches:

1. An initial search shall be conducted at the time of arrest and before being placed into any squad or police vehicle for weapons and tools of escape.
2. A second search shall be conducted immediately upon arrival at the police station. Searches will be thorough, and any strip search shall comply with state law and General Order #114.
3. Officers transporting a detainee to the DuPage County Jail or any other location shall conduct a third thorough search before transporting the detainee.

B. Searches shall be conducted by officers of the same sex as the detainee.

1. Arresting officers of the opposite sex of the detainee shall summon an officer or matron of the same sex to conduct the search.
2. In cases where no officer of the same sex is available, and it is obvious that the detainee has a concealed weapon, the opposite sex officer may retrieve the weapon for the safety of the officer, public and detainee.
3. In cases where no officer of the same sex is available, the search will be conducted with a witness present. The searching technique under these circumstances will incorporate the back and edge of the officer's hand when searching the chest and groin areas.

#### **.20 Restraint**

A. All detainees charged with criminal offenses shall be restrained during transport. This shall be accomplished by use of handcuffs, flex cuffs, RIPP restraint, or detainee transport belt.

B. Officers shall whenever practicable handcuff all detainees with their hands behind their back and palms facing outward, double locking the handcuffs as soon as practical after application.

1. Circumstances leading to a detainee not being handcuffed shall be documented in the narrative of the Incident Report.

C. Officers shall note in the narrative portion of their Incident or Supplemental Report the fact that the detainee's handcuffs were double locked and checked for tightness before transport.

D. When transporting a detainee by vehicle over a long distance or extended period of time, the officer conducting the transport shall take into consideration the comfort of the detainee along with the need for safety and security as to what type of restraining device will be utilized.

E. Under no circumstances shall officers use a restraining technique known as "hog tying," in which the legs and hands are tied together.

1. Positional asphyxia occurs when the position of the body interferes with respiration. A prone, hog-tied suspect may suffocate. Intoxication, presence of a head injury, obesity, and physical disability are all circumstances that can increase the possibility of suffocation.

F. In those cases where the individual to be restrained suffers from a physical handicap, or is injured in such a way that the use of handcuffs would be impractical (i.e. broken arm), the officer shall consider using the detainee transport belt.

G. Officers shall follow handcuffing procedures as soon as practical after having placed a person under arrest, and before conducting the initial search. Having the person handcuffed during the search allows for greater officer safety and control of the detainee.

H. Officers may encounter situations where normal handcuffing may be deemed inappropriate, e.g. where the detainee:

1. Is in an obvious state of pregnancy
2. Has a physical handicap; or
3. Has injuries that could be aggravated by standard handcuffing procedures.

I. In such cases, it is recommended that officers handcuff the detainee with hands in front, or utilize another appropriate restraining device. When exceptions are made, officers are reminded to use caution and good judgment.

J. Detainees shall not be handcuffed to any part of the vehicle during transport. In cases of violent or uncontrollable persons, the detainee should also be restrained by use of the rear seat belt around his/her waist during transport, and when appropriate restrained by use of the RIPP Hobble restraint or The Wrap Restraint

## **.25 Detainee Transport Seating**

A. The primary transport method shall be in the rear seat of squad cars which are equipped with vehicle safety barriers and security modifications.

B. When an officer is transporting a person in custody, the following steps shall be followed:

1. When there is only one officer, the detainee should be placed in the rear seat on the passenger side, opposite the driver, so the detainee can be observed.
2. If there are two officers, one officer may ride in the rear compartment with the detainee, if circumstances dictate, if directed by the supervisor, or in an immediate emergency situation. The rear seat officer should be positioned to maintain control of his/her weapon while also being able to maintain control of the detainee.
3. The detainee shall be seat belted whenever possible and safe to do so. Seat belting provides for the safety of the detainee and transporting officer.

C. Officers should use care when assisting a detainee into the vehicle for transport.

D. Officers shall avoid transporting more than two detainees in any one squad car, unless in an emergency or mass arrest situation. If there are multiple detainees, additional vehicles shall be utilized.

E. Adult and juvenile detainees shall not be transported together unless the adult is a parent or legal guardian, or approval is given by the Watch Commander. Male and female detainees shall not be transported together, unless approved by the Watch Commander.

F. Juvenile detainees shall be transported in the same manner as adults and seat belted in accordance with section B(3) above.

G. In some cases it is impractical to transport a detainee in a marked squad car. For instance, when a person is taken into custody by detectives at a location other than within the Village, it would be impractical to use a marked squad car. However, these circumstances should be avoided and a vehicle with safety barriers utilized, even if it requires assistance from another agency.

1. If only one officer is conducting the transport, the detainee shall be handcuffed behind the back and secured by a proper use of a seat belt. The detainee should be placed in the rear passenger side seat.
2. If two officers are conducting the transport, the detainee shall be handcuffed behind the back and secured by the proper use of a seat belt. The detainee should be placed in the rear passenger side seat. The second detective should ride in the rear driver's side seat with the detainee. The rear seat officer should be positioned to maintain control of his/her weapon while also being able to maintain control of the detainee.
3. Nothing in this order shall prohibit a detective from transporting an arrestee in the front passenger seat if they feel it is safe to do so and will benefit the investigation.

H. Officers should not attempt to transport more than one detainee in cars without security screens. Additional assistance should be requested.

I. Canine officers having to transport a detainee, in cases where no other transport units can take the detainee, shall place the detainee in the front passenger seat of his/her canine vehicle, after having handcuffed the detainee from behind. The canine officer shall properly seat belt the detainee prior to transport.

J. No arrested person shall be left alone unguarded at any time in any police vehicle. If the need arises for the arresting or transporting officer to leave the detainee, he/she shall not do so until properly relieved by another officer.

### **.30 Contraband Security**

Evidentiary items, tools of escape, contraband, weapons or potential weapons shall be seized by the searching officer and kept safely away from the detainee during transportation, and while the detainee is in custody.

### **.35 Contact with Detainees Being Transported**

A. All officers transporting detainees shall not lose sight of the detainee, to prevent the possibility of escape.

B. In those instances where the detainee is taken to a medical facility for treatment, officers shall stay with the detainee at all times. The exception to this will be if the detainee needs to use the washroom, or is undergoing an invasive examination as requested or required by medical personnel. If the officer is of a sex other than that of the detainee, the officer shall be positioned to prevent the possibility of escape by the detainee, while ensuring the detainee's privacy.

C. If during a long transport it is necessary for the detainee to be fed, the transporting officer(s) shall select the location on a random basis where the meal will be purchased.

1. The officer(s) shall obtain a receipt for the detainee's meal.
2. Drive-thru type restaurant facilities should be utilized if available. If necessary, the detainee may be taken to a local police facility for the purpose of providing the detainee with the meal.

D. All officers transporting detainees shall proceed directly to the proper destination and will not divert from the transport unless an extreme emergency exists (i.e. violent crime in progress, serious traffic crash, etc.). If such a situation arises, the officer may stop and render emergency assistance and/or summon appropriate aid in those cases where the risk of serious or fatal injuries is apparent and the risk to the detainee is minimal.

### **.40 Detainee Communication during Transports**

Once the transport of a detainee has commenced, it shall be the duty of the transporting officer to ensure non-law enforcement personnel are not allowed to communicate with the detainee until the destination is reached.

### **.45 Transport Notification**

Officers shall ensure the Telecommunicator is aware and/or notified of the following information:

1. Detainee's identity.
2. Arrest location and destination of transport.
3. Pending charges.
4. Time and mileage readings before and after transport of:
  - a. Persons of the opposite sex of the transporting officer.
  - b. Any juveniles.

### **.50 Violent or Uncontrollable Persons**

A. The detainee shall primarily be restrained by the proper use of the rear seat belt. This will prevent most persons from injuring themselves or damaging police vehicles.

B. Officers should consider use of the Transport Belly Band, RIPP Hobble restraint, and/or The Wrap Restraint.

1. The Transport Belly Band can be used to prevent a detainee from slipping the handcuffs under the legs to the front position.
2. The leg RIPP Hobble restraint technique controls movement of the feet while in the squad car, yet allows the detainee to walk with limited movement.
3. The Wrap Restraint can be used to immobilize the body and restrains the detainee in an upright position.

C. Officers may utilize Department issued disposable spit hoods to prevent biting and spitting by aggressive detainees.

D. If the officer believes the detainee is so violent or out of control that safety in the Holding Facility or arrest process would be compromised, the officer may notify the Watch Commander and Communications Center, and then directly transport the detainee to the DuPage County Jail. The County Jail has the manpower and facilities to deal with violent detainees.

#### **.55 Procedures Upon Arrival**

A. Upon arrival at the destination facility with the detainee, the officer shall remove and secure his/her firearm in accordance with the receiving agency's policy. Removal of restraints will also be in accordance with the receiving agency's procedures.

B. When an officer from another jurisdiction arrives at the Glendale Heights Police Department to either pick up or drop off a detainee, the officer will be required to secure his/her firearm and will also be responsible for removing the detainee's restraints.

C. When transporting a detainee, the transporting officer shall ensure he/she has all the required paperwork and documentation required by the receiving agency. Prior to releasing the custody of a detainee to another agency, the releasing officer shall obtain the name and badge number of the officer who is taking custody of the detainee. The officer shall also release the detainee's property to the receiving agency and ensure any receipt requirements are met.

#### **.60 Escapes by Detainees**

A. If at any time during transportation of a detainee within the Village of Glendale Heights the detainee escapes from custody, the following actions shall immediately be taken by the transporting officer:

1. Notify the Watch Commander and the Communications Center of the escape. Provide the Communications Center with the following information:
  - a. The name and a description of the escapee.
  - b. The offense that the subject was arrested for.
  - c. Last known direction of travel of the individual.
  - d. An address for the individual, if known.
2. Notify adjacent jurisdictions via ISPERN (Illinois State Police Emergency Radio Network) of the escape as well as the information that was provided to the Communications Center.
3. Commence searching for the detainee.
4. Perform all other duties as directed by the Watch Commander.

B. As soon as possible after the escape has taken place, the officer shall complete a detailed Incident or Supplemental Report which will state the circumstances surrounding the escape of the detainee.

C. If a detainee escapes while being transported within another jurisdiction, the transporting officer shall take the appropriate actions necessary to notify that jurisdiction of the escape. As soon as is possible, the officer shall notify the Watch Commander and Communications Center of the escape.

#### **.65 Detainee Transfer Security**

Any time an officer transports a detainee to court, detention, or another agency and that detainee is known to be a security hazard, the officer shall notify receiving personnel of the potential security risks both verbally and in writing. Written documentation shall consist of either a photocopy of the Detainee Intake Sheet with risk factors checked, written notice on the DuPage County Intake Data Sheet, or other written notice.

#### **.70 Transporting Female and Juvenile Detainees**

A. Male and female detainees shall not be transported in the same vehicle unless approved by the Watch Commander.

B. When possible, detainees shall be transported by a police officer of the same sex. If this is not possible, the transporting officer shall be accompanied by a civilian Department member of the same sex as the person in custody. In the event this is not reasonable (i.e. traffic arrest with transport to the police station), it is imperative that both beginning and ending mileage is given to the Communications Center to document the distance as well as departure and arrival time (see section .45).

C. Officers transporting juvenile detainees under any circumstances shall report beginning and ending mileage of the transport to the Communications Center.

#### **.75 Transporting Handicapped, Sick or Injured Detainees**

A. When transporting handicapped detainees, the officer shall exercise due care regarding the handicap and shall ensure the transporting vehicle is appropriate for detainees with wheelchairs, crutches or prosthetic devices.

1. Glendale Heights Police vehicles should be used whenever possible to transport handicapped detainees.
2. If the physical handicap prevents the reasonable transportation by a police vehicle, the Fire Department may be contacted for assistance. If the detainee is to be transported by the Fire Department, an officer shall either accompany the detainee in the ambulance or shall follow the ambulance in a marked unit and monitor the fire channel, should there be any problem during the transport.

B. If a detainee becomes sick or injured incidental to arrest, the arresting officer or transporting officer shall seek medical attention at that time.

#### **.76 Infectious Disease Detainees**

A. Uniform policy shall be used by all Department members in the safe handling of persons with infectious diseases. This policy is not limited to subjects that have confirmed cases of an infectious disease, but also subjects whose lifestyle shows a high risk of having infectious disease (i.e. intravenous drug user).

B. Subjects with blood or potentially infectious materials present on their person shall be transported separately from other persons. In extreme situations where the police have reason to believe the subject has an infectious disease and is bleeding or vomiting, an ambulance should be considered for hospital treatment.

C. Members shall inform other support personnel (firefighter, paramedics, detention center personnel, etc.) whenever a change or transfer of custody of a detainee occurs and the subject has blood or infectious materials present on his/her person or has made a voluntary statement that he/she has an infectious disease.

D. Persons taken into custody who are suspected or known AIDS carriers and have blood or potentially infectious materials on their person will be handled in such a manner as to prevent transmission to any member.

E. Members shall wear, when practical, appropriate personal protective equipment and follow universal precautions anytime they take a person into custody who has blood or other infectious materials on his/her person. When a cell is vacated by the subject, it shall not be used to house any other detainee until it has been thoroughly cleaned and disinfected, in accordance with OP #2410, section .65.

F. Members shall indicate on detainee property sheets when a subject taken into custody makes a voluntary statement that he/she has an infectious disease. Verbatim narratives of these statements shall be included in the Incident Report.

#### **.77 Mentally Disturbed Detainees**

A. A detainee who exhibits violent or erratic behavior that could commonly be associated with a mental disorder may be restrained by handcuffs, leather straps, RIPP restraints, etc., if there is reason to believe the detainee may cause injury to himself/herself or others.

B. When the services of the Fire Department are used to transport a mentally disturbed detainee, an officer may accompany the ambulance personnel or follow the ambulance, as safety requires.

C. When transporting mentally disturbed detainees to a mental facility, the following procedure shall be followed:

1. A private ambulance service may be utilized as requested by family members responsible for the subject or:
2. A police vehicle may be used under extraordinary circumstances and after approval of the Watch Commander. Restraints shall be utilized as necessary.

**.80 Detainee Transport to a Medical Facility**

A. Any detainee transported to a medical facility for treatment or examination shall be accompanied by a police officer. The officer may follow in a marked squad or travel in the ambulance.

B. Detainees who require medical attention shall be transported by the Fire Department.

1. Police vehicles shall not be used to transport detainees to a medical facility unless directed by the Watch Commander.

C. The detainee shall be placed in a restraining device unless treatment prevents the restraint.

D. The officer shall notify medical personnel of the arrest status of the detainee, the nature of the medical complaint, and any known precautions. The officer shall remain with the detainee during examination and treatment unless requested to leave by a doctor. If directed to leave the area, the officer shall position himself/herself to prevent escape.

E. When treatment has been completed and the detainee has been released, he/she shall be transported in a police vehicle to the Police Department. The officer shall ensure that he/she obtains a copy of all paperwork concerning the injury, a medical clearance for incarceration signed by the doctor, any prescriptions, and follow-up information that may be given to the detainee.

F. If a detainee that has been transported to a medical facility must be kept at the facility for extended treatment, the procedures specified in GO #3240 shall apply.

**.85 Transporting Detainees in Special Situations**

A. The Glendale Heights Police Department shall not transport a detainee to funerals, to visit critically ill persons, to the reading of a will, etc. unless under order of a court.

B. If a court order does exist for transport of a detainee under special circumstances, the following procedures shall be followed:

1. Every person arrested will be given every opportunity to secure bond money. All detainees will be allowed to make as many local or collect long distance calls as are necessary and reasonable.
2. If bond money cannot be obtained, the Watch Commander shall determine if the person is a good risk to make a court appearance, and on that basis decide to release the person on his/her recognizance or on an Individual bond. The decision in this matter will be based on the specifics of the arrest and in accordance with Illinois Supreme Court Rule #533(d).
3. If the Watch Commander determines the detainee is not a good risk for an Individual or recognizance bond, he/she will contact the Emergency Judge and request approval for bond to be issued.
4. In the event the Judge denies bond, the detainee shall be transported per the court order. The detainee shall be restrained at all times, either by handcuffs, flex cuffs or detainee transport belt. Two officers shall escort the detainee and keep the detainee under their supervision and control at all times.
5. The detainee shall be returned to the Holding Facility immediately after the court order has been satisfied.

**.90 Detainee Identification**

A. Before transporting a detainee from the Glendale Heights Police Department or any other agency, the transport officer shall make positive identification by checking photographs and by checking with the arresting officer. An officer shall not transport until proper identification has been made.

B. If a detainee is to be transported to a jail or other lock-up facility, the transporting officer shall take copies of the complaints and/or warrants and the detainee's personal property. In the case of interstate transports, the transport officer shall have a properly executed warrant.

C. For those detainees awaiting a court appearance, transport to court shall be made at the earliest possible time.

D. If a detainee has exhibited behavior which might indicate the potential for suicide or escape, or if the detainee has a contagious disease or unusual illness, the information shall be brought to the attention of the receiving officer both verbally and in writing.