

Arrest and Processing AP004.4		 Ridgewood Police Department Written Directive System <i>Policies and Procedures</i>
<i>Arrests: Prisoner Transportation</i>		
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This policy governs the transportation of prisoners by the Ridgewood Police Department. The intent of this policy is to regulate the movement of a prisoner, from arrest to release/transfer of custody. The following procedures have been established according to State, County, and Departmental directives and are for the safety of the prisoner, the police officer, support personnel and the public.

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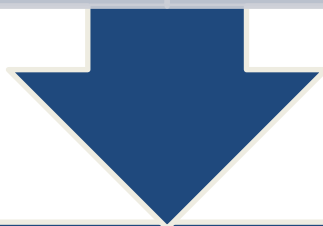
Primary Transportation Vehicles

Marked Patrol Vehicle

Unless otherwise indicated, by policy, all prisoner transportations shall be conducted utilizing a 'marked' patrol vehicle.

Marked Patrol Vehicles shall be, minimally, equipped as follows:

- Prisoner "cage" or protective barrier;
- Door handles and devices to operate the rear window disabled and removed;
- Operating Mobile Video Recordation system ; and,
- A patrol vehicle shall not be used if the MVR is not operating properly. In the event that there is not a vehicle available with a working MVR then the officer shall notify NWBCD (e.g. "Central be advised no camera in use").
- Properly equipped Seatbelt.



Alternative Transportation Vehicle

Un-Marked Patrol Vehicle

There may be situations that require alternative means of transportation of prisoners.

The use of 'Un-marked' patrol vehicles shall be during exceptional situations only, or with permission from a Supervisor.

The following procedures shall apply when using an un-marked patrol vehicle for transportation:

- Minimally, two police officers shall remain with the prisoner at all times;
- One officer shall operate the vehicle and the other shall sit adjacent to the prisoner in the rear seat.
- The officer in the rear seat shall position him/herself so that the officer's firearm is on the opposite side away from the prisoner;
- The prisoner shall be seat belted.



Alternative Transportation Vehicle

Ambulance

At least one officer shall remain with the handcuffed prisoner inside the ambulance at all times;

The officer shall secure his/her weapon in the lockbox area of the ambulance;

In the event that the use of the ambulance is for transportation purposes only and the prisoner does not require medical supervision during the transportation, Emergency Services Personnel will not be permitted in the rear compartment area of the ambulance for their safety.

INSPECTION OF PATROL VEHICLE

Patrol Vehicles shall be inspected at the following times:

Daily Shift Responsibilities

Officer's shall conduct daily (per shift) documented interior inspections of their patrol vehicles. Minimally, these searches will be conducted:

- Beginning of Shift
- At End of Shift

Arrest/Transport Responsibilities

During the course of an officer's shift when an arrest and a prisoner is to be transported in a patrol vehicle, or when anyone (other than Village of Ridgewood Personnel) is transported in the rear compartment of a patrol vehicle, a documented search of the rear compartment must be conducted:

- Prior to Transport of Prisoner/Person.
- Following the conclusion of the transportation.

Officers should, but are not limited to, search for the following:

Contraband	Evidence of a crime	Prisoner property	Weapons	Any other object that can injure the officer and/or transported person
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Furthermore, the officer is also checking the prisoner compartment for functionality and safety prior to any shift and/or transportation:

Seatbelt Functionality	Seat Serviceability and Condition	Temperature of the Prisoner Compartment	Overall Cleanliness of Compartment
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PRISONER TRANSPORT PROCEDURES

GENERAL TRANSPORTATION GUIDELINES

Prisoners shall be transported in the following manner:

- In a marked patrol vehicle, equipped in a manner described in this policy;
- Unless otherwise ordered by a Supervisory Officer, only one prisoner shall be transported per patrol vehicle;
 - Prisoners of the opposite sex will NOT be transported in the same vehicle.
- Prior to being placed inside the patrol vehicle, a prisoner shall be searched **by the Transporting Officer** for weapons and contraband;
 - A pat search shall be conducted while the detainee is fully clothed. A pat search includes both the touching of the detainee's body through clothing, including hair, dentures, etc., and a thorough examination into pockets, cuffs, seams, etc., and all personal property in the prisoner's possession.
 - Pat Searches may be conducted by either male or female officers regardless of the gender of the prisoner. However; when possible, the prisoner should be searched by an officer of the same gender.
- ALL prisoners shall have their wrists secured by handcuffs, which shall be placed behind the prisoners back;
- All handcuffs will be checked for tightness, and double locked prior to transportation;
- At no time will a prisoner be handcuffed to a stationary object or vehicle during transport, with the exception of a stretcher (when in ambulance);
- Unless otherwise indicated by the Officer in Charge, all transportations shall be conducted by at least two officers;
 - Either two officers will ride in the transport vehicle or a second unit will follow the transport vehicle to Headquarters at ALL times.
- The Transporting Officer shall notify NWBCD of the start of the transportation, the start location, and the patrol vehicle's mileage;
- Any following officer shall then notify NWBCD that they are following the transportation officer, and what their starting mileage is.
- At no time during transport should the prisoner be allowed to communicate with another prisoner, or any other person, with the exception of the police officer.

- The transporting officer shall not stop to render assistance, or respond to incidents, unless the risk to third parties is both clear and grave and the risk to the prisoner is minimal.
- The transporting officer may only divert from the transportation of the prisoner, with authorization of the Officer in Charge.
- At no time shall an officer lose sight of a prisoner.

Note: Each incident is unique and may require other means of transportation due to circumstances outside the control of the arresting officer (i.e. a person requiring a wheel chair). In this case, the arresting officer shall notify the O.I.C. and make arrangements for the transportation of the prisoner in the safest, most prudent and secure manner available.

ARRIVAL AT HEADQUARTERS

Upon arrival at Headquarters the officer transporting the prisoner shall:

1. The Transporting Officer shall notify NWBCD of the officer's arrival at Headquarters.
2. The Transportation Officer shall advise NWBCD of the ending mileage of the transporting officer's vehicle.
3. The following officer shall notify NWBCD of his/her ending mileage.
4. Request, via radio, that the desk officer (4-1-5) open the Sally Port door.
 - a. The remote for the door shall be located in the desk area at all times. An additional remote shall be located in the Lieutenant's Office.
5. After the Sally Port door has been opened, the transporting officer shall pull the patrol vehicle into the Sally Port.
6. Turn off the patrol vehicle and remove the keys from the ignition.
7. **Prior to removing the prisoner from the patrol vehicle** the transport officer will ensure:
 - a. The Sally Port door is closed and secured;
 - b. Weapons are properly secured in the gun locker located in the Sally Port; and,
 - c. Assure another officer is present to assist in removing the prisoner from the patrol vehicle.
8. The prisoner will be escorted into the Prisoner Processing Room and either secured to the prisoner bench or placed in a holding cell, as per policy.
 - a. Exceptions may include, but are not limited to:
 - D.W.I. Prisoners shall be brought into the D.V./J.V. Interview Room while preparations are made for further investigation;

- Multiple prisoners of different sexes/ages; or,
- Under the direction of the Officer in Charge (OIC).

Weapons are prohibited in the holding area and cell block at all times. Officers shall utilize the secure weapons lockers.

Weapons shall be retrieved prior to resuming normal duties, taking the prisoner in front of the Municipal Court Judge, or transporting the prisoner to any location outside of the Holding area.

TRANSPORTATION OF JUVENILE PRISONERS

Juveniles will be handled in the same manner as adults if they pose a **potential threat** to the officer. Officers will use discretion and take into account the severity of the crime, age, physical size, and mental state of the juvenile.

PRISONER ESCAPE

TRANSPORTATION/SECONDARY OFFICER RESPONSIBILITIES DURING ATTEMPTED ESCAPE

If a prisoner attempts escapes during transportation, the following minimum actions will be taken:

- An officer shall broadcast the escape via radio to NWBCD and request assistance.
- The officer should broadcast the location of the escape, the direction of flight of the escapee and the escapee's description;
- Officers shall pursue the prisoner, if possible;
- NWBCD shall notify surrounding Police Departments of the description of the prisoner and any information that may concern the safety of law enforcement personnel by Central Dispatch.
- The Officer in Charge should consider requesting a Bergen County Sherriff's Office K-9 unit to assist, or any other law enforcement resource deemed necessary and available.
- The O.I.C. shall consider the severity of the crime committed and the likelihood of the apprehension of the prisoner.
- A detailed report shall be completed as described below.

PRISONER ESCAPE PROCEDURES – OUTSIDE OUR JURISDICTION

In the event that a prisoner escapes while being transported to the County Jail, a medical facility, or another agency, and the escape occurs while the officer is in another jurisdiction, the transporting officers shall follow the procedures listed for (above) prisoner escapes. Additionally, the transporting officers shall:

- Advise Central Dispatch (if in radio range) of the escape and request they notify the law enforcement agency of the Municipality where the escape took place.
 - In the event the transporting officer cannot communicate with Central Dispatch, he/she shall make notification using the S.P.E.N. radio if necessary.
- As soon as it is safe and practical to do so, the transporting officer shall notify the Office in Charge regarding the escape.
 - The Officer in Charge of the Ridgewood Police Department, or a designated Supervisor, shall respond to the location of the escape.
- Provide assistance to the local jurisdiction in the location and apprehension of the prisoner.

SUPERVISOR RESPONSIBILITIES IN THE EVENT OF AN ESCAPE (OR ATTEMPTED ESCAPE)

In the event of an escape, or attempted escape, from any member of the Ridgewood Police Department, the Officer in Charge at the time of the escape shall be responsible to:

- Document the facts surrounding the escape (attempt) in an administrative Operation Report;
 - Report is to include:
 - Officer(s) involved;
 - Actions of the transporting officer before, during and after the escape;
 - Steps taken to apprehend the prisoner;
 - Actions of the prisoner;
 - Damage to Village Equipment during escape;
 - Injuries to Officers or prisoner; and,
 - Summary of the facts surrounding the incident.
- Assure all reports related to the transportation, escape and any other subsequent actions (i.e. use of force reports or pursuit reports), as appropriate, are completed and submitted by the Transporting Officer.
- As quickly as possible after the escape takes place, and only when the supervisor feels it is safe and suitable to do so, notification shall be made to the Chief of Police.

REPORTING REQUIREMENTS FOR ESCAPES AND ESCAPE ATTEMPTS

The following reports are required after an escape or escape attempt:

- Operations Report - by the *senior-most* Transporting Officer involved in the transportation of the prisoner;
- Investigation Report – required for the commission of any applicable crimes/offenses by the prisoner;
- Administrative Operation Report – by the Officer in Charge during the escape; and,
- Any further reports, as necessary, based on actions taken during the apprehension of the prisoner (i.e. use of force reports, etc.).

TRANSPORTATION TO/FROM MUNICIPAL COURT

Arrangements should be made with the Municipal Court as to a specific time for the prisoner to be brought from the Holding Cell to appear in front of the Judge.

Reference: [SS005.2 – Municipal Court Officer](#) for the full procedure in the transportation of prisoners to the court.

GENERAL GUIDELINES

- The Municipal Court Judge should be notified *in advance* if the prisoner is considered to be a **SAFETY RISK**.
- The prisoner shall be handcuffed prior to being transported from the Holding Facility area.
- The prisoner shall remain handcuffed at all times, unless the Municipal Court Judge directs that the handcuffs be removed.
- The Detainee Log shall be noted of the prisoner's removal and return to the Holding Cell area.
- The transportation of the prisoner is to be conducted by at least two police officers.
- Transportation to and from the Municipal Court Room shall be done using the back stairwell. In the event that the prisoner cannot walk up/down the stairs, the elevator may be used.
 - If the elevator is required, officers should not allow the public to use the elevator while the prisoner is inside.
- The prisoner shall have no contact with the public while in transit to/from the Municipal Court room, or in the Courtroom, with the exception of the Judge, prisoner's attorney, Prosecutor and Court Clerk.
- The officers shall stand guard over the prisoner during Courtroom proceedings.
- After the Courtroom proceedings are completed, the prisoner shall be returned to the Holding Cell and **searched** prior to being placed back in the cell.

TRANSPORT TO/FROM THE OTHER FACILITY/JURISDICTION – INCLUDING THE BERGEN COUNTY JAIL

While transporting a prisoner to/from the Bergen County Jail, or any other facility/jurisdiction, the transporting officer shall follow all applicable procedures set forth in **Prisoner Transportation Section** of this policy. The following are guidelines/procedures to be followed in addition to that section:

- Officer accepting a prisoner from another agency shall ensure they positively identify the prisoner prior to transportation.
- A proper search of the prisoner will be conducted prior to the transportation.
- The prisoner will be handcuffed with his hands behind his back and palms out. Handcuffs will be “double-locked” and checked for tightness.
 - If the prisoner is violent, an escape risk, or if the transportation will be for a considerable distance, the Officer in Charge may order additional or alternate restraints to be used. These additional restraints may be a waist belt or leg irons.
 - Information such as violence or escape risk must be passed to the receiving department.
- Prisoners of the opposite sex **shall not** be transported in the same vehicle.
- Adult and Juvenile prisoners **shall not** be transported in the same vehicle.
- The proper required documents from the Court, Department, County Jail or Hospital shall accompany the prisoner.
 - This may include information related the detainee’s escape or suicide potential or other personal traits of a security nature.
- Prisoner’s property (of non-evidentiary value) shall be transported in a secure area with, but away from, the prisoner.
 - Any bulk property which does not fit into a standard 5x10 safety deposit box must be retained by this department
 - i. Further Reference on Prisoner Property may be found by reviewing [AP003.1 - Prisoner Property: Inventory and Security](#).
- Upon arrival and/or departure from the Bergen County Jail, the transporting officers shall follow the instructions of the Sheriff’s officers pertaining to the prisoner and storage of the officer’s firearms. All information regarding the medical or psychological condition of the prisoner or a heightened security or flight risk must be relayed to the receiving officers. The prisoner will be positively identified by both the receiving and transporting agencies through at least a name and physical description match.

PRISONER TRANSPORT TO A MEDICAL FACILITY - *INJURED, MENTALLY ILL OR SICK PRISONERS*

When a prisoner is taken into custody by a member of the Ridgewood Police Department we hold a responsibility to assure we provide basic needs to said prisoner and assure that he/she is provided medical/mental health assistance if needed.

To determine what assistance, if any, a prisoner may need, the processing officers should complete all required forms listed in the "Prisoner Screening" Section of [AP002.1 - Booking Procedures: Prisoner Processing](#).

Prisoners who require medical attention are to be transported immediately to the nearest appropriate facility.

The following procedures are to be taken regarding the transportation of prisoners requiring medical/mental health assistance:

NON-EMERGENT PRISONERS, REMANDED TO THE BERGEN COUNTY JAIL –

Prisoners who require psychiatric or medical evaluation can be transported directly to the Bergen County Jail for this service. The Health Services Unit is available 24/7. Following evaluation at the Jail, prisoners who require hospital-based services will be transported to the appropriate facility for care by the Sheriff's Office.

CRITICALLY SICK OR INJURED PRISONERS, REMANDED TO THE BERGEN COUNTY JAIL -

The Bergen County Jail will **not accept** a prisoner who is **critically** sick, injured, or is in need of psychiatric screening unless the prisoner has been treated and given proper medical clearance.

- Any prisoner expressing the intent to commit suicide shall be transported to the nearest appropriate facility.
- If a prisoner is to be remanded to the Bergen County Jail, but requires medical attention, he/she shall be transported to Bergen Regional Medical Center for treatment.
- **In the event a prisoner has a life threatening injury, or illness, the prisoner shall be transported to the closest available medical facility.**
- If the prisoner is to be released, then the prisoner shall be transported to the nearest hospital for treatment.
- An ambulance may be used depending on the severity of the medical condition or injury. If an ambulance is used, a police officer shall ride inside the ambulance with the prisoner and a second officer in a police vehicle shall follow the ambulance to its destination.
 - **The officer designated as riding with the individual shall lock his weapon in the lockbox provided in the ambulance, retain the key, and re-holster the weapon upon arrival at the medical facility. If it is not possible to lock the weapon, the officer must ensure the weapon is properly secured in the officer's duty holster.**

- The sick or injured prisoner shall be handcuffed as prescribed, unless the injury makes it physically impossible to do so.
- The officer shall not let the prisoner out of sight while at the hospital. Care should be taken to ensure the prisoner is not able to access any medical instruments that could inflict injury.
- If the prisoner is admitted to the hospital, the officer shall notify the Officer in Charge, who will then set up security and assign personnel.
 - If the prisoner is to be remanded to the Bergen County Jail, the Ridgewood Police Officer in charge shall notify the Bergen County Sheriff's Department and request Sheriff's Officers to respond to guard the prisoner.
 - i. Ridgewood officers shall continue to guard a hospitalized prisoner until properly relieved.***
- The O.I.C. shall have the officer with the prisoner obtain the proper medical and/or psychiatric treatment clearance forms necessary if the prisoner will be transported or transferred to the Bergen County Jail after treatment.

DISABLED PRISONERS

- Depending on the physical disability, disabled prisoners shall be transported as this Policy states.
- Searching is still **mandatory** and should not be overlooked because a prisoner is disabled.
- A disabled prisoner shall be handcuffed **if** the Officer has reasonable belief the prisoner is a danger to the public, the Officer, or to the individual himself.
- The Officer in Charge may deem that other types of available restraint devices are used such as “flex cuffs”, or waist belts.
- In the event that it is not feasible to transport a mentally or physically disabled prisoner in a patrol vehicle, due to wheelchairs, crutches, or prosthetic devices, it may be necessary to utilize an ambulance. If an ambulance is used for prisoner transport, a police officer will ride in the ambulance with the prisoner.
- **The officer designated as riding with the individual shall lock his weapon in the lockbox provided in the ambulance, retain the key, and reholster the weapon upon arrival at the medical facility.**
 - **If it is not possible to lock the weapon, the officer must ensure the weapon is properly secured in the officer’s duty holster.**
- Caution should be exercised by Officers transporting a prisoner who utilizes prosthetic devices as the device may be used to hide a weapon or as a weapon.
- A second officer in a police vehicle shall follow the ambulance to its destination.

REPORTS AND FORMS

All reports, required detention and medical clearance forms concerning a prisoner shall be forwarded to Records for filing and safe keeping.

All reports, required detention and medical clearance forms shall be confidential and may only be released according to Federal, State, County, and Departmental guidelines.

The name of the officer in which the prisoner was transferred to will be documented.

PRISONER: SECURITY & SAFETY CONCERNS

If a prisoner is considered a security or safety concern, the Supervisor will ensure that an appropriate court or agency is notified of the concerns, and what method is planned to mediate the issues while in Ridgewood Police Custody.

An unusual security risk or safety concern may be, but is not limited to:

1. A prisoner who has, either verbally or in action, exhibited a desire to escape;
2. A prisoner who has exhibited a desire to cause harm to anyone who comes into contact with them;
3. A prisoner who has a history of the statements listed in #1 and #2 above;
4. A prisoner who is a known gang member, to which their affiliation would place themselves, innocent persons, officers or court staff in danger (e.g. retaliation from rival gang member, attempted coordinated escape, attempted coercion, etc.); or,
5. A prisoner who is charged with a significant criminal act, to which is publically known, and is likely to pose a risk to the prisoner by the public.