

TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Prisoner Handling and Transportation		
NUMBER	1102.29	EFFECTIVE DATE	February 01, 2011
Scheduled Review Date	August 30, 2018	ISSUE DATE	February 01, 2011
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APPROVED BY		ALEAP Standards	10.01; 10.12; 10.17

I. Purpose and Scope

- A. The purpose of this policy is to establish procedures for the safe handling and transportation of prisoners by members of the Texarkana Police Department. This policy shall apply to all sworn members of the Texarkana Police Department.

II. Policy

- A. The Texarkana Police Department recognizes its moral and legal responsibilities surrounding the manner in which persons who are arrested, are treated. Acknowledging its responsibility to the community and to the arrested person, it shall be the policy of the Texarkana Police Department to take all reasonable precautions necessary to securely and safely transport prisoners and to prevent their escape from custody.
- B. All members of the Texarkana Police Department shall recognize and adhere to the guidelines and procedures established within this policy.

III. Transport Procedures

- A. Texarkana Police Department personnel shall only transport prisoners in a manner that provides safety and security for the prisoner, for the transporting officer and for the public. The transporting officer assumes legal responsibility for the safety and custody of the prisoner being transported from the time the officer accepts custody of the prisoner until such time the custody of the prisoner is relinquished to a detention facility.
- B. Upon initially assuming custody of the prisoner, the transporting officer shall search the individual for contraband or weapons. Transporting officers will also search the prisoner each time they assume custody, including transportation to and from court appearances. **Officers shall never operate under the assumption the prisoner has been searched by someone else.**
 - 1. When searching a prisoner in the field, incident to an arrest, officers should attempt to conduct these searches at the front of their unit so the unit's camera system documents the officer's actions.
 - 2. When an officer conducts an investigative detention and is conducting a pat-down search of an individual's outer clothing, when possible, that search should be done at the front of their unit so the unit's camera system documents the officer's actions.

Page 1 of 10 Number: 1102.29	Effective Date: February 01, 2011
Subject: Prisoner Handling and Transportation	Revision Date: June 17, 2017

- C. A proper in custody search shall include an examination of the contents of all pockets, articles of clothing, baggage and purses. Prisoners shall not be allowed to retain readily accessible custody of baggage and purses. Instead, items of this nature should be kept in the driver's compartment or in the trunk of the transporting vehicle.
- D. Should the arrestee be wearing jewelry/pendants large enough to contain small secreted edged weapons, officers will remove this jewelry and/or pendants from the arrestee prior to transport.
- E. Before and after a prisoner has occupied the transporting unit, transporting officers are responsible for ensuring that any vehicle used to transport a prisoner is safe, appropriately equipped and is free of weapons and contraband. **Officers should always be mindful of the possibility for the introduction of weapons, contraband or any other items or conditions.**
 - 1. At the beginning of each shift, officers shall—during the course of his/her pre-shift vehicle inspection—search the police vehicle for any contraband or weapons that may have been left during the previous shift. This shall be documented on the officer's activity sheet. Unless the patrol unit has been in the **constant** control of the officer from the beginning of the shift, the police unit should be examined for the presence of weapons prior to each occasion in which a prisoner is to be transported. In addition, any officer transporting a prisoner shall search the vehicle once the prisoner has been removed from the vehicle and delivered to the place of detention.
- F. Under normal circumstances, officers should not transport more than two prisoners simultaneously. To every extent possible, prisoners should be seated in the vehicle's rear compartment in a manner that limits their opportunities for escape, attack or injuring themselves or others. While transporting prisoners, officers should be seated in a manner that allows them to observe the prisoner at all times. Prisoners should be properly restrained—and whenever practicable—seat belted in the rear of the police unit during transport.
 - 1. **In cases where the prisoner is extremely combative, and if attaching the seat belts would expose the transporting officer to substantial risks of attack, utilizing seat belts is not necessary.** Under no circumstances shall a prisoner be transported in the front seat of a police unit. For additional information regarding the use of seatbelts, refer to [*General Order 1101.11--- Department Units and Safety Belt Use.*](#)
 - 2. At no time will any Texarkana Police Department member utilize the leg hobble restraints to secure the individual's legs to his hands behind his back. No member of the Texarkana Police Department shall restrain any person in a manner commonly referred to as "hog tying". Restraining a prisoner in this manner has been proven to lead to a fatal phenomenon known as positional asphyxiation. The following picture illustrates the use of "hog tying":



- 3. Members of the Texarkana Police Department shall ensure that no prisoner, once handcuffed, is allowed to lie face down on the ground or in the back seat of a patrol car. Once handcuffed, the individual must be allowed to assume a seated position or allowed to stand while rendering the necessary assistance that allows the individual to assume these positions.
- G. Unless there is an incident involving **grave and imminent** danger to a third party, transporting officers should not be assigned to handle other calls for police service nor any other assignment that might

Page 2 of 10 Number: 1102.29	Effective Date: February 01, 2011
Subject: Prisoner Handling and Transportation	Revision Date: June 17, 2017

interrupt the transportation of a prisoner. In the rare event that an incident of this nature occurs—and prior to an officer engaged in the transport of a prisoner responding to such an incident—a supervisor must first authorize the officer to respond.

1. Transporting officers should remain mindful of possible diversionary tactics that may be employed to divert the officer, place the welfare of the prisoner in jeopardy or facilitate the prisoner's escape. In all instances, the transporting officer may only engage in other duties or assignments that pose the most minimum of danger to the prisoner or to the risk of the prisoner's escape. **Only when the risk to the prisoner is minimal and the risk to another person is considered immediate and grave should any officer engaged in the transport of a prisoner render assistance to another person.**
 2. In no case will an officer be authorized to engage in an emergency response while transporting a prisoner. Officers should use extreme caution in these situations and should not lose visual contact with the prisoner. Under normal circumstances, no stops will be made between the point of arrest and the place of detention.
- H. Due to the inherent difficulty in maintaining security and safety for the public, to the prisoner and to the transporting officer, a prisoner being transported to, from or between locations will not be allowed to communicate with others. The prisoner's right to communicate with his attorney and others will not normally be allowed during the period that encompasses the prisoner's transport from one location to another. If special circumstances arise that necessitate an exception to this section, the transporting officer is responsible for arranging the communication.
- I. All members of the Texarkana Police Department shall adhere to the following guidelines upon making a custodial arrest and while transporting a prisoner:
1. Officers shall ensure their unit's camera system is operating whenever transporting a prisoner. The camera systems used by the Department enable the system to capture images and audio from those positioned in the back seat of the unit.
 2. When transporting a prisoner to the Texarkana Jail located at the Bi-State Justice Center, the officer shall not remove the prisoner from his vehicle until he is within the basement of the building and the garage door is completely closed.
 3. **Prior to removing the prisoner from the unit**, the transporting officer must secure his/her firearm in either the gun locker located in the sally port or in the trunk of the police unit.
 4. Upon their arrival in the basement of the building, Officers shall allow their unit's camera system to continue operating throughout the booking process. The camera system should not be turned-off until the officer arrives back to his/her unit from the jail.
 5. Upon arrival at the Texarkana Jail's booking area, the transporting officer should not remove the prisoner's restraints. Instead, officers should allow a member of the jail's staff remove the handcuffs from prisoners. This is to ensure there are sufficient personnel on hand to safely handle the individual while allowing for the safe and proper exchange of custody.
 6. During the booking process, the transporting officer shall complete the appropriate paperwork as required by the Department as well as the Texarkana Jail. This shall include an arrest report within ADSI. The transporting officer shall advise the Texarkana Jail's Intake Officer or other appropriate personnel of any problems the prisoner has presented relative to any security hazards or medical/health problems that may be known. For more information regarding the completion of arrest reports, refer to [General Order 1108.03---Incident Reporting Procedures](#).
 7. After the completion of the ADSI Arrest Report, the transporting officer will make a copy of the arrest report and present the copy of the report to the Texarkana Jail's Intake Officer or other

Page 3 of 10 Number: 1102.29	Effective Date: February 01, 2011
Subject: Prisoner Handling and Transportation	Revision Date: June 17, 2017

appropriate personnel as necessary. The transporting officer shall then relinquish his responsibilities for the prisoner to the Texarkana Jail.

- J. Except as directed by a court or when authorized by the Chief of Police, Texarkana Police Department personnel will not normally transport prisoners for any reason not directly related to a legitimate law enforcement activity. If a special situation requiring prisoner transportation is directed by a court or authorized by the Chief of Police, the following procedures shall apply:
1. **The transporting officer will always search any prisoner being transported prior to placing the prisoner inside the transport vehicle. Officers should never assume the prisoner has not had access to contraband or has already been searched by someone else;**
 2. The transporting officer shall utilize the appropriate level of restraint for the prisoner at all times during the transport;
 3. The prisoner shall remain within sight of the transporting officer at all times during the transport; and
 4. The transporting officer shall comply with all other policies regarding the transportation of prisoners at all times during special transport situations.
 5. For more information regarding the transport of USMS prisoners, refer to [General Order 1101.05--Department Specialized Police](#).
- K. Before transporting a prisoner from any detention facility, the Texarkana Police Department member assigned to the transport duties must verify the prisoner's identification through booking records or other appropriate means available.
- L. When medically or physically permissible, all members of the Texarkana Police Department shall ensure that any prisoner being taken from the Texarkana Jail is handcuffed behind his back prior to leaving the facility. The prisoner must also be handcuffed in a similar manner prior to being returned to the detention center.
1. Prisoners who have been granted trustee status and who are assigned to a trustee work detail outside of the confines of the Texarkana Jail are exempt from the requirements set forth within Paragraph L above.
 2. **Prisoners who are being escorted from the Texarkana Jail to the Texarkana District Court byway of the elevators within the Bi-State Justice Center are also exempt from this requirement; however, at no time shall the number of prisoners on the elevator exceed the following ratio:**
 - a. **At no time during the prisoner transport process shall the number of inmates on the elevator exceed five (5). The prisoner to officer ratio while on the elevator shall never exceed five (5) prisoners to one (1) officer.**
 - b. **Once the prisoners have been transferred to the first floor of the Bi-State Justice Center, the prisoners shall be secured in the holding area until such time they are called to appear in court.**
 3. All felony prisoners—including those who are making their first appearance in court—shall be restrained in accordance with this policy.
- M. While transporting prisoners from a jurisdiction located in a state other than Arkansas, the officer must have in his possession a valid Governor's Warrant authorizing such extradition or a legally signed waiver of extradition. Transporting officers should ensure that the identity of the person being released to them is in fact the same person being sought by the Texarkana Police Department utilizing booking records or other means available.

Page 4 of 10 Number: 1102.29	Effective Date: February 01, 2011
Subject: Prisoner Handling and Transportation	Revision Date: June 17, 2017

- N. If a Texarkana Police Department officer transports a prisoner to another agency or court, he shall notify the receiving agency or court of any of the following special circumstances regarding the prisoner:
 - 1. Any high or unusual security risks, such as combative behavior or escape attempts; and/or
 - 2. Any health risks the prisoner may pose to agency personnel, or illnesses of the prisoner that may be known to the transporting officer.
- O. Prior to transport, and unless they have already been informed by Texarkana Jail personnel or those personnel who are associated with a different detention facility, Texarkana Police Department officers who are transporting a prisoner shall inquire as to any escape or suicide attempts, unusual illnesses, health risks or any tendencies toward violent behavior.
- P. Whenever civilians are to be transported in a department vehicle for the purpose of public assistance or some other non-criminal matter, the officer shall rely upon his/her personal judgment as to whether he/she requests a pat-down search of the affected person *for officer safety purposes only*.
 - 1. If the decision is made to conduct a pat-down search, the officer should request permission from the individual to conduct the search and explain the search is for safety purposes only. Refusal to submit to such a search may warrant the officer to refuse transportation.

IV. Escape from Custody Protocol ALEAP 10.17

- A. In the event a prisoner escapes from custody while being transported by a Texarkana Police Department officer, the following procedures will be followed:
 - 1. The transporting officer shall immediately notify Central Communications of the escape and provide, at a minimum, the following information:
 - a. The location of the escape and the prisoner’s last known direction of travel;
 - b. A complete physical and clothing description; and
 - c. The nature of the charge for which the prisoner had been arrested and whether the prisoner is a danger to the public, other officers or themselves.
 - 2. The transporting officer will also notify the on-duty squad supervisor of the escape. Central Communications will, as soon as possible, notify surrounding agencies and inform them of the escape, as well as coordinate those requests for any additional assistance that may be necessary with the on-duty supervisor.
 - 3. The on-duty squad supervisor shall assume control of the incident and has the responsibility for coordinating the search efforts, and if necessary, requesting any additional personnel or assistance from outside agencies. The supervisor will also prepare a briefing item to be disseminated to additional members of the Agency.
 - 4. The transporting officer shall be responsible for completing an offense report detailing the escape, including a description of the events leading up to the escape, as well as other pertinent information regarding the prisoner the reporting officer believes to be relevant.
 - 5. In the event of a report of a jail escape, the on-duty supervisor will evaluate the situation and develop a response plan in accordance with the circumstances and available manpower. Such a response from commissioned officers of the police department is separate from a response from the personnel assigned to the jail.

V. Restraint Systems and Related Procedures

Page 5 of 10 Number: 1102.29	Effective Date: February 01, 2011
Subject: Prisoner Handling and Transportation	Revision Date: June 17, 2017

- A. The Texarkana Police Department shall utilize the following types of restraint systems to secure prisoners prior to their transport or for their temporary detention:
1. **Handcuffs**—Handcuffs shall be the recommended method for restraining arrested persons or for persons who are detained temporarily for security reasons;
 2. **Leg Hobble Restraints**—Squad supervisors have access to leg hobble restraints and will be utilized to prevent a prisoner from kicking and should be used whenever it becomes necessary to totally restrain a prisoner in the field.
 3. **Flex Cuffs**—These restraints are intended as temporary, emergency restraining devices. Officers utilizing flex cuffs should replace flex cuffs with handcuffs as soon as practicable.
 4. **Waist Restraints (Belly Chains)**—A waist restraint system, commonly referred to as a belly chain, is deployed during prisoner transports that last for an extended period of time. A waist restraint system is mandatory for these types of prisoner transports. For more information regarding prisoner transports, refer to [*General Orders 1101.05---Departmental Specialized Police and 1109.03---Radio Communications.*](#)
 5. **Leg Restraints (Leg Irons)**—Squad supervisors have access to leg restraints, commonly referred to as leg irons. Leg restraints can be deployed on prisoners that require extra levels of security and control. The use of leg restraints is mandatory during prisoner transports identified in the above paragraph.
- B. Officers utilizing handcuffs to restrain prisoners or to temporarily detain persons shall make every effort to handcuff the individual's hands behind his/her back. Handcuffs must not be applied in a manner that inflicts injury or pain to the prisoner. In instances where the individual cannot physically place his hands behind his back, the officer may elect to use two sets of handcuffs linked together. Such circumstances may be due to the physical stature of the person being handcuffed or because of an injury or illness sustained by the prisoner.
1. In rare instances, the officer may elect to apply the handcuffs in front of the individual, but due to the additional risks of such a tactic, the officer should exercise extreme caution during the remainder of his/her contact with the person(s).
- C. If a prisoner is excessively combative, or if other reasons exist that necessitate the total restraint of a prisoner while he/she is being transported, the transporting officer may elect to utilize the leg hobble restraints. Squad supervisors have access to leg hobble restraints.
1. With assistance from other officers as needed, the transporting officer should place the leg hobble restraints on the prisoners' legs and then close the loose end in the car door to secure it. Under no conditions will a prisoner be handcuffed to any part of the police unit during transportation. Officers utilizing the leg hobble restraints must make every effort to ensure the safety of the prisoner during transport.
- D. Unless exigent circumstances exist, all persons subject to arrest and transportation—or investigative detention when applicable—will be handcuffed as soon as it becomes practical to do so. All restraint devices utilized will be “Double Locked” whenever possible with the prisoner's hands secured behind his/her back unless it is impractical to do so.
1. All prisoners will remain in restraints until such time they are released by the arresting/investigating officer in the field or are released to the authority of those personnel within a detention facility.
- E. **Officers utilizing restraints during “Investigative Detentions”—commonly referred to as Terry Stops—on those persons not under arrest shall be prepared to clearly articulate the reason for**

Page 6 of 10 Number: 1102.29	Effective Date: February 01, 2011
Subject: Prisoner Handling and Transportation	Revision Date: June 17, 2017

the utilization of the restraints. For more information surrounding investigative detentions, refer to [General Order 1105.04--Investigative Detentions and Field Interviews](#).

1. When developing a rationale for the use of restraints during investigative detentions, officers shall rely upon concrete elements of a reasonable nature that bring the officer's fear of safety to themselves or the public into question.
 2. The decision to use restraints in these situations must at all times remain reasonable under the circumstances, and the officer using the restraints must remain capable of clearly articulating the legitimate reasons for those actions. The officer must articulate those reasons to the person being restrained, and must as soon as possible, make the determination to arrest or release the person being restrained.
- F. Depending upon the circumstances unique to the situation, officers may use any combination of the approved restraint devices in the approved manner. This policy does not prohibit officers from utilizing other forms of restraint not specifically listed due to exigent circumstances, or specific needs.

VI. Medical Assistance and Related Transport ALEAP 10.01; 10.12

- A. Texarkana Police Department personnel will seek immediate medical attention for prisoners in their **custody** who become sick, who are injured while in the **custody** of the Texarkana Police Department or are injured while being taken into **custody**. If an individual requests medical attention, or if the officer determines that medical attention is needed, the arresting or transporting officer must make all reasonable efforts to see that medical attention is afforded. Any medical attention that is received—or the refusal of such treatment—shall be documented in the following manner:
1. The arresting or transporting officer must contact the on-duty patrol supervisor and brief the supervisor regarding the circumstances surrounding the illness or injury. All information, circumstances and related treatment options shall be included within the narrative of the officer's arrest report, offense report or supplemental report.
 - a. Should the illness or injury occur in the field, the arresting or transporting officer shall request the response of emergency medical personnel. The arresting officer or transporting officer shall search the prisoner for contraband prior to his/her removal to a medical facility. The prisoner should also be searched prior to any medical assistance rendered in the field.
 2. The Squad Commander or squad supervisor shall ensure the [Inmate Medical Treatment Report](#), as well as the [Medical Care Authorization Form](#), has been completed prior to any prisoner's transport to a medical facility.
 - a. When confronted with the following circumstances, the Squad Commander or squad supervisor shall ensure the "Authorization is Granted" box on the Medical Care Authorization Form is checked. The Texarkana Police Department will not be responsible for any pre-existing medical condition connected to any illness or injury of those in the Agency's custody:
 - (1) Any prisoner who becomes become sick while in the custody of the Texarkana Police Department;
 - (2) Any prisoner who receives an injury while in custody of the Texarkana Police Department; and
 - (3) Those individuals who become injured while being taken into custody by a member of the Texarkana Police Department.
 - b. The Squad Commander or squad supervisor shall provide a copy of the Medical Care Authorization Form to the medical facility at the time the prisoner is transported for treatment.

Page 7 of 10 Number: 1102.29	Effective Date: February 01, 2011
Subject: Prisoner Handling and Transportation	Revision Date: June 17, 2017

The original copies of the Inmate Medical Report and the Medical Care Authorization Form are forwarded to the Uniform Patrol Division Commander.

- c. If the illness or injury is connected to the use of force, these forms should accompany the Use of Force Report. For additional information regarding the completion of the Use of Force Report, refer to [General Order 1102.03---Use of Force](#).
- B. When a prisoner who is in the custody of the Texarkana Police Department is transported to a hospital or other medical facility, the arresting or transporting officer shall ensure the following actions are implemented:
1. The arresting or transporting officer should ask the hospital staff to isolate the prisoner away from other patients if possible;
 2. The arresting or transporting officer shall ensure the prisoner is not left alone or unobserved; and
 3. The arresting or transporting officer shall utilize restraints on the prisoner unless a request is received from the hospital staff to remove them for reasons surrounding treatment.
- C. Should the circumstances surrounding the prisoner and the related injuries necessitate the prisoner's admission into the medical facility, the officer shall immediately notify the on-duty supervisor of these circumstances.
1. The Squad Commander or squad supervisor shall be responsible to evaluate the circumstances and inform the Uniform Patrol Division Commander of the situation. Should the charges be of a serious nature, the Uniform Patrol Division Commander will arrange for the implementation of a security schedule.

VII. Forms

A. Inmate Medical Treatment Form

Page 8 of 10 Number: 1102.29	Effective Date: February 01, 2011
Subject: Prisoner Handling and Transportation	Revision Date: June 17, 2017



Texarkana Police Department

Inmate Medical Treatment Report

Inmate Name: _____ CCN: _____

Inmate SSN: _____ Inmate DOB: _____ Inmate Race/Sex: _____

Date of Treatment: _____ Time of Treatment: _____

Nature of Illness : _____

Is the City responsible for the medical bill? YES _____ NO _____

Did the injury occur while in the custody of Department? YES _____ NO _____

If yes, date of occurrence: _____ If yes, time of occurrence: _____

If no, explain cir cumstances: _____

Method of transport: Emergency Ambulance _____ Transfer Ambulance _____ TAPD Unit _____

Facility Transported To: _____

Authorizing Supervisor / Agency: _____

Has the inmate received prior treatment for this injury/illness?

YES _____ NO _____ If yes, date: _____ Facility: _____

Treating Physician: _____

Transporting Officer's Signature: _____ Date: _____

Shift Supervisor: _____ Date: _____

Division Commander: _____ Date: _____

This form is to be completed on all prisoners who are taken for medical treatment. Once completed, the form will be forwarded to the Uniform Patrol Division Commander. Please indicate in the narrative report is the Texarkana Police Department is responsible for the medical payment or if the illness/injury was determined to be a pre-existing condition. The Texarkana Police Department is not responsible for the treatment of any pre-existing condition.

DO NOT LEAVE THIS FORM AT THE MEDICAL FACILITY.

B. Medical Care Authorization Form

Page 9 of 10 Number: 1102.29	Effective Date: February 01, 2011
Subject: Prisoner Handling and Transportation	Revision Date: June 17, 2017



Robert H. Harrison
Chief of Police

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Capt. Dwight Mowery
Division Commander

“Excellence Innovation Integrity”

Medical Care Authorization Form

Authorization is _____ is not _____ (check one) granted to charge the Texarkana
Arkansas Police Department for the medical care and treatment of the following inmate
who is in custody of this Department:

NAME: _____ CCN: _____

Transporting Officer: _____ Date: _____

Shift Commander: _____ Date: _____

Notice to care provider: A copy of this authorization form must
accompany all invoices/bills in order to receive payment. The
Texarkana Arkansas Police Department does not pay for any treatment
related to pre-existing conditions.

Page 10 of 10 Number: 1102.29	Effective Date: February 01, 2011
Subject: Prisoner Handling and Transportation	Revision Date: June 17, 2017