

 Cambridge Police Department	POLICY & PROCEDURES		No. 650
	Subject/Title: Transportation of Detainees		
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I. PURPOSE:

The purpose of this directive is to establish guidelines designed to minimize the threat of harm or injury to officers, the detainees being transported, and the general public. Further these guidelines are designed to minimize the chance of escape by employing sound precautionary tactics when transporting a detainee from one location to another.

II. POLICY:

It is the policy of this Department that:

- Whenever officers are involved in the arrest of individuals or in handling and/or transporting detainees, they will take those precautions that are outlined within this directive.
- Should officers encounter an individual who attempts to resist arrest or attempts to escape custody, they will only use the degree of force that is reasonable and necessary to control the detainee and to ensure the safety of the detainee, officers and others.
- Whenever officers are involved with an arrest or transporting a detainee, they shall take all appropriate measures to ensure the preservation of the rights and safety of the detainees and to prevent their escape.

III. GENERAL CONSIDERATIONS AND GUIDELINES:

The proper transporting and handling of detainees is essential to ensure the safety of officers and detainees. A person who faces the loss of freedom may become desperate and dangerous. He/she may be ready to attack and flee at any time the opportunity presents itself. Escape is not only embarrassing but may create a serious danger to the community or to other police officers before the detainee is recaptured. On the other hand, the improper treatment of a detainee will not be tolerated and will result in charges of mistreatment or brutality. At all times while moving a detainee from one location to another, an officer should always expect the unexpected. Officers should not be "lulled" by the apparent cooperation of the detainee. Every precaution should be taken to be prepared to handle sudden dangerous activity. The purpose of the procedures outlined below is to assist an officer in avoiding such problems.

The transportation of detainees by law enforcement officers is a frequent requirement. Detainees are transported under many circumstances such as: transport by the wagon officer immediately after arrest; transfer to or from other agencies or holding facilities; movement of detainees from holding facilities to medical treatment centers; and transfer to court. The adherence to proper procedures for handling and transporting detainees is essential to ensure both the rights of the detainee and the safety of the transporting officer(s), the detainee(s), and the general public. Adherence to proper procedures will also minimize the possibilities of injury, escape, or accusations of mistreatment.

IV. VEHICLES USED IN TRANSPORTING DETAINEES:

A. Types of Vehicles: The following vehicles may be used to transport detainees, listed in order of preference:

1. Patrol Wagon;
2. Two-person marked police cruiser;
3. Two-person unmarked police cruiser (usually involving juvenile offenders or detainees in custody of detectives).
4. Unless there are extraordinary circumstances and with only with the approval of a supervisor, will an officer attempt to transport a detainee alone, except if being transported by the Patrol Wagon.

B. Patrol Wagons: Whenever practical to do so, officers will use only those police vehicles that have been designed for the transportation of detainees, i.e., Patrol Wagons.¹

¹ CALEA Std. **70.4.1** – *Vehicles used primarily for transporting detainees must have the driver separated from the detainee by a safety barrier.*

1. Patrol wagons are designed so that the detainee is segregated from the transporting officer.
2. All vehicles used for transporting detainees shall be modified to minimize opportunities for the detainee to exit from the rear compartment of the vehicle without the aid of a transporting officer.²
3. Vehicles that have not been specifically equipped to transport detainees (marked police cruisers, unmarked police cruisers and specialist vehicles) will not be used to transport detainees unless there is a specific need to do so, or when a Patrol Wagon is not available.
4. **Note:** There are times when it may be more prudent to transport a detainee in a police cruiser as opposed to the Patrol Wagon. Officers should take these factors in consideration and confer with the sector sergeant in using an alternative method of transporting a detainee. These factors may include, but are not necessarily limited, to the following (refer to **Section VI. F.** of this directive):³
 - a. The age of the detainee;
 - b. Mobility issues or other factors that might be problematic in placing an individual into the Patrol Wagon;
 - c. Situations where the detainee should be closely monitored during transportation;
 - d. Situations where it might be more prudent to transport an individual in a marked or unmarked cruiser to avoid for appearance sake (undue media attention, arresting an individual in the presence of young children, additional security concerns, etc.); and/or
 - e. Situations when the detainee is alerting the arresting officer some other special situation or circumstance.

- C. Inspection of Police Transport Vehicles:** Whenever officers assume control over a Patrol Wagon, they should make a visual inspection of the compartments in which detainees can be transported to be sure no objects have been left behind and to be sure the vehicle is suitable for usage. As part of the visual inspection of the Patrol Wagon, the officer should be making a determination that the Patrol Wagon has not been tampered with since it was last used. Also, the officer should

² CALEA Std. **70.4.2** – *If detainees are routinely transported alone in the rear of agency vehicles, the rear compartments are modified to minimize opportunities for exit without the aid of the transporting officer.*

³ CALEA Std. **70.3.3** – *A written directive prescribes procedures for transporting detainees in special circumstances.*

inspect the vehicle to ensure it is free of weapons and contraband, is mechanically safe, is free of damage or defect, and is properly equipped for use. If an officer encounters any situation where the Patrol Wagon is not appropriate for transporting detainees, the officer will take the following actions:⁴

1. Report all such matters to the shift commander and make sure that a vehicle is scheduled for proper maintenance and repair.
2. Any contraband or weapons that may have been found during the course of an inspection of the Patrol Wagon will be immediately reported to the shift commander.
 - a. All such items will be entered into the department's Property and Evidence System.
 - b. It is the responsibility of the shift commander to conduct an investigation to determine when the discovered items could have been placed or left in the Patrol Wagon.
 - c. The shift commander will make a full report of the investigation conducted, and a copy of the report will be forwarded to the Operations Division Commander through the appropriate chain of command.
3. If it appears that a Patrol Wagon is not adequately equipped to transport detainees, the officer should take another Patrol Wagon that is appropriately equipped to transport detainees if one is available.
4. Should a situation arise where an officer does need to transport a detainee, and the officer was not able to obtain a vehicle that is suitable for such transportation, and then the officer should make alternative arrangements, such as, having another officer make the transportation in an appropriately equipped vehicle.
5. When a police cruiser is to be used to transport a prisoner the previously mentioned safety precautions are to be followed. Additionally, the transporting officer should insure that the safety locks on the rear doors of the vehicle are engaged, and the window locks for the rear windows are engaged.

D. Searching Detainee Transport Vehicles: In addition to searching the Patrol Wagon for contraband and/or weapons prior to assuming control of it, officers are required to conduct a thorough inspection of the compartment where a detainee will be placed both prior to placing a detainee into the Patrol Wagon and after a

⁴ CALEA Std. 70.1.2 – A written directive requires examination at the beginning of each shift of all vehicles used for transporting detainees and the search of any transport vehicles prior to and after transporting detainees.

detainee has been removed from the Patrol Wagon. In searching the Patrol Wagon, officers are to take the following actions and factors into consideration:⁵

1. *Searching the Patrol Wagon Prior to Allowing a Detainee into the Wagon:*

Before placing a detainee in a police vehicle, the portion of the vehicle where the detainee will be seated shall be thoroughly searched to ensure that there are no articles present that can be used as weapons.

- a. Any items that may have been left in the compartment area where a detainee is to be seated will be removed prior to placing the detainee into that compartment area.
- b. The officer is to conduct a thorough inspection of those areas of the vehicle where a detainee could either retrieve a weapon, or conceal contraband, evidence, or weapons.
- c. Aside from making sure that a detainee cannot harm the officer or him/herself, it also provides a means of attributing any items found (e.g., contraband, evidence, weapons, etc.) to the detainee if an inspection was conducted immediately before placing a detainee in the vehicle.

2. *Searching the Patrol Wagon after Removing a Detainee:* At the completion of all detainee transports, the officer assigned to the vehicle will conduct a thorough search of the area within the vehicle where the detainee was located for evidence and/or contraband that may have been discarded by the detainee.

- a. If the officer finds any evidence and/or contraband in the cruiser, the officer will place said items into the department's Property and Evidence System.
- b. The officer will incorporate into a police report the circumstances under which the items were discovered, to include the fact that the vehicle had been searched prior to allowing the detainee into the cruiser.
- c. If deemed appropriate, the officer will take out additional criminal charges that may be applicable against the detainee (provided that it can be determined that the item(s) could not have been left in the vehicle by anyone else other than the detainee).

V. SEARCHING DETAINEES:⁶

⁵ CALEA Std. 70.1.2

⁶ CALEA Std. 70.1.1 – A written directive requires the transporting officer to search the detainee before being transported.

- A. Searching Prior to Transport:** Officers who will be transporting a detainee shall perform a thorough search of the detainee prior to transporting the detainee. Whenever an officer takes custody of a detainee for the purpose of transporting said detainee, the officer should never assume that the detainee has already been searched. Upon accepting custody over a detainee, the officer shall conduct a thorough search of the detainee him/herself or see that such a search is performed in his/her presence.
- B. Searching Areas around Detainees:** Officers will also search the area within the immediate reach or control of the detainee for weapons, contraband, and evidence. Any such items will be seized, including any item that could be used by the detainee to inflict injury to the officer and/or to him/herself.
- C. Persons Conducting Searches:** Detainees will be thoroughly searched at the scene of the arrest by:
1. An officer of the same sex, or
 2. An officer of the opposite sex, only if there is probable cause to believe the detainee is armed with an item with which he/she could cause harm to him/herself or the officer. In these cases, the officer should conduct this search in the presence of a supervisor so as to minimize any accusation of misconduct.
 3. Juvenile detainees shall be processed in the same manner as adult detainees with regard to searches; however, every consideration shall be given to the age and sensitivity of the juvenile detainee. In the case of a young juvenile offender, alternative arrangements should be made in terms of transporting the offender in a vehicle other than the Patrol Wagon.

VI. USE OF DETAINEE RESTRAINING DEVICES:⁷

- A. Handcuffing Detainees Prior to Transport:** All detainees shall be handcuffed prior to being placed into the transport vehicle, except when transporting very young juveniles, handicapped, injured or sick detainees, where the use of restraining devices is at the discretion of the transporting officer's supervisor.

⁷ CALEA Std. 70.2.1 – A written directive describes restraining devices and methods to be used during detainee transports with exceptions noted.

- B. Method of Handcuffing Detainees:** Detainees will be handcuffed with their hands behind their back with the palms of their hands facing outward unless there are exigent circumstances (such as an injury, disability, or physical impairment, etc.). The handcuffs shall be double locked. The handcuffs shall be placed on the skin above the wrists, securely, but not tight enough to affect circulation. Handcuffs shall not be placed over sleeves or clothing. At no time will a detainee be handcuffed to any part of the transport vehicle during transport.
- C. Leg Restraints:** Leg restraints may be used in addition to handcuffs when the officer believes the detainee has a potential for violent behavior or flight; leg restraints may be used in lieu of handcuffs due to injury or disability.
- D. Multiple Detainee Arrest Restraints:** Whenever an arrest situation involves more than one detainee should be transported in separate vehicles if at all possible. If more than one detainee is to be transported in the same vehicle, only persons of the same gender should be transported together, if possible to do so. Juvenile offenders are not to be transported with adult detainees. If more than one suspect is to be transported for the same criminal activity, the following guidelines are to be followed:
1. Each detainee is to be handcuffed individually with their hands behind their back, unless there is a reason to restrain the individual in another matter (refer to **Section IV. B.**), in which case it might be prudent to transport the subject(s) individually.
 2. If the number of persons arrested exceeds the number of pairs of handcuffs available, flex-cuffs may be used if available (which are normally stored in the trunk of each police cruiser), or the detainees shall be handcuffed together by handcuffing the right wrist of suspect #1 to the right wrist of suspect #2. The left wrist of suspect #2 would then be handcuffed to the left wrist of suspect #3. If there are four or more suspects, they should be handcuffed in groups of two or three.
- E. Positioning a Detainee in the Vehicle After Being Restrained:** Officers shall not transport detainees who are restrained in a prone position. Officers should be aware of the issue of positional asphyxia when placing restrained detainees into a vehicle. The detainee should be seated upright in the vehicle, and seat belted into position, if at all practical to do so.
- F. Transportation of Detainees in Police Cruisers:** If it is deemed appropriate (i.e., Patrol Wagon is not available, it is deemed appropriate given certain

circumstances, etc.) detainees may be transported in police cruisers in accordance with the following procedures:⁸

1. All detainees will be properly searched prior to placing a detainee into a police cruiser.
2. Prior to placing an individual in a police cruiser, an officer should search the rear seat area for any items or objects that could either injure the detainee or could be used by the detainee as weapon against the officers. All items should be removed from the detainee's access.
3. Officers shall ensure that the detainee being transported is visually observable at all times;
4. A detainee will be transported by at least two officers at all times, unless extraordinary circumstances dictate otherwise (refer to **Section IV. A. (4)** of this directive);
5. Only one detainee will be transported at a time;
6. The detainee will be placed in the rear right passenger seat of the vehicle, after the detainee has been properly searched and handcuffed;
7. The detainee will be seat belted; and
8. The second transporting officer will take a position in the left rear passenger seat behind the driver.
9. Once the detainee is removed from the rear seat of the police cruiser and properly detained, an officer will search the rear seat area to make sure that the detainee did not attempt to hide any contraband, evidence, or weapons.
10. The same procedures will be followed when escorting a detainee into the Booking Area as would be followed if the individual had been transported in the Patrol Wagon (refer to **Section VII. H.** of this directive).

NOTE: This type of transport should only be made in situations where the offense is minor in nature and the detainee is being cooperative.

VII. TRANSPORT PROCEDURES:

⁸ CALEA Std. **70.1.3** – *A written directive requires that transporting officers in vehicles without safety barriers be seated in specific locations within the vehicle, depending upon the number of detainees to be transported and the number of officers used.*

- A. Calling for Assistance:** An officer should always call for assistance prior to making an arrest if at all possible and before attempting to transport an arrestee unless circumstances require otherwise. An officer should not attempt to transport more persons than he/she can safely control.
- B. Transporting Detainees of Different Genders:** Whenever possible, females and juvenile detainees will be transported separately from each other and from adult male detainees. Male and female detainees shall not be transported together to or from court.⁹
- C. Escorting Detainees to Transport Vehicle:** A time of potential danger to the officers and detainee is when the detainee is being escorted to the transporting vehicle. To help reduce the danger, officers should keep the detainee isolated from other detainees in the area when going to the transport vehicle and during the transport.
- D. Maintaining Communications:** Immediately upon commencing the transport, the officer should communicate the following information to the communications officer:
1. The number and sex of the arrestees, and whether the arrestee is a juvenile.
 2. The reason for the arrest.
 3. The present locations of the police unit and the mileage registering on the vehicle's odometer at the start of the transportation.
 4. The destination, if not directly back to the police station.
 5. The Emergency Communications Center (ECC) will initiate a log entry, if one has not already been started, and make a notation as to the time the transport started and the starting mileage.
- E. Transport Route to the Police Station:** Once a detainee has been taken into custody, the subject shall be transported directly to the Police Station, using the quickest route known from the scene of the arrest to the booking facility. However, all traffic regulations shall be observed (see G.L. c. 89, § 7B) and blue lights and siren are not to be activated, unless an emergency exists. While transporting a detainee to the Police Station, the officer should not stop at any

⁹ M.G.L. c. 276, § 53

other location on the way (unless specifically directed otherwise), or unless some type of emergent situation arises, such as the detainee requiring medical attention.

F. Communication with Detainee During Transport:¹⁰ Once a subject has been placed into custody, officers should not initiate in any questioning of the subject while transporting the subject unless and until the subject has been fully advised of the Miranda Warnings and has knowingly and intelligently waived those rights.

1. Unless a situation exists that makes a verbal exchange necessary, transporting officers should not allow detainees to communicate with other persons while being transported.
2. If a citizen, including the detainee's attorney, requests to speak with a detainee, the officer should advise that individual of the destination of the detainee transport so that he/she can make arrangements to see the detainee.

G. Interruption of Detainee Transport: The primary duty of the transporting officers is the safe delivery of detainees in their care to the proper destination. While transporting a detainee, the transporting officers will stop to provide police services only in the following circumstances and only if this activity can be accomplished without serious risk of injury to the detainee or escape of the detainee:

1. Where immediate response is required to prevent severe bodily injury or death to an individual;
2. Where serious injury has occurred requiring immediate medical attention; and
3. Where a serious or violent crime is in progress and/or a criminal is fleeing and immediate apprehension is required to ensure public safety.

H. Arrival at Police Station for Booking: Upon arriving at the Police Station, the officer will position the Patrol Wagon inside the sally port and secure the sally port door prior to allowing the detainee(s) exit the Patrol Wagon. At the termination of the transportation to the Police Station, the transporting officer will be responsible for the following:

1. Upon arrival at the Police Station, notify ECC of the time of arrival, to alert the booking officer, and give the vehicle's odometer reading. ECC will note

¹⁰ CALEA Std. **70.1.5** – *A written directive prescribes circumstances under which the detainee may communicate with others while be transported.*

the time of arrival at the police station and the ending mileage as part of the log entry that is being used to track the incident.

2. Prior to assisting the detainee out of the Patrol Wagon and escorting the subject into the Booking Area, the transporting officers shall secure their weapons along with the Patrol Wagon keys in the firearms locker that is located within the sally port area.
3. If the booking officer can accept the detainee upon arrival at the station, the transporting officer should escort the detainee to the booking area.
4. If the detainee cannot be booked upon arrival at the station, the transporting officer will move the detainee into the transfer area, and properly secure the detainee in the transfer area. The transporting officer should not leave the detainee unattended in the transfer area. Once the booking officer is ready to accept the detainee for processing, the transporting officer will escort the detainee to the booking area.
5. Once the detainee is situated the booking area, the officer who will be conducting the booking process is prepared to start and prior to removing the handcuffs, this officer will conduct a full and thorough search of the detainee. All prisoner property will be placed into the banker tray. Once this security search has been completed to the satisfaction of the officers present, the banker tray must be closed prior to the handcuffs being removed from the prisoner and the booking process completed (usually depending upon the cooperativeness and behavior of the detainee). Restraining devices shall be removed prior to placing a detainee in a cell.
6. Detainees shall be searched immediately upon arrival at the Police Station by an officer (or other department employee with proper training) of the same sex in accordance with departmental procedures as outlined within the policy entitled, **#665 – Post Arrest Booking Process**.
7. Booking will be accomplished in accordance with the department's policy entitled, **#665 – Post Arrest Booking Process**.

J. Transportation after the Booking Process:¹¹ When a detainee is to be transported from the Police Station to another facility to be held in custody or to court, the officers involved will comply with the following procedures:

1. *Detainee Identity:* Verify the identity of the detainee to be transported through the Shift Commander. The detainee shall be positively identified before beginning such transport by checking the identification of the detainee against the description and identification as it relates to the booking sheet. Positive identification through comparison of mug shots or through other available means of identification should be done whenever possible.¹²
2. *Making Preparations with Destination Location:* Prior to leaving the station, the Shift Commander should verify with the personnel at the destination point that the detainee is about to be transported and they are prepared to receive the subject. The Shift Commander should also verify with the receiving agency what documentation would be needed to complete the processing of the detainee upon arrival.
3. *Health Screening:* Before transferring a detainee to another facility, the detainee shall be screened by the officer preparing the detainee for transport. This screening process shall consist of a brief inquiry into following:
 - a. The current health of the detainee;
 - b. Any medications being taken;
 - c. Behavioral observations, including consciousness and mental status; (also refer to the Suicide Risk Screening in the department’s policy entitled, **#665 – Post Arrest Booking Process**).
 - d. Make a notation of any obvious deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.
 - e. Advise the receiving agency personnel of any potential medical hazards (include any information with respect to the detainee having received medical attention while in custody) or conditions that may involve the detainee.¹³

¹¹ CALEA Std. **70.5.1** – A written directive prescribes the following for the detainees transported from one facility to another:

- a. Methods to be used in positive identification of detainees to be transported;
- b. Documentation that should accompany the detainee being transported between facilities; and
- c. Information relating to the detainee’s escape or suicide potential or other personal traits of a security nature be recorded and included in the documentation that accompanies the detainee during transport.

¹² CALEA Std. **70.5.1 (a)**

¹³ CALEA Std. **70.1.6 (d)**

4. *Violent/Escapist Detainees:* If a detainee to be transported to court or another custody facility has been or is extremely violent or is an escape risk, the Shift Commander will make this fact known to the receiving agency prior to the detainee being transported so that the receiving agency is prepared to accept the detainee.¹⁴
5. *Suicidal Detainees:* If the detainee is, or is felt to be, a suicide risk, the receiving agency will be advised in writing of the exact nature of the threat or attempt and the appropriate CJIS entry will be made in accordance with G.L. c. 40, s. 36A.¹⁵
5. *Paperwork Associated with the Arrest:* Ensure that all the necessary paperwork accompanies the detainee to the custody facility or the court house (i.e., booking sheet, arrest report, medical records, suicide/escape potential documentation, copy of the warrant, etc.).¹⁶
 - a. Court:
 - Booking Report;
 - State of Facts form;
 - Application for complaint or criminal citation;
 - Served arrest warrants; and
 - Suicide risk evaluation, if appropriate.
 - b. Juvenile Holding Facility:
 - Booking Report;
 - Suicide risk evaluation; and
 - Mental health evaluation: Application for mental health evaluation, if issued.
 - c. Other police agency:
 - Booking Report;
 - Served arrest warrants; and
 - Suicide risk evaluation.
8. *Detainee's Property:* Property that had been taken from the detainee will not be returned to the detainee at the time of transfer to another facility (correctional facility, transfer to hospital where custody will be relinquished to another authority or court), unless of course the detainee is being released from custody. Any property that is not being retained by the Police Department because of evidential value (evidence, contraband, or weapons)

¹⁴ CALEA Std. **70.1.6 (d)**

¹⁵ CALEA Std. **70.5.1 (c)**

¹⁶ CALEA Std. **70.5.1 (b)**

will be packaged and brought with the detainee for the purpose of transferring it to accepting authority. The following procedures will be observed in terms of preparing the detainee's property for transfer:

- a. The detainee's property will be placed into self-sealing clear plastic property bags, which are maintained in the Booking Room Area. Any medications that belong to the detainee will be placed into a separate plastic property bag, and will be specifically identified to the personnel at the receiving agency.
 - i. Any items too large to fit into the plastic property bags, such as a woman's pocketbook, gym bag, jackets, etc. will be transported as is, provided that they have been searched for the purpose of determining that they do not contain any contraband or weapons.
 - ii. Other large items of personal property that would include, but not limited to, suitcases, cameras, video cameras, bicycles, etc. may be retained by the department for safekeeping, at the discretion of the shift commander. In which case, those items will be entered into the department's Evidence and Property System.
- b. As the transporting officers package the detainee's property they will check the property against the inventory of property that was listed on the booking forms. The detainee will be asked to sign the booking form in the appropriate space to show that all of the property was accounted for (the original copies of the booking form are not to leave the Police Station). In the event the detainee refuses to sign the form, the officer verifying the inventory of property will indicate that the detainee refused to sign the form by making that notation on the form, sign it and date it. The officer will also have a second officer sign-off on the form indicating that all property has been accounted for.
- c. While conducting the inventory of the detainee's property prior to being transferred to another facility, the officer will complete the "Detainee Property Accountability" form (see attached copy). This form will be completed for each plastic bag (each bag being numbered, if there is more than one, and a corresponding number appearing on the property form), reflecting the contents of the bag, and for each separate item that could not be placed into a property bag that is being transported along with the detainee.
- d. Upon arriving at the destination custody facility or court, the transporting officer(s) will transfer the detainee property bags, as well as, any separate items belonging to the detainee over to the accepting destination custody facility or court personnel, and have said personnel sign off on the accompanying "Detainee Property Accountability" form in the appropriate

space. The form(s) will be retained by the transporting officer and be made part of the department's incident report. If the destination personnel wish to have a copy of the form, they may make a copy of the form for their records.

K. Transporting Detainees to Court: In addition to the aforementioned set of procedures and safeguards, the transporting of detainees to court will be carried in the following manner, unless there are specific reasons from deviating from these procedures:

1. Once the detainees are prepared for transportation to court, detainees will be escorted by two officers to the Patrol Wagon.
2. Each detainee will be properly secured inside of the Patrol Wagon.
3. Male and female detainees will not be transported in the same vehicle.¹⁷ If there is a combination of male and female detainees, they will be transported in different vehicles. This may involve using two Patrol Wagons in transporting male detainees separate from female detainees, or it might mean making two trips if there is insufficient number of personnel to make the transport in two separate vehicles.
4. Typically if there is more than one detainee being transported to court at a time, two officers will be involved with the transport of detainees to court.
5. The starting mileage and ending mileage will be provided to ECC, who will track this information as part of a CAD entry.
6. The transporting officers' responsibility for the care and custody of detainees does not end until they are properly turned over to another authority (refer to **Section VII. L.** of this directive).
7. Under no circumstances is a juvenile to be transported to court via the Patrol Wagon (see M.G.L. 119 s 34)

L. Arrival at Destination after Booking Process: Upon arrival at the custody facility or court, the officers will:¹⁸

¹⁷ M.G.L. c. 276, § 53

¹⁸ CALEA Std. **70.1.6** – *A written directive prescribes actions at the destination of employees transporting detainees to a facility to include, at a minimum:*

- a. *Securing firearms for safekeeping;*
- b. *When to remove restraints from the transported detainee;*
- c. *Delivering documentation to the receiving personnel;*
- d. *Advising receiving agency personnel of any potential medical or security risks; and*

1. Advise ECC of the location and the vehicle's odometer reading at the beginning and end of the transport;
2. Notation of the officers involved, the time of the transport, mileage, and destination will be made part of the log entry that is being used to track the chain of events involving the detainee. If the log entry used to cover the arrest has already been closed out, the communications officer will initiate a new log entry, classifying it as a detainee transport, and record the appropriate information pertaining to the detainee transport.
3. Escort the detainee into the facility and deliver all necessary papers and personal property to the receiving officer;
4. Secure firearms in accordance with the procedures of the receiving agency;¹⁹
5. Maintain control of the detainee until relieved by the receiving agency;
6. Escort the detainee into the facility and deliver all necessary documentation and personal property to the receiving officer;²⁰
7. Remove restraining devices only when directed to do so by the receiving agency;²¹
8. Advise the receiving agency personnel of any potential medical issues, disease, suicide risk, infectious disease, open wounds, sores, vermin, or security risks; and²²
9. Obtain the signature of the receiving officer or representative of the receiving agency.²³

M. Transporting Detainees from another Facility: When transporting a detainee from another facility to the department's holding facility the transporting officers will:

1. Upon arrival at the holding agency, notify ECC, who will initiate a log entry for the transportation of the detainee if one has not already started (tracking the times, mileage and other pertinent information as may encountered);
2. Secure their firearms in accordance with the procedures of that agency;

e. *Documentation confirming the transfer of custody.*

¹⁹ CALEA Std. **70.1.6 (a)**

²⁰ CALEA Std. **70.1.6 (c)**

²¹ CALEA Std. **70.1.6 (b)**

²² CALEA Std. **70.1.6 (d)**

²³ CALEA Std. **70.1.6 (e)**

3. Verify the identity of the detainee by checking any description of the detainee contained on the warrant or other documents;
4. Ensure that all required paperwork is properly signed and executed and that any paperwork associated with the transfer (including copies) accompanies the detainee;
5. Prepare the detainee for transport according to proper procedure;
6. Notify the communications officer when they are beginning their return transport and the vehicle's odometer reading at the beginning and end of the transport; and
7. Transport the detainee directly to the department's holding facility.

VIII. DETAINEE ESCAPE:²⁴

A. Responsibilities of Transporting Officers: If a detainee escapes during arrest, transportation, or booking, the officers once becoming aware of the escape will immediately notify ECC, who will make sure that the Shift Commander is made aware of the incident. The officers will also be responsible for the following activities:

1. During the initial broadcast the officers will provide the ECC with as much information as possible, including the following:
 - a. Detainee's name, if known;
 - b. Description, including clothing;
 - c. Area where escape occurred;
 - d. Direction of flight;
 - e. Probable destination, if known; and
 - f. Any other pertinent information available.

²⁴ CALEA Std. **70.1.7** – *Following an escape of a detainee while being transported, the transporting officer takes actions prescribed by a written directive to include, at a minimum, the following:*

- a. *Persons to be notified;*
 - b. *Reports to be prepared; and*
 - c. *Further actions to be taken.*
-

2. Unless specifically directed otherwise, the officers will begin an area search and attempt to regain custody of the detainee, maintaining constant contact with the communications officer as to their activities.
3. Submit a written report, before the end of the shift, detailing the events leading to the escape to the Shift Commander.

B. Responsibilities of ECC: ECC will immediately notify the Shift Commander of the detainee escape and will deploy additional officers as necessary, in addition to making notifications to surrounding communities as directed by the Shift Commander. In addition to coordinating the communications between the field units searching for the escaped detainee and other law enforcement agencies, ECC will also be responsible for the following:

1. Initiate a log entry, at the time of the report, maintaining a detailed record of what transpired during the course of the search for the escaped detainee.
2. Make any additional notifications as may be directed to do so by the shift commander.

C. Responsibilities of the Shift Commander: The Shift Commander will be responsible for coordinating the efforts that take place in terms of attempting to locate and recapture the escaped detainee. In addition to taking an active role in coordinating the search activities, the Shift Commander will be responsible for the following:

1. Determine what other agencies should be notified, as well as, determine the type and nature of broadcasts that should be made in alerting the other law enforcement agencies.
2. Notify the duty Commanding Officer or Duty Chief (this will trigger the notification protocol – refer to department policy entitled, *#105 – Duty Chief Responsibilities*).
3. Determine what other resources may prove useful in locating the missing detainee, which may include a request for search canines, activation of other law enforcement assets.
4. Submit a written report detailing the events leading to the escape, including steps taken to regain custody, the investigative action taken as to how the detainee was able to escape, indicate whether the departmental policies and procedures were followed, as well as make recommendations concerning possible corrective measures or department disciplinary proceedings.

- D. Department Command Staff:** Members of the department’s Command Staff will review reports and initiate steps to be taken that are designed to prevent any reoccurrence.

IX. SPECIAL TRANSPORT SITUATIONS:

- A. Transporting Detainees by an Officer of the Opposite Sex:** When transporting a detainee of one sex by an officer of the opposite sex, in a patrol cruiser, as opposed to the Patrol Wagon, an additional officer will be requested to accompany the transport whenever possible.

1. Whenever one or two officers transport a detainee of the opposite sex, the following procedures will apply.
 - a. The transporting officers will call in the mileage on their patrol vehicle and their location. ECC will make an entry of the time and mileage into the log.
 - b. The transporting officers will proceed directly to their destination using the shortest practical route.
 - c. Upon arrival at the destination of the transport, the transporting officers will call in the ending mileage on their patrol vehicle to ECC. ECC will log in the time and ending mileage.

- B. Sick, Injured, or Handicapped Detainees:**²⁵ When officers are confronted with a situation where they make an arrest of individuals who may be sick, injured, or handicapped, they will be guided by the following procedures (also refer to department policy entitled, *#651 – Guarding Detainees Being Hospitalized*):

1. *Providing Medical Care:* Officers should always be aware of the general well being of any individual who is in their custody. In these situations, the arresting officer is to notify the sector sergeant of a detainee who may be injured, sick, or handicapped. This is particularly true of detainees who may be sick, injured, or handicapped, presenting special consideration that may involve the following:

²⁵ CALEA Std. **70.3.1** – *A written directive prescribes procedures for transporting sick, injured, or disabled detainees.*

- a. If medical care is needed, the officers shall arrange for Emergency Medical Technicians to come to the scene and evaluate the detainee's medical needs. The detainee will either be transported by ambulance to a hospital or be treated and released to the officers' custody.
 - b. If hospital care is needed, one officer shall accompany the detainee in the ambulance. The detainee shall remain in custody and in the presence of the officer (unless emergency circumstances prevent it) until his/her release from the treating facility and/or release from custody (such as bail).
2. *Handcuffing of Sick, Injured, or Handicapped Detainees:* When handcuffs are used, they should be used in a manner so as not to further aggravate the handicap or injury. If Emergency Medical Technicians are present, handcuffs should be applied as suggested by them. Leg shackles may be used when handcuffs are not appropriate. In any case, a detainee being transported in an ambulance will be properly restrained so as to avoid risk of injury to the accompanying officer, EMS personnel, and the detainee.
 3. *Transporting Handicapped Detainees:* Officers will make reasonable accommodations when transporting handicapped detainees.
 - a. When it is necessary to lift a wheelchair or bed-ridden detainee, two officers shall be used. Depending on the situation, officers may wish to have the subject transported in an ambulance, in which case at least one officer will accompany the detainee in the ambulance.
 - b. Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of, the detainee.
- C. Transporting Mentally Disturbed Detainees:** Mentally disturbed detainees may pose a significant threat to themselves and/or the transporting officers. If required, handcuffs should be used until a more appropriate restraining device can be applied. If it appears that a detainee may be suffering from mental illness or acting in such a way that he/she poses a danger to the officers or him/herself, the following guidelines should be considered:
1. The arresting officer(s) should confer with the sector sergeant to determine whether the individual should be psychologically evaluated in accordance with G.L. c. 123, § 12 at the nearest health care facility prior to bringing the subject to the police station to complete the booking process.
 - a. If a determination is made that the subject should be evaluated at the hospital (because he/she poses a threat to himself or others), the sector

sergeant will need to decide whether the subject should be transported by the officers in a police cruiser, or in an ambulance.

- b. If the subject is going to be transported by ambulance, at least one officer will accompany the detainee in the ambulance and remain with the detainee until directed otherwise.
2. If it is determined that the subject needs to be psychologically evaluated during the time he/she is being processed or held at the police station, a court certified psychiatrist should be used to evaluate the detainee to determine if the subject should be committed under the provisions of G.L. c. 123, § 18, and transported to an appropriate psychiatric facility (refer to departmental policy entitled, **#660 – Holding Facility**).
 - a. If a determination is made that the subject is to be transported to a psychiatric facility, the shift commander will obtain the paperwork needed for the commitment (retaining a copy for the police report), and work with the court certified psychiatrist in making arrangements to have the subject accepted at the psychiatric facility.
 - b. If the subject is going to be transported in a police cruiser, at least two officers will be assigned to the transportation. The detainee will be properly restrained, and the officers will use an appropriately equipped police cruiser to make the transportation.
 - c. If it is determined that it would be more prudent to transport the subject in an ambulance, at least one officer will accompany the detainee in the ambulance ensuring that the subject is properly restrained. The officer(s) will remain with the detainee at all times until turned over to another appropriate authority or released from custody.

D. Transporting Individuals Who Identified Themselves as Transgender: If an individual makes it known that he/she is a transgender, that individual will be transported separately from other detainees who are to be transported at the same time. This also includes transportation to the court.

E. Long-Distance Transportation: Two officers shall be used in any long-distance transport of a detainee. There should be at least one officer of the same sex as the detainee being transported. The doors are to remain locked during transport, and the detainee is to be seat belted while seated in the vehicle.

1. *Visual Contact:* A detainee is not to be left unattended at any time during the course of the transport. In a situation where visual contact at all times is not possible, e.g., a female detainee needing toilet facilities and transported by

male officers, the officers should ensure that they have as much control of the situation as possible.

2. *Use of Toilet Facilities:* The officers shall contact the nearest available police department to make arrangements for the use of their facilities. Detainees should not be taken into public places while being transported to another facility.
3. *Food:* If transporting officers must provide food for detainees during transport, a vendor shall be selected at random where the detainee can remain in vehicle (take-out food).

F. Interruption of Transport:²⁶ The primary duty of the transporting officers is the safe delivery of detainees in their care to the proper destination. While transporting a detainee, the transporting officers will stop to provide police services only in the following circumstances and only if this activity can be accomplished without serious risk of injury to the detainee or escape of the detainee:

1. Where immediate response is required to prevent severe bodily injury or death to the an individual;
2. Where serious injury has occurred requiring immediate attention; and
3. Where a serious or violent crime is in progress and/or a criminal is fleeing and immediate apprehension is required to ensure public safety.

G. Special Situations:²⁷ Officers shall not transport detainees to visit critically ill persons, to attend funerals or other such special situations. Where circumstances warrant, the Shift Commander should explain bail procedures to a detainee or his/her family and assist in having the detainee's request for bail addressed promptly.

²⁶ CALEA Std. **70.1.4** – A written directive establishes under what conditions an officer may interrupt a detainee transport for necessary stops and/or to render emergency assistance.

²⁷ CALEA Std. **70.3.3** – A written directive prescribes procedures for transporting detainees in special situations.