


HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
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Accreditation Index: 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5, 2.5.6, 2.5.7, 2.5.8		Rescinds: Directive 2.5.1 of November 2019
Chapter: Two – Law Enforcement Functions		Section: Five – Transportation Operations
Chief of Police: <i>John F. Viola</i>		

SUBJECT: DETAINEE TRANSPORT

I. PURPOSE

The purpose of this policy is to provide guidelines for the transportation and security of Detainees who are in the custody of the Police Department.

II. POLICY

The transportation and security of detainees is a potentially dangerous function. It is the policy of this department to take precautions while transporting and securing detainees to protect the lives and safety of officers, the public, and the person in custody.

III. DEFINITIONS

Detainee - Any adult who is formally placed under arrest, any adult who is taken into custody and returned to the station or any juvenile who is detained for any offense (status, summary, misdemeanor or felony)

IV. PROCEDURES

A. Detainee Search

1. The transporting officer will always search a detainee before placing them into the police vehicle. Officers must never assume that a detainee does not possess a weapon or contraband or that someone else has already searched the detainee.
2. Detainees will be searched prior to each transport or detainee movement, no matter how short the stay at any destination, by the transporting officer.

(PLEAC 2.5.1)

B. Vehicle Inspection

1. At the beginning and end of each tour of duty or upon taking a police vehicle for the first time on that tour, the vehicle shall be inspected by the officer who will be operating the vehicle. The inspection shall include, but not be limited to:
 - a) Checking the cage - If the assigned vehicle is equipped with a cage, the cage shall be securely in place and undamaged.
 - b) All windows shall be intact and outer door latches in proper working order.
 - c) Rear-seat door handles and window controls shall be deactivated.
 - d) The interior shall be thoroughly searched to ensure that no weapons or contraband have been left behind or hidden within the vehicle.
 - e) Any contraband or weapons found shall be seized as evidence and documented per department procedure. The on-duty supervisor shall be notified.
 - f) The interior shall be inspected to ensure that there are no remaining bodily fluids or other contaminants. If present, they shall be removed prior to the vehicle being used.
2. Prior to placing a detainee in a vehicle for transport, the transporting officer shall inspect the interior of the vehicle for weapons, contraband or implements for escape. The vehicle shall be searched again after the detainee has been delivered to the station, detention facility or other destination.

(PLEAC 2.5.2)

C. Detainee Transport

1. Arrested subjects shall be transported without unnecessary delay.
2. Detainees placed in police vehicles shall never be left unattended.
3. Juveniles will not be transported with adult detainees.
4. Males and females shall generally not be transported together.
5. The transporting officer shall notify, over the radio, the Delaware County Communications Center (DelCom) of the following information;
 - a) Number of detainees being transported; *and*
 - b) Sex of the detainee(s); *and*
 - c) The starting location and destination of transport; *and*
 - d) The transporting vehicle along with the starting and ending mileage
6. Detainees transported from secure holding shall be transported by two officers in the same vehicle.
 - a) Detainees taken into custody outside of secure holding (street arrest) may be transported in one patrol vehicle with a single officer and a second officer following in a separate vehicle. The second officer shall notify DelCom they are following the transport vehicle.
7. Transport shall be in a vehicle with a cage except for extraordinary circumstances.
 - a) Transport of a detainee in a vehicle without a cage shall only be authorized by the on-duty supervisor or his superior.
8. All detainees, juvenile and adult, shall be handcuffed (double-locked) during transport (See Section III. F. Detainee Restraint).
9. Detainees shall not be handcuffed to any part of the vehicle.
10. Officers shall make reasonable effort to seat-belt detainees for transport; however, officer safety shall not be compromised in order to place the seat belt on the detainee.

D. Transport to Other Facilities

1. The transporting officer should be aware of and follow the procedures for the different state institutions, hospitals and mental health institutions, county prison(s), Magisterial District Justices offices, courts, and the juvenile detention center to which a detainee is transported.

2. The following procedures shall apply to all facilities to which a detainee is transported:

(PLEAC 2.5.3)

a) Officers shall not enter secure areas with a firearm that are marked so as to prohibit weapons. Firearms will be secured for safekeeping following the established procedure of the receiving facility.

(PLEAC 2.5.3a)

b) The restraints will only be removed from the detainee upon the instructions of the receiving officer at an institution or facility at the time of transfer of custody.

(1) In an appearance in court, the restraints shall not be removed until the suspect is taken into the courtroom and the proceedings are beginning.

(PLEAC 2.5.3b)

E. Escape

1. It is the responsibility of every officer involved with detainees, and the officer's supervisor, to ensure that detainees do not escape from custody.

2. If such an escape should occur, the involved officer(s) shall ensure the Delaware County Communications Center (DelCom) and the on-duty supervisor are immediately notified and provided with a complete description of the fugitive, mode and direction of travel, offense, and propensity for violence, if known.

3. The on-duty supervisor is responsible to ensure that the following notifications are made:

a) Surrounding police jurisdictions (without delay).

b) The Chief of Police.

c) The victim(s) of the detainee's criminal act, within an appropriate time frame as determined by the circumstances. Circumstances may require immediate notification (especially for crimes of violence), or may allow this responsibility to be specifically transferred to a supervisor working during normal business hours.

(PLEAC 2.5.4a)

4. Officers shall prepare an incident report documenting the escape and other relevant information along with any other report deemed necessary by the supervisor.
(PLEAC 2.5.4b)
5. Other actions to be taken:
 - a) Notification should be made to the police agency in the jurisdiction of the last known address of the escapee.
 - b) Notification should be made to the police agency where the victim resides and / or works, if known.
 - c) An NCIC/CLEAN entry should be made as soon as possible in regard to the escapee.
(PLEAC 2.5.4c)

F. Detainee Restraint

1. The following issued restraining devices are authorized for use by sworn members of the Department:
 - a) Handcuffs
 - b) “Flex Cuff” Style Hand Restraint
 - c) Detainee Restraining Waist Belt
 - d) Leg Restraints/Shackles.
2. Handcuffing / Use of Restraints
 - a) Officers shall handcuff all detainees/ arrestees with their hands behind their back, with palms facing out or a detainee restraining waist belt may also be used with the handcuffs in the front. In the case of multiple arrests, a “Flex Cuff” style hand restraint may be used.
 - b) Officers shall double-lock the handcuffs when it can be done safely.
3. Officers may handcuff a detainee with their hands in front without a restraining waist belt, or use other appropriate and approved restraining devices not behind the back only where the detainee:
 - a) Is in an obvious state of pregnancy; *or*
 - b) Has a physical handicap or is of advanced age; *or*
 - c) Has injuries that could be aggravated by standard handcuffing procedures; *or*

- d) Is of such size and/ or girth that handcuffing behind the back would not be possible or practical.
- 4. Females will be subject to the same handcuffing and restraint policy as males unless in obvious state of pregnancy or otherwise exempted from this policy.
- 5. If an officer deems it necessary to restrain a juvenile detainee beyond required normal handcuffing while under his control, the reason(s) for doing so will be stated in the incident report.
 - a) Officers may use all additional authorized restraints as necessary to control unruly or potentially violent juveniles, especially those that pose a risk or harm to themselves or the officer.
- 6. Detainees generally are not to be transported while restrained in a prone position.
- 7. For detainees who violently continue to resist arrest or who by their actions pose a threat to themselves, to the public, or to the officers the on duty supervisor may authorize hobbling.
 - a) Officers are reminded that hobbling may increase the risk for positional asphyxia and extra attention and care shall be used when transporting in this method /position.

(PLEAC 2.5.6)

G. Medical and Safety Hazards

- 1. The transporting officer shall inform the receiving intake official of any potential medical and/or security hazards. This notification shall be documented on the Detainee Intake Report (Appendage #1).
(PLEAC 2.5.3e)
- 2. When a detainee who is to be transported to another agency or court is considered an unusual or high security risk, the transporting officer shall notify the appropriate agency, presiding Judge, or Magisterial District Justice of such condition and request additional safeguards.
(PLEAC 2.5.5)
 - a) In such cases, the Judge or Magisterial District Justice may allow or direct the use of restraining devices in the court and/or may request the assistance of additional personnel for security while the detainee is at the court.
 - b) It is the responsibility of each member of the Department to properly document all information received regarding a high security risk detainee.

3. Any medications, wheelchairs, crutches, prosthetic devices, etc should be transported with, but not in the possession of, the detainee.

H. Special Transport Situations – Medical Evaluation

1. Whenever it becomes necessary to transport a detainee who is sick, injured or disabled, at least one police officer will accompany the detainee.
 - a) The transporting officer will remove the restraints only when it is deemed medically necessary and is requested by the medical staff. Whenever possible, one wrist of the detainee should be handcuffed to the gurney.
2. Any detainee who is injured prior to or during an arrest situation will not be transported to any prison or holding facility until they have been examined and released by a physician or qualified health care provider. A copy of the medical release paperwork shall accompany the detainee.
 - a) Refusal of treatment must be documented and verified by the officer and attending physician or health care provider. The officer will obtain a copy of the refusal form prior to transporting the detainee to the detention facility. A copy of the form will become part of the incident reporting process.

(PLEAC 2.5.7)

I. Hospital Security and Control

1. When a detainee is transported to a local hospital, for any reason, the following procedures shall be followed:
 - a) Extreme caution will be taken to ensure that the detainee is isolated from other patients and is not left unattended, or permitted to be out of the immediate control of the transporting officer.
 - b) The transporting officer will not leave the detainee until relieved by another officer or is instructed to leave by the supervisor.
 - c) The transporting officer will remove the detainee's restraints only when it is deemed medically necessary by the medical staff.
 - d) In the event the medical procedures prevent the officer from accompanying the detainee, he/she will contact the on-duty supervisor.

- e) Should the detainee need to be admitted, the transporting officer will notify the on-duty supervisor of the circumstances.
- f) Upon the admission of a detainee into the hospital, the decision on whether a patrol officer will guard the detainee will initially be made by the on-duty supervisor.
- g) The on-duty supervisor shall notify the Patrol Division Commander or on-call Duty Commander as soon as reasonably practicable of the detainee's status.
 - (1) The Command officer shall decide if Haverford Police Officers will continue to guard the detainee. The Command Officer may decide;
 - (a) To continue to guard the detainee; *or*
 - (b) Arrange a bedside arraignment; *or*
 - (c) Contact DelCom for transfer of the detainee to the Delaware County Sheriffs; *or*
 - (d) If appropriate under the rules of criminal procedure release the detainee under Rule 519 and file the criminal paperwork.

(PLEAC 2.5.8)

J. Documentation

1. Officers will complete a Detainee Transportation / Intake Form (Appendage #1) for all persons, including juveniles, in custody. This form will be forwarded to Records Unit, scanned and attached to the multimedia file in Metro ALERT records management system.
2. Any transport of a person in custody shall be properly recorded on the Detainee Intake Form (Appendage #1).
3. The transporting officer will obtain a signature from the receiving officer or person and detail the detainee transaction in the appropriate sections of Detainee Intake Form (Appendage #1).
4. The transporting officer will be responsible to ensure that all the necessary documents and paperwork are properly exchanged with regard to the transfer of the detainee.

(PLEAC 2.5.3c&d)

5. The transporting officer is responsible for ensuring that all necessary paperwork is returned to the Court or the appropriate administrative support agency.

BY ORDER OF THE CHIEF OF POLICE



Haverford Township Police Department

1010 Darby Road
 Havertown, Pennsylvania 19083
 Phone: 610-853-1298 Fax: 610-853-3481



DETAINEE INTAKE RECORD

INCIDENT #:		DATE:	TIME:	OFFICER:
NAME:			DOB:	AGE:
ADDRESS: (Street, City, State)				
PHONE #1: (Home, Cell, Work - Circle One)		PHONE #2: (Home, Cell, Work - Circle One)		OLN & State:
SID #:				
SEX:	RACE/ ETHNICITY:	HEIGHT:	WEIGHT:	EYES:
HAIR:		PLACE OF BIRTH:		
SCARS, MARKS, or TATTOOS:				
OCCUPATION:		WHERE EMPLOYED (LIST SCHOOL & GRADE IF STUDENT):		
MOTHER'S NAME: (JUVENILE ONLY)		ADDRESS: (IF DIFFERENT) / CELL OR CONTACT PHONE NUMBER		SS #:
FATHER'S NAME: (JUVENILE ONLY)		ADDRESS: (IF DIFFERENT) / CELL OR CONTACT PHONE NUMBER		SS #:
<input type="checkbox"/> ADULT	<input type="checkbox"/> JUVENILE	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	
<input type="checkbox"/> ARREST	<input type="checkbox"/> ON VIEW	<input type="checkbox"/> WARRANT #		
<input type="checkbox"/> SECURE HOLDING	<input type="checkbox"/> NON-SECURE HOLDING	<input type="checkbox"/> SUMMONS	<input type="checkbox"/> CITATION	
<input type="checkbox"/> PROCESSED	<input type="checkbox"/> LIVE SCAN PROCESSING FORM	<input type="checkbox"/> REPRIMAND	<input type="checkbox"/> REFERED TO YAP / TASK FORCE	
OTN:		OCA#:	BAIL:	
PRIMARY CHARGE:				

TRANSPORT RECORD

HANCUFFED: YES: <input type="checkbox"/> NO: <input type="checkbox"/> N/A: <input type="checkbox"/>	DOUBLE LOCKED: YES: <input type="checkbox"/> NO: <input type="checkbox"/> N/A: <input type="checkbox"/>	LEG SHACKLED / RESTRAINING BELT: YES: <input type="checkbox"/> NO: <input type="checkbox"/> N/A: <input type="checkbox"/>
SUBJECT SEARCHED: YES: <input type="checkbox"/> NO: <input type="checkbox"/> N/A: <input type="checkbox"/>	TRANSPORT: YES: <input type="checkbox"/> NO: <input type="checkbox"/> N/A: <input type="checkbox"/>	PATROL VEHICLE SEARCHED BEFORE TRANSPORT: YES: <input type="checkbox"/> NO: <input type="checkbox"/> N/A: <input type="checkbox"/>
MILEAGE RECORDED YES: <input type="checkbox"/> NO: <input type="checkbox"/> N/A: <input type="checkbox"/>	TRANSPORT VEHICLE #	PATROL VEHICLE SEARCHED AFTER TRANSPORT: YES: <input type="checkbox"/> NO: <input type="checkbox"/> N/A: <input type="checkbox"/>

MEDICAL EVALUATION - TRANSPORT & DETENTION

(NOTE: ALL CONDITIONS OR EXPLANATIONS IN COMMENT SECTION IF AN AREA IS CHECKED BELOW)

CURRENT HEALTH:	<input type="checkbox"/> ALERT AND ORIENTED	<input type="checkbox"/> NO VISIBLE INJURIES	<input type="checkbox"/> EASE IN MOVEMENT
VISIBLE INJURIES OR CONDITIONS:	<input type="checkbox"/> BLEEDING	<input type="checkbox"/> BRUISING, TRAUMA, OTHER BODY DEORMITIES OR MARKINGS	<input type="checkbox"/> BROKEN BONES
MENTAL STATUS:	<input type="checkbox"/> DISORIENTED	<input type="checkbox"/> VIOLENT BEHAVIOR	<input type="checkbox"/> WITHDRAWN
PHYSICAL CONDITION:	<input type="checkbox"/> UNDER INFLUENCE OF ALCOHOL	<input type="checkbox"/> UNDER INFLUENCE OF CONTROLLED SUBSTANCES	<input type="checkbox"/> COMPLAINT OF PAIN OR IRRITATION
HEALTH CONCERNS:	<input type="checkbox"/> HEPATITIS OR OTHER TRANSFERABLE DISEASE	<input type="checkbox"/> JAUNDICE	<input type="checkbox"/> TAKING PERSCRIBED MEDS, IF YES LIST IN COMMENTS
RISK:	<input type="checkbox"/> NONE	<input type="checkbox"/> SUICIDAL	<input type="checkbox"/> ESCAPE
COMMENTS: _____			

DETAINEE DETENTION / PROPERTY RECORD

REF #	DETAINEE:	DATE:	TIME:
CELLS	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3
	<input type="checkbox"/> #4	<input type="checkbox"/> #5	<input type="checkbox"/> #6
FEMALE(s) / MALE(s) SEPARATE YES <input type="checkbox"/> NO <input type="checkbox"/>		ADULT(s) / JUVENILE(s) SEPARATE YES <input type="checkbox"/> NO <input type="checkbox"/>	
JUVENILE SECURED TO FIXED OBJECT YES <input type="checkbox"/> NO <input type="checkbox"/>		OFFICER'S FIREARM SECURED YES <input type="checkbox"/> NO <input type="checkbox"/>	
HOLDING AREA SEARCHED BEFORE USE YES <input type="checkbox"/> NO <input type="checkbox"/>		DETAINEE PROPERTY REMOVED AFTER TRANSPORT YES <input type="checkbox"/> NO <input type="checkbox"/>	

OBSERVATION

- Y N 1. CONSTANT SUPERVISION FOR **UNSECURED** IN BOOKING AREA AND **ALL JUVENILES**.
 a) 10 MINUTE INTERVALS FOR AT RISK DETAINEE(S) i.e.: (SUICIDAL, INTOXICATED, OR SELF-DESTRUCTIVE).
 b) 30 MINUTE INTERVALS FOR SECURE HOLDING.
- Y N 2. AUDIO / VIDEO MONITORING WORKING PROPERLY.
- Y N 3. NOTIFIED CYS AT **5 HOURS** FOR ASSISTANCE IN PLACEMENT OF JUVENILE.
- Y N 4. NOTIFIED CHILD LINE (1 800 932 0313) AT **6 HOURS** OF CUSTODY FOR A JUVENILE.
- Y N 5. PROVIDED BEDDING FOR A DETAINEE IN CELL AT **8 HOURS** IN CELL.

TIME IN	:10	:20	:30	:40	:50	1 HR	:10	:20	:30	:40	:50	2 HR	:10	:20	:30	:40	:50
3 HR	:10	:20	:30	:40	:50	4 HR	:10	:20	:30	:40	:50	5 HR	:10	:20	:30	:40	:50
6 HR	:10	:20	:30	:40	:50	7 HR	:10	:20	:30	:40	:50	8 HR	:10	:20	:30	:40	:50

OBSERVED BY

NAME:	TIME ON:	TIME OFF:
NAME:	TIME ON:	TIME OFF:
NAME:	TIME ON:	TIME OFF:
NAME:	TIME ON:	TIME OFF:
NAME:	TIME ON:	TIME OFF:
NAME:	TIME ON:	TIME OFF:

EVENT TIME	DETAINEE ACTIVITY REPORT (Processing, Interview, Bail Interview, Court, etc.)	RETURNED TO SECURE HOLDING
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

DETAINEE PROPERTY LOG (Use extra space for additional items) <input type="checkbox"/> CASH \$						PROPERTY SECURED <input type="checkbox"/>
<input type="checkbox"/> BELT	<input type="checkbox"/> COAT	<input type="checkbox"/> CELL PHONE	<input type="checkbox"/> GLASSES	<input type="checkbox"/> HAT	<input type="checkbox"/> KEYS	
<input type="checkbox"/> MEDICATION	<input type="checkbox"/> PURSE	<input type="checkbox"/> SWEATSHIRT	<input type="checkbox"/> SHOES	<input type="checkbox"/> WALLET	<input type="checkbox"/> WATCH	
Detainee Signature		Property In:		Property Out:		

DETAINEE DISPOSITION

Holding Area Searched After Use: Y <input type="checkbox"/> N <input type="checkbox"/>		Detainee Identification Verified Prior to Release: Y <input type="checkbox"/> N <input type="checkbox"/>	
Property Stored in Secure Locker # _____	Property Returned: Y <input type="checkbox"/> N <input type="checkbox"/>	Any Property Taken as Evidence: Y <input type="checkbox"/> N <input type="checkbox"/>	
Detainee Released To: <small>(List Relationship if Juvenile)</small>	Print: (Mark N/A if Self):	Sign:	
Person Taking Custody Notified of Risk/Medical Info: Y <input type="checkbox"/> N <input type="checkbox"/>	Date:	Time:	Officer & Badge #:

03/2018