

GENERAL ORDER, OPERATIONS, NUMBER 31
DECEMBER 19, 2005, MAY 2, 2002
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Prisoner/Inmate Transports

B. PURPOSE:

To establish guidelines, policies and procedures to be used by Officers who transport and/or supervise prisoners outside of jail, prison or correctional facility. For the purpose of this General Order, the term jail shall be synonymous with jail, prison or other correctional facility.

C. POLICY:

It is the policy of the Department to provide a necessary level of security and control over prisoners who must be transported outside of the jail.

D. PROCEDURES:

Prisoners being transported outside the jail will be transported in a safe and humane manner under the direct supervision of an Officer. The primary responsibility of the Officer is the security of the prisoner in transport. **Under no circumstances will a prisoner be left unattended by the Officer.** (Another Law Enforcement Officer may supervise the prisoner in your absence.)

1. Transport of Prisoners:

- a. Officers may transport a prisoner alone if the prisoner and Officer are of the same sex. If the Officer and prisoner are of a different sex, the mileage of the vehicle and destination of the vehicle must be recorded with Dispatch before and after completing the transport.
- b. If the Officer feels there is a security risk in transporting the prisoner, a second Officer should be utilized.
- c. The removal and transportation of prisoners from a jail facility must be approved by the Officer's Division Commander or his designee prior to the transport.

2. Restraints:

- a. Handcuffs are required on all prisoners being transported. If necessary, leg irons may also be used. If further restraints are necessary. Contact the Black Hawk County Sheriff's Office for additional restraints.

- b. Prisoners must be thoroughly searched by persons of the same sex prior to the application of restraining devices. When not personally applied by the transporting Officer, an inspection of the restraints will be completed before transportation of the prisoner.

3. Transportation Vehicles:

Prisoner transport will be accomplished using department vehicles only. All vehicles will be searched prior to and following each prisoner transport.

4. Radio Communication:

All Officers transporting a prisoner shall be equipped with his/her Department issued radio. Officers will notify Dispatch of:

- a. Number of prisoners being transported.
- b. Destination
- c. Starting and ending mileage.
- d. Time of departure/time of arrival at the destination.

5. Weapons:

Officers transporting prisoners shall only carry weapon(s) issued/approved by the Department.

6. Public Contact:

While outside of the jail with a prisoner, the Officer will make every attempt to maintain a low profile and avoid contact from the public. Inmates will not be permitted to make phone calls or otherwise contact family or others during transport. Officers will keep the prisoner in sight at all times, unless, because of confidentiality, the prisoner must enter a room alone with a Health Care Professional or an Attorney. In this event, the Officer will station himself/herself outside the door until the conference or procedure is completed.

By order of:

Thomas J. Jennings
Chief of Police