

	<b>Winchester City Sheriff's Office</b> <b>Manual of General Orders</b>  <b>Operations</b> <b>317</b>	<b>Effective Date:</b> December 15, 2014 Accreditation Standards:
		<b>Original Policy:</b> May 1, 2014 <b>Amends/Supersedes:</b> 317 May 1, 2014 <b>Last Review Date:</b> May 1, 2020 <b>Next Review Date:</b> May 1, 2023
<b>Subject: Prisoner Security</b>		<b>By Authority of:</b> <hr/> <b>Les R Taylor, Sheriff</b>

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
12-15-14	III A	Changed "Prisoner Movement and Handcuffing" to "Prisoner Movement and Restraints"	EAS	LRT
12-15-14	III A 1	Changed "prisoner's hands will be handcuffed" to "ankles/legs will be restrained with leg chains/shackles"	EAS	LRT
12-15-14	III A 1	Changed "While escorting a handcuffed prisoner" to "While escorting a restrained prisoner"	EAS	LRT
12-15-14	III A 4	Changed "Leg chains or wrist chains" to "Waist chains"	EAS	LRT
12-15-14	III A 5	Changed "ensure the prisoners are handcuffed" to "fully restrained by handcuffs or waist chains and leg chains"	EAS	LRT
12-15-14	III A 6	Added Section 6.	EAS	LRT
09-07-17	III A 1	Changed, "holding" to "detention"	EAS	LRT
09-07-17	III H	Changed, "holding" to temporary detention"	EAS	LRT
09-07-17	III H	Changed, "holding" to temporary detention"	EAS	LRT

## I. PURPOSE

To describe the duties and responsibilities of Court Security Deputy (CSD) regarding prisoner security.

## II. POLICY

It is the policy of the Winchester City Sheriff's Office to safely and securely keep all prisoners in our custody. To prevent them from escaping, harming themselves, our deputies or anyone under our protection.

## III. PROCEDURE

The following are general procedures to be followed:

- A. Prisoner Movement and Restraints.

1. When a prisoner is being moved outside of a security area (such as the jail or prisoner detention cells), the prisoner's ankles/legs will be restrained with leg chains/shackles. While escorting a restrained prisoner, the CSD will walk immediately behind the prisoner and a half step toward the side on which the CSD wears his/her weapon, thus the CSD's weapon will be on his/her far side from the prisoner.
  2. When two CSDs are handling one prisoner, the foregoing procedure will be followed, with the additional CSD walking ahead of their prisoner and clearing the way through any hazards or congestion.
  3. When escorting female prisoners, a female deputy will be utilized if available. Deputies transporting juveniles or inmates of the opposite sex in Sheriff's vehicles will notify Winchester Police Dispatch of their beginning and ending mileage. Juveniles will be transported separately from adults. Females will be transported separately from males.
  4. If the prisoner is an amputee, in a cast, on crutches, or in a wheelchair it is at the discretion of the CSD as to the use of handcuffs. Waist chains may be used in lieu of handcuffs if the situation warrants.
  5. When transporting prisoners in elevators, CSDs will ensure the prisoners are fully restrained by handcuffs or waist chains and leg chains.
  6. Pregnant females will only be restrained by the use of handcuffs when a security risk is involved. When cuffing, the hands of the female are to be in placed in front. NO leg chains/irons or waist chains/belts is to be used in restraining pregnant females unless there is a high security risk and then, only with the approval of a supervisor.
- B. Security of Prisoners in Court. CSDs will not allow anything (including money) to be given to any prisoner by attorneys, relatives or friends while said prisoner is in the custody of the CSD.
- C. Confering with Prisoners in Court. Only officers of the court may confer with prisoners, with permission of the CSD. Any others wishing to confer with prisoners in court must be by order of the court or Sheriff.
- D. Security of Prisoners. A prisoner is allowed to sit at the counsel's table with their attorney.

The CSD and any other officers shall station themselves in such a position in the courtroom as to prevent the prisoner from attempting an escape or attacking the court. To the degree possible, CSDs and other officers will not sit with their backs to the spectator section. Position prisoners accordingly. Security takes precedence over attorney's convenience in this regard.

- E. Prisoners Considered Security Risks. In the event a CSD considers a prisoner a "Security Risk", i.e., the prisoner's past record or other factor indicates a prognosis of violence, they should inform the court and institute proper security measures such as moving and guarding the prisoner with 2 CSD's. As soon as the inmate's court appearance is concluded, the ADC should be contacted for immediate pickup of the prisoner.
- F. Security Doors. All security doors leading from the courtrooms will remain locked at all times when not in actual use.
- G. Security Corridor. Only deputy sheriffs of this agency will be permitted to escort prisoners through the security corridor.

- H. Temporary detention Cells. Prior to the CSDs being released from duty for the day, a CSD will be assigned to check all H. Temporary detention cells to ensure that there are no prisoners awaiting transfer to the ADC. The CSD will complete and sign a log sheet to this effect.

