	Winchester City Sheriff's Office Manual of General Orders Operations 306	Effective Date: May 1, 2014 Accreditation Standards: OPR .08.01 OPR .08.05 OPR .09.01 OPR .08.02 OPR .08.06 OPR .08.03 OPR .08.07 OPR .08.04 OPR .08.08
		Original Policy: May 1, 2014 Last Review Date: October 31, 2023 Next Review Date: October 31, 2024
Subject: Prisoner Transport		By Authority of: _____ William E Sales, Sheriff

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
10-25-16	III E 3	Changed "An incident report will be completed documenting Sheriff's Office handling of mentally ill subjects" to "A transport ticket will be produced for every mentally ill subject transported. If any major issues occur, an incident report will be generated documenting the issue."	EAS	LRT
11-22-16	III D-8	Added number 8.	EAS	LRT
11-22-16	III G-1	Added, "No matter the jurisdiction, the deputy will ask the ECC to broadcast a description of the prisoner, to include description, clothes worn, restraints status, weapons status, and reason for current incarceration. The Sheriff will also be immediately notified.	EAS	LRT
11-22-16	III G-1 a	Added letter a	EAS	LRT
11-22-16	III G-2 a	Added letter b	EAS	LRT
06-11-18	III A 2	Changed "Lieutenant" to "SRT Commander"	EAS	LRT
06-11-18	III H 3	Changed "Lieutenant" to "Sergeant"	EAS	LRT
12-10-20	III F. 3	Changed, "3. Seating assignments - A single prisoner being transported shall not be seated behind the driver, but shall be seated in the rear seat on the passenger side and secured by a seat belt. Prisoners shall not be transported in the front seat of the transport vehicle. This does not apply to a deputy(s) transporting a prisoner in a vehicle without a cage. In this instance the prisoner will be secured in the front passenger seat, or if there are two deputies, one deputy will ride in the rear seat behind the driver and the prisoner shall be placed in the rear passenger seat." To "3. Seating assignments - A single prisoner/patient being transported by a single deputy shall not be seated behind the driver but shall be seated in the rear seat on the passenger side and secured by a seat belt. A single prisoner/patient being transported by two deputies shall be seated in the rear seat on the driver's side	EAS	LRT

		and secured by a seatbelt. Prisoners shall not be transported in the front seat of the transport vehicle. This does not apply to a deputy(s) transporting a prisoner in a vehicle without a cage. In this instance the prisoner will be secured in the front passenger seat, or if there are two deputies, one deputy will ride in the rear seat behind the driver and the prisoner shall be placed in the rear passenger seat.		
12-10-20	III F. 6 c.	Removed, “ and one deputy will be the same sex as the prisoner.”	EAS	LRT
12-10-20	III F. 7	Removed, “1. shall not be transported together.”	EAS	LRT

I. PURPOSE

The purpose of this general order is to establish procedures to ensure that prisoners and mental patients in the custody of the Winchester City Sheriff's Office are transported safely and securely.

II. POLICY

It shall be the policy of the Winchester City Sheriff's Office to transport all prisoners/patients in a secure manner while still meeting the prisoner's/patient's physical needs.

III. PROCEDURES

A. General

1. Transports of one individual may be accomplished by one deputy if security is adequate. Deputies may request a backup at any time they feel that the situation dictates. Transports of two or more individuals should be conducted by at least two deputies, or at the supervisor's discretion.
2. High-risk transports shall always require special security precautions. The SRT Commander must be notified and advised prior to such a transport. Special procedures that may be taken to reduce the risk associated with high-risk transports include:
 - a. Assigning additional personnel to the security detail.
 - b. Using additional/special vehicles for the transport.
 - c. Decoy vehicles.
 - d. Preplanning several routes.
 - e. Scheduling the transport in the late evening or early morning hours (2200 hrs or 0400 hrs).
3. Deputies may not surrender their weapons or vehicles when security has been compromised. This includes situations involving hostages, extortion's, etc.

4. Movement of prisoners with two deputies: When two deputies are transporting prisoners in a public area, each shall play a specific role in loading and unloading the prisoners. One deputy shall act as the Security Deputy and the other shall act as the Escort Deputy. The Security Deputy shall observe the movement of the prisoners and the surrounding area. This deputy should position himself/herself a short distance away from the prisoners. The Escort Deputy shall physically assist the prisoners in movement. This deputy is also responsible for the handcuffing and un-handcuffing of prisoners in a secured area.
5. All persons being transported shall be treated in a professional, courteous, but firm manner.
6. A transport shall not be made if there is any reason to believe an escape attempt will be made, or there is some other potential breach of security, until the Sheriff has been notified, of all such circumstances.
7. The transporting deputy must know the identity and status of each prisoner he/she is transporting.
8. While transporting prisoners or mental patients the deputy should be especially aware of his/her weapon and always be sure of security. The deputy's hand or forearm may be placed on or against the service weapon when passing near anyone or escorting any prisoner.
9. Smoking by prisoners in Sheriff's Office vehicles is prohibited.
10. While transporting a prisoner, the deputy should continuously observe the prisoner. When the deputy is operating a Sheriff's Office vehicle the deputy also has to be cognizant of his/her vehicle operation.
11. Normally, the transporting deputy(s) will not allow prisoners to communicate with other people or each other while in transit. The deputy(s) shall use his/her good judgment when deciding whether to allow a conversation to take place between transported prisoners or another party.
12. Any incident(s) out of the ordinary involving prisoners or mental patients in transport shall be reported to a supervisor as soon as practicable. The transporting deputy shall complete an incident report on the incident before ending his/her tour of duty.

B. Searches

1. The transporting deputy will search, or observe the search of, a prisoner upon assuming custody of any prisoner. The transporting deputy will take possession of and insure the proper care of the prisoner's property. No prisoner shall be allowed to handle his/her property at any time. The searching deputy shall complete any appropriate reports or supplements.
2. All prisoners must be searched prior to being transported.
 - a. Whenever possible, searches should be conducted by a deputy of the same sex as the prisoner.
 - b. When a deputy of the opposite sex is conducting a search of a person, another deputy will be present.
 - c. A search shall be conducted as outlined by the Virginia Department Criminal Justice standards. It is recommended that the person be handcuffed prior to being searched.

d. When a strip search may be performed:

- (1) Virginia Code § 19.2-59.1 states that: No person in custodial arrest for a traffic infraction, Class 3 or Class 4 misdemeanor, or a violation of a city, county, or town ordinance, which is punishable by no more than thirty (30) days in jail shall be strip searched unless there is reasonable cause on the part of the law-enforcement officer authorizing the search that the individual is concealing a weapon. All strip searches conducted under this section shall be performed by deputies of the same sex as the person arrested and on premises where people not physically conducting the search cannot observe the search.
- (2) Strip searches for weapons or contraband for charges other than those stated above shall still follow the procedure highlighted above. Additionally, a search of any body cavity must be performed under sanitary conditions and a search of any body cavity, other than the mouth, shall be conducted either by or under the supervision of medically trained personnel.
- (3) An incident report detailing the circumstances is required after any strip search.

C. Restraints

1. General

It shall be the policy of the Sheriff's Office to take suitable precautions necessary while handling and/or transporting prisoners/patients.

The Sheriff's Office utilizes handcuffs, leg irons, waist chains, lock boxes, and occasionally flex cuffs and rip hobbles. The Sheriff's Office also allows deputies to assist Rescue Squads, Hospitals, and Jail staff with the placement of subjects in leather restraints or in chair restraints.

2. Procedures

- a. Deputies will handcuff (double-locked) all prisoners with their hands behind their back before transporting.
- b. Deputies may handcuff a prisoner with his/her arms in front before transporting when the prisoner:
 - (1) Is in an obvious state of pregnancy.
 - (2) Has a physical disability or condition that would prevent handcuffing to the rear.
 - (3) Has an injury that could be aggravated by standard handcuffing procedures.
 - (4) Is restrained with waist chains.
- c. Prisoners will not be handcuffed to any part of a vehicle.
- d. Additional approved restraint devices may be used to secure a prisoner who violently resists arrest or who manifests mental disorders that pose a threat.
- e. Leg restraint devices shall be used when a deputy believes the prisoner has a potential for violent behavior or escape. Leg irons shall be double locked when in use. Deputies may vary from leg irons, etc. in the event a commercial transport does not allow their use.
- f. For long-distance transports prisoners may be handcuffed in front as long as waist chains are used.

- g. As a general rule, prisoners should not be secured to objects except by safety seatbelt and shoulder harness. There may be certain emergency situations that require securing a prisoner to a stationary object, such as the need for the escorting deputies to assist in another arrest or with an additional violent prisoner. Under no circumstances shall a prisoner be secured to a fixed object in a manner that would endanger the prisoner's life.
- h. Restraints shall be inspected frequently to discourage escape manipulation.
- i. A single deputy transporting multiple prisoners will utilize the most secure restraints available to them. The deputy may restrain the prisoners together.

D. Physically Ill/Injured/Handicapped/Communicable Disease

1. If at any time before, during, or after an arrest or during transport a prisoner is injured, becomes physically ill, or claims sickness or injury, the deputy will seek medical attention immediately. Medical attention will be obtained before transporting the prisoner to the jail if the injury/sickness happens before arrival there.
2. The transporting deputies must use the same discretion as previously explained for using restraining devices on ill, injured, or handicapped prisoners. Obviously, if a prisoner is injured or physically ill enough to be totally incapacitated, restraining devices may not be appropriate.
3. Deputies may not be aware if a prisoner is carrying a communicable disease. Deputies should, therefore, always take appropriate pre-cautions when handling prisoners or patients.
4. Prisoners are the responsibility of the transporting deputy. Deputies should not engage in routine medical procedures or assist medical personnel in performing their duties, unless it is a life-threatening situation. Deputies are reminded that their responsibility is detaining the prisoner and providing security.
5. In the event of any of the above-mentioned incidents occur; the deputy will notify the ECC of the situation and request medical assistance and supervisory notification. In the event any of the above should occur outside of Winchester City, the transporting deputies shall contact the local ECC and request assistance. They shall also notify their supervisor of the event. An incident report must be completed documenting the incident.
6. In the event a deputy transports a prisoner that is known to have a communicable disease or an injured prisoner, the deputy will take every precaution to prevent contamination (isolation from other prisoners, wearing a mask, wearing disposable gloves, etc.). The interior of the vehicle and the restraints used will be decontaminated by cleaning with a disinfectant or a solution of bleach and water.
7. Anytime a deputy has to transport a handicapped prisoner who requires special transportation, the deputy shall notify the supervisor so that special accommodations may be arranged. The special accommodation shall be documented in the CAD system.
8. When transporting an injured prisoner or prisoner with a communicable disease, the deputy shall notify the supervisor and document the event in a WCSO report.

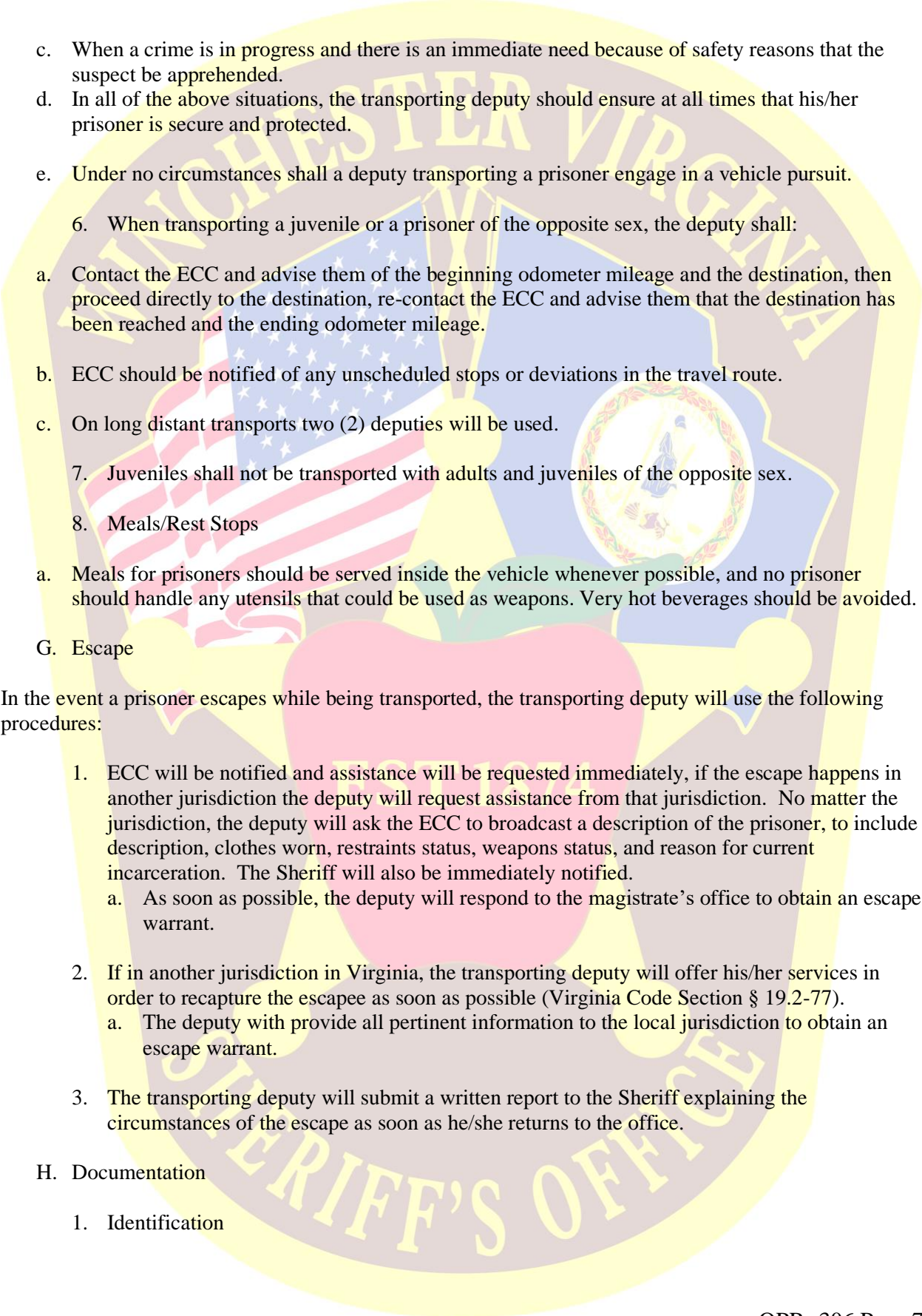
9. A deputy shall remain with a prisoner that is transported to a medical facility. The deputy shall be cognizant of hospital protocol and assist hospital personnel in providing medical treatment to the prisoner while still maintaining the prisoner's security. This may include remaining in the room for medical procedures or maintaining a presence outside of the door to the room where the prisoner is receiving medical care. The hospital's security staff should be notified, and they may provide assistance, if needed.

E. Mentally Ill

1. Whenever a deputy transports a known mentally ill (ECO, TDO, etc.) patient, the deputy shall secure the patient the same as a prisoner. The deputy will also follow hospital protocol when transferring custody of the patient to the hospital. The deputy shall notify their supervisor of the transport
2. If during a transport outside of Winchester City a prisoner exhibits signs of mental illness, the deputy shall notify the transferring agency of the incident and his/her supervisor.
3. A transport ticket will be produced for every mentally ill subject transported. If any major issues occur, an incident report will be generated documenting the issue.

F. Vehicles

1. All transport vehicles shall be searched before and after transporting patients or prisoners to insure that no contraband, weapons, or other items are present.
2. All transports of prisoners or patients shall be performed in an official Sheriff's Office vehicle. The exception would be for long distance transports where commercial flights and rental vehicles may be required.
3. Seating assignments - A single prisoner/patient being transported by a single deputy shall not be seated behind the driver but shall be seated in the rear seat on the passenger side and secured by a seat belt. A single prisoner/patient being transported by two deputies shall be seated in the rear seat on the driver's side and secured by a seatbelt. Prisoners shall not be transported in the front seat of the transport vehicle. This does not apply to a deputy(s) transporting a prisoner in a vehicle without a cage. In this instance the prisoner will be secured in the front passenger seat, or if there are two deputies, one deputy will ride in the rear seat behind the driver and the prisoner shall be placed in the rear passenger seat.
4. The transporting deputy shall not routinely engage in law enforcement activities during transports. When non-emergency situations arise requiring intervention, the deputy shall notify the ECC or the local law enforcement agency of that jurisdiction.
5. When transporting a prisoner, the transporting deputy will provide law enforcement services only in the following situations:
 - a. When there is a need for the transporting deputy to act immediately in order that a potential victim is not harmed.
 - b. When a victim has been injured and assistance is required right away.

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- The seal of the Chesterfield Sheriff's Office is a large, semi-transparent watermark in the background. It features a central shield with a scale of justice, a sword, and a plow. Above the shield is a banner with the text 'EST. 1872'. The words 'CHESTERFIELD VIRGINIA' are written in an arc above the shield, and 'SHERIFF'S OFFICE' is written in an arc below it. The seal is surrounded by a yellow border.
- c. When a crime is in progress and there is an immediate need because of safety reasons that the suspect be apprehended.
 - d. In all of the above situations, the transporting deputy should ensure at all times that his/her prisoner is secure and protected.
 - e. Under no circumstances shall a deputy transporting a prisoner engage in a vehicle pursuit.
 - 6. When transporting a juvenile or a prisoner of the opposite sex, the deputy shall:
 - a. Contact the ECC and advise them of the beginning odometer mileage and the destination, then proceed directly to the destination, re-contact the ECC and advise them that the destination has been reached and the ending odometer mileage.
 - b. ECC should be notified of any unscheduled stops or deviations in the travel route.
 - c. On long distant transports two (2) deputies will be used.
 - 7. Juveniles shall not be transported with adults and juveniles of the opposite sex.
 - 8. Meals/Rest Stops
 - a. Meals for prisoners should be served inside the vehicle whenever possible, and no prisoner should handle any utensils that could be used as weapons. Very hot beverages should be avoided.
 - G. Escape

In the event a prisoner escapes while being transported, the transporting deputy will use the following procedures:

- 1. ECC will be notified and assistance will be requested immediately, if the escape happens in another jurisdiction the deputy will request assistance from that jurisdiction. No matter the jurisdiction, the deputy will ask the ECC to broadcast a description of the prisoner, to include description, clothes worn, restraints status, weapons status, and reason for current incarceration. The Sheriff will also be immediately notified.
 - a. As soon as possible, the deputy will respond to the magistrate's office to obtain an escape warrant.
 - 2. If in another jurisdiction in Virginia, the transporting deputy will offer his/her services in order to recapture the escapee as soon as possible (Virginia Code Section § 19.2-77).
 - a. The deputy will provide all pertinent information to the local jurisdiction to obtain an escape warrant.
 - 3. The transporting deputy will submit a written report to the Sheriff explaining the circumstances of the escape as soon as he/she returns to the office.
- H. Documentation
- 1. Identification

Proper documentation is necessary to ensure the correct identification of the prisoner being transported. Such documentation may include, but is not limited to: name, social security number, date of birth, and physical descriptors, which should be on the warrant; transportation order; commitment order; ECO/TDO; etc.

2. Location

Anytime a prisoner is moved from one location to another, ECC is to be notified so that the movement is documented in CAD.

3. Disposition

The transporting deputy shall insure that all appropriate legal and/or medical documents accompany any prisoner. The deputy must insure that there is an appropriate flow of information regarding the prisoner in reference to security status, health problems, medications, or any other information, which should be passed on to a person assuming custody of the prisoner. On transports outside Winchester City, the Sergeant, or his designee, shall call ahead to the institution where the prisoner or patient is to be picked up from or delivered to in order to ascertain that the institution is willing to accept or release to our custody the prisoner or patient.

4. Destination

The proper paperwork (jail committal, property form, etc.) will be submitted to the proper person at the receiving facility and, in situations that require it, the deputy will ensure that proper signatures are obtained on paperwork to be returned to the Sheriff's Office.

5. At the conclusion of a transport, the deputy shall complete the required paperwork documenting the transport.

6. Detention Orders

- a. When a detention order comes into our possession, we shall attempt to locate the person named in the order. When the person is located, he/she must be taken into custody and transported to the destination indicated on the order.
- b. When a person is taken into custody, the detention order must be executed as soon as possible. It is not necessary that the patient be cognizant of the service.
- c. When the deputy has a detention order in his/her possession and cannot locate the person named therein, the order should be returned to the Magistrate with a notation, "Patient cannot be located."
- d. When a detention order is executed, the deputy must maintain custody of the patient until such time as he/she is confined in a mental health ward of a designated hospital or is released.
- e. If the deputy has already served the detention order and should the patient have medical problems and be confined to a medical ward of a hospital or general population hospital room; the deputy will maintain custodial duties during the time the patient is confined, the hospital assumes custody of the patient, or the detention order expires.