

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 - LAW ENFORCEMENT
GENERAL ORDER

May 7, 2018
INDEX NO. 3.23

PRISONERS

I. PURPOSE

The purpose of this General Order is to establish operational procedures for the handling of prisoners within the Bay City Department of Public Safety.

II. RESTRAINING PRISONERS

A. Handcuffs

1. General Guidelines

- a. Prisoners will generally be handcuffed with their hands behind their backs.
- b. All arrested persons in the following categories will be handcuffed at the time of arrest and will remain handcuffed until confined in jail. The only exception is that felony prisoners may have the handcuffs removed after transport if they have been taken to the Law Enforcement Center to be interviewed.
 - i. Felony prisoners
 - ii. Belligerent or combative prisoners
 - iii. Verbally abusive prisoners who are likely to become combative
 - iv. Prisoners who are likely to cause injury to themselves or others
 - v. Any other prisoners the officer feels necessary to restrain
- c. The tightness of the handcuffs should always be checked before placing a suspect in a vehicle.
 - i. As a general rule, handcuffs should easily move up and down the wrist while tight enough to avoid sliding over the hands.
 - ii. Handcuffs will always be double-locked before placing a subject in a vehicle.
 - iii. When suspects complain of handcuff tightness, officers will check them immediately.

2. Prisoners Handcuffed for More Than One Hour

- a. If a prisoner is handcuffed for more than one hour, a supervisor shall be notified of the situation. Consideration will be given to bringing the handcuffs from behind the suspect's back to the front.
- b. Discretion of the officer and common sense should be the deciding factors.

3. Disabled, Sick, Elderly, and Injured Prisoners

- a. Consideration shall be given to the prisoner's disability, medical condition, age, or injury when the decision to restrain these individuals is made.

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- b. Officers may either handcuff in the front or refrain from using handcuffs on disabled, sick, elderly or injured prisoners as long as the safety of officers or others is not jeopardized. This does not apply to mentally ill prisoners.

B. Leg Restraints

- 1. Authorized Equipment - The only leg restraints authorized are the department issued hobble device and leg irons.
 - a. The hobble device may be used to temporarily secure a prisoner who is handcuffed to the rear and to secure the legs during transportation.
 - b. Leg irons may also be used to secure a prisoner who is handcuffed to the rear or in the front.
- 2. Guidelines for Use - See Index No. 3.15 "Response to Resistance" section IX for use of the hobble device.
- 3. Medical Aid
 - a. Suspects displaying difficulty breathing or loss of consciousness (positional asphyxia) will immediately be removed from restraints.
 - b. First-aid and / or lifesaving measures will be initiated, including a request for paramedics.
 - c. Officers should use caution to ensure the individual is not faking the condition to effect an escape.
 - d. A supervisor shall be notified of the situation as soon as possible.

III. SEARCHING PRISONERS

A. General Guidelines

- 1. Officers will control and secure all persons in their custody for the protection of officers and others.
 - a. Prisoners will be considered potentially dangerous regardless of the charges against them.
 - b. Prisoners will be searched before being transported, placed in an interview room, or booked into jail.
- 2. A search must be thorough and should not be discontinued when one weapon is found as the subject may have more than one. The same is true for controlled substances and other contraband.
- 3. All property, including smoking materials, will be removed from prisoners and placed in an evidence bag before placing them in a police vehicle.

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- B. Searches by Officers of the Opposite Sex
 - 1. When practical, officers will request that an officer of the same sex as the prisoner be dispatched to conduct the search.
 - 2. Prisoners of the opposite sex who have not been thoroughly searched will be handcuffed until a thorough search has been performed.
 - 3. When an officer of the same sex as the prisoner is not available, a limited but thorough search will be made for weapons only before transporting the prisoner.
 - a. Officers will consider requesting another officer to respond and act as a witness to this search to minimize allegations of misconduct.
 - b. If exigent and articulable circumstances exist, officers may proceed with the search without a witness.
 - c. Items such as coats, jackets, hats, footwear, and handbags will be removed from the suspect and thoroughly searched.
 - d. A more thorough search for other contraband or evidence will be delayed until it can be accomplished by an officer or jail personnel of the same sex as the prisoner.

IV. EMPLOYEE RESPONSIBILITIES

- A. Employees will transport prisoners with consideration given to the following:
 - 1. Employees' safety
 - 2. Prisoners' health and welfare
 - 3. Prevention of any escape attempts by the prisoner
- B. Employees will bear full responsibility for the safety of their prisoners and for the safekeeping of prisoners' property.

V. SECURITY

- A. Searches
 - 1. Search of Prisoners - All prisoners will be searched prior to being placed in the transport vehicle.
 - 2. Search of Transport Vehicles
 - a. Vehicles used to transport prisoners will be searched for contraband, weapons, etc. at the following times:
 - i. At the start of the shift
 - ii. At the end of the shift
 - iii. As soon as practical after a prisoner has been transported

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- b. At no time will a prisoner be transported in a vehicle that has not been thoroughly searched.

- B. Restraint of Prisoners - Prisoners will be restrained during transport in accordance with this General Order.

- C. Contact with Prisoners
 1. Employees will keep their prisoners in sight at all times.
 2. Except in the case of detectives transporting prisoners in detective vehicles, passenger employees will not sit with prisoners in cars but will monitor prisoners from the front seat compartment.
 3. Detectives shall never transport prisoners in detective vehicles while alone.
 4. In the case of detectives transporting prisoners in detective vehicles; the passenger detective shall sit in the backseat with the prisoner. Their gun side shall be positioned opposite to the prisoner.
 5. Prisoners will not be allowed to communicate with anyone other than law enforcement personnel during the time they are being transported.

- D. Special Transport Guidelines
 1. Transporting Prisoners of the Opposite Sex
 - a. If an officer is working alone and transporting a person of the opposite sex, the officer will record the following information with Central Dispatch.
 - i. Start time and location
 - ii. Completion time
 - b. Prisoners of the opposite sex will not be transported or confined together.
 2. Juveniles will not be transported or confined with adults unless extreme circumstances exist.

- E. Prisoners Transported Using Hobble Device
 1. If practical, a second officer will ride with the arresting officer and will maintain continual observation of the suspect.
 - a. Officers will leave the dome light on or use their flashlight to assist in monitoring the welfare of the prisoner.
 - b. If the prisoner moves to a facedown position officers will pull over and move the prisoner to an upright position, their side or their back.
 2. Officers will limit the time a prisoner is restrained in this manner to as short as possible.

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3. Prisoners restrained in this manner should be transported to the jail as soon as possible.
- F. Response to Radio Traffic While Transporting Prisoners - Officers transporting prisoners will not respond to routine radio traffic.
1. Officers may, however, respond to life-threatening situations.
 2. Officers will give due regard to the safety of the prisoner and of the public.
- G. Making Stops During Prisoner Transport
1. During routine transports employees will not make personal or administrative stops when transporting prisoners; e.g., stopping for food or gas, dropping off or picking up paperwork, etc.
 2. In the case of an extended transport, stops for fuel, food and restroom use are permissible. Prisoners shall not be allowed out of a vehicle unless they are secured with handcuffs and leg irons. Prisoners must be kept within sight and under physical control at all times when they are not secured in a vehicle.

VI. PRISONER PROPERTY

- A. Arresting officers will search each prisoner and account for all prisoner property.
- B. When prisoners are found in possession of contraband items, potentially dangerous items, or large items of personal property that cannot be handled by the jail facility, such property will be impounded in accordance with the guidelines set forth in General Order 3.12 Evidence Impounding Procedure / Policies.
1. If officers are in doubt, they will impound the item.
 2. A SRMS report will reflect this information.
 3. It shall be noted in a SRMS report which prisoner property was turned over to jail personnel.
- C. Property Acceptance Guidelines - The following guidelines reflect the policies of the Bay County Jail reference the acceptance of prisoner property.
1. General Property
 - a. Matches will be discarded.
 - b. Unopened / opened packs of cigarettes will be placed in the prisoner's property bag to comply with the non-smoking regulations of the jail.

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- c. Wallets shall be inspected for credit cards.
 - d. If a ring cannot be removed, prisoners will be advised that the Bay City Department of Public Safety is not responsible for items retained by the prisoner. The ring will be listed in a SRMS report as still being on the prisoner.
- 2. Currency
 - a. Prisoner currency will be counted in the presence of two officers.
 - b. Currency will be noted in a SRMS report.
- D. Property Descriptions - The following property descriptions will be used when listing property in a SRMS report.
 - 1. Items that appear to be gold, silver, or diamonds will be described as yellow metal, white metal, and clear stone.
 - 2. Jewelry containing settings will be described indicating the number of settings, color of the settings, and notation if any of the settings are missing.
EXAMPLE: 1 yellow ring with 8 settings (6 clear, 1 red, 1 missing).
 - 3. Watches shall have the brand name listed, and the officer shall provide a detailed description of the watch.
EXAMPLE: 1 yellow watch, brand-Pierre Cardin, yellow band, crystal broken, excessively worn, not running.
- E. Packaging Prisoner Property Retained by the Jail
 - 1. Prisoner property will be listed in the Prisoner Property section of the Arrest / Booking Card.
 - 2. The property will then be placed in a property bag provided by the jail.

VII. PRISONER ESCAPES

- A. If a prisoner escapes from the Law Enforcement Center or while being transported, officers will:
 - 1. Provide Central Dispatch with a complete description of the escaped prisoner to be broadcast immediately.
 - 2. Establish a perimeter.
- B. A supervisor will respond to the area and mobilize the necessary resources (i.e., canine, air support, etc.).
- C. If the suspect is apprehended, an additional charge of escape will be added. The suspect will be booked and a SRMS report will be completed.

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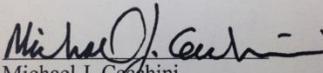
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- D. If the suspect is not apprehended, the following will take place:
1. A BOL shall be broadcast by Central Dispatch for the suspect.
 2. If appropriate, a press release will be completed.
 3. A SRMS report will be completed with a warrant request for the charge of escape.

By order of:


Michael J. Cecchini
Public Safety Director