

PBP FORM 290  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...accountability, integrity and respect."</i>		<b>SUBJECT:</b> <b>"HANDLING OF PRISONERS-          GENERAL REGULATIONS"</b>	<b>ORDER NUMBER:</b> 50-01
		<b>PLEAC STANDARD: 2.5.1, 2.5.2,          2.5.3, 2.5.4, 2.5.5, 2.5.6, 2.5.7, 2.5.8</b>	<b>PAGE 1 OF 8</b>
<b>ISSUE DATE:</b> 7/29/2015	<b>EFFECTIVE DATE:</b> 7/29/2015	<b>ANNUAL REVIEW DATE:</b> JULY	<b>RESCINDS:</b> 
			<b>AMENDS:</b> ALL PREVIOUS

**1.0 PURPOSE**

1.1 The purpose of this policy is to provide general regulations regarding the handling of prisoners or suspects.

**2.0 POLICY**

2.1 It is the policy of the Pittsburgh Bureau of Police to provide proper custodial care for all prisoners. Officers shall take any reasonable and necessary actions to ensure prisoners are kept safe and secure, cannot and do not escape, cannot and do not inflict injury or harm on anyone, and are transported to a medical facility in a timely manner, if required.

**3.0 GENERAL REGULATIONS**

- 3.1 A member or employee shall not subject any prisoner or suspect in custody to any unnecessary application of force.
- 3.2 A member or employee shall not communicate any information that may enable any prisoner or suspect to escape custody or conviction; dispose of stolen goods or give information detrimental to the Pittsburgh Bureau of Police.
- 3.3 No member or employee shall loan or give money or anything of value to prisoners or suspects in custody.
- 3.4 No member or employee shall release any prisoner or suspect in his charge without proper authority.
- 3.5 No member or employee shall allow any prisoner or suspect in his charge to escape through carelessness or neglect.
- 3.6 No member or employee shall allow any prisoner or suspect to escape custody through design.
- 3.7 Members shall not engage in enforcement activities while transporting prisoners unless failure to act would risk death or serious bodily injury to another. In non-life threatening yet serious situations, members should call for back up assistance and may remain on scene until such assistance has arrived. They must continue to monitor their prisoner as per this policy.

**4.0 PRISONER SEARCHES**

- 4.1 When an individual is arrested, the arresting officer shall thoroughly search that prisoner/suspect, to include his/her personal possessions, for any weapons, offensive articles or contraband prior to entering any Pittsburgh Bureau of Police vehicle or facility.
- 4.2 If an officer other than the arresting officer must transport the prisoner or suspect, the transporting officer shall complete an independent thorough search of the prisoner/suspect, to include his/her personal possessions, prior to entering a Pittsburgh Bureau of Police vehicle or facility.

**5.0 STRIP SEARCHES AND BODY CAVITY SEARCHES (Refer to G.O. # 45.1, "Strip and Body Cavity Searches.")**

**6.0 VEHICLE INSPECTIONS**

- 6.1 At the beginning and end of each tour of duty, all vehicles shall be searched thoroughly for weapons, contraband and implement of escape.
- 6.2 The officer will inspect his/her vehicle at the beginning and end of his/her tour to ensure the following safety devices are present and functioning properly:
  - 6.2.1 The safety screen shall be securely in place and undamaged.
  - 6.2.2 All windows shall be intact and outer door handles/latches in proper working order.
  - 6.2.3 Rear-seat interior door handles and window controls shall be deactivated.
  - 6.2.4 The interior shall be inspected to ensure that there are no remaining body fluids or other contaminants in the vehicle. If contaminants are present, the vehicle will be cleaned pursuant to policy. (*Refer to City of Pittsburgh Infections Disease Control Program-Exposure Control Manual, July 2010 Revision.*)
  - 6.2.5 Prior to placing a prisoner in the vehicle for transport, the transporting officer shall inspect the interior for weapons, contraband or implements of escape. The vehicle shall be searched again immediately after the prisoner has been delivered to the Allegheny County Jail or next receiving agency.
  - 6.2.6 If weapons, contraband or implements of escape are located, it shall be immediately seized. The officer(s) shall immediately report the situation verbally to their supervisor. This information must be included in the PBP Form #3.0, "Investigative Report" or a PBP Form #8.11, "Supplemental Report", whichever is appropriate.
  - 6.2.7 If a non-PBP vehicles, e.g., ambulances, other law enforcement agency vehicles, etc., is being used to transport a prisoner in police custody, the vehicle shall be searched for weapons, contraband or evidence prior to, and immediately after the transport. The search shall be limited to those areas immediately accessible to the prisoner. The officer shall obtain permission from the individual in charge of the vehicle, when feasible.
- 6.3 The following information shall be documented in every PBP Form #3.0 Investigative Report when a prisoner is/prisoners are transported to the Allegheny County Jail or any other facility/institution.
  - 6.3.1 A thorough search was conducted of the transporting vehicle at the beginning of the shift.
  - 6.3.2 A thorough search was conducted of the transporting vehicle at the beginning of the shift, prisoner(s), and
  - 6.3.3 A thorough search was conducted after transporting the prisoner(s).
- 6.4 If the search is not negative for weapons, contraband, and/or implements of escape, officers shall document the occurrence in the PBP Form #3.0, Investigative Report, or a PBP Form #8.11, Supplemental Report, whichever is appropriate.
  - 6.4.1 Any such PBP Form #3.0, Investigative Report, shall not be approved by a Supervisor unless it contains the above noted information.

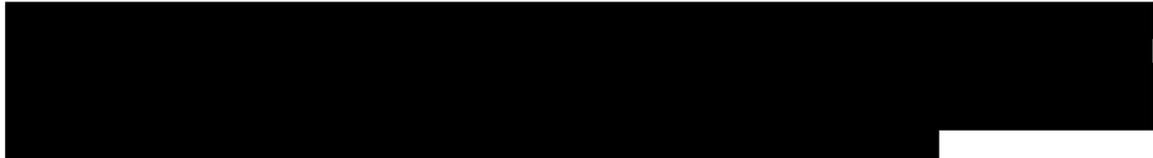
**7.0 DETENTION OF PRISONERS AT ZONE STATION OR INVESTIGATIONS BRANCH OFFICES**

- 7.1 Prisoners shall not be unnecessarily detained at any PBP duty location and shall be transported to the Allegheny County Jail or next receiving agency as soon as possible.

**8.0 CONVEYING OR TRANSPORTING OF PRISONERS TO OTHER FACILITIES**

- 8.1 The transporting officer(s) should be aware of and follow the procedure at the different facilities they are entering with a prisoner. The facilities shall include, but are not limited to, state institutions, hospitals, mental health facilities, and county jails.

8.1.1



8.1.2

[REDACTED]

8.1.3 The transporting officer(s) will be responsible to make sure all the necessary documentation is properly exchanged with regard to the transfer of the prisoner and delivered to the receiving officer/person.

8.1.4 Documentation of a prisoner transfer will be attached to a copy of the investigation report and will be kept on file at the duty location. In the case where a prisoner transfer receipt is not possible, the prisoner transfer will be documented in the last paragraph of PBP Form #3.0, "Investigative Report".

8.1.5 The transporting officer(s) shall advise the receiving officer/person of any potential medical or security concerns, or hazards posed by the prisoner.

8.1.6 The following information shall be documented in every PBP Form #3.0, Investigative Report, when a prisoner is/prisoners are transported to and lodged in the Allegheny County Jail (ACJ).

8.1.6.1

8.1.6.2

8.1.6.3 Transfer of custody to ACJ Corrections Officer, and

8.1.6.4 Advising ACJ personnel of any potential medical and/or security concerns and/or hazards posed by prisoner.

8.1.6.5 Any such PBP Form #3.0, Investigative Report, shall not be approved by a Supervisor unless it contains the above noted information.

8.2 Generally, all transports of prisoners shall be made in a patrol vehicle equipped with a cage/safety screen or in a patrol wagon/van.

8.3 The use of seatbelts is required on all prisoners. If an officer is unable to secure a prisoner (size, being combative, etc.) then the transporting Officer shall notify communication with this information prior to transport. This information is also required to be documented in the officer's report. If a transport unit was used then the officers providing the transport are required to notify the arresting officer to document the reason why a seatbelt was unable to be used.

8.4 ALL juveniles must be transported in a vehicle equipped with functioning seatbelts.

8.4.1 All children under the age of four (4) years old will be secured in a child passenger restraint system (Car Seat) during transport. Children must be transported in a car/suv.

8.4.2 All juveniles four (4) years old and older, but under eight (8) years of age, will be secured in a child booster seat during transport. Children must be transported in a car/suv.

8.4.3 All juveniles under the age of eighteen (18) and over the age of eight (8) will be secured in a properly adjusted and fastened safety seat belt system during transport. Juveniles may be transported in a PBP wagon if it is equipped with functioning seatbelts. Supervisors may use their discretion regarding the use of wagons to transport juveniles (i.e., age of juvenile, size of juvenile, level of combativeness, etc.).

*This order complies with the Pa Motor Vehicle Code: Chapter 45: Other Required Equipment § 4581. Restraint systems.*

8.5

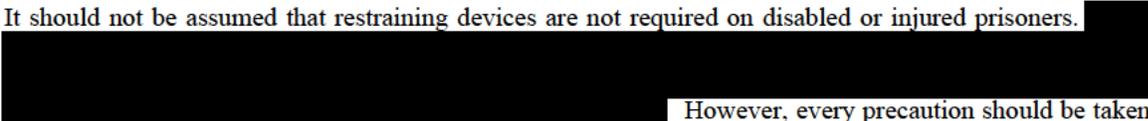
[REDACTED]

8.6 Whenever a person is placed in a Bureau of Police vehicle, the officer(s) assigned to that vehicle, or the officer(s) who placed the person in the vehicle, shall maintain a watch of the person.

8.6.1 It will be the responsibility of the officer(s) assigned to that vehicle, or the officer(s) who placed the person in that vehicle, to remove or transport the person from that location as soon as possible. If transport is not immediate, the officer who placed the person in the vehicle will ensure the person is visually monitored.

- 8.6.2 If there is a supervisor on the scene of any incident, the supervisor will ensure the person in the vehicle is monitored, transported, or removed from the vehicle as soon as possible.
- 8.6.3 Whenever a person is being transported, the transporting officer(s) will monitor the person at least every five minutes.
- 8.7 When a prisoner is to be transported to the Allegheny County Jail, the next receiving agency, or other destination, whether it be in a wagon, or patrol car, the transporting officers must notify the Emergency Operations Center (EOC) with the following information:
  - 8.7.1 The starting location of the transport.
  - 8.7.2 Number of persons being transported.
  - 8.7.3 Whether person(s) transported is an adult or juvenile.
  - 8.7.4 Sex of person(s) being transported.
  - 8.7.5 The beginning and ending mileage of the transport.
  - 8.7.6 The departure and arrival of the transport.
  - 8.7.7 The destination of the transport.

**9.0 TRANSPORTING SICK, INJURED OR DISABLED PRISONERS:**

- 9.1 Whenever any prisoner is transported by a PBP member, the officer shall carefully observe the prisoner to determine whether or not he/she is suffering from any illness or injury. If an illness or injury is discovered or suspected, or the prisoner requests medical treatment, the transporting officer, or medic unit shall transport the prisoner to the closest hospital with an emergency room. Under no circumstances shall an unconscious prisoner be placed in or allowed to remain in a cell, locked room, detention bench or in a police vehicle.
- 9.2 Individuals under arrest, who are injured or sick, will not be transported to any prison or holding facility until he/she has been transported to and offered treatment at the nearest hospital with an emergency room. If the prisoner refuses treatment while at the medical facility, the officer will obtain a copy of the refusal form. (*Refer to G.O. #12-9, "Pepper Aerosol Restraint Spray" and G.O. #12-13 Taser*)
  - 9.2.1 This refusal form will be given to the Allegheny County Jail Intake or next receiving facility upon entry with the prisoner. The officer must document the refusal of medical treatment in his/her PBP Form #3.0, "Investigative Report".
  - 9.2.2 When necessary, EMS shall be called to provide transport to a medical facility. If the prisoner refuses treatment or transport by the EMS, the officer will obtain a copy of the refusal or relevant identifying information from EMS to be submitted in the officer's report. The officer will notify EOC the prisoner has refused medical treatment and has been cleared by EMS for police transport to the Allegheny County Jail or the next receiving facility.
  - 9.2.3 Any officer(s) involved in the injury of a prisoner or suspect will immediately notify their supervisor of the incident without delay. As soon as possible, the officer(s) will submit a PBP Form #10.10, "Subject Resistance Report" and document the entire situation in the PBP Form #3.0, "Investigative Report".
  - 9.2.4 If the detention facility refuses to accept an arrestee, and requires a medical clearance for acceptance, the arrestee shall be transported to the nearest hospital with an emergency room. The transporting officers will guard the arrestee until medically cleared and then transport him/her back to the detention facility.
- 9.3 **Transporting an injured or disabled prisoner:**
  - 9.3.1 The safety of the prisoner and the transporting officer(s) requires due care when transporting disabled or injured prisoners.
  - 9.3.2 It should not be assumed that restraining devices are not required on disabled or injured prisoners.  However, every precaution should be taken to ensure the safety of the officer(s) and the disabled or injured prisoner.

- 9.3.3 When possible, the disabled prisoner will be handcuffed. A leather restraint transport belt (belly belt) may be utilized in lieu of handcuffing the disabled prisoner behind the back. If the disabled prisoner has shown a tendency toward violence, restraints shall be required.
- 9.3.4 Any wheelchairs, crutches, unattached prosthetic devices, and medication must be transported with, but not in the possession of, the prisoner.
- 9.3.5 If the prisoner is released and transported to a holding facility, the transporting officer(s) shall take a copy of the medical release and provide it to the next receiving agency.
- 9.3.6 Physically and mentally disabled prisoners present conditions for their transportation that dictate special care and attention. For example, the type of vehicle used would be a consideration when transporting non-ambulatory prisoners or those requiring wheelchairs, crutches, or prosthetic appliances.

**9.4 Restraining Mentally Disturbed or Mentally Handicapped Prisoners:**

- 9.4.1 The guidelines outlined previously are applicable to situations involving the transport of mentally handicapped or mentally disturbed prisoners.
- 9.4.2 If the mentally disturbed prisoner has a potential for violence, the transporting officer may request, or the supervisor may direct, another officer to assist the transporting officer by either following the transporting vehicle or riding with the officer.
- 9.4.3 *Refer to PBP 40-15 "Responding to Incidents Involving People with Mental Illness" for further information (7/1/2010).*

**9.5 When a prisoner is transported to a medical facility for any reason, the following will apply:**

- 9.5.1 The transporting officer(s) will notify dispatch of which medical facility they are transporting to and the nature of the injuries to the prisoner.
- 9.5.2 [REDACTED]
- 9.5.3 If the prisoner is to be admitted to the medical facility, the officer(s) will notify his/her supervisor of the circumstances without delay.
- 9.5.4 The transporting officer(s) will not leave the medical facility until he/she is relieved by another officer or is instructed by the supervisor to do otherwise.
- 9.5.5 [REDACTED]
- 9.5.6 If the arrestee is admitted to the hospital, it shall be the responsibility of the shift Lieutenant or A/Lieutenant of the arresting zone to determine how to proceed with the arrest. The shift Lieutenant or A/Lieutenant shall determine if the incident should be handled by summons, warrant, or an actual physical arrest. Upon the admission of a prisoner into the hospital, the decision whether a patrol officer will guard the prisoner will initially be made by the shift supervisor. If the prisoner would have normally been released after processing, as provided by the Rules of Criminal Procedure, the decision to release the prisoner at the hospital may be appropriate. If the prisoner cannot care for him/herself, such as in an intoxicated state, the prisoner may be released if the hospital accepts responsibility for him/her. The final decision on any long term guarding of the prisoner rests with the Chief of Police or his/her designee.
- 9.5.7 [REDACTED]
- 9.5.8 If it is determined that the arrest will be physical, it shall be the responsibility of the arresting zone to guard the prisoner for the **first 24 hours**.
- 9.5.9 **After** the first 24 hours, the zone in which the hospital is located will be responsible to guard the prisoner.

- 9.6.0 The arresting zone Lieutenant or A/Lieutenant shall pass on all pertinent information, such as: charges, who will clear and or complete the arrest/warrant paperwork, CCR#, criminal history, room number and medical condition. They shall also notify the CRRU Supervisor and advise.
- 9.6.1 The shift Lieutenant in the zone where the hospital is located shall check on the prisoner and guarding officer every shift. This can be done by the Lieutenant or a designated Sergeant. In the event that there is only one Supervisor working on a given shift, the check can be done via telephone.
- 9.6.2 Once the admitted arrestee is medically cleared, the guarding Officer shall contact the zone desk where the hospital is located to arrange transport of the arrestee to the detention facility. All paperwork shall be cleared by the transporting unit.
- 9.5.8 Refer to *PBP 50-03 "Prisoners Admitted to Hospitals"* for additional direction on prisoner hospital admissions and security.

**10.0 PRISONER ESCAPE IN TRANSIT**

If a prisoner should escape while being transported, the following action will be taken, without delay, by the transporting officer(s):

**10.1 Persons to be notified:**

- 10.1.1 The officer shall, without delay, notify the Allegheny County Emergency Operations Center (EOC) immediately by radio. The transporting officer will provide a complete description of escapee, direction of flight, weapons, identify original crime and propensity for violence if known.
- 10.1.2 The officer shall notify, without delay, his/her immediate supervisor and report the escape situation and current circumstances. The supervisor will then notify his/her chain of command for police notification.

**10.2 Reports to be prepared:**

- 10.2.1 PBP Form #3.0, "Incident Report" and PBP Form #2.0, "Investigative Report"
- 10.2.2 Affidavit of Probably Cause.
- 10.2.3 Any other reports as determined by the supervisor.

**10.3 Other actions to be taken:**

- 10.3.1 Transporting officer(s) and supervisor will ensure that every effort is made to apprehend the escapee.
- 10.3.2 Notification to the police zone/agency in the jurisdiction of the last know address of the escapee.
- 10.3.3 Notification to surrounding police agencies.
- 10.3.4 Notification to the police agency where the victim resides and or works, if known.
- 10.3.5 NCIC/CLEAN entry as soon as possible.

**11.0 SECURITY HAZARDS**

- 11.1 When a prisoner is to be transported to any facility and is considered an unusual or high security risk, the transporting officer(s) will inform the EOC to notify the respective facility of such conditions and requests additional safeguards.
- 11.2 It is the responsibility of each officer to properly document all information received regarding an unusual or high security risk prisoner

**12.0 RESTRAINING DEVICES**

- 12.1 The transportation of a prisoner shall be accomplished using the degree of restraint deemed reasonable and necessary by the officer(s) to safely complete the task.

**12.2**

12.2.1

12.2.2

12.2.3

12.2.4 [REDACTED]

12.3 All arrested persons being transported in a police vehicle shall be properly secured with a seatbelt.

12.4 The proper use of leg irons (shackles) and leather restraint transport belts (belly belts) when transporting a prisoner is permissible. Some factors to be considered when using leg irons and transport belts include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

12.5 Prisoners shall not be handcuffed to any part of the vehicle during transport.

12.6 Officers are prohibited from transporting prisoners who are restrained in a prone position.

12.7 Juveniles may be handcuffed when being transported to the duty location or other facility at the discretion of the transporting officer. Situations necessitating handcuffing of juveniles may include the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]

12.7.4 Juveniles will not be handcuffed to adult prisoners.

12.8 [REDACTED]

12.9 In the event of a large scale civil disobedience, or riot, where multiple prisoners are taken into custody, alternate methods of restraint may be utilized, such as:

- [REDACTED]
- [REDACTED]

**13.0 PRISONERS OF THE OPPOSITE SEX**

13.1 Whenever possible, an officer of the same sex as the prisoner should be utilized to transport a prisoner.

13.2 Male and female prisoners will not be handcuffed together.

13.3 Generally, male and female prisoners will be transported separately.

**14.0 SHOW UP OF PRISONERS**

14.1 Many courts have suppressed identification evidence based on the use of a show up because of inherent suggestiveness of the practice. Therefore, the use of a show up should be avoided whenever possible in preference for a photo array or lineup. When exigent circumstances require the use of a show up, the following guidelines should be followed:

- 14.1.1 Single suspect show up shall not be used if there is probable cause to arrest the suspect.
- 14.1.2 A complete description of the suspect should be obtained from the witness prior to conducting the show up.
- 14.1.3 Whenever possible, the witness should be transported to the location of the suspect rather than bringing the suspect to the witness.
- 14.1.4 A Show up should not be conducted when the suspect is in a cell, handcuffed or otherwise restrained, or dressed in jail clothing.
- 14.1.5 A Show up should not be conducted with more than one witness present at a time. If the show up is conducted separately for more than one witness, the witnesses should be separated and not be permitted to communicate before or after the show up.
- 14.1.6 The same suspect should not be presented to the same witness more than once.

- 14.1.7 Show up suspects should not be required to on put clothing worn by the perpetrator, to speak words uttered by the perpetrator or to perform actions of the perpetrator.
- 14.1.8 Words or conduct of any type by officers that may suggest to the witness that the individual is or may be the perpetrator should be scrupulously avoided.

**15.0 RELEASED BY A PHYSICIAN FOR INCARCERATION**

- 15.1 When a prisoner suffers an injury and has been examined and treated at a hospital and then released, the arresting or transporting officer(s) must obtain a physicians "release for incarceration" from the attending physician or his/her designee stating the individual has been treated for their injuries.
- 15.2 The arresting or transporting officer(s) must deliver the physicians "release for incarceration", additional medical instructions and medications to the detention officer, intake nurse or next receiving facility designee at the time the prisoner is released to their custody.
- 15.3 The Allegheny County Jail or next receiving facility may refuse any prisoner if they are not accompanied with the appropriate release for incarceration paperwork.
- 15.4 In the event personnel at the Allegheny County Jail refuse to honor the above procedures, the watch commander, if available, or the zone commander of the zone station shall be contacted and he/she in turn shall contact a higher authority at the County Jail to gain admittance for the arrested person. If the commander cannot be located or is not available, then the Assistant Chief of Operations will be contacted.

**16.0 ASSISTING WITH PRISONERS ARRESTED BY CAMPUS, VETERANS ADMINISTRATION AND HOSPITAL POLICE**

- 16.1 In view of the fact that Campus Police, Veterans Administration and Hospital Police are recognized law enforcement agencies by the State of Pennsylvania, any person arrested by any of the above shall be treated in the same manner as an arrest by the Pittsburgh Bureau of Police.
- 16.2 When necessary, members of the Pittsburgh Bureau of Police shall transport such prisoners; however, they shall be only the assisting and transporting officers and shall not be the arresting officer(s).
- 16.3 Prisoners shall be searched and transported according to all applicable policies and procedures established by the Pittsburgh Bureau of Police.

Approved by:



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Cameron Mclay, Chief  
Pittsburgh Bureau of Police