

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject RESTRAINT, SEARCH, AND TRANSPORTATION OF PRISONERS AND INMATES	Policy Number GJ-9 Effective Date 07-17-24
Related Information ARS 31-601 CP-6, <i>Bloodborne Pathogens</i> CP-7, <i>Airborne Pathogens</i> DH-3, <i>Searches and Contraband Control</i> DH-7, <i>Intrafacility Inmate Movement</i> DN-1, <i>Inmate Leaves into the Community</i> DO-1, <i>Intake Process</i> EA-3, <i>Non-Traffic Contact</i> GJ-13, <i>Escapes and Related Incidents</i> GJ-37, <i>Transgender, and Intersex Interactions</i>	Supersedes GJ-9 (08-02-17)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for authorized Office personnel regarding the application and use of restraint devices utilized in escorting, transporting, or restraining subjects, and for the search of those subjects when transported outside of a jail facility.

Although this Office Policy refers to “employees” throughout, this policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies, and posse members.

POLICY

It is the policy of the Office to ensure that authorized personnel who are responsible for restraining any subject, shall properly search the subject and only use restraint devices for the protection of the subject, members of the public, personnel, property, or for the purpose of the jail facility or transportation security. All necessary precautions shall be taken to protect the lives and safety of personnel, members of the public, and the subject being transported.

DEFINITIONS

Accident: Any collision involving an Office vehicle with another vehicle, object, or person resulting in property damage or personal injury.

Active Labor: For the purpose of this Office Policy, the time determined by medical staff in which all restraints are to be removed from an inmate prior to childbirth.

Disability: A physical or mental impairment that substantially limits one or more major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Exigent Circumstances: The sum of the conditions and information available in any event which, taken in their totality, dictate a need for immediate action.

Hobbling (Hog-tying/Suitcasing): Restraint of a combative person by binding hands to ankles, **behind** the back. **This is prohibited for ALL personnel.** Restraints applied binding hands to ankles in front of the body, allowing the subject to be kept upright, or on his side, are not prohibited.

Inmate: An individual who has been accepted for confinement into a jail facility.

Leg Tether: The use of a length of chain fastened to a fixed object and an inmate's lower leg for the purpose of limiting an inmate's range of movement.

Pat-Down Search: The examination of a prisoner or inmate by inspecting their clothing and feeling the contours of their clothed body. The ears, nose, hair, mouth, and throat may be visually checked during this search. Shoes and socks may also be removed and searched.

Postpartum Recovery: As determined by a physician, the period immediately following delivery and directly related to the birth, including the period a woman is in the hospital or infirmary after birth.

Prisoner: An individual deprived of their liberty and kept under involuntary restraint, confinement, or custody prior to being accepted into an Office jail facility.

Restraints: Devices used to control and restrict the physical movement of a prisoner or inmate.

1. Mechanical Restraints: Metal devices, such as handcuffs, leg tethers and leg restraints, used to restrict a prisoner's or inmate's arms, legs, or body movement for transport or for short periods of time.
2. Soft Restraints: Leather or nylon devices used to restrict arms, legs, or body movement for extended periods of time.

Search: An inspection, examination, or viewing of persons, places, property, items, or area in which a person has a reasonable expectation of privacy, for the purpose of obtaining information or evidence.

Sheriff's Inmate Electronic Data (SHIELD): A jail management system containing information about individuals who are, or have been, incarcerated or booked into a jail facility. Information is entered in this database when an individual is booked and updated throughout the term of incarceration. This includes but is not limited to: inmate charges; holds; court dispositions; bond and fine amounts; inmate listed booked in personal property; locker assignments; housing locations; restrictions; emergency medical information; scheduled inmate appointments; and the day-to-day operations of jail facility housing unit Shift Logs.

Strip Search: A visual scan of the prisoner's or inmate's body after all clothing has been removed. The subject's ears, nose, hair, mouth, and throat may be visually checked during this search.

Subject: Any prisoner or inmate.

Transgender: A term for people whose gender identity, expression, or behavior is different from those associated with their assigned sex at birth. Transgender is a broad term and is appropriate for anyone to use.

Transport Vehicle: A Maricopa County owned, rented, or leased vehicle, or any other authorized vehicle used for prisoner and inmate transport, excluding public or private transportation or ambulances.

Visual Body Cavity Search: A noninvasive visual observation of body cavities conducted in conjunction with a strip search. A visual body cavity search will be performed only if there is reasonable suspicion that the prisoner or inmate is concealing contraband. Every time a visual body cavity search is conducted, the shift supervisor should be notified.

PROCEDURES

1. **Restraint Devices:** Employees shall ensure that restraint devices are applied in a manner which provides control of the subject's body movements. Personnel shall exercise extreme caution to prevent injury and ensure the safety of personnel, members of the public, prisoners, and inmates. Only employees trained in the use and application of restraint devices shall be authorized to utilize these devices on a subject, as specified in this policy.
 - A. Use of Restraint Devices: Restraint devices shall be applied in each specific situation only as necessary for the subject's behavior to become appropriate, to prevent injury to self or others, or for the transportation of a subject to be completed.
 1. Restraint devices may be used when:
 - a. Circumstances endanger the safety of personnel, members of the public, prisoners, or inmates;
 - b. Circumstances compromise the safety, security, or order of a jail facility or Office building;
 - c. During the routine transport of inmates; or
 - d. When deputies are detaining or placing a subject into custody, as specified in this policy.
 2. A supervisor will be advised as soon as possible whenever any restraints other than mechanical restraints, such as a leg tether, are used on an inmate.
 3. Office personnel are ultimately held accountable for the type of restraint and the way the restraint is used. Office personnel must be able to articulate logical reasons for their decisions based on existing circumstances.
 - B. Restraint Application: Necessary safety precautions shall be taken while restraining subjects to protect the lives of Office personnel, members of the public, and the subject in custody. The type of restraint devices applied when transporting a subject may vary according to the type of vehicle, the subject's physical and/or mental condition, charges, or existing circumstances. Safety precautions and considerations are as follows:
 1. Office personnel shall be alert when applying or removing restraints and, when necessary, additional personnel shall stand by for assistance. Mechanical restraint devices shall be double locked to prevent being tightened around the subject's legs or wrists.
 2. Absent exigent circumstances, handcuffs shall be applied to the subject's wrists, either in front of or behind with the double bars of the handcuff on top of the wrist, closed and double locked securely around the wrists to prevent the subject from tightening or removing while still allowing adequate blood circulation to the hands and wrists.
 - a. For control and the safety of Office personnel, subjects shall normally be handcuffed at the time of arrest and remain handcuffed until confined in an Office jail facility or other facility.
 - b. Unless injured or otherwise disabled, subjects shall normally be handcuffed behind their back, with palms facing outward.

3. Leg restraints shall be applied to the ankle area and double locked securely around the ankle to prevent the subject from tightening or removing while still allowing adequate blood circulation to the ankle and feet. Leg restraints and leg chains shall be applied in the manner instructed by the Training Division and a facility Field Training Officer (FTO).
 - a. When leg restraints are used in conjunction with a belly chain and handcuffs, the handcuffs shall be applied through the belly chain first.
 - b. Leg restraints and leg chains shall be applied above the subject's socks, if worn, and above the ankle with the pants material above the restraint.
 - c. Absent exigent circumstances, leg restraints and leg chains shall be removed from a subject prior to using stairs.
 4. Inmates classified as closed custody are considered to have the highest security risk. These inmates shall be escorted at a minimum, in leg restraints or leg chains with their wrists secured to a restraint about the waist, by no fewer than two detention officers, as specified in Office Policy DH-7, *Intrafacility Inmate Movement*.
 5. Inmates classified as maximum-security custody shall be escorted, at a minimum, in handcuffs in the front of the body.
 6. When disabled, sick, or injured subjects are restrained, consideration should be given to the injuries or disabilities of the subjects.
 7. Additional restraint devices may be used as necessary to control a subject who violently resists arrest or who manifests a mental disorder.
 8. Court Security, Court Operations, Transportation Division, and Medical Transport personnel are often tasked with the responsibility of moving large numbers of inmates and therefore may be required to use a variety of restraint devices and techniques.
- C. Hobbling: Hobbling is **prohibited** for all Office personnel. Employees shall ensure that any prisoner brought into a jail facility hobbled by another agency shall be released from the hobble prior to being accepted into Office custody.
2. **Subject Searches:** A pat-down search of a subject shall be conducted prior to transportation to ensure the safety of Office personnel, members of the public, and the subject being transported. Only employees trained by the Office in search procedures shall be authorized to conduct a pat-down search of a subject, as specified in this policy.
 - A. Subject Searches: Employees shall follow all search procedures as specified in Office Policies to include, but not limited to, DH-3, *Searches and Contraband Control* DO-1, *Intake Process*, EA-3, *Non-Traffic Contact*, GJ-37, *Transgender and Intersex Interactions*, EB-2, *Traffic Stop Data Collection*, and this policy.
 1. Prisoners shall be pat-down searched by authorized personnel for weapons and contraband prior to being transported to a jail facility. Items belonging to the prisoner, such as a purse or a wallet, shall be removed from the control of the prisoner.
 2. If the subject and employee are of the opposite gender and there are no employees of the subject's gender available to make the search, a discreet cursory pat-down search shall be

made for weapons and contraband, regardless of gender. A more thorough search for other contraband shall be delayed until it can be accomplished by an employee of the same gender.

3. Employees shall not pat-down, strip search, or physically examine a transgender, intersex, or gender-nonconforming subject for the sole purpose of determining the subject's genital status. If the subject's genital status is unknown, the status may be determined through a conversation with the subject, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical provider.
 4. Strip searches may be completed at the discretion of an employee, with supervisor approval, if there is reasonable suspicion to believe the subject is concealing a weapon or contraband. Strip searches shall only be conducted by employees of the same gender as the subject and shall be performed in a professional manner in an area affording adequate privacy. Employees of the opposite gender shall not be present during a strip search.
- B. Arriving Prisoner Searches: Prisoners arriving at the Intake, Transfer and Release (ITR) facility shall be pat-down searched upon their arrival by ITR detention officers. Once the subject has arrived at the ITR facility, male inmate pat-down searches may be conducted by either male or female detention officers. Female inmate pat-down searches shall only be conducted by female detention officers absent exigent circumstances, as specified in Office Policy DH-3, *Searches and Contraband Control*.
 - C. Inmate Departing Searches: Inmates who are being transported out of a jail facility for any reason shall be pat-down searched by jail facility detention officers prior to being placed in the designated transportation holding area. Transportation personnel shall verbally verify that pat-down searches were conducted by jail facility detention officers prior to transporting any inmates.
 - D. Transportation Searches: All inmates temporarily held at a jail facility holding area shall be pat-down searched by transporting personnel prior to being transported to an unsecured area such as a court room, a hospital, or a physician's office.
3. **Transportation Methods:** The method of transportation shall be determined based on the needs of the subjects being transported. In transport situations involving commercial vehicles, non-county vehicles, or the transportation of subjects from outside of Maricopa County, the use of two Office personnel and of the same gender as the subject is preferred.
 - A. Transport Method for Female and Male Inmates: Employees may transport inmates of either gender within Maricopa County. However, female and male inmates shall not be transported in the same vehicle unless the vehicle is equipped with separate compartments. When the inmate and employee are of the opposite gender, the Transportation Dispatch Officer shall be advised of the starting point, beginning mileage, termination point, and the ending mileage of the transport vehicle. When the inmate and employee are of the same gender, dispatch notification is not necessary, except when working inmates are being transported to their job assignments.
 - B. Transport Method for Female and Male Prisoners: Employees may transport prisoners of either gender within Maricopa County. However, female and male prisoners shall not be transported in the same vehicle unless the vehicle is equipped with separate compartments. When prisoners and employees are of the opposite gender, the Communications Division shall be advised of the starting point, beginning mileage, termination point, and the ending mileage of the transport vehicle. When the prisoner and employee are of the same gender, dispatch notification is not necessary.

- C. Juvenile Subjects: Regardless of gender, when the subject is a juvenile, the Transportation Dispatch Officer or the Communications Division shall **always** be advised of the starting point, ending point, beginning mileage, and the ending mileage of the transport vehicle.
- D. Disabled Subjects: Upon observing or receiving information that a subject is disabled, the following guidelines shall be followed:
1. Transport shall be conducted using Office vehicles when possible; however, an ambulance or lift equipped vehicle may be required due to an emergency at the request of a supervisor or Correctional Health Services (CHS) personnel. The transport personnel, or their supervisor, may request the assistance of qualified medical personnel to advise or assist in the physical handling of the subject or to recommend the type of transport equipment needed.
 2. The behavior and medical condition of each subject shall be considered in the application of restraints. Soft restraints may be used to prevent injury to the subject.
 3. The subject may be restrained to a wheelchair, gurney, or crutches, if appropriate.
 4. If the subject is to be transported in a wheelchair, the wheelchair shall be safely secured inside the vehicle with the appropriate straps for that vehicle; the use of a separate belt or restraint may be used to provide stability for the subject in the wheelchair when necessary.
- E. Subjects With Infectious Materials or Diseases: Subjects with blood or other potentially infectious materials on their person, or those reasonably suspected of having a serious communicable disease, shall not be transported with other subjects, as specified in Office Policies CP-6, *Bloodborne Pathogens* and CP-7, *Airborne Pathogens*.
- F. Transporting Sick or Injured Subjects: When a subject is reportedly sick or injured, medical assistance shall be sought. Sick or injured prisoners taken to the ITR facility may require a medical release prior to being booked. The decision to accept a sick or injured prisoner with or without a medical release shall be made by CHS personnel. If a subject is to be transported to a medical facility outside the confines of a jail facility, the following procedures shall be implemented:
1. Subjects who are sick or injured and require examination or treatment at a medical facility shall be appropriately restrained during transport. The type of restraints used and the mode of transportation may vary according to the extent and location of injuries or symptoms of an illness.
 2. Valleywise Health Medical Center (VHMC) is designated as the authorized primary medical facility in Maricopa County. Other medical facilities may be utilized based on court orders, urgency, or geographical locations.
 3. Inmates shall always remain restrained while at a medical facility unless the removal of restraints is determined to be necessary during treatment or examination by the attending physician. When applicable, the inmate shall be restrained to a gurney or wheelchair using a two-point restraint procedure securing an alternate arm and leg during the examination.
 - a. Subjects shall remain under constant visual observation by the transporting personnel unless the transporting personnel and the subject are of the opposite gender and the nature of the examination or treatment requires privacy.

- b. When inmates are admitted to VHMC, the transporting personnel shall remain with the subject until a Custody Hospital Unit (CHU) officer arrives to relieve and accept custody.
 - c. When a prisoner is admitted to VHMC, the transporting personnel shall remain with the subject until;
 - (1) The prisoner has been cleared to be transported to the ITR facility for IA appearance and booking;
 - (2) A remote Initial Appearance (IA) and booking process has been completed at which time the CHU shall be notified to relieve and accept custody; or
 - (3) As otherwise determined by a sworn supervisor.
 - d. Subjects admitted to a hospital other than VHMC must remain under constant supervision by Office personnel.
4. **Restraint Devices and Transportation of a Pregnant Prisoner or Inmate [ARS 31-601]:** Upon notification by CHS or a medical provider that a prisoner or inmate is pregnant, no restraints shall be used for the duration of the pregnancy and for thirty days following the delivery of a child, including when the prisoner or inmate is being transported for any reason or transported for delivery or during labor, delivery and postpartum recovery, unless either of the following apply:
- A. Attending medical staff requests the use of restraints. Restraints may be applied and/or removed at the request of medical personnel to perform a procedure. Upon completion of the procedure, if restraints are necessary as indicated in these circumstances, they shall be used in the least restrictive manner possible.
 - B. When the inmate's current behavior presents a danger to themselves or others.
 - C. When the inmate's prior institutional behavior presents a danger to Office personnel or others.
 - D. When the inmate is an escape or flight risk due to current or prior charges and cannot be reasonably restrained by other means in a hospital room setting; at which time a single leg tether may be applied.
 - E. When the inmate is an escape or flight risk due to current or prior charges and is being transported, at which time the use of leg restraints or leg chains shall be utilized in conjunction with a wheelchair and shall be the only method of transporting a pregnant restrained inmate. When this occurs, **prior** supervisor approval is required and an on-duty jail facility supervisor and the transporting employee's supervisor shall be notified prior to departure.
 - F. Postpartum Recovery: A single leg tether may be used during postpartum recovery and shall be long enough to allow for the prisoner or inmate ambulation and access to a bathroom in a private or semi-private room or to exit the bed and stand in a recovery setting.
 - G. The use of restraints for pregnant prisoners and inmates other than a leg tether during postpartum recovery shall require notification and **prior** approval of an on-duty supervisor absent exigent circumstances. The type of restraint applied and the application of the restraint must be done in the least restrictive manner possible. If restraints are applied, the restraining employee shall submit a memorandum within 72 hours detailing the circumstances surrounding the use of restraints to include the supervisor who approved the use of restraints.

1. The memorandum shall be forwarded through the employee's chain of command to the Chief of Custody.
 2. Once reviewed by the Chief of Custody, the original memorandum shall then be forwarded to the Inmate Medical Services Division and stored for a period of three years.
- H. If questions arise regarding restraints on pregnant prisoners or inmates, employees shall contact CHU control to speak to a CHU shift supervisor. The CHU supervisor shall provide guidance regarding restraints to be used.

5. **Responsibilities of the Transporting Personnel:**

- A. Physical Control of Prisoners or Inmates: Deputies and detention officers shall not lose sight or physical control of any prisoner or inmate, except under the following circumstances:
1. The prisoner or inmate cannot be seen due to the construction of the transport vehicle. The transport vehicle containing prisoners or inmates shall never be left unattended;
 2. The prisoner or inmate may be out of sight while secured in a holding cell or other secured area;
 3. The prisoner or inmate may be out of sight during the use of toilet facilities;
 4. Certain medical examinations and procedures may require the absence of transporting personnel; and
 5. Polygraph examinations conducted on prisoners and inmates shall require the absence of transporting personnel.
- B. Escapes: If, during transportation, a prisoner or inmate escapes or attempts to escape, transporting personnel shall be required to complete certain procedures, as specified in Office Policy GJ-13, *Escapes and Related Incidents*.
- C. Service Calls: Employees transporting subjects shall not normally respond to any calls for service or emergency events. Situations calling for a police response shall be relayed to the Communications Division, or to the agency having jurisdiction, as soon as possible. In extenuating circumstances, employees may stop at life-threatening situations, not involving the transport vehicle, if all the following conditions are met:
1. The victim is suffering from an obvious, severe, life-threatening situation;
 2. No other assistance is present;
 3. The transport vehicle can be parked in a position of minimal risk to the prisoners and inmates and other roadway users; and
 4. At least two transport personnel are present.
- D. Accidents: If a transport vehicle is involved in an accident, transporting personnel shall assess and render necessary first aid and contact the appropriate law enforcement agency concerning the presence and number of subjects in the transport vehicle. Transport personnel shall advise the Communication Division and their supervisor as soon as practical. If a transport vehicle is involved

in an accident, further procedures shall be followed, as specified in Office Policy GE-4, *Use, Assignment, and Operation of Vehicles*.

- E. **Subjects' Conversations with Members of the Public:** Transporting personnel shall make reasonable efforts to prohibit subjects from unauthorized conversations with members of the public when transported into the community.
 - 1. Individuals authorized to communicate with a subject may include, but are not limited to, medical personnel, judges, attorneys, polygraph examiners, probation department personnel, and other Office personnel.
 - 2. Members of the public who attempt to converse with a subject without authorization from the transporting personnel, or who are not otherwise associated with the purpose of the transport, may face criminal action.
- 6. **Transporting Inmates Outside of a Jail Facility:** The transportation of an inmate who is in Office custody to a location out of a jail facility shall be completed by transporting personnel.
 - A. **Transport Orders:** When an inmate is to be moved out of a jail facility by transporting personnel for reasons other than a work detail, an electronic transport order shall be sent to the Transportation Division and the affected jail facility by Sheriff's Information Management Services (SIMS) or the Transportation Division or, in the case of initial transfers, by the Classification Division.
 - 1. The electronic transport order shall serve as the documentation that must accompany the inmate when moved from the jail facility. The message shall contain, at a minimum, the inmate's name and booking number; any warnings or comments such as escape or suicide risk, combative tendency, or other potential security issues; the inmate's classification; the affected jail facility; and the reason for the move or transportation.
 - 2. Additional documentation beyond the required electronic transport order may accompany the inmate, depending upon their destination.
 - 3. Working inmates are transported as specified on the Work Roster prepared by the Inmate Work Box Unit and sent to the applicable jail facilities.
 - B. **Inmate Identity:** Each inmate shall be positively identified by their name and booking number prior to being transported out of a jail facility. This shall be accomplished by transporting personnel who shall examine the evidence of the inmate's identity, such as their Office issued inmate ID bracelet. Evidence of an inmate's identity may also be established in the following manner:
 - 1. Comparing the picture or thumb print on the booking card to that of the inmate.
 - 2. Obtaining a physical description and personal information from the Sheriff's Inmate Electronic Data (SHIELD) and comparing it to a description of, and information obtained from, the inmate.
 - 3. Obtaining a copy of the inmate's photograph from SHIELD or requesting fingerprints from the Records and Automated Fingerprint Identification System (AFIS) Division and comparing them to those of the inmate.
 - C. **Restraining Inmates:** All inmates housed at a jail facility shall be restrained while outside of the facility, except in the following situations:

1. A Superior Court Judge orders that visible restraints be removed for public court proceedings. Non-visible restraints such as a transport leg brace or an electronic stun vest may be used in those instances.
 2. The inmate is classified as an outside working inmate or allowed into the community as a work release inmate.
 3. Medical procedures requiring the absence of restraints during treatment.
 4. Inmates shall not be restrained or handcuffed to any part of a vehicle during transport.
- D. Special Events or Requests: An inmate may be transported outside of a jail facility to a special event, such as a hospital visit, medical appointment with a private physician, or reading of a will, as specified in Office Policy DN-1, *Inmate Leaves into the Community*. The following procedures shall apply to those events and requests:
1. Prior to an inmate being transported from a jail facility to a special event, a request must be submitted in writing to the Inmate Medical Services or Transportation Division Commander or designee. At a minimum, the request shall contain the following information:
 - a. Name and booking number of the inmate;
 - b. Purpose of the transport;
 - c. Name and telephone number of the person performing the service for the inmate;
 - d. Desired date and time of the special event. In the interest of security, the Inmate Medical Services or Transportation Division Commander or designee may schedule the date and time of the transportation, where that latitude is available;
 - e. Location of the special event;
 - f. Name of the person responsible for payment for the service, if applicable; and
 - g. Any special considerations, such as the inmate's attire.
 2. The request shall be forwarded from the inmate or attorney of record to the Inmate Medical Services or Transportation Division Commander. The written requests must be received by the commander at least two business days prior to the date of the special event.
 - a. If the request is not case related, it shall be submitted by the inmate.
 - b. If the request is case related, it shall be submitted by the attorney of record. Case related requests shall include the telephone number and signature of the attorney of record.
 3. Individual requests shall be made for each inmate and each special event transport request.
 4. Requests for transport services out of Maricopa County jurisdiction shall not be approved.
 5. Arrangements for the payment of services must be made prior to the request.
 6. Special event requests may require additional personnel based on the security risk level.

7. Prior to departure from a jail facility, transporting personnel shall advise the Communications Division of the specific details of the transport. While performing this type of detail, constant radio contact shall be maintained.
 8. When an inmate is transported to a special event, they shall always be appropriately restrained and dressed in jail-issued clothing, unless the request calls for special attire and is approved by the Inmate Medical Services or Transportation Division Commander or designee.
 9. If the inmate’s family or friends appear at the location of the special event, the visit or appointment may be terminated immediately, and the inmate returned to the jail facility if transporting personnel determines that their proximity poses a potential safety or security risk.
 10. Court orders received contrary to this policy shall be forwarded to the Civil Division of the Maricopa County Attorney’s Office (MCAO) for review and appropriate action.
- E. **Returning Inmates to a Jail Facility:** When personnel is transporting an inmate to a jail facility, the following procedures shall be completed upon arrival:
1. Personnel shall secure their firearm prior to entering any jail facility. The firearm may be secured in a weapons locker located at the jail facility or in a locked compartment within the transport vehicle such as the trunk or glove box;
 2. Restraints should be removed from the subject after entering the jail facility and prior to placing them into a cell. In the event the subject is uncooperative or violent, it may be necessary for them to remain restrained when placed into a cell. In this situation, the subject shall be isolated from other inmates; and
 3. The appropriate SHIELD format shall be updated to reflect the date and time of the inmate’s return as well as the inmate’s housing assignment, as specified in Office Policy DN-1, *Inmate Leaves into the Community*.
7. **Transports within Jail Facilities:** The procedures for all movement of inmates within jail facilities shall be followed as specified in Office Policy DH-7, *Intrafacility Inmate Movement*.
8. **Out-of-County and Out-of-State Stops during Transport:** When out-of-county or out-of-state transport personnel may make stops while transporting a subject. The subject shall not be left unattended in a transport vehicle. Stops may be made under the following circumstances:
- A. When it is necessary to refuel the transport vehicle. Transport personnel shall vary the time and distance between refueling stops to ensure security.
 - B. When a meal is required, the site shall be selected randomly. Transporting personnel shall vary the site selected to ensure security. Transporting personnel may choose either a sit-down or drive-thru restaurant or secure the subject in a local jail facility.
 - C. When an overnight stop is necessary, the subject shall be lodged only in a secured jail facility.
 - D. When experiencing a mechanical failure, the subject shall remain secured in the vehicle until appropriate alternate transportation arrives, unless doing so will place the prisoner or inmate in a high-risk situation.

- E. When transporting personnel determine the subject has a genuine need to use a toilet facility and it does not breach security.

9. **Out-of-County and Out-of-State Transport Coordination:**

- A. Transports Out-of-County: Out-of-county in-state trips, including verification of the warrant or court order and pre-trip paperwork, shall be the responsibility of the Transportation Division, In-State Section Desk Officer. All other instructions, such as those dealing with verification of the identity of the prisoner and the handling of any detainees, are the same as out-of-state trips.
- B. Transports Out-of-State: All requests related to out-of-state extraditions or prisoner transports shall be routed to the Extraditions Unit. All out-of-state transports are coordinated exclusively by the Extraditions Unit, including verification of the warrant, pre-trip paperwork, and scheduling of transportation for employees. Employees shall contact the Extraditions Unit for briefing and travel instructions and shall obtain the necessary restraints prior to the trip.
 - 1. Employees shall submit their credentials and documentation when contacting the outside agency and verify the identity of the prisoner as the subject listed on the warrant.
 - 2. If the prisoner has any detainees, copies shall be obtained. Upon return to the ITR facility, the detainer information shall be entered into the "Hold" block of the Arrest/Booking Record. The detainer shall be forwarded to the Extraditions Unit. The Extraditions Unit shall provide a copy of the detainer to be included in the booking packet, a Hold for Detainer Memorandum in duplicate, one copy of which shall be attached to the Arrest/Booking Record. If the detainer was not anticipated and no memorandum was prepared, a copy of the detainer may be made at the ITR facility at the time the prisoner is booked. The detainer shall then be forwarded to the Extraditions Unit.

10. **Commercial Airline Transport:** When a prisoner is to be transported on a commercial airline, appropriate security precautions and physical control of the prisoner shall always be maintained.

- A. While conducting a prisoner trip, employees are expected to conduct themselves in a professional and courteous manner as required by Office Policy.
- B. Employees shall complete the required commercial air travel training consistent with the pre-trip required Flying Armed course located in TheHUB.
- C. Transport personnel shall not secure their weapon in carry-on luggage while in transit to receive a prisoner unless ordered to do so by the captain.
- D. A leg brace shall not be used to restrain the prisoner. Handcuffs and waist restraints shall normally be used.
- E. Transporting personnel shall normally request to board the aircraft prior to general boarding. In addition, when disembarking from the aircraft, the employee shall normally wait with the prisoner until all other passengers have disembarked.
- F. The employee shall be seated between the prisoner and the aisle.
- G. Transporting personnel shall abstain from consuming alcohol for at least 8 hours prior to their flight, as specified in Office Policy CP-2, *Code of Conduct*.

- H. Neither the employee nor the prisoner shall consume any alcoholic beverages while on the aircraft or in transit.
- I. Restrooms should be used prior to boarding and avoided while on the aircraft.

11. **Transportation Vehicles:**

- A. Each transport vehicle shall be examined by transporting personnel at the start of the shift or upon receipt of the assigned vehicle. Transport personnel shall search the vehicle and subject compartment prior to use and as soon as possible after transporting any subject to ensure that no contraband or weapons are present.
 - 1. The transporting personnel shall ensure that the vehicle is equipped with appropriate items, such as a spare tire, jack, lug wrench, and safety flares, excluding those transportation vehicles which have had these items intentionally removed to maximize space. The vehicle's mechanical condition should be determined by checking such things as proper inflation of tires, fuel, oil levels, and normal engine operation.
 - 2. Transport personnel shall be responsible for vehicle keys assigned to them. Transport personnel shall always maintain control of the vehicle keys.
- B. All vehicles owned by Maricopa County, which are used primarily for inmate or prisoner transportation, shall be modified to separate the driver from prisoners and inmates by the installation of a safety barrier.
 - 1. Safety barriers shall be constructed of expanded metal, heavy gauge plastic, or a combination of both.
 - 2. Barriers shall be installed in such a manner as to prevent removal by tampering.
 - 3. Vans or trucks shall also have expanded metal or heavy gauge plastic covering all windows in the prisoner/inmate compartment.
- C. All vehicles owned by Maricopa County, which are used primarily for prisoner and inmate transportation, shall be modified to minimize opportunities for the subject to exit from the prisoner/inmate compartment of the vehicle without the aid of the transporting personnel. Window cranks and internal door locks and latches, in or accessible from the prisoner/inmate compartment, shall be removed or disconnected.
- D. Subjects transported in vehicles having prisoner/inmate compartments shall ride only within that compartment.
- E. Non-MCSO vehicles not equipped with safety barriers: Subjects shall be secured with a seat belt and positioned in the vehicle by sworn, posse, or detention transporting personnel in the following manner:
 - 1. One Employee - One Subject: Employee in driver's seat and subject in front passenger seat.
 - 2. Two Employees - One Subject: One Employee in driver's seat, one employee in rear seat, subject in front passenger seat or rear passenger seat, at the discretion of the employees. If the subject is placed in the rear seat, the second employee should be seated directly behind the driver. If the subject is placed in the front seat, the second employee should be seated

behind the subject. This arrangement is the safest for both the employee and the subject, however deviation is possible in exigent circumstances.

3. Two Employees - Two Subjects: One employee in the driver's seat, one subject in the front passenger seat, one subject in the right rear seat, and second Transport Personnel in the left rear seat behind the driver.
12. **Inmate Transport Security Hazards:** Any employee who has knowledge of or receives information of a potential security hazard involving the transportation of an inmate shall advise the Transportation Division in a timely manner, with the full details, so appropriate precautions and notifications can be made.
- A. A Transportation Division supervisor may be advised by written memorandum, email, or by telephone.
 - B. The Classification Division shall also be advised so that any appropriate information can be entered into SHIELD as a warning.
 - C. If the Transportation Supervisor determines that a significant security hazard exists regarding the movement of the inmate for court attendance, or any other court mandated movement, the supervisor shall contact the appropriate Court Operations personnel.
 1. The Court Operations supervisor shall devise a plan with the appropriate Court Operations personnel to ensure the inmate is restrained safely and securely.
 2. Plans may include, but are not limited to, the use of additional armed or unarmed personnel, additional restraints, change of venue or court room, or the implementation of additional security procedures.