



Tulsa Police Department

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Policy # 101F

Effective Date 10/01/2021

Policy Name Handcuffing and Custodial Transporting

Approved Date 09/21/2021

Approved by *Wendell Franklin, Chief of Police*

Previous Date 04/19/2018

PURPOSE OF CHANGE:

To update the policy format.

POLICY:

Handcuffing and custodial transportation are some of the most basic functions that officers perform. However, there is always an opportunity for resistance and officers need to always remain alert to the actions of their detainees.

Officers are responsible for detainees until they are relieved of that duty. This includes medical treatment, if necessary, and basic human necessities. Officers are also responsible for ensuring that their detainee has been thoroughly searched.

Detainees will not be left alone or without immediate supervision; therefore, the Tulsa Police Department does not maintain areas that could be classified as temporary detention. All detainees are secured with handcuffs the entire time they are in a Tulsa Police officer's custody, the only exceptions are listed in this policy and TOG 1006, *Handcuffing and Custodial Transportation*. Detainees may be taken to designated testing/processing areas at a Uniform Division or Detective Division prior to being booked into jail at David L. Moss Criminal Justice Center (DLMCJC) or the City of Tulsa Municipal Jail (COT Jail) for the purpose of completing reports, turning in evidence, or for testing purposes. Portions of this policy relate to those areas. Detainees may also be taken to designated interview/interrogation rooms for interrogation, see policy 104A, *Interviews and Interrogations*.

Effective August 31, 2007, all uniform division commanders will ensure that this policy and TOG 1006, *Handcuffing and Custodial Transportation* are reviewed at least once every three years during squad meeting to ensure that officers are kept up-to-date on proper methods of handcuffing, custodial transportation, and monitoring detainees. This training will be included in the recruit police academy.

SUMMARY: Procedures for handcuffing and custodial transportation of detainees.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

A. HANDCUFFING AND SEARCHES

1. With the following exceptions, detainees will be handcuffed behind their backs when taken into custody and remain handcuffed until booked into DLMCJC or COT Jail.
 - a. If a detainee has an injury or medical condition that would prevent handcuffing behind their back, they may be secured in another manner.
 - b. If the detainee is being interrogated, the handcuffs may be removed while in a designated interview/interrogation room.

- c. If the detainee is a juvenile being released to a parent, guardian, or responsible adult, the juvenile's handcuffs may be removed to allow for fingerprinting.
- d. If the detainee needs to go to the restroom, handcuffs may be removed while in the restroom.
- e. It may be necessary to remove handcuffs from a detainee for testing purposes or the recovery of evidence.

In any of the above circumstances, there shall be more than one officer present to observe the detainee.

- 2. Officers will not leave or hold a detainee face down after being placed under control/restraint unless that detainee is closely monitored for signs of respiratory distress. Officers will seek immediate medical attention for detainees who exhibit signs of acute distress.
- 3. Detainees will be thoroughly searched after they are handcuffed in accordance with Policy and Procedure 31-107, Personal Searches.

B. CUSTODIAL TRANSPORTATION

- 1. Officers will notify Public Safety Communications (PSC) via radio when transporting detainees. Officers will give destination, gender, and beginning/ending mileage when transporting juveniles or detainees that are the opposite gender of the transporting officer.
- 2. Officers transporting a detainee to another agency or court will notify the appropriate personnel of any information relating to the detainee's escape or suicide potential or other personal traits of a security nature. Officers will also ensure that detainees, for this purpose, are positively identified prior to transport.
- 3. Officers will conduct a thorough search of any detainee in their custody prior to transport. Officers will also search any vehicle used for transport prior to and after transporting detainees.
- 4. If a detainee escapes while being transported, the transporting officer will exhaust all efforts at re-apprehension. If the detainee is still outstanding at the conclusion of these efforts, the officer will:
 - a. Ensure that a COS is issued citywide.
 - b. Ensure that notification is made to other area law enforcement agencies.
 - c. Notify the chain of command.
 - d. Prepare an Incident Report.
 - e. If a detainee's escape occurs during a special transport situation (e.g., during transport to the Osage or Wagoner County Jail), immediately notify the affected agency and request that their officers respond.
- 5. Photographs and fingerprints of adult detainees being booked will be taken at the destination jail facility. (COT Jail, DLMCJC, Osage, or Wagoner Counties)
- 6. In the event of a situation involving high stress or emotion (e.g. pursuits), supervisors will use their discretion to determine if the arresting officer should transport the detainee or if another officer should be assigned.

C. TESTING/PROCESSING AREAS

- 1. While in a testing/processing area, detainees will only be secured to designated benches or places that are immovable and specifically manufactured or designed to secure them.
- 2. While in a testing/processing area, detainees will never be left alone or without immediate supervision.
- 3. If the testing/processing area does not have a panic or duress alarm, officers observing detainees will have their portable radio with them in the event of the need for assistance.

4. Officers are responsible for ensuring that basic human necessities, such as water, restrooms, and medical treatment are provided for their detainees.
5. Juvenile detainees will not be secured in the same area as adult detainees. Female and male detainees will not be secured within close proximity to each other.
6. Each division where detainees are expected to be transported, even on a short-term basis, must have a sign depicting requirements for the handling of detainees. These divisions will also have a fire prevention, fire evacuation, and fire suppression plan.
7. Division commanders will ensure that testing/processing areas within their division are inspected for cleanliness and to determine if any unsafe conditions are developing. These inspections will occur at least once a month and will be documented on a Testing/Processing Area Inspection Sheet. The division commanders will also conduct an administrative review of testing/processing areas and procedures at least once every three years to ensure that policies and procedures governing testing/processing areas are being followed and are adequate for departmental needs. Testing/processing areas should have at a minimum, access to report forms, computers to expedite report completion, and clean water/restrooms.
8. Officers will ensure that all weapons are securely fastened in their appropriate holsters and all safety devices are engaged before entering a testing/processing area and not accessible to detainees.

D. MEDICAL

1. If a detainee requires medical attention, officers will contact dispatch to request that an ambulance respond. Officers will not transport sick or injured detainees unless the illness or injury is minor and will not be aggravated by the transport. Disabled detainees may also require transportation by an ambulance.
2. An ambulance may be utilized to transport violent detainees to the Crisis Care Center (CCC) or from CCC to a hospital. Officers will not remove restraints from detainees who have been violent and still have ability to resist unless it is absolutely necessary to remove them for medical treatment.
3. If a detainee's condition requires admission or a lengthy stay at a hospital, the officer will contact a supervisor. The supervisor will contact a Shift Commander and advise them of the situation.
4. If the Shift Commander decides not to continue guarding the detainee, the arresting officer will release the detainee from custody and advise hospital personnel. The arresting officer will complete the appropriate reports and document the circumstances of the detainee's release. The arresting officer will be responsible for ensuring that an out-of-custody arrest affidavit is completed for open charges when a detective is not needed for follow-up investigation.
5. If a Shift Commander decides to continue guarding the detainee, they can authorize the use of reserve officers.

REGULATIONS:

1. Officers are responsible for, and will maintain, control of a detainee until relieved of this responsibility.
2. Officers shall never leave a detainee unattended.
3. Officers shall conduct a thorough search of the detainee prior to transport.
4. More than one officer shall be present to observe a detainee if the detainee cannot be handcuffed for any of the following reasons: medical, interrogation, a juvenile being held prior to parental release, restroom, testing, or recovery of evidence.

REFERENCES:

- 101, *Use of Force*
- 103, *Radio Communications/General Information*
- 107, *Personal Searches*
- 142, *City of Tulsa Municipal Jail*
- TOG 1006, *Handcuffing and Custodial Transportation*
- TOG 2014, *Radio Communications*