



Ithaca Police Department

120 East Clinton Street
Ithaca, New York 14850

General Order Number:520

Prisoner Transport, Detention, Booking and Escape

Issuing Authority: Chief John Barber

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Rescinds/Supersedes: All previously issued directives

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Applicable NYSLEA Standards: 47.5; 50.8; 64.1

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I. Purpose

To establish and define the policies and procedures for the detention, booking and transport of persons arrested by members of the City of Ithaca Police Department as well as to define the procedures to be adhered to in the event of a prisoner escape.

II. Policy

- A. It is the duty of all department personnel to ensure the safety of arrested persons and their property, as well as the safety of other police personnel.
- B. All persons arrested AND physically taken into custody will be booked and detained at the City of Ithaca Police Headquarters Building.
 - 1. Under no circumstances is a defendant to be booked, detained or otherwise held at any other facility operated or used by the City of Ithaca Police Department.
 - a) A defendant may be booked, detained or held at the facility of another recognized law enforcement agency, for the purposes of;
 - 1) Data Master Operation
 - 2) Entering of defendant into Live Scan
- C. The provisions of this policy shall not be applicable to those persons arrested on petty offenses, vehicle & traffic misdemeanors (excluding DWI) or local law

violations whom are issued an appearance ticket at the scene of an incident and are not required to be fingerprinted pursuant to the provisions of the Criminal Procedure Law.

III. Procedures

A. Vehicle & Prisoner Searches

1. Immediately prior to and upon completion of their tour of duty, members shall search their respective vehicle for any weapons and/or contraband.
2. In the event of a transport, the vehicle shall be searched again immediately prior to the person being seated in the patrol vehicle and also when they exit the vehicle.
3. In the event that weapons or contraband are located, the item(s) shall be secured in accordance with found property/evidence procedures and reported to a supervisor.
4. All persons taken into custody will be thoroughly searched for weapons, evidence, and means of escape and/or contraband prior to being transported. The search will include but not be limited to:
 - a) Pat down of all body clothing surfaces, and
 - b) All clothing pockets, shoes, purse, etc., where a weapon or contraband could be readily accessible or concealed.
 - c) All evidence/contraband found shall be noted and the appropriate charges initiated.
5. All such searches will be conducted by the arresting officer, and also the transporting officer, if other than the arresting officer.
6. An officer of the same gender should conduct all searches. Exceptions shall include the belief that the prisoner possesses something capable of injuring themselves, the officer or others; have reason to believe that the prisoner has evidence or contraband hidden about their person and that such evidence is in imminent danger of being disposed of or destroyed.

B. Transport & Detention

1. All prisoners shall be placed in the back seat of a patrol vehicle along the passenger side and safely secured with a lap and shoulder belt.
2. Prisoners being transported in departmental vehicles shall be done in accordance with General Order 345 I. D.
3. Unless injuries or physical deformities interfere, all prisoners will be handcuffed behind the back at all times.
4. Prisoners shall remain handcuffed at all times while being booked, except during fingerprinting procedures and shall not be left unattended.
5. Communication between prisoners after arrest and during transport or booking is at the discretion of the officer(s)
6. Officers shall not engage in any form of emergency or pursuit driving while transporting a prisoner.
7. While transporting prisoners, officers shall maintain a near constant observation of the subject(s).
8. All prisoners brought to the City of Ithaca Police Department facility, shall enter the building via the intake garage. If the intake garage is out of service, the officer prisoner will be brought into the station through the front doors.
9. Prisoners being held for booking at IPD shall be secured in a cell or with handcuffs and/or leg shackles.
10. Prisoners will not be allowed to possess personal items including but not limited to:
 - a) Jewelry, keys, cigarettes, matches, lighters etc.;
 - b) Items of evidentiary value;
 - c) Items that could facilitate escape;
 - d) Items that could deface or damage property;
 - e) Items that could be readily used to harm the prisoner or other persons.
11. All items removed from prisoners shall be secured until the subjects release from our custody.
12. Members shall remove and secure their service weapons in the weapons lockers located in the booking area any time they are fingerprinting an individual.

- a) The use of either using rolled ink or Live Scan is permissible.

C. Prisoners of Opposite Sex

1. When transporting prisoners of the opposite sex, the transporting officer shall radio the dispatcher advising of the transport and provide the dispatcher with:
 - a) Odometer reading, location and destination.
 - b) The route taken shall be the most direct, shortest and practical route. Upon arrival at the destination, the officer will radio the dispatcher and advise them of the arrival and the odometer reading.

D. Sick, injured or emotionally disturbed prisoners

1. Prisoners who are sick or injured shall be transported to the hospital prior to being taken to booking. The decision to transport by police vehicle or ambulance shall depend on the seriousness of the illness or injury.
 - a) In the event an injured prisoner is transported by police vehicle and the prisoner contaminates the vehicle's interior with any appreciable amount of bio hazardous body fluids (i.e.: blood, semen, urine or saliva) the officer shall clean the vehicle using the appropriate cleaning agents.
 - 1) Members shall attire themselves in the appropriate personal protective equipment. i.e.: gloves, eye protection etc.
 - b) If there are any doubts regarding the seriousness or if transport in the police vehicle may aggravate the illness or injury, an ambulance will be called. The officer will always defer to trained medical personnel.
 - c) In the event the prisoner is admitted to the hospital, the officer shall issue an appearance ticket. If an appearance ticket can't be issued, the arresting officer shall notify the on call District Attorney of the situation and arrange for the arraignment of the prisoner by an appropriate magistrate.
 - d) Mental hygiene arrestee's and other prisoners who demonstrate signs of mental imbalance or instability to a degree that indicates they may be threat to themselves or others will be transported by either police vehicle or ambulance for treatment and/or

evaluation at a hospital prior to any processing at a police facility.

- 1) In the event of a violent emotionally disturbed prisoner, an officer will ride in the patient compartment of the ambulance, if requested to do so by ambulance personnel. If not officers shall follow the ambulance as closely as possible
- 2) Such prisoners will be handcuffed or otherwise restrained during transport as necessary at the hospital.
- 3) Members shall wear their service weapons during transports.

E. Violent Prisoners

Violent prisoners shall remain restrained during all medical and mental health evaluation. If medical supervisory personnel or the treating physician requires removal of the restraints, the Officer will do so only after advising the requesting party of the potential for injury to others.

IV. Booking Procedures

- A. All prisoners shall be detained in the booking room and shall be secured in a holding cell or other securing device. Handcuff and leg restraints may be used if there are no holding cells available.
- B. A Spillman Standardized Arrest Report will be completed in accordance with the provisions of General Order 521.
- C. If Live Scan is not available three sets of inked fingerprint impressions will be taken for all felony and misdemeanor classification crimes
 1. 2- FBI print cards pink printing on white stock (Federal form # FD-249 rev 12-1/94)]
 2. 1-NYS DCJS print card black printing on white stock (NYS form # DCJS-2 Rev 4/83)
- D. Two photo images will be taken of the defendant at the time of arrest.
 1. Take one frontal view

2. Take one profile view
 - a) The defendant must turn his entire body toward the wall.
 - b) If the defendant is wearing a hat or eyeglasses two sets of photos will be taken. One with and one without the hat and/or glasses.

E. Do not have the defendant hold or display any type of identifying card.

V. Escape of Prisoners

A. In the event a prisoner escapes while in custody, the officer shall:

1. Notify the dispatcher, the New York State Police and Tompkins County Sheriffs of the occurrence and other pertinent information such as physical descriptions and direction of travel.
2. Notify the Shift Commander and the Deputy Chief of Police-Operations
3. Coordinate a thorough search of the area for the escapee, including requesting assistance from other agencies.
4. Complete and file a Spillman Incident Report incident report detailing the circumstances of the escape
5. File additional charges as appropriate

B. If the escape occurs in a jurisdiction other than the City of Ithaca, the transporting officer shall:

1. Follow the procedures outlined previous and request assistance from the jurisdiction the officer is in at the time of the escape.
2. Assist the jurisdiction in searching the area for the prisoner.