

DALTON POLICE DEPARTMENT

Effective Date	May 1, 1998	Number	GO91-4.11
Subject			
Transporting and Restraint of Prisoners Inmate Work Crews			
Reference	CALEA Standards - 70.1.1, 70.1.2, 70.1.3, 70.1.4, 70.1.5, 70.1.6, 70.1.7, 70.1.8, 70.2.1, 70.3.1, 70.3.2, 70.3.3, 70.5.1, 71.1.1	Revised	May 28, 2019 April 27, 2021
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I. Policy

Prisoners The policy of the Dalton Police Department ~~shall be transported~~ is to transport and restrain all prisoners in a manner ~~which will~~ that shall adequately provide for the safety and security of ~~the~~ prisoners, the transporting Officer(s), and the general public.

II. Transport Operations

A. Search of Prisoners

1. All adults and juveniles ~~will shall~~ be searched prior to being transported and each time they come into the transporting Officer's custody.
2. Whenever practical, adults and juveniles shall be searched by an Officer of the same ~~sex~~ gender.

B. Transportation Vehicles

1. Marked patrol vehicles, which have had the rear passenger door compartments modified to transport prisoners, shall be the preferred mode of transportation for all arrested persons.
 - a. These vehicles have a safety cage to separate the driver and prisoner.
 - b. Rear door windows and rear door handles (inside) have been rendered inoperative for security reasons.
2. Non-caged vehicles ~~should shall~~ not be used for prisoner transportation unless authorized by a Supervisor. When so authorized, extra caution shall be exercised by the transporting Officers to ensure the security and safety of both the prisoner and ~~Police~~ the Officers.

C. Search / Inspections of Transportation Vehicles

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1. Any vehicle that may be used to transport a prisoner shall be examined at the beginning of each watch, prior to use, to assure the vehicle is safe and good operating condition, including fuel and oil levels, and properly equipped with **operable** emergency equipment. The passenger compartment shall be thoroughly searched for contraband, weapons, and / or other items.
2. Prior to transporting a prisoner, the Officer(s) **will shall** ensure the vehicle has been **properly** searched. In addition, the vehicle shall be searched after a prisoner has been transported. These searches shall be made under the assumption that an opportunity has existed for the introduction of contraband, weapons, and / or other items **into the passenger compartment**.
3. Investigators shall be responsible for inspection and examination of any unmarked unit, prior to use, to ensure the vehicle is in safe operating condition and has appropriate **and operable** emergency equipment.

D. Officer safety and prisoner security shall be ensured by adhering to the following guidelines for seating arrangements in transport vehicles (See Appendix A).

1. No more than two (2) prisoners shall be transported in the back seat of any police vehicle with a prisoner shield or cage.
2. No more than one (1) prisoner, by no fewer than two (2) Officers, shall be transported when using a police vehicle without a prisoner shield or cage.
3. Specific seating arrangements of Officers in relation to prisoners are diagrammed in Appendix A of this order to ensure the continuous observation of prisoners.

E. Observation of Prisoners by Transporting Officers

1. **All** prisoners **must shall** be **kept** under observation while being transported. This will **help to** reduce the opportunity of attack or escape.
2. Exceptions – Officers shall position themselves to prevent **a prisoner's** escape:
 - a. At medical facilities when medical practice prohibits an Officer's presence.
 - b. When toilet facilities are used by a prisoner of the opposite **sex** **gender**.

F. Meals **will shall** be provided to prisoners who are being transported for a long distance that would require several hours (e.g., six (6) hours or more). A restaurant **will shall** be selected at random by the transporting Officer(s).

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G. Transporting Officers with a prisoner(s) in their custody ~~will shall~~ not respond to the need for law enforcement services unless there is both a clear and grave risk to a third party and the risk to the prisoner(s) is minimal.

1. Transporting Officers en route with a prisoner(s) ~~will shall~~ only detour from their en route status to render aid and assistance in life-threatening situations or at the direction of a Supervisor.
2. In no instance shall transporting Officers grant any request from the prisoner to stop at any location for any reason.
3. The primary responsibility for transporting Officers shall always be the protective custody and safety of their prisoners.

H. In the event a prisoner escapes while being transported, the following notifications, reports, and actions shall be initiated by the transporting Officer:

1. Notifications to be made of a prisoner escape while transporting:
 - a. Notify ~~the~~ Whitfield County 911 Center and, when available, specifically provide:
 - (1) The location of the escape
 - (2) The escapee's direction of travel
 - (3) The physical description of the escapee
 - (4) The charges pending against the escapee
 - (5) The apprehension efforts that will be undertaken
 - (6) Any other information which may assist apprehension efforts
 - b. Notify the jurisdiction where the escape occurred.
 - c. Notify ~~the~~ Watch Commander ~~Supervisor~~.
 - d. The ~~Supervisor~~ Watch Commander shall have the responsibility for ~~the~~ notification of the:
 - (1) Appropriate Division Commander
 - (2) Chief of Police
2. ~~Reports to be prepared:~~ A detailed incident report shall be prepared following the escape, and the appropriate Division Commander shall be made aware of the case number.
 - a. ~~Prepare appropriate Incident report.~~

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b. ~~Forward copy of report to Division Commander.~~

3. Further actions to be taken:

- a. ~~Have Request the~~ Whitfield County 911 Center send a BOLO message, if apprehension has not been made.
- b. An administrative review ~~will shall~~ be initiated by the ~~appropriate~~ Division Commander.
- c. Obtain an arrest warrant, if immediate apprehension efforts fail.

I. Transporting Officers ~~will shall~~ not allow the prisoner(s) to communicate with family members, friends, or attorneys while being transported. Upon arrival at ~~the~~ destination, an opportunity for ~~the~~ prisoner(s) to communicate with family, friends, and attorneys may be afforded.

J. Arrival at Destination

1. Whitfield County Jail (WCJ)

- a. Transporting Officers who transport a prisoner via police vehicle ~~will shall~~ utilize the prisoner sally port for access to the WCJ.
- b. Transporting Officers ~~will shall~~ secure their firearm(s) in the weapons lockers, the trunk of their vehicle, or the rack mounted inside of their vehicle prior to entering the booking area.
- c. Prisoners ~~will shall~~ be taken to the booking area to be processed by WCJ booking staff.
- d. Transporting Officers shall deliver all pertinent documents to the WCJ booking staff.
- e. Transporting Officers shall notify the receiving facility of any potential medical or security risks posed by the prisoner.
- f. WCJ booking staff shall remove ~~the~~ restraints when necessary for prisoner processing and prior to placing the prisoner in a cell.
- g. Transporting Officers shall document the transfer of custody in the Department's Records Management System.

2. ~~Dalton~~ Officers engaged in a prisoner transport at other agencies ~~will shall~~:

- a. Comply with standard operating procedures pertaining to the policies of the Dalton Police Department.
- b. Comply with the policies, procedures, rules, and regulations of the other jurisdiction while at their facility.

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- c. Adhere to the receiving agency's rules regarding firearms safekeeping and the use and removal of restraining devices.
- d. Deliver all pertinent documents, **including those that accompany the prisoner**, to the receiving Officer.
- e. **Deliver the necessary documents that accompany a prisoner to the receiving Officer.**
- e.f. Notify the receiving facility of any potential medical or security risks posed by the prisoner.
- f.g. Ensure that the prisoner's property is properly transferred.
- g.h. Document the transfer of custody in the Department's Records Management System.

K. Prisoners Taken to a Medical Facility

1. Transportation

- a. A prisoner requiring medical attention shall be transported to the hospital.
- b. In emergency situations, in which the prisoner is injured and in the Officer's **best** judgment **that** it would be better to transport the prisoner via ambulance, an ambulance shall be **utilized requested**.
- c. The Officer may also transport a prisoner via a police vehicle in emergency situations.

2. Security when Transporting Prisoners via Ambulance

- a. The prisoner shall be placed in restraining devices (handcuffs, stretcher restraints, straitjacket, etc.). Exception: Medical staff or paramedics **may** need freedom of movement for examinations or treatment or other unforeseen circumstances.
- b. An Officer may ride in the ambulance with the prisoner. The Supervisor may determine whether the Officer who rides in the ambulance will remain armed.
- c. An Officer(s) may be assigned by a Supervisor to follow the ambulance in a police vehicle. The Officer(s) assigned to follow the ambulance should be advised immediately when any potential or actual security risk occurs within the transporting ambulance.

3. Arrival at facility

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- a. Upon arrival, the Officer shall notify the medical staff of any potential medical or security risks posed.
- b. Officers ~~will~~ shall turn over any applicable paperwork, if needed.
- c. Officers ~~will~~ shall properly maintain custody of their authorized weapons and prevent the prisoner from having access to weapons.

4. Treatment, Examination, or Admission

When a prisoner is transported to a medical facility to be treated, the Officer ~~will~~ shall notify his / her Supervisor. The following are only guidelines, and the Supervisor may take other actions as he / she feels necessary based on the circumstances present.

- a. The Officer may release the prisoner by issuance of a citation with a notice to appear in court.
- b. The Officer may remain at the hospital with the prisoner while he / she receives medical treatment. If the Officer remains at the hospital, the prisoner shall be under police guard at all times. Depending on the nature of the injury, it ~~will~~ shall be at the discretion of the Officer as to whether a prisoner will be restrained and by what means.
- c. If a prisoner is admitted for treatment, the transporting Officer may advise the hospital's admitting office and security to place a "HOLD" on the prisoner and to contact the Whitfield County 911 Center when they are ready to release the prisoner so that pickup can be arranged. This procedure may be followed for minor offenses.
- d. If a prisoner is admitted to the hospital and a "HOLD" is placed on the prisoner, a report shall be made. The report ~~should~~ shall contain the subject's name and charges to be made on the subject so that the arresting Officer will not have to be contacted later to determine what charges should be made.
- e. If the prisoner is admitted to the hospital and twenty-four (24) hour coverage is needed, the ~~Supervisor on duty will~~ ~~Watch Commander shall~~ ensure that the Officer assigned to guard the prisoner is checked on periodically and is relieved as necessary.
- f. Upon release of the prisoner from the medical facility, all instructions for future treatment and medication shall be obtained in writing and given to WCJ booking staff during the booking process.

~~L. Supervision and Transportation of Inmate Workers~~

~~Inmates being escorted outside the Whitfield County Detention facility will be transported in a safe and humane manner under the supervision of experienced and trained employees. The safety of the Officer, inmate, and public is of the~~

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utmost importance. It is the policy of the Dalton Police Department to allow employees to supervise inmate workers solely within the limitations set forth by law and this directive. To provide for this, the Officers transporting or supervising inmate workers will:

1. Contact the WCSO Detention Supervisor to request inmates for a graffiti abatement detail. This request must be made a minimum of twenty-four (24) hours in advance Monday – Friday.
2. The Officer requesting the work crew will ascertain, at the time of the request, if WCSO will be providing the transportation and supervision of the inmates.
3. If WCSO is unable to provide transportation or supervision of the inmates, the Officer will be required to make arrangements for transporting the work crew and provide guidance in determining the number of Officers required to monitor the inmates.
4. Inmates being transported as part of the work details will be transported in a Dalton Police Department or county owned vehicle that has been approved by WCSO for this purpose. The vehicle and all equipment will be secured when not in use to prevent loss or theft.
5. Prior to signing the inmates out for the work detail, the Officer will be briefed by WCSO detention personnel on the WCSO inmate work crew policy and procedures.
6. Officers supervising the inmate work detail will be required to sign the inmates in and out of the booking facility in accordance with WCSO policy. They will make a list of names of the inmates being checked out for the work detail.
7. Officers supervising inmate workers will be in full uniform and armed at all times.
8. Officers transporting inmate workers will not make unplanned stops while transporting the inmate workers.
9. Officers supervising inmate workers will not provide the inmate with contraband.
10. Inmates assigned to the work detail will be provided with water but will be returned to WCSO for their meal breaks.
11. Officers supervising inmates should closely monitor the inmate's activity in order to prevent escapes, assaults on Officers and other inmates, and to prevent them from accessing contraband.
12. The Officer will notify the WCSO booking Supervisor immediately when an inmate assigned to their work detail is a personal contact or family member.

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13. ~~Inmates will be returned to WCSO and signed back into the facility in accordance with WCSO policy. WCSO personnel will assist the Officer with this process to insure all of the inmates are accounted for and to prevent contraband from being brought into the jail.~~
14. ~~Officers will not supervise inmate work crews that are mixed gender or of the opposite gender of the supervising Officer(s), unless a male and female Officer are present.~~
15. ~~Officers assigned to supervise the work detail will maintain a professional Supervisor subordinate relationship with the inmate workers. They will notify the booking Supervisor immediately if any behavior is displayed that jeopardizes this relationship. Officers will not :~~
 - a. ~~Allow inmates to refer to them casually (by first name, nicknames, etc.).~~
 - b. ~~Allow association with an inmate to prevent them from performing their duties or properly directing or disciplining any inmate.~~
 - c. ~~Allow inmates to insufficiently perform their duties or fail to perform as directed.~~
 - d. ~~Allow inmates to violate Dalton Police Department or WCSO policy or procedures.~~
 - e. ~~Allow inmates to communicate with inmates of the opposite sex.~~
 - f. ~~Allow inmates to pass notes, contraband, or any other items to inmates in general population.~~

III. Special Transport Situations

A. Adult Prisoners

1. Male and female prisoners ~~will shall~~ not be transported in the same vehicle unless they are codefendants in the same case and the transport will not jeopardize the investigation.
2. Female prisoners shall be transported with a female Officer ~~of the Department~~ when travel distance exceeds fifty (50) miles. If a female Officer is not available, two (2) male Officers ~~will shall~~ transport.
3. Male Officers transporting female prisoners ~~will shall~~ call in the mileage to the Whitfield County 911 Center at the beginning and at the end of the transport.
4. Female Officers transporting male prisoners ~~will shall~~ call in the mileage to the Whitfield County 911 Center at the beginning and at the end of the transport.

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B. Juvenile Prisoners

1. Juvenile prisoners ~~will shall~~ be transported in the same manner as adults.
2. Adult and juvenile prisoners ~~will shall~~ not be transported together.

C. Handicapped / Mentally Ill Prisoners

1. When it is not likely to preclude the safe, efficient, and secure transport of the prisoner, a ~~police squad car~~ ~~will~~ ~~patrol vehicle shall~~ be used.
2. When reasonable evaluation dictates that ~~squad~~ ~~police vehicle~~ transport is inappropriate, ~~Whitfield~~ EMS ~~will shall~~ be ~~notified~~ ~~requested~~ to transport by ambulance. ~~An~~ ~~Police~~ Officer(s) shall accompany the ambulance as outlined in II, K, 2, of this order.
3. An ~~Whitfield~~ ~~EMS~~ ambulance should be utilized in all cases where a mentally ill subject has the potential for violence.
 - a. Stretcher restraints should be utilized on any potentially dangerous mentally ill subject where the prisoner's actions suggest he may likely injure himself / herself or others.
 - b. If stretcher restraints are used, it shall be so documented in the incident report.

D. Sick or Injured Persons

1. The Supervisor shall be notified and respond as needed.
2. ~~Whitfield~~ EMS shall be notified to provide treatment at the scene of the arrest or at the Police Services Center, as circumstances dictate.
3. If the prisoner requires hospital treatment, he / she ~~will shall~~ be transported as outlined in II, K, 1 and 2 of this order.
4. If the prisoner refuses treatment, and the attending paramedics and Officer(s) determine that immediate treatment is not necessary, the prisoner ~~will shall~~ be allowed to sign a release for the waiver of treatment.
5. If the prisoner is not treated and transported to the Whitfield County Jail, the transporting Officer ~~will shall~~ inform the jail staff of the prisoner's sickness / injury.
6. Officers are reminded that protective custody and care of the prisoner are priority responsibilities.
7. All information shall be documented in the incident report, whether the prisoner is transported or not.

E. Transporting Prisoners in Special Situations

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The ~~Dalton Police~~ Department ~~will shall~~ not transport a prisoner to a funeral, to visit a critically ill person, to the reading of a will, etc. Exception: The ~~Dalton Police~~ Department will only transport under an order from the court. This transport ~~will shall~~ be accomplished by a special ~~court~~ order outlining any special procedures for each individual case.

F. Transport of Dangerous / Security Risk Prisoners

When a prisoner to be transported is considered an unusual security risk, the receiving agency ~~will shall~~ be notified before the transport takes place so that handling of the prisoner can be planned to minimize any chance of escape, injury to the prisoner, injury to Officers assigned to control the prisoner, or injury to the public.

G. Transporting Prisoners from One Facility to Another

1. Each prisoner ~~should shall~~ be positively identified prior to being transported. The transporting Officer ~~will shall~~ verify the identification with booking personnel to ensure that the prisoner is the proper person to be transported. This may be accomplished through the Officer's personal knowledge of the prisoner, booking records, photographs, or by other appropriate means that may be available.
2. It shall be the responsibility of the transporting Officer to ensure that all appropriate prisoner documentation, if any, is in his / her possession when transporting a prisoner from another detention facility to the Whitfield County Jail. This documentation may include:
 - a. Arrest warrants
 - b. Prisoner's personal property
 - c. Any other pertinent documents deemed necessary.
3. If not first informed by detention facility personnel, The Officer transporting a prisoner shall inquire as to any escape or suicide attempts / threats, unusual illnesses, or any tendencies toward violent behavior prior to the transport. Any information gathered shall be recorded and included in the documentation that accompanies the prisoner during transport.

IV. Restraining Devices

A. Definitions

1. Handcuffs – Commercially produced chain link / hinged type cuff capable of being double locked in a blue, black, nickel, or stainless-steel finish.
2. Disposable flex cuffs – Commercially produced flexible handcuffs with a one-way locking system.

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3. Leg chains – Commercially produced chain link / hinged type cuff capable of being double locked in a blue, black, nickel, or stainless-steel finish.
4. Belly chains – Commercially produced chain link / hinged type cuff capable of being double locked in a blue, black, nickel, or stainless-steel finish with an extendable chain, capable of being locked, that reaches around the mid-section of the body.
5. Spit hood / shield – Commercially produced cloth / mesh hood or plastic shield that is placed onto a prisoner's head to prevent him / her from spitting on Officers or others but still allows for breathability.
6. Hobble restraint – Commercially produced nylon strap that is placed around a prisoner's legs / ankles to help prevent him / her from kicking Officers or the inside of the patrol vehicle.

B. Purpose

1. Protection of Officer from attack by arrestee.
2. Restrict arrestee's ~~upper torso~~ mobility.

C. Application of Restraining Devices

1. Restraining devices ~~will shall~~ be used on all arrestees while in transit. Exceptions include:
 - a. Juvenile offenders, unless the Officer believes that not restraining the juvenile would pose a threat to the Officer or the safety of others.
 - b. Situations as approved by a Supervisor.
2. Single Arrestee Application
 - a. Restraining devices shall be applied to the wrists of the arrestee with the hands behind the arrestee.
 - b. Restraining devices may be applied to the wrists with the hands positioned in the front of the arrestee in the following circumstances:
 - (1) Elderly arrestee
 - (2) Arrestee physically incapable of placing hands behind the back
 - (3) Handicapped arrestee
 - (4) Sick / injured arrestee
 - c. Leg chains may be applied to the ankles of an arrestee when a threat of flight may exist. **A hobble restraint may be applied to the**

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legs / ankles of an arrestee to help prevent assaults on Officers and damage to the interior of the patrol vehicle.

- d. Belly chains may be applied around the mid-section of an arrestee when ~~an arrestee~~ he / she is transported in a vehicle for an extended period of time.
- e. Spit hoods / shields may be applied to the head of an arrestee when he / she demonstrates assaultive behavior by spitting on or at Officers or others.

3. Multiple Arrestees Application

Each arrestee shall be restrained as indicated in IV, C, 2 above, if possible.

D. Handicapped and Mentally Disturbed Arrestees

1. Prisoners in wheelchairs or who require walking aids should not normally require the use of restraining devices. The Supervisor ~~will~~ shall be summoned whenever the Officer is in doubt about the use of restraining devices in these situations.
2. Restraining devices (~~handcuffs with transport belt~~), when applied, shall be double locked.
3. Mentally disturbed prisoners may normally be restrained as outlined in IV, C, 2 above. In special situations, as outlined in III, C, 3 above, stretcher restraints ~~will~~ may be used to minimize injury to the prisoner and others.

E. Procedures

1. Handcuffs shall be double locked to prevent injury.
2. An arrestee can be restrained to another arrestee of the same ~~sex~~ gender.
3. A juvenile arrestee shall not be restrained to an adult.
4. Arrestees shall not be handcuffed to any part of the transporting vehicle, such as a doorpost.
5. The ~~feet~~ arrestee's legs / ankles may be restrained with Department-approved devices and shall be used in accordance with the manufacturer's instructions.
6. The arrestee's head / face may be covered with Department-approved devices and shall be used in accordance with the manufacturer's instructions.
7. Officers shall not restrain an arrestee in any manner that may increase the likelihood for positional restraint asphyxia. Officers should keep in mind

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that the chances for positional restraint asphyxia increase when the restrained person's normal breathing is affected, such as when:

- a. The arrestee is restrained face-up or face-down with pressure on the back or chest.
- b. The arrestee violently struggles against the Officer's restraint attempts.
- c. The arrestee is intoxicated.
- d. The arrestee is subjected to chemical agents.

F. Response to Resistance

Any use of force in response to the arrestee's resistance to being properly restrained or assaultive behavior shall be made in conformance with policy GO88-5.1, Use of Force.

V. In-Custody Processing

A. Juvenile Procedures

After being taken into custody for a felony offense, the designated area to process juvenile offenders in accordance with policy GO11-4.28, **Juvenile Procedures**, shall be either of the two (2) interview rooms located at the **Dalton Police Department** Services Center. Both interview rooms are fitted with duress alarms that sound audibly throughout the building. The following procedures shall also apply:

1. There shall be a minimum of (2) Officers present in the interview room.
2. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
3. All personnel within the extended reach of the arrestee ~~will shall~~ maintain constant control of all weapons. The arrestee ~~will shall~~ not be put in a position where he / she has access to any weapon.
4. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
5. All personnel charged with monitoring or processing juvenile offenders shall receive initial training and annual training on the proper procedures and policies pertaining to **the** processing of juveniles **at the Police Services Center**.

B. Mobile Intoxilyzer Trailer Procedures

~~After being taken into custody for a DUI during a traffic safety check point, the designated area to process offenders on scene shall be the Mobile Intoxilyzer~~

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~~Trailer. The trailer is fitted with a duress alarm that sounds audibly. The following procedures shall also apply:~~

- ~~1. The arresting Officer shall ensure that constant contact is maintained with the arrestee.~~
- ~~2. All personnel within the extended reach of the arrestee will maintain constant control of all weapons. The arrestee will not be put in a position where he / she has access to any weapon.~~
- ~~3. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.~~
- ~~4. All personnel charged with monitoring or processing DUI offenders shall receive initial training and annual training on the proper procedures and policies pertaining to processing DUI related offenders in the Mobile Intoxilyzer Trailer.~~

B.C. Procedure for Intoxilyzer Testing at the Police Services Center

After an individual is taken into custody for DUI and a breath test is to be conducted at the Police Services Center, the designated area to process offenders shall be either of the two (2) interview rooms located at the Police Services Center. Both interview rooms are fitted with duress alarms that sound audibly throughout the building. The following procedures shall also apply:

1. There shall be a minimum of (2) Officers present in the interview room.
2. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
3. All personnel within the extended reach of the arrestee ~~will shall~~ maintain constant control of all weapons. The arrestee ~~will shall~~ not be put in a position where he / she has access to any weapon.
4. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
5. All personnel charged with monitoring or processing DUI offenders **at the Police Services Center** shall receive initial training and annual training on the proper procedures and policies pertaining to processing offenders.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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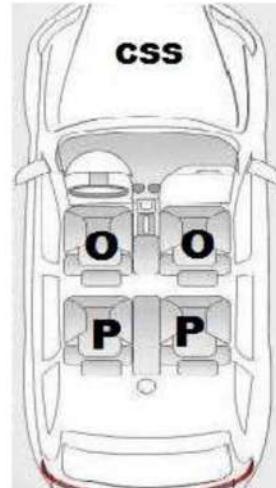
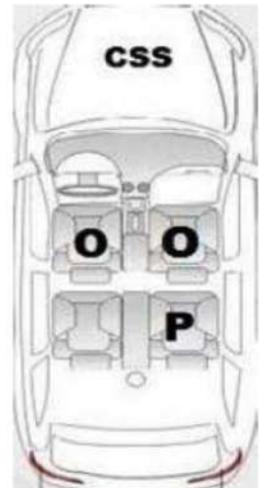
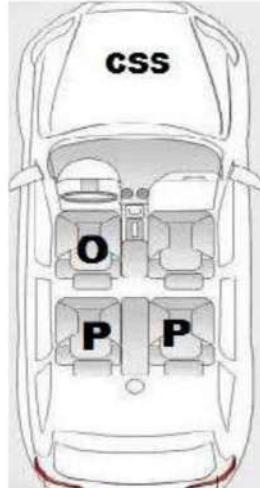
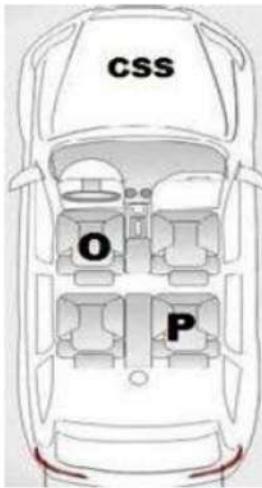
Appendix A

O - OFFICER

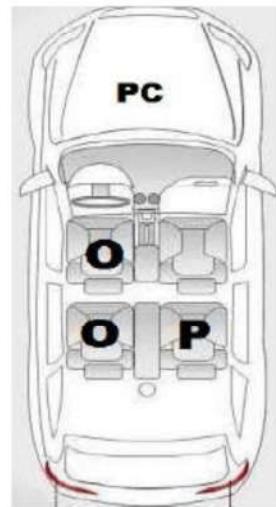
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P - DETAINEE/PRISONER

PC - NON-CAGED/SHIELD VEHICLE



ABOVE DIAGRAMS DEPICT SEATING ARRANGEMENTS
WITH SAFETY SHIELD



ABOVE DIAGRAM DEPICTS SEATING ARRANGEMENTS
WITHOUT SAFETY SHIELD

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