

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> September 10, 2006	<b>NUMBER</b> 1906
<b>SUBJECT</b> Prisoner Transportation: Officer's Actions at Destination Point		
<b>REVISED</b>		
<b>REFERENCE</b> SCLEA 19.1.6	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 3

**A. Policy**

All adult physical arrests are to be brought to the booking area of the City of Anderson Police Department Detention Center unless directed otherwise by the on-duty supervisor.

**B. Procedures**

1. The transporting officer(s) shall radio the dispatcher and advise that they are transporting prisoner(s).
2. Generally, the transporting officer(s) shall drive to the rear sally port and communicate with the communications personnel that they are at the jail.
  - a. A supervisor may elect to allow a prisoner to be brought into the facility through another entrance.
  - b. The transporting officer(s) shall advise if the prisoner is disorderly so that additional personnel, if needed, may assist in removing the prisoner from the vehicle.
3. The officer will remove the prisoner from the vehicle, recheck the handcuffs for security, check the area of the vehicle to which the prisoner had access and escort the prisoner into the detention facility.

4. No firearms will be allowed in the detention area.
  - a. Exception:
    - (1) Firearms may be allowed into the jail by order of the On-Scene Supervisor.
    - (2) Officers must secure their sidearm in a detention center lock box or in the trunk of the police vehicle prior to entering the booking area. (SCLEA 19.1.6, b-1)
5. Unless directed otherwise by a supervisor, all prisoners are to be brought to the booking area.
6. The officer gives the receiving detention officer the prisoner's identification, copies of citations or warrant, and/or any other necessary or pertinent documents. (SCLEA 19.1.6, b-3)
7. The officer advises the detention officer if the prisoner is known to be ill or injured and, if so, what medical treatment has been provided.
  - a. If pepper spray or a similar product has been used on the prisoner, the detention officer will be advised.
  - b. The detention officer will also be advised if the prisoner is believed to be suicidal.
8. The booking officer designates a specific cell for the prisoner.
9. The officer removes the handcuffs from the prisoner prior to the prisoner being placed into the cell designated by the Booking Officer. (SCLEA 19.1.6, b-2)
  - a. Exception:
    - (1) If the prisoner is combative and/or indicates violence in some other manner, and the officers reasonably believe that removing the handcuffs will result in injury to themselves and/or the prisoner, the cuffs may be left on the prisoner until the earliest time that they can be removed without incident.
10. The receiving detention officer takes custody of the prisoner, completes and signs their booking information.

- a. The booking report is later forwarded to the Police Department's Records Division.
11. Officers transporting prisoners from one facility to another shall obtain the signature of the receiving officer as receipt for the prisoner. This may be accomplished by receiving a copy of the form containing the receiving officer's signature. (SCLEA 19.1.6, b-4)
12. After the transporting officer's business within the detention center is concluded the officer removes his/her stored weapon from the lock box or trunk and leaves the sally port.

By order of:

  
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Martin D. Brown, Chief of Police

9-5-2006  
Date