



**CITY OF AKRON, OHIO**  
**POLICE DIVISION**  
**STEPHEN L. MYLETT, CHIEF OF POLICE**

<b>NUMBER</b> P-2023-010	<b>EFFECTIVE DATE</b> September 20, 2023	<b>RESCINDS</b> P-2021-010 Issued 2-8-21
<b>SUBJECT</b> Transportation and Prisoner Control Procedure		<b>ISSUING AUTHORITY</b> Chief Stephen L. Mylett

**I. POLICY**

All officers will insure the safe and effective transportation of all prisoners and civilians under the control of the Akron Police Department and properly attend to the immediate medical needs of injured persons under arrest or in custody.

**II. PROCEDURE**

**A. GENERAL INFORMATION**

1. Officers will inspect their vehicles for contraband before they go into service and after they have transported a prisoner.
2. No officer shall place a weapon, or an object adaptable for use as a weapon, or permit such items to remain unattended in any location normally accessible to a prisoner or suspect.
3. The arresting officer will provide the Prisoner ID copy of the APD Arrest form to the transporting officer before the prisoner is transported.
4. When any person of the opposite sex is transported, the transporting officer will advise the dispatcher of the starting mileage immediately upon leaving the pick-up location, and the ending mileage immediately upon arrival at the final destination. Civilian observers are exempt from this procedure.
5. All prisoners shall be secured in the vehicle by proper use of a seat belt or other available restraints.
6. A transporting officer is required to maintain sight of the prisoner at all times unless the prisoner is secured in a police vehicle or holding cell. In cases where it is inappropriate for an officer to observe a prisoner of the opposite sex, an officer of the same sex as the prisoner will be called to assist.
7. Officers transporting prisoners shall not respond to calls, other than additional prisoner pickups, unless there is a clear risk of physical harm to a third party and the risk to the prisoner is minimal. In no case will a vehicle transporting a prisoner become involved in a vehicle pursuit.

8. Transporting officers will be responsible for the safety and security of all prisoners they transport. Officers shall maintain control of prisoners to ensure they do not escape.
9. Whenever a prisoner is transported to a facility that is equipped with a security gate at the prisoner entrance, the officer will ensure that the gate is closed prior to removal of the prisoner from the vehicle.
10. No prisoners should be escorted through the main entrance of the police station.
11. Any specialty unit anticipating multiple arrests will assign a member of that unit to a prisoner wagon for the purpose of transporting prisoners arising from that detail. This will allow patrol wagons to stay in service for normal dispatched calls.
12. When a wagon is not available for transport and the prisoner is not violent or attempting to do damage to the cruiser, the arresting officer should transport the prisoner.
13. When it becomes necessary for the prisoner to be transported in a vehicle, other than a prisoner wagon, the prisoner will be transported in the following manner:
  - a. If equipped with a prisoner cage, the prisoner will be placed in the passenger side rear seat. The child safety locks on the back doors and windows must be engaged so that the prisoner cannot open the doors from the inside. For safety reasons the officer will remove all equipment and other items from the rear seat area.
  - b. Transporting a prisoner in a vehicle without a prisoner cage should be avoided. On the rare occasion transport in a vehicle not equipped with prisoner cage is necessary, the prisoner will be seated in the front passenger seat, seat belted and handcuffed behind their back, with the door locked and window lock engaged. If there are two officers, the prisoner will be seated in the passenger side rear seat with the additional officer seated in the driver's side rear seat next to the prisoner.
14. Individuals with disabilities will be transported by cruiser when, due to their physical condition, it is inappropriate to transport by wagon. Any wheelchairs, crutches, and medication should be transported with, but not in possession of, the prisoner. Prosthetic devices should be searched prior to transportation but should remain with the prisoner.
15. Transporting to a detoxification facility:
  - a. The primary officer is responsible for determining the prisoner's eligibility for the service and the availability of a bed.
  - b. The prisoner may not be taken to a detoxification facility if violent or threatening at the time of contact.

- c. Injuries will be treated prior to taking a person to a detoxification facility.
  - d. The transporting officer will complete and sign the form provided by the facility.
16. No officer shall allow a prisoner to walk behind them unless there is another officer behind the prisoner.
  17. It is recommended that the number of prisoners does not exceed the number of escorting officers, with the exception of court security personnel.
  18. Officers are responsible for the security of the personal property in the possession of those arrested. This responsibility transfers to the transporting officer when he/she accepts custody of such property.
  19. Officers accepting prisoners from outside agencies or picking up a prisoner from a detention center shall verify the identity of the prisoner before accepting them.

#### B. SEARCHING PRISONERS

1. No prisoner shall be placed into a vehicle until they have been thoroughly searched unless there is an immediate need to leave the area that outweighs the danger of not conducting a search.
2. An additional search shall be conducted whenever custody of a prisoner is transferred to another officer.
3. This procedure shall not restrict an officer from making a necessary search of a prisoner of the opposite sex for evidence in a felony arrest when an officer of the same sex as the prisoner is not available.
4. Strip/body cavity type searches shall only be conducted in accordance with department procedure and Ohio law. (ORC2933.32)

#### C. USE OF RESTRAINTS

1. All subjects shall be handcuffed prior to transport with their hands behind their backs unless there is justification to do otherwise. Handcuffs shall be gapped and double locked as soon as reasonably possible. There are exceptional situations where it is not practical to handcuff an individual, i.e., injured individuals, age of the offender.
2. If there is reason to believe that handcuffing the subject behind the back is likely to aggravate a current injury or cause unnecessary injury due to the subject's physical condition, or other special circumstances are present, other methods of restraint should be used, e.g., using multiple handcuffs, or handcuffing the subject in front with the appropriate leg restraints.

3. If a subject complains that the handcuffs are too tight around their wrists, the officer, once the scene is secure, shall ensure that the handcuffs are gapped and double-locked. If the handcuffs appear to be too tight, the officer shall loosen the handcuffs while ensuring that the subject cannot successfully manipulate the handcuffs off of their wrist(s). If the subject's wrist(s) appear to be injured, the officer shall obtain medical attention.
4. In order to prevent injuries to officers, subjects and/or others, it may be necessary to further restrain violent or combative individuals by the use of The Wrap restraint device or by the use of leg restraints when appropriate. The method of restraint commonly known as "hog-tying" is prohibited.
5. No subject shall be restrained or held in a manner which prevents straightening the abdomen, or in a manner which forces the subject to remain in a face-down position for a prolonged period of time. Any subject restrained in a face-down position should be monitored for breathing difficulty and moved to their side or a seated position as soon as it reasonably safe to do so.
6. Officers shall monitor subjects under arrest or otherwise in custody for symptoms of illness or overdose, including sudden inactivity, labored breathing, profuse sweating, pallid skin, racing pulse, and seizures, and shall immediately obtain medical assistance when observing such symptoms.

#### D. INJURED PRISONERS

1. When a prisoner has sustained an injury, or claims an illness, the officer will arrange medical attention. The officer will then, without delay, notify their supervisor. The supervisor will decide if an investigation is necessary. Any injury to a prisoner that occurred prior to custody will be documented in the Case Report.
2. When the treatment of a prisoner requires more than a reasonable amount of time, or the prisoner is to be admitted, the shift commander will decide if the prisoner is to be guarded. When a prisoner is left at a hospital for treatment, the transporting officer will:
  - a. Attach the Prisoner ID copy of APD Arrest form to the prisoner's admission or treatment forms.
  - b. Notify Safety Communications and provide them with the information needed to complete a Prisoner Information Report. The police communications supervisor will ensure that a copy of this report is placed on the prisoner information board located in the patrol sergeant's office.
  - c. Ensure that only hospital restraints are left on the prisoner. Police handcuffs or leg irons will not be left on a prisoner that is not guarded by an Akron police officer.

## E. FEMALE AND JUVENILE PRISONERS

1. Female prisoners will not be transported with male prisoners unless they are participants in the same crime, or the vehicle is equipped with dividers that provide separation.
2. Juvenile prisoners will not be transported with prisoners of the opposite sex or with an adult unless they are participants of the same crime, and the wagon is equipped with dividers that provide separation. The only exception would be the parent or guardian of the juvenile.
3. Whenever possible, a juvenile's parent or guardian should be contacted, and the juvenile released to that person. If the parent or guardian is not located, the juvenile shall be transported to the Juvenile Detention Center.
4. The Juvenile Holding Log must be completed for all juveniles detained at the police station. Juveniles are only permitted to be held "securely" at the police station for a maximum of 6 hours. There is a Juvenile Holding Log located at the DB desk and one in the JAM Office. The transporting officer is responsible for completing the log.
5. Officers transporting juveniles to the Juvenile Detention Center are required to take fingerprints for all felony offenses and any misdemeanor offense of violence. These are reportable offenses, and this is required by state law.
  - a. The LiveScan Digital Fingerprinting system is to be used for this process.
  - b. In the event the LiveScan digital fingerprinting system is not available for any reason, the Akron Police Officer transporting the juvenile to Dan Street (or wagon driver) is to then take ink prints of the juvenile. The officer shall manually ink print the juvenile and also completely fill out both the fingerprint card and the BCI 2-71 final disposition form. An example fingerprint card and BCI 2-71 form have been left at the booking area with the fields that need to be filled out by the booking officer highlighted. Once the fingerprinting is completed and both the fingerprint card and final disposition form completely filled out, the cards can then be left with the detention staff and will be forwarded to the clerk's office who will then handle submitting the cards to BCI.

By Order Of,

  
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Stephen L. Mylett  
Chief of Police

Date September 19, 2023

