

### **2.5.3 Transport to Other Facilities**

#### **I. POLICY**

Providing for the safety and security of the officers, prisoners and the general public. To insure the preservation of the rights and safety of those prisoners and to prevent escape. It shall be the policy of the Johnstown Police Department that all officers comply with the provisions of this general order.

#### **II. PURPOSE**

The prevention of injury and safety of the officers is the main objective. It is the goal of this department to assure the highest possible standards for the safety and security of the prisoner and the transporting officer.

#### **III. PROCEDURES**

##### **A. Transport to Other Facilities**

The transporting officer will, upon arrival at any detention facility comply with all safety and admission requirement of that facility. Specific attention will be given to:

1. Security of firearms
2. Removal of restraining devices.
  - a. At the direction of the receiving facility.
  - b. In a secure controlled area.
3. That all of the necessary documentation is properly exchanged with regard to the transfer of the prisoner to the receiving officer, i.e., criminal charges, commitment paperwork, etc.
4. All the necessary paperwork for the transfer will be completed to include signatures if required.
5. The transporting officer shall advise the receiving officer of any potential medical or security concerns or hazards posed by the prisoner.
6. The number of officers used to transport a prisoner out of the city will be at the discretion of the supervisor. The sergeant or officer in charge shall consider the safety of the officers, defendant and the general public.
  - a. Any officer who feels a transport situation is unsafe will immediately notify his/her supervisor.
  - b. Anytime multiple prisoners are being transported, two officers shall be used for the transport.

**2.5.3 continued**

7. Safety aspects of the transportation function require that the prisoner will not be permitted to make any phone calls or communicate with anyone while being readied for transport.
  - a. Should a special circumstance arise which would necessitate an exception to this policy, the transporting officer will be the individual responsible for monitoring the communication.
8. Transporting officer will document the events of the transfer in the incident report.

Effective Date:

Date: March 15, 2207

By Order Of:

Craig Foust  
Chief Of Police