



NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



ARRESTEE and DETAINEE TRANSPORTATION/ TEMPORARY HOLDING FACILITY PROCEDURES 300.01

EFFECTIVE DATE: 08-18-22

APPROVED: 
Chief of Police

SUPERSEDES: 07-19-22

CFA: Chapters 21 and 22, 14.02

CONTENTS:

- I. Purpose
- II. Policy
- III. Scope
- IV. Definitions
- V. Transportation Procedures
- VI. Transportation Officer Responsibilities
- VII. Temporary Holding Facility
- VIII. Prisoner Processing – Juvenile
- IX. Prisoners – Special Conditions
- X. Detainees
- XI. Physical Restraint Devices
- XII. Evacuation of the Temporary Holding Facility
- XIII. Transportation of Prisoners
- XIV. Transportation Special Requirements
- XV. Transportation to Other Facilities
- XVI. Procedures for Transfer of Custody at TGK
- XVII. Documentation
- XVIII. Arrest of Foreign Nationals

I. PURPOSE

To provide guidelines for the safe and efficient transportation, detention, and processing of arrestees. In addition, to provide safety guidelines for the use of the Department's temporary holding facility.

II. POLICY

To detain, restrain, transport, hold and process individuals, as needed, for law enforcement purposes while respecting the sanctity of life and constitutional rights of all persons, whether prisoners, or detainees in need of assistance. Officers will abide by all Federal, State and local laws while interacting with arrestees and detainees and will take the utmost care to protect the persons in their custody.

III. SCOPE

This policy applies to all members of the Department.

IV. DEFINITIONS

- A. Arrestee (Prisoner): A person whose freedom is deprived because they are in the custody and care of a North Miami Police officer. The person is involuntarily restrained and confined.
- B. Detainee: A person who is in the custody and care of a North Miami Police officer, but is not a prisoner. The following are examples of detainees:
 - 1. Individuals in need of mental health treatment.
 - 2. Missing persons who have been recovered by a law enforcement officer.
 - 3. Juveniles who need to be returned to a school or home.
 - 4. Individuals under the influence of alcohol or narcotics who are unable to care for themselves.
- C. Physical Restraint Devices: Equipment designed to restrict the movement of the hands and/or feet of a prisoner or detainee, such as handcuffs (swivel or hinged), flex-cuffs, the BolaWrap 150, or Ripp Hobble.
- D. At-risk Arrestees/Prisoners: A prisoner, of any age, who has expressed a desire to harm him/ herself, or is under the influence of alcohol or narcotics and is unable to care for themselves.
- E. At-risk Detainee: A person of any age who has a known physical or mental disability, such as, but not limited to, Alzheimer's Disease, dementia, Autism Spectrum Disorder, diminished intellectual capacity, physical impairments that put the person at risk of serious injury, and the person has demonstrated a potential to harm themselves or others, or

are unable care for themselves, or identify themselves, which would subject the person or others to personal or immediate danger.

V. TRANSPORTATION PROCEDURES

- A. Officers shall thoroughly search prisoners and detainees for weapons and contraband prior to transport to any facility, including for other officers or agencies, to ensure their safety and the safety of others. **CFA 21.02**
- B. All prisoners, except in cases where extenuating circumstances are present, such as the age of offender, severe illness, or physical disability, shall be handcuffed behind the back prior to being placed in a police vehicle and shall remain handcuffed until placed in a prisoner holding cell. Searches shall include any item(s) accompanying the prisoner (prosthetic device, wheelchair, brace, etc.). **CFA 21.04, 21.07**
- C. Prisoners shall be transported in a secure, caged vehicle, except as noted.
 - 1. All marked police vehicles used to transport prisoners, will be equipped with a cage of heavy mesh, or heavy gauge plastic, secured between the driver and passenger compartments, to prevent the prisoner access to the driver's compartment.
 - a. Rearview mirrors will be placed so as to observe the activities of the prisoners while in transport.
 - b. Rear door handles and power windows will be disabled and access to the locking devices for rear doors will be from the driver's compartment only.
 - c. All prisoners and detainees will be secured by seatbelts while being transported. **CFA 21.04**
 - d. Juveniles in custody shall not be transported with adult prisoners unless they were involved in the same criminal offense. **CFA 21.01C**
 - 2. In some situations, uncaged police vehicles may be used to transport prisoners. The following procedures will apply in those situations:
 - a. Prisoners shall be placed in the rear right seat with the seatbelt in use. Rear windows will not be lowered unless the vehicle is equipped with security bars on the windows. **CFA 21.04**

- b. A minimum of two officers shall be in the vehicle, with at least one officer positioned in the rear seat with the prisoner.
3. No more than two (2) prisoners shall be transported in a police vehicle, unless a prisoner transport van is utilized (described under Item "D" below). **CFA 21.04**
4. Male and female prisoners will not be transported in the same vehicle, unless they were involved in the same criminal offense. **CFA 21.01A, 22.17**
5. Officers will conduct a search of their assigned, or pool vehicle, at the beginning and end of their shifts, as well as prior to and just after transporting a prisoner or detainee in their police vehicle. **CFA 21.03**
6. If evidence or personal property is discovered, it shall be reported to the shift supervisor immediately, documented by a report and property receipt, and turned into the Property Unit.

D. Prisoner Transport Van: **CFA 14.02**

1. The prisoner transport van is currently maintained by the Traffic Safety Unit, who will arrange for the required maintenance, as needed.
2. The transport van will be operated by authorized personnel, who have received familiarization training with its use and equipment.
3. The following equipment will be maintained in the prisoner transport van, to be inspected during regular vehicle inspections:
 - a. Fire extinguisher
 - b. First aid kit
 - c. Flares
4. The transport vehicle is also equipped with an intercom for communications, and internal rear view cameras.
5. Occupancy:
 - a. The maximum permitted occupancy for the transport van is twelve (12) persons; ten (10) through the rear, and two (2) through the side.
 - b. The six (6) seats on the driver's side of the van are separated by sight from the other six (6) seats on the passenger's side of the van. This separation will be taken into consideration when transporting prisoners of the opposite sex and juveniles to accommodate for the separation. **CFA 22.07**

VI. TRANSPORTATION OFFICER RESPONSIBILITIES

The primary duty of the transporting officer is the safe transport of the prisoner/detainee in his/her care.

- A. When utilizing the prisoner transport van, the transport officer shall obtain an AED from the on-duty shift supervisor prior to commencing any transport operations. The AED shall be returned upon the conclusion of transport operations.
- B. Officers transporting prisoners/detainees of any gender, to any facility, shall notify the Miami-Dade dispatcher of the starting location, destination, present mileage, arrival at destination, and mileage upon arrival at the destination. **CFA 21.01A**
 - 1. The NMPD Communications Unit will document the prisoner/detainee transfer details via input into the Computer-Aided Dispatch system, which will include the dispatch, en route, arrival and cleared times. **CFA 21.08D**
- C. In the event an officer is alerted to a situation during transport where the risk to third parties is both clear and grave, and the risk to the prisoner/detainee is minimal, the officer should stop to render assistance and the following will occur: **CFA 21.05**
 - 1. A supervisor shall be advised immediately.
 - 2. At no time shall a prisoner/detainee be placed in jeopardy.
 - 3. Officers transporting prisoners/detainees shall NOT engage in any pursuits.
 - 4. Whenever a prisoner/detainee is left alone in a parked vehicle, s/he shall be secured by a seatbelt with the vehicle doors locked, have air conditioned ventilation, and the vehicle's overhead emergency lights activated. **CFA 21.05**
 - 5. It is not permissible to handcuff any prisoner/detainee to any object not intended for that use.
 - 6. Prisoners will not be permitted to communicate with anyone other than police personnel while in transport, or while seated in a police vehicle.
 - 7. Prisoners who cause damage to police vehicles shall be appropriately

charged with the criminal offense.

D. PRISONER PROPERTY:

1. Upon receipt of the prisoner/detainee property, the transporting officer shall sign for the property on the property receipt. If the envelope is received sealed, indicate "Received Sealed" on the property receipt.
2. Prisoner property will be turned over to and recorded by the Property Room personnel at the Miami-Dade County jail.

VII. TEMPORARY HOLDING FACILITY

The Department's temporary holding facility shall be available on a 24-hour basis for the temporary containment of arrested persons. The holding facility shall include the entire prisoner processing area and the holding cells, which contain a bench for sitting and a restroom with a sink. The temporary holding facility is a restricted area and no persons, other than those authorized via key card access, will be able to enter the area. **CFA 22.03 C**

Civilian personnel will not enter the holding facility unless necessary, and only if prisoners are secured in a holding cell, or when unoccupied. **CFA 22.03 B**

- A. The arresting officer will be responsible for the supervision and accountability of prisoners during their temporary detention at the holding facility by ensuring:
 1. The prisoner's safety.
 2. The prisoner is searched.
 3. The care and custody of the prisoner.
 4. Prisoner processing.
 5. Supervision of the prisoner.
- B. The arresting officer will follow all safety protocols listed in this section to prevent the escape of prisoners.
- C. The on-duty shift supervisor for each Uniform Patrol shift shall have the responsibility to check the holding facility at the beginning of each shift. The holding facility will be checked for security violations, cleanliness, and possible contraband. Fire detection devices and alarm systems will be visually checked for damage or tampering. **CFA 22.03**
 1. The inspection results of the holding facility will be recorded on the back of each shift's Command Log.

2. Officers will inspect the holding facility for contraband, weapons, and damaged equipment prior to placing a prisoner in the cell. **CFA 22.03D**
3. Any situation occurring in the holding facility involving equipment failure, which results in an unsafe condition, shall be brought to the attention of the Shift Commander immediately.
 - a. The Shift Commander shall take corrective action to remedy the unsafe condition and/or remove the prisoner(s) to another area.
 - b. Documentation of the unsafe conditions shall be forwarded to the Uniform Patrol Section Major.

D. A sworn officer shall be in the holding area at all times while prisoners are detained. At no time will any prisoners be left unattended.

E. All prisoners, whether juvenile or adult, will be logged into the North Miami Temporary Holding Facility log. Upon departure from the facility, the must be logged out.

1. Juveniles will be logged in/out via the Florida's Juvenile Justice and Delinquency Prevention Act (JJDPA) Compliance Monitoring Form.
2. Adults will be logged in/out via the NMPD Holding Cell Log, which will capture the reason, date, and times in and out of the facility.

F. Adult Observation Log:

1. The arresting officer must complete an Arrestee/Detainee Observation Log for any at-risk adult prisoner/detainee identified as being suicidal or a danger to himself or herself.
2. The physical observation will be documented on the log every 10 minutes. **CFA 22.05**
3. At-risk adults shall be kept in holding cells numbers four (4) and five (5) to facilitate this process.

G. Adults who are **not** at-risk prisoners/detainees will be monitored continuously while in custody. At least every (30) minutes, a sworn officer will make face-to-face visual contact with the prisoner/detainee. **CFA 22.05, 22.06**

H. Information regarding how a prisoner may obtain medical attention shall be posted in the holding area. Prisoners will be advised to contact the officer if a medical need arises. **CFA 22.09**

I. Communications personnel will monitor the security cameras in the holding facility for officer and prisoner safety. If an emergency arises in the holding cell, the officer will activate the emergency alarm button. The light will illuminate in the Communications Unit. The PCO will immediately check the cameras and make an immediate request for a 3-15 to the holding area via the Miami-Dade dispatcher. The PCO will then announce over the PA system of the 3-15 to the holding cell.

CFA 22.03 E, F;22.06 B

J. When officers use holding cells two (2) and three (3), prisoners will be monitored by audio and visual equipment for observation purposes; however, video/audio monitoring will not be used in lieu of the mandatory physical observation procedures for at-risk adults and juveniles noted in this policy. The audio/video equipment is located at the booking desk, and shall not be used to violate the personal privacy of any prisoner.

CFA 22.06, 22.17

K. Female prisoners shall be kept in holding cells two (2) and three (3) apart from male prisoners. Juveniles shall be kept in holding cells four (4) and five (5) apart from adult prisoners. The cells prevent sight and sound access between females and males and adults and juveniles.

CFA 22.07, 22.17

1. In order to facilitate the separation of **sight** from adults and juveniles on occasions where they might be processed simultaneously, officers will utilize the curtains in the holding cell area to ensure that as juveniles or adults are brought in or out of the facility, the curtains are drawn in a way so as to prevent any juvenile or adult from having visual contact.

2. When a curtain is drawn to prevent visual contact, the officer responsible for the prisoner inside the holding cell being blocked by the curtain will maintain face-to-face visual contact with that prisoner until the process of either the juvenile or adult being transferred is complete.

3. At no time will curtains be kept drawn unnecessarily preventing the continuous monitoring of prisoners.

L. A first aid kit will be stored in the holding facility and inspected monthly, to include any Narcan stored therein. The Quartermaster will replenish supplies as needed. **CFA 22.13**

M. The NMPD has a fire alarm and heat and smoke detection system.

1. Fire and smoke alarm equipment is inspected and tested annually as required by local fire code by the Miami-Dade Fire Department and a contracted fire system company.

2. The Administrative Major shall maintain written documentation regarding the maintenance of fire suppression equipment pursuant to manufacturer recommendations, and documentation of the annual inspection and testing listed above.
- N. Evacuation route diagrams and visible exit signs are located throughout the facility.
- O. All outside maintenance persons shall be escorted into and from the holding facility by the building Maintenance Mechanic, who will be responsible to ensure no tools or equipment are left inside the holding facility.
- P. Officers may enter the holding area (jail) with a firearm only when unoccupied.
- Q. No prisoner shall remain in custody for a time exceeding that which it would take to process, interview or transport such prisoner.
 1. Juvenile prisoners shall not be detained beyond six (6) hours.
- R. Arresting officers will be responsible for the safety, care and custody of all prisoners brought into the North Miami Police Department holding facility.
 1. After entering the sally port area, officers will ensure the sally port gates are in the down position before removing the prisoner from the police vehicle.
 2. Officers will secure their firearms and knives, in the locked trunk of their vehicle or in the secure lock box in the sally port prior to taking prisoners into the holding area. Prisoners will remain handcuffed until placed in the cell, at which time the handcuffs may be removed. The cell door will remain closed until the officer is ready to transport or other intervention is necessary.

CFA 22.03A, 21.08A

3. Two officers will be present for un-cuffing and during any other prisoner contact.
4. Prisoners will be thoroughly searched for weapons and contraband before being placed in the holding cell. Prisoners should be searched by members of the same sex, except in extenuating circumstances. When situations occur which require searches of members of the opposite sex, a cursory pat down for weapons or evidence should be conducted with a witness present, if possible. **CFA 22.04A, 22.17**
5. All property will be removed from the prisoner's custody. This will

include, but not be limited to, belts, jewelry, money, and electronic devices. **CFA 22.04B**

6. Officers will search a prisoner's handbag or other items in their possession at the time of arrest and prior to transport. A witness shall be present whenever possible.
7. The impounding of cash or other valuables shall be noted on a property receipt. All cash impounded shall be verified, independently, by at least one other officer. For any cash impounded exceeding \$500 in value, a supervisor shall be notified and will initial the receipt upon confirming the amount impounded.
8. Arresting officer(s) will inventory the property on a property receipt. The receipt shall include: **CFA 22.04B**
 - a. Itemized list of property impounded.
 - b. Signature of the impounding officer, date and time.
 - c. Signature of the prisoner.
 - d. In the event a prisoner has no property, the arresting officer will complete a property receipt with the subject's name, DOB, case number, and write "NO PROPERTY" across the bottom. Prisoners will sign the receipt. If a prisoner refuses to sign the property receipt, indicate "Refused" on the signature line and have a supervisor initial the refusal.
9. Prisoner's personal property shall be kept in a manila envelope, to be released to the transporting officer. **CFA 22.04C**
10. A strip-search may only be conducted with prior approval from the Shift Commander and not as a matter of routine. Shift Commanders will use good and cautious judgment in determining whether a strip-search is necessary. **CFA 2.01**
 - a. Strip-searches must be based upon the nature of the offense for which the individual has been arrested; an activity observed (i.e., consumption of drugs while in custody, etc.); and the inability to conduct a secure search due to clothing worn, or other physical characteristics.
 - b. A strip-search may only be conducted by an officer who is of the same gender or gender identity/expression as the prisoner.

- c. A strip-search may only be conducted in an area where viewing by other individuals is not possible.
- d. The procedures for a strip search will be the same for adult and juvenile prisoners.
- e. Strip-searches will be documented in the Field Report.

11. Body-cavity searches shall be arranged for ONLY with the prior approval of the Shift Commander. Approval for such a search must be based upon a reasonable belief by the arresting officer that the individual arrested has secreted evidence and/or contraband within the body cavities. **CFA 2.01**

- a. A body-cavity search will NOT be performed by any member of the Department.
- b. Should a body-cavity search become necessary, it shall be conducted ONLY by appropriate medical personnel and ONLY at a hospital facility.
- c. Body-cavity searches conducted by medical personnel will be documented in the Field Report.

S. Arresting officers will be responsible for the completion of the appropriate paperwork relating to the processing of all prisoners.

- 1. Adult prisoners arrested on felony charges may be photographed. They need not be fingerprinted prior to being transported to County jail unless needed for further investigative purposes.
- 2. When adult prisoners arrested on misdemeanor charges do not meet the criteria for release with a "Promise to Appear" (PTA), they may be photographed, but are not required to be fingerprinted unless specifically requested for investigative purposes.
 - a. Prisoners who qualify for release by signing a "Promise to Appear" may be released without further processing.
 - b. Criteria for release includes: non-violent, positive identification, Miami-Dade County resident, no outstanding warrants.
 - c. Upon completion of the processing or interview, the prisoner will be released by signing the "Promise to Appear" at the bottom of the arrest affidavit. Prisoners may be released on

the scene upon signing the arrest form.

3. Adult prisoners arrested for minor traffic charges and/or outstanding warrants may be transported directly to the County jail. If the prisoner has an outstanding warrant, the officer must call Miami-Dade County Warrants to verify the warrant is still active. If it is, the officer will transport the prisoner to Warrants where the arrest form will be provided by the Warrants Bureau personnel. The prisoner may then be transported to the County jail.
4. A complete set of fingerprints, palm prints and photographs of prisoners may be taken in all instances where the taking of fingerprints and photographs will facilitate an investigation.

T. The Uniform Patrol Major will conduct a documented administrative review of the North Miami Police Department's Temporary Holding facility and its policy and procedures on an annual basis.

VIII. PRISONER PROCESSING - JUVENILE

Persons arrested who are under the age of 18 are treated statutorily as juvenile offenders. Juvenile processing is handled the same as an adult offender with specific exceptions.

- A. Juvenile offenders are to be restrained in the same manner as adult offenders.
- B. A Civil Citation will be completed for any juvenile meeting the criteria for a PTA. The Records Unit will forward the citation to the proper facility.
- C. Juvenile offenders shall not be transported with an adult prisoner, unless they were involved in the same criminal offense. **CFA 21.01C**
- D. If any juvenile arrestee is transported to the Temporary Holding Facility and/or investigative interview room, the officers shall complete the Florida JJDPA Compliance Monitoring Reporting Form (log) located at the booking desk. The Midnight Shift Commander ensures the logs are faxed and/or emailed to the Florida JJDPA on a monthly basis.
- E. Juvenile offenders shall not be placed in the processing area, or kept in the same holding cell as with adult prisoners. Juveniles will be placed in holding cells numbers four (4) and five (5), as noted in Section VII (K) of this policy, where mandatory sight and sound procedures are noted. **CFA 22.07**

F. Juveniles are to be monitored during their confinement at all times by a sworn law enforcement officer as follows:

1. Juvenile Observation Logs:

- a. The arresting officer must complete an Arrestee/Detainee Observation Log form for all juveniles being held in the temporary holding facility.
- b. The physical observation will be documented on the form every 10 minutes (or in 10-minute intervals), to include when the juvenile was transferred. **CFA 22.16**
- c. The Midnight Shift Commander will verify on a monthly basis that the names on the Florida JJDPA Compliance Monitoring Reporting Form coincide with the juvenile Arrestee/Detainee Observation Log.

G. Juveniles in non-secure custody shall be under the constant supervision of a sworn law enforcement officer.

H. Juvenile offenders who have obvious signs of injury or illness, or complain of injury or illness, shall be treated as follows: **CFA 21.01B, C**

1. Miami-Dade Fire-Rescue will be contacted to respond. All visible injuries will be photographed and submitted with the Supervisor Control of Persons Inventory Report.

2. The Shift Commander shall be advised of the situation.

3. An immediate attempt will be made to contact a parent or guardian of the juvenile. In the absence of a parent or guardian, DCF must be contacted to authorize treatment, and the juvenile will be transported to the hospital, if needed. The JAC will not accept a juvenile without medical clearance.

I. No juvenile offender is to be left unattended anywhere within the police station.

J. Juveniles who have been brought to the station as a dependency case ONLY, (i.e., runaway, truant, neglected, etc.), shall not be placed in a holding cell. Juveniles involved in dependency cases shall not be restrained by any restraining device, unless deemed absolutely necessary to prevent injury; however, seatbelts, or a state-required safety device for a child under six years of age, shall be used during transport. **CFA 21.04**

K. Juvenile offenders who are unable to be located to affect an arrest may be charged utilizing the following options:

1. In misdemeanor or less serious felony cases, a referral arrest affidavit may be forwarded to the Juvenile State Attorney's Office, providing that:
 - a. Positive identification of the offender as the perpetrator has been made.
 - b. The officer has verified an address where the juvenile or an immediate adult family member can be served; and
 - c. The officer writes the phrase 'NOT IN CUSTODY' on the arrest form where the arrest date would be filled in.
 - d. For misdemeanor arrests not witnessed by the officer, the affiant should sign the arrest form in the block where the officer's signature is required.
2. In serious violent cases, or in any case where the offender poses a significant threat to the community based on his/her violent behavior, threats of violent behavior, or record of prior and recent criminal conduct, the officer should contact the Juvenile State Attorney's Office to obtain an order (juvenile arrest warrant) to take the offender into custody.

IX. PRISONERS-SPECIAL CONDITIONS

A. After being searched and placed in the holding area, restraining devices may be removed from prisoners. **CFA 21.08B**

1. Prisoners who become violent may continue to be restrained with notification to the on-duty supervisor as soon as practical, with frequent checks made to ensure the restraints do not cause injury to the prisoner. **CFA 22.10**
2. When practical, prisoners who are a threat to themselves, violent, ill, injured, or under the influence of alcohol or drugs must be transported directly to the appropriate receiving facility with notification made to the facility of the issue. **CFA 21.01D, 22.10**

B. Prisoners who have obvious signs of illness or injury, appear to be under the influence of drugs, or complain of illness or injury, shall be treated by Miami-Dade Fire Rescue or other authorized medical personnel.

Arresting officers shall ensure that appropriate first aid is rendered to prisoners experiencing a serious or life-threatening medical condition. **CFA 21.01B, 22.08**

1. All visible injuries will be photographed and submitted with the Supervisor Control of Persons Inventory Report.
2. All injuries sustained as a result of a K-9 apprehension of a prisoner shall be treated by Miami-Dade Fire Rescue, photographed and documented on the Supervisor Control of Persons Inventory Report.

C. Upon the death of a prisoner while being taken into custody, confined or being-transported, Fire Rescue will be requested immediately, the scene shall be secured, and notification shall be made immediately to the Shift Commander.

1. The Shift Commander, or ranking member on the scene, will notify the Florida Department of Law Enforcement (FDLE) Regional Operations Center and request a response from the FDLE Critical Incident Team to initiate an investigation.
2. The Shift Commander shall immediately notify the Section Major of the incident.

D. In the event a prisoner escapes from custody, the following shall occur:

1. If the escape is from the holding facility, the officer will activate the emergency alarm button at the desk, which will alert the Communications Unit. **CFA 22.03 E, F, 22.11A**
2. A B.O.L.O. shall be broadcast to include the prisoner's name, description, home address (if known), and crime(s) for which s/he was in custody. **CFA 21.06C, 22.11C**
3. The on-duty supervisor shall be notified immediately. The supervisor will ensure that the proper notifications are made through the chain of command. **CFA 21.06A, 22.11B**
4. The arresting officer shall mobilize resources, such as:
 - a. Establishing a perimeter with appropriate support units involved. **CFA 21.06C, 22.11C, D, E**
 - b. Requesting air support, K-9, and Fire Rescue if injuries are involved.

5. Should the escape occur outside the City limits, the officer shall immediately notify the on-duty supervisor and request the Communications Unit to notify the law enforcement agency having jurisdiction as soon as possible so search efforts may be coordinated. **CFA 21.06**
 - a. Pursuant to FSS 901.22, the legal authority of the officer to recapture an escapee extends to any time and any place, irrespective of jurisdiction.
6. When the prisoner has been taken into custody, the officer shall notify Communications Unit of the apprehension and the B.O.L.O. shall be cancelled. **CFA 22.11 E, F**
7. A written report will be made of the incident, and the prisoner will be charged accordingly. **CFA 21.06B, 22.11F**

E. When possible, no more than one (1) prisoner will be placed in a holding cell at a time. In cases of mass arrests, the maximum capacity of the Department's temporary holding facility is twenty (20) prisoners, four (4) per cell. If the number of prisoners exceeds twenty (20), all prisoners will be transported directly to the Turner Guilford Knight Correctional Center (TGK), or other designated facility, and processed into that facility. **CFA 22.14**

X. DETAINEES

A detainee is a person who is in the custody and care of a North Miami Police officer but is not a prisoner. However, no detainee will be given free access to any part of the North Miami Police Department. Detainees will always be under the supervision of an officer. Depending on the circumstances and the discretion of the officer, the detainee may or may not be placed in restraints.

A. Detainee Transportation Procedures:

1. The use of restraining devices, in the instance of a sick or injured person, will be at the discretion of the officer.
2. The officer should take into account whether the sickness or injury has left the detainee unconscious or semi-unconscious.
3. The officer should take into account whether the detainee has missing limbs, which would dictate in part the threat level/security risk the detainee poses to the officer or to themselves.

4. Officers transporting detainees, of any gender, to any receiving facility shall notify the Miami-Dade dispatcher of the starting location, destination and arrival at destination and the starting mileage and the mileage upon arrival at the destination.
2. The NMPD Communications Unit will document the detainee transfer details via input into the Computer-Aided Dispatch system, which will include the dispatch, en route, arrival and clear times. **CFA 21.08D**

XI. PHYSICAL RESTRAINT DEVICES

- A. All prisoners and detainees will wear seatbelts while being transported in any Department vehicle.
- B. Prisoners will be restrained utilizing Department approved devices, as applicable, consisting of the BolaWrap 150, handcuffs, Flex-cuffs (if assigned), and the Rip Hobble. Officers shall follow the procedures for the use of each device as described in the Response to Resistance policy, 300.16, Section X.
- C. All prisoners will be restrained with handcuffs while in transport.
 1. If the prisoner, or detainee, has a medical condition, or a disability, and they are unable to be handcuffed behind their back, they will be handcuffed to the front with their palms facing outward and handcuffs double locked.
- D. Prisoner restraints will not be removed unless there is a minimum of two officers present.
- E. Restraints will not be removed from a prisoner, or detainee, until they are either delivered to the applicable receiving facility, or released from custody. **CFA 21.08B**
- F. Prisoners/detainees will not be handcuffed to any part of the transport vehicle.
- G. Leg restraints (Ripp Hobble) may be used to prevent a prisoner or detainee from possibly injuring an officer or damaging a patrol vehicle by kicking. The prisoner or detainee will not, under any circumstance, be placed in the hog-tie position. This position can lead to positional asphyxiation, which can be fatal.

- H. All prisoners and detainees will be placed in a sitting position with back support, when possible, to relieve pulmonary stress from lying on their stomach, or any other position which would affect normal breathing.
- I. The type(s) of restraining device used on the prisoner or detainee will be documented on the arrest affidavit, Baker Act form, or whatever other document used to transfer custody of prisoner or detainee.

XII. EVACUATION OF HOLDING FACILITY

Affected members shall receive training on the operation of the holding facility commensurate with their level of assignment, including fire prevention and suppression techniques and equipment for that use. In the event the holding facility needs to be evacuated, the following procedures will be implemented:

CFA 22.12, 22.03 B

- A. In case of fire within the facility, the smoke detector will automatically sound and engage the audible alarm located within the Communications Unit. Communications Unit personnel will immediately notify the Miami-Dade Fire Department to respond. **CFA 22.03E**
- B. Communications personnel will notify the Shift Supervisor who will immediately respond to the holding facility. The officer(s) shall make every attempt to extinguish any visible fire with the fire extinguisher located within the holding facility.
- C. Prisoners will be handcuffed and moved to a secure area following the fire evacuation routes posted in the holding facility. If the situation warrants, prisoners will be transported to the Turner Guilford Knight Correctional Center and processed into that facility.

XIII. TRANSPORTATION OF PRISONERS TO A FACILITY

When a prisoner is being transported from the station to another facility, the following procedures shall apply:

- A. Transporting officer shall ensure that the prisoner(s) being transported is handcuffed, searched, and identified. **CFA 21.02**
- B. The arresting officer or supervisor must enter the transporting officer's information, within the 'Transporting Officer Section' of the electronic A-Form.
- C. Property belonging to the prisoner shall accompany him/her to the

facility. Arresting officers shall relinquish prisoner property only to a transporting or relieving officer or to the receiving facility.

- D. Arresting or transporting officers will inspect the holding cell upon release of each prisoner.
- E. The transporting officer and his/her supervisor shall be clearly advised of any potential hazards (violent/ irrational behavior, suicidal behavior, escape risk, etc.) involving the prisoner by the arresting officer (or any other Department member with such knowledge) prior to taking custody. The supervisor will make a determination regarding the need for additional personnel and/or restraint devices. A notation of the hazard shall be attached to the arrest form. When warranted, all such prisoners will be transported to the appropriate medical facility prior to TGK. **CFA 21.01D, 21.07**

XIV. TRANSPORTATION - SPECIAL REQUIREMENTS

- A. Transporting a physically and/or mentally handicapped prisoner/detainee frequently dictates that special care and attention be provided by transporting officers. **CFA 21.07**
 - 1. When responding to a military person in need of treatment and/or services, Baker Act, or Ex-Parte order, they will be transported to the Miami Veterans Administration, 1201 NW 16 Street. It is necessary to call the Communications Unit of the VA (305 575-3400) prior to arriving at the facility, to advise that a veteran is being transported.
 - 2. When initiating an involuntary examination, unless a military person refuses, every effort should be made to transport him/her to the VA instead of the nearest facility.
 - 3. Transporting officers will not be required to secure their weapons upon arrival at the VA, per VA protocol. **CFA 21.08A**
- B. Prior to transporting a physically or mentally handicapped prisoner, or a prisoner wearing a prosthetic device to a custodial facility, the transporting officer should have that facility contacted to advise them of the prisoner's condition so that any special arrangements needed may be made. Wheelchairs and crutches may be transported in the police vehicle, but will not be placed in that portion of the vehicle used to confine the prisoner. **CFA 21.01B**
- C. If a prisoner is so physically and/or mentally handicapped that the

officer feels the prisoner cannot be safely transported in a police vehicle, the officer shall contact the on-duty supervisor.

D. Prisoners with prosthetic devices may be transported in a police vehicle.

1. Restraining prisoners wearing prosthetic devices are a concern for safety of both the prisoner and the officer.
 - a. Restraining devices used shall not interfere with the prisoner's ability to balance or protect himself/herself during transport. **CFA 21.04**
 - b. Other than a seatbelt, restraining devices shall not to be attached to any part of the vehicle.
2. A prisoner wearing a prosthetic device must be thoroughly searched, including the device. **CFA 21.04**

E. Prisoners may be transported to a medical facility in an ambulance. Any prisoner, in custody for a criminal offense, who is transported in an ambulance, will be accompanied by an officer in the ambulance and be followed by a second officer. **CFA 21.07**

1. The prisoner must be handcuffed during transport in the ambulance.

F. Any medicine(s) belonging to a prisoner will be kept with the prisoner's property and no medicine will be administered by a member of this agency.

G. A patient who is under arrest at a receiving hospital may be transported to Jackson Memorial Hospital (JMH) under the following conditions:

CFA 21.01B

1. Prior approval for the transfer must be obtained by the transferring physician from the JMH Administrator on-call and a receiving physician at JMH.
2. Arresting officers are responsible for their prisoners while at any receiving medical facility, until such time as the arresting officer transports, or arranges for transportation of the prisoner to JMH, or other appropriate facility that has accepted responsibility for the prisoner. **CFA 21.07**
 - a. The officer must accompany the prisoner at all times, to include instances where a prisoner may be moved within the facility for the purpose of conducting tests (X-Ray, MRI,

scans, etc.)

H. Violent offenders who have been seriously injured shall be transported by ambulance to the appropriate facility. **CFA 21.01B**

1. Prisoners will remain handcuffed, but will not be handcuffed to a stretcher.

I. If a prisoner exhibits violence or irrational behavior, the transporting officer shall be accompanied by another officer. A third officer may follow in a patrol vehicle. **CFA 21.01D**

1. The medical facility personnel must be advised in advance of the name and condition of the prisoner being transported.
CFA 21.08E
 - a. The arrestee's armband must accompany the prisoner to medical facility.
 - b. Upon arrival at the medical facility, the officer will accompany the handcuffed prisoner inside the facility where the officer will secure his/her firearm. **CFA 21.08A**
 - 1.) In the event the facility does not have secure storage, officers transporting prisoners to a mental health facility should make every provision possible to securely store their weapons. Officers will retrieve their firearms before leaving the facility. **CFA 21.08A**
 - c. Once inside, and at the direction of the medical personnel, the officer may remove the prisoner's handcuffs. The arresting or transporting officer must complete the appropriate portion of the arrest form pertaining to medical treatment (the back of the yellow copy "MDPD Records copy") before the prisoner can be treated. **CFA 21.08 B,D**
 - d. If, in the opinion of the medical facility personnel, a prisoner is in need of medical care, the prisoner may be treated. If the medical care is minor, the prisoner may be treated and the arresting/transporting officer will then transport them to TGK.
 - e. Prisoners refusing treatment must be transported to TGK where they may sign a "refusal for treatment" form. The on-duty physician will observe the prisoner and their opinions will be noted on the appropriate forms.

- f. Mentally disturbed prisoners shall be restrained.
- g. When necessary, two units shall be assigned for transportation of all mentally disturbed prisoners.

J. Prisoners who are considered to be a suicide threat shall be under the continuous watch of an officer until transported to the appropriate receiving facility. **CFA 21.01B, 21.08**

K. Officers transporting any prisoner or detainee deemed a security threat (suicide, escape, violent, or any other unusual security risk) will notify the receiving facility of the circumstances so they may make any necessary preparations. All prisoners that are a known suicide risk, as well as pregnant females, will be transported to TGK. **CFA 21.08E**

XV. TRANSPORTATION TO OTHER FACILITIES

When the booking process is completed and the prisoner is ready for transport to another facility, the following procedures will be followed: **CFA 22.03 B**

- A. The officer will request a back-up officer before removing a prisoner from the cell.
- B. All prisoners will be handcuffed behind their back (unless physically unable), and searched again prior to transport.
- C. Officers will place the prisoner back in the holding cell while they retrieve their firearm from the locker.
- D. Prisoner will then be placed in the police vehicle and transported.

XVI. PROCEDURES FOR TRANSFER OF CUSTODY AT TURNER GUILFORD CORRECTIONAL CENTER (TGK)

When the officer arrives at TGK, the following procedures will be followed:

- A. Once inside the facility, and prior to handling the prisoner, Officers will securely store their firearm/weapons inside the trunk of their vehicle. Officers will retrieve their firearms before leaving the facility.
- B. When arriving to process arrestees, officers shall enter the West Gate and receive assistance from a MDCR officer. The MDCR officer shall greet, provide direction and allow entry into the Law Enforcement Officer

(LEO) Lobby. The LEO lobby is designed to facilitate LEO check-in, pre-medical screening, and the issuance of a jail number.

- C. Upon receipt of a jail number, custody of the arrestee and property shall be transferred to MDCR, and the officer is allowed to exit the facility, as MDCR shall process all property.
- D. Arrestees who arrive to TGK with cash will have their money deposited by the officer into one of the machines designated by MDCR for this purpose. Upon completing the deposit, two receipts will be printed. One receipt shall be provided to the arrestee, the other shall be turned in to the officer's shift supervisor prior to the end of shift.

XVII. DOCUMENTATION

- A. The following documents will accompany the officer and prisoner to TGK, or the JAC.
 1. The arrest affidavit.
 2. The prisoner property receipt.
 3. Uniform Traffic Citation (if applicable).
- B. Officers will note in the Offense Report and Arrest Affidavit the receiving facility where the prisoner was taken. **CFA 21.08C**
- C. The following documents will accompany the officer and detainee to a mental health facility where the documents will be given to the nurse or hospital representative receiving the detainee (with his/her name to be noted on the Incident Report): **CFA 21.08C**
 1. Baker Act form, or
 2. Ex-Parte Order.
- D. The following actions will be taken when the detainee is not transported to jail or mental health facility, such as a detainee being returned to a residence or other location:
 1. The officer will request permission from the supervisor to transport the detainee. The officer will include the address the detainee is being transported to in an incident report.
 2. The officer will write an incident report detailing the transportation of the detainee and will document the name of the receiving person. **CFA 21.08C**

3. The officer will include the details of transporting a detainee in an offense report or an offense supplement report when the detainee is involved in a criminal investigation.

XVIII. ARREST OF FOREIGN NATIONALS

Pursuant to FSS 901, when a foreign national is arrested or detained, they must be advised of the right to have their consular officers notified. In some cases, the nearest consular officials must be notified of the arrest or detention regardless of the National's wishes. It shall be the responsibility of the arresting officer to make necessary notification. In the case of a death of a foreign national, consular officials must be notified. An updated list of consular officials and telephone numbers will be kept at the Communications desk.