



# MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES

**Subject**

**RESTRAINT AND  
TRANSPORTATION OF PRISONERS  
AND INMATES**

**Policy Number**

**GJ-9**

**Effective Date**

**08-02-17**

**Related Information**

DH-7, *Intrafacility Inmate Movement*  
EA-11, *Arrest Procedures*  
GJ-13, *Escapes and Related Incidents*

**Supersedes**

GJ-9 (02-22-17)

## PURPOSE

The purpose of this Policy is to establish guidelines for the application and use of restraint devices when escorting, transporting, or restraining prisoners and inmates as well as the procedures for transporting prisoners and inmates outside an Office jail facility.

Although this Policy refers to “employees” throughout, this Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

## POLICY

It is the policy of the Office to ensure that employees who are responsible for restraining any subject only use restraint devices for the protection of the subject, the general public, Office personnel, property, or for the purpose of jail facility or transportation security. All necessary precautions shall be taken to protect the lives and safety of the employee, the public, and the subject being transported.

## DEFINITIONS

**Active Labor:** For the purpose of this policy, the time determined by medical staff in which all restraints are to be removed from a female inmate prior to childbirth.

**Employee:** A person currently employed by the Office in a classified, unclassified, full-time, part-time, contract, temporary, or probationary status.

**Exigent Circumstances:** The sum of the conditions and information available in any event which, taken in their totality, dictate a need for immediate action.

**Hobbling (Hog-tying/Suitcasing):** Restraint of a combative person by binding hands to ankles, **behind** the back. **This is prohibited for ALL personnel.** Restraints applied binding hands to ankles in front of the body, allowing the subject to be kept upright, or on his side, are not prohibited.

**Inmate:** An individual who has been accepted for confinement in any Office jail facility.

**Postpartum Recovery:** For a woman, the time period immediately following delivery of a baby.

**Prisoner:** An individual deprived of his liberty and kept under involuntary restraint, confinement, or custody, prior to being accepted into any Office jail facility.

**Restraints:** Devices used to control and restrict the physical movement of a prisoner or inmate.

1. Mechanical Restraints: Metal devices, such as handcuffs and leg restraints, used to restrict a prisoner's or inmate's arms, legs, or body movement for transport or for short periods of time.
2. Soft Restraints: Leather or nylon devices used to restrict arms, legs, or body movement for extended periods of time.

**Strip Search:** A visual scan of the inmate's body after all clothing has been removed. The clothing will be searched while off of the inmate's body.

**Subject:** Any prisoner or inmate.

**Leg Tether:** The use of a length of chain fastened to a fixed object and an inmate's lower leg for the purpose of limiting an inmate's range of movement.

**Transport Vehicle:** A Maricopa County owned, rented, or leased vehicle, or any other authorized vehicle used for prisoner and inmate transport, excluding public or private transportation or ambulances.

**Visual Body Cavity Search:** A noninvasive visual observation of body cavities conducted in conjunction with a strip search. A visual body cavity search will be performed only if there is reasonable suspicion that the prisoner or inmate is concealing contraband. Every time a visual body cavity search is conducted, the shift supervisor should be notified.

## **PROCEDURES**

1. **Restraint Devices:** Employees shall ensure that restraint devices are applied in a manner which ensures the safety of the employee, prisoner, and inmate and provides control of the subject's body movements. Employees shall exercise extreme caution to prevent injury.
  - A. Use of Restraint Devices: Restraint devices shall be applied in each specific situation only for the amount of time necessary for the subject's behavior to become appropriate or for the transportation of a subject to be completed.
    1. Restraint devices may be used when circumstances endanger the safety of staff, prisoners, or inmates; compromises the security of a jail facility; during the routine transport of any subject; or when deputies are detaining or placing a prisoner into custody, as specified in Office Policy EA-11, *Arrest Procedures*.
    2. A supervisor will be advised as soon as possible whenever any restraints other than mechanical restraints, such as a leg tether, are used on an inmate.
    3. Employees are ultimately held accountable for the type of restraint and the manner in which the restraint is used. An employee must be able to articulate logical reasons for his decisions based on existing circumstances.
  - B. Restraint Application: The type of restraint devices applied when transporting a prisoner or an inmate will vary according to the type of vehicle, the subject's physical and mental condition, charges, existing circumstances, and employee discretion.
    1. Employees shall be alert when applying or removing restraints and, when necessary, additional employees shall stand by for assistance. Mechanical restraint devices shall be double locked to prevent them from being tightened around the subject's legs or wrists.
    2. Barring exigent circumstances, handcuffs shall be applied to the subject's wrists, either in front of or behind the prisoner or inmate, with the double bars of the handcuff on top of the

wrist. Handcuffs shall be closed securely around the wrists in an effort to prevent the subject from removing them, while still allowing adequate blood circulation to the hands and wrists.

- a. For the safety of the employee and for control, prisoners shall normally be handcuffed at the time of arrest and remain handcuffed until confined in a jail facility or other facility.
  - b. Unless injured or otherwise disabled, prisoners shall normally be handcuffed behind their back, with palms facing outward.
3. Leg restraints shall be applied to the ankle area with the keyholes pointing up toward the subject. Leg restraints shall be applied in the manner trained.
- a. When leg restraints are used in conjunction with a belly chain and handcuffs, the handcuffs shall be applied through the belly chain first.
  - b. Leg restraints should be applied above the subject's socks, if worn, and above the ankle with the pants material above the restraint.
  - c. Absent exigent circumstances, leg restraints shall be removed from a subject prior to using stairs.
4. Inmates classified as closed custody are considered to have the highest security risk and shall be escorted in leg restraints, with their wrists secured to a restraint about the waist, by no fewer than two employees, as specified in Office Policy DH-7, *Intrafacility Inmate Movement*.
5. Inmates classified as maximum security custody shall be escorted in handcuffs.
6. When disabled, sick, or injured subjects are restrained, consideration should be given to the injuries or disabilities of the prisoner or inmate.
7. Additional restraint devices may be used as necessary to control a subject who violently resists arrest or who manifests a mental disorder.
8. Court Security, Court Operations, Transportation Division, Jail Wagon, and Medical Transport employees are often charged with the responsibility of moving large numbers of inmates and therefore may be required to use a variety of restraint devices and techniques.
- C. **Hobbling:** Hobbling is prohibited for all Office employees. Employees shall ensure that any subject brought into a jail facility hobbled is released from the hobble prior to being accepted into Office custody.
2. **Prisoner and Inmate Searches:** A search of a subject shall be conducted prior to transportation to ensure the safety of the employee, the public, and the subject being transported.
- A. **Prisoner Searches:** Prisoners shall be searched by the employees for weapons and contraband prior to being transported to a jail facility. Items belonging to the prisoner, such as a purse or briefcase, shall be removed from the control of the prisoner and searched.
    1. If the prisoner and employee are of the opposite gender and there is no employee of the inmate's gender available to make the search, a discreet search shall be made for weapons,

regardless of gender. The more thorough search for other contraband will be delayed until it can be accomplished by an employee of the same gender.

2. Strip searches may be completed at the discretion of the employee if he has reasonable suspicion to believe the prisoner is concealing a weapon or contraband. Strip searches shall only be conducted by an employee of the same gender as the prisoner and shall be performed in an area affording adequate privacy. Employees of the opposite gender shall not be present during a strip search.
  - B. Arriving Prisoners and Inmates Searches: Subjects arriving at a jail facility shall be searched upon their arrival by detention personnel.
  - C. Inmate Departing Searches: Inmates who are being transported out of a jail facility for any reason shall be searched by jail facility detention personnel prior to being placed in the designated transportation holding area. Transportation employees shall verbally verify that searches were conducted by the facility prior to transporting any inmates.
  - D. Transportation Searches: All subjects temporarily housed at a holding area shall be searched by a transporting employee prior to being transported to an unsecured area such as a court room, a hospital, or a physician's office.
3. **Transportation Methods:** The method of transportation shall be determined based on the needs of the subject to be transported. In transport situations involving commercial vehicles, non-county vehicles, or the transportation of prisoners or inmates from outside of Maricopa County, the use of two employees, or an employee of the same gender as the subject is preferred.
    - A. Transport Method for Female and Male Subjects: Employees may transport prisoners or inmates of either gender within Maricopa County. However, female and male subjects shall not be transported in the same vehicle unless the vehicle is equipped with separate compartments. When the subject and employee are of the opposite gender, the Communications Division shall be advised of the starting point and beginning mileage and the termination point and the ending mileage of the transport vehicle, except when working inmates are being transported to their job assignments.
    - B. Disabled Subjects: Upon observing or receiving information that a subject is disabled, the following guidelines will be followed:
      1. Transport shall be conducted using Office vehicles when possible; however, an ambulance or lift equipped vehicle may be required due to an emergency or at the request of a supervisor. The transporting employee, or his supervisor, may request the assistance of trained medical personnel to advise or assist in the physical handling of the subject or to recommend the type of transport equipment needed.
      2. The behavior and medical condition of each subject shall be considered in the application of restraints. Soft restraints may be used to prevent injury to the subject.
      3. The subject may be restrained to a wheelchair, gurney, or crutches, if appropriate.
      4. If the subject is in a wheelchair, the wheelchair shall be secured to the vehicle with the appropriate straps for that vehicle; the use of a separate belt or restraint may be used to provide stability for the inmate in the wheelchair when necessary.

- C. **Subjects With Infectious Materials or Diseases:** Subjects with blood or other potentially infectious materials on their person, or those reasonably suspected of having a serious communicable disease, shall not be transported with other subjects, as specified in Office Policies CP-6, *Bloodborne Pathogens* and CP-7, *Airborne Pathogens*.
  
- D. **Transporting Sick or Injured Subjects:** When a subject is sick or injured, medical assistance should be sought. Sick or injured prisoners taken to an Office jail facility may require a medical release prior to being booked. The decision to accept a sick or injured prisoner with or without a medical release shall be made by Correctional Health Services (CHS) staff. If a subject is to be transported to a medical facility outside the confines of an Office jail facility, the following procedures shall be implemented:
  - 1. Subjects who are sick or injured and require examination or treatment at a medical facility shall be appropriately restrained during transport. The type of restraints used and the mode of transportation shall vary according to the extent and location of injuries or symptoms of an illness.
  - 2. Maricopa Integrated Health System (MIHS) is designated as the primary medical facility in Maricopa County. Other medical facilities may be used based on court orders, urgency, or geographical locations.
  - 3. Subjects should remain restrained at all times while at a medical facility, unless the removal of restraints is determined to be necessary during treatment or examination by the attending physician. When possible, the subject should be restrained to a gurney or wheelchair during the examination.
    - a. Subjects shall remain under the constant visual observation by the transporting employee, unless the transporting employee and the subject are of the opposite gender and the nature of the examination or treatment requires privacy.
    - b. Subjects admitted to MIHS shall be escorted to a Medical Transport Services (MTS) employee to relinquish custody.
    - c. Subjects admitted to a hospital other than MIHS must remain under constant supervision by an employee.
  
- 4. **Restraint Devices and Transportation of a Pregnant Female:** When the inmate to be restrained is a pregnant female, restraints shall be applied with consideration to the safety of staff and the public while the inmate is outside of a jail facility for medical appointments related to her pregnancy. Restraints used while a pregnant inmate is outside of a jail facility shall be subject to the medical needs of the inmate.
  - A. **Use of Restraint Devices:**
    - 1. While escorting a female inmate that is known to be pregnant and/or no less than two weeks during postpartum recovery, leg restraints shall not be used, to include a leg tether, unless:
      - a. The inmate's current behavior presents a danger to self or others.
      - b. The inmate's prior institutional behavior presents a danger to staff.
      - c. The inmate is an escape risk due to current or prior charges.

- d. If the inmate must be restrained, the use of leg restraints shall be utilized in conjunction with a wheelchair. This shall be the only method of transporting a pregnant, restrained inmate. When this occurs, an on-duty jail facility supervisor shall be notified prior to departure.
2. Restraints may be removed at the request of medical personnel in order to perform a procedure. Upon completion of the procedure, restraints shall be used in the least restrictive manner possible. No restraints of any kind shall be used on an inmate who is in active labor as determined by medical personnel, or delivering her baby or recuperating from the delivery, unless there are compelling grounds to believe that the inmate presents:
  - a. An immediate and serious threat of harm to herself, staff or others; or
  - b. A substantial flight risk and cannot be reasonably restrained by other means.
  - c. If either the threat or risk is present, then a single leg tether of no less than eight feet in length may be used after delivery providing the leg tether is not medically contraindicated by a provider and the leg tether allows for ambulation and access to a bathroom.
3. If questions arise regarding restraints on pregnant inmates, the employees shall contact MTS control to speak to a supervisor. The MTS supervisor shall provide guidance regarding restraints to be used.
4. If additional personnel are needed, the employee shall contact MTS control to speak to a supervisor. The supervisor shall send either an additional employee or hospital security officer respond to the location to and provide additional assistance.

B. Transportation:

1. Restraints shall not be used on a pregnant inmate transported for active labor and delivery or for postpartum recovery. Once the inmate has given birth and is placed into a recovery room, and MTS assumes custody of the inmate, a leg tether shall be utilized unless directed otherwise due to a medical reason or complication determined by medical personnel.
2. When transporting a pregnant inmate for a medical procedure, restraints shall be used in the least restrictive manner possible to allow medical personnel adequate access to the inmate.

5. **Responsibilities of the Transporting Employee:**

- A. Physical Control of Prisoners or Inmates: The transporting employee shall not lose sight or physical control of any subject, except under the following circumstances:
  1. The subject cannot be seen due to the construction of the transport vehicle. The transport vehicle containing prisoners and inmates shall never be left unattended.
  2. The subject may be out of sight while secured in a holding cell or other secured area.
  3. The subject may be out of sight during the use of toilet facilities.
  4. Certain medical examinations and procedures may require the absence of the transporting employee.

5. Polygraph examinations conducted on prisoners and inmates shall require the absence of the transporting employee.
- B. Escapes: If, during transportation, a subject escapes or attempts to escape, the transporting employee shall be required to complete certain procedures, as specified in Office Policy GJ-13, *Escapes and Related Incidents*.
- C. Service Calls: Employees transporting prisoners or inmates shall not normally respond to any calls for service. Situations calling for a police response shall be relayed to the Communications Division, or to the agency having jurisdiction, as soon as possible. Employees may stop at life-threatening situations, not involving the transport vehicle, if all of the following conditions are met:
  1. The victim is suffering from an obvious, severe, life-threatening situation.
  2. No other assistance is present.
  3. The transport vehicle can be parked in a position of minimal risk to the prisoners and inmates and other roadway users.
  4. At least two transporting employees are present.
- D. Accidents: If the transport vehicle is involved in an accident, the employee shall render necessary first aid and contact the appropriate law enforcement agency concerning the presence and number of subjects in the transport vehicle. The employee shall advise his supervisor as soon as practical.
- E. Subjects' Conversations with the Public: Transporting employees shall not allow subjects to have unauthorized conversations with the general public. Individuals attempting to converse with a subject without authorization from the transporting employee may face criminal action. Subjects may only converse with the employee or an individual authorized by the employee.
  1. Individuals authorized to communicate with a subject may include judges, attorneys, other Office employees, medical personnel, polygraph examiners, and probation employees.
  2. At their discretion, employees may allow other individuals to communicate with a subject.
6. **Transporting Inmates Outside of Jail Facilities:** The transportation of an inmate who is in Office custody to a location out of a jail facility shall be completed by a transporting employee.
  - A. Transport Orders: When an inmate is to be moved out of a jail facility by a transporting employee for reasons other than a work detail, a computer generated message shall be sent to the Transportation Division and the affected jail facility by Sheriff's Information Management Services (SIMS) or, in the case of initial transfers, by the Classification Division.
    1. The computer generated message shall serve as the documentation that must accompany the inmate when he is moved from the jail facility. The message shall contain, at a minimum, the inmate's name and booking number; any warnings or comments such as escape or suicide risk, combative tendency, or other potential security issues; the inmate's classification; the affected jail facility; and the reason for the move or transportation.
    2. Additional documentation beyond the required computer generated message may accompany the inmate, depending upon his final destination.

3. Working inmates are transported as specified on the Work Roster prepared by the Inmate Work Box Unit and sent to the applicable jail facilities.
- B. Inmate Identity: Each inmate shall be positively identified by his name and booking number prior to being transported out of a jail facility. This should be accomplished by the transporting employee who shall examine the evidence of the inmate's identity, such as his Office issued ID. Evidence of an inmate's identity may also be established in the following manner:
1. Comparing the picture or thumb print on the booking card to that of the inmate.
  2. Obtaining a physical description and personal information from the Jail Management System (JMS) and comparing it to a description of, and information obtained from, the inmate.
  3. Requesting a copy of the inmate's photograph or fingerprints from the Records and AFIS Division and comparing them to those of the inmate.
- C. Restraining Inmates: All inmates housed at an Office jail facility shall be restrained while outside of the facility, except in the following situations:
1. A Superior Court Judge orders that visible restraints be removed for public court proceedings. Non-visible restraints may be used in those instances.
  2. The inmate is classified as an outside working inmate or allowed into the community as a work furlough or work release.
  3. Medical procedures requiring the absence of restraints during treatment.
  4. Prisoners and inmates shall not be restrained or handcuffed to any part of a vehicle during transport.
- D. Special Events or Requests: An inmate may be transported outside of a jail facility to a special event, such as a hospital visit, medical appointment with a private physician, or reading of a will. The following procedures shall apply to those events and requests:
1. Prior to an inmate being transported from a jail facility to a special event, a request must be submitted in writing to the Transportation Division Commander. At a minimum, the request shall contain the following information:
    - a. Name and booking number of the inmate.
    - b. Purpose of the transport.
    - c. Name and telephone number of the person performing the service for the inmate.
    - d. Desired date and time of the special event. In the interest of security, the Transportation Commander may schedule the date and time of the transportation, where that latitude is available.
    - e. Location of the special event.
    - f. Name of the person responsible for payment for the service, if applicable.





8. **Out-of-County and Out-of-State Stops during Transport:** While out-of-county or out-of-state, an employee may make stops while transporting a subject. Subjects shall not be left unattended in a transport vehicle. Stops may be made under the following circumstances:
  - A. When it is necessary to refuel the transport vehicle. The employee shall vary the time and distance between refueling stops to ensure security.
  - B. When a meal is required, the site shall be selected randomly. The employee shall vary the site selected to ensure security. The employee may choose either a sit-down or drive-thru restaurant, or secure the subject in a local jail facility.
  - C. When an overnight stop is necessary, the subject shall be lodged only in a secured jail facility.
  - D. When experiencing a mechanical failure, the subject shall remain secured in the vehicle until appropriate alternate transportation arrives, unless doing so will place the prisoner or inmate in a high risk situation.
  - E. When the transporting employee determines the subject has a genuine need to use a toilet facility and it does not breach security.
  
9. **Out-of-County and Out-of-State Transport Coordination:**
  - A. **Transports Out-of-State:** Out-of-state transports, including verification of the warrant, pre-trip paperwork, and scheduling of transportation for the employee shall be the responsibility of the Extraditions Unit. Employees shall contact the Extraditions Unit for briefing and traveling instructions and shall obtain the necessary restraints prior to the trip.
    1. The employee shall submit his credentials and papers when contacting the outside agency and verify the identity of the prisoner as the subject listed on the warrant.
    2. If the prisoner has any detainers, copies shall be obtained. Upon return to an Office jail facility, the detainer information shall be entered into the "Hold" block of the Arrest/Booking Record. The detainer shall be given to the Extraditions Unit. The Extraditions Unit shall provide a copy of the detainer to be included in the booking packet a Hold for Detainer Memorandum in duplicate, one copy of which shall be attached to the Arrest/Booking Record. If the detainer was not anticipated and no memorandum was prepared, a copy of the detainer may be made at the jail facility at the time the prisoner is booked. The detainer shall then be forwarded to the Extraditions Unit.
  - B. **Transports Out-of-County:** Out-of-county, in-state trips, including verification of the warrant or court order and pre-trip paperwork, shall be the responsibility of the Transportation Division, In-State Trip Coordinator. All other instructions, such as those dealing with verification of the identity of the prisoner and the handling of any detainers, are the same as for out-of-state trips.
  
10. **Commercial Airline Transport:** When a prisoner is to be transported on a commercial airline, appropriate security precautions and physical control of the prisoner shall be maintained at all times.
  - A. No employee shall attempt to board a commercial aircraft without first advising the appropriate airline personnel of his possession of a weapon. Employees shall keep their weapons loaded and concealed, unless requested otherwise by the aircraft captain. Weapons shall be unloaded prior to being surrendered or shall be unloaded and secured as directed by the captain.

- B. An employee shall not secure his weapon in his carry-on luggage while in transit to receive a prisoner unless ordered to do so by the captain.
- C. A leg brace shall not be used to restrain the prisoner. Handcuffs and waist restraints shall be used.
- D. The transporting employee should request to board the plane prior to general boarding. In addition, when disembarking from the plane, the employee should wait with the prisoner until all other passengers have disembarked.
- E. The employee shall be seated between the prisoner and the aisle.
- F. Neither the employee nor the prisoner shall consume any alcoholic beverages.
- G. The subject shall not have metal utensils when served food.
- H. Restrooms should be used prior to boarding and avoided while on the aircraft.

**11. Transportation Vehicles:**

- A. Each transport vehicle shall be examined by the transporting employee at the start of the shift or upon receipt of the assigned vehicle. Employees shall search the vehicle and prisoner/inmate compartment prior to use and as soon as possible after transporting any subject to ensure that no contraband or weapons are present.
  - 1. The transporting employee shall ensure that the vehicle is equipped with appropriate items, such as a spare tire, jack, lug wrench, and safety flares, excluding those transportation vehicles which have had these items intentionally removed to maximize space. The vehicle's mechanical condition should be determined by checking such things as proper inflation of tires, fuel and oil levels, and normal engine operation.
  - 2. Employees shall be responsible for vehicle keys assigned to them. The employee shall maintain control of the vehicle keys at all times.
- B. All vehicles owned by Maricopa County which are used primarily for prisoner and inmate transportation shall be modified to separate the driver from prisoners and inmates by the installation of a safety barrier.
  - 1. Safety barriers shall be constructed of expanded metal, heavy gauge plastic, or a combination of both.
  - 2. Barriers shall be installed in such a manner as to prevent removal by tampering.
  - 3. Vans or trucks shall also have expanded metal or heavy gauge plastic covering all windows in the prisoner/inmate compartment.
- C. All vehicles owned by Maricopa County which are used primarily for prisoner and inmate transportation shall be modified to minimize opportunities for the subject to exit from the prisoner/inmate compartment of the vehicle without the aid of the transporting employee. Window cranks and internal door locks and latches, in or accessible from the prisoner/inmate compartment, shall be removed or disconnected.
- D. Subjects transported in vehicles having prisoner/inmate compartments shall ride only within that compartment.

- E. In vehicles not equipped with safety barriers, subjects shall be secured with a seat belt and positioned in the vehicle in the following manner:
  - 1. One Employee - One Subject: Employee in driver's seat and subject in front passenger seat.
  - 2. Two Employees - One Subject: One employee in driver's seat, one employee in rear seat, subject in front passenger seat or rear passenger seat, at the discretion of the employees. If the subject is placed in the rear seat, the second employee should be seated directly behind the driver. If the subject is placed in the front seat, the second employee should be seated behind the subject. This arrangement is the safest for both the employees and the subject however deviation is possible in exigent circumstances.
  - 3. Two Employees - Two Subjects: One employee in the driver's seat, one subject in the front passenger seat, one subject in the right rear seat, and second employee in the left rear seat behind the driver.
  
- 12. **Inmate Transport Security Hazards:** Any employee of the Office who develops information of a potential security hazard involving the transportation of an inmate shall advise the Transportation Division in a timely manner, with the full details, so appropriate precautions and notifications can be made.
  - A. A Transportation Division supervisor may be advised by written memorandum or by telephone.
  - B. The Classification Division shall also be advised so that any appropriate information can be entered into JMS as a warning.
  - C. If the Transportation Supervisor determines that a significant security hazard exists regarding the movement of the inmate for court attendance, or any other court mandated movement, the supervisor shall contact the appropriate judge.
    - 1. The supervisor shall devise a plan with the judge to ensure the inmate is restrained safely and securely.
    - 2. Plans may include, but are not limited to, the use of additional armed or unarmed employees, additional restraints, change of venue or court room, or the implementation of additional security procedures.