



**RICHMOND POLICE DEPARTMENT  
GENERAL ORDER**



**Subject: RESTRAINT AND TRANSPORTATION OF  
CUSTODIAL ARRESTEES**

**Chapter  
6**

**Number  
10**

**Pages  
14**

**References:**

CALEA Standards: 70.1.1, 70.1.2, 70.1.3, 70.1.4, 70.1.5, 70.1.6a, 70.1.6b, 70.1.6c, 70.1.6d, 70.1.6e, 70.1.7a, 70.1.7b, 70.1.7c, 70.2.1, 70.3.1, 70.3.2, 70.4.1, 70.4.2, 71.1.1, 71.3.2, 71.3.3a, 71.3.3b, 71.3.3d, 71.3.3e

**Related Orders:**

**Effective Date: 07/31/2024  
Revised By: PD-132  
Prv. Rev. Date: 07/29/2021**

**Chief of Police:**

*If any provision of this General Order conflicts with any collective bargaining article, the collective bargaining agreement shall govern.*

**I. PURPOSE**

The purpose of this directive is to establish the proper guidelines for handling custodial arrestees. This directive also includes the procedures to be used for reducing the risk of positional asphyxia when suspects are taken into custody.

**II. SUMMARY OF CHANGE**

*Information has been added reference precinct restraint kits being separate from the patrol wagons. Procedures for transporting a prisoner in a non-caged patrol vehicle have been updated. Verbiage has been updated with regards to the mittimus process. All corrections will show in bold and italicized print.*

**III. POLICY**

Transportation of persons in custody is a constant requirement and a frequent activity. In all instances of transfer of persons in custody, officers shall take care not to endanger themselves while ensuring the prisoner's safety, thus limiting opportunities for escape.

It is the policy of the Richmond Police Department to ensure that all persons under arrest are handled as safely and efficiently as possible to protect the police, the arrestee, and citizens alike. An officer may use whatever force **they** reasonably believe is necessary to make an arrest to protect **them** and the public from bodily harm. To that end, all arrestees placed in a police vehicle will be searched, properly handcuffed, and secured, to include seat belt usage, when applicable, even if the arrestee is to be held only temporarily.

**IV. ACCOUNTABILITY STATEMENT**

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Responsibility rests with the Division Commander to ensure that any

violations of policy are investigated and appropriate, training, counseling and/or disciplinary action is initiated.

This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

## V. PROCEDURE

### A. Securing Custodial Arrestees:

[CALEA 70.2.1]

Department-approved restraining devices (handcuffs, leg irons, and/or belly chains) shall be used whenever a detainee or arrestee is taken into custody. The devices shall remain in place until the detainee is released from custody, or the arrestee is transported and arrives at his/her destination, unless the application of such devices are a risk to a prisoner's health or safety due to a physical condition (handicap, injury, or illness) or mental state, or the application is physically impossible to accomplish.

Any person(s) placed in handcuffs are solely the responsibility of the arresting officer(s). The officer(s) shall not delegate unsecured custody of a detainee to any non-sworn personnel. If delegating control of a handcuffed person to another on-duty officer, a clear concise communication should be transmitted between the officers. Intervention of medical personnel may necessitate the removal of handcuffs, positional adjustment of body or both. Any deviation from handcuffing to the rear or in a prolonged prone position should be assessed with concern for the safety of the officer, the public and the detainee.

#### 1. Handcuff Procedure:

- a) Officers shall handcuff all adult arrestees. Juvenile offenders, regardless of age, shall be handcuffed prior to transporting.
- b) For safety and control reasons, arrestees shall be handcuffed behind their backs, unless there are specific justifications for doing otherwise.
- c) Handcuffs shall be placed on the suspect with the keyholes [REDACTED], if possible, with the double locking pins depressed.
- d) Arrestees shall not be handcuffed to stationary objects. [CALEA 71.3.2]

#### 2. Leg Irons and Belly Chains:

- a) If necessary, issued leg irons and/or belly chains may be used as restraining devices. A supervisor's approval is required prior to usage.
- b) Belly chains are to be placed around an arrestee's waist with the brass handcuff ring passed through the chain link nearest to the center of the front of the arrestee's waist. The officer shall then secure an issued handcuff bracelet to one of the arrestee's wrists and pass the second bracelet through the ring to the other wrist. All excess chain shall then

be secured to the belly chain encircling the suspect's waist by means of the provided clip.

- c) Leg irons shall be attached to the ankle area of the arrestee, above the anklebone, with the locking mechanism [REDACTED], and the double locking pins depressed.

***NOTE: While each patrol wagon is equipped with a set of leg irons and belly chains, kits containing leg irons, belly chains, and handcuffs are available for sign out from each precinct, to be utilized if alternate restraint options are needed with extended duration prisoner watches at medical facilities and for custody or transportation of ECO/TDO patients. It is the responsibility of the precinct to track the issuance and return of the equipment and maintain logs thereof.***

3. Other Types of Restraint Devices:

- a) Nylon flexible restraints are not authorized for use as a primary restraint device. They may, however, be used when the situation warrants (i.e. mass arrests, arrests within unruly crowds, etc.). Mass Arrest Kits, which contain flexible restraints, are available at the request of the supervisor on the scene. Proper handcuffing techniques shall also apply to the use of flexible restraints with considerations for security, safety, and comfort. The Mass Arrest Kits are located at all Precincts, Special Operations Division (SOD) and the Training Academy.
- b) Hinged handcuffs, thumb cuffs, hobbles, and other non-approved restraint devices shall not be used under any circumstances.

[CALEA 70.2.1]

B. Search and Transport of Arrestees:

1. All persons under arrest are to be considered potentially dangerous and will be thoroughly searched for weapons and/or contraband by the arresting officer prior to transport.  
[CALEA 70.1.1, 70.1.2]
2. Whenever an arrestee is relinquished to the custody of a transporting officer, that officer will search the arrestee for weapons and/or contraband.
3. Any vehicle used or having the potential to be used for prisoner transportation shall be inspected for weapons and/or contraband prior to beginning a tour of duty. The transporting officer shall also search the transport vehicle for weapons and/or contraband before and after transporting the arrestee. The transporting officer shall conduct a search of the transport vehicle before and after transporting every arrestee. The search will be documented either by MDT in the notes on the call, over the air in the same manner as the vehicle mileage is reported through *the Department of Emergency Communications* (DEC), or in the IBR. If the transporting officer is not the arresting officer, and therefore *not* responsible for submitting an IBR, the transporting officer will submit an IBR supplement noting the conduct of the search and the result

of the search if the officer does not document the search in either of the two other prescribed manners. [CALEA 70.1.2]

4. As a matter of routine, a violent or disruptive arrestee should not be placed in a patrol car. All such arrestees should be transported in a patrol wagon, if available.
5. Officers shall document all prisoner transports and shall note any unusual circumstances or events. Officers shall document the circumstances of any apparently ill or injured prisoners and their medical treatment. If transports are due to an IBR offense, include on the IBR (in the Narrative Section) any unusual circumstances or events.
6. Any injury to a prisoner that is not related to a police use of force (such as injury to a prisoner in a transport wagon or an injury created by a prisoner trying to flee arrest) shall be reported in letter format, and will have a supervisory cover letter, photos, and any arrest documentation attached. The original will be forwarded through channels to the Major of the affected Service, with a copy to the Internal Affairs Division.
7. When transporting an arrestee, the transporting officer shall provide law enforcement services only when: [CALEA 70.1.4]
  - a) A need exists for the transporting officer to act immediately to stop or prevent a violent act and prevent further harm to a victim.
  - b) A person has been injured and assistance is required immediately.
  - c) A crime is in progress, thus creating an immediate need to apprehend the suspect.
  - d) In all of the above situations, the transporting officer shall ensure, at all times, that the arrestee is secured and protected.
  - e) Should the transporting officer determine a need to render law enforcement services, he or she shall immediately notify DEC of the circumstances surrounding that need, the location of the incident, and any support needed to render the situations safe.
  - f) Non-emergency situations shall be radioed into DEC by the transporting officer. DEC shall be responsible for dispatching the non-emergency incident to an available unit.
  - g) If a non-police occupant (e.g. prisoner, witness, complainant, citizen, ride-along, etc.) is in the vehicle, the officer will not engage in a pursuit, unless that passenger is discharged at a safe location. If a civilian is discharged from the vehicle, their location shall be reported to DEC via the radio.
  - h) It is not a violation of this procedure to intervene in an emergency or life-threatening situation. Only when the risk to third parties is both

clear and grave, and the risk to the prisoner is minimal, shall a transporting officer stop to render assistance.

C. Transporting Arrestees in a Patrol Car:

[CALEA 70.1.3]

1. In a one-officer unit, the arrestee will be properly handcuffed, secured and seat belted in [REDACTED] the vehicle and all doors will be locked.
2. In two-officer units, the arrestee will be placed in [REDACTED] and properly secured, and seat belted with all doors locked. The second officer will ride [REDACTED].
3. As a matter of routine, no more than *one (1)* arrestee may be transported in a patrol car. However, in mass arrest situations or other such emergency situations, supervisors may authorize the transporting of up to *two (2)* arrestees, if necessary.

D. Transporting Arrestees in Caged Patrol Vehicles:

The arrestee shall be placed [REDACTED]. Unless necessary and with supervisory approval, officers shall refrain from transporting more than one (1) arrestee in a caged patrol vehicle.

[CALEA 70.4.1, 70.4.2]

E. Transporting Arrestees in the Patrol Wagon:

1. Each patrol wagon shall be equipped with one set of leg irons and two sets of belly chains.
2. When transporting arrestees, the rear and side doors of the patrol wagon will be locked.
3. Male and female arrestees will not be placed in the same compartment of a patrol wagon. Juveniles will not be transported with adult arrestees.
4. The wagon driver or designee shall, during transports of multiple arrestees, visibly check on the status of each arrestee being transported in the wagon whenever taking an additional arrestee into custody for transport. During a transport of a single arrestee only, the wagon driver or designee should periodically, as time and circumstances permit, visibly check on the status of the arrestee.
5. If the patrol wagon is equipped with seat belts, the wagon driver, and arresting officer shall ensure that the arrestee is properly handcuffed, secured and seat belted. Each officer will evaluate the feasibility of seat belting an arrestee. If an arrestee's conduct may risk injury to the officer during seat belting, the officer will ensure the arrestee is properly handcuffed and placed in wagon without a seat belt.
6. When handling and searching arrestees, officers shall follow procedures listed in General Order 6-18, Infectious Diseases.

F. Control of Arrestees while Transporting:

1. During transport, the arrestee shall not be allowed to communicate with other persons unless deemed necessary by the transporting officer due to medical emergencies or other exigent circumstances. [CALEA 70.1.5]
2. The transporting officer shall continually observe the arrestee, even when it becomes necessary to allow the arrestee the use of a toilet.
3. In a situation where observation is not possible (female arrestee needing toilet facilities and male transporting officer or vice versa), the officer shall exercise as much control of the situation as possible. The arrestee shall not be allowed in the facility with another person and the officer shall ensure that there are no escape routes within the facility and no weapon available to the arrestee.
4. The arrestee shall be observed carefully, and if the officer is in any doubt about the arrestee's health, *they* shall immediately summon medical assistance. If the arrestee appears lethargic, particularly after an active confrontation with the officers, or appears unresponsive, the officer shall immediately summon medical assistance.
5. The transporting officer shall advise the receiving officer of the arrestee's medical condition.
6. The transporting officer shall forewarn the arresting/receiving officer of any prisoner considered a security hazard, so that appropriate security measures can be established in the interest of officer safety and the safety of the arrestee.

G. Procedures for Transporting Members of the Opposite Sex, Juveniles, and the Physically Disabled:

1. Transporting Members of the Opposite Sex:
  - a) If a female officer is required, by circumstance, to transport a male arrestee or if a male officer is required to transport a female arrestee, the transporting officer shall notify DEC, via radio and provide the mileage and destination at the beginning of the transport.
  - b) Immediately upon arriving at the final destination, the transporting officer shall notify DEC via radio of the ending mileage.
  - c) If the arrestee is transported to a hospital, subsequently treated, and released, the transporting officer shall notify DEC as outlined above prior to transporting the arrestee to the lock-up facility.
2. Transporting Juvenile Offenders:
  - a) Juvenile offenders, regardless of age, shall be handcuffed prior to transporting.

- b) Juvenile under 13 years of age shall not be transported in patrol wagons unless their actions warrant such a response. A supervisor shall be notified as soon as safely possible regarding the transport of the juvenile.
- c) If the arresting officer feels the need to transport a juvenile by other means than a normal patrol vehicle, **they** should attempt to use a caged patrol unit, before using a patrol wagon.
- d) All mileage and destination shall be recorded and reported by radio to DEC.

3. Transporting Physically Disabled Arrestees: [CALEA 70.3.1]

- a) Department-approved restraining devices will be used on physically disabled arrestees, as determined to be appropriate by the arresting officer. Officers shall exercise their best judgment in determining the proper method for securing the individual(s). [CALEA 70.2.1]
- b) Officers shall take special precautions to ensure that the arrested individual and any prosthetic devices and/or wheelchairs are carefully examined for contraband and/or weapons, prior to transporting.
- c) If unsure of how to secure and transport a disabled individual, officers shall contact their supervisor for guidance.
- d) A supervisor may decide that the only way to transport a prisoner is by ambulance. Depending on the severity of the charge, a supervisor may have an officer ride in the ambulance or follow the ambulance in a police unit. A supervisor may summons an ambulance through DEC.
- e) The arresting officer shall closely monitor the disabled arrestee to reduce the opportunity of escape, suicide and assault on hospital and/or EMS personnel. Only under unusual circumstances, deemed medically necessary, will the arrestee be allowed out of the arresting officer's sight. [CALEA 70.3.1]

H. Medical Treatment Procedure for Injured/Sick Arrestees: [CALEA 70.3.1, 70.3.2]

- 1. Officers shall notify a supervisor when an arrestee may need medical attention. The supervisor may authorize treatment on scene by paramedics or Fire personnel for minor physical injuries or determine whether the arrestee is to be transported to the hospital (preferably VCU Medical Center). If an ambulance is necessary the officer may summons an ambulance through DEC and depending on the severity of the charge, a supervisor may have an officer ride in the ambulance or follow the ambulance in a police unit. The supervisor shall complete a Prisoner/Citizen Injury Report (PD-33A) and a Medical Services Rendered Report (PD-35A) at the time of treatment if treated on scene. Both reports shall be sent through channels with photographs attached.
- 2. **Considering** the arrestee's injuries, all arrestees will be handcuffed prior to being transported to the hospital.

3. If the arrestee's injuries are such that *they* must remain in the hospital, the officer shall notify the Magistrate and advise *them* that an arrestee is being admitted for medical care. It is the responsibility of the Magistrate to *conduct* a bond hearing.
4. It is also the responsibility of the Magistrate to complete the Commitment to Jail Form, which transfers custody of the arrestee to correctional personnel.
5. The arresting officer shall closely monitor the arrestee to reduce the opportunity of escape, suicide, and assault on hospital and/or EMS personnel. If restraints are removed for treatment, caution should be exercised while the arrestee is unfettered. Only under unusual circumstances, deemed medically necessary, will the arrestee be allowed out of the arresting officer's sight. It is the arresting officer's responsibility to remain with the arrestee in the hospital until the Department of Corrections' officer or the Sheriff's deputy arrives and secures custody.
6. When physical custody is transferred, the officer on the scene will be responsible for ensuring that any/all Department leg irons, and belly chains used are returned to the proper patrol wagon *or precinct*.
7. If an arrestee refuses medical treatment, *they* shall be asked to sign a Medical Refusal Form. If the arrestee refuses, the officer shall have hospital personnel sign the form and indicate "AMA" (Against Medical Advice) before the arrestee is transported to the lock-up.
8. The transporting officer shall note in the Incident Report Narrative whether the arrestee received or refused medical treatment. The narrative shall contain all pertinent information relative to the hospital visit. The arresting officer shall retain a copy of the "AMA" report. The Incident Report shall specifically contain the following:
  - a) The name of the hospital.
  - b) The name of the attending physician.
  - c) The nature of the injury or problem; and,
  - d) The names of witnessing officers, supervisors, or medical personnel on the scene.
9. The detention personnel shall be given a copy of the Emergency Room Sheet stating that the suspect has been "treated and released" or "refused treatment".

I. Positional Asphyxia – Sudden Death:

Although rare, sudden in-custody deaths appear to be associated most often with the following variables:

1. Cocaine induced bizarre or frenzied behavior – when occurring while the suspect is confined by restraints, cocaine induced delirium may increase a



subject's susceptibility to sudden death by causing an increased heart rate to a critical level.

2. Drugs and/or alcohol intoxication – a major risk factor because respiratory drive is reduced, and subjects may not realize that they are suffocating.
3. Violent struggle extreme enough to require officers to employ some type of restraint technique – subjects, who have engaged in extreme violent activities, may be more vulnerable to subsequent respiratory failure.
4. Unresponsiveness of subject during or immediately after a struggle – such unresponsive behavior may indicate cardiopulmonary arrest and the need for immediate medical attention.
5. The risk of positional asphyxia is compounded when an individual with predisposing factors (e.g., obesity, alcohol, high drug use, or an enlarged heart, et cetera) becomes involved in a violent struggle with an officer, particularly when physical restraint includes the use of behind-the-back handcuffing in combination with placing the subject in a stomach-down position.
6. Whenever possible, officers shall avoid the use of maximally prone restraint techniques (e.g., hog-tying). To minimize the potential for in-custody injury or death, officers shall:
  - a) Follow existing training and policy guidelines for situations involving physical restraint of subjects.
  - b) Get the subject off *their* stomach as soon after handcuffing as circumstances allow.
  - c) Ask the subject if *they have* used drugs recently or suffers from any cardiac or respiratory diseases or conditions, such as asthma, bronchitis, or emphysema.
  - d) Monitor the subject carefully and, if needed, obtain medical treatment for the subject.
  - e) Obtain medical care upon the subject's request if *they* experience difficulty breathing.
  - f) Inform the deputy sheriffs, if the subject is turned over to lock-up, of any pre-existing medical conditions (cardiac or respiratory, if known) or that the subject requested or needed medical treatment, or becomes unconscious; and,
  - g) Officers involved in a confrontational situation shall document as much information as possible about the incident that may later be of value in a civil or criminal action case.

J. Processing and Testing:

1. Supervision and Accountability:

- a) An arrestee may be detained for the purpose of breathalyzer procedures in the Department's breathalyzer rooms and/or for juvenile processing procedures in the Department's juvenile processing areas. [CALEA 71.1.1]
- b) Officers are responsible for the supervision of all arrestees brought into custody at all times. Officers shall search all arrestees prior to juvenile processing and/or breathalyzer testing. [CALEA 71.3.3e]
- c) Arrestees shall not be left unattended at any time.

2. Safety Procedures:

- a) Officers are accountable for individuals brought into departmental facilities and shall prevent unauthorized access to arrestees and the processing and/or testing areas.
- b) Officers shall keep potentially violent arrestees restrained in handcuffs for the duration of processing and/or testing. Combative adult arrestees will not remain in departmental facilities. They will be transported directly to Lock-Up.
- c) Potentially dangerous arrestees, or any arrestee that disrupts, or causes a disturbance that could jeopardize the safety of the officer, and or others in the processing area should be placed in an available Holding Cell. Only one suspect may be placed in any Holding Cell at a time. A suspect/arrestee placed in a holding cell must be monitored at all times while they are in the Holding Cell by either the arresting or transporting officer. If a suspect/arrestee refuses to exit the Holding Cell at an officer's direction, the officer will not enter the Holding Cell alone. At least one additional officer must be present to ensure the door does not shut behind them, as the door would lock leaving the officer confined with the suspect/arrestee.
- d) Officers shall secure their firearm(s) in the weapons lock box prior to entering the processing and testing areas. When using the breathalyzer room in lock-up the officer will secure all weapons prior to entering lock-up. [CALEA 71.3.3a]
- e) In the event that an officer finds *themselves* in a situation of duress, *they* shall utilize *their* department-issued radio to call for assistance. [CALEA 71.3.3b]
- f) Following the completion of processing and/or testing, the arrestee shall immediately be transported to Lock-Up. Under no circumstances will the processing or testing areas be used as temporary detention facilities. This does not apply to testing conducted at the **Richmond City Justice Center (RCJC)**. [CALEA 71.1.1, 71.3.3d]

K. Handling Arrested Persons with warrants from Non-Contiguous Jurisdictions:

1. The Richmond Police Department's Warrant Section will have the warrant faxed from the appropriate jurisdiction.
2. Richmond Police officers shall transport to Lock-up any person arrested in the city with a warrant from a Non-Contiguous Jurisdiction.
3. The Richmond Sheriff's Office will handle the processing of the arrestee to the proper jurisdiction.

Note: Richmond Police officers shall meet and transport to Lock-up any arrestee with a Richmond warrant arrested in a Non-Contiguous Jurisdiction from within the Commonwealth, provided that jurisdiction will meet officers at the Richmond jurisdiction line.

L. Arrest of Persons on Warrants from Chesterfield or Henrico County:

1. Richmond Police officers shall transport to the appropriate Chesterfield or Henrico jurisdictional line any person arrested on a warrant from Chesterfield or Henrico after verifying that a warrant is on file in Chesterfield or Henrico County. Chesterfield and Henrico County officers will reciprocate this procedure for persons they arrest on Richmond warrants. Richmond Police officers shall take custody of any person(s) arrested by Chesterfield PD or Henrico PD that have Richmond warrants, regardless of whether the person has active warrants from other agencies or jurisdictions.

For example: Chesterfield PD arrests a subject who has two misdemeanor Richmond warrants and a misdemeanor warrant from Caroline County. Richmond Police officers will take custody from Chesterfield PD for the Richmond warrants.

2. A Chesterfield or Henrico County officer will fill out the appropriate arrest sheet and execute the warrant for the Richmond officer.
3. When a Henrico or Chesterfield County officer brings a person to the Richmond jurisdiction line on a Richmond warrant, the Warrant Section personnel shall verify the physical existence of the warrant on file for the Richmond officer.
4. A Richmond officer will fill out the appropriate arrest sheet and execute the warrant for the Chesterfield or Henrico County officer.

M. Going beyond a Contiguous Jurisdiction to make an Arrest:

Warrants from another jurisdiction must be confirmed through teletype before the suspect can be arrested. DEC will send a Teletype to the appropriate jurisdiction to confirm the subject is wanted.

N. Escapes:

[CALEA 70.1.7a]

If a prisoner escapes while in custody or being transported, the arresting transporting officer shall observe the following procedures:

1. Request assistance immediately from the jurisdiction the officer is in at the time of the escape. [CALEA 70.1.7c]
2. The transporting officer shall immediately provide DEC with the following information so it can be simulcast to assisting officers and proper supervisory notifications can be made:
  - a) Location.
  - b) Direction and method of travel and means of escape.
  - c) Name and physical description of the escapee.
  - d) Possible weapons possessed by the escapee; and,
  - e) Pending charges.
3. The officer shall attempt to recapture the escapee as soon as possible. VA Code §19.2-77 authorizes an officer to pursue and arrest the escaped prisoner anywhere in Virginia, if in close pursuit.
4. Any escape shall be reported by the arresting transporting officer in letter format explaining the circumstances of the escape, and will have a supervisory cover letter, photos (if applicable), and any arrest documentation attached. The original will be forwarded through channels to the Major of the affected Service, with a copy to the Internal Affairs Division and a copy to the Department's Accreditation Manager. [CALEA 70.1.7b]

O. Special Situation Transports:

[CALEA 70.3.3]

1. Prisoner transports for unique circumstances such as to attend funerals, to visit a critically ill relative or to attend the reading of a will, is a function of the Richmond Sheriff's Office and shall not be performed by members of the Richmond Police Department.
2. Prisoner transports to court or from one detention facility to another is a function of the Richmond Sheriff's Office and shall not be performed by members of the Richmond Police Department.
3. The Richmond Sheriff's Office will handle transports of wanted individuals turning themselves in at Richmond Police Headquarters. [CALEA 70.3.1]

P. Transfer of Arrestee to Richmond Sheriff's Office personnel:

1. The officer will enter the RCJC via the N 18<sup>th</sup> St. Entrance. When requesting entrance into the Vehicle Sally port the officer will push the intercom button,

when Central Control acknowledges, [REDACTED]. Only one vehicle at a time can pass through the entrance. Additional vehicles will have to wait until the door re-opens before gaining entry into the Sally port.

2. When the doors are fully open pull in and park in the marked parking spaces on the right side of the Sally port. Do not block the entrance or exit doors.
3. Once parked, turn off your vehicle. The garage area is not ventilated so the idling of motor vehicles is STRICTLY PROHIBITED. Sally port doors must close before an officer removes their arrestee from the vehicle.
4. [REDACTED].

[REDACTED];

[CALEA 70.1.6a]

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]

[REDACTED], the officer will remove the arrestee from their vehicle, proceed to the lock-up entrance door, and request entry by pressing the intercom button located on the wall. When the first door opens the officer, and the arrestee will enter and wait for the door to close. Once the first door closes the officer will push the intercom button located on the inside wall to activate the opening of the second door. NOTE: The second door will NOT open if the first door is not secured.

There is a restroom located to the right of the main lockup entrance. If an arrestee needs to use this bathroom and the officer is of the opposite sex, the observation window must be closed.

5. Once inside the arresting officer will proceed to the processing area. The officer will turn over any medical discharge papers to the staff member, Richmond *Sheriff's* Office personnel, or contract medical provider who is on site. If medical clearance is given, the officer will take the prisoner into the processing area.

If the staff member, Richmond *Sheriff's* Office personnel, or contract medical provider requests the prisoner to be medically cleared, the officer will take the prisoner to VCUMC for medical clearance. [CALEA 70.1.6]

6. When the deputies are ready to receive the arrestee, the arresting officer will escort the arrestee into lock-up, removing the restraints only after the deputies' request that they be removed. [CALEA 70.1.6b]

7. The arresting officer will submit the Commitment Order and any other necessary documentation to the receiving deputy and advise the deputies of any potential medical or security risks pertaining to the arrestee. The arresting officer shall not leave lock-up until the deputies notify *them* that they have custody of the arrestee and that the officer is relieved. [CALEA 70.1.6c, 70.1.6d, 70.1.6e]

Q. Documentation:

Officers shall document all prisoner transports and note any unusual circumstances or events. Officers shall document the circumstances of any apparently ill or injured prisoners and their medical treatment. If transports are due to an IBR offense, include on the IBR in the narrative any unusual circumstances or events, otherwise append a note to the call using the MDC with the same information. The Sheriff's Office will not assume custody of the arrestee until all documentation is submitted to the receiving deputy. [CALEA 70.1.6e]

V. FORMS

- A. IBR
- B. Medical Refusal Form, if applicable
- C. Commitment to Jail Form
- D. Prisoner/Citizen Injury Report (PD-33A)
- E. Medical Services Rendered Report (PD-35A)