

12.600 PRISONERS: SECURING, HANDLING, AND TRANSPORTING

References:

Procedure 12.545, Use of Force
 Procedure 12.555, Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders
 Procedure 12.610, Prisoners: Guarding Hospitalized
 Procedure 12.900, Processing Juvenile Offenders
 Procedure 18.120, Release of Information and Public Records
 Cincinnati Police Academy Training Bulletin #2003-1, Sudden Custody Deaths and Positional Asphyxia
 Ohio Revised Code 2933.32, Body Cavity Search, Strip Search – Conducting Unauthorized Search – Failure to Prepare Proper Search Report
 Ohio Revised Code 2933.81, Electronic Recording During Custodial Interrogation

Definitions:

Body Cavity Search - An inspection of the anal or vaginal cavity of a person that is conducted visually, manually, by means of any instrument, apparatus, or object, or in any manner while the person is detained or arrested for a criminal or traffic offense.

Custodial Interrogation - Any interrogation involving a law enforcement officer's questioning that is reasonably likely to elicit incriminating responses and in which a reasonable person in the subject's position would consider self to be in custody, beginning when a person should have been advised of the person's right to counsel and right to remain silent and of the fact that anything the person says could be used against the person, as specified by the United States supreme court in *Miranda v. Arizona* (1966), 384 U.S. 436, and subsequent decisions, and ending when the questioning has completely finished.

Electronic Recording or Electronically Recorded – An audio **and** visual recording that is an authentic, accurate, unaltered record of a custodial interrogation.

Place of Detention – A jail, police or sheriff's station, holding cell, state correctional institution, local correctional facility, or department of youth services facility. A "place of detention" does not include law enforcement vehicles.

Spit Sock Hood – A transparent mesh hood which prohibits spitting while allowing a prisoner to breathe freely. The hood is slid over the prisoner's head and held in place by an elastic band which does not restrict the prisoner's airway. Each marked Cincinnati Police patrol vehicle is equipped with a Spit Sock Hood.

Strip Search - An inspection of the genitalia, buttocks, breasts, or undergarments of a person that is preceded by the removal or rearrangement of some or all of the person's clothing directly covering the person's genitalia, buttocks, breasts, or undergarments and that is conducted visually, manually, by means of any instrument, apparatus, or object, or in any manner while the person is detained or arrested for a criminal or traffic offense.

Hobble Restraint - Also known as “hobbling” or “hog-tying.” A restraint technique used to impede or disrupt body movement of an individual by securing the hands with handcuffs and the legs with restraints, then connecting the hand and leg restraints together.

Policy:

Arresting officers who suspect a prisoner of putting in their mouth, swallowing, or attempting to swallow any substance or item suspected as capable of causing physical harm, injury, or death will immediately request a supervisor and the Cincinnati Fire Department (CFD) respond to the scene.

Arresting officers must maintain control of prisoners until relieved by a supervisor, Hamilton County Sheriff's Office (HCSO) employee, or other law enforcement agency.

Immediately notify a supervisor when prisoners have visible or claimed injuries, or when any Hamilton County detention facility refuses admission.

Investigating supervisors will ensure all officers who witnessed a use of force or injury to prisoner provide a statement regarding the incident. Refer to Procedure 12.545, Use of Force, to determine if the statement is required to be tape recorded. The investigating supervisor will ensure all use of force and injury to prisoner reports identify all officers who were involved in the incident or on the scene when it occurred. The investigating supervisor will ensure all use of force and injury to prisoner reports indicate whether medical care was provided, and whether the subject refused medical treatment.

Arresting officers are responsible for minor and adult dependents of physically arrested persons. Physically or mentally impaired adults are examples of adult dependents. Arrested persons can advise with whom they want their dependents placed. Record the location of minor or adult dependents in the district/unit blotter.

Call the Hamilton County Department of Job and Family Services when unable to place dependents with responsible adults.

For minors, call 241-KIDS.

For dependents 60 and over, call 421-LIFE.

The transporting officer has a duty of care to protect the prisoner from injury. Officers transporting prisoners will not become involved in any other activity unless there is a clear and grave risk to a third party and the risk to the prisoner is minimal. Officers should always be aware of intentional diversions that may be used to free a prisoner.

When transporting prisoners to another agency, the transporting officer will notify that agency when the prisoner is considered an unusual security risk. The transporting officer may request the receiving agency provide additional restraints or officers.

Prisoners are only allowed to communicate with a physician, attorney, or immediate family member with approval of arresting officer.

Information:

The following factors place an individual at a higher risk for positional asphyxia:

- Cocaine induced delirium – a side effect suffered by some cocaine users characterized by disorientation, hallucinations, and an increased heart rate.
- Other drug/alcohol use – intoxication may reduce respiratory function.
- Physical build – obesity can increase an individual's risk.
- Environment – extreme temperatures increase risk.
- Underlying health problems – asthma, emphysema, and heart disease.
- Involvement in a struggle lasting longer than three minutes.
- Pressure applied to back during arrest.
- Suspect position – suspects on their stomach, particularly on a hard surface, are at increased risk.

Procedure:**A. Handcuffing**

1. When possible, handcuff all prisoners with their hands behind their back. Apply handcuffs between the hand and protruding wrist bone with the prisoner's palms facing out and the keyholes facing up.
 - a. Apply handcuffs directly over the skin. Never apply them over clothing or jewelry. They should be reasonably snug and double locked.
2. Do not leave handcuffed individuals prone on the ground. Once individuals are under control immediately move them to a seated position as soon as possible.
 - a. No person shall be restrained or held in a manner which prevents straightening of the abdomen, or in a manner which forces the prisoner to remain in a face down position.
 - b. The method of restraint commonly known as "hog-tying" is prohibited.
3. When necessary, handcuff physically handicapped, injured, or pregnant prisoners in front.
 - a. Two officers will transport a prisoner handcuffed in front of the body.
4. When handcuffing two prisoners together, use the right wrist to right wrist or left wrist to left wrist method.
 - a. Do not handcuff male prisoners to female prisoners or adults to juveniles except in emergency arrest situations.
5. Remove handcuffed persons from public view as soon as possible.
6. For officer safety, it may be necessary to temporarily handcuff citable persons or persons under investigation.
7. On a case by case basis, officers are permitted to temporarily remove handcuffs from arrested persons for various reasons:

- a. Seriously injured and requiring medical treatment.
 - b. Interviewing and processing (fingerprints/OVI arrests).
 - 1) Prisoners will be thoroughly searched prior to removing handcuffs.
 - 2) Two officers will remain with un-handcuffed prisoner(s).
8. When transferring a prisoner from one set of handcuffs to another, keep the original handcuffs on the prisoner. Place the second set of handcuffs on the prisoner underneath the first pair, ensuring handcuff keyholes are accessible.
9. Flex-cuffs are permitted only in the following situations:
- a. SWAT operations.
 - b. Mass arrests at demonstrations or civil disturbances.
 - c. Under exigent circumstances with supervisory approval.
- B. Prisoner Searches
1. Thoroughly search all handcuffed prisoners from the rear.
 2. Transporting officer(s) will conduct a separate and additional search of prisoners coming into their custody.
 3. Whenever possible, use female officers to search female prisoners and male officers to search male prisoners.
 - a. If necessary, handcuff opposite sex prisoners and watch them until an officer of the same sex arrives to complete a detailed search.
 - b. When opposite sex searches must occur, limit the search to finding weapons.
 - 1) Use the blade edge of the hand.
 - 2) Retrieve weapons immediately from any body area when there is immediate danger.
 4. Strip searches and body cavity searches:
 - a. Perform a strip or body cavity search only when there is probable cause to believe the prisoner is concealing evidence, contraband, or weapons.
 - b. A supervisor must approve and sign a Form 602, Search Authorization, before:
 - 1) A police officer conducts a strip search.
 - 2) A search warrant for a body cavity search is sought.
 - c. Only officers of the same sex will conduct strip searches.

- d. Only one officer will conduct a strip search.
 - 1) Have an officer just outside the view of the search in case the searching officer needs help.
 - 2) The officer conducting the search will not, under any circumstances, insert their finger or any other instrument into a prisoner's orifice during the strip search.
 - 3) If, while conducting a strip search, the officer visually observes what is believed to be contraband partially protruding from the prisoner's orifice (vagina or anal cavity), the officer will request the prisoner to remove the object.
 - 4) If the prisoner refuses to remove the object, the officer will not attempt to remove it. A body cavity search warrant will be required to recover the contraband.
 - 5) The officer who observed the contraband in a prisoner's orifice should immediately end the strip search and follow the guidelines for obtaining a body cavity search warrant.
- e. After getting a search warrant for a body cavity search, respond to University Hospital to conduct the actual search.
 - 1) University Hospital's policy is to perform a body cavity search or stomach pumping only for medical reasons with the patient's consent. The hospital will give the recovered evidence to the police.
 - 2) A doctor, registered nurse, or practical nurse licensed by the State of Ohio must perform the body cavity search. No one is permitted to witness the search.
 - 3) If the prisoner refuses to allow a medical professional to conduct the body cavity search in accordance with the search warrant, the officer will:
 - a) Notify a supervisor.
 - b) List the medical professional on the Form 527, Arrest and Investigation Report, as a witness to the presence of the contraband if they saw it.
 - 4) A person suspected of having contraband in an orifice will not be accepted at a detention facility. A supervisor will contact the Duty Officer or Night Inspector for further instructions.
 - 5) If the prisoner consents and the medical professional refuses to conduct the body cavity search, a supervisor will notify the Duty Officer or Night Inspector for further instructions.

- f. After transporting prisoners to the Hamilton County Justice Center (HCJC), officers will advise the Hamilton County Sheriff's deputies when they believe a prisoner is concealing contraband.
 - 1) Hamilton County Sheriff's deputies maintain a list of offenses for which they routinely conduct strip searches.
 - 2) Department personnel must have an approved Form 602 prior to requesting sheriff's deputies conduct a strip search.
 - g. Officers transporting prisoners to the Hamilton County Juvenile Court Youth Center (HCJCYC) will not attempt to conduct a strip search within that facility.
 - 1) After transporting prisoners to HCJCYC, officers will advise the detention facility employee when they suspect a prisoner is concealing contraband in an orifice or other areas of the genitalia.
 - 2) The detention facility employee will notify the Supervisor on Duty (SOD), who will respond and make the final decision whether to conduct a strip search of the prisoner.
 - a) The officer must be able to adequately articulate probable cause to justify a strip search.
 - 3) If the SOD refuses to authorize a requested strip search, the requesting officer will advise a supervisor, who will evaluate the circumstances and complete a Form 17 Incident Report if the refusal is believed to be unwarranted.
 - a) The SOD is required to complete an Incident Report to the HCJCYC facility superintendent whenever they refuse to conduct a requested strip search.
 - h. After strip or body cavity searches, the officer who conducted the strip search or authorized the body cavity search must give the person searched a completed copy of the Form 602.
 - i. Immediately forward the original Form 602 to the Police Chief.
 - 1) Inspections Unit files the original.
 - 2) The originating unit files a copy.
5. Persons in custody suspected of putting in their mouth, swallowing, or attempting to swallow any substance or item suspected as capable of causing physical harm, injury, or death, i.e., drugs, poison, etc.
- a. Immediately request a supervisor and CFD respond to the scene. If necessary, CFD will transport the suspect for immediate medical treatment. If CFD requests the Police Department transport, the following guidelines apply:

- 1) Immediately transport any subject 13 years of age and older, suspected of putting in their mouth, swallowing, or attempting to swallow any substance or item suspected as capable of causing physical harm, injury, or death to University Hospital.
 - a) University Hospital's policy is to perform a body cavity search or stomach pumping only for medical reasons with the patient's consent. The hospital will give the recovered evidence to the police.
 - b) If unable to gain consent, a supervisor will determine the proper course of action.
 - 2) Immediately transport any subject 12 years of age and under, suspected of putting in their mouth, swallowing, or attempting to swallow any substance or item suspected as capable of causing physical harm, injury, or death to Children's Hospital.
 - a) Children's Hospital's policy is to perform stomach pumping only for medical reasons with or without parental consent. The hospital will give the recovered evidence to the police.
- b. The responding supervisor will conduct a thorough investigation of the incident and complete a Form 18I, Injury to Prisoner, for the ingestion.

C. Holding/Interviewing Prisoners in Police Facilities

1. Instructions on how to interview witnesses, victims or suspects can be found in the Department Investigations Manual.
 - a. A description of the interview room and items that should be maintained in the room can also be found in the Investigations Manual.
2. Custodial interrogations of suspects of the following offenses which take place in a place of detention will be electronically recorded as defined in the definition section of this procedure.
 - a. Offenses
 - 1) 2903.01, Aggravated Murder
 - 2) 2903.02, Murder
 - 3) 2903.03, Voluntary Manslaughter
 - 4) 2903.04, Involuntary Manslaughter (Felony of the first or second degree)
 - 5) 2903.06, Aggravated Vehicular Homicide, Vehicular Homicide, Vehicular Manslaughter (Felony of the first or second degree)
 - 6) 2907.02, Rape
 - 7) 2907.03, Sexual Battery

- 8) Attempt to commit a violation of 2907.02, Rape
- b. All electronic recordings will be clearly identified and cataloged.
 - 1) Start the recording by identifying the person you are interviewing. Do not include age, date of birth or Social Security Number.
 - 2) Identify who is present in the room during the statement.
 - 3) Reference the case for which the statement is taken.
 - 4) State the date and time the statement is started.
 - 5) State the location the statement is taken.
 - c. When criminal proceedings are brought against a person who was the subject of a custodial interrogation that was electronically recorded, the recording will be preserved until the later of when all appeals, post-conviction relief proceedings, and habeas corpus proceedings are final and concluded or the expiration of the period of time within which such appeals and proceedings must be brought.
 - d. When no criminal proceeding is brought against a person who was the subject of a custodial interrogation that was electronically recorded, the recording will be preserved for the length of time designated in the statute of limitations for the particular offense.
 - e. Officers who wish to conduct custodial interrogations of suspects of the offenses listed in Procedure 12.600(C)(2)(a) and who are inmates under the custody and control of the Hamilton County Sheriff's Office, Corrections Division, must:
 - 1) Call 513-946-6707 and ask to speak with the Intake Supervisor to schedule access to the secured interview room located in the Intake area of the Justice Center and verify the inmate is available.
 - 2) Upon arrival at the booking window, ask to speak to an Intake supervisor who will escort the officer to the secured interview room and prepare the room for recording.
 - 3) Once the room is prepared for recording, the inmate will be escorted into the interview room by security staff.
 - 4) When the interview is complete, the officer will take the inmate to the Intake Control Room (L-12) and inform the control officer that the interview is over and request the control room officer to notify the Intake supervisor.
 - 5) The Intake supervisor will retrieve the recording and give it to the officer

NOTE: Access to the secured interview room is reserved for inmates who have completed the Intake processing procedures of the Corrections Division.

3. Do not use police facilities as jails or holding cells.
 - a. Use interview rooms for processing and interviewing persons or prisoners on official police business.
 - 1) Never leave prisoners alone.
 - 2) Officers will inspect the interview room prior to bringing in a person to be questioned.
 - 3) Two officers should be present while interviewing suspects or persons under arrest. Notify the desk personnel of persons brought into the facility in case the interviewing officer should call for assistance.
 - 4) Un-cuffing a prisoner is sometimes required during an interview. Weapons control should be a priority consideration before un-cuffing a person in a confined space.
 - 5) Make a blotter entry noting an interview has taken place. Include the name of the officer, the time in and out of the room and the supervisor notified.
 - 6) Persons being held should be allowed reasonable access to restrooms. If a prisoner becomes aggressive or uncooperative they should be transported to the HCJC.
 4. The district/section/unit officer in charge (OIC) and desk personnel will remain informed about prisoners in their station. They will:
 - a. Provide pertinent information when answering phone calls about prisoners in custody, or previously in custody.
 - 1) Refer to Procedure 18.120, Release of Information and Public Records, for guidelines in releasing prisoner information to the public.
 - 2) When callers need more information, refer them to HCJC Intake or the HCJCYC.
 - b. Interview rooms will be inspected by a relief supervisor once during each shift. The inspection will be documented in the supervisor's Daily Rounds.
- D. Prisoner Transporting
1. All prisoners subject to physical arrest will be transported to the appropriate facility.

- a. When transporting a prisoner, the Digital Video Recorder (DVR) will be activated for recording purposes. The camera will be turned to face the rear seat to record the prisoner's actions for the entire transport. With the digital DVR system, to activate the recording capabilities inside of a police car, one of the two Sure Talk microphones must be removed from the docking station and placed in an appropriate area inside the driver's compartment of the vehicle. The microphone must be manually activated by pressing the ACT button to record audio transmissions during the transport process.
- b. Vehicles equipped with an Eyewitness ION DVR system have a third microphone permanently installed in the rear passenger compartment around the rear window. To record audio inside a vehicle, the In-car Microphone (ICM) must be manually activated by pressing the ICM button located on the left panel of the overhead console.
- c. Use the transport command (TR) on the Mobile Data Computer (MDC) and enter the location to where the prisoner is being transported in brackets [] not parentheses (), and enter the starting mileage when beginning transport. Upon arrival, use the transport complete command (TRC), and enter the ending mileage.

Example: TR [HCJC], start mileage 12345
TRC, end mileage 12348

- d. Receive permission from a supervisor before transporting a prisoner to any hospital or other non-police facility.
 - e. Arresting officers involved in a use of force, other than the use of chemical irritant or the deployment of the TASER, will not transport a prisoner who is the subject of the use of force.
 - 1) Officers may remove a prisoner to a safe location to prevent an escalation of the incident. Neutral officers will respond and transport the prisoner.
2. When arresting officers cannot transport their own prisoner, they must provide transporting officers the completed paperwork or at least the minimum following information:
 - a. Name, badge number, and unit of the arresting officer.
 - b. Specific charge(s) placed against the prisoner.
 3. When possible, two officers will transport a prisoner who is incapacitated from intoxication or injury to prevent falls or additional injury.
 4. Two officers will transport a prisoner on a stretcher. The second officer will ride in the rear to monitor the prisoner and to give or summon medical aid if necessary.
 - a. Whenever possible, officers will place the prisoner on their back to avoid positional asphyxiation and/or cocaine psychosis.

5. Never leave a prisoner unattended inside a vehicle.
6. Search seating areas of transporting vehicles before and after each prisoner transport.
7. Use marked police vehicles equipped with screens.
 - a. In vehicles with security screens, transport a single prisoner on the right side of the rear seat.
 - b. Use the seat belt and lap restraint bar whenever possible.
 - c. Engage the rear door and window locking system on vehicles having this option.
 - d. Secure sliding partition in vehicles equipped with Plexiglas.
8. One officer may transport two prisoners provided the vehicle is equipped with a security screen and both prisoners are secured in the rear seat with seat belts.
 - a. No more than two prisoners will be transported in any one Department vehicle, with the exception of the Personnel Transport Van stored at District One.
9. Officers will not transport prisoners in a vehicle without a screen.
 - a. Under exigent circumstances a supervisor may approve the transport of a prisoner in a vehicle without a screen.
 - 1) When transporting in vehicles without screens, use two officers. The second officer sits in the rear seat behind the driver with the prisoner to their right.
10. When transporting a prisoner, a Spit Sock Hood may only be used when a prisoner spits or signals an intention to spit.
 - a. When possible, two or more Department personnel should be present to safely place the Spit Sock Hood on the prisoner.
 - b. To avoid injury or escape, the prisoner should not be removed from the secured passenger compartment of the patrol vehicle for the sole purpose of deploying the Spit Sock Hood until the prisoner has been transported to a detention facility or hospital.
 - c. Officers deploying a Spit Sock Hood on a prisoner will immediately notify a supervisor.
 - d. The Spit Sock Hood will not be removed once deployed until the prisoner has been processed at a detention facility, obtains medical treatment, or at the direction of a Department supervisor.
 - e. After the prisoner has been processed the Spit Sock Hood will be disposed of.

11. Personnel Transport Van

- a. Districts/sections/units can borrow the Personnel Transport Van parked in the 14th Street lot behind District One.
 - 1) Request the keys from a District One shift supervisor.
 - 2) Make a blotter entry at District One showing the:
 - a) Operating officer and unit of assignment.
 - b) Date, time, and expected return.
 - c) Reason for using the vehicle.
- b. Notify the HCJC when expecting physical arrests numbering 20 or more.

12. Hamilton County Sheriff's Patrol Wagon

- a. Request the Hamilton County Sheriff's Patrol Wagon in advance when expecting numerous physical arrests at planned events.
 - 1) Call the HCJC Intake supervisor to request the wagon.

13. Upon arrival at the appropriate detention facility, officers will:

- a. Secure their firearms in the provided lock box or the trunk of the police vehicle.
- b. Remove restraining devices from prisoners inside the detention facility.
- c. Deliver all applicable arrest forms to the receiving officer.
- d. Obtain a signature for receipt of the prisoner.

E. Handling or Transferring Prisoners of Other Local Police Agencies

1. Officers will verify the identity of a prisoner accepted from another agency prior to transporting the prisoner to a detention facility.
 - a. Compare the other agency's paperwork with the identification and information (name, address, DOB, Social Security number, etc.) provided by the prisoner.
 - b. Officers will ensure that all necessary paperwork accompanies the prisoner.
 - c. Officers should note on the Form 527 any known or suspected escape or suicidal tendencies and notify the detention facility.
2. When arresting an individual on a warrant issued by another local police agency, the officer will:

- a. Cite according to Procedure 12.555, Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders, completing a Form 314, Notice to Appear, if the warrant was issued by a Hamilton County jurisdiction, except Mayor's Court, and does not require a physical arrest.
- b. Immediately arrange to transfer the prisoner into that agency's custody if the warrant is for Mayor's Court.
- c. Transport to the HCJC Intake if the warrant is not citable.
- d. When an officer makes an original physical arrest and the individual has an outstanding warrant from another jurisdiction, list the information on a Form 527 and contact the appropriate jurisdiction to send a holder to Intake.
- e. When arresting an individual on a warrant issued by an adjoining county, with no original charges from our department, immediately arrange to transfer the prisoner into that agency's custody.
 - 1) Contact the agency by phone to confirm the time and place of transfer. If possible, arrange to meet in the field.
 - 2) When bringing a prisoner into a Cincinnati Police facility to wait for the other agency, remain with the prisoner until the other agency takes custody or until relieved by a supervisor.

F. Prisoner Injuries

1. Officers will document prisoner injuries occurring before police control on a Form 527.
2. Per Procedure 12.545, Use of Force, a supervisor will complete a Form 181, Injury to Prisoner, when a prisoner is injured, not the result of force, while under or just prior to police control.

G. Hospitalized Prisoners

1. If not citable, complete a Form 527. Include in the "Facts" section:
 - a. The name of the hospital.
 - b. A brief description of the injury, illness, or mental condition.
 - c. A complete description of the prisoner's clothing, and anything else to help identify or locate the subject in case of escape.
2. When a prisoner is hospitalized at University Hospital:
 - a. Notify a UC Health Public Safety Officer.
 - 1) Request and complete a UC Medical Center Law Enforcement Notification Form (UMC-536).

- 2) Write the telephone number of the Emergency Communications Center (ECC) on the UMC-536 and the yellow copy of Form 527.
 - 3) Leave the paperwork with the UC Health Public Safety Officer and request they notify ECC before discharging the prisoner or in the event the prisoner “walks away”/escapes from the hospital.
- b. When there will not be an officer assigned to guard or remain with a hospitalized prisoner, the prisoner will be advised they are being placed under a “Police Hold” and are **not** permitted to leave the hospital until released back into police custody, or they will be charged with Escape (2921.34 ORC).
- 1) Complete a Form 653, Hospital Hold Notification.
 - a) The Form 653 must be signed by the prisoner, police officer, and a credible witness.
 - b) If the prisoner refuses to sign the Form 653, write “refused to sign” on the prisoner signature line, enter the date and time of refusal.
 - 2) File the original completed Form 653 with the district collator.
- c. Staple the yellow copy of Form 527 to the UMC-536 and request the UC Health Public Safety Officer keep the paperwork with the prisoner for the next transporting officer. The UMC-536 will be left at the hospital when the prisoner is transported to jail.
- d. Refer to Procedure 12.610, Prisoners: Guarding Hospitalized, for guidelines in guarding prisoners at University Hospital.
3. When a prisoner is hospitalized at any other hospital:
- a. Notify hospital security.
 - b. Request hospital security to retain the yellow copy of Form 527 with the prisoner for the next transporting officer.
 - c. When there will not be an officer assigned to guard or remain with a hospitalized prisoner, the prisoner will be advised they are being placed under a “Police Hold” and are **not** permitted to leave the hospital until released back into police custody, or they will be charged with Escape (2921.34 ORC).
 - 1) Complete a Form 653, Hospital Hold Notification.
 - a) The Form 653 must be signed by the prisoner, police officer, and a credible witness.
 - b) If the prisoner refuses to sign the Form 653, write “refused to sign” on the prisoner signature line, enter the date and time of refusal.

- 2) File the original completed Form 653 with the district collator.
 - d. Write the phone number of ECC on the yellow copy of Form 527.
 - e. Ask hospital security to notify ECC before discharging the prisoner or in the event the prisoner “walks away”/escapes from the hospital.
4. Processing the Form 527, Arrest Report
- a. During normal business hours – Monday through Friday from 0730 to 1700 hours, immediately deliver the Form 527 and complaints/warrants to the Police Records Section, City Hall, 801 Plum Street, Room 328.
 - 1) Police Records Section will immediately enter the arrest information into the Court Management System (CMS).
 - a) Officers will remain at the Police Records Section until the arrest information is entered. Officers will then hand deliver the completed forms to the Hamilton County Clerk's Office.
 - b. For all other times (Monday through Friday from 1700 to 0730 hours, weekends, and holidays) immediately deliver the Form 527 and complaint/warrants to the Hamilton County Justice Center (HCJC) Intake.
 - 1) HCJC will make a computer entry of the hospitalized prisoner case information.
 - a) HCJC will deliver completed forms to the Hamilton County Clerk's Office.
 - c. For juvenile prisoners, immediately deliver the Form 527 and complaints/warrants to the Juvenile Court Clerk's Office, 2020 Auburn Avenue.
5. Prisoner “walks away”/escapes from a hospital
- a. Upon notification from a hospital that a prisoner has “walked away”/escaped, ECC will notify a supervisor and dispatch an officer assigned to the district in which the hospital is located.
 - b. Once the offense has been verified, the investigating officer will request ECC make an all-county broadcast (ACB).
 - c. The investigating supervisor will notify the original arresting district/section/unit OIC and the Night Inspector if during working hours.
 - 1) The OIC of the original arresting district/section/unit will:
 - a) Assign an officer from the original arresting district/section/unit to complete the investigation and sign Escape charges.
 - b) Submit a Form 17 to the Police Chief detailing the circumstances of the prisoner escape.

- d. The investigating officer from the original arresting district/section/unit will:
 - 1) Obtain the signed original Form 653 from their district.
 - 2) Respond to the Clerk's Office and file appropriate charges. The officer will also ask that Clerk's Office "Computer Room" staff verify there is a hospital hold on file and to place the existing charges on the next day's court docket.
 - 3) Complete a Form 527E, Case Investigation Jacket, for the new charge of Escape.
 - 4) Ensure the original Form 653 is placed into the case jacket for the new charge.
6. Prisoner released from a hospital.
 - a. If the prisoner was admitted, ECC will dispatch a uniformed unit from the district where the hospital is located.
 - b. If the prisoner was treated at the emergency room but not admitted, ECC will dispatch a uniformed unit from the arresting officer's district/section/unit.
 - c. Transporting officers will:
 - 1) Contact hospital security to get the yellow copy of the original Form 527.
 - 2) Query the prisoner through RCIC/NCIC.
 - 3) Contact the Hamilton County Clerk's Office to check for any new charges filed on the prisoner.
 - 4) Contact the Central Warrant Processing Unit (CWPU) to determine if the court issued a capias on the prisoner.
 - a) If a capias was issued for the original charge, complete a new Form 527.
 - b) Attach the yellow copy of the old Form 527 to the new Form 527.
 - 5) Unless the prisoner has a capias, the only paperwork needed for transportation is the yellow copy of the original Form 527.
 - 6) Handcuff, search, and transport a hospitalized prisoner the same as original arrests.

H. Prisoner Escapes

1. Immediately notify ECC.

2. ECC will make an all-county broadcast (ACB) and include the following information:
 - a. A complete description of the prisoner.
 - b. Method and direction of travel if known.
 - c. Offense the subject was in custody for.
 - d. Prisoner's home address or other possible destination.
 - e. Any other pertinent information.
 3. Notify a supervisor.
 4. The investigating supervisor will notify the involved district/section/unit OIC. Notify the Night Inspector if during working hours.
 5. The OIC of the involved district/section/unit will submit a Form 17 to the Police Chief detailing the circumstances of all prisoner escapes and attempts.
 6. File appropriate charges against the escapee.
 - a. Ensure the original copy of the completed Form 653, Hospital Hold Notification, is made part of the case jacket for the new Escape charge.
- I. Transporting Sick, Injured, or Disabled Prisoners and Other Individuals.
1. Sick, injured, or disabled prisoners.
 - a. If a prisoner becomes sick or injured subsequent to arrest, officers will immediately seek medical attention.
 - b. Prisoners will remain handcuffed if possible.
 - c. When possible, transport prisoners 13 years of age and older to University Hospital. Transport prisoners 12 years of age and under to Children's Hospital. Personnel may transport refused prisoners to any medical treatment facility, as directed by detention facility staff, to facilitate intake of refused prisoners. Notify a supervisor when transporting any prisoner to the hospital.
 - d. If the illness or injury requires EMT or paramedics, summon the Fire Department to render aid and transport the prisoner to the hospital.
 - 1) One officer may ride with the ambulance, if requested by CFD personnel, when dealing with a combative patient.
 - 2) Notify a supervisor and request another unit respond to the scene to follow the ambulance or to meet the officer at the hospital if the officer requested to accompany CFD personnel is a one-person unit.

- a) Supervisors may consider dispatching a two person unit to retrieve the police vehicle if there is a risk of harm to an unattended police vehicle.
 - 3) The responding officer should follow the ambulance or respond to the hospital in non-emergency status.
2. Transporting sick, injured or disabled individuals when requested by CFD
 - a. Police Department personnel will transport all patients to the nearest hospital or any hospital suggested by CFD personnel. For all cases where there is doubt regarding the stability of the patient, CFD personnel are instructed to provide the transport. However, to prevent further harm to patients, Police Department personnel may transport patients to the nearest hospital when CFD refuses to transport.
 - 1) Personnel should not delay the transport to wait for a Police Department Supervisor to resolve any dispute with CFD.
 - 2) Personnel will notify their supervisor regarding CFD's refusal to transport individuals where there is doubt regarding their stability.
 - 3) Police supervisors will notify Planning Unit regarding any CFD refusal to transport individuals where officers disagree with the on-scene stability determination by fire personnel.
 - a) Planning Unit will contact CFD leadership to report a possible violation of Fire Department procedures.
3. Transporting physically and mentally disabled prisoners or individuals.
 - a. Officers will transport a physically or mentally disabled prisoner using a vehicle appropriate for providing the necessary care for the prisoner.
 - b. If a patrol vehicle is not appropriate, consider using the Scout Car or Prisoner Van.