



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 601 – Prisoners

Office with Primary Responsibility:	PSC, PNC	Effective Date: Prior Revision Date:	December 5, 2019 December 18, 2017
Office(s) with Secondary Responsibilities:	TSC, STC, MCC, SSB, CTA	Number of Pages:	17
Forms Referenced in Procedure:	SAPD Form #52-X SAPD Form #62 SAPD Form #91 BCHD Form #60-1 BCJPD Form #100 MS-DC Form #17	Related Procedures:	602, 606, 611, 804

### **.01 INTRODUCTION**

This procedure establishes guidelines for the proper handling of prisoners by officers from the initial point of arrest to booking at the proper detention facility.

### **.02 POLICY**

When handling prisoners, officers do so with the highest regard for the legal process, the individual's rights, the prisoner's safety, and the safeguarding of personal property.

### **.03 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Body Cavity Search	Contraband	Dangerous Object	Detention Facility
Field Custody Prisoner	Frisk	Gender Identity	Gender Non-Conforming
Hog-Tying	Intersex	Positional Asphyxia	Processing
Processing Room	Proxy	Search	Strip Search
Transgender	Weapon		

### **.04 CLASSIFICATION OF PRISONERS**

- A. Bexar County Jail prisoners;
- B. City of San Antonio Detention Center prisoners;
- C. Bexar County Juvenile Detention Center prisoners; and
- D. Field custody prisoners.

### **.05 HANDCUFFING OF PRISONERS**

- A. Officers use discretion in deciding whether to handcuff certain prisoners prior to transport to a detention facility, medical facility, or a law-enforcement facility.
  - 1. Discretion is guided by prudent judgment, incorporating sex, age, temperament, disability, and the type of offense committed.
  - 2. Although discretion is allowed by this procedure, officers are not relieved of their duty to prevent prisoners from escaping, accessing weapons, or attacking others.
- B. The following prisoners are handcuffed without exceptions:
  - 1. Prisoners to be charged with felony offenses;
  - 2. Prisoners who were involved in violent incidents;



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3. Prisoners who appear to be capable of violent physical resistance;
  4. Prisoners who have not been searched;
  5. Prisoners who are intoxicated;
  6. Multiple prisoners;
  7. Prisoners transported in police vehicles; and
  8. Any prisoner being taken inside a detention facility or processing room.
- C. Prisoners are handcuffed as soon as practical after an arrest and before a search is made:
1. Prisoners are handcuffed with their hands behind them;
  2. Handcuffs are double-locked to protect both the officer and the prisoner; and
  3. Prisoners are not handcuffed to a fixed object.
- D. Two (2) prisoners may be handcuffed with a single set of handcuffs while awaiting the arrival of a second officer.
- E. Prisoners who are violent and/or appear to be under the influence of drugs, in addition to being handcuffed, may have their legs secured with leg irons.
1. Prisoners will not have their hands and legs secured together in any form or position commonly known as “hog-tying.”
  2. If violent prisoners cannot be properly restrained, additional officers will be used to help physically restrain the prisoners.
- F. Plastic handcuffs may be used when mass arrests are anticipated:
1. Refer to GM Procedure 804, *Crowd Control and Event Management*, for guidelines as to when plastic handcuffs should be used in mass arrest situations.
  2. Plastic handcuffs are removed at the detention facility, processing room, or in the field with wire cutters. Other types of cutting instruments are not used to remove plastic handcuffs.
- G. Prisoners inside the detention facility are un-handcuffed only by detention facility personnel. Prisoners inside a processing room will be un-handcuffed at the direction of personnel assigned to the processing room.

### **.06 SEARCHING OF PRISONERS**

- A. Officers are responsible for conducting a search, not to include a strip search or body cavity search, of prisoners to remove all weapons, dangerous objects, contraband, or evidence.
- B. Prisoners are searched as soon as practical after an arrest is made and prior to transport.
- C. If an officer detects an object which feels like a weapon, contraband, or evidence, inside or under the clothing, the officer may reach into or under the clothing and seize the suspected item. (The reaching inside of clothing to immediately retrieve a weapon, contraband, or evidence discovered during a search incident to arrest is not considered a strip search).



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- D. Officers assuming custody of prisoners from other officers are responsible for searching the prisoners again, including hand-carried containers.
- E. Transporting officers are held accountable for any prisoner arriving at a detention facility or processing room with a weapon, dangerous object, or contraband on his person.
- F. Absent exigent circumstances, a female officer should search a female suspect or prisoner. Exigent circumstances include but are not limited to circumstances involving officer safety, the safety of the suspect or prisoner, or any other person.
- G. In situations where a male officer has either direct knowledge or reasonable suspicion to believe a weapon or dangerous object is secreted in a particular place, other than within a body cavity of a female and a female officer is not present, the male officer may reach directly into the area to seize the weapon or dangerous object. Such actions shall be documented in the officer's report.
- H. Absent exigent circumstances, officers needing to search or frisk a Transgender, Intersex, or Gender Non-Conforming (TIGN) individual should first verify the person's gender identity. This may be accomplished by the officer's prior knowledge, by the officer inquiring about the person's gender identity (for example, an officer could ask the individual their preferred form of address or how they identify), or if the individual self-identifies to the officer. Officers conducting a search or frisk of a TIGN individual should generally (absent exigent circumstances) conduct the search or frisk based on the gender with which the individual identifies. (For example, an individual whose gender identity is male should be searched by a male officer and an individual whose gender identity is female should be searched by a female officer). If a TIGN suspect or prisoner expresses a preference concerning the gender of the searching officer or objects to the gender of the searching officer (absent of exigent circumstances), consideration should be made to honor the preference when reasonable. Officers should document the details of the search or frisk in their report and seek guidance from a supervisor if needed. When an individual to be searched is identified as TIGN, officers shall not question this identity absent articulable, compelling reasons, nor will an officer inquire about intimate details of an individual's anatomy to determine gender.
- I. A search or frisk shall not be conducted under any circumstance for the sole purpose of viewing an individual's anatomy or genitalia, assigning gender, or in any manner that could be perceived as demeaning or harassing in nature. In addition, an officer shall not perform a more invasive search or frisk than would be conducted for a non-TIGN person under the same or similar circumstances.
- J. TIGN persons shall not be asked to remove appearance-related items (such as prosthetics, bras, clothes, undergarments, wigs, cosmetic items, etc.) if non-TIGN individuals of the same gender identity are not also required to do so under similar circumstances.
- K. A strip search of prisoners (not to include a body cavity search) may only be conducted by officers having probable cause to believe a prisoner possesses weapons, dangerous objects, contraband, or evidence on his/her body, which may not be detected or recovered by the usual search technique, and only under the following guidelines:
  - 1. The person is under arrest and at the detention center or ready to be transported to a detention center.
  - 2. The prisoner must voluntarily consent to the strip search in writing or a warrant to conduct a strip search must be obtained prior to the search.
  - 3. The searching officer and any others present must be the same gender as the prisoner. Officers conducting a search of a TIGN individual should conduct the search based on the gender with which the individual identifies. (For example, an individual whose gender identity is male should be searched by a male officer and an individual whose gender identity is female should be searched by a female officer). If a TIGN suspect or prisoner expresses a preference concerning the gender of the searching officer or objects to the gender of the searching officer, consideration should be made to honor the preference when reasonable.



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4. The search must be conducted in a private and secure room at the jail or Detention Center. Strip searches will not be conducted in public places.
  5. Only the minimum number of personnel necessary to ensure the safety of the persons involved will be present, to include a supervisor, during the strip search. A minimum of two officers are required to be present (searching officer and witness).
  6. The search must be done discreetly and with the utmost respect for the prisoner's privacy and dignity.
  7. The requesting officer's report must contain:
    - a. The name of the supervisor present during the search;
    - b. The names of everyone present during the search;
    - c. The exact location where the search took place; and
    - d. The results of the search.
  8. A copy of the search warrant or written consent must accompany the written report.
- L. Officers having reasonable suspicion only, to believe a prisoner possesses weapons, dangerous objects, contraband, or evidence on his/her body which may not have been detected or recovered by the usual search technique shall follow these guidelines:
1. Notify Detention Center personnel of their suspicion during the booking process; and
  2. The name(s) of the Detention Center personnel notified must be included in the details of the report.
- M. Body cavity searches must be conducted at a qualified medical facility and under the following guidelines:
1. Under the authority of a search warrant; or
  2. The prisoner must voluntarily consent to a body cavity search in writing prior to the search.
- N. Officers having probable cause to believe a prisoner possesses weapons, dangerous objects, contraband, or evidence within his/her body which, if not found, would constitute a danger to the safety of the officers or others, shall obtain a search warrant, transport the prisoner to a qualified medical facility, and request a body cavity search of the prisoner for those items within the body by qualified medical personnel.

### ***.07 SECURITY OF PRISONERS – ESCAPE PREVENTION***

- A. A prisoner is entitled to reasonable protection while under arrest. Officers use reasonable care and diligence to preserve the lives, health, and safety of prisoners.
1. Prisoners are secured as soon as practical in police vehicles with safety belts.
  2. Prisoners are not placed in a prone position or any other position which could cause positional asphyxia.
  3. Unruly and combative prisoners are transported in a prisoner transport wagon whenever possible. If no prisoner transport wagon is available, a second officer accompanies the transporting officer to a detention facility.
- B. Prisoners, for security and safety reasons, including prisoners exposed to oleoresin capsicum (OC) spray, may be moved to locations away from the original arrest scene only after receiving approval from a supervisor. If exigent circumstances exist and there is not enough time to notify a supervisor, the officer will immediately notify the



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dispatcher of the relocation. The location shall be located on the most direct route to a detention facility, and be in an open, well-lighted area. There will be no exchange of handcuffs on the prisoners during this transfer process.

- C. When a prisoner is detained in the field for questioning, the prisoner shall be kept secured in the following manner:
1. The prisoners shall be handcuffed with his hands behind him;
  2. The officer in possession of a prisoner shall be responsible for the safety and security of the prisoner, and for the prisoner's actions; and
  3. If the officer in possession of a prisoner relinquishes custody of the prisoner to another officer, he shall remain with the prisoner until the accepting officer takes physical custody of the prisoner. The officer shall document in his written report the name of the officer who accepted custody of the prisoner.
- D. When a prisoner is taken to a processing room for processing prior to being taken to a detention facility, the arresting officer will:
1. Retain responsibility for the security of the prisoner during questioning and processing;
  2. Ensure the prisoner is not left unattended; and
  3. After processing, take the adult prisoner to the Detention Center to be magistrates, or take the juvenile prisoner to the Bexar County Juvenile Detention Center, in accordance with GM Procedure 602, *Juveniles*.
- E. While transporting prisoners, officers exercise caution and remain attentive, through observation of prisoners' actions and behavior, to prevent the escape of prisoners and for the prisoners' safety. Officers remain aware the security afforded by placing prisoners in police vehicles equipped with physical barriers is minimal and the escape of unattended prisoners is probable.
- F. If a prisoner escapes from an officer, the officer immediately notifies his supervisor and advises the Communications Unit of the description of the prisoner, the direction of travel, and the charges against the prisoner for broadcast to other field personnel.
1. The involved officer shall complete an offense report and place any property belonging to the escaped prisoner in the Property Room.
  2. The officer's supervisor shall make a determination as to the cause of the escape. If the cause of the escape is determined by the supervisor to be a procedural violation on the part of the officer, the supervisor shall immediately forward a written report on the escape, through the chain of command, to the Internal Affairs Unit, requesting a full investigation.
- G. If a prisoner escapes from an officer in another jurisdiction, the officer shall immediately notify the law enforcement agency in the other jurisdiction.
1. The law enforcement agency in the other jurisdiction will handle the escape.
  2. The officer will immediately notify his supervisor as to the circumstances surrounding the escape.
  3. The officer's supervisor (with input from the other jurisdiction) shall make a determination as to the cause of the escape. If the cause of the escape is determined by the supervisor to be a procedural violation on the part of the officer, the supervisor shall immediately forward a written report on the escape, through the chain of command, to the Internal Affairs Unit, requesting a full investigation.



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### **.08 TRANSPORTING PRISONERS**

- A. All vehicles used to transport prisoners will be searched for weapons, dangerous objects and contraband at the beginning of each shift and before and after transporting prisoners.
- B. Adult prisoners are transported from the location of arrest directly to the proper detention facility without delay, except when transporting the prisoners to a law-enforcement or medical facility.
- C. Juvenile prisoners are transported from the location of arrest directly to the Juvenile Processing Office for processing prior to being taken to the Bexar County Juvenile Detention Center, except when processing the juvenile for DWI or when transporting the juvenile to a medical facility.
- D. Prisoners with any types of disabilities are transported using the most reasonable accommodations that fit the needs of the prisoners.
- E. Prisoners who have been exposed to an electrical charge from an ECD will not be transported with other prisoners.
- F. Identifying Prisoners and Prisoners' Conduct.
  - 1. Officers shall attempt to positively identify all prisoners being transported. Positive identification may be made through a driver's license or other written forms of identification.
  - 2. The identification used to identify prisoners should accompany all other necessary documentation needed to process the prisoners at the detention facility.
  - 3. Any information regarding a prisoner's attempt to escape, mental illness (Refer to GM Procedure 611, *Persons with Mental Illness*), suicide potential, or any other personal traits of a security nature shall be recorded on the documentation that accompanies the prisoner to the detention facility and will be verbally related to the detention facility personnel or processing room personnel.
- G. Prisoners who have been exposed to oleoresin capsicum (OC) spray or an electrical charge from an ECD, will be transported to the detention facility or processing room by the arresting officer in his marked patrol vehicle, if possible.
  - 1. If the arresting officer is not assigned a marked patrol vehicle, a marked patrol vehicle will be used to transport the prisoner exposed to OC or an electrical charge from an ECD.
  - 2. If the prisoner is so violent that damage would be caused to the marked patrol vehicle, a prisoner transport wagon may be utilized, with the approval of a supervisory officer. Prisoners exposed to an electrical charge from an ECD who are to be transported by prisoner wagon, will be transported without other prisoners in the prisoner wagon.
  - 3. The transporting officer will ask the dispatcher to notify the appropriate detention facility or processing room personnel that a prisoner exposed to oleoresin capsicum (OC) spray or an electrical charge from an ECD is being transported to their location.
- H. Officers do not handle other police incidents while transporting prisoners, unless the incident is of such magnitude that immediate action is required to prevent the loss of life or substantial damage to property.
- I. Officers do not allow prisoners to communicate with non-police personnel while being transported.
- J. All officers, when transporting prisoners, obtain a time check from the dispatcher upon leaving the scene of the arrest, upon incurring any delays along the route, and upon arrival at the destination. In addition to time checks, officers furnish their vehicle odometer reading to the dispatcher upon leaving the scene and upon arrival at the destination.



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- K. Juveniles are not transported in the same police vehicle as adult prisoners, unless they have a husband/wife, parent/child, or brother/sister relationship, and the reason for the arrest was of a nonviolent nature.
- L. Male officers transporting female juvenile prisoners do so only with the help of a secondary officer riding in the same police vehicle.
- M. TIGN individuals should be transported separately from any other arrestees when possible (this includes transport in patrol vehicles and prisoner transport wagons). If this is not practical, officers should transport the arrestee with other individuals of the same gender identity and they should be secured in an area sequestered from other prisoners. Note - If the transporting officer is other than the arresting officer, all information concerning the person obtained by the arresting officer, including gender identity, should be passed along to the transporting officer.
- N. Police Vehicles with Physical Barriers:
  - 1. Police vehicles used primarily for transporting prisoners have physical barriers between the front and rear seats and may be used to transport a maximum of two (2) prisoners if there is only one officer. Both prisoners are secured in the rear seat with safety belts.
  - 2. When a second officer is available to help with the transportation of multiple prisoners, a maximum of three (3) prisoners may be transported. All three (3) prisoners are secured in the rear seat with safety belts. The second officer occupies the front passenger seat.
- O. Police Vehicles without Physical Barriers:
  - 1. Police vehicles not primarily used for transporting prisoners do not have physical barriers between the front and rear seats, but may be used to transport only one (1) prisoner. The prisoner is secured in the front passenger seat with a safety belt.
  - 2. When a second officer is available to help with the transportation of multiple prisoners, a maximum of two (2) prisoners may be transported. One (1) prisoner is secured in the front passenger seat with a safety belt; the second prisoner is secured in the rear seat with a safety belt directly behind the first prisoner. The second officer is seated behind the driving officer.
- P. Prisoner Transport Wagons:
  - 1. Prisoner transport vans (wagons) are assigned to the North Patrol and South Patrol Divisions for use by officers assigned to those divisions.
  - 2. Prisoner transport wagons may be used to pick up additional prisoners, if approved by a supervisor and the pick-up point is near the return route to a detention facility.
  - 3. Female prisoners are not transported in the same prisoner transport wagon with male prisoners, unless they have a husband/wife, parent/child, or brother/sister relationship. Common-law marriages do not satisfy a husband/wife relationship.
  - 4. Juvenile prisoners are not transported in the same prisoner transport wagon as adult prisoners, unless they have a husband/wife, parent/child, or brother/sister relationship. Common-law marriages do not satisfy a husband/wife relationship.
  - 5. Prisoners involved with each other in a disturbance are not transported in the same prisoner transport wagon.
  - 6. Female prisoners are transported in a prisoner transport wagon only if a female officer has searched them.



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- Q. Before a prisoner is taken inside a detention facility, the arresting/transporting officer conducts a warrant check and takes the necessary action if a warrant is found.
- R. If a prisoner is to be transported via commercial airline, the escorting officer contacts the appropriate airline and airport security at departure and destination, in accordance with GM Procedure 613, *Carrying Weapons on Airport Property*. This is done at least 24 hours prior to the flight for arrangement of proper security and clearance in advance. If departing from San Antonio International Airport, contact Airport Police at 207-3433 for any further assistance.

### **.09 MILITARY PERSONNEL PRISONERS**

- A. To maintain cooperation between the armed forces and the Department, the proper military police authorities should be notified when military personnel are arrested. Notification is made by the investigative follow-up unit or the arresting officer, if follow-up unit personnel are not available, by calling the Lackland Military Police at (671-2018).
- B. Military personnel arrested for a Class C misdemeanor are handled under the following guidelines:
  - 1. Military Police should be notified of all Class C misdemeanor citations (except traffic) and all custodial arrests.
  - 2. The Military Police may come and take custody of the prisoner where the arrest is made.
  - 3. The Officer may drop the prisoner off at the nearest Military Police Office.
  - 4. The Officer may release them on the citation or book them into the Detention Facility.

### **.10 CUSTODY and TRANSPORTATION OF PRISONERS**

- A. In compliance with Texas Code of Criminal Procedure, Article 14.03, the Department accepts custody of prisoners lawfully arrested under the following circumstances:
  - 1. Arrested by an off-duty SAPD officer or an off-duty SAPD officer who is engaged in outside employment in compliance with GM Procedure 905, *Off-Duty and Outside Employment*, provided the arrest occurs within the City of San Antonio.
  - 2. Arrested by a peace officer employed by an outside agency who is out of his jurisdiction.
    - a. Peace Officers, who work for another law enforcement agency (except BCSO Deputies and State Agencies), who make an arrest within the City of San Antonio, are considered to be outside their jurisdiction.
    - b. If an officer who is outside his jurisdiction calls SAPD requesting transport of a prisoner (within the City of San Antonio), an SAPD officer will be dispatched to transport the prisoner to the appropriate facility, in accordance with Article 14.03 of the Code of Criminal Procedure.
- B. When transportation of a prisoner is provided by an SAPD officer, the officer takes full responsibility for the prisoner and delivers the prisoner to the appropriate location, writes the appropriate report (Incident or Supplemental), detailing their actions, and notes in the report any statements made by the prisoner.
  - 1. If the arrest was made by an officer who is not engaged in outside employment, that officer shall be responsible for the appropriate report (Incident or Supplemental). The transporting/handling officer assumes full responsibility for the prisoner's property and evidence not collected by the UEDI/CSU (or follow-up unit), and writes the appropriate report (Offense or Incident) required for booking the prisoner.
  - 2. If the arrest was made by an SAPD officer who is engaged in outside employment, the arresting officer writes the appropriate report (Incident or Offense). The transporting officer prepares the necessary paperwork needed





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for booking the prisoner and assumes custody of any evidence not collected by UEDI/CSU (or follow-up unit) and the prisoner's property.

4. If the arrest was made by an officer from an outside agency who is engaged in outside employment, the arresting officer writes the appropriate report (Incident or Offense) and follows the transporting officer to the appropriate facility to prepare the required paperwork for booking the prisoner. The arresting officer is responsible for the custody of any evidence not collected by the UEDI/CSU (or follow-up unit) and the prisoner's property.
  5. If a custodial arrest is made by an SAPD officer working outside the San Antonio city limits, the officer shall coordinate handling of the prisoner and evidence with the agency having original jurisdiction in accordance with GM Proc. 905 – *Off-Duty and Outside Employment*. The officer will complete all appropriate reports and forms, and follow the transporting officer to the appropriate facility where the arrested individual will be booked.
- C. The Department does not accept custody of prisoners from officers employed by an outside agency under the following circumstances:
1. Arrested by a peace officer employed by an outside agency who is within his jurisdiction, whether the officer is on or off duty.
    - a. All peace officers who work for the Bexar County Sheriff's and Constable's Offices, and officers who work for the Texas Department of Public Safety (or other state agencies such as Parks and Wildlife, etc.), are considered to be within their jurisdiction, and are responsible for transportation and handling of their own prisoners.
    - b. If an officer from the Bexar County Sheriff's or Constable's Office, or an officer from the Texas Department of Public Safety or another state police agency calls SAPD requesting transport or requesting SAPD handle an incident they initiated, our Communications Unit shall transfer the call to the respective agency of the officer so they can handle the incident. In cases of emergency, SAPD officers will be dispatched to assist immediately. Crime scene security and any other assistance may be provided with the approval of a supervisor.
- D. Prisoners who are injured/sick when custody is accepted or become injured/sick after custody is accepted are handled as prescribed in Sections .14 - .17 of this procedure.
- E. A supervisory officer is notified and responds to the scene under the following circumstances:
1. When an officer assumes custody of an injured/sick prisoner from an off-duty officer or an officer from another law enforcement agency working in an off-duty capacity; or
  2. When an officer assumes custody of a prisoner and there is a question concerning the validity of the arrest.

### **.11 TAKING PRISONERS INTO A DETENTION FACILITY**

- A. Prisoners are handcuffed prior to entering a detention facility.
- B. Prisoners are brought into a detention facility through the prisoner entrance door.
- C. Officers place their weapons in lock boxes located inside the prisoner entrance door prior to entering the confined portion of a detention facility.
- D. Handcuffed prisoners are taken inside the confined portion of the detention facility and released to detention facility personnel. Detention facility personnel remove handcuffs from prisoners.



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- E. Officers taking prisoners into the Detention Center shall immediately obtain MS-DC Form #17, Registration/Property Form, from Detention Center personnel and time stamp the form before completing the form and processing the prisoners. The officer verbally notifies Detention Facility personnel when the prisoner has been exposed to an electrical charge from an ECD. The officer writes \*ECD\* in large block letters at the top of the MS-DC Form#17. After Detention Center personnel have completed their portion of the MS-DC Form #17, the officer shall review the form to verify correctness and the signature of the Detention Center personnel completing the form. The form is kept on file in the Detention Center.
- F. When bringing the prisoner into a detention facility, the officer verbally notifies detention facility personnel of their prisoner's exposure to oleoresin capsicum (OC). The officer also provides the approximate time of the exposure, details of the decontamination process, and/or medical treatment administered. The officer writes \*"OC"\* in large block letters at the top of the MS-DC Form #17.
- G. When bringing the prisoner into a detention facility, the officer verbally notifies detention facility personnel of their prisoner's exposure to an electrical charge from an ECD. The officer also provides the approximate time of the exposure, the number of times and duration of the exposure, and medical treatment administered. The officer writes \* "ECD" \* in large block letters at the top of the MS-DC Form #17.
- H. Officers transporting injured/sick prisoners from University Hospital or the Acute Care Clinic/Crisis Care Center located at 527 North Leona to a detention facility request BCHD Form #60-1, E. R. Encounter - Admitting Form, from hospital personnel. The form is routed in the same manner as the Injured Prisoner Report.
- I. Upon returning a prisoner to a detention facility after medical treatment, the transporting officer delivers any medication or instructions for further care to the detention facility supervisor.
- J. Officers taking juvenile prisoners into the Bexar County Juvenile Detention Center shall release the juvenile prisoner, along with a copy of the offense report containing the probable cause for arrest and the elements of the offense, to the intake officer. The Bexar County Juvenile Detention Center intake officer completes BCJPD Form #100, signs the form, and retains a copy of the form on file.

### **.12 PRISONERS' PROPERTY**

- A. The arresting officer is responsible for all personal property belonging to a prisoner. Officers should use all available resources to document a prisoner's property, such as photographs, in-car video and BWC, in an effort to create both a visual and audio inventory.
- B. Detention Center personnel determine the acceptability of prisoners' property at the Detention Center. As a general rule, personal property which will fit into an 8 1/2" X 11" envelope is accepted. Money in excess of one thousand (\$1,000) dollars must be placed into the Property Room.
- C. Personal property accepted at the Detention Center is turned over to a detention guard. The arresting/transporting officer verifies the information entered on MS-DC Form #17, Registration/Property Form, by the detention guard and signs the form in the appropriate space.
- D. Bexar County Juvenile Detention Center personnel determine the acceptability of a juvenile prisoner's personal property.
- E. All non-evidentiary personal property belonging to a prisoner is to be presented to Detention Center personnel immediately upon entry into the Detention Center. Property to be retained, under ordinary circumstances, at the Detention Center is the prisoner's ID, Keys, medication and money (up to \$1,000.00). All other smaller acceptable personal items will be left with Detention Center personnel to be placed in the prisoner's sealed property pouch. Detention Center personnel will not accept prisoner's property once the property pouch has been sealed. Detention Center personnel will determine the acceptability of larger or bulky items that can be retained at the Center. Officers will not unnecessarily place a prisoner personal property in the property room and must document in their report the reason for doing so.



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- F. Personal property not accepted at a detention facility is placed in the Property Room by the arresting officer. Personal property placed in the Property Room is noted on the booking slip. Officers are reminded money in excess of five thousand (\$5,000) dollars may be placed into the safe and should refer to GM Procedure 606.14 (A), Impounding Property.

### **.13 MAGISTRATING ADULT PRISONERS**

- A. Adult prisoners to be magistrated are taken to the Detention Center at 401 S. Frio St. and released into the custody of Detention Center personnel.
- B. Officers booking prisoners on a new charge (Class B or higher) must have their offense reports reviewed and approved prior to submitting copies to the Magistrate's Office in accordance with GM Proc. 401 *Offense/Incident/Supplemental Reports*.
- C. Officers contact the Magistrate's Office and submit copies of all required reports and forms. Required reports and forms include, but are not limited to, the following:
1. SAPD Form #91, Temporary Record of Arrest (Booking Slip);
  2. Appropriate offense report for the offense committed; and
  3. DWI, crash, and any supplemental reports and forms.
- D. The Magistrate determines the course of action to be taken against the prisoner.
- E. Prior to releasing a prisoner to Detention Center Personnel, officers will ask the prisoner the following questions that will be on the back of the booking slip. If the booking slip does not have the questions, the officer should use the stamp at the Detention Center to imprint the questions onto the back of the booking slip.
1. Have you ever been diagnosed as having a mental illness by a doctor or by a mental health professional?
  2. Have you ever or are you currently taking any medications for mental illness?
  3. Have you ever tried to kill yourself?
  4. Do you currently have thoughts of killing yourself?
- F. Officers mark down the prisoner's answers to the questions on the back of the booking slip, make a copy of both sides of the booking slip, and place the copy in the box marked Center for Healthcare Services.

### **.14 INJURED SICK PRISONERS**

- A. Officers' Responsibilities:
1. Prisoners who are unconscious, visibly injured, sick, or claiming an injury or illness which requires immediate medical attention are taken directly to a medical facility for treatment by an EMS. EMS personnel select the medical facility. In felony cases or violent situations, an officer should accompany EMS to a medical facility on request and with approval from a supervisor. Officers should conform to the requirements of the medical facility on handcuffing of prisoners.
  2. Prisoners exhibiting or complaining of minor injury or sickness not requiring immediate medical attention are transported by the arresting officer to the Downtown University Health Care Building located at 527 North Leona or University Hospital, 4502 Medical Drive. Should the arresting officer be involved with other duties, another officer is assigned to transport the prisoner. Note: Based on the proximity of the Detention Center to



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the Downtown University Health Care Building, this is the primary facility for all minor injuries. If possible, have the dispatcher call 225-5481 ahead of time to confirm patient load.

3. Prisoners who are under arrest for public intoxication will be handled in accordance with GM Procedure 605, *Miscellaneous Offenses and Complaint Calls*.
  4. Prisoners transported to the Downtown University Health Care Building are taken into the building through the North Leona St. entrance and to the second floor to either the Acute Care Clinic or the Crisis Care Center. During the hours of 0800 to 2000, officers shall utilize the medical services of the Acute Care Clinic. During all other hours, officers shall take their prisoner to the Crisis Care Center.
  5. For those prisoners being treated at the Downtown University Health Care Building who require additional treatment not available at either the Acute Care Clinic or the Crisis Care Center and for those who need to be admitted into University Hospital, the officer shall transport the prisoner to University Hospital as directed by medical personnel. If medical personnel request the prisoner be transported by EMS, the officer shall request EMS to transport the prisoner. When transporting prisoners to University Hospital, prisoners are taken into the medical facility through the emergency room entrance. If prisoners require only additional medical treatment they are not always booked by proxy.
  6. Officers are responsible for their prisoners while at a medical facility.
  7. All prisoners exposed to an electrical charge from an ECD will be handled in accordance with GM Procedure 512, *Electronic Control Devices*.
- B. Officers shall complete SAPD Form #62, Injured Prisoner Report, on any injured/sick prisoner in their custody. The officer preparing the injured prisoner report will forward copies to all units listed in the routing section of the report.

### **.15 DISPOSITION OF ADULT INJURED/SICK PRISONERS AT A MEDICAL FACILITY**

- A. Injured/sick prisoners who have been seen by a magistrate are not released at a medical facility.
- B. Adult injured/sick prisoners charged with “Felony” offenses, and are treated or admitted to a medical facility are handled in the following manner:
1. If the prisoner only needs treatment, the officer remains with the prisoner until treatment is complete and returns the prisoner to the Detention Center.
  2. Officers who anticipate having felony prisoners at a medical facility for treatment beyond their tour of duty are to contact a supervisor. Additionally, the officer will conduct hourly check-ins with the supervisor. The supervisor shall:
    - a. Arrange for the primary officer to be relieved by an officer from the next shift only if the primary officer is going to be at the medical facility more than two (2) hours past his normal duty hours.
    - b. Ensure the primary officer has all necessary paperwork completed on the case prior to the relief officer taking custody of the prisoner.
  3. If the prisoner is to be admitted, the officer remains with the prisoner and notifies a supervisor. The supervisor shall:
    - a. Send another officer to pick up all documents necessary for the booking of the prisoner by proxy. This officer writes the word "Proxy" on all documents submitted to the Detention Center and magistrate;
    - b. Review all documents to be submitted to the Detention Center and magistrate;



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- c. After booking by proxy, advise Bexar County Jail personnel of the need for a guard to be sent to the medical facility; and
  - d. Hospitalized felony prisoners are guarded until they become the responsibility of the Bexar County Sheriff's Department or issued a felony 52-X with approval from a supervisor.
4. Adult injured/sick prisoners charged with "Misdemeanor" offenses, if not treated within two (2) hours or if they are going to be admitted to a medical facility are handled in the following manner:
- a. Class A or B misdemeanor prisoners, not exhibiting the potential for violence and whose injuries are not the result of an officer's use of force, are issued SAPD Form #52-X, and released.
    - (1) Prisoners are released only with the approval of a supervisor.
    - (2) The prisoner is listed as a suspect on the officer's report since the prisoner was released and not booked.
    - (3) A copy of SAPD Form #52-X is routed to the follow-up unit.
  - b. Class C misdemeanor prisoners (except public intoxication prisoners), not exhibiting the potential for violence and whose injuries are not the result of a officer's use of force, are released from police custody after being issued a misdemeanor citation, with supervisor approval.
- C. Injured/sick prisoners to be charged with certain "Felony" offenses, if not treated or admitted to a medical facility within two (2) hours are handled in the following manner:
1. Felony prisoners not charged with a felony charges listed below or not exhibiting the potential for violence in other felonies and whose injuries are not the result of the officer's use of force, can be issued SAPD Form #52-X, Notice to Hospitalized Suspects, and released.
  2. Prisoners are released only with the approval of a supervisor.
  3. Injured/sick prisoners released are listed as suspects on the offense report.
  4. The officer writes "FELONY 52-X" on the top of the offense report.
  5. Officers note in the details of their offense report the suspect was released at the hospital, and a copy of SAPD Form #52-X is attached to a copy of SAPD Form #62, Injured Prisoner Report, and routed to the appropriate follow-up unit.
  6. The following Penal Code charges SHALL NOT be considered for release via SAPD Form 52-X:
    - a. P. C. 19.02, Murder
    - b. P. C. 19.03, Capital Murder
    - c. P. C. 20.03, Kidnapping
    - d. P. C. 20.04, Aggravated Kidnapping
    - e. P. C. 21.11, Indecency with a Child
    - f. P. C. 22.01(a)(1), Assault (If exhibiting the potential for violence)
    - g. P. C. 22.011, Sexual Assault



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- h. P. C. 22.02, Aggravated Assault
- i. P. C. 22.021, Aggravated Sexual Assault
- j. P. C. 22.04, Injury to a Child, Elderly Individual, or Disabled Individual
- k. P. C. 29.02, Robbery
- l. P. C. 29.03, Aggravated Robbery
- m. P. C. 30.02, Burglary with Intent to Commit a Felony or Assault
- n. P. C. 49.04, DWI (Felony)
- o. P. C. 49.07, Intoxication Assault
- p. P. C. 49.08, Intoxication Manslaughter

*NOTE: When drivers involved in a fatality crash are admitted to the hospital, Officers/Detectives will apply for a warrant for the arrest of the driver, who is to be arrested as soon as he is released from the hospital.*

- q. Any felony charge where totality of circumstances outweigh prisoner release
7. Supervisor responsibilities include the review of the arresting officer's report, preparation of a supplement report, and a determination if the criteria are within the requirements listed. Final responsibility will rest with the deciding supervisor.
- D. Warrant Checks on Adult Injured /Sick Prisoners
- 1. A warrant check is conducted on all injured/sick prisoners.
  - 2. If any type of warrant is found for a prisoner who only requires treatment at a medical facility, the prisoner, after treatment, is returned to a detention facility.
  - 3. If a felony, Class A, or Class B misdemeanor warrant is found for a prisoner arrested for a felony offense and he is to be admitted to a medical facility, the prisoner is guarded until he is booked by proxy and in the custody of the Bexar County Sheriff's Department.
  - 4. If a felony, Class A, or Class B misdemeanor warrant is found for a prisoner arrested for a Class A or Class B misdemeanor offense, and treatment will take more than two (2) hours or the prisoner is to be admitted to a medical facility, the Bexar County Sheriff's Department is notified and a county warrant officer is requested. The prisoner is issued SAPD Form #52-X and released to the custody of the Bexar County Sheriff warrant officer.
  - 5. If a Class C misdemeanor warrant is found for a prisoner arrested for a A or Class B misdemeanor offense, and treatment will take more than two (2) hours or the prisoner is to be admitted to a medical facility, the prisoner is released from custody after being issued SAPD Form #52-X.
  - 6. If a Class C misdemeanor warrant(s) is found for a prisoner arrested for a Class C offense, and treatment will take more than two (2) hours or the prisoner is to be admitted to a medical facility, the prisoner is released from custody after supervisor approval is given. Additionally, the officer shall contact the Municipal Court Warrants Section at 210-207-7718 to reactivate the warrant(s).
  - 7.



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### **.16 DISPOSITION OF JUVENILE INJURED/SICK PRISONERS AT A MEDICAL FACILITY**

- A. Officers shall make every possible attempt to contact or notify the parent, legal guardian, or custodian of the injured or sick juvenile prisoner being transported to a medical facility so they may be present at the medical facility.
- B. Injured or sick juvenile prisoners charged with a capital felony, or a violent felony, are guarded by SAPD officers at the hospital or medical facility until treatment is complete and then returned to the Juvenile Processing Office for processing prior to being taken to the Bexar County Juvenile Detention Center.
- C. Regardless of the cause of the injury or sickness, injured or sick juvenile prisoners charged with any offense guarded by SAPD officers at the hospital or medical facility until their disposition is determined. The disposition of the prisoner is determined by the following circumstances:
  - 1. The handling officer contacts a supervisor and advises him of the situation. The officer relays such information as the offense committed, involvement in any family violence, whether the prisoner is wanted on any warrants, and the nature of the injury/sickness.
  - 2. If the juvenile is arrested for a felony offense and treatment of the juvenile can be completed within two (2) hours, the juvenile prisoner is guarded by the arresting officer and transported to the Juvenile Processing Office after treatment.
  - 3. If the juvenile is arrested for any offense other than a capital felony, or any violent felony, and treatment is going to take more than two (2) hours or if the juvenile is going to be admitted into the hospital, the supervisor will advise the officer to release the juvenile prisoner.
  - 4. If the decision is made by the supervisor to release a juvenile prisoner, officers will:
    - a. Before releasing the injured or sick juvenile, officers must notify staff within the Juvenile Processing Office and the appropriate follow-up unit or Night CID Unit;
    - b. Positively identify the prisoner. In situations involving felony offenses, the follow-up unit or Night CID Unit may request a Crime Scene Unit Investigator to photograph and fingerprint the juvenile prior to being released from the officer's custody. All film, photograph's and fingerprint cards will be forwarded to the staff within the Juvenile Processing Office by the Crime Scene Unit Investigator;
    - c. Document in their report the name of the supervisory officer who advised them to release the prisoner, including the name of the follow-up detective or Night CID Unit personnel who the officer contacted;
    - d. Guard the prisoner until the arrival of a parent, legal guardian, or custodian who is going to take custody of the juvenile prisoner. Officers positively identify and document in their report the name of the parent, legal guardian, or custodian who took custody of the prisoner;
    - e. Issue SAPD Form #52-X to the parent, legal guardian, or custodian who took custody of the juvenile prisoner and route a copy of the notice to the follow-up unit: and
    - f. Route a copy of the offense/incident report, including a copy of all other applicable reports to the appropriate follow-up unit.
- D. Warrant Checks on Juvenile Injured /Sick Prisoners
  - 1. A warrant check is conducted on all injured/sick juvenile prisoners.
  - 2. Injured or sick juvenile prisoners charged with any offense and are wanted on capital felony warrants or felony of the first degree warrants are guarded at a medical facility until treatment is completed and are then transported to the Juvenile Processing Office for processing.



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3. If the juvenile is arrested for any offense other than a capital felony or any violent felony and the juvenile is wanted for warrants other than capital felony warrants or felony of the first degree warrants the juvenile is released in accordance with this procedure.

### **.17 GUARD DUTY AT A MEDICAL FACILITY**

- A. Justification for guarding an injured/sick prisoner is based on ensuring the prisoner's safety and to prevent escape.
- B. Shift directors determine if a guard is necessary.
- C. Officers' Duties While Guarding Prisoners:
  1. Prisoners are not moved for the convenience of the officer.
  2. Prisoners are not left unattended. When relief is necessary, the officer requests the Communications Unit to send another officer.
  3. When necessary to prevent escape, prisoners are secured with handcuffs and, if necessary, leg irons. Prisoners are not secured to any stationary objects.
  4. Adult prisoners are not allowed to have visitors. Only medical personnel and the prisoner's attorney are allowed to see the prisoner. If medical authorities advise the prisoner is in danger of expiring, the officer, with approval of the attending physician, allows family members and the clergy to visit.
  5. Injured or sick juvenile prisoners being guarded at a hospital or medical facility may be allowed to have visits by a parent, legal guardian, custodian, or their attorney if such visits are approved by the attending physician.
  6. Prisoners are not allowed to leave the room/ward without permission of hospital staff personnel.

## **Contact Numbers**

### **San Antonio**

Detention (210) 207-7535

Magistrate Office (210) 207-7532

### **Bexar County**

Bexar County Sheriff (210) 335-6000 (non-emergency dispatch/automated)  
(210) 335-6201 (Central Records – 24/7)

Bexar County Jail (210) 335-6292 (Booking)

Bexar County Juvenile (210) 531-1112 (Intake)

### **Military Bases**

Brooks City-Base (210) 536-1110 (Operator)  
(210) 536-3279 (Command Post)

Fort Sam Houston (210) 221-2222 (Military Police)





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Lackland AFB (210) 671-2018 (Security Forces)

Randolph AFB (210) 652-5700 (Security forces)

Camp Bullis (210) 295-7514 (MP Main Gate)

### **Hospital**

University Hospital (210) 358-4000

Acute Care Clinic (210) 358-3441 (0800 - 2000)

Public Safety Unit (Sober Unit) (210) 246-1300 (open 24/7 - 601 N. Frio, 78207)

Crisis Care Center (210) 225-5481

Detox Center\* (Restoration Center) (210) 246-1300 (open 24/7 - 601 N. Frio, 78207)