



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

CENTRAL BOOKING:
PRISONER TRANSPORTATION AND MEDICAL TREATMENT
GENERAL ORDER NO: 5.2.15

Issue Date: January 17, 2019	Effective Date: March 1998
Revision Date: January 15, 2015	CALEA: 70.1.1 - 70.1.8, 70.2.1, 70.3.1, 70.3.2, 70.3.3, 70.4.1, 70.4.2, 70.5.1, 72.4.10, 72.6.1, 72.6.4, 73.5.5, 73.5.20
Volume 5: Arrests	Chapter 2: Central Booking
Distribution: Sworn, CB & Court Personnel	NYSLEAP: 64.1
Issuing Authority: Chief Eric Hawkins	Page: 1 of 18

PURPOSE: The purpose of this policy is to establish procedures for the safe and efficient transport of prisoners. This policy shall also establish procedures for ensuring that prisoners receive safe and efficient access to medical treatment, as well as procedures to follow during a prisoner escape.

POLICY: It is the policy of the Albany Police Department to transport all prisoners in a manner that provides the highest degree of safety and security for all parties involved, and to ensure that all prisoners have access to medical services while in custody.

DEFINITIONS: **Frisk/Pat Search** – A frisk/pat search means a search that involves a pat down of a person's outer clothing. Its purpose is to detect weapons that an individual, reasonably suspected of possessing a weapon, may have on their person. A frisk/pat search can include the squeezing of clothing, the patting of clothing, or the sliding of hands over clothing. If an officer feels what they believe to be a weapon, the officer may reach inside the clothing and remove the object.

Search Incident to Arrest – A search incident to arrest means a search that occurs after a lawful arrest has been made. An officer, simultaneously with the arrest, can conduct a head-to-toe search of the arrestee's person and clothing. A search incident to arrest is permitted in order to protect the officer from a possible weapon or object that could endanger the officer, to detect weapons or objects that could assist the arrestee in escaping, and to prevent the destruction of evidence.

Medical Emergency – Medical emergency means a person who is experiencing pain, requesting medical treatment, visually injured, or in danger of dying or sustaining serious bodily harm due to a physical problem or injury (including self-inflicted injuries); or is incapacitated by drugs or alcohol to the degree that the prisoner may be a danger to self or others. This shall include evidence of an acute mental health disorder which is altering behavior, mood, or function placing the individual or those around them in danger of bodily harm.

**DEFINITIONS:
(CONT'D)**

Positional Asphyxia – Positional asphyxia occurs when the position of the body interferes with normal breathing. The inability to adequately breathe creates a lack of oxygen and elevation in carbon dioxide in the body, which may result in unconsciousness or suffocation. The inability to breathe properly may result from the body's position interfering with the muscular or mechanical function of breathing, or from compromise or blocking of the airway, or from some combination of both.

Compressional Asphyxia – Compressional asphyxia occurs when a subject's ability to breathe is restricted as a result of their airway being compressed by another who is sitting, kneeling, or standing on the subject's back, chest, or neck.

Gender Identity – Gender identity refers to an individual's innate, deeply felt psychological identification as male or female, which may or may not correspond to the individual's body or their designated sex at birth.

Gender Expression – Gender expression refers to the external characteristics and behaviors that are socially defined as either masculine or feminine, such as, dress, mannerisms, speech patterns, and social interactions.

Transgender – A transgender person is a person whose gender identity and/or expression does not match expected gender norms typically associated with their assigned sex at birth. A transgender individual may choose to transition in some ways and not others. Transitions may include, but are not limited to: social, physical, legal, cultural/spiritual, and medical.

Gender Non-Conforming – Gender non-conforming refers to a person who does not conform to society's expectations of gender expression based on the gender binary (either male or female), expectations of masculinity and femininity, or how a person should identify their gender.

Intersex – Intersex refers to individuals who are born with reproductive/sexual anatomy and/or chromosome patterns that do not fit typical descriptions of male or female.

Gender – Gender refers to the collection of society's assumptions, expectations, and traditions for how a person of a particular gender is supposed to act and/or be treated by others.

Sexual Orientation – Sexual orientation refers to an individual's spiritual, emotional, and physical attraction to another individual.

I. HOLDING FACILITY

- A.** The Central Booking Holding Facility is a dual purpose facility that accommodates new arrests and City Court related commitments.

II. ARRESTS

- A.** Whenever an officer of this department effects an arrest, due caution must be

observed. It is the officer's responsibility to safeguard their welfare and the welfare of the prisoner(s). Officers are reminded that no arrest should ever be regarded as routine and the unpredictability of human behavior makes any arrest a serious act. Any person being arrested presents a potential danger.

III. USE OF FORCE

- A. In every arrest situation, the officer shall be prepared to protect themselves and others. The action taken to effect such protection may consist of a simple voice command or may consist of physical force causing injury or even death.
 - 1. Each officer must understand that *the only force that may be used is that which is necessary to effect the arrest.* (New York State Penal Law Article 35)
- B. This department does not authorize the use of the Carotid Control Neck Restraint (chokehold) or any other choke types. These techniques are not taught to department personnel and therefore, the Albany Police Department does not authorize the use of these holds.
- C. Personnel shall refer to General Order 1.3.00 – Use of Force: Less-Lethal Weapons and General Order 1.3.05 – Use of Force: Lethal Weapons for further information on use of force policies and procedures.

IV. PRISONER TRANSPORTATION

A. Vehicle Inspection:

- 1. At the beginning of the tour of duty, when an officer assumes control of any police vehicle, and after any non-police person has been in the rear seat of a police vehicle, the officer shall search the entire vehicle, particularly that area that is used for transporting prisoners.
- 2. Additionally, an officer shall search the vehicle prior, and subsequent, to placing any prisoner in the vehicle, to be certain that the prisoner does not hide contraband within the police unit.

B. Searches Incidental to Arrest:

- 1. Once it has been determined that a subject is to be arrested, the subject's "high-risk" areas shall be frisked prior to being handcuffed.
 - a. A frisk is a search of a person for weapons.
 - b. "High-risk" areas are the arrested subject's waistband area, as well as the area where the hands will end up after handcuffing.
 - c. After these areas are checked, the individual under arrest shall then be handcuffed.
- 2. Handcuffs are not issued by the department. Officers are required to provide their own handcuffs. It is suggested that officers purchase a reliable, durable brand (REDACTED). Less

expensive models are usually of poor quality and could malfunction when needed most. All handcuffs must have double-locking mechanisms. Chain swivel or hinge type handcuffs are approved.

3. There are four (4) basic positions in which a subject can be frisked/searched for weapons. Subsequently, the subject may then be handcuffed and then fully searched. These positions consist of the following:

- a. Compliant:

- i. [REDACTED]
- ii. [REDACTED]
- iii. [REDACTED]

- b. Kneeling:

- i. [REDACTED]
- ii. [REDACTED]
- iii. [REDACTED]

- c. Standing:

- i. [REDACTED]
- ii. [REDACTED]
- iii. [REDACTED]

iv.

v.

d. Prone:

i.

ii.

iii.

iv.

4.

5. In the case of a female prisoner, a female officer or police matron may be requested for this purpose, if deemed necessary.

a. There is no legal distinction between frisk/pat searching a man and frisk/pat searching a woman. This type of search may be conducted by police personnel of any gender.

- b. However, judgment shall prevail unless the life of a person is endangered. When the case of a search is essential for the protection of life, it must be conducted, but it must be justifiable.
 - c. The most acceptable arrangement for the search of a female is to have it conducted by a female officer or matron. In the absence of a female officer or matron who can conduct the search, the female subject shall be placed with her hands behind her back and then a pat/frisk search of the "high-risk" areas shall be conducted.
 - d. More thorough searches shall be conducted by a police matron or female officer.
- 6. It is the policy of the Albany Police Department that all suspects, regardless of their condition or gender, shall be handcuffed upon arrest and when they are transported to and/or from any department facility. Officer discretion may be used when dealing with injured suspects, so as not to cause further injury. Alternative restraints (e.g., shackles, leather restraints) may be available through Central Booking. A supervisor, however, must approve the use of such restraints.
- 7. Upon completion of a frisk, and being satisfied that the subject is unarmed, the prisoner shall be handcuffed, arms behind the back with palms facing outward. Handcuffs should only be tight enough to be secure. Double-locking the handcuffs should aid in preventing injury to the subject by not allowing the over-tightening of the handcuffs. It is recommended that handcuffs, once applied to a prisoner, be double-locked.
 - a. Officers are reminded that handcuffing a prisoner is only a temporary and partial restraining method. A handcuffed prisoner, although seemingly secured and controlled, can inflict injury to self and to the officer involved. Officers must remain alert to the actions of the individual in custody. *NEVER* handcuff a prisoner to yourself or a vehicle.
 - b. When transporting a sick, injured, or disabled prisoner, officers shall make any necessary arrangements to safely and comfortably transport the prisoner.

- 8. When conducting a full search incidental to an arrest,

a. For

9. [REDACTED]
10. [REDACTED]
11. [REDACTED]
12. [REDACTED]

C. Transporting Prisoners:

1. Officers must never assume that someone else has searched the prisoner. The transporting officer shall search all prisoners prior to placing them into a transport unit.
2. There is no distinction between a male or female officer transporting prisoners of the opposite gender.
3. A one-officer unit with a safety barrier shall be utilized to transport prisoners, provided that officers do not perceive a risk of danger or flight. If a risk of danger or flight is perceived a two-officer unit with a safety barrier shall be utilized. The following procedures shall be followed:
 - a. After the arresting officer has frisk/pat searched the prisoner, a hand held metal detector, if available, shall be used to scan the prisoner just prior to placing them in the transport vehicle. A second scan shall also be conducted at Central Booking;
 - b. The prisoner shall be handcuffed with their hands behind their back and secured by a seat belt in the rear passenger seat side of the transporting unit;
[REDACTED]; and
 - d. Units shall not be utilized to transport more than one prisoner at a time.
4. At times, it may be necessary to transport a prisoner in a unit that does not have a safety barrier. Approval shall be obtained from a supervisor prior to the transport and the following procedures shall be followed:
 - a. [REDACTED] transport the prisoner.
 - b. After the arresting officer has frisk/pat searched the prisoner, a hand held metal detector, if available, shall be used to scan the prisoner just prior to placing them in the transport vehicle. A second scan shall also be conducted at Central Booking;
 - c. [REDACTED]

- d. The prisoner shall be handcuffed with their hands placed behind their back and secured with a safety belt; and
 - e. Units shall not be utilized to transport more than one prisoner at a time.
- 5. To minimize the opportunity for prisoners to escape, department vehicles with four (4) doors that are regularly used to transport prisoners in the rear seat [REDACTED]
[REDACTED]
 - a. [REDACTED]
[REDACTED]
 - b. [REDACTED]
[REDACTED]
- 6. At no time, shall a prisoner be transported in the front seat of a police unit.
- 7. Officers shall never leave a prisoner unattended.
- 8. [REDACTED]
[REDACTED] arrive safely to Central Booking.
- 9. The transporting officer shall provide the dispatcher with the following information:
 - a. Arrest location and destination of transport;
 - b. Mileage readings (before and after the transport); and
 - c. The unit that is responsible for following the transport vehicle.
- 10. The in-car camera shall be pointed in the direction of the prisoner and the audio and video recorder shall be activated for the entire transport, including removing the prisoner from the transport vehicle.
- 11. During the prisoner transport, officers shall not make any unnecessary stops, unless exigent circumstances exist.
- 12. Personnel shall not provide prisoner transportation for any special situations, such as funerals or visiting critically ill persons.
- 13. During the transport, no one other than departmental personnel shall communicate with a prisoner.

D. Patrol Wagon:

- 1. The patrol wagon shall be utilized in situations of mass arrest or whenever a supervisor deems appropriate. The following procedures shall be followed:
 - a. It shall be the responsibility of the officer assigned to drive the patrol wagon to inspect the interior/exterior of the wagon prior to, and immediately after, each transport.
 - b. Juveniles shall only be transported in the wagon if they are to be charged as "Juvenile Offenders," and only if there are no adult prisoners already in the wagon.

- c. There shall be no unnecessary delay in the removal of prisoners from the patrol wagon. Should circumstances dictate that a prisoner be left in the wagon for a short period of time, an officer, the arresting officer if possible, shall maintain a constant observation of the prisoner(s) until the prisoner is removed from the wagon.

E. Arrival at Detention Facility/Agency:

1. Upon arrival at the detention facility/agency, [REDACTED]
[REDACTED]
[REDACTED]
2. Handcuffs and/or any other restraining devices shall not be removed until the prisoner is safely inside the detention facility/agency. Handcuffs and/or other restraint devices may then be removed to continue the booking process or to facilitate the transfer or release of the prisoner from the custody of the Albany Police Department.
3. Officers transporting a prisoner to a facility/agency, other than the Albany Police Department, shall confirm the proper identity of the prisoner via booking records, photographs, or other means necessary to ascertain the proper subject is being transported.
4. Officers transporting a prisoner to a facility/agency shall ensure that all necessary documentation is delivered to the receiving facility/agency personnel. Such documentation may include, but not be limited to the following:
 - a. Prisoner property and property report (report must be signed by officer releasing property and personnel receiving property);
 - b. Arrest Record;
 - c. Court Securing Order;
 - d. Medical/psychiatric documentation; and
 - e. Any other documentation relevant to the prisoner's status or transfer of custody, such as information relating to the prisoner's flight risk or suicide potential.
5. Officers transporting a prisoner shall ensure that the receiving facility/agency or court is advised of any potential medical, mental health, safety, security, or escape risks pertaining to the prisoner. Said security/safety risks shall be recorded and included in the documentation that accompanies the prisoner during transport.
6. Arresting officers shall ensure the transfer of custody of prisoners is documented. Appropriate documentation may include, but is not limited to Central Booking Running Sheets, Arrest Record, Investigation Report, Standardized Incident Report, or other court related paperwork.

V. MEDICAL TREATMENT

- A. Whenever a prisoner is having a medical emergency, as defined above, the following shall apply:

1. Immediately summons Albany Fire Department Emergency Medical Service (EMS) to respond.
 - a. Prior to EMS arrival, if necessary, personnel shall administer life saving medical care.
2. Notify a supervisor of the circumstances surrounding the medical emergency, and that EMS was requested and is responding.
3. Upon EMS arrival, EMS personnel shall become responsible for administering medical aid and shall make arrangements for transportation to the hospital, if necessary.
 - a. If there is a possibility that a contagious disease was transmitted, persons who came into contact with blood or other potentially infectious bodily fluids shall be transported to the hospital for treatment;
 - b. A supervisor shall immediately be notified of any exposure; and
 - c. All pertinent paperwork, including 207-C and Worker's Compensation C-3 paperwork, shall also be completed, as per current directives.
4. If treatment by EMS eliminates the need for further medical treatment at a medical facility or the prisoner refuses medical aid (RMA), the prisoner transport or the booking process shall continue as usual.
 - a. In cases where medical aid is offered and treatment is refused while in Central Booking, the Medical Refusal Section of the Albany Police Department Admission Screening Form shall be signed by the prisoner.
5. If further medical treatment is required, or the prisoner requests further medical treatment, the prisoner shall be transported to the appropriate medical facility, without delay.
 - a. The prisoner shall be transported via ambulance only.
 - b. The prisoner shall be frisked/searched prior to being transported and restrained according to the following procedures.
6. If the prisoner is combative, officers shall assist EMS personnel with securing the prisoner for transportation. All prisoners shall be at least rear handcuffed initially and shall be moved in the following positions onto a backboard, in the manner described below:
 - a. Sitting:
 - i. [REDACTED]
 - ii. [REDACTED]

- iii. [REDACTED]
- iv. [REDACTED]
- v. [REDACTED]
- vi. [REDACTED]
- vii. [REDACTED]

b. Standing:

- i. [REDACTED]
- ii. [REDACTED]
- iii. [REDACTED]
- iv. [REDACTED]
- v. [REDACTED]
- vi. [REDACTED]

c. Prone position:

- i. [REDACTED]
- ii. [REDACTED]
- iii. [REDACTED]
- iv. [REDACTED]
- v. [REDACTED]

- 7. If the prisoner spits or threatens to spit, a face mask or spit mask shall be applied.
- 8. When a prisoner is being transported to a hospital, the use of leg shackles, as added security, is authorized.
- 9. If transport with a "D" ring is available, it is also authorized to be used as a preliminary method of securing the prisoner's hands prior to being attached to a backboard.
- 10. While effecting the arrest of a prisoner or while securing a prisoner for transport, personnel shall be aware of the potential risks for compressional

asphyxia, positional asphyxia, or other medical emergencies, as defined above.

11. "Hog-tying" a prisoner is prohibited, as is placing a prisoner in a position similar to being "hog-tied".
12. Once a prisoner has been handcuffed, continued pressure/compression of the chest or neck shall cease.
13. Handcuffed prisoners shall not be left face down in a prone position; they shall be rolled onto their side, seated upright, or stood up, as conditions allow.
14. During transport, [REDACTED]

a. Supervisors shall assign additional personnel based on the following:

- i. Type of offense (e.g., violent crime, resisting arrest);
- ii. Physical size of the prisoner;
- iii. Prisoner's past history, if known (e.g., history of violence, attempt to escape);
- iv. Suspected escape opportunity; or
- v. Lack of physical signs of injury (e.g., false claims of injury to attempt escape).

15. Upon arrival at the hospital, the medical staff shall be asked to place the prisoner in a room that is as secure as possible.

16. The prisoner shall be closely monitored and, if the medical condition permits, the prisoner shall remain restrained with handcuffs.

a. If medical conditions require that the restraining devices need to be removed, [REDACTED] assigned to guard the prisoner.

17. Only the medical staff that is providing care, along with the detailed officer, shall be allowed physical contact with the prisoner. No passing of items or any materials shall be allowed by any other persons.

a. The only exception to above is if it is necessary for the prisoner's attorney or clergy member to be present. The officer shall be posted immediately outside of the prisoner's room during such visit.

18. The officer(s) assigned to the hospital watch shall keep written notes that contain the following information:

- a. Prisoner's name;
- b. Prisoner's status (e.g., reason for treatment, etc.);
- c. List of charges;
- d. Special attention information (e.g., escape risk, restraints, etc.); and
- e. A physical description of the prisoner and their clothing (in case of an escape).

19. The on-scene supervisor, or the Central Booking supervisor, shall determine the security needed for the prisoner transport and watch. Any special measures applied shall be based upon the existing circumstances.
20. The type of precautions taken for the watch shall be noted in the officer's notebook and shall be shared with all officers responsible for conducting the prisoner watch.
21. Supervisors shall ensure that officers are checked on periodically and relieved, as necessary.
22. Whenever an arresting officer is involved in a physical struggle or violent confrontation with a prisoner, [REDACTED]

a. [REDACTED]

23. If it is determined, that the prisoner's medical treatment requires a lengthy stay and/or admission to the hospital, the officer guarding the prisoner shall notify the Central Booking supervisor. The Central Booking supervisor shall be responsible for determining which of the following steps shall be utilized, and shall consider all circumstances prior to making a decision. The following options shall be considered:

- a. The officer(s) shall continue to guard the prisoner until medical treatment is complete;
- b. An appearance ticket is given (within the established guidelines of the New York State Criminal Procedure Law); or
- c. A request shall be made for the on-call judge to respond to the hospital and arraign the prisoner.

i. The following shall apply when a prisoner is arraigned at the hospital:

- a) The prisoner must be conscious, alert, and not under the influence of any narcotic medication or drug in order to be arraigned.
- b) If the judge remands the prisoner to the custody of the Albany County Sheriff's Department, Albany Police Department personnel shall remain responsible for guarding the prisoner until deputies/corrections guards from the Albany County Jail arrive and take custody of the prisoner.

B. If a prisoner has medication in their possession, or indicates that they are in need of medication while in custody, the following shall apply:

1. Medication, prescription or non-prescription, shall never be given to a prisoner by personnel of the Albany Police Department. Instead, if necessary, the prisoner shall be transported to Albany Medical Center for evaluation/treatment by medical staff.

- a. Transgender and intersex individuals in custody, as well as non-transgender individuals, may be in need of hormone therapy, and may have hormones in their possession in pill, patch, gel, injection, or other form that were prescribed by their physicians to meet their medical needs. Personnel shall treat hormone medication in the possession of prisoners in an identical manner to any other prescription medication in the possession of a prisoner.
2. As with any individual, personnel shall ensure that transgender, gender non-conforming, and intersex individuals in custody are given access to treatment for all of their immediate medical needs on an equal basis with all other prisoners.
 - a. Personnel shall never delay, deny, or interfere with access to medical care, or use any slurs or lewd, derogatory, or harassing remarks on the basis of an individual's actual or perceived sex, gender identity, gender expression, sexual orientation, disability, or HIV status; or because an individual's medical need is actual, or perceived to be, related to sex, gender identity, gender expression, sexual orientation, disability, or HIV status, as with any individual.
 - b. Personnel shall address the prisoner by the title, pronoun, and name that the individual has used to identify themselves. Gender identity is determined by an individual's self-identification.
3. Any orders from a doctor regarding the prisoner's medication, dosage, frequency of dosage, and other special medical conditions shall be in written form and brought back to Central Booking.
 - a. Personnel shall notify medical staff that personnel of the Albany Police Department are not authorized to dispense medication, nor are they authorized to take possession of the prisoner's medication.
 - b. At no time, shall a prisoner be allowed to have prescription or non-prescription medication in their possession while in custody.
- C. All medical treatment, whether by EMS or by a physician at a hospital, shall be documented on a Standardized Incident Report, and the following information shall be included:
 1. The nature of the illness/physical injury being suffered by the prisoner;
 2. The name of the arresting officer and the supervisor who responded to the scene or the hospital;
 3. If the prisoner refused further medical treatment or requested additional medical treatment at the hospital;
 4. The unit/squad number of the Albany Fire Department Emergency Medical Services that responded to the scene;
 5. The Mohawk ambulance number that transported the prisoner to the hospital;
 6. The name of the attending physician who treated the prisoner;
 7. Any physician instructions regarding the prisoner after discharge from the hospital; and

8. If the prisoner was given an appearance ticket at the hospital, arraigned at the hospital by the on-call judge, or returned to Central Booking.

D. Personnel are reminded that if force is used to effect the arrest or to render medical treatment that personnel are required to complete a Use of Force form, and supervisors are required to complete a [REDACTED] as per current directives.

E. Reportable incidents, defined by the NYS Commission of Correction as an inmate death, inmate injury or illness requiring hospitalization, civil or natural emergencies or disturbance, shall be reported using forms found on the eJusticeNY Integrated Justice Portal. Incidents involving an inmate death must be reported within 6 hours of pronouncement of death while all other incidents must be reported within 24 hours of occurrence.

VI. PRISONER ESCAPE FROM CENTRAL BOOKING, A MEDICAL FACILITY, OR DURING TRANSPORT

A. Time is of the essence when attempting to block off avenues of escape and to successfully re-capture an escapee. Incidents of escaped prisoners require the immediate response of officers and supervisors, and the following procedures shall be followed:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]

a. Once all respective Incident Commanders are identified, a Unified Command shall be established.

4. [REDACTED]

a. [REDACTED]

b. [REDACTED]

5. Consider the availability and applicability of supplementary resources, including K-9 Units, Mounted Units, the Emergency Services Team, US Marshals Fugitive Task Force, and NYSP Aviation.

a. NYSP Aviation Contact Information:

i. [REDACTED]

ii. [REDACTED]

- b. NYSP have several types of aircrafts available to them, including helicopters that may land on either hard surfaces or water, and all are equipped with night vision and Forward Looking Infrared (FLIR) capabilities.
- c. Additionally, Albany Police Department personnel, at the discretion of the Incident Commander and the NYSP, may be able to accompany the aviation unit, in order to assist in communication, geographical recognition and/or surveillance.

i. Officers assigned to assist the aviation unit must be aware [REDACTED]

- d. To facilitate officer pick-up, pre-determined landing zones have been established throughout the City of Albany including, but not limited to the following:

i. [REDACTED]

ii. [REDACTED]

6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. [REDACTED]

- a. If an escape were to occur during 0000 hours and 0745 hours, or on the weekend when CFSU detectives are not working, then the shift lieutenant shall become responsible for coordinating the CHILD IS MISSING notification.

11. Criminal Investigations Unit (CIU) detectives shall staff the Command Post with a detective supervisor who shall oversee and direct the criminal investigation and the evidence collection process.

12. If a prisoner escapes from Albany Medical Center Hospital (AMCH), the on-scene supervisor shall direct officers who are not holding the perimeter to respond directly [REDACTED]

[REDACTED] From there, officers shall be directed to the specific site of the prisoner escape and provided with additional information, including a kit that contains swipe cards to access all portions of the main hospital building and maps of the hospital complex.

- a. Officers shall also ascertain if there is video available for review, and an officer shall stay at AMCH Headquarters in order to review the video and transmit any relevant information related to the prisoner's escape.
- b. If it cannot be confirmed that the escapee is off-site, containment procedures and a full building search may be warranted. Conducting said procedures shall be the responsibility of the department, [REDACTED]

[REDACTED], at the discretion of the Incident Commander.

B. These procedures shall be followed until the escapee is located and back in custody or until the Incident Commander directs otherwise.

C. Upon completion, an SIR shall be completed by the officer(s) in charge of guarding the prisoner, as well as an IDC to the Chief of Police describing the circumstances relating to the escape and the steps that subsequently followed.

1. Investigation reports and ICS paperwork shall also be completed, as per current directives.

A handwritten signature in black ink, appearing to read "Eric Hawkins", written over a horizontal line.

Eric Hawkins
Chief of Police