



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 216	TRANSPORT OF PERSONS IN CUSTODY	
	Effective: 10/31/2012	Commissioner Approval: 
	Authorities: AS 47.30.700 ; AS 47.30.705 ; AS 47.30.870 ; 14 CFR 108.21	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: Click here to enter text.	

216.100 INTRODUCTION

This department establishes a policy on escorting persons while in custody.

216.300 RESPONSIBILITY FOR PRISONER TRANSPORT

A. *Personnel required to transport prisoners.* Officers of the department will make themselves available to escort persons in custody whenever traveling outside Detachment boundaries. Officers traveling (either in-state or out-of-state) will notify the Anchorage Judicial Services (JS) Travel Coordinator of their itinerary as far in advance of the travel as practical. Notification shall be made by FAX (272-2590) or email (address to: travel.desk@alaska.gov) using the [Commissioned Officers Itinerary Form](#). The Travel Coordinator will publish a daily list of Department personnel on travel status.

B. *Division of State Troopers (AST) coordinates prisoner transports.* AST is responsible for coordinating and/or conducting prisoner transports for the Department. The Detachment Commander, or his designee, will advise the Anchorage JS Travel Coordinator, between the hours of 8:00 AM - 4:00 PM, Monday through Friday, excluding holidays, of prisoner moves outside of Detachment Boundaries. This notification will be made as far in advance of the transport as practical.

C. *AST Commanders responsible for transports within Detachments.* The AST Detachment Commander is responsible for coordinating prisoner transportation within Detachment boundaries.

216.310 TRAVEL COORDINATION

A. *Travel to be coordinated with prisoner transportation needs.* Whenever practical, officers traveling on state business will coordinate that travel with the Anchorage JS Travel Coordinator and will transport prisoners as required by 216.300.

B. *Anchorage JS Travel Coordinator responsibilities.* The Anchorage JS Travel Coordinator will be responsible for determining which prisoners need to be moved across Detachment Boundaries and for matching those prisoners up with officers traveling on state business. The Travel Coordinator is responsible for maintaining the travel request list and for adhering to the

CHAPTER 216 TRANSPORT OF PERSONS IN CUSTODY

travel request priority. See 216.350. The Travel Coordinator is responsible for notifying correctional facilities of pending moves and will, whenever practical, give the correctional facilities advance notice of time/date of move so that the prisoner(s) and prisoner's files will be ready for transport.

C. Arrangement of transport when coordination is unworkable. If a prisoner must be moved and no DPS employee is traveling or available, the Travel Coordinator will contact the Detachment Commander or JS Supervisor in the area and an individual will be selected by the Commander or JS Supervisor to perform the travel.

D. Officer responsibilities to Travel Coordinator. An officer assigned to prisoner transport shall notify the Anchorage JS Travel Coordinator if travel is canceled after reservations have been made, or of any changes in itinerary such as altered departure date or times, additional destinations, etc.

E. Reservations and ticketing. The Detachment Travel Planner for the JS Office coordinating the prisoner transport will make the reservations for travel through the State Travel Office (STO) regardless of where the escort officers are assigned.

F. Escort officer responsible for completion of Travel Authorization (TA). The officer escorting the prisoner is responsible for the completion of Travel Authorizations and any other required paperwork.

G. Aid in resolving difficulties encountered during transport. Escorts are authorized to phone collect to the Travel Coordinator, (907) 264-0576 (days), (907) 352-5401 (nights and weekends) and/or by email to travel.desk@alaska.gov (days) for aid in resolving difficulties encountered during prisoner transport, such as: prisoner escape from escort's custody; airline refusal to accept prisoner for transport (See OPM 217); problem in retrieving prisoner from institution or in delivering prisoner to institution; significant delays en route.

216.320 ESCORT QUALIFICATIONS

A. Intrastate escort qualifications. Troopers, Deputy Fire Marshals, CSOs, or municipal police officers may perform prisoner escorts within the State of Alaska. Retired troopers may be used as the second escort for transports requiring two officers. Escorts must have the required documents to complete the escort to include escort identification and prisoner documents.

B. Interstate escort qualifications. A trooper or CSO will serve as the primary escort for all transports outside the state. In addition to troopers or CSOs, individuals from the following groups may be used as secondary escorts at the discretion of the JS Unit Supervisor or the

CHAPTER 216 TRANSPORT OF PERSONS IN CUSTODY

Warrant/Fugitive Section Supervisor: Municipal police officers (armed), Deputy Fire Marshals (armed), retired Alaska State Troopers (unarmed), and corrections officers. Escorts must have the required documents to complete the escort to include escort identification and prisoner documents.

C. *Non-DPS personnel must be familiar with DPS policy.* Prior to beginning any trip, non-departmental personnel must be familiar with DPS escort procedures, specifically OPM 107, 216.330, and 217.330.

D. *Escorts to complete training.* All escorts hired prior to May of 2009 traveling on commercial airlines must have viewed the FAA's Law Enforcement Officers Flying Armed training video. Escorts hired since May of 2009 must have completed the TSA's Law Enforcement Officers Flying Armed training class.

216.330 GENERAL PRISONER ESCORT RESPONSIBILITIES

A. *Officer responsible for safety of prisoner and public.* An officer having custody of a prisoner is responsible for protecting any prisoner in his care from harm, for protecting the public from harm caused by the prisoner, and for delivering the prisoner as required. The officer is responsible for assuring that the prisoner is searched for weapons prior to travel and as necessary during transport, and to use restraints as necessary to prevent the escape of the prisoner, harm to the prisoner, and harm to others.

B. *Officer responsible for search of prisoners.* An officer arresting a person or taking control of a person already in custody is responsible for searching the person, clothing, and items carried by the person, for any weapons or other items, which could aid the person's escape, cause harm to others, or are contraband or illegal to possess.

C. *Prisoners to be kept under direct supervision at all times.* Prisoners must be accompanied and kept under surveillance by the escort at all times that they are not in a jail or holding facility.

D. *Officer to restrain prisoner.* Persons in custody shall be mechanically restrained in a humane manner. Restraints shall be appropriate to the potential danger posed by the person and may include handcuffs, security cuffs, belly chains, leg irons, lead chains, or other devices. Officers who fail to restrain a prisoner who subsequently escapes, who harms himself, or who harms another will be deemed to have been in violation of this section unless they can demonstrate a business or safety necessity for the failure to restrain. When transporting a prisoner by aircraft the prisoner will be secured with belly chains if available and complying with 216.340 C.

CHAPTER 216 TRANSPORT OF PERSONS IN CUSTODY

E. Receiver to be notified of medical conditions or other dangers. An officer delivering a prisoner to an institution or to another officer shall provide notice of any known injuries, medical conditions, required medications, or other circumstances that represent dangers to the prisoner or others. All medication given to a prisoner will be logged and the receiving institution notified of the time, date, and quantity given to the prisoner.

F. Prisoner records, property, and funds. All prisoner funds, identification, records, and personal property will be kept under the escort's control at all times. Prisoner funds will never be used during travel. Funds received at one jail will be delivered intact to receiving jail.

G. Escort to carry description and photo of prisoner. When transporting prisoners between correctional facilities, the escort shall maintain an accurate description of each prisoner and his clothing. Photos of the prisoner must be carried on interstate transports. Digital photos may be taken by the escort officer at the time of transport. Prisoner's fingerprint classification can be obtained from Alaska Automated Fingerprint Identification System (AAFIS) files and are mandatory on interstate/extradition transports.

H. Jail-to-jail transport of prisoner possessions.

1. Prisoner baggage will not be transported. A Department of Corrections box that will fit in the overhead or under the seat of an airplane will be the only item, other than records also limited to carry-on size, authorized for transport.
2. Medication or small personal items can be moved with the prisoner if sealed in some sort of container. (Not in containers such as grocery sacks, which are, not secure and could give the prisoner access to potential weapons).
3. Corrections personnel shall be encouraged to seal the prisoner's records to help to prevent possible loss, damage, or theft by the prisoner or an accomplice.

216.340 PRISONER TRANSPORT ON COMMERCIAL AIRLINES

A. Notice to airline required. Unless an emergency exists, the primary escort must notify the air carrier at check-in before boarding a scheduled flight of the following information: the names of the prisoner(s) and escort(s), the escort will be armed, and whether the prisoner is considered a "maximum risk."

B. Number of escorts depends on "risk." The TSA authorizes the custodial law enforcement agency to determine whether a prisoner is a "maximum risk." If the law enforcement agency determines that a prisoner is a "maximum risk" the airline will require at least two escort officers. They will also only allow one "maximum risk" prisoner per flight. Prisoners rated at less than maximum risk may be transported with a single escort. Risk will not be intentionally understated for the purposes of reducing the required number of escorts.

C. *Restraining devices on aircraft.* If requested, the primary escort must advise the air carrier that adequate restraining devices are in the officer's possession and will be used if necessary. Some airlines restrict the use of restraints on their aircraft or in their terminals and may require officers to leave the premises if restraints are visible. This practice is within the airline's rights. Travel may have to be rescheduled or rerouted if circumstances make it impossible to remove prisoner restraints when dealing with one of these airlines. Consult booking agents and supervisors for airline restrictions on restraining devices.

D. *Airlines set prisoner-seating policy.* Each prisoner must board and be seated in the airline according to airline policy. [Ref 14 CFR 108.21]

E. *Carrying weapons on commercial airlines.* Department policy on weapons on commercial airlines is found in OPM 217.

216.350 REQUESTING PRISONER ESCORT DUTY

A. *Request to be made through Commander.* Officers who desire prisoner escort duty to specific locations shall notify their Commander, who will forward appropriate requests to the Anchorage JS Travel Coordinator (travel.desk@alaska.gov). Requests must include the person's name, duty station, reason for the request, desired destination, and urgency of request.

B. *Priority of Requests.* Travel requests will be prioritized (from highest to lowest) as follows:

1. Departmental or State investigation.
2. Departmental or administrative business.
3. Emergency travel, (sickness or death of family member).
4. Officer training.
5. Non-departmental business with approval of the employee's Commander and final approval by the AST Director or Deputy Director.

C. *Purging of requests.* Requests will be purged every six months.

216.360 SECURING PRISONERS DURING MEDICAL EXAMINATIONS

A prisoner shall remain in restraints during medical or mental examinations. The use of leg irons is recommended if handcuff removal is necessary for medical procedures.

If a doctor insists that restraints be removed, or that the escort leave the room, do so ONLY if: the doctor is made aware of potential personal risk; and all exits, including windows large enough to squirm through, can be guarded. The escort will remain outside the exit, alert for

CHAPTER 216 TRANSPORT OF PERSONS IN CUSTODY

trouble, during the entire examination period. If two escorts are used, they will be positioned to guard all potential exits.

If the above conditions cannot be met, and the doctor insists on privacy with the prisoner, the prisoner will be handcuffed securely to an examining table, or a solid piece of furniture that cannot be easily dismantled or pulled through a possible escape exit.

Unless a medical emergency requiring immediate treatment exists, an escorting officer shall consider canceling the examination if he is unable to assure the security of the prisoner and the safety of medical personnel.

216.370 FEEDING PRISONERS

The billing or invoice for prisoner meal expenses shall reflect the name and age of person fed; indication of whether the meal was before (BA) or after (AA) arraignment; if the person was a prisoner, juvenile, or mental patient; the number of meals provided; and which meal(s) was purchased.

216.380 PER DIEM FOR PRISONER TRANSPORT

If prisoner transport trips are made to facilitate travel for other purposes (investigation, meetings, schools etc.), coding for per diem will be charged to Detachment travel and transportation will be charged to the prisoner transport.

If the sole purpose of the trip is to move a mental patient, per diem will be charged to the current Detachment travel code with the notation "M.H." appended to the code.

216.390 COMPLETION OF TRAVEL AUTHORIZATION (TA)

A. Information to appear on Travel Authorization (TA). The following information shall be listed in the "Purpose of Trip" block of the TA for each prisoner transported. If additional space is needed for this information it can be continued in the "Explanation" section of the TA.

1. Purpose of Trip - prisoner, mental health, juvenile transport, or extradition
2. Requested by - Division of Corrections (DOC), court ordered, etc.
3. Escorted from where to where (e.g. Bethel Jail to API)
4. Prisoner's Name and DOB
5. Whether the travel occurred before arraignment (BA) or after (AA) arraignment
6. Note if mental health patient or juvenile
7. Total officer hours used