

1. Sgt. Sullivan of PSA 3 is present at Woodhull Hospital with two police officers who arrested a female for shoplifting. Once taken into custody, she complained of chest pains and the officers removed her direct to the hospital. Sgt. Sullivan knows that the female prisoner must be searched but no female police officers are readily available. According to PG 210-02, "Hospitalized Prisoners," which action taken by Sgt. Sullivan would be most correct?
 - A) Request the female EMT who transported the prisoner to carefully search her
 - B) Wait until the female prisoner returns to the command to have her searched
 - C) Request a female police officer from an adjoining precinct come to the hospital and search the prisoner
 - D) Request the female nurse treating the prisoner to carefully search her.

2. According to PG 210-07, "Prisoners – Unusual Occurrence," when an adult prisoner or a child under 18 in custody of this Department attempts to escape, the Desk Officer concerned should make all of the following notifications **except**:
 - A) Patrol Borough
 - B) Operations Unit
 - C) Commanding Officer or Duty Captain
 - D) IAB Command Center

3. In accordance with PG 210-02, "Hospitalized Prisoners," all of the following are allowed to visit a hospitalized prisoner, except:
 - A) The prisoner's parole officer who is on official business but is not there to serve papers
 - B) The prisoner's aunt who is also a full-time Social Worker
 - C) An assistant district attorney on official business
 - D) A clergyman who is on official business that was requested by the prisoner.

4. In accordance with PG 210-02, "Hospitalized Prisoners," when a family member of a hospitalized prisoner wishing to visit such prisoner is present at the precinct of arrest, the Desk Officer should do all of the following, **except**:
 - A) Confer with the investigative supervisor concerned before issuing an authorization if visitors are likely to interfere with an ongoing investigation
 - B) Authorize the visit only if applicant is 16 years old or over
 - C) If the family member is properly identified and signs the authorization, have them deliver it to Guarding Officer
 - D) Prepare **ARREST REPORT – SUPPLEMENT** containing information concerning visitors.

1. **D)** 210-02, Note after step 4. If UMOS of appropriate gender n/a, have **hospital personnel** search.
2. **A)** 210-07, steps 1 through 3. Ops, Capt, IAB; yes. **Boro, NO!**
3. **B)** 210-02, step 27. Social worker must be on **official business**.
4. **C)** 210-02, step 30. “Have **UMOS** deliver authorization to Guarding Officer.”

210-01 Prisoners –General *this is NOT the arrest process, that’s 210-08.*

Holdover Prisoner: went to court but not arraigned & returned to police custody for overnight detention.

- Prisoners always searched before they’re moved (field to house, house to CB, etc).

Desk Officer

- Request Borough Court Section (BCS) to assign cell space & determine method of transportation to activated detention facility. Give BCS the following information:
 - Name, Gender & Physical condition of prisoner
 - Pct of Arrest, arrest # and status of arrest process
 - Next destination (court, etc.)
- Notify BCS if detaining prisoner for brief period in facility not activated by them & give:
 - Name, Gender, Age, Charge, Reason and amount of Time to be lodged.
 - For FOA prisoner, if federal court or detention facility unable to lodge (court closed, etc.) CJB has designated Brooklyn Court Section to detain until the federal entity is ready for intake.
 - Comply with their instructions and write them in the Command Log.
- Have appropriate entries made on PRISONER ROSTER if prisoner is detained.
- Assign Police Attendant to temporary duty in cell
 - If placed in a cell alone because threat/fight with other prisoner, is causing disruption, or for any other reason, ensure a MOS will continue to monitor that prisoner closely.

Prisoner Conflicts (from additional data)

If separated because they’re fighting/threatening:

- Put reason & other perp name & arrest# in “Other (Explain)” caption in “Detention Alert” section of PRISONER MOVEMENT SLIP

If it’s CONFIDENTIAL (one guy ratted the other, etc)

- Don’t put reason, instead put A/O’s phone #, etc. & other perps’ info.

If this develops after the A/O is done

- Arrest Processing Officer tells the A/O so A/O can put it on the MOVEMENT SLIP OR
- Escorting Officer puts it on SLIP and tells COURT people who put it on their COMPUTER Slip

Whatever the Reason:

- When you get to Ct, info goes on COMPUTER Slip when perp photographed –and tell BOSS at BCS.

Sexually Assaulted or Sexually Harassed Prisoner

- Separate from alleged offender, provide medical attn. if appropriate. Treat as ‘unusual’ & do 210-07.

Need interpreter, go with 212-90

- Preferred method with prisoner; Bilingual Employee OR Language Initiative Program (LIP)
- Recommended method for custodial interrogations is LIP
- CLE made when interpretation services are utilized.

Desk Officer (cont'd)

- Record change in custody in COMMAND LOG.
- Advise of availability of clergy if s/he appears Despondent, Confused or Likely to Commit Suicide
- Permit telephone privileges *declined* during arrest process.
- DON'T put female with a nursing baby in a cell
 - Use Female Police Attendant or Female UMOS if available in cmd as guard.
 - If mother unable to care, have child delivered to responsible family member or hospital.
- Permit prisoner to be interviewed by the following properly IDed person when on official business
 - Supervisory officer of this Department or Member of Detective Bureau or Detective Squad
 - District Attorney or representative
 - Chief Medical Examiner or representative
 - Prisoner's legal representative
 - Official of City dept, if prisoner is employee of that dept
 - Federal law enforcement officer
 - Clergyman (upon request by prisoner)
 - NYS DOCCS (Dept of Corrections & Community Supervision) to serve parole violation papers
 - Foreign Consulate/Embassy Officers.

Lawyer Visit
In PCT/TD/PSA must be in Muster Room
In Boro Ct, area designated by Boro Ct boss

The only one of the above “interviewers” that calls for documentation is the Lawyer;

- ARS prepared by the D.O. OR Borough Court Section Boss (Arrest Report [OLBS] Supplement) gets:
 - Name, address & phone number of attorney
 - Name & address of person who retained attorney
 - Whether or not the prisoner was actually interviewed
 - Time lawyer came & left (not time of interview!!)

Visitors can only be Parent/Guardian of an 18-21 year old who has been detained more than 4 hrs

- Not longer than 15 MINUTES IN THE MUSTER ROOM (AND in presence of D.O./Boro Ct boss)
- Prisoner not eligible for a summons.
- Visit does not interfere with police business.
- MUST consult with 1 of 3 UMOS: Detective Squad Commander, Arresting Officer, AND;
 - IF visit taking place at other than pct of arrest, Desk Officer –PRECINCT OF ARREST.

Documentation for visit of P/G

- ARS prepared by either D.O. OR Boss at Borough Court Section
 - So, interview done at Pct of arrest, fine, D/O does the supplement.
 - Done at BCS, fine, D/O at BCS does the supplement.
 - Done ANYWHERE else, call it in to the D/O –Pct of arrest who will do the supplement.

Handcuffing Rules

Handcuff prisoners with hands behind back “when practical”

- E.O. rear cuff all prisoners or put on chains (step 18)
- D.O. check that prisoners are on chains or rear cuffed (step 22)
- If safer, **may front-cuff** initially, and **then rear-cuff as soon as it is practical** and safety allows.
- If difficulty rear-cuffing, use leg restraints or Velcro straps to immobilize legs and gain control, limit subject’s ability to flee or harm others, and allow subject to be safely rear-cuffed with minimal force.
- If available, Department issued alternative restraining devices should be used to restrain, or further restrain, subjects whose actions may cause injury to themselves or others.

If prisoner surrenders @ a law enforcement facility and is accompanied by an attorney:

- UMOS ask immediate boss. Together, UMOS & boss decide based on threat/escape potential
- Either way, he gets searched.

Prisoner Being Transported

Desk Officer/BCS Supv

- Assign escort officers: if would mean OT, use outgoing platoon at change of tour.
- Assign separate escorts for separate destinations (hospital, female cells, etc)
- Assign *additional* escorts under the following conditions;
 - More than 2 prisoners **without** transport chains,
 - More than 9 prisoners **with** transport chains,
 - Several detention stops are involved,
 - More than one prisoner with different destinations.
 - Prisoner is designated “high risk” escape threat.

Escort Officer (E.O.)

- Put chains on before leaving cell block
- Less than 5, Secure loose ends
- More than 2, Mandatory (step 21a.)
- Double Lock
- For better control, hold either perp or chain

High Risk (from additional data)

- Determined on case-by-case basis. e.g. seriousness of offense, weapons possession, refusal to ID self, threats, forcibly resisted arrest, known history of violence, attempted escape.

- Closely supervise removal of all prisoners from the precinct.
- After conferral with A/O, determine if prisoner is a potential escape risk –if so, use Leg Restraints;

Use of Leg Restraints (from step 20a. & additional data)

- D.O. determines, as in above step, that prisoner is a potential escape risk, OR
- Prisoner refuses to be printed OR going to hospital for MEDICAL (doesn’t say PSYCH)
- D/O can decide NOT to use leg restraints BUT must make a detailed Command Log entry of why.
- “If available,” use when transporting more than 3 perps in a 12 passenger van.

- Ensure attendant put transport chains on before leaving cell & double locks (chains mandatory for >2)
- Step from behind desk and *personally* check for rear cuff/transport chains
- Use available command people (means don't 10-2 anyone) to assist attendant/E.O. loading on wagon
 - Ensure they're all alert and properly positioned to prevent escape.
- Have attendant (or E.O. if attendant n/a) make PRISONER TRANSPORT DISPATCH

Prisoner Transport Dispatch

- If only 1 prisoner and he has more than one destination, prepare 1 PRISONER TRANSPORT DISPATCH
- If you have *more than* 1 prisoner and different destinations are involved, make a separate PRISONER TRANSPORT DISPATCH for each destination (step 46a)
- E.O. take both copies of DISPATCH from the attendant & comply with instructions.
- D/O pct of arrest gets *original* copy of DISPATCH from the Escort Officer and files chronologically.

Escorting Officer (E.O.)

- Ride inside the vehicle with prisoners & keep under constant surveillance.
- Deliver to assigned detention facility & assistant attendant (thereat) in searching & putting in cell.
 - Attendant search, lock in cell, enter on PRISONER ROSTER (file ROSTER at desk when complete)
 - Desk Officer do periodic, personal inspection of perp & put condition in 'Remarks' of ROSTER
- If prisoner was NOT printed on Livescan, deliver prints to Borough Court Section.

Desk Officer, Precinct of Detention

- Until activated, keep all cell area doors locked.
- Make CLE *when activated* & notify an available supervisor to inspect cellblock.

Supervisor concerned

- Observe opening of cells, inspect each cell for cleanliness/unauthorized items.
- Make CLE with condition of cells and time first prisoner *was lodged*

Key Note

- 2 different Command Log Entries
- By 2 different supervisors,
- At 2 different times!

The Morning After (when being removed to court)

Desk Officer (precinct of detention)

- Assign MOS to escort to court & complete captions & sign PRISONER ROSTER when taken out of cell
- Review ROSTER & initial *next to* (not *in*) "time of admission" column for each prisoner removed.

Police Attendant

- Make 1 PRISONER TRANSPORT DISPATCH listing prisoners with same destination
 - Make separate DISPATCH for each destination.

Escorting Officer

- Take head count by cross referencing who you have on the chains to who is listed on the dispatch
- Deliver to holding pen at destination & return to command for assignment (or original destination)

Key Notes and Additional Data

Additional Escorts	Daisy Chain (Transport Chains)
<ul style="list-style-type: none">• More than 2 and you don't have chains	<ul style="list-style-type: none">• Mandatory if you have more than 2 prisoners
<ul style="list-style-type: none">• More than 9 and you do have chains	<ul style="list-style-type: none">• Secure loose ends if less than 5 prisoners (means 4!)

Citizens' Policy & Complaint Review Council

- Can access cells & books/records which pertain to our cells at any time.

NYS Commission of Corrections

- CJB is our liaison with them
- They also can check our cells anytime. When they do, the supervisor present notifies CJB

Communicable Disease

- Prisoner *or* victim's status kept confidential –not released to public, media, family, friends, other prisoners.
- If release warranted, only done with written consent of DCLM
- If volunteered indicating need to be separated or for medical treatment, use isolation cells, if available & record on Medical Treatment of Prisoner Form to alert Corrections, DA's office or court.

210-02 Hospitalized Prisoners

Prisoner gets Admitted:

- Arresting/Guarding Officer calls two different Desk Officers
 - Notifies D/O pct of arrest
 - Requests relief from D/O pct of hospitalization & remains with prisoner until relieved

Search [by A/O If we came direct from the street]:

- Gender appropriate. If none available, then have hosp people search. **Witnesses are mandated.**
- Clothing is removed by hospital personnel, then **we search** it.
- Give hospital people **receipt** for property received from them.
 - Remove the usual property & deliver to DESK OFFICER Pct of arrest or designated arrest processing facility. (208-02 directs) list property in your **memo book**.
 - Give D/O list of property kept by hospital, except clothing.
- Once relieved by Guarding Officer, 10-02 & process arrest.

Desk Officer, Precinct of Arrest

- Have OLBS made and Arrest # generated
- Notify Borough Court Section supervisor & put call in TELEPHONE RECORD
- Have OLBS delivered with the print cards, to the D/O pct of hospitalization (not direct to hospital)
- Have guarding cop give a D.A.T. if eligible or bedside arraignment if not eligible

Desk Officer, Precinct of Hospitalization:

- Ask if hospital has a Dept. of Corrections Ward & if they have room; (stay on their case and put the initial call in the Telephone Record). If they do have a room, follow 210-05, steps 22-25
- UMOS from pct of hospitalization guard prisoners. If you're short, fly-ins only do patrol
- Guard can be gender neutral. Plainclothes to guard Juveniles.
- Ensure appropriate reliefs are provided for guarding officer
- Send dups of OLBS & prints (finger and PALMPRINTS too) to guarding cop

THINK!! Every one of these steps will be
WRONG ANSWERS if the body of the question
says that you're the D/O pct of ARREST!!

Housing & Transit guard their own.

Pct of hospitalization might help if
it's a multiple arrest & A/O has
others to process, but only for 1 tour.

Give 'em: Prisoner's name,
arrest #, date & time went
97H, admission # & whether
fingerprinted.

Cop as Visitor (in plainclothes)
Don't let anyone see or access your weapons

Patrol Supervisor

- Initially respond & frequently visit to inspect room for escape potential & attentiveness of Officer
- Request a move to more secure quarters if room is inadequate for security.
 - Report lack of cooperation to **C.O.** (BREAKING THE CHAIN!!)
 - If no room change, take additional steps: (another guard, etc.)
- Make Activity Log Entry.
- If admitted to ICU; assess for escape potential & if it exists, use PLASTIC FLEX CUFFS (add'tl data)

In 210-04, initial treatment, not yet admitted, COP (Escorting Officer) "requests room change if security inadequate"

Guarding Member

- Constant observation even though cuffed.
- Keep D/O pct of hospital, apprised of prisoner's condition, don't let anyone pass items to prisoner.
- Periodic check of immediate area (especially after visits, treatments & tour change)
- No phone for prisoner unless D/O or Patrol Supv. says so (A.L. entry of boss okaying & who called)

INTERVIEWERS and VISITORS

210-01 has a list of 10 "Interviewers" and 1 "Visitor" (*see next page*)

210-02 has a similar but different list of 10 "Interviewers" and 3 "Visitors"

- Here are the Interviewers & Visitors in 210-02.
 - Next page is "The Key to Interviewers & Visitors" where we plot the similarities/differences.

"Interviewers" On Official Business (210-02, Step 27)
Ranking officer, this Department
Detective
District Attorney or representative
Chief Medical Examiner or representative
Member of the clergy (if requested by prisoner)
Parole or probation officer
Hospital personnel (assigned to treat prisoners)
Social worker
Federal law officer
Supervising officer of other city department if prisoner is employee of that department.
"Visitors" (210-02, Steps 28 & 29)
Telegram recipient from Hospital Superintendent saying perp is seriously ill,
Family member with UF-50 (49 to an outsider) from D.O, pct of <i>arrest</i> , authorizing visit
LAWYER "If requested"

“The Key to Interviewers & Visitors”

“Interviewers” from 210-01 (at the S.H./BCS)		“Interviewers” from 210-02 (at Hospital)
Supervisory officer of this Department	Same	Ranking officer, this Department
Member of Detective Bureau or Detective Squad	Same	Detective
District Attorney or representative	Same	District Attorney or representative
Chief Medical Examiner or representative	Same	Chief Medical Examiner or representative
Official of City dept, if prisoner employee of that dept	Same	Supv of other city dept if prisoner employee
Federal law enforcement officer	Same	Federal law officer
Clergyman (upon request by prisoner)	Same	Clergyman (upon request by prisoner)
Prisoner’s legal representative (Lawyer)	XX	----- <i>Lawyer dropped down to “Visitor” list.</i>
NYS DOCCS Officers to serve parole violation papers	XX	Parole <i>or probation</i> officer
Foreign Consulate/Embassy Officers.	XX	----- <i>not mentioned in 210-02</i>
----- <i>not mentioned in 210-01</i>	XX	Social worker
----- <i>not mentioned in 210-01</i>	XX	Hospital personnel (assigned to treat prisoner)
“Visitors” from 210-01		“Visitors” (210-02, Steps 28 & 29)
Parent/Guardian	XX	Family member with a UF-50* (49 to an outsider) from D.O, pct of arrest, authorizing visit.
	XX	Telegram recipient from Hospital Superintendent saying perp is seriously ill.
	XX	LAWYER “If requested” ←

Documentation

- 210-01 called for an ARS for the Lawyer “interview” and the P/G “visit”
- 210-02 calls for an entry in the Guarding MOS’ A/L regarding “visitors” –no mention of “interviewers” when it comes to documentation.
 - Guarding MOS then tells the D.O. –Pct of Arrest who then lists “visitors” on an ARS.

*UF-50 for visiting family members

- What we call a UF-50 is a 49 with the Official Seal of NYC preprinted in the upper left corner.
- There is a whole set of steps regarding the preparation of this document by the D.O. –Pct of Arrest, they are listed on the next page.

***Who is Authorized Family**

- Applied in person at the **PRECINCT OF ARREST** (don't fall for pct. of hospitalization)
- Each one is listed on the authorization & signed it in the Desk Officer's presence
- Includes "common-law" marriages, same sex couples, registered NYC domestic partners, different generations of the same family, siblings, in-laws, persons in "intimate relationships," persons who live together in a family-type relationship, and children 16 years old or over.

*If they are likely to interfere with ongoing investigation, before issuing authorization, D/O will **not** talk to the assigned detective!! He'll consult with the investigative **supervisor***

Desk Officer, Precinct of Arrest:

- Make official letterhead for family visitors and have them SIGN!!
- Have a Uniform M.O.S. deliver letterhead to the guarding cop at the hospital
 - Guard makes Activity Log entry AND has visitor SIGN Activity Log!
 - At EOT, Guard notifies D.O. Pct of arrest of all visitors during tour.
- Make Arrest Rpt Supplement with visitor information.
- If prisoner under 18, notify P/G of impending release
 - Make command log entry of call

Who's paying for this?
 D/O Pct of ARREST:
 If other than a NYC HHC, send a 49 in a sealed envelope to; NYC HHC Fiscal Affairs, General Accounting Dept. with ALL pertinent details

NOT in the Telephone Record!
 Desk Officer Pct of arrest

Prisoner's condition permits arraignment	Prisoner is near death or totally incapacitated
Guarding Officer notify D/O Pct of ARREST	D.O. Pct of HOSPITALIZATION notify your C.O.

Additional Data:

Leg shackles:

- Used when prisoner has arm or wrist injuries.
- If prisoner refuses prints or going to hospital UNLESS
 - D/O decides not to because of extenuating circumstances
- Also used if escape potential (no discretion)

Long chain cuffs:

- Used for comatose, paralyzed, last stage of pregnancy, etc.

No cuffs:

- Patrol Supervisor talks to DOCTOR, & makes recommendation to D.O., Pct of HOSPITALIZATION.
- D/O Pct of HOSPITALIZATION decides. Cuffs off if "impractical or inexpedient." (comatose)

Deemed high escape potential,

- D.O/Pat. Sup. direct all UMOS guarding prisoner have 2 sets of cuffs available.
- Use them when switching cuffed hands for treatment/transfer with relieving cop –keeping one hand cuffed during process.
- Don't cuff both hands unnecessarily

Commanding Officer, Precinct Of Hospitalization

- Direct investigation to determine prisoner's condition, history & arrest situation.
- Decide if guarding of prisoner should continue
- If guard removed have hospital authorities contacted each day & make inquiry of prisoner's condition.
 - Direct patrol supervisor to visit hospital, as required.
 - Have weekly telephone message made to BCS each Wednesday with prisoner's condition.
- Assign UMOS to guard prisoner when condition warrants.
- Have BCS notified if prisoner dies including:
 - ✓ Date & Time of death
 - ✓ Doctor issuing death certificate
- Have guarding MOS obtain copy of death certificate & direct desk officer to forward to Chief Clerk's Office, borough Criminal Court concerned.

- 221-03 Suicide, injury.
- 221-05 DOA SILD.
- 221-08 CEW used.

210-07 Prisoners -Unusual Occurrences (Any prisoner, Any age)

- In our custody or custody of Corrections who hasn't been arraigned and assaults MOS, is sexually assaulted/harassed, escapes or attempts, other unusual (For DOA, Suicide, Injury go to P.G. 221).

Desk Officer

- Notify C.O/Duty Captain and notify the Operations Unit with the prisoner's name, sex and charge.
- Notify IAB for escape/attempt.

Commanding Officer/Duty Captain

- Conduct investigation, make 49 & send to:
 - Chief of Department direct (*# of copies varies*)
 - One additional copy to; Chief of Patrol direct, DC IAB, C.O. OMAP, DC Training, C.O. CJB, C.O. Performance Monitoring Analysis Unit, Each intermediate cmd, C.O. of cop if different

of copies sent to Chief of Dept:

- 3 for adult prisoner
- 2 for child in custody is DOA
- 1 for child in custody