

Board of Public Safety
RESOLUTION

CITY OF HORNELL, NY September 13, 2012

ADMINISTRATIVE ORDER 12-02

RESOLVED, that the Board of Public Safety of the City of Hornell hereby approves the following Administrative Order pertaining a change to Police Policy 5.100 in dealing with persons in custody:

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Due to our officers increased encounters with persons exhibiting both violent and unpredictable behaviors, along with three recent escapes from custody, all officers will strictly adhere to our policy 5.100 when dealing with persons in custody. In addition the following narrative will be added to this policy.

All prisoners should be considered a risk for flight and should not be allowed to leave the cell block area, except for processing purposes in the secured area of the department or to be transferred for arraignment, jail etc.

No phone calls should be given to any prisoner who is exhibiting violence, bizarre or threatening behavior. When permitted, prisoners shall make telephone calls within the confines of their cell, utilizing the available cordless phone. All allowed phone calls should be short in duration, with the phone secured by the attending officer at its conclusion.

The side prisoner entrance door shall be the exclusive door used for transporting prisoners either into or out of the police department. The exception to this would be an emergency evacuation of a prisoner as outlined in 5.100. The crash bar on this side door should be closed and locked (when not in usage) with a steady red light indicating the delay and alarm are in the set mode. When exiting through this door key AA2 (kept on window sill above door) shall be inserted into the lock and turned to the left until light blinks. This allows exit from the door and then resets the crash bar lock. Turning it to the right disengages both the alarm and delay lock.

All prisoners being transferred to city court, jail, hospital, etc. by a member of our department shall be handcuffed through a waste security belt, and leg shackled. If prisoners show any indication of violence, intoxication, intention of escape, or are facing charges of a violent felony two officers should be used in the transport. The hand cuffs, and leg shackles shall not be removed outside the secured holding area, except at the direction of the chief of police or when they interfere with needed medical care. When escorting a prisoner the officer should place himself to the rear and within close proximity to the prisoner, when possible using the security belt for additional control purposes. Prisoners should be kept in constant view and control of the attending officer.

No prisoner shall be removed from his/her cell for purpose of smoking or visitation except through the direction of the Chief or Captain of Police. The cell block door leading into the unsecured office area shall be kept locked and closed, except when being utilized by an officer actually present in the cell block area. When in processed all prisoner's property should stored under lock within the locker assigned to the corresponding cell number.

Carried –
Absent –