



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 30.5	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: May 14, 2014	NUMBER OF PAGES: 02
CFA STANDARD: 29 SUBJECT: Prisoner Transportation – DOCUMENTATION	NEW (X) RESCINDS (X) AMENDS () OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARD: 29

SECTION:

30.5.1 Prisoner Documentation

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for the preparation of documentation that must accompany the prisoner, which provides information regarding the prisoner's escape or suicide potential, or other personal traits that could affect security.

SCOPE: All departmental personnel.

POLICY: It is the policy of the South Miami Police Department to ensure that all prisoners that pass through the control of the department will be accurately documented as to who they are, what their condition is, and recorded times of which officer had custody of the prisoner.

PROCEDURE:

30.5.1 Prisoner Documentation

- A. All prisoners are identified to the best of the officer's ability at the time of arrest by using photographs, picture identification, and/or other documentation prior to being transported to a detention facility. If doubt exists as to the prisoner's identity, the prisoner will be transported to the Miami-Dade Police Department Headquarters ID Section for fingerprinting. If the prisoner's true identification is still not revealed, the prisoner may be booked as "John" or "Jane Doe" and applicable charges will be added.

- B. If a prisoner is to be transported to the Miami-Dade County Jail, T.G.K., etc., the arresting officer will complete the necessary paperwork (i.e. Complaint/Arrest Affidavit, Uniform Traffic Citation) and give it to the transporting officer, if the arresting officer is not the same as the transporting officer. The transporting officer will bring this paperwork, along with the prisoner's property (if any), to the Detention Facility and give it to the appropriate detention facility receiving officer.

When transporting a prisoner to any other facility, such as the Juvenile Assessment Center, the transporting officer will deliver all pertinent paperwork indicating why the prisoner is to be transported to that facility (i.e. commitment papers, medical records, etc.) and the prisoner's personal property, if any. If the prisoner is taken to a medical facility for treatment and is treated and released, a medical treatment/release form stating "CLEARED FOR JAIL" will be transported with the prisoner to the appropriate detention facility.

- C. In addition to the documentation required in the above sections, information regarding potential security risks presented by the prisoner will be documented on the Complaint/Arrest Affidavit, and sent to the facility with the transporting officer. This information will include escape or suicidal tendencies as well as unusual illnesses or other health considerations. Officer(s) transporting the prisoner will be verbally advised of this information as well.