# 3-14/010.00 - Custody Handling Policy and Procedures

The following policy and procedures are designed for the Court Services Division, additional procedures are contained in the Manual of Policy and Procedures relating to juveniles and prisoners.

- When an inmate needs immediate medical care, first aid and cardiopulmonary resuscitation shall be administered whenever necessary and when conditions permit. Prompt action shall be taken to summon emergency medical care personnel.
- Constant vigilance shall be maintained to prevent escapes.
- Extreme care shall be taken to keep weapons inaccessible to inmates at all times. This will be accomplished through the use of approved weapons storage lockers when working inside lockup areas. Deputies managing inmates in the courtroom shall utilize appropriate positioning, backup and weapon retention techniques.
- Cooperation with other law enforcement agencies leaving custodies in our custody is expected.
- The branch supervisor shall prepare custody handling procedures for their facility. The Bureau Commander shall approve handling procedures consistent with the Manual of Policy and Procedures.
- Males and females shall not be handcuffed or chained together absent exigent circumstances.
- Males and females shall be confined separately from each other.
- Juveniles shall not be handcuffed or chained with adults.
- Juveniles shall not be confined with adults.
- When transporting a female inmate, in an area that is not monitored by security cameras, a female deputy/CA should escort the inmate to/from court. If a female deputy/CA is not available, no less than two male deputies or CAs shall be utilized.
- Female personnel shall search female inmates for propriety reasons.

Searches will be conducted in accordance with Manual of Policy and Procedures related to cursory (Pat-Down) searches in the field and in-custody situations.