

**POLICY  
451**

**EFFECTIVE  
DATE  
9-29-14**

**Eugene  
Police Department**



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## **Jail Van Operations**

### **451.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance to sworn members of the Eugene Police Department in operations of the Jail Van and to Department managers in conditions and planning factors governing its use.

### **451.2 PRE-DEPLOYMENT**

All uses of the Jail Van that are not part of the Downtown Public Safety Team operations must be approved by a Watch Commander. Watch Commanders must understand and approve of the deployment strategy of the Jail Van if they do not plan its use for an operation. Watch Commanders should be prepared to respond to any incident involving the Jail Van and remain abreast of its operations in the field while they are on duty.

The Jail Van is designed to augment a Patrol operation where multiple arrests are expected, where a riot or civil disturbance has occurred, or in other situations where the Watch Commander or a higher Department authority has approved its use. The Jail Van will not be utilized as a temporary detention facility or as a punitive measure.

The Jail Van should be staffed by two officers, and when practicable, a supervisor should be assigned to monitor the operations of the Jail Van and booking activities at the Lane County Jail or other designated facility. The Jail Van operators should be instructed to keep self-initiated activity to a minimum. If it can be avoided, Jail Van operators should only pick up and drop off custodies; personnel booking custodies into the jail should be separately assigned.

### **451.3 PUTTING THE JAIL VAN IN SERVICE**

Officers who have received permission or are assigned to operate the Jail Van will follow the listed steps:

1. Check out keys from the fleet management wall hangar near the briefing room.
2. Check the cage area, equipment locker, and front cab area for contraband.
3. Inspect the equipment locker area for the following:
  - a. Fire extinguisher
  - b. Red or Pink metal handcuffs
  - c. Digital Camera

- d. Eye wash
  - e. Dry erase board/Marker
  - f. Flex-cuff cutter
4. Use "Jail Van" as your designator.

#### **451.4 COLLECTING CUSTODIES**

When an officer makes a physical arrest and needs the assistance of the Jail Van the arresting officer should complete the following **before** requesting the Jail Van respond to his or her location:

- Detain the suspect in handcuffs
- Ascertain at a minimum the suspect's name, date of birth, and any other identifying information the Jail Van operators will need to lodge the suspect at the jail.
- Safely inventory the suspect's belongings and complete a LCAC property form.
- Fill out any necessary paperwork the custody will require at the Lane County Jail (such as citations for other offences, Evidence/Property Reports, etc.)

Once these steps are completed and the Jail Van has arrived at the scene of the custody the arresting officer will provide all the necessary paperwork to the Jail Van operators along with the inventoried property of the suspect.

The Jail Van operators should remove the handcuffs of the arresting officer and replace them with the red or pink metal handcuffs assigned to the jail van.

Using the dry erase board fill out the name and date of birth of the custody, the arresting officer, the offence, arrest location and sequence number.

Use a camera to take a photograph of the custody and the arresting officer(s) together. The dry erase board and all the information written on it should be visible in the photograph as well.

Males and females will be seated and secured in separate compartments.

#### **451.5 TRANSPORTING CUSTODIES**

The Jail Van operators should work as efficiently as possible to plan their routes and pickups so as to minimize time additional custodies are seated and waiting in the holding area of the Jail Van.

Jail Van operators should cease picking up custodies and return to the Lane County Jail to drop off passengers if any of the following occur:

- One hour and thirty minutes have lapsed since the first custody was loaded into the Jail Van.
- You are no longer able to load passengers separately by sex because of cage capacity.

- A custody requests to use the restroom and believes they are not able to wait the difference of the 90 minutes from when the first custody is picked up.
- You are directed to return to the Lane County Jail by a sworn supervisor.

We are responsible for anyone taken into custody once they have been physically secured. Monitor them for signs of injury or illness and if one or more show symptoms, immediately stop the jail van at the safest and most well lit location you can and summon medical assistance.

Combative custodies, custodies with contagious medical conditions (known or suspected), or custodies who have attempted an escape from custody shall not be loaded into the Jail Van, but instead be transported by medic unit or individual patrol car.

The Jail Van will only make trips to the scenes of arrests, the Lane County Jail, or any other prisoner processing area as designated by the Watch Commander.

#### **451.5.1 CUSTODY RESTROOM FACILITIES**

The Jail Van is often used when large disorderly groups are reasonably expected (U of O Football games, Disorderly Parties, etc). Alcohol and its excessive use are more often than not associated with these events as well. If a custody requests to use restroom facilities, do the following:

- Explain the current timeline and process to the custody. For example, if they know there is only one more pickup and you expect it to take less than 20 minutes, they may be able to standby until you make it to the jail.
- If they cannot wait the expected time, safely and efficiently finish whatever tasks are necessary to get the Jail Van en route to the Lane County Jail. Try and seat the custody as close to the rear door as possible.
- At the jail, remove the custody(s) needing to use the restroom. Accompany the custody to the port-a-potty stationed in the jail Sally Port. Attempt to contact Jail Control and let them know you will momentarily have an unsecured prisoner.
- Remove the handcuffs and allow them a reasonable time to use the restroom. You may allow the restroom door to remain open if under the totality of the circumstances you believe the suspect is a danger to themselves, or may be attempting to destroy evidence or contraband.
- Replace the handcuffs and return to normal jail drop off protocols.
- Any disorderly or resistive custody who you reasonably believe will continue their disorderly or resistive behavior that needs to use the restroom facilities should immediately be handed over to jail staff.

#### **451.6 SECURING THE JAIL VAN**

When the operation requiring the Jail Van is complete, return the Jail Van to its assigned parking spot under Police Headquarters after refueling and any other necessary maintenance has been performed. Ensure that no property, evidence, or contraband has been left in the Jail Van.

Operators are required to refuel the Jail Van and restock any and all forms used during the operation and to notify the Watch Commander of supplies needing replenished, or of any damage or contamination that occurred during the shift.