



VIA TRANSIT POLICE DEPARTMENT

Standard Operating Procedures



Section 608 – Prisoners

Office with Primary Responsibility:	COP	Effective Date:	March 1, 2022
Office(s) with Secondary Responsibilities:		Prior Revision Date:	May 13, 2019
Forms Referenced in Procedure:	Use of Force	Number of Pages:	12
		Related Procedures:	Section 804, Crowd Control and Event Management, Section 609, Juveniles, Section 506, Special Contacts, Section 908, Off-Duty Employment,

.01 INTRODUCTION

This procedure establishes guidelines for the proper handling of prisoners by officers from the initial point of arrest to booking at the proper detention facility.

.02 POLICY

When handling prisoners, officers do so with the highest regard for the legal process, the individual's rights, the prisoner's safety, and the safeguarding of personal property.

.03 CLASSIFICATION OF PRISONERS

- A. Bexar County Jail /JIAA- (Justice Intake Assessment Annex) -County Magistrate Detention Center prisoners; booking for class B or higher criminal offenses.
- B. City of San Antonio Detention Center prisoners; booking of city warrants, municipal court class C / traffic offenses or public intoxication arrests.
- C. Bexar County Juvenile Detention Center prisoners; an
- D. Field custody prisoners.

.04 HANDCUFFING OF PRISONERS

- A. The following prisoners are handcuffed without exceptions:
 1. Prisoners to be charged with felony offenses;
 2. Prisoners who were involved in violent incidents;
 3. Prisoners who appear to be capable of violent physical resistance;
 4. Prisoners who have not been searched;
 5. Prisoners who are intoxicated;
 6. Multiple prisoners;
 7. Prisoners transported in police vehicles; and
 8. Any prisoner being taken inside a detention facility.



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- B. Prisoners are handcuffed as soon as practical after an arrest and before a search is made:
 - 1. Prisoners are handcuffed with their hands behind them;
 - 2. Handcuffs are checked for tightness, and double-locked to protect both the officer and the prisoner; and
 - 3. Prisoners are not handcuffed to a fixed object.
- C. Two (2) prisoners may be handcuffed with a single set of handcuffs while awaiting the arrival of a second officer.
- D. Prisoners who are violent and/or appear to be under the influence of drugs, in addition to being handcuffed, may have their legs secured with leg irons.
 - 1. Prisoners will not have their hands and legs secured together in any form or position commonly known as “hog-tying.”
 - 2. If violent prisoners cannot be properly restrained, additional officers will be used to help physically restrain the prisoners.
- E. Plastic handcuffs
 - 1. May be used when mass arrests are anticipated and should be used in mass arrest situations.
 - 2. Plastic handcuffs are removed at the detention facility or in the field with wire cutters. Other types of cutting instruments are not used to remove plastic handcuffs.
- F. Prisoners inside the detention facility are un-handcuffed only by detention facility personnel.

.05 SEARCHING OF PRISONERS

- A. Officers are responsible for conducting a search, not to include a strip search or body cavity search, of prisoners to remove all weapons, dangerous objects, contraband, or evidence.
- B. Prisoners are searched as soon as practical after an arrest is made and prior to transport.
- C. If an officer detects an object which feels like a weapon, contraband, or evidence, inside or under the clothing, the officer may reach into or under the clothing and seize the suspected item. (The reaching inside of clothing to immediately retrieve a weapon, contraband, or evidence discovered during a search incident to arrest is not considered a strip search).
- D. Officers assuming custody of prisoners from other officers are responsible for searching the prisoners again, including hand-carried containers.
- E. Transporting officers are held accountable for any prisoner arriving at a detention facility with a weapon, dangerous object, or contraband on his person.
- F. Absent exigent circumstances, a female officer should search a female suspect or prisoner. Exigent circumstances include but are not limited to circumstances involving officer safety, the safety of the suspect or prisoner, or any other person.
- G. In situations where a male officer has either direct knowledge or reasonable suspicion to believe a weapon or dangerous object is secreted in a particular place, other than within a body cavity of a female and a female officer is



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not present, the male officer may reach directly into the area to seize the weapon or dangerous object. Such actions shall be documented in the officer's report.

- H. A strip search of prisoners is not authorized under any circumstances
- I. Officers having reasonable suspicion only, to believe a prisoner possesses weapons, dangerous objects, contraband, or evidence on his/her body which may not have been detected or recovered by the usual search technique shall follow these guidelines:
 - 1. Notify Detention Center personnel of their suspicion during the booking process; and
 - 2. The name(s) of the Detention Center personnel notified must be included in the details of the report.
- J. Body cavity searches must be conducted at a qualified medical facility and under the following guidelines:
 - 1. Under the authority of a search warrant; or
 - 2. The prisoner must voluntarily consent to a body cavity search in writing prior to the search.
- K. Officers having probable cause to believe a prisoner possesses weapons, dangerous objects, contraband, or evidence within his/her body which, if not found, would constitute a danger to the safety of the officers or others, shall notify the VIA Transit Police Investigator to obtain a search warrant, transport the prisoner to a qualified medical facility, and request a body cavity search of the prisoner for those items within the body by qualified medical personnel.

.06 SECURITY OF PRISONERS – ESCAPE PREVENTION

- A. A prisoner is entitled to reasonable protection while under arrest. Officers use reasonable care and diligence to preserve the lives, health, and safety of prisoners.
 - 1. Prisoners are secured as soon as practical in police vehicles with safety belts.
 - 2. Prisoners are not placed in a prone position or any other position which could cause positional asphyxia.
 - 3. Unruly and combative prisoners are transported in a prisoner transport wagon whenever possible. If no prisoner transport wagon is available, a second officer accompanies the transporting officer to a detention facility.
- B. Prisoners, for security and safety reasons, including prisoners exposed to oleoresin capsicum (OC) spray, may be moved to locations away from the original arrest scene only after receiving approval from a supervisor. If exigent circumstances exist and there is not enough time to notify a supervisor, the officer will immediately notify the dispatcher of the relocation. The location shall be located on the most direct route to a detention facility, and be in an open, well-lighted area. There will be no exchange of handcuffs on the prisoners during this transfer process.
- C. When a prisoner is detained in the field for questioning, the prisoner shall be kept secured in the following manner:
 - 1. The prisoners shall be handcuffed with his hands behind him;
 - 2. The officer in possession of a prisoner shall be responsible for the safety and security and control of the prisoner. and
 - 3. If the officer in possession of a prisoner relinquishes custody of the prisoner to another officer, he shall remain with the prisoner until the accepting officer takes physical custody of the prisoner. The officer shall document in his written report the name of the officer who accepted custody of the prisoner.



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- D. While transporting prisoners, officers exercise caution and remain attentive, through observation of prisoners' actions and behavior, to prevent the escape of prisoners and for the prisoner's safety. Officers remain aware the security afforded by placing prisoners in police vehicles equipped with physical barriers is minimal and the escape of unattended prisoners is probable.
- E. If a prisoner escapes from an officer, the officer immediately notifies his supervisor and advises dispatch of the description of the prisoner, the direction of travel, and the charges against the prisoner for broadcast to other field personnel.
 - 1. The involved officer shall complete an offense report and place any property belonging to the escaped prisoner in the Property Room.
 - 2. The officer's supervisor shall conduct an investigation to make a determination as to the cause of the escape. The supervisor shall forward a written report on the escape, through the chain of command, to the Chief of Transit Police.

.07 CONSULATE NOTIFICATION

Should it be determined that the Prisoner is a citizen of a country other than the United States, the prisoner is asked by the arresting officer if they wish their Consulate to be notified? If so, the Consulate is notified by Communications using the list of Consulates maintained. Notification, refusal or waiver is noted in the arresting officer's report and by dispatch on the call for service record.

.08 TRANSPORTING PRISONERS

- A. All vehicles used to transport prisoners will be searched for weapons, dangerous objects and contraband at the beginning of each shift and before and after transporting prisoners.
- B. Adult prisoners are transported from the location of arrest directly to the proper detention facility without delay, except when transporting the prisoners to a law-enforcement or medical facility.
- C. Juvenile prisoners are transported from the location of arrest directly to the Bexar County Juvenile Detention Center, except when processing the juvenile for DWI or when transporting the juvenile to a medical facility.
- D. Prisoners with any types of disabilities are transported using the most reasonable accommodations that fit the needs of the prisoners.
- E. Prisoners who have been exposed to an electrical charge from an ECD will not be transported with other prisoners.
- F. Identifying Prisoners and Prisoners' Conduct.
 - 1. Officers shall attempt to positively identify all prisoners being transported. Positive identification may be made through a driver's license or other printed forms of identification.
 - 2. The identification used to identify prisoners should accompany all other necessary documentation needed to process the prisoners at the detention facility.
 - 3. Any information regarding a prisoner's attempt to escape, mental illness (Section 506, Special Contacts), suicide potential, or any other personal traits of a security nature shall be recorded on the documentation that accompanies the prisoner to the detention facility and will be verbally related to the detention facility personnel.
- G. Prisoners who have been exposed to oleoresin capsicum (OC) spray or an electrical charge from an ECD, will be transported to the detention facility in the arresting officer's marked patrol vehicle, if possible.



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1. If the arresting officer is not assigned a marked patrol vehicle, a marked patrol vehicle will be used to transport the prisoner exposed to OC or an electrical charge from an ECD.
 2. If the prisoner is so violent that damage would be caused to the marked patrol vehicle, a prisoner transport wagon may be utilized, with the approval of a supervisory officer. Prisoners exposed to an electrical charge from an ECD who are to be transported by prisoner wagon, will be transported without other prisoners in the prisoner wagon.
 3. The transporting officer will ask the dispatcher to notify the appropriate detention facility personnel that a prisoner exposed to oleoresin capsicum (OC) spray or an electrical charge from an ECD is being transported to their location.
- H. Officers do not handle other police incidents while transporting prisoners, unless the incident is of such magnitude that immediate action is required to prevent the loss of life or substantial damage to property.
- I. Officers should not allow prisoners to communicate with non-police personnel while being transported.
- J. All officers, when transporting prisoners of the opposite sex, obtain a time check from the dispatcher upon leaving the scene of the arrest, upon incurring any delays along the route, and upon arrival at the destination. In addition to time checks, officers furnish their vehicle odometer reading to the dispatcher upon leaving the scene and upon arrival at the destination.
- K. Juveniles are not transported in the same police vehicle as adult prisoners, unless they have a husband/wife, parent/child, or brother/sister relationship, and the reason for the arrest was of a nonviolent nature.
- L. Male officers transporting female juvenile prisoners do so only with the help of a secondary officer riding in the same police vehicle.
- M. Police Vehicles with Physical Barriers:
1. Police vehicles used primarily for transporting prisoners have physical barriers between the front and rear seats and may be used to transport a maximum of two (2) prisoners if there is only one officer. Both prisoners are secured in the rear seat with safety belts.
 2. When a second officer is available to help with the transportation of multiple prisoners, a maximum of three (3) prisoners may be transported. All three (3) prisoners are secured in the rear seat with safety belts. The second officer occupies the front passenger seat.
- N. Police Vehicles without Physical Barriers:
1. Police vehicles not primarily used for transporting prisoners do not have physical barriers between the front and rear seats, but may be used to transport only one (1) prisoner. The prisoner is secured in the front passenger seat with a safety belt.
 2. When a second officer is available to help with the transportation of multiple prisoners, a maximum of two (2) prisoners may be transported. One (1) prisoner is secured in the front passenger seat with a safety belt; the second prisoner is secured in the rear seat with a safety belt directly behind the first prisoner. The second officer is seated behind the driving officer.
- O.
1. All class C-JP (county court) misdemeanor arrests/ warrants or class B offenses or higher **MUST** be booked through (JIAA) Justice Intake Assessment Annex- 200 N. Comal St. (*County Magistrate Detention Center*)
 2. All San Antonio Municipal Court Class C misdemeanors offense and warrant arrests (including public intoxication) **MUST** be booked through city magistrate detention. (401 So. Frio)



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.09 MILITARY PERSONNEL PRISONERS

- A. To maintain cooperation between the armed forces and the Department, the proper military police authorities should be notified when military personnel are arrested. Notification is made by the Criminal Investigator or the arresting officer, by calling the (Lackland Military Police at (671-2018).
- B. Military personnel arrested for a Class C misdemeanor are handled under the following guidelines:
 - 1. Military Police should be notified of all Class C misdemeanor citations (except traffic) and all custodial arrests.
 - 2. The Military Police may come and take custody of the prisoner where the arrest is made.
 - 3. The Officer may drop the prisoner off at the nearest Military Police Office.
 - 4. The Officer may release them on the citation or book them into the Detention Facility.

.10 CUSTODY and TRANSPORTATION OF PRISONERS

- A. In compliance with Texas Code of Criminal Procedure, Article 14.03, the Department accepts custody of prisoners lawfully arrested under the following circumstances:
 - 1. Arrested by an off-duty VTPD officer or an off-duty VTPD officer who is engaged in approved outside employment in compliance with (Section 908, *Off-Duty Employment*), provided the arrest occurs within the service area of VIA Metropolitan Transit.
- B. When transportation of a prisoner is provided by an VTPD officer, the officer takes full responsibility for the prisoner and delivers the prisoner to the appropriate location, writes the appropriate report (Incident or Supplemental), detailing their actions, and notes in the report any statements made by the prisoner that are pertinent to a criminal investigation.
 - 1. If the arrest was made by an officer who is not engaged in outside employment, that officer shall be responsible for the appropriate report (Incident or Supplemental). The transporting/handling officer assumes full responsibility for the prisoner's property and evidence and writes the appropriate report (Offense or Incident) required for booking the prisoner.
 - 2. If the arrest was made by an VTPD officer who is engaged in outside employment, the arresting officer writes the appropriate report (Incident or Offense). The transporting officer prepares the necessary paperwork needed for booking the prisoner and assumes custody of any evidence and the prisoner's property.
 - 3. If a custodial arrest is made by a VTPD officer working outside the service area of VIA Metropolitan Transit, the officer shall coordinate handling of the prisoner and evidence with the agency having original jurisdiction in accordance with (Section 908 – *Off-Duty Employment*). The officer will complete all appropriate reports and forms, and follow the transporting officer to the appropriate facility where the arrested individual will be booked.
- C. Prisoners who are injured/sick when custody is accepted or become injured/sick after custody is accepted are handled as prescribed in Sections .13 - 1-7 of this procedure.
- D. A supervisory officer is notified and responds to the scene under the following circumstances:
 - 1. When an officer assumes custody of an injured/sick prisoner from an off-duty officer.
 - 2. When an officer assumes custody of a prisoner and there is a question concerning the validity of the arrest.

.11 TAKING PRISONERS INTO A DETENTION FACILITY

- A. Prisoners are handcuffed prior to entering a detention facility.



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- B. Prisoners are brought into a detention facility through the prisoner entrance door.
- C. Officers place their weapons in lock boxes located inside the prisoner entrance door or secure them in their patrol vehicle prior to entering the confined portion of a detention facility.
- D. Handcuffed prisoners are taken inside the confined portion of the detention facility and released to detention facility personnel. Detention facility personnel remove handcuffs from prisoners.
- E. When bringing the prisoner into a detention facility, the officer verbally notifies detention facility personnel of their prisoner's exposure to oleoresin capsicum (OC). The officer also provides the approximate time of the exposure, details of the decontamination process, and/or medical treatment administered.
- F. When bringing the prisoner into a detention facility, the officer verbally notifies detention facility personnel of their prisoner's exposure to an electrical charge from an ECD. The officer also provides the approximate time of the exposure, the number of times and duration of the exposure, and medical treatment administered.
- G. Upon returning a prisoner to city detention facility after medical treatment, the transporting officer delivers any medication or instructions for further care to the detention facility supervisor. At JIAA Detention Center No Medications are accepted. Prescriptions are filled with Dr. verification/ approval through medical staff.
- H. Officers taking juvenile prisoners into the Bexar County Juvenile Detention Center shall release the juvenile prisoner, along with a copy of the offense report containing the probable cause for arrest and the elements of the offense, to the intake officer. The Bexar County Juvenile Detention Center intake officer completes BCJPD Form #100, signs the form, and retains a copy of the form on file.

.12 PRISONERS' PROPERTY

- A. The arresting officer is responsible for all personal property belonging to a prisoner.
- B. The City/ County Detention Centers determines the acceptability of prisoners' property at the City Detention Center. As a general rule, personal property which will fit into an 8 1/2" X 11" envelope is accepted. Money in excess of one thousand (\$1,000) dollars must be placed into the Property Room. AT JIAA Center only the following items are accepted:
1)Keys 2)1-Cell Phone 3) 1-ID / DL or Government Identification 4) 1-Credit or debit card 5) U.S Currency
- C. Personal property accepted at the City Detention Center is turned over to a detention guard. AT JIAA property is submitted to banking clerk in designated property bag. The arresting/transporting officer verifies the information entered on Registration/Property Form (City Mags) or Arrested Person Registration Form (JIAA) and submitted to the detention officer. The forms must be completed and signed in the appropriate spaces on the form.
- D. Bexar County Juvenile Detention Center personnel determine the acceptability of a juvenile prisoner's personal property.
- E. All non-evidentiary personal property belonging to a prisoner and accepted is to be presented to Detention Center personnel immediately upon entry into the Detention Center. Property to be retained, under ordinary circumstances, at the City Detention Center is the prisoner's ID, Keys, medication and money (up to \$1,000.00). All other smaller acceptable personal items will be left with City Detention Center personnel to be placed in the prisoner's sealed property pouch. City Detention Center personnel will not accept prisoner's property once the property pouch has been sealed. Detention Center personnel will determine the acceptability of larger or bulky items that can be retained at the Center. Officers will not unnecessarily place a prisoner personal property in the property room and must document in their report the reason for doing so. JIAA Detention Center only accepts items designated above and are sealed in prisoner property bag and submitted to banking clerk.



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- F. Personal property not accepted at a detention facility is placed in the Property Room by the arresting officer. Personal property placed in the Property Room is noted on the booking slip.
- G. When a prisoner, or person who is in custody for an emergency detention, is accompanied by a juvenile, the person is allowed thirty (30) minutes to arrange for a responsible adult to make the location and take custody of the juvenile prior to transport. If the prisoner / detainee is unable to arrange the pick-up of the juvenile, the officer shall request child protective services to take custody of the juvenile. Should Child Protective Services be unavailable, the Officer should contact the Roy Maas Youth Alternatives center at 210-340-8077 to make arrangements to transfer custody of the juvenile.
- H. When a prisoner, or person who is in custody for an emergency detention, is in possession of an animal at the time of arrest or detention, the prisoner / detainee is allowed thirty (30) minutes to arrange for someone to pick up the animal prior to transport. If the prisoner / detainee is unable to arrange the pick-up of the animal, the officer shall request Animal Care Services to take custody of the animal.

.13 MAGISTRATING ADULT PRISONERS

- A. Adult prisoners to be magistrated are taken to the JIAA Detention Center at 200 N. Comal St. and released into the custody of BCSO Detention Center personnel.
- B. Officers contact the Magistrate's Office and submit copies of all required reports and forms. Required reports and forms include, but are not limited to, the following:
 - 1. Appropriate offense report for the offense committed; and
 - 2. Supplemental reports and forms
- C. Prior to releasing a prisoner to City Detention Center Personnel, officers will ask the prisoner the following questions that will be on the back of the booking slip. If the booking slip does not have the questions, the officer should use the stamp at the Detention Center to imprint the questions onto the back of the booking slip.
 - 1. Have you ever been diagnosed as having a mental illness by a doctor or by a mental health professional?
 - 2. Have you ever or are you currently taking any medications for mental illness?
 - 3. Have you ever tried to kill yourself?
 - 4. Do you currently have thoughts of killing yourself?
- D. Officers mark down the prisoner's answers to the questions on the back of the booking slip, make 3 copies of both sides of the booking slip, and place the one copy in the box marked for booking slips.

.14 INJURED SICK PRISONERS

- A. Officers' Responsibilities:
 - 1. Prisoners who are unconscious, visibly injured, sick, or claiming an injury or illness which requires immediate medical attention are taken directly to a medical facility for treatment by EMS. EMS personnel select the medical facility. In felony cases or violent situations, an officer should accompany EMS to a medical facility on request and with approval from a supervisor. Officers should conform to the requirements of the medical facility on handcuffing of prisoners.
 - 2. Prisoners exhibiting or complaining of minor injury or sickness not requiring immediate medical attention are transported by the arresting officer to the 601 N Frio, Center for Health Care Services Building. Should the arresting officer be involved with other duties, another officer is assigned to transport the prisoner.



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4. Prisoners who are under arrest for public intoxication will be transported to 601 N Frio sobriety Unit or 401 S Frio, Central booking at the officer's discretion.
 5. Officers are responsible for their prisoners while at a medical facility.
 7. All prisoners exposed to an electrical charge from an ECD will be handled in accordance with Section 305.06, *Intermediate Weapons*.
- B. Officers shall complete Use Of Force Report, on any injured/sick prisoner in their custody. The officer preparing the injured prisoner report will forward copies to Criminal Investigator.

.15 DISPOSITION OF ADULT INJURED/SICK PRISONERS AT A MEDICAL FACILITY

- A. Injured/sick prisoners who have been seen by a magistrate are not released at a medical facility.
- B. Adult injured/sick prisoners charged with "Felony" offenses, and are treated or admitted to a medical facility are handled in the following manner:
1. If the prisoner only needs treatment, the officer remains with the prisoner until treatment is complete and returns the prisoner to the Detention Center.
 2. Officers who anticipate having felony prisoners at a medical facility for treatment beyond their tour of duty are to contact a supervisor. Additionally, the officer will conduct hourly check-ins with the supervisor. The supervisor shall:
 - a. Arrange for the primary officer to be relieved by an officer from the next shift only if the primary officer is going to be at the medical facility more than two (2) hours past his normal duty hours.
 - b. Ensure the primary officer has all necessary paperwork completed on the case prior to the relief officer taking custody of the prisoner.
 3. If the prisoner is to be admitted, the officer remains with the prisoner and notifies a supervisor. The supervisor shall:
 - a. Send another officer to pick up all documents necessary for the booking of the prisoner by proxy. This officer writes the word "Proxy" on all documents submitted to the Detention Center and magistrate;
 - b. Review all documents to be submitted to the Detention Center and magistrate;
 - c. After booking by proxy, advise Bexar County Jail personnel of the need for a guard to be sent to the medical facility; and
 - d. Hospitalized felony prisoners are guarded until they become the responsibility of the Bexar County Sheriff's Department with approval from a supervisor.
 4. Class C misdemeanor prisoners (except public intoxication prisoners), not exhibiting the potential for violence and whose injuries are not the result of a officer's use of force, are released from police custody after being issued a misdemeanor citation, with supervisor approval.
 5. The following Penal Code charges SHALL NOT be considered for release:
 - a. P. C. 19.02, Murder
 - b. P. C. 19.03, Capital Murder



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- c. P. C. 20.03, Kidnapping
 - d. P. C. 20.04, Aggravated Kidnapping
 - e. P. C. 21.11, Indecency with a Child
 - f. P. C. 22.01(a)(1), Assault (If exhibiting the potential for violence)
 - g. P. C. 22.011, Sexual Assault
 - h. P. C. 22.02, Aggravated Assault
 - i. P. C. 22.021, Aggravated Sexual Assault
 - j. P. C. 22.04, Injury to a Child, Elderly Individual, or Disabled Individual
 - k. P. C. 29.02, Robbery
 - l. P. C. 29.03, Aggravated Robbery
 - m. P. C. 30.02, Burglary with Intent to Commit a Felony or Assault
 - n. P. C. 49.04, DWI (Felony)
 - o. P. C. 49.07, Intoxication Assault
 - p. P. C. 49.08, Intoxication Manslaughter
 - q. Any felony charge where totality of circumstances outweigh prisoner release
7. Supervisor responsibilities include the review of the arresting officer's report, preparation of a supplement report, and a determination if the criteria are within the requirements listed. Final responsibility will rest with the deciding supervisor.
- D. Warrant Checks on Adult Injured /Sick Prisoners
- 1. A warrant check is conducted on all injured/sick prisoners.
 - 2. If any type of warrant is found for a prisoner who only requires treatment at a medical facility, the prisoner, after treatment, is returned to a detention facility.
 - 3. If a felony, Class A, or Class B misdemeanor warrant is found for a prisoner arrested for a felony offense and he is to be admitted to a medical facility, the prisoner is guarded until he is booked by proxy and in the custody of the Bexar County Sheriff's Department.
 - 4. If a felony, Class A, or Class B misdemeanor warrant is found for a prisoner arrested for a Class A or Class B misdemeanor offense, and treatment will take more than two (2) hours or the prisoner is to be admitted to a medical facility, the Bexar County Sheriff's Department is notified and a county warrant officer is requested.
 - 5. If a Class C misdemeanor warrant is found for a prisoner arrested for a A or Class B misdemeanor offense, and treatment will take more than two (2) hours or the prisoner is to be admitted to a medical facility, the prisoner may be released from custody after supervisor approval is given.



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6. If a Class C misdemeanor warrant(s) is found for a prisoner arrested for a Class C offense, and treatment will take more than two (2) hours or the prisoner is to be admitted to a medical facility, the prisoner is released from custody after supervisor approval is given. Additionally, the officer shall contact the Municipal Court Warrants Section at 210-207-7718 to reactivate the warrant(s).

.16 DISPOSITION OF JUVENILE INJURED/SICK PRISONERS AT A MEDICAL FACILITY

- A. Officers shall make every possible attempt to contact or notify the parent, legal guardian, or custodian of the injured or sick juvenile prisoner being transported to a medical facility so they may be present at the medical facility.
- B. Injured or sick juvenile prisoners charged with a capital felony, or a violent felony, are guarded by VIA Transit Police officer at the hospital or medical facility until treatment is complete and then returned to the Bexar County Juvenile Detention Center.
- C. Regardless of the cause of the injury or sickness, injured or sick juvenile prisoners charged with any offense are guarded by VIA Transit Police officers at the hospital or medical facility until their disposition is determined. The disposition of the prisoner is determined by the following circumstances:
 1. The handling officer contacts a supervisor and advises him of the situation. The officer relays such information as the offense committed, involvement in any family violence, whether the prisoner is wanted on any warrants, and the nature of the injury/sickness.
 2. If the juvenile is arrested for a felony offense and treatment of the juvenile can be completed within two (2) hours, the juvenile prisoner is guarded by the arresting officer and transported to the Bexar County Juvenile Detention Center after treatment.
 3. If the juvenile is arrested for any offense other than a capital felony, or any violent felony, and treatment is going to take more than two (2) hours or if the juvenile is going to be admitted into the hospital, the supervisor will advise the officer to release the juvenile prisoner.
- D. Warrant Checks on Juvenile Injured /Sick Prisoners
 1. A warrant check is conducted on all injured/sick juvenile prisoners.
 2. Injured or sick juvenile prisoners charged with any offense and are wanted on capital felony warrants or felony of the first degree warrants are guarded at a medical facility until treatment is completed and are then transported to the Bexar County Juvenile Detention Center for processing.
 3. If the juvenile is arrested for any offense other than a capital felony or any violent felony and the juvenile is wanted for warrants other than capital felony warrants or felony of the first degree warrants the juvenile is released in accordance with this procedure.

.17 GUARD DUTY AT A MEDICAL FACILITY

- A. Justification for guarding an injured/sick prisoner is based on ensuring the prisoner's safety and to prevent escape.
- B. Shift supervisors determine if a guard is necessary.
- C. Officers' Duties While Guarding Prisoners:
 1. Prisoners are not moved for the convenience of the officer.
 2. Prisoners are not left unattended. When relief is necessary, the officer requests through dispatch to send another officer.



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3. When necessary to prevent escape, prisoners are secured with handcuffs and, if necessary, leg irons. Prisoners are not secured to any stationary objects.
4. Adult prisoners are not allowed to have visitors. Only medical personnel and the prisoner's attorney are allowed to see the prisoner. If medical authorities advise the prisoner is in danger of expiring, the officer, with approval of the attending physician, allows family members and the clergy to visit.
5. Injured or sick juvenile prisoners being guarded at a hospital or medical facility may be allowed to have visits by a parent, legal guardian, custodian, or their attorney if such visits are approved by the attending physician and a supervisor.
6. Prisoners are not allowed to leave the room/ward without permission of hospital staff personnel.

Contact Numbers

CITY OF SAN ANTONIO	
Detention Center	(210) 207-7535
Magistrate's Office	(210) 207-7532
Animal Care Services	311
BEXAR COUNTY	
Bexar County Sheriff	(210) 335-6000 (non-emergency dispatch/automated)
Bexar County Sheriff	(210) 335-6201 (Central Records – 24/7)
JIAA	(210) 335-5049 (Intake area)
Bexar County Jail	(210) 335-6292 (Booking)
Bexar County Juvenile	(210) 335-7612 (Intake) 210-335-7600 (MAIN)
MILITARY BASES	
Fort Sam Houston	(210) 221-2222 (Military Police)
Lackland AFB	(210) 671-2018 (Security Forces)
Randolph AFB	(210) 652-5700 (Security forces)
Camp Bullis	(210) 295-7557 (MP Main Gate)
HOSPITALS	
University Hospital	(210) 358-4000
Crisis Care Center	(210) 225-5481 (open 24/7 - 601 N. Frio, 78207)
Detox Center* (Restoration Center)	(210) 246-1300 (open 24/7 - 601 N. Frio, 78207)
Nix Hospital (Babcock Road)	(210) 200-7084, 7083, 7086
Methodist Specialty & Transplant Hospital	(210) 575-8168 (ER)
MISCELANEOUS	
Child Protective Services	(800) 877-5300
Roy Maas Youth Alternatives	(210) 340-8077