



SHENANDOAH POLICE DEPARTMENT

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February 24, 2009

Mr. Jim Doyle
16728 Bending Oaks
Conroe, Texas 77385

Dear Mr. Doyle,

In response to your open records requested dated 2/24/09 regarding "all records relating to the custody transfer of prisoners from the City of Shenandoah Police Department to U.S. Immigration and Customs Enforcement (ICE) in the year 2008," please review the enclosed policy.

Shenandoah Police Department Directive 71.04, Prisoner Transportation, Delivery of Prisoner, Procedure D. indicates where all prisoners are taken once in the custody of this agency. The City of Shenandoah does not operate any detention facility nor does it maintain any temporary holding cell. All prisoners deemed medically capable of standard confinement are transported to facilities operated by Montgomery County Texas.

Montgomery County, specifically the Montgomery County Sheriff's Office Records Division located at #1 Criminal Justice Drive, Conroe, Texas 77301 (281) 364-4200 ext. 5883, FAX (936) 760-5834, is the custodian of record regarding all custody transfers from facilities operated by Montgomery County Sheriff's Office to any other facility and/or government entity.

Should you need further assistance or clarification, please do not hesitate to contact this office.

Respectfully,

A handwritten signature in black ink, appearing to read "A. B. Carlisle", with a long horizontal flourish extending to the right.

A. Bryan Carlisle
Lieutenant, Professional Development Unit
Shenandoah Police Department
(832) 585-8126

SHENANDOAH POLICE DEPARTMENT

Directive Number: 71.04

Standard(s): 71.1.6

Issue Date: 06/06/05

Revision Date:

Subject: Prisoner Transportation
Delivery of Prisoner

Purpose:

To provide for the safety and security of the prisoner, transporting officer, and the public.

Policy:

Delivery of prisoners to other criminal justice facilities, such as a county jail, juvenile detention facility, or correctional facility, safely and without problems is important. The transporting officer shall observe and comply with the established rules and regulations of the respective detention facility of destination.

While Montgomery County Sheriff Deputies generally perform this type of prisoner transportation, occasionally, officers of this department may be required to transport prisoners from one facility to another. If so, the transporting officer shall observe the following procedures:

Procedure:

A. The transporting officer shall comply with rules and regulations established by all jails, juvenile detention facilities, hospitals, and correctional facilities pertaining to:

1. Firearms security:

- a. Unless directed by the Jail Administrator, Sheriff, or Prison Warden, officers are prohibited from carry firearms into the secure portions of a juvenile detention facility, jail, hospital, or prison.
- b. Officers will safely secure their firearms for safekeeping in the police vehicle, locked desk, locked file cabinet, or pistol locker.

2. Restraining devices: Once securely inside the jail, juvenile detention facility, prison, or other secure facility, *intake* officers shall remove restraining devices just prior to placing the prisoner in a cell or to allow the transporting officer to continue the booking process. Officers are not to remove their prisoner's restraints unless directed to do so by facility personnel.

B. Confinement Documentation:

Directive 71.04

1. All personal property of the prisoner will be inventoried, secured, and delivered by the transporting officer to the receiving officer.
 2. The transporting officer will complete the designated commitment forms (Arrest Record, mental warrant, etc.), showing the reason and authority for said incarceration or confinement.
 3. The transporting officer will obtain copies of confinement or commitment documents, including the signature of the receiving officer, regarding all prisoners and file such in the designated case file.
- C. Medical or Security Hazards: The transporting officer is responsible to advise receiving agency personnel of any potential medical or security hazards, such as prisoners, who are:
- ✓ Suicidal
 - ✓ Violent offenders
 - ✓ Escape risks
 - ✓ AIDS / Hepatitis
- D. Prisoner Destinations: shall include juvenile detention facilities, county jails, prisons, or mental facilities:
1. Juvenile Offenders- Montgomery County Juvenile Detention Facility
 2. Adult Offenders- Montgomery County Jail Facilities (Conroe, South County)
 3. Mental Health- Memorial Hermann - The Woodlands Hospital
 St. Luke's Community Hospital – The Woodlands
 Conroe Regional Medical Center

Chief of Police

Standard: 71.1.6