

*Maryland-National Capital Park Police*  
*Prince George's County Division*

## DIVISION DIRECTIVE

TITLE <b>TRANSPORTING PRISONERS</b>			PROCEDURE NUMBER <b>PG1000.0</b>
SECTION <b>Adult Arrest Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>07/01/04</b>	REVIEW DATE <b>07/01/06</b>
REPLACES <b>PG1000.0 "Transporting Prisoners", issued 05/01/02</b>			
RELATED DIRECTIVES <b>PG1010.0</b>	REFERENCES <b>CALEA 1, 72</b>	AUTHORITY <b>Commander Larry M. Brownlee, Sr. – Division Chief</b>	

### I. PURPOSE

The purpose of this directive is to establish both procedures and general principles for the safe and secure transport of arrested persons in police vehicles.

### II. POLICY

In order to protect the officer, the prisoner and the public, it shall be the policy of this Division to consider all prisoners dangerous.

### III. PRISONER SEARCH PRIOR TO TRANSPORT

- A. In all instances, prisoners will be searched by the arresting officer(s) and by the transporting officer (if different from the arresting officer) prior to transport.
1. Officers will conduct a thorough field search of all prisoners of the same sex.
  2. Limited searches of prisoners of the opposite sex will be conducted in the presence of a witness (whenever possible), however, contact with the genital area, as well as the breast area of a female shall be avoided. If a more extensive search is needed, it shall be done by an officer of the same sex. If a female officer is not available through this Division then another police agency will be called and requested.

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3. Officers should not walk in front of any prisoner or leave any prisoner unsecured or unattended.
4. All prisoners shall be kept under observation at all times, both for safety reasons and to reduce opportunities for escape or attack.

## **IV. PRISONER TRANSPORT**

### **A. Use of restraining devices/handcuffing prisoners**

1. Although an officer's safety is paramount, the decision to use handcuffs or other restraining devices when transporting prisoners will be based upon the transporting officers evaluation of the individual arrested and the existing circumstances.
  - a. Restraining devices/handcuffs shall be used in accordance with Division Directive PG1002.0 - "Use of Restraints".
  - b. When using handcuffs to secure a prisoner to a desk, security bar or while in transport, handcuffs shall be double locked.

### **B. Removal from scene of arrest**

1. All prisoners shall be removed from the scene of an arrest as soon as possible and transported directly to the proper holding facility for processing in accordance with Division Directive PG1010.0 - "Holding Facility and Processing Procedures".
2. While transporting prisoners, officers will take police action only when the risk to third parties is both clear and grave and the risk to the prisoner is minimal. It is the transporting officer's primary responsibility to keep the prisoner safe and free from injury while in custody.
3. Prisoners being transported should be separated by age and sex if practical, unless they have been arrested for the same offense, or as a group stemming from the circumstances of a single complaint or incident.
4. Except when using a prisoner transport vehicle, no more than one prisoner shall be transported at any one time in a vehicle. The number of officers used shall be at the discretion of the shift supervisor.
  - a. When one officer is transporting one prisoner, the prisoner shall be seated in the front passenger seat next to the arresting or transport officer.

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- b. When two officers transport one prisoner, one officer shall sit directly behind the prisoner.
    - c. A transport vehicle may be requested through Prince George's County Sheriff's Department if needed for mass arrests. The on-duty supervisor will make the determination if needed.
  5. Prior to starting any transport, the transporting officer shall notify Communications via radio of the following information:
    - a. Identify yourself by car or I.D. number.
    - b. Give location transporting from.
    - c. Odometer reading (mileage).
    - d. Number of prisoner(s) and brief description of each.
    - e. Destination.
  6. Officers should use the most direct and shortest route to their destination. Prisoners shall not be allowed to communicate with other persons, including attorneys, during the transport period.
  7. Upon reaching their destination the transporting officer shall give his/her ending odometer reading (mileage). Receive acknowledgment and ending transporting time from the dispatcher.
  8. Upon reaching their destination and before removing any prisoner restraints (handcuffs), the officer(s) shall secure all of their weapons in an appropriate lock box receptacle.
  9. When placing a prisoner in a cell, the restraints shall be removed just prior to securing the cell. When taking the prisoner to the Commissioners Office, restraints shall be removed just prior to appearing before the Commissioner. When turning over a prisoner to a detention facility, the officer shall abide by their procedures regarding restraint removal. The delivery of documents shall be done after the prisoner has been secured.
  10. Prisoners will be searched before and after transport. The transporting officer(s) will conduct a search of the transport vehicle and cell area occupied by the prisoner for weapons, contraband, etc, before and after their use.
- C. Partially Dressed Prisoners
  1. When an arrest is made and the prisoner is disrobed, partially or completely, so as to be indecent, the following procedures shall be followed:

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- a. The arrested person shall be taken from public view as soon as possible. If a transport vehicle is not readily available, an office or lavatory, etc., should be utilized for this purpose.
- b. Prisoners, while partially or completely disrobed, will not be placed in transport vehicles with other prisoners of the opposite sex.
- c. Whenever possible, prisoners should be covered.

**D. Special Transport Situations**

1. Officers or prisoners incurring injuries as a result of an arrest or transport shall have the alleged injured area photographed. The injured or transporting officer shall notify the shift supervisor as soon as practical and shall submit any requested reports.
2. Injured prisoners shall receive medical treatment within a reasonable length of time commensurate with the seriousness of the injury.
  - a. When necessary, an ambulance shall be summoned and an officer shall accompany the prisoner in the ambulance.
3. When an injured, ill or physically handicapped prisoner is being transported, in either a police vehicle or an ambulance, the use of restraining devices shall be at the discretion of the arresting/transporting officer. In these situations the officer shall use due care when considering the safety of the prisoner, the officer and others.
4. Whenever possible, prisoners shall be transported by an officer of the same sex. When this is not possible, a second officer shall ride with the transporting officer or follow the transporting officer to the destination.
5. When transporting a mentally disturbed or violent prisoner, two officers shall make the transport in the manner described in Section IV.B.4.b-c. of this directive.
6. Officers of this Division shall not transport prisoners to situations such as visitations, funerals, etc., or directly to courts or correctional facilities other than the Prince George's County Detention Center.
7. During any long distance prisoner transport situation, special consideration must be given to meals and the necessary comfort of both the officers and the prisoner. All transports of this type, where the travel time with a prisoner exceeds one hour, shall be made by two officers. A meal stop may be included whenever the one-way trip with the prisoner exceeds four hours. This stop shall be made at the discretion of the senior officer. Whenever a meal stop is to be made, the location shall be chosen

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randomly and not be announced ahead of time. While each situation is different, officers shall use special care when making rest or comfort stops. At least one officer shall remain with the prisoner at all times. All other pertinent sections of this directive shall apply during long distance transport situations.

**E. Prisoner Escapes While In Transport**

1. In the event of a prisoner escape, the transporting officer shall immediately notify Communications of the location, description and any other pertinent information. Communications Section personnel shall notify any other appropriate jurisdiction(s), other Park Police units, the shift supervisor and Operations Duty Officer (ODO). Control of the area search shall be the responsibility of the agency with primary jurisdiction. The transporting officer shall submit a Miscellaneous Incident Report (MIR), fully documenting the incident, prior to securing their tour of duty.

**F. Documentation**

1. It is the responsibility of each transporting officer to verify the positive identification of all prisoners being transported. This shall be done by checking the prisoner's documents against the transporting documents, writ, commitment, etc., and by comparing a photograph, when available, to the prisoner being transported.
2. All prisoners being transported between facilities or locations shall be accompanied by the appropriate documentation/reports/items:
  - a. To Court Commissioner - Charging documents, photograph, personal property and the initial report, if available.
  - b. To Detention Center - Commitment papers, any medical records and personal property.
  - c. To other agency/facility - Commitment papers or retainer or other holding document, any medical records and personal property.
  - d. Interstate Transport - Properly executed Governor's warrant or waiver of extradition, any medical records and personal property.
3. All information relating to a prisoner's escape and/or suicide potential or any other personal traits of a security nature shall be included in the documentation that accompanies the prisoner during transport and forwarded to the receiving facility/agency.

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**V. RESPONSIBILITY**

A. All officers

1. Shall search all prisoners prior to transporting.
2. Shall inspect the transport area of their vehicle at the beginning of each tour of duty and prior to and after each prisoner transport.
3. Shall adhere to the guidelines provided in Division Directive PG1002.0 - "Use of Restraints" when transporting a prisoner.
4. Shall advise the dispatcher of all transport destinations, mileage, race and sex of each prisoner.
5. Shall obtain a signed receipt for all prisoners transported to any detention facility.

B. Shift Supervisors

1. May authorize the use of a special transport vehicle when necessary.
2. Shall respond to the scene of arrests, when possible, to ensure compliance with the provisions of this directive.

C. Operations Duty Officers

1. Shall conduct periodic field inspections to ensure compliance with the procedures set forth in this directive.

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