



**Baltimore County Sheriff's Office  
Towson, Maryland**

**Sheriff  
R. Jay Fisher**

**General Order**

<b>Subject:</b> <b>Prisoner Transportation</b>	<b>Effective Date</b> <b>3/12/12</b>	<b>Number</b> <b>B-3</b>
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**Purpose:** To establish the policies and procedures for the transportation of prisoners.

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**I. General Notes on Transportation**

- A.** Deputies must inspect all prisoner paperwork before transport, taking special note of any and all risk factors, such as mental instability and risk of escape.
- B.** Deputies must check prisoner identity on paperwork against prisoner's identity bracelet. If no bracelet is present, the deputy must verify the prisoner's identity with a records check by having a desk sergeant check the Crystal Report System, or by contacting BCDC. Deputies are required to verify prisoner's identity before transport.
- C.** Only the deputy or other agency personnel shall communicate with the prisoner during transport.
- D.** No prisoner is permitted to eat, drink, or smoke in a transport vehicle.
- E.** Male and female prisoners shall never be handcuffed together while in transport.
- F.** Juveniles and adults shall not be transported together in agency vehicles.
- G.** Juveniles will be kept out of sight and sound of adults unless he/she is waived to adult status by the court.
- H.** When one deputy gives custody of a prisoner to another deputy, he/she must relay any information that may affect safety, such as the prisoner's mental status, disability, escape risk, etc.

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### **Prisoner Transportation**

- I. Whenever deputies transport juveniles or a prisoner of the opposite sex, the deputies shall notify the dispatcher of his/her mileage when beginning and ending transport. Deputies shall also indicate the number of prisoners in transport, and the destination.
- J. Whenever a member picks up a prisoner from any correctional facility or institution the member is to complete a Prisoner Document Tracking Form #35. The completed form is to be provided to the Desk Sergeant or any member assuming custody of the prisoner after transport. The Desk Sergeant or member assuming custody of the prisoner shall ensure the transporting member completes his/her portion of Form #35 before taking custody of the prisoner. The form is to be filed with any other appropriate paper work regarding the prisoner at the end of the day. Prisoners picked up from the Baltimore County Detention Center are exempt from this requirement.

### **II. Prisoner Searches**

- A. All prisoners must be thoroughly searched immediately before being transported.
- B. Whenever possible, a deputy of the same gender shall conduct the search.
- C. If the transporting deputy is different than the arresting deputy, then the transporting deputy must search the prisoner again before transporting him/her.
- D. Any weapons or contraband found on a prisoner will be removed and packaged according to departmental policy (see General Order B-2, Property and Evidence).
- E. Strip searches may only be conducted when probable cause to support the search is present. The following conditions apply:
  - I. A member must obtain permission from his/her Lieutenant or higher rank before conducting a strip search.
  2. A Baltimore County Sheriff's Office Event Report (form #10) will be completed by the deputy requesting and performing the search. The report will include the reason for the search, the name of the sergeant approving the search, name of deputies conducting the search, date, time, and location of the search.
  3. Strip searches will always be conducted by two members. Whenever possible, a supervisor shall be present during the search. Both members must be of the same gender as the person being searched. Both members' names will be recorded on the incident report.
  4. All strip searches must be conducted in private within a secure public safety building or detention facility. The search location must be isolated from sight and sound of other prisoners.
- F. Body cavity searches may only be conducted after obtaining a warrant. These searches will only be conducted by a licensed physician, and after the approval of a supervisor. A cavity search will be documented on a form #10 and the prisoner log.

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**Exception:** the mouth may be searched without a warrant if a deputy has probable cause to believe a prisoner is concealing something. Reasonable force may be used to prevent swallowing the object.

- G. In the event a person is arrested by a member of this Office, he/she shall be searched by the arresting member at the scene of the arrest. Additionally, the Desk Sergeant/Warrant Squad Sergeant shall assign a member to conduct a second search of the arrestee upon his/her arrival at the Sheriff's Office for processing. In the event the arrest is after normal working hours any available member will conduct the second search. The arrest report shall list the names of both members that searched the arrestee. If contraband or a weapon is missed in the searches culpability will lie with both members.
- H. Whenever a prisoner or juvenile in custody is brought to the Office by outside jurisdiction personnel, the prisoner/juvenile shall be subject to a search by a member of this Office before he/she is placed in a cell. The outside jurisdiction personnel are to stand by until the search has been completed.

**III. Vehicle Searches**

- A. Vehicles will be searched at the beginning of the shift, and immediately before and after being used to transport each prisoner.
- B. In the event that a deputy finds contraband, he/she must document the item found according to procedure (see General Order B-2. Property and Evidence). The member's supervisor and the facility, where the prisoner was being housed, must be notified when contraband is found.

**IV. Transportation of Prisoners**

- A. Prisoners will only be transported in designated Baltimore County vehicles. Whenever possible, deputies shall use vehicles equipped with safety barriers or cages.
- B. When a prisoner is transported in a vehicle with a cage or barrier, the prisoner and the deputy shall be seated as follows:

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**Prisoner Seating**

<b>Nnnumber of Prisoners</b>	<b>Number of Deputies</b>	<b>Seating in Vehicles Equipped with a Cage</b>
One	One	If the vehicle is equipped with a cage, the prisoner shall be placed in the caged area on the right side.
One	Two	If available, a second deputy shall accompany the transporting deputy and shall be seated in the right front passenger seat
Two	Two	When transporting two prisoners in a vehicle, a second deputy shall always accompany the transporting deputy unless special circumstances exist. The prisoners shall be seated in the caged area and the second deputy shall be seated in the right front passenger seat.

- C. No deputy shall transport a prisoner by himself/herself in a vehicle without a safety shield or cage.
- D. If two deputies must transport a prisoner in a vehicle without a cage, the prisoner shall be seated on the back right side of the vehicle, and the second deputy shall be on the back left side.
- E. Vans must be used when transporting more than three prisoners.
- F. Whenever a prisoner is arriving or departing from the Courthouse, via transport vehicle, he/she shall be loaded into and unloaded from the transport vehicle from within the sally port. It is the responsibility of Desk personnel and/or the transporting member to ensure compliance. If the sally port is full, it shall be the responsibility of Desk personnel/transporting member to remove a vehicle and allow the transport vehicle in question access to the sally port. The prisoner is not to exit the vehicle or leave the Desk area and enter the sally port until the gate is down and the sally port is secure.

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**V. Breaks and Stopping During Transport**

- A. A deputy shall not lose sight of or be separated from the prisoner at any time during transport.
- B. If a prisoner requires the use of a restroom, the deputy should make every reasonable effort to utilize a law enforcement agency, correctional facility, or detention center.
- C. If a deputy must allow a prisoner to use a public facility, the deputy must:
  - 1. Inspect the facility to ensure there is no possibility of escape or procurement of a weapon.
  - 2. Prohibit public access to the restroom while the prisoner is utilizing it.
  - 3. Remain present with the prisoner, including prisoners of the opposite sex.
  - 4. Whenever possible, notify dispatch of the stop.
- D. Prisoner shall not be brought in to a public restaurant while in transit to another facility.
- E. A single deputy may not stop and render aid during transport unless the situation involves ***imminent risk of death or serious injury***. When two Deputies are on the transportation detail, one Deputy must stay with the prisoner when rendering aid. Attempt to notify dispatch when stopping to render aid.

**VI. Arrival at Jails, Detention Centers, and other Facilities**

- A. Upon arriving at the facility, deputies must first secure their weapon in the designated gun box, weapon or property locker.
- B. Deputies shall not remove restraining devices until just prior to a prisoner's admittance into a holding cell. Unless otherwise directed, restraints shall be maintained until the sally port area within the facility is secured.
- C. If multiple prisoners are being transported to different locations, one deputy must remain with the prisoner(s) at all times. This may require one deputy to remain in the vehicle with prisoners while the other deputy escorts another prisoner into a secured facility.

**VII. Prisoner Property**

- A. When picking up an inmate from a secure detention facility the prisoner's property shall be inventoried, even if the property is in a sealed bag. Sign the receipt provided by the detention facility.
- B. Deputies taking inventory of property must do so in front of the property owner, have the owner sign the Baltimore County Property Inventory form #72, and package and seal the property in a new property envelop or container.

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- C. When prisoner property is turned over to another agency, the receiving agency shall sign the property sheet. The property sheet shall be returned to the desk sergeant at the end of the detail.

### **VIII. Prisoner Restraints**

- A. All prisoners, baning injury or special circumstances, must be secured by handcuffs, belly chains, and leg irons when being transported in a county vehicle.
- B. Handcuffs and leg irons must always be double locked when securing a prisoner for transport.  
(**Exception:** hospital details, sick or injured persons according to deputy's discretion)
- C. Prisoners shall not be handcuffed to a fixed object in the transpmiation vehicle.
- D. When the transporting deputy feels as if the prisoner is a specific security risk, he/she may obtain permission from the desk sergeant to use the stun cuff. The deputy must follow standard stun cuff procedures for use and documentation.

### **IX. Sick or Injured/Handicapped Prisoners**

- A. Handicapped prisoners shall be treated with the same level of caution as non-handicapped prisoners.
- B. All apparatus, including but not limited to wheelchairs, canes, breathing apparatus, and prosthetics, must be inspected by the transporting deputy.
- C. If the prisoner makes the use of a cane or folding wheelchair, those items will be placed in the trunk of the vehicle. If the handicapped person uses a non-folding wheelchair, a van or ambulance must be used for transpmi.
- D. Deputies should make reasonable efforts to assist disabled prisoners.
- E. If a prisoner needs to be transported to a medical facility via ambulance, the appropriate restraints shall be provided depending on the prisoners risk to ambulance personnel. A deputy must accompany the prisoner in the ambulance, and keep the prisoner in his/her custody until relieved by qualified authorities.
- F. A minimum of two Deputies shall be assigned to a hospital detail. Any time a deputy accompanies a prisoner to the hospital, the deputy shall complete an Event Repmi (form #10), and include the medic and run number on the report. Be alert at all times during the medic lun and the Hospital Detail in keeping with the following best practices:
  - 1. At all times Deputies must be mindful of good officer safety gun retentions practices and training to prevent the prisoner from obtaining your service weapon.

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2. Upon arrival at the medical facility provide the staff with the following information:
  - a. Prisoner's name;
  - b. Any special concerns known to the Deputy (i.e. prior assaults on Law enforcements, prior escape attempts, known gang member, suicide precautions, prior sexual assaults, etc);
  - c. Any health concerns known to the Deputy;
  - d. Specific contact information for your supervisor/office in case of an emergency.
3. The deputy shall determine the type(s) of restraining devices utilized with input from emergency medical personnel. The Deputy will consider the situation and the extent of the injuries or sickness.
4. Notify your supervisor if the prisoner is to be admitted to the hospital, provide the room number and any appropriate information.
5. Ensure that you have clear communications with dispatch and hospital staff.
6. Deputies will ensure the hospital room and the prisoner are thoroughly searched before and after room changes or movements within the hospital.
7. Deputies will remain with the prisoner and remain alert during the hospital detail. Card playing, reading, electronic games, personal TVs, use of cellular phones or other distractions are **strictly prohibited**.
8. The prisoner will have **no visitors**; contact will be limited to hospital staff with proper identification.
9. If the prisoner becomes violent or disruptive, the Deputies shall assist and protect the hospital staff to the best of their ability. Proper use of force in accordance with agency guidelines is authorized to protect the public, prevent escape and maintain order.
10. Leg irons and handcuffs are the custodial restraining devices used to restrain the prisoner unless the attending physician should request other devices, which will not interfere with the prisoners care. Flex cuffs are required in the critical care units, operating rooms and other specialty areas where the use of metal restraints conflict with provision of medical care.
11. All prisoners shall be secured to the bed unless prohibited in writing by the attending physician. As a minimum, one arm and one leg shall be secured to the bed at all times unless restraints conflict with the provision of medical care.

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12. Prisoner movement to a restroom (even one located in the same room) is inherently dangerous. Use all caution when the prisoner is using the restroom in keeping with established policy in this order, (Section V, C).
- G. If a prisoner becomes sick during transport, the deputy shall make every effort to contact dispatch and ask for medical assistance as necessary (including calling 911 liaison via cell phone if possible). Any stopping or changing of destination as a result of sickness shall be documented on a f01m 10. Supervisors or weekend night commanders shall be contacted.

**X. Escapes**

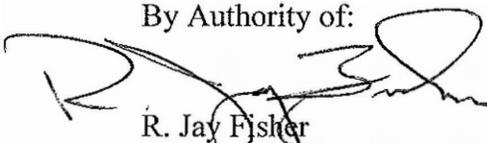
- A. If a prisoner escapes, the deputy must immediately notify the dispatcher in his/her area.
- B. Deputies must be able to provide dispatcher with a clear description including approximate height, weight, gender, build, race, weapons, or tools used to escape, nature of charges, etc.
- C. Deputies must be able to provide an approximate time and location of escape, and, when known, direction and means of travel.
- D. A deputy must make every possible effort to notify the dispatcher in his/her given area of the escape. If the deputy is unable to establish radio communication with the dispatcher, he/she must immediately contact the 911-center liaison, and his/her supervisor.
- E. Once the deputy has disseminated the escape information to the 911-center, he/she must advise his/her supervisor.
- F. The supervisor will notify the member's supervisor. The member's supervisor will make appropriate notifications via the chain of command.

**Rescission** Remove from manual and rescind: General Order B-3 "Prisoner Transportation", 05/19/08, and three Amendments dated 12/04/09, 05/24/10 and 07/29/10.

**Distribution** Sworn members

**Appendix 1:** Form #035, Prisoner Document Tracking Form.

By Authority of:



R. Jay Fisher  
Sheriff

**Prisoner Document Tracking Form**

Prisoner's Name:

Institution Prisoner Received from:

Date & Time Received:

Deputy Receiving/Transporting:

Deputy Receiving/Transporting:

Documents Received with Prisoner

Conunitment: Yes.. No..

Detainer: Yes.. No..

(If yes, Institution/Agency lodging detainer)

Property: Yes\_\_ No\_\_

Charges:

Received by BCSO by:

Date & Time:

Institute/Facility Prisoner Transported to:

Deputy Transporting:

Deputy Transporting:

Notes:

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Received at Institution by:

Date & Time: