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- I. Transport Vehicles

Officers will inspect their vehicle prior to their tour of duty in accordance with Division Directive, "Inspection of Police Vehicles." During the shift, any vehicle, which is used to transport a prisoner, will be searched before and immediately after the transport by the transporting officer. It is important to check the area where the seat separates, and the prisoner's hands were last. This search will be conducted to ensure that no contraband is in the vehicle before the prisoner is transported and that the prisoner has not left any property or contraband in the vehicle.

- II. Prisoner Transports

- A. The transporting officer is legally responsible for the safety and custody of the prisoner being transported. All unusual circumstances regarding prisoner transport will be documented in the report.
- B. The officer who is assigned to transport the prisoner will search and seat belt the prisoner before transporting. It should never be assumed by the transporting officer that someone else has searched the prisoner.
- C. When transporting a violent prisoner or a prisoner exhibiting erratic behavior, officers will request a vehicle equipped with a transport safety screen. If one of these vehicles are unavailable, two officers will make the transport in the manner described below in Section II. E. 4. b.
- D. Whenever possible, prisoners will be transported by an officer of the same sex.
- E. Prisoners should be searched by officers of the same gender.
  - 1. When circumstances do not allow for this because of officer safety or officer of the same gender is not available, transporting officer should, whenever possible, secure the presence of another officer to witness the search process.
  - 2. In those instances where the transporting officer must search a member of the opposite sex, searches will be conducted following established professional standards, with the primary importance being officer safety.
  - 3. Officers will not leave any prisoner unsecured or unattended.
  - 4. Except when using a transport van or at the authorization of the shift supervisor or Watch Commander, no more than one prisoner will be transported in any one vehicle at the same time. The number of officers used will be at the discretion of the shift supervisor.

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- a. When one officer is transporting one prisoner in a vehicle with a transport safety screen, the prisoner will be seated and belted into the right rear seat so as to be visible to the officer. When one officer is transporting one prisoner in a vehicle that does not have a transport safety screen, the prisoner will be seated and belted in the front passenger seat next to the arresting or transport officer. Prior to seating the prisoner in the transport vehicle, the area where the prisoner will be seated will be searched by the transporting officer.
  - b. When two officers transport one prisoner in a vehicle with a transport safety screen, both officers will sit in the front seat with the prisoner seated and belted in the right rear. When two officers transport one prisoner in a vehicle that does not have a transport safety screen, the prisoner will be seated and belted in the front passenger seat and one officer will sit directly behind the prisoner. Prior to seating the prisoner in the transport vehicle, the area where the prisoner will be seated will be searched by one of the transporting officers.
  - c. ~~If transport vehicle is equipped with~~ *In-car video system must be on and ~~turn~~ camera turned to face prisoner and record transport.*
5. Restraining devices will be used in accordance with Division Directive, "Use of Restraining Devices."
  6. Prior to starting any transport, the transporting officer will notify Communications by radio of the following information;
    - a. Destination
    - b. Starting mileage
    - c. Race and sex of the prisoner
  7. The ending mileage will be given upon arrival at the destination.
  8. All prisoners will be kept under observation at all times.
  9. Transporting officers will proceed directly to their destination and will not stop for meals, to handle calls, etc.
  10. In the event of a prisoner escape, the transporting officer will immediately notify Communications of the location, description and any other pertinent information. Communications Section personnel will notify any other appropriate jurisdiction(s), other Park Police units, the shift supervisor and the Watch Commander. Control of any area search will be the responsibility of the shift supervisor or Watch Commander. The transporting officer will submit an Incident Report fully documenting the incident prior to securing.
  11. Prisoners will not be allowed to communicate with other persons, including attorneys, during the transport period.

12. Upon reaching their destination and before removing any prisoner restraints, the officer(s) will secure firearms in an appropriate receptacle.
13. When placing a prisoner in a cell, the restraints will be removed just prior to securing the door. When taking a prisoner to the Central Processing Unit (CPU), the prisoner will be turned over to CPU personnel. Transporting officer will abide by Central Processing Units procedures regarding restraint removal.
14. Handcuffs will be double locked when securing a prisoner.
15. When the prisoner transport is complete and the prisoner is secured in a holding cell or facility, the transporting officer will conduct a search of the transporting vehicle in the area of where the prisoner was sitting while being transported.

### III. Documentation

- A. It is the responsibility of each transporting officer to verify the positive identification of all prisoners being transported. This will 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.
- B. All prisoners being transported between facilities or locations will be accompanied by the appropriate documentation/items.
  1. To Central Processing Unit - Charging documents, photograph, personal property and the initial report, if available.
  2. To other agency/facility - Commitment papers or detainer or other holding document, any medical records and personal property.
  3. Interstate Transport - Properly executed Governor's warrant or waiver of extradition, any medical records and personal property.
  4. When a prisoner who is determined to be an unusual security risk is being transported, notification will be made to destination to allow for additional security measures to be instituted.
  5. All information relating to a prisoner's escape ~~and/or~~ suicide potential or any other personal traits of a security nature will be included in the documentation that accompanies the prisoner during transport and forwarded to the receiving facility/agency.

### IV. Prisoners Requiring Medical Treatment

- A. All prisoners in our custody who are sick or injured will be provided with the level of treatment commensurate with their illness or injury.
  1. When necessary, an ambulance will be summoned, and an officer will accompany the prisoner in the ambulance.

2. When an injured, ill or physically handicapped prisoner is being transported, in either a police vehicle or an ambulance, the use of restraining devices will be at the discretion of the officer. In these situations the officer will use due care when considering the safety of the prisoner, the officer and others.
- B. Officers or prisoners incurring injuries because of an arrest or transport will be photographed whenever it would adequately depict the injuries. The injured or transporting officer will notify the shift supervisor as soon as practical and will submit any requested reports.
  - C. A Commander's Report will be submitted to the appropriate staff by the Watch Commander or Officer in Charge (OIC), before the end of their tour of duty, detailing:
    1. Medical reason for the transport.
    2. Total hours spent on the transport.
    3. Current medical status of the prisoner.
- V. Guarding
- A. Officers will remain with prisoners at all times while they are receiving medical treatment, unless that treatment may be hazardous to the officer, i.e. x-rays.
  - B. If it is necessary to admit the prisoner to the hospital, members of this Division will be responsible for providing continuous security.
    1. The duty post of the officer will be inside the prisoner's room. If the prisoner has an infectious disease which could be transmitted to the officer merely by his/her presence in the room, the duty post will be immediately outside the entrance to the prisoner's room. The existence of the disease will be confirmed by the prisoner's attending physician before the duty post is established or changed.
    2. An appropriate level of illumination will be maintained in the room at all times for security reasons.
    3. Guarding officers will inspect all articles coming into the prisoner's room.
    4. Visitors are not permitted unless the prisoner's condition is critical and then only immediate family or next of kin will be permitted to visit. Only one visitor will be allowed in the room at a time.
      - a. Approval for visitation must be obtained from the Watch Commander or OIC who will assign an appropriate number of officers for the visitation and make any other necessary arrangements.
      - b. Guarding officers will ensure that no physical contact between visitor and prisoner occurs. One officer will observe the prisoner and visitor while an additional officer guards the door.

5. At the conclusion of the detail the Patrol Commander will notify the Assistant Chief, Patrol Branch, by memorandum, of the medical findings, status of the prisoner and the date and time of his/her release from the hospital.

VI. Special Transport Situations

- A. Park Police officers will not transport prisoners in situations such as visitations, funerals, etc. or directly to courts or correctional facilities other than the Montgomery County Detention Center.
- B. 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, will be made by two officers. A meal stop may be included whenever the one-way trip with the prisoner exceeds four hours. This stop will be at the discretion of the senior officer. Whenever a meal stop is to be made, the location will be chosen randomly and not announced ahead of time. While each situation is different, officers will use special care when making rest or comfort stops. At least one officer will remain with the prisoner at all times. All other pertinent sections of this Directive will apply during all long-distance transport situations.

**By Authority of  
Chief Darryl W. McSwain  
Maryland-National Capital Park Police  
Montgomery County Division**

**Approved Park Police Document  
Signed Original on File**

**End of Directive**