



*Office Of The Sheriff*  
**Allegany County**  
**Maryland**

GENERAL ORDER NO: **4-300.00**

TO: All Patrol and Judicial Personnel

RE: **PRISONER TRANSPORTS - -**

PURPOSE: To establish procedures for the safe and secure transport of prisoners.

EFFECTIVE DATE: 2004

REVISION DATE: 3/1/2016

**4-301.00      Transport Operations**

.01      Prisoner Searches

- A. Any person under arrest will be placed in appropriate restraints in accordance with this Order; i.e., handcuffs, waist chains, leg irons, etc., and thoroughly searched for weapons and contraband. The arresting deputy will be responsible for ensuring that prisoners are searched. After an arrest is made or a prisoner taken into custody, the prisoner will be immediately transported directly to the Sheriff's Office, other agency of destination, court, medical facility, etc.
- B. Prisoners will be searched each time they are taken into custody as a result of an arrest, or when they are taken into custody for transport from another division or facility.

.02      Weapons Security

- A. Upon arrival at the Sheriff's Office, deputies in control of a prisoner will immediately secure their weapons in the gun lockers prior to entering the Patrol Facility, and before removing restraints from the prisoner.

- B. Personnel taking prisoners into custody or releasing them to other facilities will secure their weapons in provided locations or in the locked trunk of their vehicle until the prisoner is secure and placed in the vehicle, or is in a secure area of the facility.

.03 Transport Vehicle Search

- A. When a vehicle is used to transport prisoners, the immediate area of the vehicle where the prisoner will sit or has sat will be searched for weapons or contraband.
- B. Checks will be made of vehicles prior to the start of shift for operational readiness.

.04 Position of Prisoners During Transport

- A. In vehicles equipped with protective barriers; (i.e., cages, grills):
  - 1. If transporting one prisoner, he/she will be positioned on the passenger side, rear seat.
  - 2. He/she will be handcuffed, either in front or rear, depending on the length of the transport and at the discretion of the deputy, and seatbelts utilized.
  - 3. In all cases where there are two or more prisoners, all prisoners will be handcuffed to the rear, placed on the rear seat and seatbelts utilized.
  - 4. If information indicates that a prisoner is an escape risk, or is potentially violent, leg irons and waist chains will be used.
- B. In vehicles not equipped with protective barrier (i.e., cages, grills)
  - 1. If transporting one prisoner, he/she will be positioned on the passenger side, front or rear seat.
  - 2. He/She will be handcuffed to the rear, (or to the front with waist chain), and seatbelts utilized.
  - 3. When possible, vehicles not equipped with protective barriers will not be used to transport multiple prisoners.

4. If information indicates that a prisoner is an escape risk, or potentially violent, a vehicle equipped with a protective barrier will be used.

C. Prisoners will not be handcuffed to any part of the vehicle.

D. Exceptions to restraints may be made in accordance with this Order at the transporting deputy's discretion with sufficient justifiable reason. Factors influencing the decision may include, but not be limited to: age, physical condition, mental condition, prisoner history, etc. However, personnel will be held accountable for any adverse consequences of their decisions.

.05      Sight of Prisoners

A. The transporting personnel will maintain sight, as much as possible, of the prisoner at all times except:

1. The prisoner must be given reasonable opportunity to use toilet facilities and be granted a certain amount of privacy. Depending upon the facility, deputies may or may not constantly stay with the prisoner. If the deputy does not accompany the prisoner; i.e., in a stall or a very small bathroom, the location will be checked before losing sight of the prisoner to see if any avenue of escape exists, or if any weapon is present or any article that could be used as a weapon. If it is necessary for a prisoner to use the toilet during an extended transport, a facility will be picked at random, and not at the request of the prisoner. While in such situations, the prisoner will not be allowed contact with other persons.

.06      Meals During Transports

A. If the transport is lengthy, and meals must be procured, an establishment will be selected at random for security reasons. Places to eat will not be discussed beforehand in the presence of the prisoner. The decision as to taking a prisoner into an establishment or having food in the vehicle will be made after taking into consideration the nature of the crime, history of the prisoner, age, medical condition, if any, types of restaurants available, etc. However, drive-thru fast food restaurants will be given first consideration due to enhanced security if the prisoner remains in the vehicle. Meals will be ordered that do not require utensils. No hot beverage will be given to the prisoner. There will be no smoking during transports.

.07 Stopping to Provide Law Enforcement Services - When transporting a prisoner, personnel will stop to perform law enforcement service in the following instances only:

- A. When a situation exists where a person's life or safety is in immediate jeopardy.
- B. When a crime is in progress and it is imperative the suspect be apprehended for safety reasons.

In other circumstances personnel will call the information in, via radio if local, if out of radio range via telephone to the agency who has jurisdiction, or will request a third person call the appropriate agency. Transporting deputies will at all times ensure that their prisoner(s) are secure and protected.

.08 Prisoner Escapes

- A. In the event a prisoner escapes, while being transported or from a holding cell/area, custodial deputies will:
  1. If the escape occurs within Allegany County, immediately advise the Communication Center EOC/Duty Officer. Give the Center all known information; i.e., name, description, clothing, direction of travel, and any other pertinent information. The Communications Center will immediately broadcast the information to on duty personnel, and give the information to the Cumberland City Police, Frostburg City Police and Maryland State Police, as well as any other applicable agency.
  2. Immediately request assistance from an agency having jurisdiction over the area in which the escape occurred, if not in Allegany County. Advise the agency of all relevant information as in "1." above. Offer any assistance possible in the recapture of the prisoner. As soon as possible, notify the Allegany County Sheriff's Office Duty Officer of the escape.
- B. The Duty Officer will advise the Shift Lieutenant of the situation, coordinate unit deployments for search, and decide if more personnel are needed. Assistance may be requested from the Cumberland City Police and/or Maryland State Police.

- C. If the escape occurs within Allegany County, the transporting or custodial deputy will complete a detailed report on the escape before the end of shift for submission to the Patrol Commander. If the escape occurs outside of Allegany County, the report will be submitted within one (1) working day of personnel returning to the County.

.09 Prisoner Communications

- A. During transport, communications between prisoners will be kept to a minimum, and no communications or contact will be allowed between prisoners and other outside parties.

.10 Arrival at Transport Destination

- A. Upon arrival at destination, firearms will be secured in areas provided or in the locked vehicle trunk before restraints are removed from the prisoner.
- B. Restraining devices will be left on the prisoner until inside a secure area. Once the prisoner has been brought to the Patrol Division, time spent outside a holding cell without restraints will be held to a minimum. Two deputies will be present in the area at all times.
- C. If the destination is a location other than the Sheriff's Office, a signed receipt for the prisoner will be obtained from the receiving agency, and all accompanying documents/property of the prisoner transferred to the receiving facility.

.11 Prisoner Transport to Medical Facility

- A. If after an arrest or during transport it is necessary to take a prisoner to a medical facility, the Duty Officer will be notified as soon as possible. The Duty Officer will take the following action to ensure the security of the prisoner:
  1. Brief the Shift Lieutenant or his designee of the situation immediately if a serious injury is involved or if the prisoner is to be admitted. If the emergency has occurred outside of Allegany County, the Shift Lieutenant, or his designee, will coordinate plans to provide security which may include assistance from an enforcement agency in the area.

2. Establish liaison with hospital staff and request that the prisoner be placed in as private and secure place as is possible.
3. Get any pertinent information; i.e., details of emergency, condition of prisoner, location, room number, etc. Determine personnel requirements for short term. Advise Shift Supervisor if admission has taken place and if so, determine personnel needs to provide security.
4. The prisoner will be kept under observation at all times. Restraining devices will normally be used at all times unless forbidden for health reasons by medical personnel.
5. If the prisoner has not had a first appearance and the admission to the medical facility is in Allegany County, the Duty Officer will contact the District Court Commissioner, advise him/her of the situation, and request an initial appearance hearing at the medical facility. If the Commissioner refuses, the refusal and reason, if given, will be documented in subsequent reports.

.12 Transporting Dangerous/Security Risk Prisoner to Court

- A. When a prisoner, known to be dangerous or a security risk must be transported to court or the District Court Commissioner's Office, the following action will be taken:
  1. Depending upon the risk factors involved, the Commissioner may be requested to come to the Detention Center for an initial appearance.
  2. The judge or commissioner in front of which the prisoner is to appear will be advised as to the risk factors involved. If restraints are not normally allowed in the court room or office, request an exception due to circumstances.
  3. The Shift Lieutenant or his designee will be kept informed of any such transports and will ensure that ample personnel are assigned.
  4. Strict confidentiality will be maintained as to times and routes of transports.

**4-302.00      Special Transport Situations**

.01      Different Gender Transports - Transporting prisoners of different gender places deputies in a somewhat vulnerable position. In such instances, the following will apply:

- A.      During local transports involving prisoners of different gender or on juvenile transports, deputies will advise Communications of the vehicle's starting mileage which will be entered into the In-house computer System. Prisoners will immediately be transported to destination without delay at which time the ending mileage will be given to Communications.
- B.      If the transport is lengthy, a minimum of two deputies will be assigned. Deputies may be the same gender as the prisoner, or one of like gender, but never all deputies of different gender from the prisoner.
  1.      On such extended transports, the use of cellular phones is made available.
- C.      Physical or verbal contact will be kept to a minimum between departmental personnel and prisoners.
- D.      Normally, female prisoners will not be transported with male prisoners, nor juvenile prisoners with adult prisoners, however, certain situations will dictate otherwise.

.02      Methods of Transporting Handicapped Prisoners

- A.      Common sense and good judgment must be used when transporting a handicapped person. When no security risk exists because of the handicap, restraining devices may be inappropriate.
- B.      Handicapped transports will be addressed on a case by case basis. Special equipment/assistance will be obtained as necessary to complete transportation. Handicapped prisoners will be made as comfortable as possible while maintaining an adequate level of security based upon the crime and prisoner history.

.03 Medical Treatment for Prisoner

- A. If a prisoner in custody requires medical attention due to illness or injury, medical assistance will be obtained as soon as possible.
- B. If an injury or illness occurs during arrest transport or while the prisoner is in custody of Patrol Division personnel, documentation will be included in a detailed or subsequent report; i.e., arrest report prior to end of shift.
- C. Discretion and common sense must be exercised as to restraints used on an ill or injured prisoner. If the prisoner is totally incapacitated, restraints may be inappropriate. The decision as to restraints must be influenced by crimes involved, history of prisoner, age, nature of illness/injury, etc.

.04 Special Events Transports

- A. Special transport situations present unique security problems because of increased opportunities for escape, infliction of injury on departmental personnel, and contact with unauthorized persons. Special security procedures must be exercised to include:
  - 1. Adequate personnel to accompany the prisoner. Depending upon the circumstances, it may be beneficial for a part of the security contingent to be in civilian clothes, (appropriate for the area or occasion).
  - 2. Use of adequate restraining devices depending upon the prisoner's history and crimes.
  - 3. Positioning of security personnel in such a way that contact with other people by the prisoner is not possible.
  - 4. Enhanced observation must be maintained of people and activities at the event or location.
  - 5. Strict confidentiality as to time and route of transport.
  - 6. Immediate return of the prisoner to a facility after an event is concluded, if at all possible, by a different route.

**4-303.00      Documentation**

- .01      When picking up a prisoner for transport, positive identification must be established to ensure the correct person is being moved. This can be accomplished by:
  - A.      The deputy's personal knowledge of the prisoner.
  - B.      Asking the prisoner his name.
  - C.      Checking documentation accompanying prisoner.
  - D.      Verifying identity with jail custodial personnel.
- .02      When transporting a prisoner from one facility to court, or from one Center to another, transporting personnel will verify that any documentation, property, medical records, warrant copies, etc., that should accompany the prisoner have been supplied.
- .03      While transporting, if personnel learn of suicidal or escape tendencies, etc., by the prisoner, information will be documented on a written detailed report. The deputy will ensure the custodial personnel, to whom prisoner is released, is given the information and accompanying paperwork.

**4-304.00      Equipment Breakdown During Transport**

- .01      On any prisoner transport, the possibility exists for equipment failure or accident. Personnel will notify or cause to be notified the Sheriff's Office in such situations. In such instances, transport personnel will use good judgment in opting what action to take. Factors to be considered before deciding a course of action include: length of distance from destination, weather conditions, type of malfunction or damage, type/condition of prisoner, etc. Disabled vehicles will not be left unattended and the vehicle will be towed to a local secured storage facility.

Possible courses of action include:

- A.      Remaining with the vehicle until relief can arrive from the Sheriff's Office.

- B. Requesting assistance from local law enforcement. This could possibly include transportation to a local detention center for overnight housing for the prisoner. The assistance may involve remaining at the office of local law enforcement until relief arrives from the Sheriff's Office or alternate transportation is arranged.
- C. Procuring alternate transportation immediately after the vehicle is secured; i.e., bus, train, plane.

**4.305.00 Transporting a Prisoner by Public Conveyance**

- .01 When transporting a prisoner by public conveyance; i.e., bus, train, plane, it will be the responsibility of the transporting departmental personnel to ascertain any applicable rules the conveyance has dealing with such a situation; i.e., handcuffing, weapons, etc.

By Order Of:

Craig A. Robertson, Sheriff