

# GENERAL ORDER



DISTRICT OF COLUMBIA

<b>Subject</b>		
<b>Transportation and Searches of Prisoners</b>		
<b>Topic</b>	<b>Series</b>	<b>Number</b>
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General Order 502.01 (Transportation of Prisoners), Effective Date January 12, 2001		
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GOC-08-05 [GO-PCA-502.01 (Transportation of Prisoners)], Effective Date April 9, 2008		
SO-85-51 (Searching Prisoners), Effective Date December 18, 1985		
SO-02-09 (Supplement to GO-PCA-502.01 (Transportation of Prisoners, Effective Date July 8, 2002		
SO-12-20 (Use of Patrol Wagons in Extremely High Temperatures), Effective Date August 16, 2012		
CIR-03-15 (Searches of Prisoners) , Effective Date October 29, 2003		
TT 10-078-06 (Amendments to General Orders and Standard Operating Procedures Relative to Prisoner Transports), issued October 23, 2006		
TT 12-011-07 (Van Sheet), effective November 30, 2007		
TT 01-101-08 (Transportation of Prisoners), issued January 28, 2008		

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## I. BACKGROUND

Member injuries and successful escapes from police custody may occur during the time of transport if members fail to adhere to the regulations related to prisoner transportation and handling. Members in those circumstances may have failed to conduct a field search or relied too heavily on the security of restraining devices. Adherence to a clear set of procedures regarding searching and transporting prisoners

greatly enhances member safety and reduces the attempts or successful escapes of prisoners from custody.

## **II. POLICY**

The policy of the Metropolitan Police Department (MPD) is that members shall take the necessary precautions while searching and transporting prisoners or persons otherwise in police custody in a manner that ensures the safety of the member, the person in custody, and the community.

## **III. DEFINITIONS**

When used in this directive, the following terms shall have the meanings designated:

1. “At Risk” Prisoner – A prisoner who is considered “at risk” because he/she:
  - a. Poses a threat to him/herself, the facility in which he/she is being held, or to others with whom the prisoner may come into contact; or
  - b. Has a history of escape, threatens escape, or displays escape risk behaviors; or
  - c. May experience hostility or other negative behaviors from other prisoners.
2. Body Cavity Search – The search of a prisoner’s genital and/or rectal cavities, conducted by a physician at a medical facility, to retrieve contraband, weapons or evidence of a crime that may be concealed within these areas.
3. Body Orifice Security Scanner (B.O.S.S.) Chair – Equipment used to reveal metallic contraband, weapons, or evidence of a crime that may be concealed on or inside the body of the prisoner. Detection areas include the oral cavity, the abdominal cavity, the rectal-vaginal cavity, the skin area, and the foot area.
4. Central Cell Block (CCB) – Area designated within the MPD Headquarters where prisoners are live scanned, photographed, and detained pending arraignment. This facility is operated and maintained by the District of Columbia Department of Corrections.

5. Disabled Prisoner – A prisoner who has a physical condition that restricts his or her movement or has a mental condition which hinders his or her ability to comprehend.
6. Field Search – The removal and search of coats, jackets, shoes, and all extraneous layers of clothing down to a single layer of outer clothing (e.g., jeans, pants, shirt, dress) and the manipulation of clothing (e.g., running fingers under waistbands, including underwear, pulling them away from the body, pulling bra elastic away from the body) to facilitate the search of the suspect and the garments he/she is wearing, in accordance with Part V.B.1 of this order.
7. Frisk – A limited protective search consisting of a pat down of the individual's clothing to determine the presence of concealed weapons or dangerous instruments.
8. Full Custody Search – A comprehensive search, conducted in the processing area at the station or Juvenile Processing Center (JPC) that includes **all elements** of the field search with the addition of a wand search and a B.O.S.S. chair search in accordance with Part V.B.2-3 of this order.
9. Member – Sworn or civilian MPD employee or MPD Reserve Corps member.
10. Official – Any member of the MPD the rank of sergeant or above or the civilian equivalent.
11. Prisoner – A person who has been arrested and is being held, transported, treated, booked, or otherwise detained pending arraignment, release, adjudication, transfer to another facility, or is otherwise being processed or handled.
12. Processing Area – A room or space used for processing, searching, or examining prisoners.
13. Restraining Devices – Equipment used to restrain the movement of a subject (e.g., handcuffs, flex-cuffs, leg restraints, restraint straps).
14. Squat Search – The search of a prisoner conducted in a private and secure area where the prisoner crouches or squats with undergarments and other clothing removed, exposing the genital and anal area performed in accordance with Part V.B.4 of this order. This type of search permits contraband or other material concealed in the genital area to become visible or dislodged.

15. Strip Search – The search of a prisoner conducted in a private and secure area where the prisoner removes or arranges his/her clothing to allow a visual inspection of the genitals, buttocks, anus, breasts and undergarments performed in accordance with Part V.B.4 of this order.
16. Transport Vehicle – Vehicle used for transporting a prisoner from one (1) point to another. The transport vehicle is a patrol car equipped with a barrier or a specially designed prisoner transport vehicle (e.g., a bus or van).

#### **IV. REGULATIONS**

- A. Members shall thoroughly search the vehicle they are assigned at the beginning and at the end of their shift. In addition, members shall search transport vehicles prior to and after each transport assignment. Members finding property and/or contraband shall immediately secure it and notify an official.
- B. Members shall use the minimum amount of force necessary to restrain a prisoner.
- C. In accordance with GO-PER-201.26 (Duties, Responsibilities, and Conduct of Members of the Department), members shall treat prisoners in a fair and humane manner.
- D. Members shall transport arrestees/prisoners who complain of illness or injury to a hospital in accordance with GO-PCA-502.07 (Medical Treatment and Hospitalization of Prisoners).
- E. Members shall use restraining devices as defined in Part III.13 of this order to prevent prisoners from injuring anyone (including themselves) or escaping.
  1. Leg restraints may be used to secure prisoners who violently resist arrest, pose an escape risk or at the discretion of the member. For safety reasons, members shall always attach leg restraints from the side of the prisoner.
  2. Flex-cuffs may be used in accordance with SOP-11-01 (Handling First Amendment Assemblies and Mass Demonstrations).
- F. Members shall maintain control over their prisoners at all times.
  1. At least two (2) members shall be present at all times when escorting a prisoner (e.g., placing/removing a prisoner into/from a vehicle and/or removal/escort of a prisoner while inside the van port).

2. Members shall physically hold onto prisoners when escorting them from one (1) location to another (e.g., to the B.O.S.S. chair, car, wagon, or cell) until the prisoners have been placed in a cell or otherwise secured.
  3. While in the processing area, members may secure prisoners to fixed objects designed and intended for this use.
- G. Members transporting a prisoner shall conduct a field search of the prisoner in accordance with Part V.B.1 of this order on the scene at the time of arrest, unless the situation warrants immediate transport for the safety of the member or prisoner. If a field search is not done, transporting members shall ensure the prisoner is frisked prior to placing him or her in a transport vehicle and that a field search is conducted upon arrival in the van port and prior to transfer of custody to the station personnel.
- H. Members **shall not** leave prisoners unattended in MPD vehicles.
- I. Members shall not at any time respond “code one” while transporting a prisoner absent exigent circumstances.

## V. PROCEDURES

### A. Handcuffing a Prisoner

1. Arrested persons and prisoners handled by Department members, including juveniles, shall be handcuffed. As a general rule, curfew violators and truants shall not be handcuffed unless they become unruly or violent.
2. Members shall apply handcuffs behind the prisoner’s back with palms facing outward and re-check the handcuffs to ensure that the prisoner is secured. Exceptions that **may** require the member to use his/her discretion to handcuff the prisoner’s arms in the front so as not to exacerbate an apparent condition include:
  - a. Extreme obesity, in cases where two (2) sets of handcuffs are not sufficient;
  - b. Pregnancy; or
  - c. Physical disability.
3. Members shall double lock the handcuffs to prevent potential injury and escape.

4. Members shall not remove the handcuffs until the prisoner is in a secure area.
5. Members shall not attach handcuffs to leg restraints in such fashion that forces the legs and hands to be close to one another (i.e., “hog-tying”).
6. Members shall not place a person in a prone position (i.e., lying face down) for a prolonged period of time or during transport except during exigent circumstances. Prisoners shall be carefully monitored while in a prone position as a prone position may be a contributing factor to cause a prisoner to suffocate, also referred to as positional asphyxiation.

B. Searches of Prisoners

1. Field Search Conducted on the Street or at the Scene of Arrest

Whenever a member takes a person into custody, he/she shall conduct a thorough field search. Members shall not assume that another member has searched the prisoner.

- a. The member shall ensure that the prisoner removes, or assist the prisoner with the removal of, all his/her outer clothing including hats, wigs, multiple layers of shirts, pants, socks, and shoes down to a single outer layer of clothing (e.g., jeans, pants, shirt, dress) until the search is complete.
- b. Prisoners wearing religious head coverings or other articles of faith shall be searched in accordance with SO-12-03 (Religious Head Covers and Other Articles of Faith).
- c. Members shall ensure that all contents (e.g., money, belts, jewelry, sunglasses, medications, contraband, weapons) are removed from prisoners' clothing including, but not limited to, their pockets, jackets, coats, shoes, socks, or other clothing articles belonging to the prisoner.
- d. Members shall pat down and visually inspect the prisoner paying particular attention to all areas where contraband may be hidden (e.g., the waistband, inseams, outer seams, pant/shirt cuffs, pockets, underarms, crotch area, collars, jacket liners, insoles and any other item that may conceal contraband, evidence or a weapon).

- e. Members shall run their fingers under waistbands of all layers of clothing, including undergarments.
- f. Members shall pull bras away from the body, without removing the single outer layer of clothing or exposing the breast, to dislodge any contraband that might be hidden under the elasticized areas.
- g. Members shall look inside each shoe, remove the insoles when possible, flex the soles of each shoe, and pound each shoe to ensure that nothing is lodged or taped inside.
- h. The member shall inspect all property removed from the prisoner. Property shall be handled in accordance with GO-SPT-601.01 (Recording, Handling, and Disposition of Property Coming into the Custody of the Department).

## 2. Full Custody Search Conducted Inside Holding Facilities

Whenever a member takes control of a prisoner, whether for transport or processing at a district station, the JPC, or other holding facility, he/she shall conduct a thorough full custody search.

- a. The member shall wand the subject with a magnetometer and perform all elements of the field search as detailed in Part V.B.1 of this order.
- b. The member shall ensure that the prisoner runs his/her fingers through his/her hair and shakes it vigorously in order to dislodge any contraband. If the prisoner does not adequately clear his/her hair to the satisfaction of the member conducting the search, the member shall safely conduct the hair search by using his/her hands or an item such as a pen or pencil.
- c. The member shall visually inspect behind each ear and look inside the prisoner's ear canals, nostrils, and mouth to include checking under the tongue, roof of the mouth, and between the lips and gums.
- d. The member shall escort the prisoner to the B.O.S.S. chair for body orifice scanning.
- e. If the prisoner refuses the B.O.S.S. chair search, the member shall inform the prisoner that refusal may result in a higher level search.

### 3. B.O.S.S. Chair Search

- a. The B.O.S.S. search shall be conducted as an additional search tool. The B.O.S.S. search **shall not** be used as a substitute for a full custody search.
- b. If the B.O.S.S. chair alarms indicate contraband, the member shall notify the watch commander for authorization of a higher level search.
- c. If the B.O.S.S. chair malfunctions or is not working properly, station personnel shall:
  - (1) Notify Facilities Management Division requesting repair;
  - (2) Notify the CCB that the prisoner(s) have not been searched using the B.O.S.S. chair; and
  - (3) Notify the watch commander who shall document the issue on the PD Form 150 (Tour of Duty Supervisor's Report).
- d. The B.O.S.S. chair **shall not** be used to scan clothing or any other item as an alternative to the manual search of items of clothing.

### 4. "Strip" and "Squat" Searches

- a. When the member has reason to suspect that weapons, contraband or evidence are concealed on the person or in the clothing in such a manner that employing a full custody search technique is not sufficient or the prisoner has refused the B.O.S.S. chair search, members shall obtain the approval of the watch commander to conduct a "strip" or "squat" search.
  - (1) Suspicion to conduct a "strip" or "squat" search may be formed based on:
    - (a) B.O.S.S. chair alarms;
    - (b) Suspicious body movements (e.g., squirming, clenching in a manner that suggests the person has contraband secreted in the body);
    - (c) Other facts and circumstances surrounding the crime or arrest that leads the member to believe



the person has contraband secreted in the body;  
or

- (d) As a result of discoveries during the full body custody search.
- (2) In determining who shall be responsible for “strip” or “squat” searches of transgender prisoners, members shall be guided by GO-PCA-501.02 (Handling Interactions with Transgender Individuals).
  - (3) For all other “strip or “squat” searches, a sworn member of the same sex as the prisoner shall conduct the “strip” or “squat” search in a private and secure area.
- b. Justification for conducting a “strip” or “squat” search shall be clearly articulated to the watch commander prior to obtaining permission for the search.
  - c. Any contraband found as a result of a “strip” or “squat” search shall be documented as evidence on the PD Form 163 (Arrest/Prosecution Report).
5. “Body Cavity” Searches
- a. **Under no circumstances** shall members perform “body cavity” searches.
  - b. When probable cause exists that a prisoner has weapons, contraband or evidence concealed in a body cavity, the watch commander may authorize a “body cavity” search.
  - c. Justification for conducting a “body cavity” search shall be clearly articulated to the watch commander prior to obtaining permission for the search.
  - d. “Body cavity” searches shall be conducted by a physician at the nearest available hospital in a secure and private area.
  - e. In determining who shall be present and responsible for seizing any evidence obtained from “body cavity” searches of transgender prisoners, members shall be guided by GO-PCA-501.02 (Handling Interactions with Transgender Individuals).

- f. For all other “body cavity” searches, a sworn member of the same sex as the prisoner shall be present to seize any evidence obtained.
  - g. Any contraband found as a result of a “body cavity” search shall be documented as evidence on the PD Form 163 (Arrest/Prosecution Report).
  - h. If the doctor/hospital refuses to conduct the “body cavity” search, the member shall:
    - (1) Apply for a search warrant in accordance with GO-PCA-702.03 (Search Warrants).
    - (2) Continue the arrest and booking process in accordance with SOP-03-04 (Booking Team Procedures).
  - i. In cases of drug ingestion where no medical treatment is recommended by the hospital and the prisoner is medically cleared, the prisoner shall be considered “AT RISK” when placed in a holding cell and observed **no less than** every ten (10) minutes.
6. The arresting member shall be responsible for recording details of “strip”, “squat”, or “body cavity” searches of prisoners in a log that shall be maintained in the station. The information contained in the log shall include the following:
- a. The name of the prisoner and the justification for the search.
  - b. The type of search conducted (e.g., “strip”, “squat”, “body cavity”).
  - c. A complete inventory of items found or a notation if nothing is found.
  - d. The name(s) of member(s) involved in the search.
  - e. The name(s) of member(s) witnessing the search.
  - f. The name of the official who authorized the search.
  - g. The date and time of the search.
  - h. The name of the person notified at the CCB.

- i. The name of the physician and the medical facility, if the search was a “body cavity” search.
    7. The watch commander shall ensure that the “strip”, “squat”, and/or “body cavity” searches recorded on the PD Form 150 (Tour of Duty Supervisor’s Report) and review the search log information for accuracy.
- C. Handling Contagious Disease and Infestation Discovered During Searches
  1. Members detecting or notified of an infestation or contagious disease during a field arrest or search situation shall:
    - a. Limit the contact with the prisoner to only essential members.
    - b. Notify the watch commander of the situation.
    - c. Prepare a PD Form 313 (Arrestee’s Injury/Illness Report) and notify an official.
    - d. Summon a transport vehicle to take the prisoner to the nearest hospital.
    - e. Prepare a PD Form 318 (Communicable Disease Contact Form).
  2. The exposed/affected member(s) shall respond to the clinic, or during times when the clinic is closed to either Washington Hospital Center or Providence Hospital, for medical evaluation in accordance with GO-PER-100.11 (Medical Services).
  3. In all instances when there is evidence of an infestation or contagious disease prior to the prisoner being brought to the holding facility, the prisoner **shall not** be taken to any holding facility until cleared by competent medical authority.
  4. Upon medical clearance from a hospital, prisoners shall be returned to the holding facility for processing and/or interview, if necessary. Once the arrest processing is complete, watch commanders shall ensure that prisoners who have been medically cleared from a hospital are transported to the CCB along with a copy of the PD Form 313.

#### D. General Transport Procedures

1. Members shall transport prisoners in vehicles equipped as transport units, when practicable.
2. When a non-transport vehicle is used (e.g., during an emergency or when no transport vehicle available), two (2) members shall be present to transport the prisoner.
  - a. The prisoner shall be seated in the rear seat of the vehicle.
  - b. The second member shall be seated in the rear seat so that his/her gun holster is on the side away from the prisoner.
3. Transgender prisoners shall be transported in accordance with GO-PCA-501.02 (Handling Interactions with Transgender Individuals).
4. For all other transports, male and female prisoners **shall not** be transported in the same transport vehicle unless the transport vehicle is a split wagon.
5. When practicable, a wagon shall be used to transport violent prisoners.
6. When a member transports a prisoner alone, he/she shall use a transport vehicle.
  - a. The member shall get assistance from another member when placing or removing the prisoner from the vehicle.
  - b. The prisoner shall be placed in the member's view on the passenger side of the rear seat.
7. The transporting member shall verify the identity of each prisoner and the arrest forms that accompany each prisoner with the arresting member or the station clerk prior to taking custody of the prisoner.
8. Once the prisoner is placed in the transportation vehicle, member(s) shall secure the containment area window between the front and rear of the vehicle passenger area in the closed and locked position.
9. All prisoners shall be secured by a seat belt, when available, before being transported.
10. Members shall ensure that prisoners being transported in wagons are seated and informed of the handles available for their safety during the transport.

11. Members **shall not** stop or interrupt the transport, except for exigent circumstances (e.g., medical emergencies, safety issues). Members shall transport prisoners directly to the station once placed in a transport vehicle absent exigent circumstances.
12. Members shall take necessary precautions, whenever possible, to minimize prisoners' ability to communicate with anyone other than Department personnel while being transported.
  - a. Codefendants shall not be transported in the same vehicle.
  - b. Transport vehicle vents shall be maintained in the open position to allow members to hear conversations in the back of the transport vehicle.
  - c. Transporting members shall ensure that any substantive comments made by a prisoner regarding the case are recorded in the members' notebooks, reported to the arresting member, and made available, if applicable, to the detective involved.
13. Transporting members shall observe the activities and/or behaviors of prisoners during transport (e.g., squirming, clenching) which might indicate an attempt to hide contraband and report the behaviors to the receiving member at the booking/holding facility.
14. Upon arrival at a patrol district, the transporting member shall contact the station personnel and advise them to open the van port doors. The van port doors shall be closed prior to removing the prisoner from the transport vehicle.

E. Transportation of Prisoners During Extreme Temperatures

1. Members shall ensure that the transport vehicle is properly heated or cooled at all times while prisoners are held in the transport vehicle. If a prisoner is retained in a transport vehicle without air conditioning, (e.g., during intake transport when the sally port is backed up), the transporting members may open the rear doors of the transport vehicle or a single rear door of the wagon to allow fresh air into the vehicle provided that two (2) members or more are in the area and the prisoner is secured to the seat by a seat belt and remains handcuffed.
2. The air conditioning in the confinement area of transportation wagons shall be activated during periods of excessive heat. **Air vents shall never be covered.**

3. Transportation vehicles shall not be used for transporting prisoners during periods of excessive heat if the air conditioning is not functioning, or the air conditioning is functioning but the temperature continues to be extremely high within the transport vehicle unless absolutely necessary in order to safely transport a prisoner. In those cases, members shall:
  - a. Make notification to an official at the beginning of the transport.
  - b. Take the most direct route to the location of prisoner processing, medical treatment, and/or confinement.
  - c. Ensure that arrestees are removed from the transport wagon immediately upon arrival at the destination.
  - d. At the conclusion of the transport, contact an official to advise that the transport has ended and report any unusual circumstances at the time.
4. Adherence to the regulation regarding temperature does not apply to the required transport of arrestees from the CCB to court. Arrestees being transported are to be taken directly to court and immediately removed from the transport's confinement area upon arrival.

F. Transportation of Specific Populations

1. Transportation of Prisoners of the Opposite Sex
  - a. Whenever a member transports a prisoner of the opposite sex, the member shall notify the dispatcher of the beginning mileage and location.
  - b. At the conclusion of the transport, the member shall notify the dispatcher of the ending mileage and location.
  - c. Any prolonged stops or delays during the transport shall be voiced to the dispatcher.
2. Transportation of Juveniles
  - a. When a member requests a transport for a juvenile held in police custody, he/she shall inform the dispatcher prior to transport that the subject is a juvenile.
  - b. The member detaining the juvenile shall further ensure that:

- (1) Male and female juveniles are not transported in the same compartment of a transport vehicle.
  - (2) Juveniles **are not** to be transported with adult prisoners.
  - (3) Additional Juvenile Processing Center (JPC) transport assistance is requested as necessary to avoid either of the above situations.
- c. Members shall identify a juvenile as “AT RISK” on the PD Form 379 (Juvenile Intake), if the juvenile:
- (1) Is under 13 years of age;
  - (2) Is unusually small in size or stature;
  - (3) Is physically disabled;
  - (4) Expresses suicidal thoughts or wishes;
  - (5) Reports suffering from a serious illness or contagious disease;
  - (6) Is visibly pregnant or reports that she is more than six (6) months pregnant; or
  - (7) Displays a sexual orientation which would place him/her in a vulnerable situation.
- d. JPC members who transport at risk youth to court while court is in session shall take the youth to the U.S. Marshal’s Service cellblock. The Marshal’s representative will notify a Department of Youth and Rehabilitative Services (DYRS) member located in the “at risk” room to respond and take custody of the youth.
- e. When court is not in session, youth who are being referred to court and cannot be released to a parent or guardian shall be taken to the Youth Services Center (YSC).
- f. Prior to the transport to YSC, the JPC member processing the case shall notify the DYRS and obtain the name of the person notified.
- g. Absent exigent circumstances and the approval of the watch commander, truancy vans shall not be used for prisoner transport.

### 3. Transportation of Disabled Prisoners

- a. Members shall take special precautions when transporting disabled prisoners.
- b. Prisoners who have medical equipment (e.g., crutches, canes, walkers, foldable wheelchairs) may be transported with the medical equipment, but it shall be in the possession of the member transporting the prisoner and kept by station/cellblock personnel when prisoners are secured in a cell.
- c. Members transporting prisoners with prosthetics or medically required equipment (e.g., oxygen tank) may transport prisoners with medical equipment in place.
- d. Prisoners who have service animals shall be considered for citation release, if possible. When the prisoner is not eligible for citation release in accordance with GO-PCA-502.06 (Citation Release Program):
  - (1) The prisoner shall be asked to identify a friend or family member who can take custody of the service animal while the prisoner is in custody; or
  - (2) When no temporary custodian for the animal can be identified, D.C. Animal Control shall be notified to take custody of the service animal.
- e. Prisoners' hands may need to be restrained in the front. If a prisoner's disability precludes handcuffing (e.g., amputee), two (2) members shall be responsible for the transport.
- f. Unless prisoners state that they are able to walk, and their wheelchair or motorized chair can be transported in the vehicle, members who require transportation of prisoners in wheelchairs or motorized chairs shall make immediate notification to the Command Information Center (CIC) and to an official of their organizational element.
  - (1) The CIC shall promptly notify available companies to arrange for a transport and shall notify the member of the name of the company and the expected time of arrival.
  - (2) Members requesting the transport shall note the time notification was made to the CIC and the name of the



notified company in the narrative portion of the PD Form 163.

- (3) One (1) uniform member shall ride inside the transport vehicle with the prisoner and his/her equipment while another member follows the transport vehicle.

#### 4. Transportation of Mental Health Consumers

- a. Members shall transport mental health consumers in accordance with this order and GO-OPS-308.04 (Interacting with Mental Health Consumers).
- b. In accordance with GO-OPS-308.04, adults being transported to Comprehensive Psychiatric Emergency Program (CPEP) or Psychiatric Institute of Washington (PIW) for mental observation in a Department vehicle shall be field searched by the member and handcuffed prior to being placed in a vehicle.

#### 5. Transporting Security Risk Prisoners

- a. The arresting member shall write the words "AT RISK" followed by the type of risk at the top of the PD Form 163 (Arrest/Prosecution Report) or the PD Form 379 and next to the prisoner's name on the transport list followed by a brief description of the type of risk (e.g., "AT RISK – Juvenile Under 13", "AT RISK – Escape", "AT RISK – Transgender", "AT RISK – Mental Observation").
- b. Prisoners who are suicidal or have any other medical problems shall be brought to the attention of transporting member by the arresting member.
- c. Any time a prisoner is turned over to another agency (e.g., U.S. Marshals Service, D.C. Department of Corrections), the transporting member shall provide the member of the receiving agency with information regarding any medical problems and potential security hazards the prisoner presents to ensure a safe transition.

#### G. Handling of Transmittals and Arrest Forms

1. The transporting member shall ensure that a transmittal that lists the name of each prisoner and all appropriate arrest forms are provided to a member of the receiving unit.

2. Before leaving the facility, the transporting member shall obtain the signature from a member of the receiving unit on the transmittal and return the signed transmittal to the station personnel of his/her element.

#### H. Prisoner Escapes

1. In the event of a prisoner escape from police custody, members shall:
  - a. Broadcast a flash lookout in accordance with GO-SPT-302.02 (Radio Broadcasts and Look-Outs).
  - b. Begin a canvass of the immediate area.
  - c. Immediately notify the watch commander of the district of occurrence.
2. The notified watch commander of the district of occurrence shall:
  - a. Ensure a command post is established when required.
  - b. Notify the watch commander of the assigned member and the CIC.
  - c. Coordinate with the CIC to distribute a picture of the escapee citywide.
  - d. Respond to the scene to supervise the search.
  - e. Ensure Incident Summary (IS) numbers are obtained and that a PD Form 901a (Preliminary Report Form – Misconduct, Duty Status, or Unusual Incidents) is completed in accordance with SO-12-18 (Preliminary Reports).
  - f. If the prisoner is apprehended:
    - (1) Make appropriate notifications to the CIC and the assigned member's watch commander.
    - (2) Ensure the prisoner is transported to the nearest holding facility where a PD Form 251 (Incident-Based Event Report) shall be prepared concerning the escape.
    - (3) Ensure an escape charge is added to the PD Form 163 (Arrest Prosecution Report) by the transporting member.

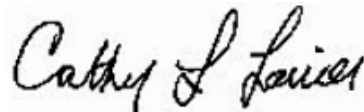
- g. If the prisoner is not apprehended, notify the member who had custody of the prisoner at the time of the escape and ensure that he/she:
    - (1) Coordinates with the Office of Unified Communications (OUC) to initiate a citywide broadcast.
    - (2) Completes a PD Form 251 (Incident-Based Event Report) with the classification of "Escape from Institution or Officer" prior to the end of his/her shift.
    - (3) Applies for an arrest warrant.
  - 3. The watch commander of the member who was in control of the prisoner at the time of the escape shall document the escape on the PD Form 150 (Tour of Duty Supervisor's Report).
  - 4. The district/element of the member who was in control of the prisoner at the time of the escape shall be responsible for the final administrative investigation.
- I. Transport of Prisoners Within MPD Headquarters
- 1. Members who have prisoners in custody **shall not** use the Indiana Avenue entrance at MPD Headquarters. Unless impracticable to do so, they shall enter through the basement.
  - 2. Prisoners who must be transported between the CCB and the various courts shall be moved in transport vehicles that shall enter and leave by way of the basement.
  - 3. Building elevators being used to transport prisoners within the MPD Headquarters shall be used in the order listed below:
    - a. CCB elevator.
    - b. Building elevators on the east and west ends of the building when it is impracticable to utilize the CCB elevator.
    - c. Indiana Avenue elevators between 1700 and 0800 hours, Monday through Friday and on weekends, when it is impracticable to use the other elevators.
  - 4. In all instances where an elevator other than the CCB elevator is used, only law enforcement members and their passengers shall be admitted to the elevator.

5. Prisoners who are moved about the Headquarters building shall be handcuffed, in leg restraints, and under the physical control of at least two (2) members.
- J. Prisoner Transport to CCB or the U.S. Marshal's Service Cellblock
1. When transporting prisoners to CCB, station personnel shall ensure:
    - a. There is a complete arrest package for each prisoner.
    - b. The time and date of departure from the booking facility to the CCB is recorded in the arrest module of the Records Management System (RMS).
    - c. If the transfer to CCB exceeds the "Lively" standard, the reason for the delay is recorded as a supplement in the incident module.
  2. When transporting prisoners directly to the U.S. Marshal's Service Cellblock, a PD Form 145 (Transmittal List of Prisoners Sent to Court) listing each arrestee shall accompany the transport.
    - a. Station personnel shall:
      - (1) Ensure that the time and date of the departure to the U.S. Marshal's Service Cellblock is entered into the arrest module of the RMS for each arrestee.
      - (2) Ensure the name and badge number and the district of the transporting member is recorded on the PD Form 145.
      - (3) Write the lockup number provided by CCB personnel on the PD Form 145.
      - (4) Coordinate with the CCB to ensure that each prisoner is added to the lockup list.
    - b. All property, including **all** money, shall be removed from the arrestee prior to transport. (The U.S. Marshal's Service cellblock will not accept arrestees who are carrying property, including money).
  3. Station personnel shall ensure all prisoners to be transported are handcuffed prior to loading on the transport vehicle.

4. The transport member shall verify that a wristband, with photo, is affixed to the arrestee's wrist. If the wristband has been manually generated, there must be a current photograph for each arrestee listed on the van sheet.

## VI. CROSS REFERENCES

- A. GO-PER-100.11 (Medical Services)
- B. GO-PER-201.26 (Duties, Responsibilities, and Conduct of Members of the Department)
- C. GO-SPT-302.02 (Radio Broadcasts and Look-Outs)
- D. GO-OPS-308.04 (Processing of Persons Who May Suffer From Mental Illness)
- E. GO-PCA-501.02 (Handling Interactions with Transgender Individuals)
- F. GO-PCA-502.06 (Citation Release Program)
- G. GO-PCA-502.07 (Medical Treatment and Hospitalization of Prisoners)
- H. GO-SPT-601.01 (Recording, Handling, and Disposition of Property Coming into the Custody of the Department)
- I. GO-PCA-702.03 (Search Warrants)
- J. SO-12-03 (Religious Head Covers and Other Articles of Faith)
- K. SO-12-18 (Preliminary Reports)
- L. SOP-03-04 (Booking Team Procedures)
- M. SOP-11-01 (Handling First Amendment Assemblies and Mass Demonstrations)



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