



## DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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# Program Statement

OPI: SEC  
Number: 4910.1G  
Date: March 1, 2008  
Supersedes: 4910.1F  
Subject: Escorted Trips

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1. **PURPOSE AND SCOPE.** To provide guidelines for transporting inmates outside of the secure perimeter of the Central Detention Facility.
2. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Each inmate's suitability for an escorted trip or transport is evaluated in accordance with this directive.
  - b. Each escorted trip and inmate transport is supervised by sufficient and appropriate staffing.
  - c. Proper security procedures are observed, maintained and enforced at all times to prevent injuries, escapes, and to safeguard the public.
3. **APPLICABILITY.** This directive applies to all inmates and employees (DOC staff, contract staff and volunteers) who provide services to the DOC.
4. **DIRECTIVES AFFECTED**
  - a. **Directive Rescinded.** PS 4910.1F Escorted Trips
  - b. **Directives Referenced**
    - 1) PS 1280.2 DOC Notification Procedures
    - 2) PS 4353.1 Inmate Transfers and Releases
    - 3) PS 4090.4 Custody Classification System
    - 4) PS 5010.9 Use of Force and Application of Restraints
    - 5) PS 5011.1 Possession and Use of Firearms
5. **AUTHORITY.** D.C. Code § 24-211.02, Powers; Promulgation of Rules

6. **STANDARDS REFERENCED**

- a. ACA 2<sup>nd</sup> Edition Standards for Administration of Correctional Agencies: 2-CO-3A-01.
- b. ACA 3rd Edition Standards for Adult Local Detention Facilities: 4-ALDF-1B-06; 4-ALDF-2B-02; and 4-ALDF-6B-02

7. **NOTICE OF NON-DISCRIMINATION**

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
- b. The Department of Corrections prohibits discrimination against inmates based on race, religion, national origin, sex, disability or political views in making administrative decisions and in providing access to programs.

8. **DEFINITIONS.** For the purposes of this order, the following definitions apply:

- a. **Escorted Trip.** Authorized inmate travel from a secure correctional facility to a specific destination during which DOC personnel accompany and supervise the inmate at all times.
- b. **Immediate Relative.** A spouse, son, daughter, parent, brother, sister or a person who can reasonably be considered as an immediate relative, e.g., step-parents, stepchild, legal guardian.

9. **MEDICAL DETACHMENT/COURT TRANSPORT SUPERVISOR RESPONSIBILITIES**

- a. The Medical Holding Unit (MHU) and Court Transport Unit shall conduct all escorted trips.
- b. The MHU/Court Transport Unit Supervisor shall:
  - 1) Prepare daily rosters for the MHU and Court Transport Unit..
  - 2) Ensure that at least one officer is the same gender as the inmate being transported.
  - 3) Ensure that all officers assigned to escort duty possess a current firearms certification.

- 4) Ensure that all officers assigned to operate motor vehicles possess a valid operators license and/or Commercial Drivers License.
- 5) Ensure that the proper restraints are issued and an adequate number of escort officers are assigned.
- 6) Ensure that the Warrant Squad is contacted for funeral trips and other escorted trips requiring additional security coverage.

## 10. TYPES OF ESCORTED TRIPS

### a. **Medical and Institutional Operations**

- 1) Inter-institutional transfers.
- 2) Emergency medical treatment.
- 3) Non-emergency medical treatment that cannot be provided in DOC facilities. Generally, these trips are scheduled during the hours of 6:00 a.m. to 6:00 p.m.
- 4) Legal proceedings, e.g., court appearances, grand jury appearances, and interviews with other law enforcement agencies.

### b. **Escorted Trips for Social or Rehabilitative Reasons**

- 1) Funeral trips to view the remains of a deceased member of the inmate's immediate family.
- 2) Hospital trips to visit a terminally ill member of the inmate's immediate family.

### c. **Inmate Eligibility for Social Escorted Trips**

- 1) **Pretrial and Sentenced Misdemeanants.** All pre-trial inmates and sentenced misdemeanants are eligible for escorted trips except as described in this subsection.
- 2) **Sentenced Felons**
  - a) DOC personnel shall not conduct non-medical escorted trips for sentenced felons.
  - b) All requests for non-medical escorted trips for sentenced felons shall be referred to the United States Marshal Service for appropriate action.
- 3) **Denial of Social Escorted Trip as a Security Risk.** An inmate is not eligible for a hospital visit, funeral or other non-medical trip when a determination has been made that the trip would pose an undue security

risk to the inmate, staff, the general public or the facility where the visit is to take place.

- 4) **Approval.** Escorted trips for non-medical reasons require the approval of the Director or the Director's designee.

## 11. SECURITY REQUIREMENTS

- a. **Inmate Custody.** All inmates housed at the CDF are considered high custody and must be escorted by at least two (2) armed officers. The number of escort officers may be increased based upon the discretion of the Warden or designee. Whenever an extraordinary security concern exists, the Warden or designee may contact the Metropolitan Police Department (MPD) for assistance.
- b. **Transport Vehicle.** Except for community custody inmates, all inmates shall be transported in a secure transport vehicle or ambulance.
- c. **Restraint Requirements**
  - 1) **CDF Inmates**
    - a) All inmates housed at the CDF are treated as high security for escorted trips.
    - b) With the exception of pregnant females, handcuffs, leg irons, belly chains and security boxes shall be used when transporting inmates housed at the Central Detention Facility.
  - 2) **Pregnant Inmates** - Restraints shall not be used on female inmates during the last trimester of pregnancy, during labor and delivery or immediately following delivery unless the inmate poses an extraordinary security risk. In such circumstances, only handcuffs shall be used.
  - 3) **Community Correctional Center Inmates** - Pre-trial detainees housed at a community correctional center require no restraints for escorted trips with the exception of inmates being transported to the CDF due to an administrative removal who shall be transported in handcuffs, leg irons, belly chains and security boxes.

12. **DOCUMENTATION.** One of the following documents is required as written authorization for an escorted trip:

- a. **Inter-Institutional Transfers** – Inter-Institutional Transfer Form (IIT) (Attachment B)
- b. **Medical Trips** - Medical Trip Ticket (Attachment C). The inmate's medical record must accompany the inmate on all emergency medical escorts.

- c. **All other escorted trips** - Escorted Trip Authorization Form (Attachment A) and supporting documentation

### 13. ESCORT OFFICER TRAINING AND CERTIFICATION

- a. **Firearms Qualified** - Each officer assigned to an escorted trip or inmate transportation operation shall possess a current firearm qualification certificate.
- b. **Security Training** - Each officer assigned to an escorted trip and inmate transportation operation shall successfully complete a training program that includes at a minimum:
  - 1) Application of Restraints
  - 2) Search Procedures
  - 3) Communication/Notification Procedures
  - 4) Use of Force
  - 5) Basic Firearms Training
- c. **Motor Vehicle Certification** - Each officer that is assigned to operate a motor vehicle shall possess a valid state driver's license. Officers operating commercial vehicles must possess a Commercial Driver's License.

### 14. PROCEDURES FOR NON-MEDICAL ESCORTED TRIPS

- a. **Request for an Escorted Trip**
  - 1) When a request for an escorted trip is made by the inmate, an inmate's family or an employee, the assigned Case Manager shall review the inmate's record and determine if the inmate meets all eligibility criteria.
  - 2) The Case Manager shall complete the "Escorted Trip Authorization Form" (Attachment A) and include a recommendation to approve or disapprove the escorted trip.
  - 3) The Case Manager shall attach a copy of the Judgment and Commitment Order or Pre-Trial Commitment Order, Face Sheet #1, Face Sheet #2, and the most current custody and classification forms to the Escorted Trip Authorization Form.
  - 4) The Case Manager shall submit the request for the escorted trip for review and recommendations through the chain-of-command to the Director.
- b. **Approval Review**
  - 1) Each recommending authority within the chain-of-command shall annotate a recommendation of approval or denial and the reason denial is

recommended.

- 2) The Director, or designee, shall make the final decision. Therefore no recommending authority shall stop the review process based upon his/her recommendation for denial.
- 3) The Warden shall ensure that the request package is submitted to the Director not less than 24 hours in advance of the proposed escorted trip.

c. **Trip Implementation**

- 1) **Case Manager.** If the escorted trip is approved, the Case Manager shall:
  - a) Notify the Judge having jurisdiction over the inmate's case if the inmate is pre-trial.
  - b) Forward a copy of the signed authorization form along with custody and classification forms to the Central Detention Facility (CDF) Command Center.
- 2) **Command Center.** Command Center staff shall contact the Medical Holding Unit (MHU) to schedule the trip and forward copies of the forms to the MHU. The original authorization form shall be placed in the inmate's institutional record.

d. **Escort Officer's Trip Preparation Procedures**

- 1) **Vehicle Inspection** - The assigned driver shall inspect the transport vehicle, complete and sign the vehicle inspection sheet. The vehicle inspection sheet shall be turned in to the shift supervisor at the conclusion of the trip. In addition to the vehicle inspection, the driver and/or escort officer shall conduct a thorough search of the passenger compartment of the vehicle for contraband.
- 2) **Inmate Identification** - Prior to departure the escort officer shall positively identify each inmate by checking the inmate's wristband or identification card, verifying the inmate's name and DCDC number and comparing the inmate to a current photograph. If there is any question about the identity of an inmate, a supervisor shall be contacted.
- 3) **Transport Documentation** - Prior to departure, the senior escort officer must obtain the necessary documents and instructions that detail the escorted trip and security precautions.
- 4) **Communications Equipment** - Officers assigned to Escorted Trips shall be equipped with two-way radios and other appropriate communication equipment.
- 5) **Inmate Search** - Each inmate who goes on an escorted trip shall be strip searched prior to departure from and immediately upon return to CDF.

However, an inmate with community custody status shall only be strip-searched upon a reasonable suspicion of wrongdoing, e.g., possession of contraband.

- 6) **Restroom Constraints** - The escort officer shall advise the inmate to use the restroom facility prior to an escorted trip. During escorted trips into the community, i.e., funeral trips, visiting critically ill family members, the inmate is not permitted to use a restroom facility.

e. **Escort Officer Responsibilities**

- 1) Escort officers must take appropriate action to maintain physical custody of the inmate at all times.
- 2) The escort officers must comply with all written instructions regarding physical restraints.
- 3) The escort officers shall go to their destination and return in the time prescribed by the most direct route.
- 4) The escort officers shall only make emergency stops between the departure point and destination point.

15. **PROCEDURES FOR ROUTINE AND EMERGENCY MEDICAL ESCORTS**

- a. **Clinic Appointments.** Medical Staff shall forward to the CDF Command Center and the Medical Detachment Supervisor a schedule of clinic appointments. The shift supervisor in conjunction with the Medical Supervisor, shall be responsible for ensuring the appropriate staff coverage for medical escorts.
- b. **Medical Emergencies.** In the case of medical emergencies, the CDF Command Center shall be notified. The Shift Supervisor, in conjunction with the Medical Detachment Supervisor shall assign the appropriate number of escort personnel based on the situation.
- c. **Shift Supervisor.** The Shift Supervisor shall ensure that all emergency medical escorts are documented on the Daily Shift Report. At a minimum the following information is necessary:
  - 1) Name and DCDC number of inmate.
  - 2) Date and Time the ambulance arrived.
  - 3) The number of the ambulance
  - 4) Names of the escort officers.
  - 5) Time the ambulance departed.

- 6) Destination of the medical escort.

d. **Escort Officer Responsibilities**

- 1) Medical Escort Officer #2 shall report directly to the tower to draw weapons for both escort officers. He/she shall wait outside the sallyport in the chase vehicle to follow the ambulance when it exits the institution. The weapon assigned to the officer in the ambulance is carried in the chase vehicle until the destination is reached.
- 2) Medical Escort Officer #1 shall escort the inmate and accompany the medical personnel inside the treatment area of the ambulance. Upon being notified that a medical escort may be necessary, the OIC will dispatch this officer directly to the scene of the emergency or to the infirmary if the inmate has already been transported there.
- 3) Both escort officers, properly armed upon arrival at the destination, shall secure the medical outpost.

16. **HOSPITAL SECURITY PROCEDURES**

a. **Officer Coverage**

- 1) At least two (2) armed officers are required for each inmate being escorted to or from medical outposts, clinics, treatment rooms or other locations within a hospital or other healthcare facility.
- 2) Surgical and other patients who are required to ambulate, as prescribed by their physician, shall be escorted by at least two armed correctional officers

b. **Restraints**

- 1) An inmate assigned to a medical outpost shall have at least one (1) arm and one (1) leg restrained to the hospital bed. After the inmate has been properly restrained to the bed, two (2) armed officers shall remain with the inmate at all times.
- 2) Restraints shall be checked every thirty (30) minutes and must be documented in the logbook.

- c. **Security Inspections of Medical Outposts.** The Correctional Supervisor responsible for the hospital or healthcare facility shall ensure that routine security inspections of all medical outposts are conducted.

d. **Restroom Procedures**

- 1) During clinic visits at Greater Southeast Community Hospital inmates shall only use the restroom in the designated inmate holding area.
- 2) When inmates are treated at healthcare facilities other than Greater Southeast Community Hospital the following procedures the escort officer



shall ensure that:

- a) The restroom is thoroughly inspected prior to allowing the inmate access.
- b) An officer of the same sex directly observes the inmate at all times while he/she is using the restroom.

**17. ESCAPES AND EMERGENCIES DURING AN ESCORTED TRIP**

- a. When an escape or escorted trip emergency occurs, the senior escort officer shall ensure that immediate notification is made to the CDF Command Center, The Medical Detachment Supervisor and the appropriate law enforcement agency.
- b. When necessary, the senior escort officer is authorized to cancel an escorted trip and return to the institution or nearest safe location.
- c. The escort officers shall submit incident and inmate disciplinary reports in accordance with policy.



Devon Brown

Attachments:

- A. Escorted Trip Authorization Form
- B. Inter-Institutional Transfer Form
- C. Medical Trip Ticket