

 <p>DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE</p>	EFFECTIVE DATE:	March 31, 2017	Page 1 of 15
	SUPERSEDES:	4910.1H September 13, 2012	
	OPI:	OPERATIONS	
	REVIEW DATE:	March 31, 2018	
	Approving Authority	Quincy L. Booth Director	
	SUBJECT:	ESCORTED TRIPS	
NUMBER:	4910.1I		
Attachments:	Attachment A - DOC Pregnant Woman Restraint Report Attachment B - Health Services Transportation Request Form Attachment C - Escort Trip Authorization Attachment D - Escort Trip Instructions		

SUMMARY OF CHANGES:

Section	Change
	<i>Major changes throughout the policy.</i>

APPROVED:

Signature on File



Quincy L. Booth, Director

3/31/2017

Date Signed

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1. **PURPOSE AND SCOPE.** To provide guidelines for transporting inmates outside of the secure perimeter of the Central Detention Facility (CDF) and Correctional Treatment Facility (CTF).
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, Department of Corrections (DOC) staff, contract staff, and volunteers who provide services to DOC.
4. **DIRECTIVES AFFECTED**
 - a. **Directive Rescinded**
PS 4910.1G Escorted Trips (3/1/08)
 - b. **Directives Referenced**
 - 1) PP 1280.2 Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences
 - 2) PP 3350.2 Elimination of Sexual Abuse, Sexual Assault, and Sexual Misconduct
 - 3) TRM 4090.4 TRM Custody Classification Instruments
 - 4) OM 5006.1 Inmate Reception Center (IRC) Manual
 - 5) PP 5010.9 Use of Force and Application of Restraints
 - 6) PP 5011.1 Possession and Use of Firearms
 - 7) PP 5009.2 Searches of Inmates, Inmate Housing Units, Work and Program Areas
5. **AUTHORITY.** D.C. Code § 24-211.02, Powers; Promulgation of Rules
6. **STANDARDS REFERENCED**
 - a. ACA 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-1B-06, 4-ALDF-4C-05, 4-ALDF-4C-06, 4-ALDF-4C-08 and 4-ALDF-4D-08.

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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, status as a victim of an intrafamily offense, 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.

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.
- c. **Labor –** The period of time before a birth which contractions are of sufficient frequency, intensity, and duration to bring about effacement and progressive dilation of the cervix, or any other medical condition in which a woman is sent or brought to a medical facility for the purpose of delivering her baby.
- d. **Postpartum Recovery –** The period of recovery following childbirth, miscarriage, or termination of a pregnancy, as determined by a physician to be medically necessary for healing.
- e. **Restraints –** Any device, including medical restraints, used to control or bind the movement of a person's body or limbs.

9. RESPONSIBILITIES

- a. **The Court Transport Unit Supervisor shall:**
- 1) Prepare daily rosters for the Court Transport Unit.
 - 2) Ensure that at least one officer is of the gender corresponding to the

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housing assignment of 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 operator's license and/or Commercial Driver's License.
- 5) Ensure that the proper restraints are issued and an adequate number of escort officers are assigned.
- 6) Ensure that the Office of Investigative Services (OIS) is contacted for private viewing and other escorted trips requiring additional security coverage.
- 7) Complete all applicable notification forms for the inmate being transported.

b. Shift Commander Responsibilities:

- 1) Ensure that at least one officer is of the gender corresponding to the housing assignment of the inmate being transported.
- 2) Ensure that all officers assigned to escort duty possess a current firearms certification.
- 3) Ensure that all officers assigned to operate motor vehicles possess a valid operator's license and/or Commercial Driver's License.
- 4) Ensure that the proper restraints are issued and an adequate number of escort officers are assigned.

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.
- 5) Out of state pick ups

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- 6) St. Elizabeth Hospital transports.
- b. **Escorted Trips for Social or Rehabilitative Reasons**
 - 1) Private viewing 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.** All requests for non-medical escorted trips for sentenced felons shall be referred to the United States Marshals Service for appropriate action.
 - 3) **Denial of Social Escorted Trip as a Security Risk.** An inmate is not eligible for a hospital visit, private viewing, 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. The Case Manger or Chaplain shall notify the inmate of determination in writing.

11. SECURITY REQUIREMENTS

- a. **Inmate Custody.** All inmates housed at the CDF and CTF are treated as high security for escorted trips 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) **Pregnant Inmates**

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- a) Pregnant women in their first two trimesters of pregnancy shall be restrained only with restraints positioned in the front. A pregnant inmate will never be escorted with leg irons or belly chains.
- b) No restraints shall be used on a female inmate who is in the third trimester of pregnancy, in labor, or in post-partum recovery.
- c) **Exceptions**
 - 1) The health professional treating the pregnant inmate may authorize the application of restraints on a female inmate who is in the third trimester of pregnancy or in postpartum recovery to prevent the inmate from injuring herself or others.
 - 2) In the absence of a health professional, the Major or above may authorize the use of restraints on a female inmate who is in the third trimester of pregnancy or in postpartum recovery if necessary to prevent the inmate from injuring herself or others.
 - 3) The Major or above may approve the application of restraints on a pregnant inmate who is in her third trimester or who is in postpartum recovery if the inmate presents an imminent risk of flight.
 - 4) The application of restraints must be the least restrictive available and the most reasonable under the circumstances.
 - 5) Anytime there is a decision to use more than the least restrictive restraints on a pregnant inmate the Major or above shall make written and verbal notification through the chain of command to the Director's office.
 - 6) None of the above exceptions shall apply to an inmate who is in labor.
- d) **Removal of Restraints.**

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- 1) If the health professional who is treating the pregnant inmate determines that the removal of the restraints is medically necessary to protect the health or safety of the inmate or her baby, the restraints shall be removed immediately and notification made immediately to the Medical Holding Unit O.I.C. The Medical Holding unit O.I.C. will the make notification to the shift commander.
 - 2) The Major or above shall approve the removal of more than the least restrictive restraints, when it is determined that the pregnant inmate no longer presents an imminent risk of flight, or when it is determined that the specific restraints are no longer necessary to prevent the inmate from injuring herself or others.
- e) **Documentation of the Use of Restraints on Pregnant Inmates**
- 1) Transport Officers shall record application of restraints on each pregnant woman. Documentation is recorded on the appropriate DOC Pregnant Woman Restraint Report (Attachment A), and should include: The date and time the restraints were applied;
 - a) The date and time when the restraints are removed and reapplied for medical treatment, and;
 - b) The date and time when the restraints were removed after transport return.
 - 2) In addition, Transportation Officers shall complete the Pregnant Inmate Restraint Exceptions Report to also record:
 - a) The date and time when there is the application of more than the least restrictive restraints;
 - b) The date and time when medical staff or the Major or above approves removal of the restraints because it has been determined that the inmate is no longer assessed as a threat

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for self-injury, injury to others or no longer presenting any imminent risk of flight; and

- c) The date and time when the restraints were removed after return from the escorted trip.
- 3) Transport Officers shall submit all completed applicable Pregnant Inmate Restraint Reports and Pregnant Inmate Restraint Exceptions to the Transportation Office or medical holding unit.
 - 4) The Transportation Office Commander/ medical holding unit Commander (or designee) shall immediately scan the forms into the designated folder on the DOC hard drive.
 - 5) Hard copy originals of such forms will be maintained by the Transportation Commander's office.
- f) **Notification and Reporting Procedures for Pregnant Inmates**
- 1) In instances where more than the least restrictive restraints has been approved, the Warden of the applicable facility shall submit a written statement to the Director and the Health Services Administrator within ten (10) days of such use of restraints. The written statement shall include the extraordinary circumstances, and the reasons the use of restraints was necessary, but shall not include personal identifying information of the pregnant inmate on whom restraints were used.
 - 2) The Director's Office shall scan these statements into the designated shared drive.
 - 3) The DOC Health Services Administrator, Major's Office, the Office of Strategic Planning, and the medical contractor shall conduct an after action review within 72 hours if there is an application of more than the least restrictive use of restraints on a pregnant inmate.

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- 4) The DOC Health Services Administrator, Major's Office, the Office of Strategic Planning, and the medical contractor shall provide oversight for quality assurance and compliance with this directive.
- 5) The Office of Strategic Planning shall submit the following information to the Director on a quarterly basis:
 - a) The number of pregnant women in the Custody of DOC in the reporting period;
 - b) The number of pregnant women on whom restraints that were not the least restrictive means were used;
 - c) The number of times restraints were used on each pregnant woman;
 - d) For each use of restraints on a pregnant woman, the duration of time that restraints were used; and
 - e) For each use of restraints on a pregnant woman, whether restraints were used because of:
 1. Risk of flight;
 2. Risk of injury to the pregnant woman; or
 3. Risk of injury to other persons.
- g) **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, subject to the same limitations applicable to the use of such restraints on inmates housed at CDF or CTF.
- h) **Firearms.** Any employee who relieves an officer of an armed post shall report to

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the assigned post armed.

The relieving officer shall immediately notify the Medical Holding Unit O.I.C., and record the following information into the post logbook:

- 1) Date and time of the relief (beginning and/ or ending times);
- 2) Location and purpose of the relief;
- 3) Name of the employee making the relief;
- 4) Name of the employee relieved; and
- 5) Any pertinent information pertaining to the detail.

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)
- b. **Medical Trips** - Health Services Transportation Request Form (Attachment B). The inmate’s medical record must accompany the inmate on all medical escorts.
- c. **Funeral Trips** - Escorted Trip Authorization Form (Attachment C) 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

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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 C) 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 if 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 twenty-four (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 Major's Office.

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- 2) **Shift Commander.** The Shift Commander shall contact the Court Transportation Supervisor to schedule the trip and forward copies of the forms to the Inmate Reception Center (IRC). 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, and complete and sign the vehicle inspection sheet. The vehicle inspection sheet shall be turned in to the Medical Holding Unit O.I.C. 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 and Live Scan technology shall be used to identify the inmate.
- 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.
 - a) Fill out any and all applicable notification forms that may apply to the inmate being transported.
 - b) Review female transportation list for specific restraint instruction when transporting a pregnant inmate for court trips.
 - c) Notify the Transport Commander of all pregnant inmates being transported to court
- 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 the CDF. However, an inmate with community custody status shall only be strip-searched upon a reasonable suspicion of wrongdoing, e.g., possession of contraband. Searches shall be conducted in accordance with policy.

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- 6) **Cross-Gender Viewing and Searches** - The DOC prohibits cross-gender visual body cavity searches (meaning a search of the anal or genital opening). Officers shall document all cross-gender pat-down searches of inmates.
 - 7) **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, *e.g.*, private viewing, visiting critically ill family members, the inmate is not permitted to use a restroom facility.
- e. **Escort Officer Responsibilities**
- 1) Escort officers shall take appropriate action to maintain physical custody of the inmate at all times.
 - 2) The escort officers shall comply with all written instructions regarding physical restraints.
 - 3) 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 Command Center a schedule of clinic appointments. The shift supervisor shall be responsible for ensuring the appropriate staff coverage for medical escorts.
- b. **Medical Emergencies.** In the case of medical emergencies, the Command Center shall be notified. The Shift 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.

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d. Medical Escort Officer Responsibilities

- 1) Medical Escort Officer #2 shall report directly to the tower to take possession of the weapons for both escort officers.-
- 2) Upon being notified that a medical escort may be necessary, the shift supervisor will dispatch the medical escort officer #1 directly to the scene of the emergency or to the infirmary if the inmate has already been transported there.
- 3) Both escort officers will accompany the medical personnel inside the ambulance and 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 (opposite, if practical) restrained to the hospital bed except as prohibited by this directive. 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 documented in the logbook.

c. Security Inspections of Medical Outposts. The Correctional Supervisor responsible for the oversight of outposts at hospitals or healthcare facilities shall ensure that routine security inspections of all medical outposts are conducted.

d. Restroom Procedures

- 1) When inmates are treated at healthcare facilities the escort officer shall

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ensure that:

- a) The restroom is thoroughly inspected prior to allowing the inmate access.
- b) An officer of the sex corresponding to the inmate's housing determination 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 Medical Holding Unit, CDF Command Center, the Shift 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.

Attachments

Attachment A - DOC Pregnant Woman Restraint Report
Attachment B - Health Services Transportation Request Form
Attachment C - Escort Trip Authorization
Attachment D - Escort Trip Instructions

DOC/4910.1/3/31/17



DOC PREGNANT WOMAN RESTRAINT REPORT

Inmate Last Name _____ Inmate First Name _____ DCDC or PDID _____

First or Second Trimester Post Partum 3rd Trimester Front Restraint No Restraint

Transported By _____ DOC Officer's _____ Date _____

COURT TRANSPORT

Date of Transport to Court _____

Time of Transport to Grand Jury _____ AM

Time of Handoff to USM _____ AM

USE THIS SECTION FOR DOC HOSPITAL TAKEOVER FROM USM CELLBLOCK

1st--2nd Trimester 3rd Trimester In Labor Postpartum Front Restraint No Restraint

Complete if Approved Medical Restraints Removed During Medical Treatment

Date/Time Restraints removed _____ / _____ AM PM Date/Time Restraints back on _____ / _____ AM PM

Date/Time Restraints removed _____ / _____ AM PM Date/Time Restraints back on _____ / _____ AM PM

DOC TRANSPORT RETURN TO CTF

First or Second Trimester 3rd Trimester Postpartum*
**Medical Approval Required for use of restraints* Front Restraint No Restraint

Transported By _____ DOC Officer's _____ Date _____

Date/Time Transport to CTF _____ / _____ PM

Date/Time Handoff to CTF _____ / _____ PM

X

Name and Title of Person Completing This Form



**DEPARTMENT OF CORRECTIONS
HEALTH SERVICES TRANSPORTATION REQUEST**

Memorandum To: Administrator _____

Subject : Medical Transportation Request

It is recommended

that the following inmate be transferred to:

- CTF Infirmary Immediately By Ambulance
- Hospital By Wheelchair Vehicle Morning: Date: _____ Time: _____
- CTF 96 Disabled Unit By Special Conveyance Afternoon: Date: _____ Time: _____
- Other _____

For: Consultation X-Ray Treatment

at _____ (time) in the _____ (name of clinic)

and returned to _____ facility

Pregnancy Status (If Applicable)

- First Trimester/Second Trimester-Front-Shackle (FS)
- Third Trimester/In Labor/Postpartum – No Shackle (NS)

NAME _____	DCDC NO _____	PF NO. _____
DOB _____	SEX _____	SECURITY CUSTODY LEVEL: MAX _____
		MED _____
		MIN _____
		SPECIAL HANDLING _____

Requested by _____

MEDICAL OFFICER

Approved _____
(TITLE)

- Medical Records Jacket Secured
- Consultation sheet in Record Jacket
- Record Office Notified
- CTF Infirmary Notified

cc: Transportation Unit
Facility Control Center
Referral Coordinator (Medical)



D.C. Department of Corrections
ESCORT TRIP AUTHORIZATION

MEMORANDUM

TO: Administrator
Transport Unit

THROUGH: Director

Deputy Director for Operations

FROM: Warden

DATE:

SUBJECT: Escorted Trip

NAME: DCDC# CHARGE SENTENCE

REH: _____ MRD: _____ FTD: _____

DESTINATION: _____

ADDRESS: _____

DATE: _____

DEPARTURE TIME: _____ RETURN TIME: _____

TYPE OF SECURITY: _____ TYPE OF RESTRAINTS: _____ ESCAPE HISTORY _____

TYPE OF CLOTHING: **Institutional Attire**

PURPOSE:(BE SPECIFIC) _____

SPECIAL INSTRUCTION: _____

VERIFICATION: _____

Initiated and APPROVED _____

APPROVED _____

Verified by: DISAPPROVED _____

DISAPPROVED _____

CASE MANAGER

CHIEF, CASE MANAGER

APPROVED _____
DISAPPROVED _____

APPROVED _____
DISAPPROVED _____

DEPUTY WARDEN F/OPERATIONS

DEPUTY WARDEN F/PROGRAMS



Government of the District of Columbia
D.C. Department of Corrections

Escort Trip Instructions

The Warden may approve an escorted trip for an inmate. An escorted trip may be approved for such reasons as obtaining medical care not available in the institution; visiting a critically ill family member; attending the viewing of a family member; participating in approved community functions; and performing work-related functions.

1. The trip must be completed according to the schedule, places and events indicated in the trip authorizations. Unexpected situations making this impossible will be reported to the Command Center Tel. _____. The Warden, or when absent, the senior on duty supervisor, will issue instructions for completion of the trip.

2. Restraints required in accordance with the inmate's custody level are described below; the Warden will specify exceptions in writing.

- a. Administrative Custody: Handcuffs, leg irons, and belly chain.
(Administrative Custody applies to all inmates housed at the Central Detention Facility, to include pre-trial inmates.)
- b. Maximum Custody: Handcuffs, leg irons, belly chain, and lock box.
- c. Close Custody: Handcuffs, leg irons, and belly chain,
- d. Medium Custody: Handcuffs, leg irons, and belly chain.
- e. Minimum Custody: Handcuffs and leg irons. Restraints may be reduced at the discretion of the Warden.
- f. Community Custody: 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.
- g. Pregnant Females: No restraints will be used on inmates in labor, during delivery, or in the recovery room immediately after delivery. During the last trimester of pregnancy, no restraints should be used when transporting a pregnant inmate unless she has demonstrated a history of assaultive behavior or has escaped from a correctional facility. Even in such cases only handcuffs shall be used.



NOTE: The escorting officer(s) must maintain the minimum requirements established for the amount of restraints to be used. Medical trips which require removal of restraints for such purposes as emergency treatment, x-rays, and application of bandages must have two armed officers present when restraints are removed. Under no circumstances will minimum restraints be removed during social trips, such as for bedside visits and viewings. The minimum restraints as specifically identified can be increased at the discretion of the escorting officer(s), but at no time will the minimum requirements be reduced.

In addition to restraints, the escort officers shall maintain constant visual supervision of the inmate. Extra restraint equipment shall be provided to the escort officers in the event of unforeseen problems or faulty equipment. The Warden may also specify additional requirements where appropriate.

3. Escort officers shall use pre-established routes, unless approval of change is obtained in advance. For security reasons, movement times and routes shall remain confidential.
4. Although every effort shall be made not to humiliate an inmate, discretion and good judgment must be used when considering the removal of any restraint equipment.
5. Trips for medical purposes may require removal of restraints for treatment or examination. Insofar as possible, this should be pre-determined by the Health Systems Administrator.
6. Inmates are not permitted to have possession or use of any narcotics paraphernalia, drugs, or intoxicants not prescribed for the individual by the medical staff.
7. The escorting officer(s) is required to have read and to be familiar with the Program Statement on Escort Trips.