



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: PRISONER SEARCHES AND TRANSPORTATION

NEW REVISED RESCINDS

APPROVED: *GM*
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ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

- A. At the beginning of each shift, all police vehicles that will be used for patrol and transporting arrested persons during that particular shift will be examined by the officer(s) that will be occupying the representative vehicles.
- B. Prior to and after an officer transports a prisoner, the officer(s) will conduct a search of the police vehicle used for the transport to ensure that the vehicle is:
 - 1. Free of weapons/contraband
 - 2. Mechanically safe
 - 3. Free of damage or defect
 - 4. Properly equipped for use
 - 5. The results of the vehicle search will be documented in the event report.
- C. Prisoners will be transported without unnecessary delay to the nearest processing facility.
- D. An injured/ill prisoner's health and safety will take precedence over processing and he/she will be transported to the nearest medical facility either by police vehicle or ambulance, whichever is more practical and more expedient.

II. SEARCHES OF PRISONERS

- A. All prisoners will be searched incidental to their arrest.

After an adult has been arrested, or a juvenile taken into custody for a "delinquent act," and before the prisoner is transported from the scene, that person will be searched for weapons and contraband.

- B. If custody of a prisoner is relinquished to another officer by the transporting officer, and that prisoner is later returned to the transporting officer's custody, the transporting officer will search the prisoner again.

- C. A thorough "field search" of prisoners will be conducted by officers of the same sex as the prisoner.

1. An officer may conduct a patting of the clothing of a prisoner of the opposite sex.
2. If the arresting/transporting officer deems a more extensive field search be conducted for safety reasons, an officer of the same sex will be requested to conduct the search.
3. An officer may fully search a prisoner of the opposite sex if the officer sees any weapon, escape implement, or evidence, or if he/she has reason to believe that the prisoner is in possession of any of these items.
4. When fully searching a prisoner of the opposite sex, officers are reminded that the primary purpose of a field search is to check for weapons.

All opposite-sex field searches will be conducted in a professional manner, the results of the search documented in the Event Report, and witnessed by another officer whenever possible.

- D. Strip Searches

1. The decision to strip search must be based on specific factors which give rise to a reasonable suspicion that the prisoner may be concealing weapons, escape implements, contraband, or evidence.
2. Strip searches will only be conducted with supervisory approval.

3. The search will be conducted by an officer of the same sex and observed by a witness officer of the same sex.
4. The search will be carried out in an area out of the public view that cannot be observed by persons not involved in the search.
5. The prisoner will not be required to remain unclothed any longer than is absolutely necessary.
6. The mouth is the only body cavity that may be searched without a warrant. If an officer has probable cause to believe that a prisoner is concealing something in his/her mouth, the officer may use reasonable force to prevent the swallowing of the object and may remove the object.
7. Under no circumstances will non-sworn personnel be used to conduct, assist or witness a strip search.
8. The primary officer involved in a strip search will note the following in the narrative section of the arrest report:
 - a. The fact that a strip search was conducted, and
 - b. The names of the approving supervisor and the witness officer, and
 - c. The results of the search.

E. Body Cavity Searches

1. Applications for search warrants for body cavity searches will be made only with supervisory approval
2. Body cavity searches (except for searches of the mouth) will only be conducted on the strength of a search warrant.
3. All body cavity searches will be performed by a licensed physician at a local hospital.
4. Reasonable force may be used to the extent necessary to affect a body cavity search.
5. Body cavity searches will be witnessed by at least one officer of the same sex as the prisoner. The officer will immediately take custody of the item(s) recovered in the search.

6. The primary officer involved in a body cavity search will include the following information in the Event Report or Supplement Report:
 - The fact that a body cavity search was conducted
 - The names of the approving supervisor, the witness officer, the judge signing the search warrant and the physician conducting the search.

F. Supervisor's Responsibilities

Supervisors must consider the following factors before approving either a strip search or an application for a search warrant for a body cavity search:

1. The type of crime for which the person was arrested;
2. The age of the defendant;
3. Prior arrest record, e.g. known drug offender;
4. Circumstances of the arrest; and,
5. The specific factors giving rise to the belief that the item(s) sought are concealed somewhere on/in the prisoner's body.

III. TRANSPORT PROCEDURES

A. Officer/Prisoner Seating Positions

1. All prisoners will be restrained during transport, unless special or unusual circumstances dictate otherwise. (see Special Transport Situations)
2. In all transport situations, the transporting officer will give the vehicle's odometer mileage, the beginning location and the destination to the dispatcher via the police radio. At the conclusion of the transport the transporting officer will give the ending vehicle's mileage and destination.
3. When one (1) officer is transporting one (1) prisoner, the prisoner shall be seated in the right-front seat if the vehicle is not equipped with a safety barrier. Rear compartment transport of a prisoner in vehicles not equipped with safety barriers by a single officer is prohibited.

4. If the vehicle is equipped with a safety barrier, the prisoner shall be placed in the right-rear seat area (behind the safety barrier), so that the prisoner can be observed by, and if necessary communicate with the transporting officer.
5. One (1) officer will not attempt to transport more than one (1) prisoner without first obtaining supervisory approval.
6. If a supervisor approves of two (2) prisoners being transported by one (1) officer, both prisoners shall be transported behind the safety barrier, in the back seat.
7. In the event two (2) officers will transport a prisoner in a police vehicle that is not equipped with a safety barrier, the prisoner shall be positioned in the right-rear seat and the passenger-officer will be seated behind the driver-officer (rear seat next to the prisoner).
8. In the event two (2) prisoners are to be transported in a police vehicle occupied by two (2) police officers (and the vehicle is not equipped with a safety barrier), one (1) prisoner will be seated in the right-front seat, the other prisoner will be seated in the right-rear seat, and the passenger-officer will be seated behind the driver.
9. In the event two (2) officers occupy a safety-barrier-equipped vehicle, prisoners shall be transported in the rear seat behind the safety barrier. A supervisor's approval must be obtained to transport more than two (2) prisoners and officers will not be seated behind the safety barrier with the prisoners.
10. Juveniles taken into custody will not be transported in the same vehicle with adults.

B. Observation of Prisoners During Transport

1. Since there is a legal duty to protect and care for prisoners during transports, transporting officer(s) will keep prisoners under observation at all times, unless the prisoner(s) is/are transported in a PGPD or Sheriff's Office prisoner transport vehicle.
2. ~~All marked Cottage City police vehicles are equipped with Mobile Video Recording devices which shall be activated and the camera turned towards the prisoner while the prisoner is in the vehicle.~~
3. In keeping prisoners under observation, officers transporting prisoners must be alert for any diversionary incidents, whether instigated by the prisoner or by a person(s) attempting to free the prisoner.

4. So that prisoners can be monitored at all times, and any chances to escape are minimized, transporting officers will not take enforcement action, respond to calls for service, or stop to render assistance, unless a situation arises in which the risk to third parties is both clear and grave and the risk to the prisoner is minimal.
5. Except for unavoidable contact that one prisoner may have with another secured prisoner, or with transporting officers in the same vehicle, prisoners being transported will not be permitted to communicate or have physical contact with other persons, unless in the transporting officer's judgment, the communication is essential.

C. Prisoner Escapes

1. Notifications - In the event a prisoner escapes during transport, the transporting officer(s) shall ensure that the following notifications are made immediately:
 - a. Police Communications;
 - b. Chief of Police;
 - c. K-9 and Air Support;
 - d. PGPD shift supervisor and duty commander; and/or,
 - e. The local law enforcement agency with jurisdiction (i.e., D.C., etc.)
 - f. If an escape occurs outside the county, the transporting officers shall contact the local law enforcement agency in whose jurisdiction the escape occurred using any means available.

2. Reporting

The following reports shall be submitted as soon as practical following an escape:

- a. Event Report reflecting complete details of the incident.
- b. Initiate criminal charges for escape and other related violations on a Statement of Charges if the escapee is apprehended shortly after escape.

- c. Initiate criminal charges for escape and other charges on an Application for a Statement of Charges to be presented to a District Court Commissioner if the escapee is not apprehended.
- d. If the officer(s) was/were assaulted and/or injured during the escape, the involved-officer(s) will submit the following administrative forms:
 - Law Enforcement Officer Report of Assault; and
 - Worker's Compensation "First Report of Injury Form".

3. Further Actions

- a. If necessary, the transporting officer(s) will coordinate efforts with investigators, etc., involving the circulation/dissemination of the escapee's photograph/composite drawing to enhance capture.
- b. If the transporting officer re-captures the escapee in a jurisdiction within the State, the officer may take the escapee into custody and charge the escapee appropriately.
- c. If the transporting officer re-captures the escapee in a jurisdiction outside Maryland, the officer must relinquish custody to an officer from that jurisdiction for the purposes of extradition.
- d. If the prisoner attempts to escape, the transporting officer(s) will notify the on duty supervisor and/or Chief of Police and fully document the escape attempt on the Event Report.

D. Transports of Prisoners by Officers of Opposite Sex

1. Depending on availability of officers, when an officer determines the need to transport a prisoner of the opposite sex, he/she will request an additional officer to assist with the transport whenever possible.
2. Transport of the individual shall be in accordance with the procedures enumerated herein.
3. When the use of a second officer is not practical, the officer of the opposite sex shall do the following prior to and after the transport:

- a. Notify communications via radio of the beginning mileage on the police vehicle's odometer;
 - b. Notify communications via radio of the location from which the transport will begin and the destination;
 - c. Notify Communications via radio of the conclusion mileage and the fact that the transport has reached its destination.
4. If it is not possible to notify communications of any of the above (i.e., 10-3 on channel, radio problems, etc.), the transporting officer shall note the vehicle's mileage and time and as soon as possible contact Communication by radio or land-line of the beginning mileage and starting point, and this as well as the ending mileage and ending point will be included in the Event Report.
 5. The most direct and expeditious route of travel will be taken by the transporting officer to the destination.

IV. SPECIAL TRANSPORT SITUATIONS

A. Disabled Prisoner

1. A prisoner should not be presumed to be harmless just because of their handicap or disability; however, depending on the nature of the disability, this person may require an additional level of care and handling for transport because the disability may not allow the prisoner to be restrained and transported by conventional means.
2. If, due to the size of required medical apparatus or the severity of the disability, neither a police car nor Prisoner Transport Van (PGPD or Sheriff's Office) will accommodate a disabled prisoner, officers will request an ambulance for a routine transport via ECC.
3. Two (2) officers will conduct the transport, with one (1) officer riding inside the ambulance with the prisoner and the other officer following behind the ambulance in the police vehicle.
4. In confronting a situation involving the possible use of restraining device(s) on a disabled prisoner, officers should use their training, best judgment, and discretion to help them decide on appropriateness. In deciding whether to use restraining device(s), officers should consider:

- a. Propensity toward violence by the prisoner, if any;
 - b. Prior dealings with the prisoner, if any;
 - c. Whether using restraints keep the prisoner from harming him/herself, the transporting officer, and/or others; and,
 - d. The degree, severity, or nature of the prisoner's handicap.
5. If a disabled prisoner is an obvious threat to himself/herself, the transporting officer(s), and/or other citizens, the officers should use reasonable force to apply restraints for everyone's protection.

B. Injured/Ill Prisoner

1. Officers will treat "life-threatening" conditions (i.e., cardiac/respiratory arrest, profuse bleeding, etc.) and request Fire/Rescue to respond.
2. When requesting Fire/Rescue, the officer should attempt to provide as much information to communications as possible about the prisoner's condition so the Fire/Rescue can dispatch either a "Basic Life Support" ambulance or an "Advanced Life Support" ambulance (medic unit).
3. Officers shall notify the on-duty supervisor of all illnesses and injuries complained of or sustained by prisoners, and will indicate such in their Event Report, along with any action taken by the officer(s), and whether the prisoner refused treatment.
4. Prisoners incurring injuries as a result of an arrest or transport will be photographed when photos would identify the injuries, and the photographs and a copy of the officer's Event Report and Use of Force Report will be forwarded to the Sergeant as soon as possible.
5. If an ambulance or medic unit responds and transports the prisoner, two (2) officers will conduct the transport, with one (1) officer riding inside the ambulance with the prisoner and the other officer will follow behind the ambulance or medic unit in a police vehicle.
6. If an ambulance or medic unit does not transport the prisoner, but the prisoner is in need of medical attention, two (2) officers will transport the injured/ill prisoner to the nearest medical facility in a safety barrier-equipped police vehicle, if available.

7. Officers shall advise communications via radio of the transport to the hospital, and of the nature of the injury/illness, and shall also request that communications notify the appropriate hospital before the transport officers arrive there, if practical.
8. Because the prisoner's escape opportunities are enhanced, officers upon their arrival at the medical facility will advise the facility's security staff of the prisoner's presence and officers will stay with and closely monitor the prisoner (when allowed) until he/she is treated and released from the facility.
9. Once released, the transport will resume and the prisoner will be transported in a safety barrier-equipped police vehicle, if one is available, to a processing facility or detention center, whichever is appropriate.
10. If the prisoner is admitted for follow-up care/observation, officers shall notify the on-duty supervisor and the prisoner shall be guarded in accordance with Department policies and procedures.
11. Restraining devices may not be required on sick or injured prisoners, depending upon the nature of the sickness or injury, therefore the officer's training, best judgment and discretion, along with consideration of the following, will be used when deciding the appropriateness of restraining devices:
 - The safety of the officer, prisoner, and other citizens;
 - The likelihood of escape;
 - The nature of the illness or injury(s);
 - If the use of restraining devices will aggravate or prevent further injury(s) to the prisoner; and,
 - Prior history of the prisoner, if known.
12. If an officer elects not to use restraining devices on a sick or injured prisoner, the officer should consider using a police transport van or safety barrier-equipped police vehicle.
 - Two (2) officers shall transport an unrestrained prisoner.

C. Mentally Disturbed Prisoner

1. The restraining and transporting of a "mentally disturbed" prisoner requires officers to exercise caution to avoid possible injury(s) to themselves and/or the prisoner.
2. Officers will use their best judgment to determine the most appropriate method of restraint, and consideration should be given to applying leather restraints, ankle cuffs, and waist chains (in addition to handcuffs), based on the officer's assessment of the prisoner's behavior.
3. If transported in a police vehicle, a mentally disturbed prisoner will not be secured to the transport vehicle, except by means of the vehicle's seatbelt.

D. Aggressive Prisoner

1. If an officer(s) deems a prisoner "aggressive", and more than handcuffs are needed, or it is determined that handcuffs would be inappropriate for the situation, the following procedures apply:
 - Request a "basic life support" ambulance from ECC;
 - Assist Fire/Rescue personnel with the application of appropriate restraining devices ("tie-down" stretcher, leather restraints, etc.).
2. One (1) officer shall ride inside the ambulance and the other officer shall follow behind the ambulance in a police vehicle while conducting the transport and the circumstances surrounding the transport will be documented in the Event Report.

E. Other Situations

Officers will not transport prisoners to visit relatives or to funerals, as this is handled by the Sheriff.

V. APPLICATION OF RESTRAINTS

A. Handcuffs

1. All prisoners will normally be restrained (handcuffed and seat belted) during transport. Juvenile status offenders will not be restrained, unless the transporting officer(s) reasonably fear for their safety and/or they believe the juvenile is an escape risk.

2. Occasions do arise when an officer, in his/her discretion, may believe that the use of handcuffs or other restraining devices would be inappropriate, such as a prisoner's age (too old or too young), and/or the prisoner's medical and mental condition.
 3. Officers will not attach, affix, or connect a person to whom the officer has applied any type of restraining device, to a stationary object (i.e., street corner mailbox, parked vehicle, street sign, fence, etc.), unless done in extreme circumstances or emergency situation, which may include, but is not limited to:
 - An officer-in-trouble situation;
 - An officer trying to apprehend more than one person without a back-up.
 4. When restrained, a prisoner will normally be handcuffed behind his/her back, palms facing out, the handcuffs "double-locked," and the keyholes facing up.
 5. If a prisoner is unable to be handcuffed in this manner, the officer shall use the best resources available to restrain the prisoner, without placing officer safety in jeopardy and without causing injury(s) to the prisoner.
 6. When handcuffs are used, they shall be applied in such a manner as to adequately restrain the prisoner, without jeopardizing officer safety, and without causing injury(s) to the prisoner.
 7. When two (2) prisoners are to be transported together, the transporting officer(s) should consider handcuffing the prisoners with their arms intertwining.
 - Under no circumstances will an adult and a juvenile be handcuffed together, nor transported together in the same police vehicle.
 8. Under no circumstances will a prisoner(s) be secured to the transport vehicle by restraining devices, except for being "seat-belted," during the transport.
- B. Use of Flex-Cuffs
1. Plastic "flex-cuffs" are authorized as a temporary restraining device (primarily for use in mass arrest situations) and shall be applied in such a way that officer safety is not jeopardized and without causing injury to the prisoner(s).

2. An officer applying flex-cuffs will ensure that a device to remove them is readily available to the officer.

C. Waist Chains/Leg Irons

1. When available, waist chains and/or leg irons should be used in addition to handcuffs when transporting unruly prisoners or those deemed as escape risks.
2. In situations when restraining devices are necessary, but handcuffs cannot be used, officers should consider using waist chains, leg irons ("ankle cuffs"), or leather restraints.

VI. ARRIVAL AT DESTINATION WITH PRISONER

A. Securing Firearms

Upon arrival at the destination with a prisoner, transporting officer(s) will ensure that their firearms are secured in the facility's designated location for safekeeping and if the designated location is unavailable, or the facility does not have one, the firearm shall be secured elsewhere in the facility in an area not known to the prisoner and not available to public access. The trunk of the police vehicle should be used only as a last resort.

B. Removing Restraints

1. At a Department of Corrections or a PGPD District Station, officers will abide by the individual station policies and procedures for that particular facility.
2. Officers will familiarize themselves with the layout of the facility in the event of an escape and will keep their prisoner under control.
3. Before placing a prisoner in a holding cell, officers will ensure that they are familiar with, and abide by; the policies and procedures governing the use of the holding cell at that facility, as well as, when and under what circumstances restraints can be removed relating to the placing of the prisoner in the holding cell. Juvenile status offenders will not be placed in a holding cell.
4. At the Detention Center, the delivering officer will secure his/her weapon in the designated location before entering the sally port area.

5. Restraints will not be removed by the delivering officer, but by the Correctional Officer who accepts custody of the prisoner, unless Detention Center staff directs otherwise.

C. Documentation to Accompany the Prisoner

Before an officer delivers a prisoner to a receiving facility (e.g. the Detention Center), the delivering officer will ensure that the paperwork/documentation pertaining to the prisoner is in order and accompanies the prisoner to the facility.

D. Delivering Officer to Complete Arrest Package

1. An officer delivering a prisoner will complete a Central Processing Arrest Package.
2. A copy of the form will be submitted with the Event and Arrest Reports to be filed with the station copies.

VII. PRISONER DOCUMENTATION

A. Prisoner Identification

1. If an occasion arises when an officer is required to transport a prisoner being held by another police department, or from a detention facility (within or without Prince George's County) for transport from that facility to another, the department or detention facility will be contacted by the officer(s) via telephone prior to the officer(s) responding to ensure the prisoner's positive identification.
2. To ensure that the prisoner is positively identified, the officer contacting the detention facility will provide said facility with the prisoner's personal descriptors that will assist the department or detention facility in locating and identifying the person to be transported.
3. The Department or detention facility will also be advised of the reason(s) for the removal of the prisoner (such as the existence of an outstanding warrant), unless the other department or detention called this Department.
4. The officer(s) will then respond to the facility after authorization is received from the supervisor or Chief.
5. If the prisoner's identity is in doubt, the officer can either request or send, via FAX, a photograph of the prisoner to establish identity.

6. Upon the officer's arrival at the detention facility for purposes of taking the prisoner into custody, and prior to the officer actually taking custody, the officer will confirm the prisoner's identity and may employ one or more of the following methods:

- Ask the prisoner to identify him/herself;
- Ask the prisoner some background questions (the answer of which to already be known by the officer), such as place of birth, Social Security Number, home address, etc.;
- Match any photograph the officer has in possession against the prisoner;
- Ensure the correct spelling of the prisoner's name, especially if the prisoner has a name that can be spelled in different ways (i.e., Smith vs. Smyth; Jeffrey vs. Geoffrey, etc.) and/or if the prisoner is known to use an alias.

B. Documentation

1. Once the prisoner's identification has been established to the officer's satisfaction, the officer(s) taking custody will sign the required detention facility documents to acknowledge the transfer of custody and the officer will request a copy of said document for the officer's/station records.
2. The officer will provide the Detention Center or other department with a copy of the officer's warrant.

C. Transport From the Commissioner to PGDOC

1. Officers transporting a prisoner to the PGDOC will provide the PGDOC Intake Officer with the following documentation pertaining to the prisoner (which will be given to the officer by the District Court Commissioner):
 - Papers relating to the prisoner's commitment to the PGDOC;
 - Documents indicating the prisoner's name and other personal descriptors;
 - The Court's Tracking or Docket Number(s); and,
 - Any other documents/records that the Commissioner issues to accompany the prisoner.
 - Advising the PGDC Intake Officer of any potential medical or security hazards.
2. The prisoner's personal property will be inventoried by the arresting/processing officer, packaged accordingly, and given to the PGDOC Officer to whom custody is relinquished (unless said property is being seized as evidence).

3. If the packaging contains an item which could be dangerous (i.e., pocketknife, syringe, razor blade) to the PGDOC Officer, the officer relinquishing custody of the prisoner and the property will advise the PGDOC Officer of the potentially dangerous items before handing the PGDOC Officer the package.
4. If the arresting or transporting officer has knowledge or reason to believe that the prisoner is an escape risk, has suicidal tendencies, has stated suicidal intentions, or poses other security risks, the arresting/transporting officer will document this information on the package containing the prisoner's inventoried property, and in the Arrest Report.
5. The arresting/transporting officer will also make the Court Commissioner aware of the nature of the risk or security hazard the prisoner poses so that the Commissioner can indicate this information on the Court documents and on the documents that will accompany the prisoner.

D. Transport of Juvenile to Juvenile Detention Facility

1. Unless a juvenile is in need of emergency medical treatment, juveniles not charged as adults will be transported without unnecessary delay to a designated juvenile facility, if:
 - The detention and placement has been authorized by the State's Attorney's Office Intake Officer; or,
 - The juvenile is being returned to the detention facility from which he/she absconded; or,
 - The return is ordered by a Judge.
2. Officer(s) delivering a juvenile to a juvenile facility will ensure that the following documentation accompanies the juvenile:
 - The "Authorization for Detention" form (except for when a juvenile is being returned after running away),
 - Copy of the officer's Event Report and,
 - Any other documentation as directed by juvenile authorities, D.J.S., the State's Attorney's Office, and/or Judge.
3. If the arresting or transporting officer has knowledge or reason to believe that a juvenile has escape or suicide-potential, or poses other security risks, the officer will ensure that the documentation accompanying the juvenile contains this information.

4. Upon the officer's arrival at the facility, the officer will follow the procedures described in Section VI above.
5. The officer will obtain from the juvenile facility's representative to whom custody is relinquished, a receipt bearing the signature of the representative.

E. Transport From Juvenile Facility

1. If authorization is obtained from a Judge allowing an officer to transport a juvenile from a juvenile detention facility, a copy of the Judge's Order authorization document, etc., will be shown to the juvenile facility's representative and will remain in the officer's possession while the officer has custody of the juvenile.
2. If custody is relinquished to a Sheriff, Bailiff, Intake Officer, etc., the documentation will be presented to the person assuming custody.
3. The officer relinquishing custody will ensure that the officer accepting custody is advised of the juvenile's escape or suicide potential, or other security-risks the juvenile poses.

F. Relinquishing Custody of Adult or Juvenile to Another Law Enforcement Agency

In the event an officer from this Department relinquishes custody of a prisoner to another law enforcement agency, the officer relinquishing custody will ensure that:

1. The prisoner has been searched;
2. The prisoner's property has been inventoried and appropriately packaged, with information describing the prisoner's escape or suicide potential, and/or whether the prisoner is a security risk; and
3. The officer accepting custody receives a copy of documentation pertaining to the prisoner.

VIII. PRINCE GEORGE'S DEPARTMENT OF CORRECTIONS (PGDOC)

Officers will:

1. Prior to the arrival, ensure that all prisoners are in handcuffs or other restraints and have been thoroughly searched.

2. Ensure prisoners who are injured have received necessary medical attention. Failure to do so may result in the prisoner being ref used at D.O.C. If the prisoner receives medical treatment from Prince George's County Fire Rescue Services (PGCFRS) personnel or from a medical facility, the associated paperwork must accompany the prisoner to D.O.C.
3. Take custody and secure any evidence the prisoner may possess. Due to limited storage space at D.O.C., large, bulky items will be stored at the Cottage City Evidence/Property Room (e.g., a homeless person with multiple bags containing personal effects will not be stored at D.O.C.). A purse, briefcase or wallet belonging to a prisoner will be accepted at D.O.C.
4. Explain to friends or relatives of the prisoner that the prisoner will be given an opportunity to contact them prior to release and that they should not respond to D.O.C.
5. Position the prisoner in such a way that the cipher lock is not within the prisoner's view when entering the code to access D.O.C. The code will not be disseminated to anyone other than law enforcement personnel.
6. Secure all firearms, knives, and protective instruments, excluding OC spray, in the designated gun drop.
7. Notify D.O.C. personnel whenever the prisoner is considered a security risk.
8. Remain outside the booking area gate with the prisoner until instructed to enter the search room by D.O.C. personnel. Once access is allowed, officers will enter the search room and remain there while the correctional officer conducts a thorough search of the prisoner. Officers will:
 - a. Seize all evidence and contraband; place in an evidence bag and heat seal as appropriate.
 - b. Inventory all of the prisoner's property on the appropriate Arrest Booking Envelope. The prisoner's property will be turned over to the correctional officer for storage until the prisoner is released or transferred to the main jail facility.
 - c. Count all the money with a witness (another officer or correctional officer), break it down by denomination, and heat seal it in an evidence bag if appropriate. Record the name of the witnessing officer on the booking envelope.
9. Complete, entirely a Central Processing Package Criminal Arrests, or D.O.C. Central Processing Package Traffic Arrests.