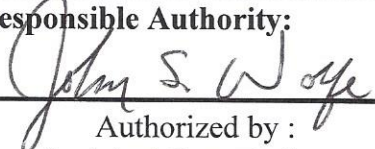
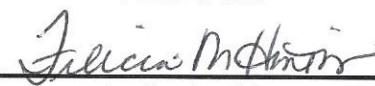




**Division of Pretrial
Detention and Services**

Brenda Shell

Approved By:
Commissioner
Brenda Shell

Title: Detainee and Inmate Transport	DPDS Directive Number: DPDS.110.0013
Related MD Statute and Regulations: Correctional Services Article, §2-103, ACM Secretary's Department Directive Number 02-2004/DPDSD.110.0013	Supersedes: DPDS.110.0013 titled, Detainee Transport and issued
Related ACA Standards: 1-CORE-1B-01; 1-CORE-4D-12	Responsible Authority:  Authorized by : Assistant Commissioner John Wolfe  Authorized by: Acting Deputy Commissioner Felicia M. Hinton
Related MCCS Standards: .01M	
Established Related Directive: Medical Transportation Unit; Inmate Transport Security	Effective Date: October 14, 2015 Number of Pages: 4

Division of Pretrial Detention and Services Directive

.01 Purpose.

This directive establishes policy and procedure to supplement the Executive Directive governing Inmate Transport Security – OPS.110.0003.

.02 Scope.

This directive is applicable to the Division of Pretrial and Detention Services Facilities to include Division Wardens, Managers, Supervisors, Contractual Medical and Mental Health providers, Correctional Officers and support staff with duties related to the transport of a detainee or inmate. This directive excludes the Chesapeake Detention Facility and Baltimore City Correctional Center.

A. Baltimore Central Booking and Intake Center (BCBIC);

B. Baltimore Pretrial Complex (BPC);

(1) Annex

(2) Jail Industries Pretrial and Pre-Release

(3) Women's Detention Center (WDC)

(4) Wyatt Building

C. Maryland Reception Diagnostic and Classification Center (MRDCC); and

D. Metropolitan Transition Center (MTC)

.03 Policy.

It is the policy of the Division of Pretrial Detention and Services that:

- A. The transport of a detainee or inmate is governed by the requirements of public safety, employee safety and the protection and security of Division detainees and inmates.
- B. "Transportation of inmates outside the facility, and facility, and security of facility vehicles are governed by policy and procedure. Staff involved with transportation of inmates are informed of all policies and procedures. Annual safety inspections are conducted on all vehicles used by the facility. Repairs are completed immediately. Vehicles are not used until repairs are completed" (1-CORE-1B-01).
- C. "Restraints on inmates from medical and psychiatric purposes are only applied in accordance with policies and procedures approved by the health authority, including:
 - (1) Conditions under which restraints may be applied;
 - (2) Types of restraints to be applied;
 - (3) Identification of a qualified medical or mental health professional who may authorize the use of restraints after reaching the conclusion that less intrusive measures are not a viable alternative;
 - (4) Monitoring procedures;
 - (5) Length of time restraints are to be applied;
 - (6) Documentation of efforts for less restrictive treatment alternatives; and
 - (7) An after-incident review.

.04 Definitions.

There are no definitions for this directive.

.05 Responsibility.

- A. It is the responsibility of the transportation supervisor to ensure compliance with established escort requirements outlined in the Executive Directive – Inmate Transport Security – OPS.110.0003.

B. Juvenile transports and associated escorts are conducted:

- (1) Separately from the adult detainee and inmate population to include:
- (2) Separate staging area and processing;
- (3) Separate transport vehicles; and
- (4) Separation while in court, court holding areas, hospitals and medical treatment areas, waiting areas, etc.; and
- (5) In compliance with restraint measures established by Executive Directive – Inmate Transport Security OPS.110.0003.

C. The Division of Pretrial Detention and Services (DPDS) established a Medical Transport Unit, at the Baltimore Central Booking and Intake Center (BCBIC), which is responsible for coordinating with the Medical and Mental Health Providers, secondary medical and clinic appointments for DPDS detainees and inmates.

D. Secondary Medical and Clinic Appointments Scheduling and Transport Protocol:

- (1) The medical staff shall examine and identify a detainee or inmate who require secondary medical and clinic appointments and shall initiate a medical transport order and provide a copy of the preliminary medical assessment, diagnosis, and vitals to Wexford Health Sources Inc.
- (2) Wexford Health Sources Inc. is responsible for coordinating and scheduling a detainee or inmate follow-up secondary medical and clinic appointments.
- (3) Wexford shall forward via fax to the Medical Transport Lieutenant a copy of the detainee or inmate secondary medical or clinic appointment schedule for the upcoming month. Detainee or inmate follow-up secondary medical and/or clinic appointments are scheduled in advance allowing sufficient time to coordinate and consolidate transportation hours and runs.
- (4) The Medical Transport Lieutenant shall review the schedule to ensure that a detainee or inmate with secondary medical or clinic appointments on the same day at the same facility are shuttled in the same van.
- (5) A detainee or inmate, scheduled for a secondary medical and/or clinic appointment, is transferred to BCBIC's Transportation Holding Cells **ninety (90) minutes prior to their scheduled appointment.**
- (6) The Transportation Escort Officers shall depart from BCBIC's Medical Transport Unit, **1 hour (i.e. 60 minutes)** prior to the detainee or inmate scheduled appointment, to ensure that the detainee or inmate arrives for their secondary medical and/or clinic appointment on time.
- (7) The escort officers shall have a secondary medical/clinic appointment folder for each detainee or inmate containing the following items: **(Detainee or Inmate face sheet and general**

information, copy of the medical transport order, and a copy of the preliminary medical assessment and diagnosis).

- (8) The Bon Secours' St. Michael's Outpatient Clinic serves as the primary facility for secondary medical and clinic appointments. A copy of the specialty clinics and clinic dates and times is attached. In addition, a detainee and inmate are treated and/or have access to the Bon Secours' Telemedicine Program the 1st and 3rd Thursday of each month, from 10:00am – 12:00pm.
- (9) Upon return to a facility after a Psychology appointment or a Psychiatric admittance, the escort officers shall adhere to the following:
 - a. All detainees/inmates shall be evaluated by in the Inmate Mental Health Unit upon return from the psychiatric hospital or medical appointment.
 - b. The physician shall determine if infirmary admission is medically indicated or if the detainee/inmate can be housed in the general population.
 - c. Procedures shall be in accordance to the DPSCS Clinical Services and Inmate Health Infirmary Care Manual.

.06 Attachments.

Appendix A- Request for Medical/Mental Health Consult/Transport

Appendix B- Bon Secours St. Michael's Outpatient Clinic Schedule

.07 History.

- A. This directive rescinds DPDS.110.0013 titled, Detainee Transport and issued October 31, 2010.
- B. This directive supplements the Executive Directive governing Inmate Transport Security – OPS.110.0003.
- C. This directive supersedes provisions of any other prior existing Division communication with which it becomes in conflict.
- D. If deemed appropriate by the Managing Official, the facility shall develop a Facility Directive or Post Order.

.08 Distribution. A

S- Medical Transportation Unit
Inmate Transport Security