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SECURITY TRAINING - Day #11

CONTRABAND AND SEARCHES

OREGON CORRECTIONS DIVISION

NCJRS

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ACQUISITIONS

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SECURITY TRAINING

AREA AND PERSONAL SEARCHES ----Day #11

A.M.

Pre-test

Define contraband

How to control contraband

How to conduct frisks

How to conduct strip searches

How to conduct area searches

Contraband display

P.M.

Filmed demonstration of frisks and searches

Live demonstration of frisks and searches

Hands-on training

Evaluation

Post-test

## CONTRABAND AND SEARCHES

If contraband in a lockup facility is to be controlled, frequent and unscheduled searches are a must. If staff (all employees) are doing their job when conducting searches and frisks of inmates, there is no reason why contraband cannot be found shortly after its introduction into the lockup facility.

Searching, distasteful as it is, is an integral part of good security in any institution and cannot be conducted haphazardly. Therefore, every search that is conducted must be done as thoroughly as possible.

Searches, especially those made of an individual, and made within a controlled environment such as an institution, are usually conducted differently from those made in the field; i.e., when a police officer makes an arrest, he leans the suspect against a car or wall. In an institutional setting the officer usually faces the person h/she is searching.

A word of caution here: If the inmate you are about to frisk or search is angry, upset, or mentally deranged, it would be wise not to place yourself in a vulnerable position of attack. An officer in an institution failed to read the above signs and was struck in the face as he bent over to search the lower portion of the inmate. Perhaps this would be a case where you would obtain additional help or spread-eagle the individual against the wall.

Regardless of what type of search we are conducting, we have to do it in a professional manner, especially when we are conducting a frisk or a strip search. We must avoid ethnic remarks, remarks on obesity, deformity, etc., which would degrade, offend or upset the person we are searching.

Here we will be describing three kinds of searches: frisk, strip, and area. First we will describe what contraband is:

### CLASSIFICATIONS

In an institutional setting contraband can be classified into two classifications: (1) dangerous, and (2) nuisance.

#### Dangerous contraband

Any item that can be used as a weapon or aid in an escape.

#### Nuisance contraband

Those items that are of a nuisance value, i.e., homemade picture frames, newspaper clippings, etc.

#### Definition of contraband

Any item not issued or authorized by policy; or items purchased through the canteen which have been altered in any manner.

Every institution or lockup facility should have a procedural policy for handling contraband: familiarize yourself with this policy.

It is our opinion that you cannot discuss contraband without discussing shakedown, as they are inextric-

ably related to one another. Whenever you do a *shakedown*, you are *searching* for contraband; and whenever you *search*, you are looking for contraband.

When conducting a shakedown or search, you must be systematic; that is, have a starting point and search thoroughly from that point until you return to it.

### Three types of searches

#### 1. Frisk

This is a search of a person's body when checking for large items of contraband. A "frisk" should be conducted in the following manner:

Step 1. With inmate standing, have him/her remove all items from the pockets.

NOTE: You should not remove items from pockets except where a weapon is suspected. This is the only time that you should remove the items yourself. If head gear is worn, have him/her remove it.

Step 2. Check all items that were removed from the pockets.

Step 3. Have the inmate spread the feet about 18 inches apart with arms extended from the sides at shoulder level.

Step 4. With both hands, thumbs inside the shirt collar, bring your hands forward, searching the collar and neck area.

Step 5. Place your hands, palms down, on the shoulders next to the neck and search the upper portion of the arms by sliding your hands to the cuff of the shirt. Palms up at cuff, slide hands along lower parts of the arms to the armpits.

Step 6. Reach around the inmate placing your hands on the back near the nape of the neck, and search downward, covering all portions of the back to the waistline, and upward on the sides to the armpits. Place your hands at the upper part of the chest and search the chest and stomach area to the waistline.

Step 7. Hook your thumbs inside the trousers at the small of the back and bring your hands to the fly area of the trousers. With thumbs still in the waistband and fingers extended, press inward on the stomach/pelvis area.

NOTE: This area is frequently used to conceal items of contraband.

Step 8. Reach around the inmate and place your hands above the buttocks. Search the lower part of the back, moving your hands down over the pockets and buttocks. Bring your hands forward searching the hips, moving over the front pockets and pelvic area.

Step 9. Placing the edge of either the left or right hand well up in the groin, palms on each side of the legs, search downward to the trouser cuffs. Repeat for the other leg.

Be sure that you search all portions of the body.

## 2. Strip Search

Strip searches must be conducted in private, with another employee present. An extra employee serves two purposes: (1) to prevent false accusations, and (2) to serve as a backup person, should an altercation occur. The extra employee should not be involved in the physical shakedown itself, but should observe and monitor the search.

The situation will govern the strip search procedures used by an employee. If, for example, you are admitting an inmate into the institution as a new commitment or a returnee from a pass or if the inmate is being placed in segregation/isolation, you would most probably have the individual remove all clothing and place it in one pile to be thoroughly searched at a later time. On the other hand, if you were conducting a routine strip search, you would use a different method, such as having the individual remove all clothing starting with headgear, coat, shirt, T-shirt, shoes, stockings, trousers and shorts. You would then shakedown each item of clothing and return it, starting with the shorts, T-shirt, trousers, shoes, stockings, shirt, coat and headgear, allowing the inmate to don each one as it is searched.

Again, establish your routine and stay with it each time you conduct a strip search.

A strip search is used when looking for small items that can be hidden in the clothing or on the body. In conducting a strip search, the following procedure should be used:

- Step 1. In a place of privacy—where other inmates cannot observe and another officer is present—have the inmate remove all articles of clothing.
- Step 2. Starting at the head, search the hair. Look in the ears and nostrils. Check the mouth and under the tongue. With the inmate's mouth open, run your fingers on the outside of the cheeks along the gumline. This will dislodge any small items that may be hidden in the cheeks. **NOTE:** If the inmate has dentures, have him/her remove them.
- Step 3. Have the inmate extend the fingers so that you can look between them, turning the palms up.
- Step 4. Have the inmate raise the arms to shoulder level and observe the armpits carefully, inspecting the front and back portion of the body.
- Step 5. With the inmate's back toward you, have him/her lift each foot so that you can observe the soles of the feet. Have him wiggle the toes to dislodge anything hidden.
- Step 6. Have the inmate place the feet about 18 inches apart, bend over and spread the buttocks to permit inspection of the anal and vaginal areas. Clues which indicate secretion of contraband in these areas may be bleeding or lubricants.

Step 7. While facing you have the male inmate lift his genitals for your inspection.

Step 8. The articles of clothing can either be searched as they are removed or piled and searched after the body inspection. Either method is acceptable.

**NOTE:** The extra officer should be observing only, but be prepared to help in case of any problems from the inmate.

### • Body Cavities—men and women

Body cavities create serious problems for the officer conducting a strip search. The anal and vaginal areas have been used to conceal dangerous items of contraband.

**Men**—Items of contraband discovered in the rectal area have included:

1. Bags of marijuana;
2. Vials of pills;
3. Heroin kits w/heroin.

**Women**—Items found in the vagina:

1. Knives;
2. Guns;
3. Money;
4. Drugs

Female officers can shake down female prisoners as described above. If the woman's breasts are large enough to hold or hide an object of contraband, have her hold them up so that the inspection can be made. A woman was found to have a knife taped under one of her breasts during a strip search.

If the female is returning from a leave or is a new commitment and is found to be wearing a flow stop, have her remove it and issue her a new one. Drugs, knives, razors and other items of contraband have been found in sanitary napkins.

As you can see, these areas are problem areas, and the only way to insure that no contraband is present is by either X-rays or by an inspection made by a member of the medical profession.

### • Casts and Artificial Limbs

These are special areas of concern to the officer making a body search, especially with new commitments. Be sure to carefully check for contraband.

## 3. Area Searches

The area search is the most difficult to perform because of the large areas to be covered and the many hiding places to conceal contraband.

You must be systematic, have a starting point, and thoroughly inspect every object item in the area of search.

### a. Helpful tools

- (1) A small mirror—A woman's cosmetic compact mirror is very useful. The mirror can be used to inspect hard-to-reach areas, such as the inside rim of a toilet.

- (2) A small thin piece of spring steel about eight inches long and 1/4 inch wide—This tool can be used to probe in cracks and behind objects attached to walls, etc.

#### b. Handling of Contraband

- (1) If dangerous contraband is discovered, confiscate it and continue search—then notify your supervisor.
- (2) All contraband should be tagged.
  - (a) Where it was found (cell, shop, etc.)
  - (b) Inmate's name, if known
  - (c) Date found and time
  - (d) Found by whom (name)
  - (e) Witness, if any (by names)
- (3) Turn all contraband into the appropriate supervisor and/or designated location.
- (4) Prepare and submit reports if required.

#### c. Clearance of Search Areas

All inmates must be removed from the area being searched—shop, cell, etc.

#### d. Shakedowns conducted by a group of officers

When a group of officers is assigned to a shakedown area, one officer must be in charge. Specific assignments must be made to each officer to search a particular area to insure that all areas and items are inspected.

EXAMPLE: "Joe, you and John search the north wall and all cabinets."

"Bill, you and Ralph take the west wall and search all tables and chairs."

"Jerry, you and Roscoe shake down the dishwasher."

#### e. Control of Contraband

The control of contraband is a never-ending process—all employees must cooperate in its control! Two methods of controlling contraband are:

- (1) Good supervision—Supervision must be very close in the shops and other areas where items of contraband can be made by the inmates.
- (2) Frequent and unscheduled shakedowns—Shakedowns cannot be made on a regularly-scheduled basis. Scheduled shakedowns alert inmates to remove all contraband and return it to the area after the shakedown is completed. *Frequent surprise searches greatly increase the probability of locating contraband!*

The following self-evaluating form can be used to evaluate your performance in each type of search.

As we earlier stated, every search must be conducted systematically; therefore, a starting point and a finishing point must be established. It is best that you establish your own system which is best for you, rather than have someone tell you that you must start at "A" and go to "L". But whatever systematic approach you decide works best for you, do it the same each time.

We have found that the best method of frisking a person is to start at the head. So this will be our starting place.

STRIP SEARCH CHECKLIST

Did I check?

Yes    No    N/A

A. Shorts			
1. Waist band			
2. Fly area			
3. Seams			
B. T-shirt			
1. Turned inside-out			
2. All seams			
C. Trousers			
1. Turned inside-out			
2. All seams			
a. Cuffs			
b. Fly area			
c. Waist band			
d. Leg seams			
e. Pocket seams			
3. Pockets (turn inside out)			
4. Belt loops			
D. Shoes			
1. Inside of shoe			
a. Loose inner sole			
2. Tongue			
3. Laces			
4. Heels			
5. Half soles			
E. Stockings			
1. Turn inside out			

Did I check?

Strip search (cont.)

Yes    No    N/A

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
F. Shirt			
1. All seams			
2. Cuffs			
3. Sleeves			
a. Turn inside out			
4. Pockets			
5. Button and buttonhole areas			
6. Collar			
NOTE: Searching a coat would be done the same as a shirt			
G. Headgear			
1. Visors			
2. Seams			
3. Headbands			

When searching a female, the same method applies as above.



FRISK SEARCH CHECKLIST

Did I check?

Yes      No      N/A

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A. Head			
1. Remove and check headgear			
2. Hair			
3. Ears			
4. Nostrils			
5. Mouth			
a. Under tongue			
b. Jawline			
c. Dentures			
d. Partial plates			
B. Hands and fingers			
1. Items removed from pockets			
C. Shirt			
1. Collar			
2. Sleeves and cuffs			
3. Back			
4. Chest and pockets			
5. Armpits			
6. Rib cage			
D. Belt			
1. Under belt			
2. Buckle			
E. Trousers			
1. Waistline			
2. Tip fingers into pelvic area			
3. Hip pockets and buttock area			

## Frisk Search (continued)

YesNoN/A

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
4. Front pockets and hip area			
5. Edge of hand up in groin area			
6. Legs thoroughly covered			
F. Shoes			
1. Checked shoe tops			
G. Coat			
1. If coat is worn, did I cover it?			
2. If shirt is worn, did I cover it?			

BODY SEARCH CHECKLIST

Did I check?

Yes    No    N/A

A. Head			
1. Hair			
2. Ears			
3. Nostrils			
4. Mouth			
a. Under tongue			
b. Jawline			
c. Remove dentures			
d. Remove partial plates			
B. Hands			
1. Palms			
2. Fingers			
C. Arms			
1. Forearms			
2. Upper arms			
3. Armpits			
D. Torso			
1. Chest			
2. Breasts (female)			
3. Rib cage			
4. Legs			
5. Penis			
6. Scrotum			
E. Back			
1. Neck			

Body Search (continued)

Did I check?

Yes      No      N/A

2. Rib cage			
3. Legs			
F. Feet			
1. Between toes			
2. Soles			
G. Buttocks			
1. Anal area			
2. Vaginal area			

NOTE: Body cavities can only be probed by medical staff.

AREA SEARCH CHECKLIST

Did I check?

Yes    No    N/A

An area search is much more difficult to provide a checklist for because the area to be searched will dictate what must be searched. To give you an idea how an area should be searched, we will use a cell as our example.

A. Cell door			
1. Door channels			
2. Door bars			
3. Door locks			
B. Cell bars left of door			
C. Corner left of cell bars			
D. Bed			
1. Blankets			
a. All seams			
b. Both sides			
2. Pillow			
a. Case			
(1) Turn inside out			
b. Seams			
(1) Tears and rips			
E. Corner left of bed			
F. Toilet			
1. Base of toilet			
2. Flush valve			
a. Is it removable?			
3. Under toilet rim			
4. Flush toilet			
G. Toilet paper and holder			
1. Check roller			
2. Ends of roll			
3. Loose screws			

Area Search Checklist (continued)

Did I check?

Yes    No    N/A

4. Remove holder			
H. Sink (wash basin)			
1. Faucet valves			
2. Drains			
3. Pipes			
4. Underneath sink			
5. Where it connects to wall			
6. Soap dish and soap			
I. Wall vent			
J. Corner left of sink			
K. Shelf			
1. Clothing hanging			
2. Where connected to wall			
3. Loose hangers			
L. Table			
1. Where connected to wall			
2. Under table			
3. Attached stool			
4. Loose bolts			
M. Corner left of table to bars			
N. Floor			
1. Drains			
2. Loose tile			
3. Wall board			

This list is in no way exhaustive but should give you an idea how to be systematic.

SECURITY TRAINING - Day #12

SECURITY PROCEDURES

IN

TRANSPORTING PRISONERS

OREGON CORRECTIONS DIVISION

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SECURITY TRAINING
TRANSPORTATION AND RESTRAINTS ----- Day #12
A.M.
<p>Pre-test</p> <p>Transportation of prisoners</p> <p>Modes of travel</p> <p>Lodging during travel</p> <p>Meals during travel</p> <p>Illness during travel</p> <p>Escapes during travel</p>
P.M.
<p>Application of restraints</p> <p>Types of restraints</p> <p>Demonstration of restraints</p> <p>Hands-on training</p> <p>Evaluation</p> <p>Post-test</p>



INTRODUCTION  
to  
**ESCORT DUTIES AND SECURITY  
PROCEDURES  
IN TRANSPORTING PRISONERS**

As a correctional officer working in a penal institution, it is very likely that you will be called upon to perform escort duties. This may be within the confines of the walls or outside the compound. The type of escort duties we will discuss focus on outside the compound.

It can't be too heavily emphasized that escorting inmates is a dangerous business. Therefore, we will emphasize the dangers and the precautions that you must take to insure your safety.

If you follow the prescribed procedures outlined, dangers can be minimized but not totally eliminated. To emphasize the importance of this, the following incidents are used to point out the importance of precaution and alertness.

\*1. In Maryland, the summer of 1972, two inmates were escorted to the courthouse to be tried for a previous escape. They were transported to the courthouse shackled with handcuffs and legirons.

Arriving at the courtroom, the assistant state's attorney ordered the officers to remove the restraints. The officers complied with the request and removed them. The courtroom was on the first floor of the courthouse. Because the air-conditioning system was inoperative that day, the windows facing the street and alley were open.

At the conclusion of the trial, the inmates were found guilty and were sentenced to additional time. Immediately after sentencing, both inmates broke for the open *windows and escaped into the alley*. The escorting officers were caught off-guard but were able to fire a warning shot and one round at the fleeing inmates, which missed and nearly hit a judge who was returning to the courthouse. The results: Two inmates at large. This is one of the pitfalls every escort officer faces.

2. Another example: Three officers assigned to escort two inmates who had filed writs. The officer in charge checked for possible escape routes after arriving at the courtroom and assigned the two officers to strategic points within the courtroom. In spite of these precautions, both inmates made a break for freedom; one was successful. Where was the mistake? Perhaps by having both inmates unshackled at the same time? A point to remember.

3. Take note of this one: A group of officers were assigned duties to escort prisoners by bus from a local jail to the county courthouse on a daily basis. Travel distance one way was between six and eight miles. The officers using gang chains (a long chain with attached handcuffs) shackled several prisoners together, loaded

them in the bus. The bus was designed to transport prisoners and was quite secure.

Arriving at the courthouse, the officers opened the rear door and were almost trampled to death by the escaping prisoners. All had removed their restraints. The officers did not supervise the inmates in transit, and the restraints were unlocked and removed with the aid of a ball point pen filler, which served as a handcuff key.

Question: Were all prisoners thoroughly searched before they were placed in restraints?

4. Here's one to be aware of: An officer was assigned to escort an inmate in restraints to a local doctor for an examination. Arriving at the parking lot adjacent to the doctor's office, the door on the driver's side was jerked open and a gun jammed into the rib cage of the officer. The man behind the gun was an escaped convict who had escaped from a work assignment eight days earlier. The officer grabbed for the gun and was shot in the stomach. He was dumped from the moving vehicle a few blocks away. He obtained help from a passerby and was transported to the hospital where he lived to tell the tale.

Where was the mistake? The inmate who had the doctor's appointment knew many days in advance as to when, where, and the time he would be taken to the doctor's office. This enabled him, with the help of his buddy, to plan both escapes.

Lesson: Do not let the inmates know when they are to be transported.

5. Anchor this one in your memory bank: A female correctional officer was assigned to transport a female prisoner to a doctor's office some fifty miles from the institution. Shortly after their arrival at the doctor's office, the prisoner requested to use the restroom. The officer granted the request, but failed to accompany her into the toilet. After many minutes had elapsed, the officer entered the restroom to find the window open and her prisoner gone.

Question: Was the officer fully informed of the escape risk, custody, etc.?

Lesson: Never let a prisoner out of your sight, and find out everything you can about a prisoner prior to leaving the institution.

War stories? Perhaps. But we believe they can be used to point out some of the pitfalls and dangers involved when transporting prisoners. We feel that the above mistakes in the case examples could have been minimized if the proper procedures and precautions had been taken.

To aid you in transporting prisoners, and to help minimize dangers, many restraining devices are available to you. These restraints can be divided into three classifications:

### 1. Metal Restraints

These are the restraining devices made of metal and are of many makes and models, but all are

\*Maryland Training Manual (Transportation of Inmates) Vol. II p.4

basically the same parts and functions. Some of the restraining devices in this classification are:

- (a) Single handcuffs
- (b) Legirons
- (c) Chain restraining belt (belly chain)
- (d) Belly chain with attached handcuffs with:
  - (1) Non-movable cuffs
  - (2) Movable cuffs attached with an 8-inch length of chain
- (e) Lead chain (with or without cuffs)

## 2. Humane Restraints

These restraints are made of leather and are used to restrain mental patients or those who are mentally unstable, and are not intended to be a security-type restraint. The leather restraints that you may possibly use are:

- (a) Strait jackets
- (b) Wristlets with leather belt
- (c) Anklets with leather belt

The reason that leather restraints are used in subduing a mental patient is that they will not cut into the flesh as metal would when the patient is struggling or fighting them.

## 3. Temporary Restraints

These restraints are made of plastic and are designed to be used only once. These are made of a tough plastic and can only be removed by cutting them off. Plastic restraints can be used to restrict the movement of either the arms or legs. Plastic restraints should only be used in cases of emergency.

Regardless of what type of restraint you use, always remember this: *Restraints are only as good as the supervision given them.* Many officers have been seriously hurt and even killed because they had placed too much faith in the restraints they were using. Regardless of what some people say, or what the manufacturers advertise, no restraint is escape-proof. Not all inmates are Houdinis or escape artists; but many, given the chance, can remove restraints by picking them.

Because of the various types of escort duties and the different modes of transportation used, it is hard to generalize and lump them all together for discussion. Therefore we will break them down into separate steps to follow.

Note: These methods and procedures apply to transporting female prisoners as well as male.

### Gathering information about inmates

Whenever you are assigned escort duty, you should first find out all that you can about the inmate. This can be done by:

- (a) Checking with your supervisor
- (b) Checking with fellow officers who know the inmate
- (c) Checking the inmate's personal file in the records office (This is the best method.)

The records will contain the admission summary, rap sheet, disciplinary records and etc. These should provide you with enough information to get a general idea about the inmate.

### Search for information on:

- (a) Previous escapes
- (b) Assaultiveness
- (c) Detainers (wanted by other states)
- (d) Attitudes
- (e) Length of sentence

This should be done regardless of what escort assignment is given to you. (Local or out of state)

After obtaining all the information possible about the inmate, prepare to take the inmate out of the institution.

### Step 1. What restraints are needed?

- (a) Are they in good working order?
- (b) Check each one; lock and unlock.
- (c) Will they deadlock?

### Step 2. Will other officers assist you?

- (a) Who?

### Step 3. Is transportation available?

- (a) Has it been shaken down?
- (b) Was it gassed?

### Step 4. What is the destination?

- (a) Arrival time
- (b) Purpose of trip
- (c) Do you know the location of the destination point?

### Step 5. Are the trip tickets or proper transportation papers in order?

### Step 6. Get the inmate

- (a) Make positive ID

Take the inmate to the receiving and discharge room or the area where prisoners are dressed out. From this point on, and until the prisoner is returned to the institution, precaution and alertness is the name of the game.

### Receiving Room Procedures

You should always follow these steps when escorting prisoners.

- Step 1. Have the prisoner take care of his/her toilet needs.
- Step 2. Have the prisoner remove all clothing and give him/her a total body inspection. If clothing to be worn is different from that just removed, search each article. If the clothing just removed is to be used, thoroughly search each article before it is donned.
- Step 3. Keep personal articles to a minimum. These should be:
  - (a) One handkerchief
  - (b) One comb (no metal clip)

(c) One unopened pack of cigarettes and one book of matches

(d) Eye glasses, if worn

Step 4. Do not permit the inmate to move or wander around after they are shaken down and dressed—they are “clean”—do not let them get dirty again by being careless, and let them pick up items that could be used to escape.

Step 5. Place the restraints on the inmate per your policy. Be sure they are placed on deadlock. Keep other inmates away from them.

Step 6. Remain with the prisoner regardless of where they go.

Step 7. Note seating arrangements

Fig. 1. One officer and one inmate

Fig. 2. Two officers and one inmate

Fig. 3. Two officers and two inmates

### Doctor's Office

If you are taking the inmate to see a doctor, report to the receptionist on arrival and seat your prisoner away from others in the waiting room. Permit no strangers to have conversation with your prisoner. It would be best to ask the receptionist if there is an area, other than the waiting room, which you could use.

It is doubtful, but it could happen, that the doctor may request that you not enter the examining room with the prisoner. If this should happen, explain to the doctor that the inmate is in your custody and must remain in your sight and custody. If the doctor insists, excuse yourself, take the prisoner and return to the institution.

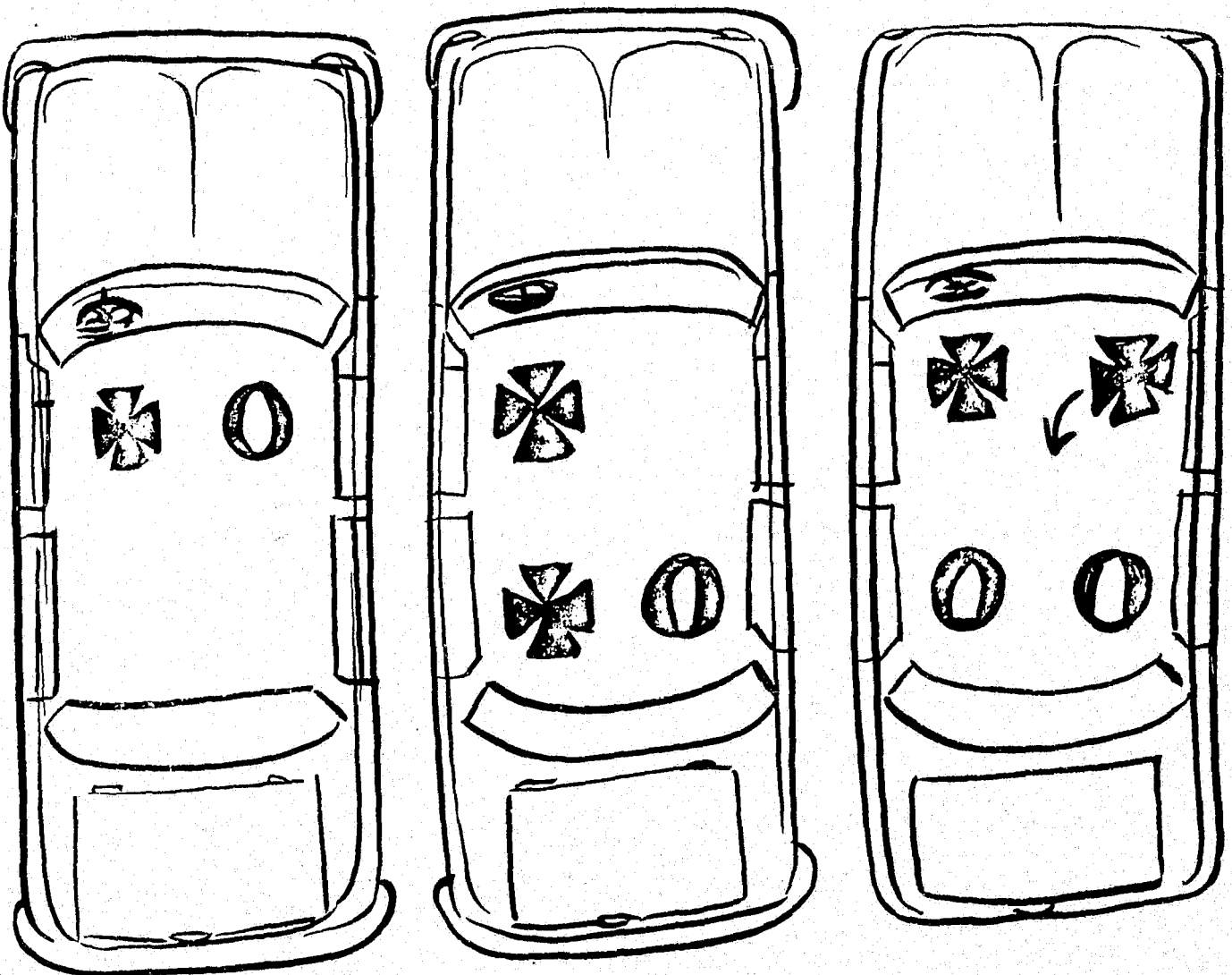
### Courtroom

If you are to take the inmate to the courthouse, go to the designated courtroom and seat the inmate in the

FIGURE 1

FIGURE 2

FIGURE 3



foremost row of seats and sit beside him. Allow no one to talk to your prisoner except their attorney. The attorney may want you to remove the restraints; don't do it. If the attorney wants to take the prisoner to the tables before the judge's bench, permit this.

The judge may instruct you to remove the restraints. If there is some reason that you may be aware of such as an escape risk that the judge is not aware of, ask the judge if you may approach the bench. Explain to the judge why it would be better if the restraints were not removed. This could be because of a prior escape from a courtroom, assaulting a judge at a previous hearing, or making a threat to escape. If the judge, knowing this, still requests that they be removed, remove them.

During the hearing, station yourself in the most likely area of an escape route, and be ready for anything.

Upon returning the inmate to the institution, again, give them a strip search.

### Out of Town Trips

The complexities of out-of-town trips are much greater than the local ones. If you are to go out of state to pick up a prisoner, there are certain things you should be alert to:

1. Gain all the information you can about the inmate.
2. Have transportation matters been taken care of:
  - (a) plane reservations
  - (b) determine lay-overs
    1. where
    2. how long
3. Have the extradition papers been signed by the inmate? This is very important. You may arrive at your destination only to find that the inmate is fighting extradition.
4. Are there monies advanced to you or credit cards.
5. Needed restraints for the trip
  - (a) one belly chain w/attached cuffs (movable cuffs if available)
  - (b) one set of single cuffs
  - (c) one set of legirons
  - (d) one lead chain
  - (e) four small padlocks
  - (f) leg casts restraints if available
6. Who will take you to the airport and who will pick you up?
7. Are all necessary papers in order?

Arriving at your destination, check in with the holding facility, identify yourself and let them know when you are picking up the prisoner.

8. Check and be sure extradition papers have been signed. It has been found that these papers have not been signed even though it was confirmed prior to leaving your home state.

9. Will the inmate fly back? Sometimes they will refuse to fly and other arrangements must be made.

If the inmate agrees to fly, you now need to make the necessary arrangements with the airline. Contact the one who is in charge at the particular port and advise them that you will be transporting a prisoner and you would like to board the plane before the other passengers embark. Let the inmate know that they will be in restraints and that you will remove them as soon as the plane is secure and ready for take-off. Note: There are no state or federal laws prohibiting prisoners from being transported by air while shackled. It is a company policy. If your prisoner is a "heavy" (dangerous), it is permitted to transport in restraints.

### Picking Up the Prisoner

Arrive well ahead of your pickup time just in case there are dislocations. The message may not have been passed that you will be there to pick up the prisoner. Identifying yourself and your purpose, prepare the prisoner for transportation. Toilet needs taken care of, you tell the prisoner to undress for a shakedown. The jail officers may inform you that it isn't necessary, because the inmate was just searched. Thank the officers, but continue to give your prisoner a skin shakedown. Take no one's word for anything where it may jeopardize security. If you do, you have possibly placed your life in jeopardy. Satisfy yourself that your prisoner is clean of all contraband. In fact, it would be a good practice to remove all personal items, i.e., cigarette and matches, comb, etc. Dressed and restraints on, checked for deadlock and tightness of cuffs, the prisoner is now ready to leave the detention facility with you.

Because of your superb planning, your escort officer, a police officer, is waiting to take you to the airport. Arriving at the airport, ask the officer to remain with you until the plane is ready for take-off.

As arranged previously, you board before the other passengers. In whichever section your reservations call for, (first or second class), pick out the last row of seats next to the bulkhead, (wall). Place your prisoner next to the window side of the plane. Be sure the emergency door is not in this row of seats. Ask the stewardess to refrain from putting anyone in the row of seats, if at all possible.

If your flight is non-stop your job is relatively easy. If not, and you have a plane change or a lay-over, you should have made arrangements to have an officer from the local area meet you for escort purposes. If the stop-over is for an hour or two, you may have elected not to use a police officer. If this is the case, and the airport is large enough to have "Port Police," they may have a holding cell that you can utilize during the lay-over time. If the lay-over is for several hours, you should have arranged to use the local jail to hold your prisoner.

When you reach your home port, you and your prisoner are the last ones to dismount. Leaving the ramp, you meet your fellow officer who is to pick you

up, and move to the vehicle. Note: Any time you are in a crowded area such as airports, bus terminals or train depots, be especially alert. Many escapes have been attempted in these areas.

### **Notification to Your Agency**

If the inmate refuses to fly other alternatives must be considered. You will have to inform your agency of the problem and solicit advice as to the mode of transportation that they will provide—car rental, train or bus. If either the car or bus is selected you will have to make arrangements with police agencies along the route for lodging, etc. If either of the above are chosen there are certain precautions to be taken.

### **Use of Toilet Facilities While in Transit**

When on extended escort duty, it will be necessary to use toilets. How should this be handled? You may wish to utilize police facilities along the way, stopping periodically for this purpose. This is a good practice; when otherwise occupied you can have a police officer stand by and watch your prisoner. Using non-police toilet facilities poses problems; but sometimes they must be used. This is where restraining equipment comes in handy.

If you are using the restraining chain cuffs attached, and the cuffs are on a relief chain (a short chain about eight inches long with a cuff attached at one end and the other end secured to the restraining waist-chain) you are in luck. All you must do is unpadlock one cuff (NEVER RELEASE THE CUFF FROM AROUND THE WRIST) from the waist chain and the prisoner has enough freedom to take care of all needs, but is still secure. During toilet stops you must be in a position to closely observe the prisoner's actions. Many prisoners have escaped because the escorting officer was bashful or too modest to watch his prisoner. If they are using a toilet booth hold the door open so you can observe the prisoner and the restraints.

### **Food and Drink**

Feeding the prisoner can be accomplished in police agencies. If the agency does not have feeding facilities, send out for food. If you must eat while enroute, use drive-in facilities. Releasing the cuff chain applies here as it did during the toilet stop.

### **Train**

If a train is to be used, you should purchase a drawing room, state room or whatever as long as it is private. Have the police officer board with you and your prisoner wherever possible. Contact the conductor and remove all moveable items that can be used as weapons from the compartment. Remove the prisoner's shoes and give them to the conductor. Devise a knock signal for the conductor to use. Order the food, sandwich type to avoid the use of utensils, to be delivered at a set time. Arrange to have the beds made up at a set

time. Have them made up head to foot. Keep the prisoner from sleeping (napping) during the day. You want him as tired as you are at night.

### **Retiring for the Night**

Take care of the toilet needs using the same precautions as previously described. If you are using the belly chain with the movable cuffs, unpadlock the cuff, not taking the cuff off the wrist, and let them use the toilet. If you are using the waist chain with D-ring, using the extra set of cuffs, attach one cuff around the waist chain and one to the prisoner's wrist. Remove the inmate's wrist from the cuff that is through the D-ring of the waist chain, and immediately close and deadlock the removed cuff. This prevents the prisoner from pushing the movable jaw through and sliding the cuffs through the D-ring. Using this method allows the prisoner to move his hand, sliding the cuff along the waist chain; then reverse the procedure for restraining.

Because of this small breach of security, it is always best to use the belly chain with attached cuffs that will allow some relief (allow hand movement of 8 inches). After he has used the toilet, you can now replace the restraints, and use the extra cuffs to secure him to a non-moveable portion of the train and you now can take care of your toilet needs.

### **Preparing for Bed**

As stated previously, when the bunks are made up, they were made up head to foot; this is a safety precaution. With the restraints in place and his clothing on, get him in the top bunk. Take the lead chain and padlock it to the waist chain and pass the loose end down behind the bed. (Between the wall and bed frame.) When you are in bed, wrap the loose end of the lead chain to your arm or leg, with very little slack in it. If your prisoner moves about, their movements will be telegraphed through the chain and wake you up.

After returning the prisoner to the institution, remove the restraints and give him a strip search to be certain that no contraband was picked up during transit. This will be done after each time you have escorted a prisoner from the institution or return from another jurisdiction.

### **Communications**

When escorting prisoners, communications are a valuable asset to you especially when you need to send messages to your home base. Resources of communication can be: telephone, teletype, telegraph or radio. No matter how thoroughly you may have planned your trip, you may run into snags along the way. It may become necessary to contact your parent institution for instructions or to inform them of a change in plans. The telephone is probably your best means of communications along the way.

Most police agencies will cooperate and send teletype messages for you. You might use this means if a change in travel plans is necessary to alert police agencies along the way of that change. It is very

important if you are a lone escort. The teletype would be the most efficient means of communication. You might use the telegraph to let your parent institution know of a change in arrival time.

When transporting by plane or train and your prisoner begins to show signs of mental breakdown or restlessness, you may feel that the situation is developing into a serious problem that you cannot handle alone. You should communicate this to the stewardess or the conductor and they will radio ahead so that help would be available if needed. When escorting be aware of your limitations. Do not be timid in the use of all the resources available to you.

### **Escapes While Escorting**

Regardless of precautions, or alertness, an escape is always possible. If an inmate should escape from your custody, the following procedures should be followed:

1. Call the local police and give the following information:
  - (a) name and number of inmate
  - (b) description of inmate:
    - (1) color of hair

- (2) color of eyes
- (3) height and weight
- (4) length of hair

- (c) describe clothing
  - (d) direction of travel when last seen
  - (e) crime if known
  - (f) age
2. Call the parent institution
  3. Apprehend if possible

Note: If you have another prisoner with you, do not give chase to the escapee and leave the other alone. This has happened.

### **Radio Procedures**

Know your radio code; this will allow you to communicate with your base station with the least amount of conversation.

### **Location**

Know your location at all times. This will allow you to communicate intelligently.

## SECURITY PROCEDURES IN TRANSPORTING PRISONERS

### WALKING

When walking your prisoner, the surroundings determine the methods and devices. For example, from the marshal's office to the entrance of the courtroom, handcuffs and perhaps waist chains, are the usual thing. However, if you feel that leg irons and/or a lead chain are desirable, do not hesitate to use them, for even one mistake is too many in the business of handling prisoners. When using a lead chain, keep in mind that as you can jerk a prisoner off balance with it, so can he, if you forget for a moment that you have the other end. Regardless of the way you are moving a prisoner, remember that anytime he is on his feet, you should be within inches, or actually have hold of him. Be close enough that if he makes a sudden move to run you can trip him or throw yourself at his feet or in some manner break his stride. Anything causing a man to break his stride will cause him to stumble and if his movements are rapid he will fall. It doesn't take a hard blow, perhaps just a jerk or a shove or anything that will "tangle" his feet or legs.

Never handle a prisoner alone if at all possible to have assistance. Different types of prisoners will probably try different methods of escapes. For example, a short slight young prisoner could be expected to run, whereas a 250-pound man around 50 or 60 years of age could be expected to use a surprise physical attack. A well-educated or "respected" prisoner may use a "sneak" or ingenious method. A habitual or hardened prisoner will be alert to all methods. A hardened criminal will ordinarily take only calculated risks, whereas youthful prisoners will usually act on impulse. Use of proper and sufficient restraining devices will usually thwart an attempt to escape.

### AUTOMOBILE

When the prisoner has been placed in a car, he should remain there except for necessary rest stops. These should be well organized and, if possible, at places where windows are known to be small and set high up in the wall. The room should be inspected for contraband items, and you, or an officer should remain in the room while the prisoner is there. Be extremely cautious if frequent rest stops are requested as this may be calculated to catch you off guard or to create a situation where a break can be made from the car or the rest room. If the prisoner is considered a "hardened criminal" or you have a feeling that he may try an escape, it is suggested that you request the city or county jailer in the town you are passing through to allow the prisoner to use the rest room facility in his jail or station house. "Desert" stops are made in some localities.

### CAR TROUBLE

In case of a flat tire or other trouble that can be fixed "on the spot," either you or an officer should stay in the car or stand where the prisoners can be clearly observed. The prisoners should not be allowed out of the car because one of you will certainly be occupied and there would be a tendency for all to watch. This might lead to a situation which would allow the prisoners to "make a break." In the event it is necessary to have the car towed into town or something brought out to the car, and if you are not sufficiently close to a telephone for an officer to use, or if you should be in a car without 2-way radio, you should "flag down" a motorist. Identify yourself and ask him to notify the sheriff or state police at the next town telling them that you, a correctional officer with 2 prisoners, have car trouble, five miles west of Middleville on U.S. Highway No. X, that the car is a black 1958 Ford with Louisiana License No. 123, and that you need a wrecker, or gasoline, etc. You should make a note of the name and address of the driver and the license number of the car.

In any event, do not allow your personal troubles to let you forget that you have prisoners. The prisoners will know that you have troubles on your mind and will be watching for a "let up" in your vigilance.

### FEEDING

Lunch should be served to the prisoners in the car and may consist of sandwiches and/or fruit and a drink. The drink should be a carton of milk, a soft drink or water. All drinks should be served in paper cartons or cups and should not be a hot drink or a drink with ice in it. A hot drink or a drink with ice in it could have blinding effects if thrown in your face. With the weather and other conditions favorable, you or an officer should remain outside of the car while the prisoners eat. You and an officer should take turns eating so that one of you can observe the prisoners while they are eating. Do not remove the prisoners' handcuffs for the meal.

### RAIL TRAVEL

Travel by rail is much the same except that you should have the meals brought in. Contact your railroad special agents when transferring prisoners and they will give you added help at the time you are getting on the train or changing trains, or should it be a long trip and you need a relief for a few hours. Traveling across country you might have five or six different agents but all will give you help and see that as they approach the end of their territory another will be waiting to help you further on your trip.

### TAKING PRISONERS FROM CELLS, LOCKUPS, JAILS, ETC.

When taking a prisoner from a cell, never enter the cell with a weapon on your person; neither should you ever enter a cell with prisoners—if at all possible to

avoid it. If you must enter the cell (such as to remove a "reluctant" prisoner), have another person stand outside, and if you are armed, leave your revolver with him.

In opening a cell door, stand in front of the door with your foot against the bottom of the door and open it only wide enough for the prisoner to pass through. When he has passed through, lock the door immediately, even though you think there are no more prisoners in the cell. In some instances, the prisoners are required to undress down to their shorts and pass out their clothes for examination prior to coming out. Of course, this is the ideal situation, for then it only takes a minute to finish the search and the prisoner cannot bring out a weapon of any sort. After you search his clothes, he should dress in your presence. This method keeps a prisoner on the defensive, and you are always in command of the situation; also you have set up a psychological barrier to the prisoner—he knows that you are very thorough, know your business, and will take no chances. Usually, he will give up any plans of attempting to escape if your actions indicate to him that you take no chances. Tell the prisoner in a friendly yet business-like manner that the mode of his transportation will depend on his attitude and actions; that he can make it as rough or as pleasant as he himself determines, and as it is your job to transport him, you will do it in one way or another. Handling the prisoner in this manner is the first step in convincing him.

#### RESTRAINING CHAIN, ETC.

After a thorough search you should then place on the restraining chain. It could be run through some of the belt loops so that the chain cannot be worked up or down. If a restraining chain is not available, a belt may be run across the swivel links of the handcuffs and through the belt loops and fastened at the back.

#### HANDCUFFS

The handcuff should then be placed through the long link of chain (the cuffs will already be in place if a belt is used). Care should be taken in placing the cuffs properly. If the following procedure is used, it will be almost impossible to slip, shim or pick the handcuffs. Take the prisoner's hand in yours as though you were going to shake hands, except that his thumb should rest in the palm of your hand. With your thumb resting in the small part of his wrist (beginning of the hand) place your index finger along the inside of his arm. Place the handcuffs with the key hold inside and the *double locking pin up*. (Important) Place the handcuffs over the prisoner's wrist and your index finger at a point just about the beginning of the nail. Tighten the cuff until it is snug and firm. After removing your finger you will find that the cuff is neither too tight nor too loose. Repeat procedure for the other hand.

This method of placing the cuffs will let you know whether or not the hand and wrist of the prisoner are relaxed. So applied, it will be almost impossible to slip or to pick the cuffs because the key hold is on the

opposite side of the cuffs from his hands. If the double locking device is applied (as it should always be) the cuff cannot be shimmed. Experts (same class as escape artists) have been so cuffed and given a pick and they have found that they cannot get out. However, if you turn the double locking pin down and the keyhold to the outside, even an amateur can get out with a pick.

If any reservation remains in your mind about the foregoing, practice on another *deputy using a key*. You will immediately see how difficult it is to "get out" with a key, if the cuffs are placed as described above. You may say that it is not worth the extra trouble because you are only a short distance or the prisoner's sentence is light, or "he seems like a nice guy," or "he is a local businessman." Remember this—you don't know what he is thinking and he might *possibly* have somewhere concealed a small piece of wire, pin, paper clip, safety pin, bobby pin, etc. In any event if he has serious intentions of getting out of his cuffs, he most likely would injure or kill to get away. *It's your own life you are gambling with.*

In an emergency, for a short period of time, and for short distances, handcuffing one wrist to the opposite ankle is quite effective in that it reduces the mobility of the prisoner. The disadvantage is that the other hand of the prisoner is free.

#### LEG IRONS

Leg irons should be the last restraining device placed on the prisoner and the first taken off. The prisoner should be seated while you are putting on the leg irons or taking them off, even if he must sit on the floor or ground. You may prefer to put them on from the rear of the prisoner if he is to remain standing. Be sure that his hands are secure before you bend down to put on the leg irons, otherwise you are in a very vulnerable position for a blow to the head, sharp crack on the neck, or a push backwards. The best way to put on leg irons is with the keyhole down. However, this method is inconvenient and also dangerous because when you are in a position to use the key, you are usually looking down—away from the prisoner.

#### CARRYING YOUR GUN

People differ in the way and the places they carry their guns. Weigh the following advantages and disadvantages and form a habit so that you know where your gun is under given conditions. Assuming you are right-handed and driving a car, with your gun on your left side, butt forward, it is then against the door and shielded by your left arm, which makes it more difficult for a prisoner to reach. If you are on the back seat behind the driver, the results are the same. If you are on the front or back seat on the right side, then the gun should be carried on the right side. Some deputies put clip type loops on their holsters which makes changing from one position to another rather simple. Others carry two holsters, etc. It is for the individual deputy to decide the way, and place, of carrying his gun. However, you should always remember to keep



your gun *under your coat*, and whenever possible, on the opposite side from the prisoner.

## CONCLUSION

Remember, if you do not give a prisoner an opportunity to make a break, he will soon decide that you are the master of the situation. His transfer will then be easier for both you and him.

Do not discuss the trip, restraining devices, firearms, etc., in front of prisoners. Prisoners have a "grapevine" system and by gathering a little here, a little there, and passing it on by the "grapevine"—all prisoners will soon know as much about the devices as you.

Above all, take no unnecessary risk, and you can expect to live to enjoy your retirement. On the other hand, gamble with your life, and you will eventually lose.

The department furnishes the type of restraining devices generally accepted as the best and information on how to use them. The rest is up to you.

## Beginning Level Correctional Officers' Program ESCORT DUTY AND TRANSPORTATION OF INMATES

### "Basic Rules Pertaining to Escort Duty"

1. The escort officer should review the inmate's records for the purpose of familiarizing himself with any facts that would indicate whether or not the inmate will present a poor security risk.

Factors to be considered are a history of escape, a poor institutional adjustment, a history of assaults, a detainer against the inmate or an emotionally or mentally disturbed inmate.

2. Inspect the vehicle to be used for the trip. Vehicle should have the following items:

- a. Spare tire
- b. Lug wrench
- c. Jack
- d. Highway warning devices
- e. Gas and oil credit cards, if needed

Search the interior of vehicle for contraband. Search is to be done before the trip and prior to returning to the institution.

3. Always check and inspect restraining devices for defects. Assure that devices are in good working order.

4. Inmate is to be thoroughly searched before leaving the institution and upon his return.

5. If the inmate appears physically or mentally unfit to make the trip, report this fact to a supervisor.

6. Use extreme caution in handling a mentally disturbed or psychotic inmate. In this instance, always check with a supervisor for special instructions.

7. Inmate's appearance should be neat.

8. The degree of restraint used depends on how serious a security risk the inmate presents.

9. Harsh or inhuman treatment of inmates is not permitted. An officer can be considerate, in many instances, without violating security. Restraining devices should be properly applied, tight enough to prevent them from slipping off, but not so tight as to cause undue discomfort or pain.

10. You are a representative of your institution, the Division of Corrections and Public Safety. You should conduct yourself in a business-like manner and be neat in appearance.

11. Constant vigilance is necessary.

12. Firearms should be carried in such a manner as to prevent inmates from taking possession of them. This also applies to cuff keys.

13. Do not unnecessarily display your weapon.

14. Escort officer should be seated in a position to be able to observe the inmate or inmates at all times.

15. Never let a prisoner out of sight; walk alongside but slightly behind the inmate. Stay close to him and don't permit him to lag behind or move too far ahead of you. Don't allow anyone to pass between you and the inmate. If two officers are escorting, the inmate should walk between them if possible.

16. The procedure should be carried out as quietly as possible and with as little public display as possible.

17. Do not permit the inmate to converse with the public or the press.

18. Be courteous and polite in any contact you may have with the public.

19. Should an inmate attempt to escape, order him to stop and fire a warning shot into the air. If he does not stop, shoot to disable—not to kill. Do not shoot if in a crowd where an innocent bystander may be hit.

20. Notify local authorities immediately if an inmate has escaped and also notify your institution.

21. Unauthorized stops or visits during the trip are strictly prohibited.

22. If it becomes necessary to stop for a meal en route, make use of a drive-in restaurant when available. It is preferred to have the inmate eat in the vehicle rather than take him into a restaurant, especially if he presents a security risk. Be sure the inmate does not hide salt, pepper, or sugar on his person. These ingredients, if thrown into your eyes, can momentarily blind you and afford an inmate with an opportunity to escape.

23. If meals are purchased during the trip, obtain receipts. Present them to the business office for reimbursement, upon return to the institution.

This material taken from "The Maryland Corrections System."

## TRANSPORTATION AND RESTRAINTS

A self-evaluation checkoff list of important things to remember when transporting inmates may include:

### I. PREPARATION ACTIVITIES

Did I check?

Yes      No      N/A

#### A. Papers

1. Travel orders			
2. Extradition papers signed			
3. Records, if needed			
B. Mode of transportation			
1. Car			
2. Airplane			
3. Train			
4. Bus			
C. Tickets			
D. Routes planned, destination known			
E. Monies			
1. Cash			
2. Credit cards			
F. Checked records			
1. Escape risk			
2. Assaultive			
3. Type of crimes committed			
4. Disciplinary actions in institutions			
G. Local			
H. Out-of-state			
I. Additional Help			

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
J. Restraints needed			
1. Single handcuffs			
2. Belly chain			
3. Belly chain w/attack cuffs			
4. Leg irons			
5. All in working order			
6. Keys			
K. Means to identify			
L. Clothing (extra) as needed			
1. Pants			
2. Shirt			
3. Coat			
4. Shoes and stockings			
5. Underclothing			
II. <u>PREPARING INMATE FOR TRIP</u>			
A. Showered			
B. Strip searched			
C. Clothing searched			
D. No ballpoint pens			
E. No comb with metal clip			
F. Records or papers needed			
III. <u>RESTRAINTS</u>			
A. All in good working order			
B. Leg irons			
C. Belly chain or belt			
D. Single cuffs			
E. Lead chain			
F. Belly chain w/attached cuffs			

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
G. Are all restraints deadlocked?			
H. Cuff keys in possession			
I. Double bars up			
J. Cuffs adjusted properly			
L. Leg irons adjusted properly			

**END**