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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

Prisoners/Pre-Booking Process

Distribution:	All Law Enforcement		Policy Number:	OPS 1401	
Responsible Unit:	Police Operations Bureau		Rescinds:	MAN 3300	
Original Issued Date:	08/15/20	Revision #:	1	Latest Revision Date:	09/08/23
Required 3-year Review was Completed:	05/04/26		Next Required 3-yr Review Due:	05/31/29	

1. Purpose

To establish procedures for custody and safety of prisoners.

2. Policy

The Harford County Sheriff's Office (HCSO) will properly ensure the safety of those persons who have been arrested or who are in the custody of Agency employees or facilities.

3. Definitions

PROBABLE CAUSE (PC): a reasonable amount of suspicion, supported by circumstances sufficiently strong to justify a prudent and cautious person's belief that certain facts are probably true.

4. References

Ballentine's Law Dictionary

5. Procedures

- A. Supervisors will monitor prisoner transports to ensure adequate resources and safety measures are employed.
- B. Agency personnel making an arrest will not:
 - 1. Recommend any person, firm, or corporation as attorney, counsel, or bondsperson to a prisoner;
 - 2. Be directly or indirectly involved with making arrangements, agreements, or compromises between a criminal and victim for the purpose of allowing the criminal to escape punishment provided by law; and/or
 - 3. Leave a prisoner unattended.
- C. Agency personnel making an arrest will:
 - 1. Be responsible for searching prisoners and held accountable for a proper and thorough search;
 - 2. Immediately search a prisoner upon apprehension, unless exigent circumstances exist;
 - a. Any time a prisoner is handed off to another deputy, the receiving deputy will conduct an additional search of the prisoner, unless exigent circumstances exist.

3. When practical, have a member of the same sex as the prisoner conduct the search;
4. Make an initial search of outer garments and handbags when searching a prisoner of the opposite sex;
5. When searching a prisoner of the opposite sex, attempt to have another deputy as a witness and/or conduct the search in front of a camera (in-car or body worn);
6. When it is believed a prisoner of the opposite sex is in possession of a weapon, conduct a full search, preferably in the presence of another deputy; and
7. Use care when conducting searches in areas where there may be sharp objects.

D. Handcuffing

1. All prisoners will be handcuffed with hands behind their backs unless exigent circumstances exist.
2. Any exception to whether a prisoner is handcuffed will be at the discretion of the deputy and based upon the following:
 - a. Prisoner's age, sex, and physical condition;
 - b. Nature of arrest and the affect this would have on deputy/prisoner security;
 - c. Prisoner's attitude and mental condition;
 - d. Past criminal record and other contributing circumstances;
 - e. Type of security at destination; and
 - f. If prior use of force was applied.

E. Remote Booking

1. Use
 - a. To be used when transport of a prisoner is available that does not require the arresting deputy to transport to the Harford County Detention Center (HCDC) Interagency Processing Center (IPC); or
 - b. When the amount of seized property to be submitted will cause an extended period of downtime for the arresting deputy while submitting.
2. All arrestees must see a Court Commissioner within 24 hours of the arrest. This necessitates an expeditious completion of all paperwork by the arresting deputy and Interagency Processing Center (IPC) staff.
3. Deputies may choose to have the arrestee transported to a respective Precinct if they wish to conduct further investigations, conduct a more thorough search, and/or conduct an in-depth interview.

4. Any Agency secure vehicle can act as a transport for the arrestee.
5. Procedure
 - a. Make an arrest following normal procedures and guidelines.
 - b. Transport from the scene:
 - i. Contact a transport officer which may be the Mobile Transport Unit or another deputy on the shift; and
 - ii. Complete the IPC Arrest Processing Information Sheet ([IPC-05](#)), to include the charges, and provide same to the transporting deputy.
 - a) The transporting deputy will:
 - i) Thoroughly search the arrestee prior to transport;
 - ii) Transport the arrestee to the HCDC IPC;
 - iii) Upon arrival, turn the arrestee over to the IPC personnel and provide the IPC Arrest Processing Information Sheet ([IPC-05](#)); and
 - iv) Remain at the IPC until the arrestee is cleared for processing by IPC personnel and medical.
 - c. Transport from a Precinct
 - i. After receiving supervisory approval, transport the arrestee to the Southern or Northern Precinct.
 - ii. Upon arrival, complete any investigative responsibilities including, but not limited to thorough search and/or interview.
 - iii. Contact a transport officer which may be the Transport Unit or another deputy on the shift; and
 - iv. Complete the Interagency Processing Center (IPC) Arrest Processing Information Sheet ([IPC-05](#)) and provide same to the transporting deputy.
 - a) The transporting deputy will:
 - i) Thoroughly search the arrestee prior to transport;
 - ii) Transport the arrestee to the HCDC IPC;
 - iii) Upon arrival, turn the arrestee over to the IPC personnel and provide the IPC Arrest Processing Information Sheet ([IPC-05](#)); and

- iv) Remain at the IPC until the arrestee is cleared for processing by IPC personnel and medical.
 - d. The arresting deputy must promptly complete all necessary booking paperwork prior to the end of his shift.
 - e. All paperwork must be reviewed by a supervisor prior to completion.
 - f. While detained at the precinct, the arrestee must be monitored either in person or by video by a sworn deputy. Supervisors should regularly check on the prisoner at least once every 30 minutes.
 - g. The area where the arrestee was housed must be sanitized upon removal.
 - h. After supervisory approval of the arrest paperwork, to include the charging documents, the arresting deputy will:
 - i. Print all paperwork;
 - ii. Sign in the required places;
 - iii. Scan the paperwork;
 - iv. Email the completed paperwork to HCDC IPC Supervisors email group; and
 - v. Contact the IPC by phone and/or radio to ensure they received the email. Advise the IPC of the arrestee's name, DOB, sex, and race.
6. HCDC Personnel
- a. Upon receipt of the email from the arresting deputy, an IPC supervisor will acknowledge receipt of the email by replying to a confirmation.
 - b. HCDC personnel will then process the arrestee per DCA 1100 Interagency Processing Center and Booking Operations.
 - c. When transporting prisoners, all personnel will contact the IPC via radio regarding the transport per regular procedures.

F. Transportation of Prisoners

- 1. Prisoners will, when possible:
 - a. Be seat belted in Agency vehicles, unless exigent circumstances exist; and
 - b. Be transported in a vehicle equipped with a cage, handcuffed, and placed in the rear passenger seat.
- 2. Prisoners will not:

- a. Be placed face down or hogtied (hands and ankles tied together); or
 - b. Be secured to fixtures within Agency vehicles.
3. Juvenile prisoners will not be transported with adult offenders.

G. Prisoner Demeanor

1. When dealing with arrested persons, Agency members will:
 - a. Be alert for potential signs of suicidal behavior, which include:
 - i. Evidence of prior suicide attempts;
 - ii. Talk of suicide, including jokes;
 - iii. Alcohol or drug intoxication;
 - iv. Unrealistic attitude or a lack of a sense of the future;
 - v. Excessive shame or guilt;
 - vi. Severe mood changes;
 - vii. Known mental illnesses; and/or
 - viii. Behavior of a provoking manner.
 - b. Immediately notify the shift supervisor of potential suicidal behavior.

H. Prisoner Health

1. When prisoners are seriously injured or ill, they will immediately be taken to a hospital by ambulance or other suitable conveyance and will be accompanied by a deputy. If this occurs the accompanying deputy will:
 - a. Make an immediate search for contraband and weapons;
 - b. Notify the HCDC medical staff; and
 - c. In the presence of a nurse or doctor:
 - i. Search for further identification;
 - ii. Record the name of the doctor/nurse witnesses on the report concerning the search;
 - iii. Safeguard personal property;
 - iv. Prevent loss or destruction of evidence; and

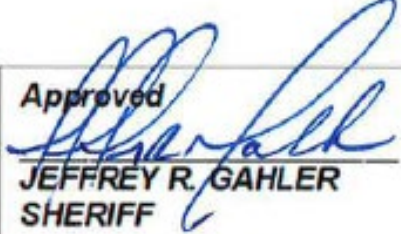
- v. Obtain a signed release from the hospital or doctor stating whether the prisoner is well enough to be kept in a detention facility.
- d. Prisoners that sustain injuries other than serious or life-threatening injuries will be transported to the HCDC to be evaluated by the medical staff.
- e. If it is determined that the prisoner requires further medical attention the arresting deputy will transport the prisoner to the hospital.

I. Escape from Custody

- 1. Agency personnel will not, without proper authority, release any prisoner in their charge or, through neglect or design, allow any prisoner in their charge to escape.
- 2. Escape due to a member's negligence or carelessness may be deemed neglect of duty.
- 3. If a prisoner escapes from an Agency member, vehicle, or facility the Agency member will:
 - a. Immediately broadcast a description and direction of travel for the escapee;
 - b. Notify the shift supervisor;
 - c. Attempt to immediately apprehend the escapee;
 - d. Initiate an Incident Report; and
 - e. Obtain a warrant charging the person with escape.

6. Summary of Changes

- A. 08/30/23 – The required 3-year review was conducted, and minor changes were made to include:
 - 1. Section 5.E.5.b.- Removed the need for Supervisory approval;
 - 2. Section 5.E.5.f. - Defined the reasonable period of time for supervisors to check on prisoner; and
 - 3. Section 5.F.2.c. - Removed this line as it is already covered in 5.F.1.
- B. On 05/04/26 the Agency 3-year policy review was conducted, and no changes were made to this policy.

Approved

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SHERIFF
DATE 9-8-2023