



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI CPD/CSB

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Escorted Trips

/s/

Approved: Colette S. Peters
Director, Federal Bureau of Prisons

1. § 570.40 Purpose and scope.

The Bureau of Prisons provides approved inmates with staff-escorted trips into the community for such purposes as receiving medical treatment not otherwise available, for visiting a critically-ill member of the inmate's immediate family, or for participating in program or work-related functions.

This Program Statement establishes procedures to be followed when considering an inmate for an escorted trip and details the:

- guidelines for selecting escort employees,
- responsibilities of escort employees, and
- instructions for using restraint equipment, including the Electronic Custody Control Belt, for MAXIMUM custody inmates.

Escorted trips fall into two categories, medical and non-medical. The need or reason for an escorted trip may arise unexpectedly (e.g., to visit a critically ill family member) or may be planned in advance (e.g., to attend an educational function).

a. Summary of Changes

Policy Rescinded

5538.07 Escorted Trips (12/10/2015)

The following changes have been incorporated into the policy:

- References updated to include the Female Offender Manual.
- Escort employees are required to obtain an MK-4 OC aerosol spray.
- Employees assigned to armed medical escort posts on the quarterly roster will shoot a course of fire prior to the beginning of the quarter, for proficiency purposes.
- Face coverings are authorized to be placed upon inmates when medically necessary.
- The custody control belt is not to be used on pregnant and postpartum inmates (the 12 weeks following a pregnancy outcome, as determined by the health services provider).

b. Program Objectives.

- Escorted trips will be available for eligible inmates.
- Escorted trips will be supervised by the correct number and type of employee.
- Appropriate procedures, including those concerning restraint equipment, will be used during all escorted trips.
- The public will be protected from undue risk.
- Application of an Electronic Custody Control Belt will be authorized only for MAXIMUM custody inmates who requires greater security than can be afforded through conventional restraints and where no medical condition precludes its use.
- An Electronic Custody Control Belt will be applied only to prevent escape or serious bodily harm and activated only for the purpose of controlling that inmate.
- Lieutenants who apply the Electronic Custody Control Belt or escort an inmate wearing an Electronic Custody Control Belt will be properly trained in its application, operation, effectiveness, and follow-up requirements.
- Every incident involving the activation of an Electronic Custody Control Belt will be properly reviewed, documented, and reported.
- Violations of escorted trips will be processed in accordance with regulations.

c. Institution Supplement. None Required. Should local facilities make any changes outside the required changes in the national policy or establish any additional local procedures to implement the national policy, the local Union may invoke to negotiate procedures or appropriate arrangements.

d. Pretrial/Holdover Procedures. Procedures in this Program Statement apply to pretrial and holdover inmates.

2. § 570.41 Medical escorted trips.

(a) Medical escorted trips are intended to provide an inmate with medical treatment not available within the institution. There are two types of medical escorted trips.

(1) *Emergency medical escorted trip.* An escorted trip occurring as the result of an unexpected life-threatening medical situation requiring immediate medical treatment not available at the institution. The required treatment may be on either an in-patient or out-patient basis.

When the inmate's custody level is not readily available at the time of the emergency medical escorted trip, the inmate, for purposes of the escorted trip, is considered to have the highest custody level housed at the institution or will be escorted at the Warden's discretion in accordance with Section 8 of this Program Statement.

(2) *Non-emergency medical escorted trip.* A pre-planned escorted trip for the purpose of providing an inmate with medical treatment ordinarily not available at the institution. The required treatment may be on either an in-patient or out-patient basis.

In-patient. In-patient treatment occurs when the inmate is admitted to the outside medical facility for care that extends beyond the day of admission.

Out-patient. Ordinarily, treatment is considered out-patient when the inmate departs and returns to the institution on the same calendar day.

Emergency out-patient treatment may extend beyond midnight (e.g., left institution at 11:00 p.m. and returned at 3:00 a.m.).

(b) The Clinical Director or designee is responsible for determining whether a medical escorted trip is appropriate.

See the Program Statement **Patient Care** for utilization review procedures.

has *Escorted trip procedures—out-patient medical treatment.* A recommendation for an inmate to receive a medical escorted trip is prepared by medical staff, forwarded through the appropriate staff for screening and clearance, and then submitted to the Warden for review. The Warden may approve an inmate for an out-patient medical escorted trip.

Employees seeking approval complete a BP-A0502, Escorted Trip Authorization form and route it and the Inmate's Central File through:

- The Case Management Coordinator (CMC) for screening and clearance.
- The Special Investigative Supervisor/Special Investigative Agent (SIS/SIA), for identifying any Security Threat Group (STG)/management interest group, etc., information.
- The Captain for appropriate action.

- The Unit Manager and the appropriate Associate Warden for review and recommendation.

In making a determination, employees consider the inmate's suitability for the trip and the degree of supervision necessary.

(1) **Emergency Out-patient.** Approval for an emergency out-patient escorted trip during non-duty hours may be provided by the Administrative Duty Officer (ADO) or, if the ADO is not available, by the Lieutenant on duty.

In an emergency, the Shift Lieutenant may give approval verbally, with paperwork to follow. The approving official during non-duty hours must notify the Warden immediately.

(2) **Non-emergency Out-patient.** Ordinarily, approval for a non-emergency out-patient escorted trip is obtained during regular duty hours.

The ADO may approve during non-duty hours. Authority during non-duty hours may not be delegated below ADO level.

An inmate with OUT or COMMUNITY custody may be approved, at the Warden's discretion, for a furlough to obtain local medical treatment not otherwise available at the institution. See the Program Statement **Inmate Furloughs** for additional information.

(3) The Regional Director (or Regional Duty Officer if non-duty hours) must be notified of any medical escorted trip for a MAXIMUM custody inmate. See Section 4 of this Program Statement for additional information.

(4) **Only the Regional Director** may approve any deviation from MAXIMUM custody escort guidelines. Refer to the Program Statement **Prisoner Transportation Manual**.

(d) *Escorted trip procedures—in-patient medical treatment.* A recommendation for an inmate to receive a medical escorted trip is prepared by medical staff, forwarded through the appropriate staff for screening and clearance, and then submitted to the Warden. The Warden may approve an inmate for an in-patient medical escorted trip.

For non-emergency in-patient medical treatment, approval must be given prior to the inmate's transfer to a community medical facility using a BP-A0502, Escorted Trip Authorization form.

(1) **Transfer to Medical Facility.** When treatment is expected to extend beyond the day of a transfer, the inmate is considered transferred to the medical facility for in-patient care. The

Regional Health Systems Administrator (RHSA) must be notified, ordinarily by the institution Health Services Administrator (HSA).

For a non-emergency medical escorted trip, notification should be before the transfer has occurred. For an emergency medical escorted trip, notification may be after the transfer has occurred. In all cases, the HSA notifies the RHSA of the inmate's return to the institution.

(2) **Emergency In-patient.** The ADO may approve an emergency escorted trip for in-patient medical treatment during non-duty hours; if the ADO is not available, the Shift Lieutenant may approve it.

The approving official during non-duty hours notifies the Warden and, when applicable, the ADO, as soon as possible.

(3) **Non-emergency In-patient.** Approval for a non-emergency escorted trip for in-patient treatment may not be delegated below the level of Warden or Acting Warden (or ADO).

(4) **In-patient Admission.** If an escorted trip for medical purposes is expected to result in the inmate being admitted to a community medical facility for in-patient treatment, these procedures must be followed:

- When applicable, the Captain (or, in the Captain's absence, the Lieutenant) contacts the contract guard service to arrange for custodial coverage. Contract guard services will not be used with MAXIMUM custody inmates. If the inmate is in pretrial status, the U.S. Marshals Service must be contacted to provide custodial coverage. See the Program Statement **Pretrial Inmates**.
- Correctional Systems employees produce the BP-A0821, Transfer Receipt form to establish an appropriate chain of custody. When Correctional Systems employees are not available, the Lieutenant prepares a temporary Transfer Receipt.
- When the inmate returns, Correctional Systems employees complete the "Return of Service" section on the transfer order.
- The Captain develops post orders and log book procedures for Correctional Officers and contract employees who provide coverage for inmates receiving in-patient care to follow.
- The designated employees sign a statement indicating they understand the required procedures listed on the BP-A0939, Escort Instructions form.
- Escort officers maintain the post orders and log book procedures during the community placement and return them to the institution upon completing the escorted medical trip. Contract guard services must meet the requirements in the post orders and log book procedures.

- When medical treatment is expected to extend beyond one day, only the Warden may approve reduction in restraints below the minimum requirements. When restraints are reduced under these procedures, the escort Officer in Charge (OIC), as well as the Operations Lieutenant, document the Warden's approval in their official logs.

(5) **Regional Director Notification.** The Regional Director or Regional Duty Officer during non-duty hours is notified of any medical escorted trip for a MAXIMUM custody inmate. See Section 4 of this Program Statement for additional information. The Regional Director has approving authority for deviations from MAXIMUM custody escort guidelines.

(6) **Charging Overtime.** Only when an inmate is actually released from the institution can overtime for their security be charged to the outside medical cost center. The inmate must be released for a visit to a medical consultant, or a hospital visit under the local hospital category of applicable Bureau inmate management system or be released on transfer to a Medical Referral Center. These procedures are necessary for any case in which the inmate is released from the institution, even if only for a few hours. Institutions do not carry these temporary releases in out count status.

Any Bureau employee receiving overtime pay must provide security for an inmate outside the institution while the inmate is transferred from the institution to the consultant or hospital, or while they are transported back to the institution. An employee may be allowed two hours of outside medical overtime to prepare for the detail.

Medical overtime may not be charged for security provided within the institution, except if an employee on duty and assigned to an inside post is the only qualified, available person for the outside escort and must be replaced.

When overtime for a medical situation is credited to employees, a copy of the inmate history inquiry report of the applicable Bureau inmate management system, indicating the inmate's name and number and the time the inmate was in the local hospital release status or transferred to a Medical Referral Center, is attached to the time and attendance sheet.

3. § 570.42 Non-medical escorted trips.

(a) Non-medical escorted trips allow an inmate to leave the institution under staff escort for approved, non-medical reasons. There are two types of non-medical escorted trips.

(1) **Emergency non-medical escorted trip.** An escorted trip for such purposes as allowing an inmate to attend the funeral of, or to make a bedside visit to, a member of 'n inmate's immediate family. For purposes of this rule, immediate family refers to mother, father,

brother, sister, spouse, children, step-parents, and foster parents.

(2) *Non-emergency, non-medical escorted trip.* An escorted trip for such purposes as allowing inmates to participate in program-related functions, such as educational or religious activities, or in work-related functions.

(b) *Escorted trip procedures—emergency non-medical reasons.* Unit staff are to investigate, and determine, the merits of an escorted trip following a review of the available information. This includes contacting those persons (e.g., attending physician, hospital staff, funeral home staff, family members, U.S. Probation Officer) who can contribute to a determination on whether an escorted trip should be approved.

(1) The government assumes the salary expenses of escort staff for the first eight hours of each day. All other expenses, including transportation costs, are assumed by the inmate, the inmate's family, or other appropriate source approved by the Warden. The necessary funds must be deposited to the inmate's trust fund account prior to the trip. Funds paid by the inmate for purposes of the escorted trip are then drawn, payable to the Treasury of the United States. Unexpended funds are returned to the inmate's trust fund account following the completion of the trip.

Unit team, in consultation with Financial Management, determine the escorted trip's cost. The inmate completes a BP-199, Request for Withdrawal of Inmate's Personal Funds, payable to the U.S. Treasury in the amount of the expenses they are to pay. See the Program Statement **Trust Fund/Deposit Fund Manual**.

(2) A request for an inmate to receive an emergency non-medical escorted trip is prepared by unit staff, forwarded through the appropriate staff for screening and clearance, and then submitted to the Warden. Except as specified in § 570.43, the Warden may approve an inmate for an emergency non-medical escorted trip.

Unit team, after obtaining the required information, route the BP-A0502, Escorted Trip Authorization form and the Inmate Central File through the:

- CMC for screening and clearance.
- Captain for appropriate action.
- SIA/SIS for identifying any STG/management interest group, etc., information.
- Unit Manager and the Associate Warden for review and recommendation.

In making a determination, employees consider the inmate's suitability for the trip and the degree of supervision necessary.

The ADO may grant approval for an emergency non-medical escorted trip during non-duty hours. This authority may not be further delegated.

(c) *Escorted trip procedures—non-emergency, non-medical reasons.* This type of escorted trip is considered for an inmate who has been at the institution for at least 90 days, and who is considered eligible for less secure housing and for work details, under minimal supervision, outside the institution's perimeter. A recommendation for an inmate to receive an escorted trip for non-emergency, non-medical reasons is prepared by the recommending staff, forwarded through the appropriate staff for screening and clearance, and then submitted to the Warden. Except as specified in § 570.43, the Warden may approve an inmate for a non-emergency, non-medical escorted trip.

Ordinarily, escorted trips for emergency non-medical cases are available only to inmates with OUT or COMMUNITY custody. The requesting department submits the BP-A0502, Escorted Trip Authorization form. For the review procedure, see Section 4 of this Program Statement.

Specific arrangements for inmate town drivers may be established locally.

Approval for a non-emergency, non-medical escorted trip may not be delegated below the level of Warden or Acting Warden.

4. § 570.43 Inmates requiring a high degree of control and supervision.

Only the Regional Director may approve a non-medical escorted trip (either emergency or non-emergency) for an inmate determined to require a high degree of control and supervision.

The Regional Director's approval authority may not be delegated below the level of Acting Regional Director.

The phrase "a high degree of control and supervision" ordinarily refers to an inmate with MAXIMUM custody or HIGH security.

The Regional Director may approve escorted trips for emergency and non-emergency, non-medical reasons only upon receiving a favorable Warden's recommendation and their determination the trip is warranted. In making this determination, all relevant information (e.g., inmate's sentence, time in custody, adjustment, and the nature of the request) must be considered. The Regional Director maintains a written record, including reasons, for regional approval.

The Regional Director's prior approval is not necessary for an inmate requiring a high degree of control and supervision to receive an emergency medical escorted trip. However, during non-duty hours, the Regional Director or Regional Duty Officer must be notified as soon as possible of any medical escorted trip for a MAXIMUM custody inmate.

5. § 570.44 Supervision and restraint requirements.

Inmates under escort will be within the constant and immediate visual supervision of escorting staff at all times. Restraints may be applied to an inmate going on an escorted trip, after considering the purpose of the escorted trip and the degree of supervision required by the inmate. Except for escorted trips for a medical emergency, an inmate going on an escorted trip must agree in writing to the conditions of the escorted trip (for example, agrees not to consume alcohol).

The escort OIC may terminate an escorted trip without contacting the institution in circumstances where employees, the public, or the inmate is at risk of immediate serious injury or death, or the inmate is attempting to or has demonstrated the intent or means to escape.

Escort employees contact the institution (i.e., the Operations Lieutenant or Captain) for guidance prior to terminating all other escorted trips. Any escorted trip terminated by a supervisor or by the escort OIC's requires a written memorandum by the employee canceling it. The memorandum is reviewed to determine if further action is needed (training, alternative escort locations, procedure changes, etc.).

When it is necessary for an employee to use a restroom, additional restraints must be applied before they leave the area; remaining employees continue constant visual supervision. The escort OIC will determine the amount of additional restraints required. Employees will only leave the area to use the nearest restroom.

Institutions using escort employees with OUT or COMMUNITY custody inmates make prior arrangements to address the security and supervision of the inmate, for when it is necessary for employees to use the restroom.

An escorted trip merely extends the limits of an inmate's confinement. Before a non-emergency escorted trip, escort employees are given preparation time and are expected to review this Program Statement and the Program Statement **Use of Force, Application of Restraints, and Firearms** and sign the BP-A0939, Escort Instructions form. This form also establishes minimum requirements on using restraints.

All non-medical escorted trips, such as bedside visits and funeral trips require the use, throughout the escorted trip, of at least the minimum restraints specified in the BP-A0939, Escort Instructions form. No exceptions will be made.

Except for medical emergency trips, the inmate must sign the BP-A0938, Conditions of Escorted Trip form.

6. WITNESS SECURITY INMATES

Except for emergency medical escorted trips, prior authorization must be received from the Inmate Monitoring Section (IMS), Central Office, for a witness security inmate to go on an escorted trip.

In emergency medical situations, the inmate is transported to the nearest medical facility in accordance with local procedures.

During normal working hours, the IMS must be notified as soon as possible by telephone. After normal working hours, the IMS Duty Officer, located in the Central Office, will be notified. Direct questions about this section to the institution's CMC.

7. § 570.45 Violation of escorted trip.

(a) Staff shall process as an escapee an inmate who absconds from an escorted trip.

(b) Staff may take disciplinary action against an inmate who fails to comply with any of the conditions of the escorted trip.

8. SELECTION OF ESCORTS

The Captain, in consultation with the HSA, Unit Manager, or others as appropriate, selects the number of escorting employees.

The Captain indicates on the approval form the specific employee, ordinarily with the highest Correctional Services rank, who serves as OIC. Where employees are non-Correctional Services, the Captain indicates which employee is the OIC. This person has decision-making authority and responsibility on the trip.

Depending on the inmate's custody and other conditions imposed by the Warden, the requirements outlined below apply. The designated employees, weapons, and restraint requirements for an escorted trip remain in effect while the inmate is in in-patient status. This also applies to contract guard services.

For MAXIMUM custody inmates, any deviation from the requirements listed requires the Regional Director's prior approval. In the event an IN custody inmate is admitted to an outside hospital and is medically incapacitated, and the need exists to reduce staffing, the Warden must request, through the Regional Director, a waiver to policy from the Assistant Director, Correctional Programs Division. Examples of such medical conditions include coma, paralysis, mechanical ventilation, or incapacitation (inadequate strength or ability) that inhibit the inmate's ability to conduct activities of daily living on an independent basis.

Escorts who carry weapons must follow the requirements of the Program Statement **Use of Force, Application of Restraints, and Firearms**. Restraint requirements must be per the Program Statement **Correctional Services Manual**.

Upon reporting for duty, escort employees are required to obtain an MK-4 OC aerosol spray from a secure storage location (normally the Control Center) during their hours of work. Employees must follow the requirements for the use of OC per the Program Statement **Oleoresin Capsicum (OC) Aerosol Spray**.

Escort employees must be certified in Basic Prisoner Transportation (BPT) training. Review training documentation prior to assigning employees to an escorted trip to ensure they are currently BPT qualified.

Employees assigned to armed medical escort posts on the quarterly roster will shoot a course of fire for proficiency purposes prior to the beginning of the quarter.

In preparation for the escorted trip, the Clinical Director or designee makes restraint recommendations based on the inmate's medical condition. The Captain makes recommendations based on security needs, and the Warden makes the final determination. In any case in which restraints are used, the type of restraints and factors supporting the decision should be documented in the BP-A0502, Escorted Trip Authorization form.

During unusual medical or life-threatening circumstances, the Warden, after consulting with the Chasain and the HSA, considers all factors concerning the type(s) of restraints that may be necessary to meet the security needs for the inmate. An example includes transporting inmates with fractured limbs or serious neck injuries. When similar factors are present, the Warden balances the inmate's security needs with their medical requirements. Refer to the Program Statement **Use of Force, Application of Restraints, and Firearms**.

The existence of unusual factors may cause the Warden or designee to:

- not use all required restraints,

- increase employee escorts,
- consider authorizing the use of a weapon, wheelchair, soft or vinyl restraints, chase vehicle, etc.

If it is necessary to deviate from the norm, the BP-A0502, Escorted Trip Authorization, must reflect factors used to support the decision. Under no circumstances will an inmate's mouth be taped, or any other object placed over the inmate's mouth that could impair breathing in any way. Face coverings are authorized to be placed upon inmates when medically necessary.

a. **MAXIMUM Custody.** Contract guard services may not be used.

(1) **Staffing.** A minimum of three employee escorts are required for each inmate, with one employee holding the rank of at least GS-11 Lieutenant. In emergency situations, a GS-09 Lieutenant may be used at the discretion of the Captain. In addition, there must be employees in a back-up car (follow vehicle). It is recommended two employees occupy the back-up car.

The employee-to-inmate ratio is maintained regardless of the number of inmates supervised. At least one escort, in addition to the Lieutenant, must be a non-probationary employee.

(2) **Weapons.** A minimum of two employee escorts must be armed. Employees in the follow vehicle must also be armed. It is recommended employees carry three fully loaded magazines of ammunition with each weapon, in addition to the magazine in the weapon.

(3) **Restraints.** Handcuffs with the C&S handcuff cover, martin chains, padlock, and leg restraints are used at all times.

(4) **Protective Vests.** Vests will be worn in accordance with the Program Statement **Correctional Services Manual**.

b. **IN Custody.** Contract guard services may be used for IN custody inmates who are MINIMUM or LOW security levels. Contract guard services are not used for MEDIUM and HIGH security inmates.

(1) **Staffing.** A minimum of two employee escorts is required for the first inmate, with one additional employee required for each additional inmate. The Warden may require an additional number of escorts if they determine it is warranted. At least one escorting employee must be non-probationary.

(2) **Weapons.** The Warden determines if escorting employees will be armed. If weapons are authorized, a minimum of two employees escort IN custody inmates, with at least one employee armed.

(3) **Restraints.** Handcuffs with martin chains will be used at all times. Additional restraint equipment may be used at the escorting officers' discretion.

(4) **Protective Vests.** Vests will be worn in accordance with the Program Statement **Correctional Services Manual**.

c. **OUT Custody.** Contract guard service may be used.

(1) **Staffing.** At least one employee must be non-probationary. One employee may escort a maximum of five OUT custody inmates. In certain circumstances, additional employees may be required to maintain constant visual supervision during the escort (e.g., medical appointments requiring examinations in separate rooms).

(2) **Weapons.** No weapons are required.

(3) **Restraints.** Restraints may be used at the discretion of the escorting officer(s).

d. **COMMUNITY Custody.** Contract guard service may be used.

(1) **Staffing.** At least one employee must be non-probationary. One employee may escort a maximum of five COMMUNITY custody inmates. In certain circumstances, additional employees may be required to maintain constant visual supervision during the escort (e.g., medical appointments requiring examinations in separate rooms).

(2) **Weapons.** No weapons are required.

(3) **Restraints.** No restraints are required.

e. **Other Considerations.**

- For guidance regarding the use of restraints on pregnant or postpartum inmates, see Program Statement **Female Offender Manual**.
- At least one employee of the same sex as the inmate is assigned to escort inmates with IN, OUT, COMMUNITY, or MAXIMUM custody.
- Privately owned vehicles are not used for escorted trips.

- Inmate movement from institution to institution by means other than a bus (e.g., van movements), is conducted as outlined in this Program Statement. Staffing requirements for an escorted trip apply to inmate movements.
- Weapons should be given to another officer when close physical contact with an inmate is possible or likely.

9. AUTHORIZATION FOR USING A CUSTODY CONTROL BELT

Electronic Custody Control Belts (e.g., REACT, Band-it) are approved for use with MAXIMUM custody inmates. When a MAXIMUM custody inmate is being transported, only the Warden or designee may approve using an Electronic Custody Control Belt. The approving official authorizes using the belt only after determining an inmate requires greater security than is afforded through conventional restraints and has no medical condition precluding its use.

Electronic Custody Control Belts are approved for use with inmates assigned a Special Management Unit (SMU) designation or housed at a SMU facility. Only the Warden or designee may approve using an Electronic Custody Control Belt for escorted trip purposes. The approving official authorizes using the belt only after determining that an inmate requires greater security than is afforded through conventional restraints and has no medical condition precluding its use.

- a. **Use of Other Restraints.** The custody control belt is not intended for use in lieu of conventional restraints, but in addition to such restraints. Escorting employees may reduce minimum restraint requirements only if the Warden has given specific prior approval.

While the Electronic Custody Control Belt is intended to provide a less-than-lethal security option for high-risk escorts, in the interest of general safety, employees must follow the requirements on the use of deadly force in the Program Statement **Use of Force, Application of Restraints, and Firearms**.

It is Bureau policy to use Electronic Custody Control Belts to prevent escapes or to prevent the loss of life or grievous bodily harm.

- (1) **Escape Prevention.** In an attempted escape, verbal orders to halt are first given to the inmate wearing the belt. If the inmate fails to halt immediately, the belt is activated. If the inmate has escaped and is out of view of the escorting officer, a verbal warning to halt is not necessary.

This does not preclude, in certain circumstances, using deadly force, which may or may not be used before activating the belt. See the Program Statement **Use of Force, Application of Restraints, and Firearms**.

(2) **Preventing Loss of Life or Grievous Bodily Harm.** Employees may use the custody control belt when there is a reasonable belief the inmate's actions are likely to result in the loss of life or grievous bodily harm to employees, inmates, or others.

The escort detail's OIC must exercise sound judgment when making a decision to activate the belt. Verbal orders are not required if the employee reasonably believes a danger of death or grievous bodily harm is imminent.

b. **Authorized Official.** The OIC of any escort detail when the Electronic Custody Control Belt is used must be a GS-11 Lieutenant trained in its use. In emergency situations, a GS-09 Lieutenant certified in the use of the Electronic Custody Control Belt may be used at the discretion of the Captain.

Training encompasses either training by a vendor representative of the custody control belt or a Bureau employee whom a vendor has certified to provide training. The Employee Development Manager documents training.

Only the escort detail's OIC may carry and use the activating device for the belt. Only after mandatory Electronic Custody Control Belt training may a GS-9 or GS-11 Lieutenant serve as the OIC, or as a member of a team escorting an inmate approved to wear the belt.

Before applying the belt, the OIC completes the BP-A0599, Electronic Custody Control Belt Documentation form. The justification for the approval to use the belt must be documented in detail on the BP-A0502, Escorted Trip Authorization form.

10. USING A CUSTCONTROL BELT

a. **Health Services Review.** When Health Services employees review the BP-A0502, Escorted Trip Authorization form, a specific indication is made for each MAXIMUM custody or SMU inmate as to whether any medical condition would preclude using a custody control belt. Disqualifying medical situations include:

- Pregnancy and postpartum inmates (the 12 weeks following a pregnancy outcome, as determined by the health care provider)
- Heart disease.
- Multiple sclerosis.
- Muscular dystrophy.
- Epilepsy.

Only a health services professional (Physician, Physician Assistant, or Nurse Practitioner) may conduct this review, which includes a review of the inmate's health record and other documentation at the institution.

b. **Inmate Notification.** Before applying the belt, the inmate is advised by the OIC that the belt is going to be placed on them, and under what circumstances it can be activated. This is done by allowing the inmate to read, or have read to them, the BP-A0600, Inmate Notification of Electronic Custody Control Belt Use form.

If possible, the inmate is given the opportunity to sign the form. However, if this is not possible or if the inmate refuses, employees document this refusal on the form.

11. CUSTODY CONTROL BELT REPORTING REQUIREMENTS

If the custody control belt is activated while being worn by an inmate, the escort detail OIC notifies the approving Warden or designee as soon as possible.

a. **Medical Examination.** Health Services employees examine the inmate as soon as possible after activation of the belt and document the examination in the inmate's health record. Any injuries, bruises, or marks on the inmate's body are documented via photograph or video, which the Captain must retain. When an examination may not be possible (e.g., lengthy escorted trip), escorting employees go to a local medical facility for examination and possible treatment.

b. **OIC Reports.** The OIC submits both a written report and page two of the BP-A0599, Electronic Custody Control Belt Documentation form to the Warden whenever the belt is activated while worn by an inmate. Reports are submitted before the end of the OIC's tour of duty.

c. **Use of Force Reports.** Per the Program Statement **Use of Force and Application of Restraints, and Firearms** both the BP-E583, Report of Incident, and the BP-E586, After-Action Review Report, are completed and routed.

d. **Reports to Regional and Central Office.** The Warden submits a full written report of an incident involving activation of the belt to the Regional Director within 24 hours. Copies are sent to the Assistant Directors, Correctional Programs Division and Health Services Division.

12. CUSTODY CONTROL BELT TRAINING RESPONSIBILITIES

a. **Electronic Custody Control Belt.** The Correctional Services Administrator, Central Office, in conjunction with the Management and Specialty Training Center, provides training regarding

the Electronic Custody Control Belt. This is also provided at each institution where the belt is authorized.

The Warden at each ADMAX, High, SMU, and Administrative security level institution ensures only GS-9 and GS-11 Lieutenants who have been trained and certified on the Electronic Custody Control Belt's application, operation, effectiveness, and follow-up requirements are authorized to apply it.

b. **Escorted Trip.** The Captain at each institution ensures all employee escorts are trained in accordance with this Program Statement.

13. PROGRAM REVIEW RESPONSIBILITIES

The Program Review Division and Correctional Services Branch, Correctional Programs Division review the Escorted Trip Program. The Warden may select appropriate employees to conduct periodic internal reviews.

14. SYSTEMS DATA ENTRY

Correctional Systems employees enter admission and release transactions in the applicable Bureau inmate information system. After normal duty hours, if no Correctional Systems employees are available, Correctional Services employees complete these transactions.

15. CONFIDENTIALITY

Except in unusual circumstances, inmates scheduled for an escorted trip may not be advised of the:

- time of the trip
- date of the trip
- method of travel
- destination

REFERENCES

Program Statements

5280.09 Inmate Furloughs (1/20/2011)
5200.07 ^{CN-1} Female Offender Manual (7/8/2022)
5500.15 ^{CN-1} Correctional Services Manual (4/4/2023)
5540.09 Prisoner Transportation Manual (4/8/2024)
5576.12 ^{CN-1} Oleoresin Capsicum (OC) Aerosol Spray (6/15/2021)
6031.04 Patient Care (6/3/2014)
7331.05 Pretrial Inmates (8/1/2023)
4500.12 Trust Fund/Deposit Fund Manual (3/14/2018)
Pending Program Statement Use of Force, Application of Restraints, and Firearms

Bureau Forms

BP-199 Request for Withdrawal of Inmate's Personal Funds
BP-A0502 Escorted Trip Authorization
BP-A0599 Electronic Custody Control Belt Documentation
BP-A0600 Inmate Notification of Electronic Custody Control Belt Use
BP-A0821 Transfer Receipt
BP-A0938 Conditions of Escorted Trip
BP-A0939 Escort Instructions
BP-E583 Report of Incident
BP-E586 After-Action Review Report

Federal Regulations

28 CFR 570.40 through 570.45.

ACA Standards

Performance-Based Standards for Adult Detention Facilities, 4th Edition: 4-ALDF-1B-06, 4-ALDF-2B-02, 4-ALDF-2B-02-1, 4-ALDF-2B-04, 4-ALDF-2B-08(M), 4-ALDF-4C-05, and 4-ALDF-4C-06.
Performance-Based Standards and Expected Practices for Adult Correctional Institutions, 5th Edition: 5-ACI-3A-25, 5-ACI-3A-15, 5-ACI-3A-16, 5-ACI-3A-17, 5-ACI-3A-33(M), 5-ACI-6A-05, 5-ACI-6A-06, 5-ACI-5F-04.

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.