

U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons



PROGRAM STATEMENT
Escorted Trips

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	CPD
Number	5538.09
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Summary of Changes

<i>Program Statement Rescinded:</i> 5538.08 Escorted Trips (4/8/2024)
<i>Changes:</i> - Removes all references to the Union. - Authorizes the MK-4 OC Gel spray for use during external escorts, including prisoner transportation (bus movement). - Authorizes MK-9 OC Gel spray for prisoner transportation (bus movement).

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 staff, their responsibilities, 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).

The procedures detailed in this program statement apply to all inmates in the custody of the Bureau of Prisons (Bureau), including pretrial and holdover inmates.

a. **Program Objectives.**

- Escorted trips will be available for eligible inmates.
- Escorted trips will be supervised by the correct number and type of staff.
- 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.

b. **Institution Supplement.** None.

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 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.

(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.

Staff seeking approval complete a BP-A0502, Escorted Trip Authorization form and route it, along with the appropriate Bureau inmate management system information, through the:

- Case Management Coordinator (CMC) for screening and clearance.
- Special Investigative Supervisor, for identifying any Security Threat Group (STG)/management interest group information.
- Unit Manager for recommendation.
- Captain for appropriate action.
- Warden for review and recommendation.

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

a. **Out-patient Medical Treatment.** 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.).

(c) *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.

(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.

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

(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.

(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's Health Services Administrator (HSA).

For a non-emergency medical escorted trip, notification should be made 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). Approval must be given prior to the inmate's transfer to a community medical facility using a BP-A0502, Escorted Trip Authorization form.

(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 staff produce the BP-A0821, Transfer Receipt form to establish an appropriate chain of custody. When Correctional Systems staff are not available, the Lieutenant prepares a temporary Transfer Receipt.
- When the inmate returns, Correctional Systems staff complete the “Return of Service” section on the transfer order.
- The Captain develops post orders and logbook procedures for Correctional Officers and contract staff who provide coverage for inmates receiving in-patient care to follow.
- The designated staff sign a statement indicating they understand the required procedures listed on the BP-A0939, Escort Instructions form.
- Escort officers maintain the post orders and logbook 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 logbook 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.

c. **Maximum-Custody Inmates.** 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. Refer to Section 4 of this program statement for additional information.

d. **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 (MRC). 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 staff 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. A staff member 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 a staff member 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 staff, a copy of the inmate history inquiry report, generated in 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 an MRC, 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 an 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 Management, 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** for additional information.

(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 Management, 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.
- Unit Manager for recommendation.
- Captain for appropriate action.
- Special Investigative Supervisor for identifying any STG/management interest group, information.
- Associate Warden for review and recommendation.

In making a determination, staff 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. 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 recommendation from the Warden and their determination the trip is warranted. In making this determination, all relevant information (e.g., the 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 staff, 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 staff contact 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 staff member canceling it. The memorandum is reviewed to determine if further action is needed (e.g., training, alternative escort locations, procedural changes).

When it is necessary for a staff member to use a restroom, additional restraints must be applied before they leave the area and remaining staff continue constant visual supervision. The escort OIC will determine the additional restraints required. Staff will only leave the area to use the nearest restroom.

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

An escorted trip merely extends the limits of an inmate's confinement. Before a non-emergency escorted trip, escort staff 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 for 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 emergency medical trips, the inmate must sign the BP-A0938, Conditions of Escorted Trip form.

6. WITNESS SECURITY (WITSEC) INMATES

Except for emergency medical escorted trips, prior authorization must be received from the Inmate Monitoring Section (IMS), Central Office, for a WITSEC 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. Questions regarding escorted trips for WITSEC inmates should be directed 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 staff.

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

Depending on the inmate's custody and other conditions imposed by the Warden, the requirements outlined below apply. The designated staff, 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 a policy waiver through the Regional Director to 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 in accordance with the Program Statement **Correctional Services Manual**.

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

As detailed in Program Statement **Oleoresin Capsicum (OC) Aerosol Spray**, there are two OC Gel dispensers authorized for use in areas outside the secure confines of the institution.

The MK-4 OC Gel spray is authorized for use during external escorts.

OC Gel has an effective range of 4 to 12 feet. The use of OC Gel spray may limit secondary exposure if deployed in public areas. OC Gel is not authorized for routine carry within the secure confines of the institution.

Escort staff must be certified in Basic Prisoner Transportation (BPT) training. A review of training documentation is required prior to assigning staff to an escorted trip to ensure they are currently BPT qualified.

Staff assigned to armed medical escort posts on the quarterly roster will complete 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 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 Captain and the Health Services Administrator, 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. For additional information, 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 staff escorts; or 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 be placed over the inmate's mouth which could restrict breathing in any way. Face coverings are authorized to be placed upon inmates only when medically necessary.

a. **MAXIMUM-Custody Inmates.** Contract guard services may not be used for MAXIMUM-custody inmates.

(1) **Staffing.** A minimum of three staff escorts are required for each inmate, with one staff member holding the rank of at least GS-11 Lieutenant. In emergency situations, a GS-9 Lieutenant may be used at the discretion of the Captain. In addition, there must be staff in a back-up car (follow vehicle). It is recommended two staff occupy the back-up car.

The staff-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 staff member.

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

(3) **Restraints.** Handcuffs with the black or blue handcuff cover (e.g., C&S), martin chain, 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 Inmates.** 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 staff escorts is required for the first inmate, with one additional staff member required for each additional inmate. The Warden may require an additional number of escorts if they determine it is warranted. At least one escorting staff member must be non-probationary.

(2) **Weapons.** The Warden determines if escorting staff will be armed. If weapons are authorized, there must be a minimum of two staff escorting IN-custody inmates, with at least one staff member armed.

(3) **Restraints.** Handcuffs with martin chains will be used at all times. Additional restraint equipment may be used at the escorting officers' discretion or if specified on the BP-A0502, Escorted Trip Authorization.

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

c. **OUT- and Community-Custody Inmates.** Contract guard service may be used.

(1) **Staffing.** One non-probationary staff member may escort a maximum of five OUT custody inmates. In certain circumstances, additional staff 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) or if specified on the BP-A0502, Escorted Trip Authorization.

d. **Other Considerations.**

For guidance regarding the use of restraints on pregnant or postpartum inmates, refer to the Program Statement **Female Offender Manual**.

At least one staff member of the same sex as the inmate must be 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 AN ELECTRONIC 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 Electronic Custody Control Belt is not intended for use in lieu of conventional restraints, but in addition to such restraints. Escorting staff 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, staff must follow the requirements on the use of deadly force in the Program **Statement Use of Force, Application of Restraints, and Firearms**.

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-9 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 or a Bureau staff member whom a vendor has certified to provide training. Once the vendor provides the staff certification

documentation, the Employee Development Office will key the completion into the applicable learning management system.

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. USE OF THE ELECTRONIC CUSTODY CONTROL BELT

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

a. **Health Services Review.** When Health Services staff 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, staff document this refusal on the form.

a. **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 the escorting officer's view, 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. For additional information refer to the Program Statement **Use of Force, Application of Restraints, and Firearms**.

b. **Preventing Loss of Life or Grievous Bodily Harm.** Staff may use the custody control belt when there is a reasonable belief that the inmate's actions are likely to result in the loss of life or grievous bodily harm to staff, 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 staff member reasonably believes a danger of death or grievous bodily harm is imminent.

11. ELECTRONIC 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 staff 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 staff go to a local medical facility for examination and possible treatment.

c. **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.

d. **BP-E583 Report of Incident/BP-E586, After-Action Review Report.** In accordance with 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.

e. **Reports to Regional and Central Office.** The Warden submits a fully 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. ELECTRONIC CUSTODY CONTROL BELT TRAINING RESPONSIBILITIES

The Correctional Services Administrator, Central Office, 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.

The Captain at each institution ensures all staff escorts are trained in accordance with this program statement.

13. COMPLIANCE AND OVERSIGHT RESPONSIBILITIES

The Division of Compliance and Oversight and Correctional Services Branch, Correctional Programs Division review the Escorted Trip Program. The Warden may select appropriate staff to conduct periodic internal reviews.

14. SYSTEMS DATA ENTRY

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

15. CONFIDENTIALITY

Except in unusual circumstances, inmates scheduled for an escorted trip may not be advised of the date and time of the trip, method of travel, and destination.

REFERENCES

Program Statements

Inmate Furloughs
Female Offender Manual
Correctional Services Manual
Oleoresin Capsicum (OC) Aerosol Spray
Patient Care
Pretrial Inmates
Trust Fund/Deposit Fund Manual
Use of Force, Application of Restraints, and Firearms

Federal Regulations

28 CFR §§ 570.40–45

Bureau Forms Prescribed by 5538.09

BP-A0502 Escorted Trip Authorization
BP-A0599 Electronic Custody Control Belt Documentation
BP-A0600 Inmate Notification of Electronic Custody Control Belt Use
BP-A0938 Conditions of Escorted Trip
BP-A0939 Escort Instructions

Other Bureau Forms

BP-199 Request for Withdrawal of Inmate's Personal Funds
BP-A0821 Transfer Receipt

Electronic Bureau Reports

BP-E583 Report of Incident
BP-E586 After-Action Review Report

ACA Standards

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-5F-04, 5-ACI-6A-05, 5-ACI-6A-06

Performance-Based Standards and Expected Practices for Adult Detention Facilities (5th Edition): 5-ALDF-1B-06, 5-ALDF-2B-02, 5-ALDF-2B-03, 5-ALDF-2B-08, 5-ALDF-2B-12(M), 5-ALDF-4C-05, 5-ALDF-4C-06

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.