

Bowie Police Department - General Orders



TITLE: PRISONER PROCESSING AREA	NUMBER: 435
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I. POLICY

It is the policy of the Bowie Police Department to ensure that prisoners brought to the Department's Prisoner Processing Area shall not stay any longer than necessary. Whenever possible, prisoners should be transported directly to the Department of Corrections (D.O.C.). Officers may bring prisoners into the Bowie Police Department Processing Area for the following reasons: DUI/Traffic arrest, required interviews, juvenile detention, criminal citations processing, fingerprinting, photographing and under a major incident or unusual occurrence. Prisoners shall be treated in a manner that will provide safety to the prisoner and members of the Department, while at the same time ensuring the protection to the public as well as the rights of the prisoners. Prisoners under the age of eighteen will be handled in accordance with related policies (see General Order 5-40 Juvenile Interaction.) In the case of a juvenile prisoner, a parent or guardian must be notified of his/her custody prior to transport, or as soon as possible.

II. DESIGNATED AREA

The prisoner processing area (cell area) is designated for the use of prisoner processing. Fingerprinting, photographing, charging document completion, alcohol testing and the temporary detention of prisoners shall be conducted in this designated area. (CALEA 71.1.1)

III. PROCEDURE

The Department's Prisoner Processing Area is intended for Officers to use when completing the necessary paperwork on all in-custody arrest prior to the transport to a detention facility or other arrest dispositions. Each Officer is accountable, at all times, for the prisoner in his/her custody.

A. Management and Accountability:

1. The responsibility of the overall operation and maintenance of the Prisoner Processing Area shall be with the Operation Services Commander. (CALEA 71.3.1.b)

2. The on-duty Shift Supervisor is accountable for the supervision of the Prisoner Processing Area during their tour-of-duty. (CALEA 71.3.1.b)
3. Prior to an Officer transporting a prisoner to the Department's Prisoner Processing Area, that Officer must make notification to the on-duty Shift Supervisor.
4. The arresting Officer is accountable for the supervision of his/her prisoner, including: (CALEA 71.3.1.b)
 - a) Processing;
 - b) Searching; and,
 - c) Temporary detention.
5. The arresting Officer must enter the prisoner's information into the intake record book by completing the Detainee Processing Log (BPD Form 64) and include the following:
 - a) Incident number;
 - b) Incident type;
 - c) Prisoner name;
 - d) Prisoner date of birth;
 - e) Prisoner gender;
 - f) Prisoner race;
 - g) Date;
 - h) Entry time; and
 - i) Release time.

B. Training:

All sworn personnel shall receive initial training on the operation of the Prisoner Processing Area and equipment provided for the use by the Department, to include fire suppression. Sworn personnel will be retrained at least once every three years. (CALEA 71.2.1 & 72.1.1)

C. Access:

1. Limited Access: Access to the Prisoner Processing Area shall be limited to employees having a legitimate reason for being there. (CALEA 71.3.3.c & 72.1.2)
 - a) Civilian employees are prohibited from the Prisoner Processing Area when a prisoner is being processed.
 - b) Civilian observers are not permitted in the Prisoner Processing Area while there are prisoners in the same area.
2. Attorney / Client Meetings: Meetings conducted between a prisoner and his/her attorney shall be conducted in private in an interview room, but only if the prisoner is not violent or has potential escape risk. Prisoners who are violent or an escape risk may meet with his/her attorney inside of a private cell, provided an Officer can remain on the outside of the cell door, so as to obtain a sound separation, but not a sight separation. (CALEA 71.3.3.c)
3. Media: The Media shall not have access to the Prisoner Processing Area without the approval of the Chief of Police or his/her designee. When granted access, media personnel shall be escorted at all times by Department personnel for security reasons. (CALEA 71.3.3.c)
4. Visitors: The Prisoner Processing Area is a short term facility. No prisoners will be allowed personal visits. (CALEA 71.3.3.c & 72.8.4)
5. Mail and Packages: The Prisoner Processing Area is a short term facility. No mail or packages will be accepted. (CALEA 71.3.3.c & 72.8.4)

D. Cell Entry, Inspection and Key Control:

1. When Arresting Officers transport a prisoner to the Bowie Police Department Prisoner Processing Area, they shall only enter by way of the Department's Sally Port.
2. Prior to the arresting Officer entering the Department's Prisoner Processing Area from the Sally Port, the arresting Officer shall secure all defense equipment, to include knives, OC spray, Tasers and batons, in a secured locker as provided in the Sally Port.
3. The arresting Officer will enter the prisoner in the intake record book by completing the Detainee Processing Log and secure the prisoners property in a property locker as provided in the Prisoner Processing Area.
4. Officers shall search for contraband and damage to a cell prior to placing a prisoner inside. Officers shall search the cell for contraband or damage after removing the prisoner for transport or release. (CALEA 71.3.1.b & 72.4.5)
5. Officers will not enter the cell when it is occupied by a prisoner, unless a life threatening or other exigent circumstance exists. (CALEA 72.4.2)
6. The key to the cells shall be kept outside of the immediate cell area in the Prisoner Processing Area near the central work station/desk. An emergency master key shall be kept in the key box located in the Patrol Sergeants Office, Room L22. The key(s) will be used for official Department use only. (CALEA 72.4.3)

E. Rights of Prisoners:

1. A prisoner's constitutional right of access to the courts shall not be inhibited. All persons arrested for an offense, and the offense is such that incarceration is mandatory or the intent of the Officer is to incarcerate, shall be transported to the appropriate detention facility within twelve (12) hours, whenever possible. (CALEA 72.4.3)
2. A prisoner shall be transported to the Department of Corrections as soon as practical ensuring the prisoner the opportunity to appear before a District Court Commissioner for an initial appearance to have bail set. (CALEA 72.7.1.b)
3. Prisoners shall be treated humanely and as courteously as the situation permits. They shall be provided with appropriate shelter, water, restrooms and, if necessary, prompt medical treatment.
4. Prisoner shall be given the opportunity to make local or collect long distance telephone calls to their attorney. Since the Prisoner Processing Area is designed for short term detention, any other phone calls will be at the discretion of the arresting Officer. (CALEA 72.7.1.d)
 - a) Should the prisoner not be able to make contact with someone during the booking process, they will be advised of the availability of making phone calls from the Department of Corrections once they have seen the District Court Commissioner.
 - b) Prisoners will have the right to speak with an attorney confidentially as often as required provided the request is legitimate and necessary. (CALEA 72.7.1.c)
 - c) Prisoners transported directly to the Department of Corrections are subject to phone access as dictated by the rules and regulations at the Department of Corrections facility. (CALEA 72.7.1.d)

5. Prisoners will be provided a meal every 8 hours of incarceration. Officer(s) will provide only finger foods such as hamburgers, boneless chicken, etc. Since the holding facility is only for temporary housing no tools or culinary equipment will be provided. Officers who need to provide prisoner's with food shall turn receipts into the Administrative Assistant for reimbursement. (CALEA 72.4.7) (CALEA 72.7.1.f)
6. A sign shall be posted in the Prisoner Processing Area alerting prisoners that the area is under video and audio surveillance. The signs shall be posted in conspicuous areas in both English and Spanish. (CALEA 72.7.1.e)
7. Video surveillance equipment should be strategically set to monitor critical locations of movement in the processing facility. The Department will strive not to invade personal privacy by monitoring areas such as the lavatory area. (CALEA 72.8.2)
8. The Bowie Police Department shall provide continuous video monitoring of prisoners when a cell(s) is occupied. While in custody, a prisoner may be placed in one of the holding cells. The prisoner must be physically observed at least every thirty (30) minutes face-to-face, not through video monitors. A Detainee Processing Log (BPD Form 64) will be completed and a copy of the log will be turned in with the arrest packet on criminal arrest or turned in individually on traffic arrest. Whenever possible, Officers of the same sex of the prisoner shall do the status checks on the Officer's prisoners of the opposite sex. (CALEA 71.3.3.e) (CALEA 72.8.1) (CALEA 72.8.3)
9. Video monitors will be monitored by a Sworn Police Officer as staffing and workload allows. (CALEA 71.3.3.f)
10. Although the Prisoner Processing Area is a temporary holding facility, the Shift Supervisor is responsible at the beginning of his/her shift to check the cells to account for all prisoner's housed at the beginning of his/her shift. Supervisors will check and assure the Detainee Processing Log forms are current and being completed as required. (CALEA 71.3.1.b) (CALEA 72.8.1)

F. Emergency Situations: (CALEA 72.4.10)

1. Emergency situations in the Prisoner Processing Area shall include, but are not limited to:
 - a) Escape or attempt escape:
 1. Should a prisoner escape, it shall be the Officer's first duty to activate the audible station alarm by depressing any red emergency button located in the Prisoner Processing Area. The Officer shall then notify the on-duty Supervisor by either radio or telephone.
 2. The Officer will notify Communications and broadcast the prisoner's description, direction of travel, injury if any occurred during the escape, and provide if the prisoner is armed.
 - b) Suicide or attempted suicide;
 - c) Assault on an Officer or other prisoner;
 - d) Serious injury or illness requiring medical attention, or death of a prisoner;
 - e) Fire or smoke; and,
 - f) Any incident which threatens the physical facility or any person therein.
2. Activation of the Emergency Button in the Processing Area or an Officer's individual Officer in Trouble button: The Bowie Police Department has installed Emergency Buttons in the Prisoner Processing Area which provides an audible alarm. An

Officer needing assistance may push the emergency button or utilize his/her Signal 13 to alert other Officers of the need for help. (CALEA 71.3.3.b) (CALEA 72.4.8) (CALEA 72.4.9)

- a) Activation of the emergency button in the Prisoner Processing Area shall be treated like a Signal 13 (Officer in Trouble).
 - b) All Officers in the building will respond to the Prisoner Processing Area in the event that an alarm is set off in the Prisoner Processing Area.
 - c) Patrol Officers will be dispatched to the Prisoner Processing Area when an alarm is set off in the Prisoner Processing Area.
 - d) Once the situation is under control, an all clear shall be called and units that have not arrived at the Prisoner Processing Area shall be placed back in service.
 - e) A security system check will be performed once a month on the emergency buttons to ensure the system is operating accordingly.
 - f) Semi-annually the Emergency Panic Button shall be tested.
3. Reporting: When an incident listed in Section F (Emergency Situations) has occurred, that is not related to a report already being taken, the Officer shall take an additional report containing all pertinent information relevant to the incident. (CALEA 72.4.11)
- a) A copy of the report shall be forwarded through the chain-of-command to the Office of the Chief of Police.
 - b) The employee shall verbally notify his/her supervisor, or an on-duty supervisor, providing the details of the incident.
 - c) The notified Supervisor shall determine the severity of the incident and decide what level of notification is required.
 - d) Any incident resulting in a death or serious physical injury shall require the notified Supervisor to immediately notify the on-duty/on-call Commander and the Chief of Police.
4. Evacuation: Evacuation of the Prisoner Processing Area may be necessary during incidents such as smoke or fire. The following steps shall be followed by the employee discovering the incident. (CALEA 71.4.2)
- a) Immediately notify Prince George's County Fire Department (PGFD) via communications.
 - b) If after hours, notify the on-duty Supervisor. If during regular business hours, notify all personnel within the police facility by activating the fire alarm.
 - c) Evacuate the Prisoner Processing Area, either through the sally port door or the nearest Department exit, depending on the location of the threat.
 - d) If the amount of smoke is minimal, attempt to extinguish the source by an approved method.
 - e) There shall be a written and posted emergency evacuation plan with posted emergency exits directing evacuees to hazard free areas. (CALEA 72.3.2)
5. Suicide, attempt suicide, serious injury, serious illness or self-destructive prisoners shall cause the Officer discovering such to initiate immediate response of PGFD. Suicidal, seriously injured or ill, and self-destructive prisoners shall be removed from the Prisoner Processing Area and immediately transported to an appropriate facility for emergency care or evaluation. (CALEA 72.5.4)
6. If, while in the Prisoner Processing Area, an Officer encounters some type of emergency situation or in need of emergency assistance, the Officer may activate the Emergency Button or their Signal 13 button on his/her radio. (CALEA 71.3.3.b)

G. Facility Cleanliness:

1. The Prisoner Processing Area shall be maintained in a safe, clean and sanitary condition.
2. It is the responsibility of each employee to clean up after themselves when using the Prisoner Processing Area.
3. The building maintenance staff shall clean the Prisoner Processing Area according to their set schedule or at least a weekly basis. Any conditions conducive to harboring or breeding insects, rodents or other vermin shall be eliminated. If necessary, pest control professionals shall be used to clean and fumigate the facility.
(CALEA 72.3.3)
4. Any shortages, lost, missing or damaged items in the Prisoner Processing Area should be immediately brought to the attention of the on-duty Supervisor for correction and handling.

H. Facility Safety: (CALEA 71.4.2)

1. Fire Prevention:
 - a) Officers will confiscate lighters and matches from prisoners.
 - b) Smoking is prohibited in all buildings owned by the City.
 - c) Fire extinguishers and suppression equipment will be inspected as directed in this General Order.
2. Fire Suppression: Officers shall utilize fire suppression equipment as trained in the event of a fire in the Prisoner Processing Area. Small fires will be extinguished quickly and efficiently. In the event of a fire that can not be handled in such a manner, the Officer will immediately begin to evacuate the Prisoner Processing Area as outlined in this General Order, Section F.
3. Fire extinguishers shall be maintained in the Prisoner Processing Area.
4. The fire extinguishers shall be periodically checked by a Supervisor to ensure that they are in good working condition.
5. The fire extinguishers shall bear a tag showing the date of last inspection and the name of the inspector.
6. The inspection shall be conducted by a vendor, selected by the City, who meets all of the appropriate criteria for conducting the inspection.
7. The processing shall have:
 - a) Adequate lighting as required by local code or ordinance; (CALEA 71.4.1) (CALEA 72.2.1.a)
 - b) Circulation of fresh air in accordance with local health standards; (CALEA 71.4.1) (CALEA 72.2.1.b)
 - c) Access to toilets and drinking water; (CALEA 71.4.1) (CALEA 72.2.1.c)
 - d) Access to wash basin (CALEA 71.4.1) (CALEA 72.2.1.d)

I. Facility Security:

1. Doors: (CALEA 71.3.3.d)
 - a) The door leading from the sally port to the Prisoner Processing Area shall be kept closed and locked except for the entering and exiting of Officers and prisoners and other employees having a legitimate need to use that door.

- b) The interior door leading to the rest of the police facility shall be kept closed and locked except for the entering and exiting of Officers and prisoners and other employees having a legitimate need to use that door.
 - c) When detainees are in the cell, Officers shall lock the cell door and ensure that the processing area is secure. (CALEA 72.4.4)
2. Upon arrival at the Prisoner Processing Area, the transporting Officer shall secure their weapon(s) in the gun lockers in the sally port or in the hallway outside of the Prisoner Processing Area. These include Tasers, OC spray and batons.. (CALEA 71.3.3.a) (CALEA 72.4.1)
- a) No firearms shall be carried into the Prisoner Processing Area except when deadly force is authorized or the situation dictates as such. (CALEA 71.3.3.a) (CALEA 72.4.1)
 - b) Knives shall not be carried into the Prisoner Processing Area. (CALEA 71.3.3.a)
3. Prisoners may be handcuffed to the rail underneath the bench in the Prisoner Processing Area. The bar underneath the bench was specially designed for this purpose. This is the only stationary object a prisoner may be handcuffed to. (CALEA 71.3.1.d) (CALEA 71.3.2)
4. At the Prisoner Processing Area, each prisoner shall be thoroughly searched by the transporting Officer, prior to being placed in a cell. Every effort will be made to have an Officer of the same sex search the prisoner. It is the responsibility of the Officer processing the prisoner to ensure that the prisoner has been thoroughly searched. (CALEA 71.3.1.b) (CALEA 72.5.2.b)
- a) Any property removed from a prisoner, shall be listed on a Prisoner Property/Evidence Form (BPD Form 65). The list of property should include personal items and items seized. The property shall be placed into a bag to be returned to the prisoner if they are released or taken to the Department of Corrections. If possible, a witness will be present during the inventory of the prisoner's property. When a witness is not possible, the prisoner's inventory shall be conducted in view of the Department's monitors or video cameras. The Property/Evidence Form should be signed by the prisoner. If the prisoner refuses, the word "Refused" shall be written in the prisoner's signature area. (CALEA 72.5.1.a) (CALEA 72.5.1.b) (CALEA 72.5.1.d)
 - b) Under no circumstances shall the property of a prisoner be left unattended when not secure. Prisoner property shall be securely stored in the lockers in the Prisoner Processing Area. (CALEA 72.5.1.c)
 - c) Upon the outright release of the prisoner or release to Department of Corrections, the prisoner's property shall be, upon being signed for, released to the proper individual (Prisoner or Corrections Officer). (CALEA 72.5.1.d)
5. No prisoner may be strip searched without the approval of the on-duty Shift Supervisor or higher ranking Officer. The reason for the search and the corresponding information shall be documented in the report. This information will include the name and identification number of the approving Supervisor.
- a) Every effort will be made to have strip searches completed in the presence of two Officers who are the same sex as the prisoner who is being searched.
 - b) All strip searches shall be conducted in a private area that ensures the prisoner being searched is not exposed to view by other employees, prisoners, etc.

6. Strip searches for an Allied Agency: Officers from time-to-time are requested by allied agencies to do prisoner searches for an allied agency when they may not have a member of the same sex as the defendant to perform a strip search. Officers are bound by this Department's rules and regulations on strip searches and may only perform a strip search with the approval of the on-duty Shift Supervisor.
7. A search warrant shall be required for all cavity searches and the search is to be performed by a licensed physician. An Officer of the same sex as the suspect shall be present during the search.
8. If evidence or contraband is taken from the prisoner, clothing or otherwise, the Officer shall take custody of the item and process it according to Department procedures.
9. Prior to the release or transport of a prisoner, a search of the Prisoner Processing Area shall be made by the arresting/transporting Officer for contraband or facility damage. (CALEA 71.3.1.b)
10. Security Inspections: (CALEA 71.4.3)
 - a) The day shift Supervisor, or his/her designee, shall conduct a daily inspection of the Prisoner Processing Area. The inspection shall consist of a check for the following items and be checked off on a Daily Inspection Checklist (BPD Form 66) that shall be conspicuously located in the Prisoner Processing Area. The checklist shall be retained for a period of at least ninety (90) days. (CALEA 72.9.6.f)
 1. Fire extinguisher;
 2. Fire alarms and sprinkler head (visual); (CALEA 72.3.1.b)
 3. First aid kit;
 4. Check all areas for weapons and contraband; (CALEA 72.4.6)
 5. Check all entrances to see that they are secured; and,
 6. Ensure that all supply or storage areas are closed and locked.
 - b) Semiannually, all fire suppression equipment shall be checked and tested. (CALEA 72.3.1.a)
11. Tools in Prisoner Processing: Contractors/public works employees performing maintenance in the Prisoner Processing Area shall be accompanied by agency personnel or approved public works employees. Tools used in performing maintenance shall be strictly accounted for to ensure safety. Areas where contractors/public works employees have performed maintenance work shall be inspected by the supervising employee to ensure no tools were left behind. (CALEA 72.4.7)

J. Health Care Services:

1. No medication shall be administered to any arrested person, unless it is a life threatening emergency and time for PGFD response would cause further harm or death to the prisoner (inhaler, nitro pills for heart, etc.). (CALEA 72.6.5)
2. If the prisoner is ill, claims to be ill, has a physical injury, claimed injury, or the possibility of an injury, the on-duty Supervisor will be notified and PGFD shall be called to respond and treat the illness/injury.
 - a) PGFD will assess the situation and determine if transport to a medical facility is necessary.
 - b) If medical treatment is recommended, the prisoner shall be transported to a medical facility.

- c) At no time shall the ill, injured or unconscious prisoner be left in the Prisoner Processing Area without being checked by PGFD.
3. Any medication that is disbursed, either by the Officer or PGFD, will be documented on Detainee Processing Log (BPD Form 64). (CALEA 72.6.5)
4. Officers shall err on the side of caution when determining if a prisoner needs medical assistance for any reason.
5. A first aid kit shall be available to processing personnel at all times, and subject to documented daily inspection. (CALEA 72.6.2)
6. A sign instructing prisoners how to obtain medical assistance shall be written in English and Spanish and conspicuously posted in the Prisoner Processing Area. (CALEA 72.6.4)

K. Separation of Prisoners: (CALEA 72.5.3)

1. Adult male and female prisoners shall be separated by sight and sound and processed separately. (CALEA 71.3.1.e)
2. Juveniles being held for status offenses will be processed in the interview room or other non-secure room. Only juveniles being held for a delinquent offense will be processed in the Prisoner Processing Area. At no time shall the juvenile prisoner be within sight of an adult prisoner or be able to hear any portion of what an adult prisoner is saying. Juveniles must be continually supervised while in the police facility. (CALEA 71.3.1.e)
3. When an Officer is faced with several intoxicated or violent prisoners, the prisoners shall be separated into individual cells. (CALEA 72.5.4)

L. Restraints:

1. Detainees may be temporarily restrained in the Prisoner Processing Area due to reasons associated with Officer and prisoner safety.
2. When a detainee inside the jail area appears to be under the influence of drugs and/or alcoholic beverage to such a degree that the detainee's safety may be at risk, the detainee will be placed in a seated position during the booking process. If an uncooperative detainee appears to be under the influence of drugs and/or alcoholic beverage, the detainee will be placed in a seated position and handcuffed. (CALEA 72.5.4)

M. Prisoner Documentation:

1. It is the responsibility of the receiving Officer who accepts a prisoner from an allied agency to confirm the identity of the prisoner being released. Confirmation of identity may be achieved through the use of pictures, fingerprints, driver's license, ID cards or personal recognition by the Officer, etc. The accepting Officer shall ensure he/she obtains the name, rank, identification number and agency of the allied agency delivering the prisoner. (CALEA 72.5.5)
2. Any prisoner coming into the Prisoner Processing Area shall have a Detainee Processing Log (BPD Form 64) filled out and the form will contain at least the following information: (CALEA 72.5.2.a) (CALEA 72.6.3)

- a) Prisoner's name, if known;
 - b) Reason why the individual was transported to the Bowie Police Department Prisoner Processing Area; (CALEA 71.3.1.a)
 - c) Date and time in and out of the Prisoner Processing Area; (CALEA 71.3.1.a)
 - d) Date of birth;
 - e) Current address;
 - f) Charging information;
 - g) Current health (sick, injured, etc.); (CALEA 72.6.3.a)
 - h) Any meals provided to the prisoner; (CALEA 71.3.1.a)
 - i) Current medications; (CALEA 72.6.3.b)
 - j) Behavior (Including state of consciousness, mental status); and (CALEA 72.6.3.c)
 - k) Trauma markings, bruises, lesions, jaundice, ease of movement, etc. (medical screening). (CALEA 72.6.3.d)
3. Prior to any individual being released from custody, whenever possible, a positive identification shall be made. (CALEA 72.5.7)
- a) Positive identification may be obtained through fingerprints with the assistance of the Federal Bureau of Investigations (FBI):
 - 1. Fingerprint prisoner on FBI card (Using Live Scan);
 - 2. Live Scan should provide you will instant results; in the event there is a malfunction with submitting the prints electronically do as follows:
 - Using a copy machine, enlarge a copy of the print card by 130%. Also include a 1:1 copy of the print card.
 - Attach all copies of the fingerprints to a facsimile cover sheet;
 - Include the known name and date of birth of the suspect on the cover sheet along with a return fax number;
 - Call the voice telephone number and explain the reason for your request;
 - Set the appropriate settings on the facsimile machine and fax the cards. The results will be faxed back to you.
 - The phone and fax number for the FBI Special Processing Unit in Clarksburg, West Virginia are as follows: (Phone) 304-625-5584 and (Fax) 304-625-5587.
 - b) Positive identification may be made through other sources including, but not limited to:
 - 1. Driver's license;
 - 2. State identification card;
 - 3. Other Law Enforcement Officers; and,
 - 4. Prior Arrest Records.
 - c) All prisoners transported to the Bowie Police Department's Prisoner Processing Area for criminal charges must be photographed with our digital mug shot camera.
 - d) Officers who are unable to make positive identification through the above procedures shall transport the prisoner to the Department of Corrections and commit the individual as either John Doe or Jane Doe until positive identification can be made.

5. Only those Officers who are trained in the proper usage of the Department's LiveScan and digital mug shot camera systems shall access the data base or use the equipment.
- N.** Field Prisoner Processing Areas: In the event of an incident(s) that leads to more arrest than the Bowie Police Department's Prisoner Processing Area is capable of handling, the following procedures shall be followed: (CALEA 72.5.6)
1. Only individuals who need further processing or interviewing shall be brought back to the Department's Facility for Prisoner Processing.
 2. All other prisoners shall be transported to the Department of Corrections facility located in either Upper Marlboro or Hyattsville.
 3. If the Department of Corrections facility is closed or full, the on-duty Supervisor or his/her designee shall contact area allied agencies (United States Park Police, Maryland State Police, Greenbelt City Police, Laurel Police, etc.) to locate available space for the prisoners.
 4. If at all possible a Bowie Police Officer shall remain at the allied agency's facility with the prisoner(s).
- O.** Administrative Review: There will be an administrative review of the Prisoner Processing Area and the procedures that govern it at least once every three years.