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Description of document: US Marshals Service (USMS) Cabin Crew Manual for Prisoner Transport and USMS Policy Directive 16.1 General Transportation 2021

Requested date: 13-November-2023

Release date: 19-March-2024

Posted date: 06-October-2024

Source of document: OIA Request  
U.S. Marshals Service  
Office of the General Counsel  
Freedom of Information Act Unit  
CG-3, 15th Floor  
Washington, DC 20530-0001  
[FOIA Public Access Link \(PAL\)](#)  
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**U.S. Department of Justice**

United States Marshals Service

*Office of General Counsel*

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*CG-3, 15<sup>th</sup> Floor  
Washington, DC 20530-0001*

March 19, 2024

**Re: Freedom of Information Act Request No. 2024-USMS-000104**  
**Subject: USMS policy directive and manual**

Dear Requester:

The United States Marshals Service (USMS) is responding to your Freedom of Information Act (FOIA) request received by USMS on November 13, 2023 for the following:

*"A copy of the Cabin Crew Manual for Prisoner transport. Also, a copy of USPS Policy Directive 16.1."*

Pursuant to your request, the USMS conducted a search for records responsive to your request and located 52 pages of responsive documentation within the following offices/divisions:

JPATS

To withhold a responsive record in whole or part, an agency must show both that the record falls within a FOIA exemption, 5 U.S.C. § 552(b), and that the agency "reasonably foresees that disclosure would harm an interest protected by exemption." See § 552(a)(8)(A)(i)(I); *Machado Amadis v. U.S. Dep't of State*, 971 F.3d 364 (D.C. Cir. 2020). As described in this correspondence, the USMS reviewed responsive records to your request and asserted FOIA exemptions as appropriate. Further, the USMS has determined it is reasonably foreseeable that disclosure of the withheld information would harm an agency interest protected by the exemption. These pages are released to you with portions of 35 page(s) withheld and 2 page(s) withheld in full pursuant to the following Exemptions of the FOIA, 5 U.S.C. § 552(b):

(b)(7)(E), FOIA Exemption (b)(7)(E) exempts from release information that would disclose law enforcement techniques or procedures, the disclosure of which could reasonably be expected to risk circumvention of the law. Public disclosure of law enforcement techniques and procedures could allow people seeking to violate the law to take preemptive steps to counter actions taken by USMS during investigatory operations. Information pertaining to case selection, case development, and investigatory methods are law enforcement techniques and

procedures that are not commonly known. The disclosure of this information serves no public benefit and would have an adverse impact on agency operations. Furthermore, public disclosure of information such as internal URLs, codes, and internal identifying numbers could assist unauthorized parties in deciphering the meaning of the codes and numbers, aid in gaining improper access to law enforcement databases, and assist in the unauthorized party's navigation of these databases. This disclosure of techniques for navigating the databases could permit people seeking to violate the law to gain sensitive knowledge and take preemptive steps to counter actions taken by USMS during investigatory operations. The disclosure of this information serves no public benefit and would not assist the public in understanding how the agency is carrying out its statutory responsibilities.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. 552(c) (2006 & Supp. IV (2010)). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

If you are not satisfied with the United States Marshals Service (USMS) determination in response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, 441 G Street, NW, 6th Floor, Washington, D.C. 20530, or you may submit an appeal through OIP's FOIA STAR portal by creating an account on the following website: <https://www.justice.gov/oip/submit-and-track-request-or-appeal>. Your appeal must be postmarked or electronically transmitted within 90 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

You may also contact Charlotte Luckstone or our FOIA Public Liaison at (703) 740-3943 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Sincerely,

*/s/ TW for*  
Charlotte Luckstone  
Senior Associate General Counsel  
FOIA/PA Officer  
Office of General Counsel

Enclosure

UNCLASSIFIED/LAW ENFORCEMENT SENSITIVE



U.S. Department of Justice

United States Marshals Service

*Justice Prisoner and Alien Transportation System*

OFFICE: OPS  
EFFECTIVE: 3/1/11  
LAST UPDATE: 1/8/21  
SUBJECT: JPATS Law Enforcement Cabin Crew  
Policy & Procedures Manual  
NUMBER: **JPATS M5500.1D**

Shannon Brown  
JPATS Assistant Director

*Shannon B. Brown*

**1.0 PURPOSE.** This manual provides procedural standards concerning aircraft operations and the prisoner exchange process.

**2.0 SCOPE.** These procedures are relevant to all personnel in the United States Marshals Service (USMS) and the Federal Bureau of Prisons (BOP). *This manual is sensitive and should not be distributed outside the aforementioned agencies.*

**3.0 REFERENCES**

- A. [CDC TB Guidelines](#)
- B. [BOP Program Statement Number 6190.04 Infectious Disease Management](#)
- C. [Management of Tuberculosis, Federal Bureau of Prisons Clinical Practice Guidelines](#)
- D. [USMS Policy Directive 9.4 Prisoner Health](#)
- E. [USMS Policy Directive 9.6 Infectious Disease Response](#)
- F. [USMS Form-271 Leased/Charter Flight Personnel Expedited Clearance Request](#)
- G. [USMS Policy Directive 16.1 General Transportation](#)
- H. [Form USM-553 Prisoner in Transit Medical Summary](#)

- I. [Form USM-40 Prisoner Remand or Order to Deliver and Receipt for United States](#)
- J. [USMS Policy Directive 1.7 Code of Professional Responsibility](#)
- K. [JPATS SOP for Reporting Contraband](#)
- L. [USMS Policy Directive 9.17 Body Searches](#)
- M. [USMS Policy Directive 18.1 Media](#)
- N. [JPATS SOP for Aircraft Resupply](#)
- O. [Form USM-105 Cooperative Prisoner Transportation Agreement](#)
- P. [JPATS SOP for Non-Federal Movement Requests](#)
- Q. [USMS Policy Directive 9.18 Prisoner Restraints](#)
- R. [USMS Policy Directive 2.10 Use of Force](#)
- S. [BOP Program Statement 6270.01 Medical Designations and Referral Services for Federal Prisoners](#)
- T. [JPATS SOP for Duty Uniform and Boots](#)
- U. [USMS Policy Directive 9.37 District/Aviation Security Officer Services](#)
- V. [Daily Equipment Locator Log/Checklist](#)
- W. [Vehicle Positions](#)
- X. [Cell Phone/Electronic Device Safety Alert](#)
- Y. [JPATS SOP for Aircraft Searches](#)
- Z. [Guard Positions for Large Aircraft](#)
- AA. [JPATS Passenger Disclosure Statement](#)
- BB. [MG&LA Form](#)
- CC. [Sickle Cell Protocol](#)
- DD. [BOP Lockbox Program](#)

- EE. [Cargo Manifest Request](#)
- FF. [Form USM-210 Field Report Instructions](#)
- GG. [USMS Pub. 53A United States Marshals Service Bloodborne Pathogens Exposure Control Program](#)
- HH. [Policy Change USMS Prisoner Property 15-060617-01](#)
- II. [JPATS SOP for Self-Care Wheelchair Prisoners](#)
- JJ. [JPATS SOP for Dermal Piercings or Implants](#)
- KK. [USMS POD Memo: Applicability of the First Step Act and Use of Restraints on Pregnant Prisoners, 2/22/19](#)
- LL. [Medical Refusal Form](#)
- MM. [JPATS SOP for Cancellation of any Flight Leg or Flight](#)

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**4.0 PREFACE**

4.1. The primary mission of the Justice Prisoner and Alien Transportation System (JPATS) is to coordinate and transport prisoners and detainees safely, securely, and humanely in a timely and economical manner.

4.2. 28 U.S.C. 565 states, “The Director of the U. S. Marshals Service (USMS) is authorized to use funds appropriated for the Service to make payments for expenses incurred pursuant to personal services contracts.” In accordance with this legislation, JPATS has the authority to procure the services of contract guards or Aviation Security Officers (ASO) to supplement the law enforcement staff aboard JPATS aircraft. Guidance regarding the contracted security staff is contained in USMS Policy Directive 9.3 Contract Guards. [\(Ref\\_U\)](#)

4.3. Transportation aboard JPATS aircraft is generally restricted to those persons assigned to actual flight operations or transportation enforcement duties, e.g., crew members, prisoners, etc. Other travel aboard USMS aircraft is not permitted without approval of the Assistant Director for JPATS, or his/her designee.

4.4. This manual addresses procedures for JPATS missions performed on JPATS owned and leased aircraft. Missions utilizing non-JPATS owned or leased aircraft may be subject to the operational and safety requirements of the individual air carrier or agency. Non-JPATS personnel and/or owned or leased aircraft are governed by the security and safety guidelines contained herein and must complete a USM-271 Leased/Charter Flight Personnel Expedited Clearance Request. [\(Ref\\_F\)](#)

**5.0 KEY PERSONNEL**

5.1. Aviation Enforcement Officer-in-Charge (AEOIC) **(b)(7)(E)**

**(b)(7)(E)**

(b)(7)(E)

5.2. The Lead Aviation Enforcement Officer (LAEO) (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

5.3. Pilot-in-Command (PIC)

(b)(7)(E)

5.4. Ground Point of Contact (GPOC): (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

5.5. Cabin Crew Member (b)(7)(E)

(b)(7)(E)

5.6. Flight Medical Providers (FMP) (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

5.7. JPATS Aviation Operations Dispatch is responsible for:

(b)(7)(E)

5.8. Property Officer (PO) (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

5.9. Restraint Officer (RO) (b)(7)(E)

(b)(7)(E)

5.10. Cabin Coordinator (CC) (b)(7)(E)

(b)(7)(E)



(b)(7)(E)

5.11. (b)(7)(E) officers will be assigned to the Air Stairs Security Point and is responsible for:

(b)(7)(E)

5.12. Perimeter Security Officer

(b)(7)(E)

(b)(7)(E)



(b)(7)(E)

**6.0 CABIN CREW STAFFING AND SCHEDULING POLICY**

**6.1. Crew Scheduling Practices:** (b)(7)(E)

(b)(7)(E)

**6.2. Special Missions/Weekend Missions:** (b)(7)(E)

(b)(7)(E)

**7.0 CABIN CREW STRUCTURE**

**7.1. JPATS Large Aircraft**

(b)(7)(E)

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of the Freedom of Information and Privacy Act

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7.2. JPATS Small Aircraft

(b)(7)(E)

**8.0 AIRCRAFT OPERATIONAL PROCEDURES.** The following rules and regulations must be adhered to during the operation of all JPATS mission aircraft:

8.1. Crew Duty Limits and Reporting Times

(b)(7)(E)



(b)(7)(E)

8.2. Crew Members Policies and Procedures

(b)(7)(E)

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(b)(7)(E)

8.3. Door Access/Securing (Arming/Disarming) – (b)(7)(E)

(b)(7)(E)

8.4. Batteries (b)(7)(E)

(b)(7)(E)

**9.0 UNIFORM DRESS CODE POLICY:** This policy sets forth United States Marshals Service/ Justice Prisoner Alien Transportation Service (USMS/JPATS) policy concerning the use, wear and issuance of the USMS/JPATS uniform. The USMS/JPATS uniform should be worn in accordance with USMS Policy Directive 14.4, Duty Uniform, Sections A through D or as directed by management and the JPATS SOP. ([Ref\\_T](#))

**9.1. Facial Hair/Hair Grooming:** Hair should be neatly groomed. Male hair length should not touch the collar. Female hair length should be worn so that it does not interfere with vision and/or present a safety hazard. Effective March 1, 1998, operational personnel are permitted to wear neatly trimmed and groomed facial hair. This includes mustaches, full beards and “goatees.” All facial hair must remain neatly trimmed and groomed to avoid any safety or security problems. Cabin Crew members must understand that certain styles of facial hair may present a safety hazard when using emergency oxygen systems onboard aircraft.

**9.2. Tattoos and Piercings:** Tattoos should be covered to every extent possible when representing the agency. Excessive jewelry and multiple earrings are not allowed; however, small single stud earrings are permissible at the discretion of management. Visible body piercings are not allowed, including, but not limited to eyebrows, navel, nose and tongue.

**10.0 WEAPONS ABOARD JPATS AIRCRAFT:** (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

10.1. Firearms on JPATS Large Aircraft

(b)(7)(E)

10.2. Firearms on JPATS Small Aircraft: (b)(7)(E)

(b)(7)(E)

10.3. Less-Than-Lethal Devices on all JPATS Aircraft: (b)(7)(E)

(b)(7)(E)

11.0 BOARDING REQUIREMENTS

11.1. Arrival Times: Ground Support – (b)(7)(E)

(b)(7)(E)

11.2. Searches: (b)(7)(E)

(b)(7)(E)

11.3. Carry-on Inclement Weather Items: (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

**11.4. Other Clothing:** Prisoners are limited to one set of clothing on their body. Prisoners should be dressed appropriately to prevent any prisoner disturbances aboard the aircraft, e.g., no provocative items of clothing such as halter tops, short skirts, etc. One-piece jump suits are not permitted due to officer safety risks associated with facilitating bathroom breaks.

**11.5. Footwear:** All persons boarding the aircraft are required to wear footwear (socks are the minimum). For safety reasons, high-heeled boots and high-heeled shoes are not acceptable on the aircraft.

**11.6. Jewelry:** Prisoners will be permitted to wear a plain wedding band. All other jewelry will be returned to the delivering agency. Unless these items can be safely removed by the prisoner, the sending facility or the receiving facility will be required to remove the jewelry.

**11.7. Removal of Pierced Items from Prisoners:** JPATS personnel should not remove any foreign bodies (jewelry, studs, metal pieces, etc.) implanted in the skin or body of a prisoner.

A. Prisoners having a dermal piercing must have an approval protocol prior to being accepted for boarding. AEOIC can approve exceptions. [\(Ref JJ\)](#)

B. The FMP has the authority to refuse prisoners for medical purposes.

C. The AEOIC has the final determination to refuse prisoners for security reasons.

**11.8. Medical Alert and Prisoner Medication:** Prisoners may wear medical alert bracelets or necklaces. See [15.0 MEDICAL REGULATIONS](#) for boarding prisoners with medication.

**11.9. Eyeglasses:** Two pairs of prescription eyeglasses and one soft eyeglass case (without metal insert) or hard paper case will be permitted. Confiscated eyewear will be presented to the sending institution property officer for disposition, annotated on prisoner remand form and a USM-210 field report submitted to the AEOIC. [\(Ref FF\)](#) Eyewear with the appearance of gems or stones will be refused and returned to the sending agency.

**11.10. Contact Lenses:** All contact lens cases in the possession of the prisoner will be received; documented and delivered by the FMP. If a FMP is not present on the mission, then the AEOIC will manage the contact cases and documentation.

11.11. Hair: No prisoner will be permitted to board with his/her hair bound with any object (rubber bands, ponytail holders, string, bobby pins, beads, etc.). No weave should be removed, unless it poses an officer safety risk as determined by the AEOIC. No hair decorations are permitted. Wigs will be permitted for a valid medical reason (hair loss due to chemotherapy, etc.). Only disposable religious headgear is permitted on the person in transit.

11.12. Accessories: Belts, suspenders, bootstraps, shoelaces, chains, neckties, scarves, hats, caps, or gloves are not permitted.

11.13. Dentures/Partial Dental Pieces: Dentures are only removed by the prisoner for searches and then returned. Dentures will not be confiscated by JPATS law enforcement unless they pose an officer safety concern and then only at the discretion of the AEOIC.

## 12.0 NON-JPATS PASSENGERS ON AIRCRAFT

12.1. Authorization. (b)(7)(E)

(b)(7)(E)

12.2. JPATS Liability Statement. (b)(7)(E)

(b)(7)(E)

12.3. Media. (b)(7)(E)

(b)(7)(E)

## 13.0 PRISONER POLICIES AND PROCEDURES

13.1. Prisoners Restrained with Security Boxes

(b)(7)(E)

13.2. Lavatory Detail

(b)(7)(E)

(b)(7)(E)

13.3. Removal of Prisoner Restraints on Aircraft: (b)(7)(E)

(b)(7)(E)

14.0 HANDLING COMBATIVE/ASSAULTIVE PRISONERS: (b)(7)(E)

(b)(7)(E)

#### 15.0 MEDICAL REGULATIONS

15.1. Medical Authorization: Every prisoner must be medically screened prior to arrival at a prisoner exchange location. In addition, every prisoner must have either a completed Form USM-553 *Prisoner in Transit Medical Summary* (Ref\_H), Bureau of Prisons Electronic Medical Record (BEMR) *Exit Summary for Inmate Intra-system, or a Transfer* BP-A0659 *Medical Summary of Federal Prisoner/Alien in Transit* when they arrive at the exchange location. Whichever medical transfer summary is used, it must be completed in its entirety to include information on the prisoner's current health status, a list of prescribed medications, sickle cell status and a tuberculosis (TB) clearance. All of the information must be accurate at the time of transport. All medical transfer summaries must be signed by the certifying health authority and include a legible name and contact phone number for the certifying health authority. It is not acceptable to notate on any medical transfer summary form "see attached", "see MAR" or other closely related wording. All forms must have all documentation annotated on the correct medical transfer summary or the prisoner will be refused at the flight line.

15.2. Prescription Medication: JPATS functions as a means of transport for prisoners and their prescribed medications. All medications should be administered to prisoners by the sending facility before they are sent to a transfer or exchange location. Prescribed medications that require continued scheduled dosing will be administered at the receiving facility unless alternate arrangements have been made.

A. All prescribed medications that are clinically necessary for transport must be attached to a medical transfer summary and delivered to the FMP or the AEOIC. During transport, the FMP will maintain direct control over all medications placed in his/her custody. Medications are not to be placed in prisoner property.

B. Prisoners must have a minimum 7-day supply of all prescribed medications that are clinically necessary for transport as noted on the medical transport summary, in appropriate dosages and quantities prior to acceptance for boarding. On the BEMR transfer summary, these medications are noted in “bold” letters.

C. All medications should be labeled based on the five (5) rights of medication administration (e.g. right patient, drug, dose, route and time) to include the prisoner name and number, bagged and attached to either a Form USM-553, or the BEMR transfer summary, or the BP-A0659. Medications that are received by the FMP but not listed on any one of the above medical transfer summaries will be annotated by the FMP on the relevant form and transported to the receiving facility for disposition.

D. Prisoners are permitted two respiratory inhalers and one bottle of nitroglycerin tablets on their person. FMP’s may retain these medications for security reasons. Other medical devices and/or medications may be authorized for use by the prisoner if they are determined to be medically necessary and with approval of the AEOIC.

E. Methadone: The Federal Narcotic Addict Treatment Act of 1974 restricts the use of methadone to facilities that are appropriately licensed as Narcotic Treatment Programs. Methadone can be provided without an institutional license for up to 3 days at an unlicensed holdover facility during prisoner transport to a licensed facility. This 3-day allowance cannot be renewed or extended. Prisoners should have a minimum 7-day supply of methadone for transport.

F. Over-the-counter medications (e.g., Aspirin, Motrin, and Zantac) are not required for JPATS transport, even though they are prescribed.

**15.3. TB Screening:** The current Centers for Disease Control and Prevention (CDC) TB guidance is the basis for the JPATS TB clearance process. TB clearance must be documented on either a Form USM-553, BEMR transfer summary, or BP-A0659 and must be signed by the certifying health authority. ([Ref\\_E](#), [Ref\\_B](#), and [Ref\\_A](#)) One of these medical transfer summaries must be submitted to the FMP prior to boarding and must include TB clearance within the past 12 months. In all situations, the FMP will remain alert for signs or symptoms of suspected active/infectious (see Section I below). If the FMP identifies any TB symptoms, the prisoner will be denied boarding.

A. TB clearance is usually accomplished by means of a negative Tuberculin Skin Test (TST), which uses Purified Protein Derivative (PPD). The TST also is commonly referred to as the PPD, which is the term that will be used through the remainder of this document. PPD results are documented as measurements of millimeters of induration

(i.e., 0 mm, 22 mm). An induration  $\geq 5$ mm is considered positive in certain high-risk prisoners (e.g., HIV infected, organ transplant recipients, those with other immunocompromising conditions). An induration of  $\geq 10$ mm is considered positive for non-high-risk prisoners. All prisoners with a positive PPD will be required to have a chest X-ray that has no indications of active/infectious TB for transportation clearance.

B. Chest X-Ray (CXR): Acceptable documentation of a CXR must include the results and the date in a dd/mm/yy format.

C. Food and Drug Administration-approved TB blood tests: The QuantiFERON® TB Gold In-Tube test (QFT-GIT), the T-SPOT® TB test (T-Spot) or similar FDA-approved tests are authorized as an alternative to the PPD. Results of the TB blood test should be annotated in the TB section of the medical transfer summary and should include the name of the blood test with results (i.e., “positive”, “negative”, “indeterminate” or “borderline”). No numerical results are necessary, unlike measurement of the PPD.

- 1) A “positive” blood test result is treated the same as a positive PPD and must be accompanied by documentation of a negative CXR for the prisoner to be cleared for boarding.
- 2) An “indeterminate” or “borderline” blood test result is not useful. The prisoner must have documentation of a negative CXR to be cleared for boarding.
- 3) A “negative” blood test result is treated the same as a nonreactive (“negative” or 0 mm) PPD and is sufficient to clear the prisoner for boarding.

D. Active/infectious TB: Any prisoner diagnosed with active/infectious TB will require three separate negative Acid Fast Bacillus (AFB) sputum smears, completion of a TB medication regime for a minimum of two weeks, and documentation of clinical improvement for clearance to fly.

E. BOP Movements: Acceptable TB clearance includes a negative PPD or negative CXR within the past 12 months. Alternatively, BOP prisoners who have been in continuous BOP custody, and have documentation of a positive PPD with a subsequent negative CXR greater than 12 months old, may be cleared for transport if the medical transfer summary indicates no signs or symptoms associated with active/infectious TB within 30 days of transport.

F. Special Considerations for BOP prisoners holding over in a non-BOP facilities: If a prisoner holds over at a non-BOP facility before transferring to their final prison destination, TB screening via CXR, TST or TB blood test must be completed no later than

7 calendar days after admission to the facility unless documentation of a TB clearance within the past 12 months is available. If, however, time does not permit for TB screening via CXR, TST or TB blood test (e.g., the prisoner holds over for less than 7 days), a TB symptom screen must be performed and show no evidence of TB with results documented (i.e., "TB symptom free").

G. USMS Movements: Acceptable TB clearance includes a negative PPD, negative blood test, or negative CXR within the past 12 months. USMS prisoners with court ordered deadlines should have documentation of a TB clearance within the past 12 months. Prisoners with Court ordered deadlines who do not yet have TB clearance may be authorized to board only by the FMP if a TB symptom screening reveals no evidence of active/infectious TB.

H. Non-federal co-op and military prisoners will be denied boarding unless they have documentation of a TB clearance within the past 12 months.

I. Prisoners being transported into the United States via JPATS aircraft (e.g., apprehended fugitives, deported US citizens) will be screened for TB symptoms by the FMP prior to boarding. If TB symptoms are identified, the prisoner will be denied boarding.

J. Symptom screening for active/infectious TB includes the following:

- Cough > 3 weeks in duration
- Coughing up blood
- Fever
- Chills
- Night Sweat
- Weight loss

**15.4. Management of Airborne Pathogens:** Prisoners who have been diagnosed with, or are suspected of having a clinically significant contagious respiratory illness WILL NOT be boarded on JPATS aircraft without authorization by either the JPATS Aeromedical Branch Chief, or the JPATS Aeromedical Medical Director, AND the JPATS Chief of Operations. ([Ref\\_E](#) and [Ref\\_B](#))

A. The FMP (or the AEOIC on flights without a FMP) may require any prisoner to cover their mouth and nose with a surgical mask, during flight.

B. The prisoner should be physically isolated to the extent possible.



C. Additional guidance concerning a potentially contagious prisoner may be obtained by consultation with the JPATS Aeromedical Medical Director.

**15.5. Medical Conditions and Equipment Requiring Evaluation:** Prisoners will not be boarded unless they can perform their own necessary activities of daily living (ADL), and their accompanying medical equipment is intact. If coordination of special medical needs has not been accomplished prior to the flight, the FMP or AEOIC is authorized to deny boarding. Before scheduling travel, records of prisoners with medical conditions will be evaluated by the JPATS Medical Transportation Coordinator or JPATS Aeromedical Branch Chief for suitability to travel. In addition, prisoners may be evaluated for their current fitness to fly by the FMP prior to boarding because medical conditions may change after a prisoner is scheduled. If the FMP is absent, the AEOIC may perform this evaluation with the assistance of the Medical Transportation Coordinator who may be reached at (703) 740-8587. The Medical Transportation Coordinator or the Aeromedical Branch Chief, who may be reached at (816) 467-1972 should be notified of any anticipated refusals to determine if a coordinated move was previously arranged or to facilitate appropriate follow up. ***Prisoners with unstable medical conditions will not be boarded. The final determination will be made at the discretion of the FMP and/or the AEOIC.*** Examples of medical conditions and equipment requiring evaluations prior to boarding include but are not limited to:

- A. Cardiac complications requiring evaluation in the last month.
- B. Uncontrolled seizure disorder or seizure activity in the last month.
- C. Communicable/contagious diseases. (e.g., pink-eye, lice, chicken pox or shingles)
- D. Sickle Cell Trait/Disease. (See [Ref CC](#))
- E. Dialysis or kidney failure.
- F. Recent surgery or invasive procedure.
- G. Dental appliances/wires that restrict opening of the mouth. Wire cutters must accompany prisoners from their place of origin and be given to the FMP.
- H. Wheelchairs and other mobility assistive devices including crutches, walkers, and prosthetics.
- I. Dermal piercings or implanted devices that cannot be removed prior to transport.

- J. Psychiatric issues (e.g., altered mental status, self-harm, suicide watch and noncompliance with psychiatric medications).
- K. Compromised respiratory status requiring oxygen, CPAP machines, oxygen concentrators or nebulizer machines.
- L. TB clearance issues.
- M. Orthopedic issues, such as fractures within the last 2 weeks.
- N. Open wounds and/ or wounds that are draining and require dressings.
- O. Methadone treatment that is ongoing.

**15.6. Decreased Mobility:** Prisoners who are in wheelchairs, are unable to climb steps, or are unable to board the aircraft under their own power due to medical reasons will not be boarded unless travel has been properly coordinated and approved by the JPATS Chief of Operations. The AEOIC will bring any problematic cases to the attention of the respective Supervisory AEO. Additional JPATS staff may be assigned to the mission to facilitate the safe and secure transport. The weight limit for use of the stair chair is 200 lbs. The sending and receiving agencies are required to assist with the loading and unloading of prisoners with mobility issues. The wheelchair protocol will include the following ([Ref II](#)):

- A. A wheelchair protocol must be approved. The documentation will include the Date, Time, Inmate's Weight, and the Name and Title of the person who is providing the information for accountability purposes.
- B. The am hook up AEO will call the sending facility prior to the day the prisoner is to board. The AEO will verify the current condition and weight of the prisoner.
- C. Anytime a wheelchair bound inmate is moved, Dispatch will notify the airport and have portable air stairs utilized at the L1 exit door and/or at the AEOIC's discretion. These stairs will be used for the entire exchange of all inmates, unless there is a problem with the air stairs (example grated steps, stability, height, etc.).
- D. With the use of the wider portable air stairs, four staff members will be utilized to carry the inmate up/down the stairs. The inmate will be secured in the air chair that we currently have on each aircraft. One staff member will be assigned to each of the four carry points on the air chair. This will reduce the weight in half for the personnel completing the task.

E. The inmate will be seated on the aircraft in a row in which the aisle seat has an armrest that raises. There are several rows throughout the plane with this capability.

**15.7. Durable Medical Equipment (DME):** These items include but are not limited to wheelchairs, nebulizers, portable oxygen concentrators, portable oxygen, and IV pumps. Prior to being scheduled for transport, prisoners who have medical conditions that require the use of DME will be evaluated by the Medical Transportation Coordinator, who may be reached at (703) 740-8587 or the Aeromedical Branch Chief, who may be reached at (816) 467-1972. DME determined not flight-worthy will be shipped at the responsibility of the sending facility by means of independent parcel carriers prior to or in conjunction with prisoner movement.

A. DME that is not being used during transport will be transported according to the General Operations Manual "Carriage of Cargo aboard JPATS Aircraft."

B. Batteries: Transported in accordance with the GOM.

**NOTE:** Portable Oxygen Concentrators that are FAA approved and suitably labeled are authorized for use during flight or transport on JPATS aircraft as cargo, **otherwise, they must be carried only in the crew cabin and not used.** For shipping requirements refer to Dispatch as the POC and to the instructions listed in the Cargo Manifest Request ([Ref\\_EE](#)).

**15.8. Mentally Impaired Prisoners**

A. The FMP in coordination with the AEOIC has the discretion to refuse boarding prisoners who, on arrival at the airlift, exhibits an unstable psychiatric condition. This is particularly important because if a prisoner has severe agitation or combative behavior due to their mental illness, the situation could develop into a psychiatric emergency aboard the aircraft and compromise cabin safety. Unless such prisoners are accompanied by a Court Order expressly authorizing the FMP to involuntarily administer psychotropic medications, as necessary, for safe boarding and flight, denial of boarding is advisable in this circumstance. Without a Court Order, it is not permissible to involuntarily medicate an individual at the airlift for the purpose of facilitating their transport, nor is it permissible to do so at the behest of any authority. If there is uncertainty over the proper course of action after consultation with the AEOIC, contact the JPATS' Medical Director for further guidance.

B. Involuntary administration of psychotropic medication in-flight by a JPATS FMP is only permitted during a psychiatric emergency as defined in the FMP Clinical Practice Guidelines.

C. Prisoners who are exhibiting unstable psychiatric conditions and are in need of inpatient psychiatric care will not be transported to the Federal Transfer Center (FTC) in Oklahoma City until they are evaluated by the Medical Transportation Coordinator, who can be reached at (703) 740-8587.

D. Prisoners who are taking prescribed psychotropic medications must be transported with their medications along with sufficient documentation to allow proper monitoring and treatment of their conditions.

E. Prisoners on active suicide watch will be refused boarding on a JPATS large aircraft unless prior approval has been obtained from the JPATS Chief of Operations and coordinated with the JPATS Aeromedical Branch Chief or the Medical Transportation Coordinator or their designee. The receiving agency should provide agreement to receive such prisoners along with the name and title of the responsible agency official.

F. Documentation of the receiving agency's agreement should be noted on the manifest to include the date of the agreement.

**15.9. Pregnancy:** Prisoners in the first or second trimester of pregnancy (weeks 1-26) who have not had any pregnancy-related complications and who are not considered to be "high risk" may travel with JPATS. Prisoners who are considered to be "high risk" (i.e., those with conditions that place the fetus or mother at risk, such as placenta-related problems, epilepsy, sickle cell disease) and/or who are in their third trimester (27 weeks and beyond) may travel under the following conditions:

A. The prisoner must have a written physician's statement authorizing travel by aircraft written within 72 hours of their scheduled transport.

B. The scheduled air transportation route will be direct (i.e., without any holdover stops) to the destination unless prior approval for housing has been arranged through the Aeromedical Branch Chief or the Medical Transportation Coordinator and coordinated with Scheduling.

C. The prisoner is not experiencing any medical problems (e.g., contractions, vaginal bleeding, and preterm labor) at the time of boarding.

D. If a prisoner is traveling and is postpartum (recently deliver a child), the prisoner must be cleared to travel based on the 5540.13B JPATS FMP Clinical Guidelines. Additionally, the prisoner must travel in loose fitting clothing as to decrease the risk of postpartum complications.

E. Pregnant and post-partum prisoners will be restrained in accordance with Prisoner Operations Division (POD) memorandum “Applicability of the FIRST STEP Act and Use of Restraints on Pregnant Prisoners” dated February 22, 2019. [\(Ref KK\)](#)

**15.10. Exceptions to Medical Provisions:** Unless otherwise noted, the only individuals authorized to grant exceptions to any provision in this section are the JPATS Aeromedical Branch Chief; JPATS Medical Director; the Chief of Operations; or the Deputy Assistant Director.

**The medical guidelines outlined in Section 15.0 are subject to review and revision to ensure applicability of current national guidelines, standards of care, and mission needs.**

**16.0 REFUSAL OF PRISONERS ON JPATS AIRCRAFT**

**16.1. USMS/BOP Missions:**

**(b)(7)(E)**

**16.2. Disputed Refusals:** **(b)(7)(E)**

**17.0 PRISONER PAPERWORK REQUIREMENTS:** **(b)(7)(E)**  
**(b)(7)(E)**

**17.1. USMS Prisoners - Judgment & Commitments (J&C)**

**(b)(7)(E)**

(b)(7)(E)

17.2. USMS Prisoners - Court Orders, Writs, Warrants, Special Attorney Requests, and all other deadlines

(b)(7)(E)

17.3. BOP Prisoners - Transfers

(b)(7)(E)

(b)(7)(E)

17.4. BOP Prisoners - Judgment & Commitments (JCB)

(b)(7)(E)

17.5. Cooperative Prisoner Transportation Agreement

(b)(7)(E)

17.6. State & Local Prisoners:

(b)(7)(E)

**(b)(7)(E)**

17.7. Military Prisoners:

**(b)(7)(E)**

18.0 USMS/BOP PRISONER PROPERTY

18.1. General

**(b)(7)(E)**



(b)(7)(E)

18.2. USMS/BOP Prisoner Money: (b)(7)(E)

(b)(7)(E)

18.3. Property & Money: (b)(7)(E)

(b)(7)(E)

18.4. USMS/BOP Religious Property:

(b)(7)(E)

(b)(7)(E)

19.0 PRISONER RESTRAINTS: (b)(7)(E)

(b)(7)(E)

19.1. Types of Restraints: (b)(7)(E)

(b)(7)(E)

19.2. Exchanging Restraints: (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

19.3. Application/Removal of Restraints: (b)(7)(E)

(b)(7)(E)

19.4. Special Restraints: (b)(7)(E)

(b)(7)(E)

## 20.0 AIRCRAFT SAFETY AND LAW ENFORCEMENT PROCEDURES

### 20.1. General

(b)(7)(E)

### 20.2. Ground and Pre-Flight

(b)(7)(E)

20.3. Boarding and In-Flight

(b)(7)(E)

21.0 SAFETY BRIEFING ENGLISH - PRISONER (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

21.1. SAFETY BRIEFING – NON-PRISONER: (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

22.0 RESUMEN DE SEGURIDAD ESPAÑOL

(b)(7)(E)

(b)(7)(E)

**23.0 PRISONER ESCAPE PROCEDURES:** (b)(7)(E)

(b)(7)(E)

**23.1.** The local USMS district office will have initial jurisdiction over any escape or attempted escape that occurs on a JPATS aircraft. (b)(7)(E)

(b)(7)(E)

**23.2.** In the event of an escape or attempted escape by any individual remanded to the custody of a JPATS crew, the AEOIC will immediately:

(b)(7)(E)

**24.0 PROCEDURES FOR JPATS AIRCRAFT DELAYS AND CANCELLATIONS (NON-ROUTINE MAINTENANCE):** (b)(7)(E)

(b)(7)(E)



# United States Marshals Service – POLICY DIRECTIVES

16.1

## GENERAL TRANSPORTATION

**PROPONENT:** Justice Prisoner and Alien Transportation System (JPATS)

**PURPOSE:** This directive establishes policy and procedures for the movement of prisoners by the United States Marshals Service (USMS) and/or the Federal Bureau of Prisons (BOP) using the aircraft prisoner exchange process for JPATS. This policy directive covers all prisoner movements that are coordinated through JPATS. Refer to USMS Policy Directive 9.21, *In-District Prisoner Movements*, for In-District movements or transfers up to 50 miles into a bordering district.

**AUTHORITY:** The Director's authority to supervise the USMS and issue written directives is set forth in 28 C.F.R. § 0.111 and 28 U.S.C. § 561(g). The authority to maintain custody of federal prisoners is found in 28 C.F.R. § 0.111(k) and 28 U.S.C. § 566.

**CANCELLATION:** This policy directive supersedes USMS Policy Directive 16.1, *General Transportation*, dated March 29, 2017. This policy directive will remain in effect until updated, superseded, or cancelled.

### ADMINISTRATION AND LOGISTICS:

1. Records Management: This operational policy directive document is maintained in accordance with the approved Specific Records Schedule, DAA-0527-2013-0018-0001.
2. This USMS program shall be implemented in accordance with this directive and procedures contained in the corresponding JPATS Law Enforcement Cabin Crew Policy & Procedures Manual.

### APPROVED BY:

/s/  
Donald W. Washington  
Director  
U.S. Marshals Service

8/11/2020  
Effective Date

Updated Date: 09/17/2021

**A. Policy Statements:**

**1. General:**

- a. All prisoners transported by JPATS are under the custody of the USMS and the Attorney General (AG).
- b. Prisoners that are transferred between the USMS and/or BOP institutions for more than (b)(7)(E) outside the originating USMS district must be coordinated through JPATS.
- c. Prisoner movements are authorized and established in the following categories:
  - 1) Pretrial hearings and competency examinations;
  - 2) Trial;
  - 3) Pre-sentence study and observation;
  - 4) Delivery to an institution to serve sentence;
  - 5) Transfer between institutions;
  - 6) Non-federal prisoners;
  - 7) Military prisoners; and
  - 8) Other missions that support JPATS, the AG, and/or national emergencies.
- d. USMS prisoner transportation must be performed in accordance with USMS Policy Directive 9.21, *In-District Prisoner Movements*.
- e. JPATS Scheduling establishes transportation priorities based upon the needs of the USMS and BOP. JPATS provides the scheduling and movement of federal prisoners according to the following priorities:
  - 1) **Priority No. 1:** Court-directed movements (i.e., writs of habeas corpus, warrants of removal, competency studies (and returns), Assistant United States Attorney's requests, and medical emergencies).
  - 2) **Priority No. 2:** Judgment and commitments.
  - 3) **Priority No. 3:** USMS and BOP routine inmates, and non-federal inmates.
- f. A request for prisoner movement must be electronically submitted in the established systems to initiate a prisoner movement by the district or BOP facility with custody of the prisoner or with judicial authority.
  - 1) **Deadline Date Requirements:**
    - a) **Attorney Special Request (ASR):** According to the United States Attorney's Administrative Manual and a memorandum from the Chairman of the AG's Advisory Committee, a United States Attorney's request for production should be delivered to the United States Marshal (USM) at least (b)(7)(E) in advance of deadline date. The request should indicate a deadline of (b)(7)(E)



before the court date for all ASR movements.

- b) **Writ of Habeas Corpus Ad Prosequendum and Writ of Habeas Corpus Ad Testicandum:** A deadline of (b)(7)(E) before the court date is placed on all requests for writ movements. Every effort must be made to give JPATS Scheduling (b)(7)(E) advance notice of the requested production date.
- c) **Study Order and Return Study Order:** Must indicate the 10-day deadline, in accordance with the Speedy Trial Act in the United States Criminal Code Statutes (18 U.S.C. 3161). The various types of studies can be found under statute (18 U.S.C. 4218, Chapter 313).
- d) **Warrant or Removal:** Indicates an automatic 10-day deadline from date of appearance before the magistrate. The movement request must include the charge and the date that the magistrate signed the order of removal. Ensure that the Speedy Trial Act criteria apply.

- 2) Method of transportation for the movement of High-Risk/High-Profile prisoners is determined by JPATS in coordination with other stakeholders.

## 2. **JPATS Trip Expenses and Prisoner Verifications:**

- a. All districts are provided a yearly allocation to fund JPATS-scheduled prisoner movements via the Prisoner Transportation Reserve account managed by the Prisoner Operations Division (POD) Liaison.
- b. All districts are required to verify prisoners moved through the established system within (b)(7)(E) of completing a trip if not automatically verified by the system.
- c. All districts are required to have an approved trip authorization from the POD Liaison assigned to JPATS.

## 3. **Temporary Custody and Transportation of Other Prisoners:** In cooperation with state/local governments, the United States military, and certain other government agencies, the USMS transports and houses prisoners who have been approved for extradition or transfer. All movements of non-federal prisoners must follow USMS procedures governing prisoner transportation.

- a. The USMS is acting as an agent of the requesting state/local agency; thus, the USMS does not accept responsibility for any liability arising from the custody, transportation, housing, and/or treatment of the prisoner. The requesting agency is responsible for any medical/death costs incurred unless the prisoner is currently in the custody and is the responsibility of the Department of Justice (DOJ).
- b. JPATS Scheduling should be notified as soon as possible if a state/local prisoner has to be hospitalized while in USMS custody. In any case where the DOJ is not responsible for medical costs, the JPATS Scheduling Office notifies the requesting USMS district, which must then inform the requesting state/local agency of the prisoner's status. The state/local agency is responsible for contacting the hospital where the prisoner is confined to arrange for payment of medical costs.

- c. The requesting jurisdiction is responsible for all trip costs incurred.
4. **Movement of Prisoners with Special Handling Requirements:** The movement of prisoners requiring special handling will be in accordance with USMS Policy Directive 9.21, *In-District Prisoner Movements*, as described below.
- a. **Juveniles:** Juveniles will receive special handling according to the Federal Juvenile Delinquency Act, 18 U.S.C. §§ 5031-5042.
  - b. **Females:** Pregnant females in their third trimester must have a doctor's statement approving air transportation that is signed within 72 hours prior to the flight.
  - c. **Incompetent or Physically/Mentally Impaired Prisoners:** If special vehicles are needed to transport the impaired prisoner, an ambulance or suitably-equipped vehicle will be utilized.
  - d. **(b)(7)(E)**
  - e. **Indigent Travel and Reimbursement:** Districts may use JPATS services for scheduling travel and transporting indigent defendants on bond. Refer to POD Assistant Director's (AD) Indigent Defendants on Bond memo, dated July 25, 2013.
  - f. **Unlawful Flight to Avoid Prosecution or Confinement (UFAP/UFAC):** JPATS does not move UFAP/UFAC cases unless the state or county has entered into a Non-Federal agreement with JPATS and the district, as allowed by USMS Policy Directive 8.7, *Unlawful Flight to Avoid Prosecution or Confinement*.
5. **Reporting Changes to the Trip:** Report changes via the established system or contact the JPATS Transportation Specialist via email or phone.
6. **Prisoner Meals:** JPATS does not provide meals. If required during transportation, meals are the responsibility of the transporting agency to obtain meals.
- a. Attempts should be made to obtain bag lunches, etc., from the detention facility.
  - b. If meals are not provided by the transporting agency, Deputy United States Marshals are authorized to expend funds to provide prisoner meals and be reimbursed according to USMS Policy Directive 9.21, *In-District Prisoner Movements*.
7. **Prisoner Handling Guidelines:**
- a. Prisoners are not permitted to select places, routes of travel, rest stops, and/or influence the travel itinerary in any manner. **(b)(7)(E)**
  - b. **(b)(7)(E)**
  - b. While in transit, prisoners are not permitted to possess or spend any money.
  - c. While in transit, prisoners are not permitted to converse with anyone except other prisoners and custodial authorities.
  - d. Prisoners are not permitted to place telephone calls while in USMS custody.

e. Prisoners are not permitted medication except as prescribed by a physician or as indicated by the detention facility. Medication that must be administered by hypodermic syringe is to be injected by medical personnel only.

f. (b)(7)(E)

g. Form USM-40, *Prisoner Remand or Order to Deliver & Receipt for Prisoners* (Long Form), and USM-41, *Prisoner Remand or Order to Deliver & Receipt for Prisoners* (Short Form), must be used to document all prisoner exchanges and must accompany prisoners.

8. **Incident Reports:**

a. The USMS operational employee (1811, 0082, and 1801 series) assigned to the trip is responsible for reporting any prisoner incident to district management as soon as possible. District management immediately reports the incident to the USMS Communications Center in compliance with USMS Policy Directive 17.17, *Significant Incident Reporting*.

b. The initial notification should be followed up with a detailed written incident report fully describing the events and any action taken within (b)(7)(E). An electronic copy of the incident report is forwarded to the POD Liaison assigned to JPATS and the Chief of Operations, JPATS. Significant incidents include, but are not limited to:

- 1)
  - 2)
  - 3)
  - 4)
  - 5)
  - 6)
- (b)(7)(E)

c. **Allegations of Misconduct:** Any allegation of abuse or mishandling of prisoners or their personal property must be promptly reported, in writing, to the USM; the AD, POD; and the AD, JPATS.

9. **Mode of Transportation Guidelines:**

a. **Transportation by Cars, Vans, and Buses:** Individuals not serving in an official capacity or in USMS custody are not permitted in vehicles while prisoners are being transported.

b. **Transportation by Commercial Aircraft:**

- 1) Prisoners will be restrained in accordance with USMS Policy Directive 9.18, *Prisoner Restraints*, and/or any other requirements set by the commercial air carrier as relayed by JPATS Scheduling;

- 2) (b)(7)(E)
- 3) USMS personnel will carry firearms in accordance with USMS Policy Directive 14.11, *Firearms*;
- 4) Prisoner property will not be transported on a commercial aircraft;
- 5) Consumption of alcoholic beverages while armed or while transporting prisoners is strictly prohibited (refer to USMS Policy Directive 1.7, *Code of Professional Responsibility*);
- 6) Hijacking: Follow Transportation Security Administration (TSA) Regulations; and
- 7) Unfriendly Countries: Follow TSA Regulations.

c. **Transportation by Charter Aircraft (Air Ambulance):** The use of an air charter service to transport prisoners is limited to special situations, such as medical emergencies.

- 1) **Charter Aircraft Security:** USMS prisoner transportation must be performed in accordance with USMS Policy Directive 9.21, *In-District Prisoner Movements*;
- 2) Charter aircraft flights require an operational employee in charge and supplemental security personnel as determined by a Chief Deputy United States Marshal, or designee; and
- 3) Charter Aircraft Prisoner Restraints (refer to USMS Policy Directive 9.18, *Prisoner Restraints*).

d. **JPATS Airlift (or JPATS Manned Aircraft for this purpose):** The Memorandum of Agreement between the USMS and BOP states that the Pilot in Command of the aircraft is in charge of matters pertaining to the servicing, safety, and ground operation of the aircraft and the safety of flight operations. The Aviation Enforcement Officer in Charge (AEOIC) is in charge of all matters pertaining to the handling and exchange of prisoners aboard the aircraft and is responsible for ground security for the aircraft. The AEOIC manages all ground operations performed within the secured perimeter.

- 1) **Restrictions:** Only those assigned to actual flight operations or transportation enforcement duties (e.g., crewmembers and prisoners) may travel on JPATS aircraft. Other individuals are not permitted without approval of the AD, JPATS (see JPATS Cabin Crew Manual).
- 2) (b)(7)(E)
- 3) **Unscheduled Landings:** JPATS will notify the districts to activate the JPATS District Contingency Plan.

**B. Roles and Responsibilities:**

1. **JPATS:**

- a. Schedules all prisoner movements based on the movement request;
  - b. Decides the most efficient and cost effective and safe modes of travel;
  - c. Provides aircraft information and schedule changes;
  - d. Relays prisoner issues and district problems relating to the boarding of prisoner for all JPATS missions;
  - e. Establishes, issues, and updates guidelines and instructions to field offices concerning prisoner transportation programs, ensuring that USMS policies and procedures meet federal statutes, departmental directives, and applicable federal regulations issued by other agencies;
  - f. Guides, monitors, and advises Headquarters staff on program policies and field offices in prisoner movement matters;
  - g. Provides centralized service to USMS districts for making commercial airline reservations and acquiring airline tickets for JPATS escorted and unescorted prisoner trips and travel; and
  - h. Provides guidance/procedures to field offices on prisoner restraints, property, medical issues, and other matters when JPATS aircraft are used.
2. **POD Liaison:**
- a. Manages the Prisoner Transportation Reserve, reimbursements, and district allocations for JPATS-related activities; and
  - b. Authorizes overnight trips and commercial air trips.
3. **The District:**
- a. Handles prisoners in accordance with JPATS Cabin Crew Manual;
  - b. Identifies special handling or movement requirements within movement request;
  - c. Verifies prisoners moved through the established system within (b)(7)(E)
  - d. Ensures prisoner movements are cost effective and are completed efficiently; and
  - e. Ensures all required reports are submitted.
4. **District Deputy in Charge (DIC) or Officer in Charge (OIC):**
- a. **Makes Travel Arrangements:** The DIC or OIC must contact institutions holding prisoners to be moved, arrange release times, and reserve overnight housing space for prisoners at contract jails en route.
  - b. **Verifies the Required Documents:** The DIC or OIC provides forms containing the prisoner's identification, medical, and security data to the administrator of any detention facility used to house the prisoner en route and at the final destination. The DIC or OIC must immediately notify JPATS Scheduling when appropriate papers do not accompany the prisoner.
  - c. **Assesses Security Levels and Escape Risks.**

- d. Submits Daily Reports: The DIC or OIC contacts his or her office each duty day to receive supplemental trip information and other instructions or messages. On trips of less than b(7)(E) the DIC or OIC contacts his or her office before leaving the final destination point.
- e. Delivers to the Institutions: The DIC or OIC must call the federal institution in advance to coordinate the trip, with prisoners being delivered during the normal work week whenever possible. Prisoners are delivered directly to the receiving office at the institution. The DIC or OIC must not ask institution officials to pick up USMS prisoners anywhere else.

**B. Procedures:** Refer to the JPATS Law Enforcement Cabin Crew Policy & Procedures Manual.

**C. References:**

1. 18 U.S.C. § Chapter 403, [\*Juvenile Delinquency\*](#)
2. 18 U.S.C. 3161, [\*Time Limits and Exclusions\*](#)
3. 18 U.S.C. 4218, [\*Definitions\*](#)
4. 18 U.S.C. § 5031, [\*Definitions\*](#)
5. 18 U.S.C. § 5032, [\*Delinquency Proceedings in District Courts; Transfer for Criminal Prosecution\*](#)
6. 18 U.S.C. § 5033, [\*Custody Prior to Appearance before Magistrate Judge\*](#)
7. 18 U.S.C. § 5034, [\*Duties of Magistrate Judge\*](#)
8. 18 U.S.C. § 5035, [\*Detention Prior to Disposition\*](#)
9. 18 U.S.C. § 5036, [\*Speedy Trial\*](#)
10. 18 U.S.C. § 5037, [\*Dispositional Hearing\*](#)
11. 18 U.S.C. § 5038, [\*Use of Juvenile Records\*](#)
12. 18 U.S.C. § 5039, [\*Commitment\*](#)
13. 18 U.S.C. § 5040, [\*Support\*](#)
14. 18 U.S.C. § 5041, [\*Repealed. Pub. L. 98-473, title II, §214\(b\), Oct. 12, 1984, 98 Stat. 2014\*](#)
15. 18 U.S.C. § 5042, [\*Revocation of Probation\*](#)
16. 28 C.F.R. § 0.111, [\*General Functions\*](#)
17. 28 U.S.C. § 561, [\*United States Marshals Service\*](#)
18. 28 U.S.C. § 566, [\*Powers and Duties\*](#)
19. USMS Memorandum, [\*Indigent Defendants on Bond\*](#)
20. [\*JPATS Law Enforcement Cabin Crew Policy & Procedures Manual\*](#)
21. Homeland Security Student Text, [\*TSA Regulations\*](#)

22. USMS Policy Directive 1.7, [\*Code of Professional Responsibility\*](#)
23. USMS Policy Directive 8.7, [\*Unlawful Flight to Avoid Prosecution or Confinement\*](#)
24. USMS Policy Directive 9.18, [\*Prisoner Restraints\*](#)
25. USMS Policy Directive 9.21, [\*In-District Prisoner Movements\*](#)
26. USMS Policy Directive 14.11, [\*Firearms\*](#)
27. USMS Policy Directive 17.17, [\*Significant Incident Reporting\*](#)
28. Form USM-40, [\*Prisoner Remand or Order to Deliver and Receipt for United States Prisoners\*](#) (Long Form)
29. Form USM-41, [\*Prisoner Remand or Order to Deliver and Receipt for Prisoners\*](#) (Short Form)