
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Sally Port Use</b>		
	<b>GENERAL ORDER</b> <b>804.1</b>	<b>Related CALEA Standards:</b>	
<b>Effective Date</b> <b>04/24/2024</b>			
<b>Authorized by:</b> <b>Mark P. Sroka</b> <small>CHIEF OF POLICE</small>	<small>SIGNATURE</small>	<small>DATE</small> <b>04/24/2024</b>	

1. PURPOSE

1.1. The purpose of the GPD Sally Port is to allow for secure transfer of in-custody detainees to and from transport vehicles for routine processing, facilitating investigations, questioning, or testing of detainees. Once an arrest has been made, the arresting officer will drive their vehicle to the GPD sally port for safe unloading of the detainee. Sally ports create a secure environment for those in custody for transfer from the transporting vehicle to the arrest processing area.

2. POLICY

2.1. It is the policy of this department that sally port located at 16 South Summit Avenue provide an area for secure transfer of in-custody detainees to and from transport vehicles for routine processing in the Temporary Detention and Processing Areas.

3. PROCEDURE

- 3.1. GPD officers will utilize the sally port when moving detainees into and out of the facility.
- 3.2. Officers shall use the Central Processing Unit (CPU) when the detainee is combative.
- 3.3. Once the sally port door has opened fully, the officer shall drive into the sally port and remain in the vehicle until the door closes.
- 3.4. The sally port doors will be completely closed any time a prisoner is taken into or out of a vehicle in the sally port.
- 3.5. If an instance occurs when there are two offenders (adult and juvenile) arriving at the sallyport at the same time, only one prisoner should be taken into the processing area at a time to provide as much sight and sound separation as possible.
- 3.6. Prior to removing the prisoner from the vehicle and entering the sally port or entering the cellblock, weapons (firearms and edged weapons (knives, utility tools, etc.) will be secured in the security lockboxes located in the sally port or just outside the main cellblock door.
- 3.7. Personnel will not use a cell phone while handling, transporting, or while loading or unloading detainees within the sally port.

- 3.8. After securing the detainee, officers may leave their vehicle in the sally port while processing the detainee.
- 3.9. If all sallyport bays are occupied, officers may walk detainees into the temporary detention area.
- 3.10. Once a detainee has been processed, interviewed, or tested and any associated paperwork has been completed, the officer will gather the detainee's belongings, remove the detainee from the temporary holding cell, and place the detainee in the transport vehicle.
- 3.11. Officers will recover their weapons from secured lockboxes and use the backup camera sensor to exit from the sally port. Officers shall wait until the door is fully open before backing out of the sally port.
- 3.12. Miscellaneous equipment will not be stored within the sallyport. This area should be kept clean and free of potential items that could cause harm or injury.