

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: SPECIAL ORDER		INDEX NUMBER: SO0104
SUBJECT: City Detention Management and Operations		
ISSUE DATE: March 14, 2001	REVISED: 7/4/05, 11/6/05, 7/21/06,	AMENDS/RESCINDS: No Previous
REVISIONS CONTINUED: 12/14/07, 6/9/08, 11/4/10, 8/5/11, 5/15/13, 9/14/15, 4/10/18, 12/07/18		DISTRIBUTION: B & C (2,7)

I. POLICY:

The Department recognizes and provides for the rights of prisoners held in City custody. Police personnel shall ensure that these rights are not violated. Supervisors learning of alleged violation(s) shall make further inquiry and follow Department policy concerning disciplinary investigation procedures. City prisoners are not to be held without continuous control and/or supervision by detention personnel.

City prisoners are housed within the Booking Area of the Law Enforcement Center, which is co-located with and operated as part of the Buchanan County Jail. The Correctional Division of the Buchanan County Sheriff Department is responsible for jail operations, including the Booking Area. The Police Department maintains responsibility for its staff, and for ensuring City employees comply with jail-operations procedures directed by the Buchanan County Sheriff or his designee. The City is normally assigned four single occupant cells and one double occupant cell for its prisoner use; however in cases where the Sheriff's Department experiences an overcrowding situation, the City will provide any available cell for their use, when requested.

II. DEFINITIONS:

A. Booking Supervisor: Any commissioned officer holding the rank of Sergeant or above that has been designated by the Support Services Commander to supervise the Booking Desk personnel.

III. PROCEDURE:

The following procedures pertain to City prisoners in temporary custody. The Buchanan County Sheriff's Department follows its own policies and/or procedures in regulating its prisoners.

A. Timely Court Appearance/Length of Time Held by the City:

1. A timely court appearance(s) will be set in accordance with Municipal Court schedule(s).

2. Prisoners who are intoxicated, mentally ill, or not otherwise suitable for Municipal Court may have his/her court date set at a later time by the Municipal Judge.
3. Prisoners are usually held for the following time periods, unless extenuating circumstances apply:
 - a. **City Charges:** Up to 24 hours;
 - b. **City Warrants:** Up to 48 hours;
 - c. **City Commitments:** Anything over 72 hours is usually through a Commitment Order by the Municipal Court Judge. City Commitment prisoners may be transferred over to the custody of the Buchanan County Sheriff's Office to be housed in the Buchanan County Jail.
4. **Other Court Jurisdictions or 24 Hour Holds:** Detained prisoners, who are being held for investigative reasons (24 hour) or warrants, may have court appearances for other courts while being held in City Detention. Detention staff will:
 - a. Assist the prisoner in making notification to the Court of his/her absence and the reason for it.
 - b. Notify the investigating Detective of the prisoner's other court appearance. The Detective may authorize an early release on the investigative 'Hold' to accommodate the prisoner's need.

B. Bond:

1. The prisoner's right to make bail or post bond shall not be impeded or otherwise obstructed by any department member.
2. To alleviate overcrowding, prisoners who are able to post bail/bond will be processed prior to booking in-coming prisoners, whenever possible.

C. Access to Attorneys:

1. Upon request for legal counsel by the prisoner, the prisoner will have private access to an attorney, whether he/she has been charged with a crime or not.
2. Booking Desk personnel will be responsible for verifying the identification of attorneys and documenting the visit on the prisoner's "Booking Sheet".
3. The prisoner may meet with his/her attorney for a period of time up to one hour.
4. The prisoner/attorney visit will take place in the "Bond Room" utilizing the plate glass window and/or telephones, whenever possible. Otherwise, the visit will take place in one of the Booking Desk Interrogation Rooms.
5. After a prisoner/attorney session, the prisoner will be searched for weapons and/or contraband before being placed back into a cell.

D. Access to Telephone:

1. Whenever a prisoner has completed the booking process, he/she will be afforded the opportunity to use the telephone for the purpose of contacting family, to make bail/bond arrangements, or to retain an attorney
 - a. Long distance calls will be made collect
 - b. All telephones for prisoner use in the Detention Area are recorded

- c. Telephone calls will be made utilizing the pay phone in the Detention Area. The Booking Desk phone will not be used by prisoners without the approval of a supervisor.
- d. Following the initial use of the telephone, additional access to the telephone will be at the discretion/convenience of Booking Desk personnel

E. Prisoner Mail:

City prisoners are not authorized to receive outside mail unless there are extenuating circumstances.

F. Monitored Video:

With approval of the Sheriff or his designee, signs will be posted within the Booking Area alerting prisoners/detainees that the area is monitored by video equipment.

G. Meals:

The Department shall ensure that prisoners/detainees are furnished with three meals during each 24 hour period.

H. Visitation:

Due to the short period of time that a prisoner is in "City Custody" and/or the fact that the Booking Area is not designed for visits, such visitation is not permitted.

1. Visitation will be permitted for exceptional circumstances (i.e. Mental Health Officials, Division of Family Services Workers, Probation and Parole Officers, and Clergy).
2. Visitation will only be permitted in the Bond Room (Exception will be Probation and Parole Officers).
3. Booking Desk personnel shall notify a Shift Supervisor of the request for visitation and secure permission from the Shift Supervisor before allowing the same.

I. Use of Restraints:

If it becomes necessary to restrain a prisoner (in addition to the use of handcuffs), it must be done either by handcuffing the prisoner to an immovable object or by using the BCSD's Emergency Restraint Chair (ERC). These procedures may be used to ensure the safety of the prisoner, Booking Desk personnel, and others in the immediate area.

1. Handcuffing Prisoners to an Immovable Object:

- a. **In the Booking Area** (outside of a cell) there are wall-mounted rings designed for this purpose.
- b. **In a cell:** A prisoner may be handcuffed to a bed.
2. A prisoner may not be handcuffed to an object for more than two (2) hours.
3. Whenever this method of restraint is used, an information sheet and a Defense and Control Report will be written and a copy made for the Booking Desk Supervisor and the Professional Standards Officer. The information will include, but not be limited to, the following:

- a. Reason for the restraint;
 - b. How the restraint was utilized; and
 - c. Length of time the restraint was used.
4. **Using the BCSD's Emergency Restraint Chair:** The Emergency Restraint Chair (ERC) is intended to help control combative, self-destructive or potentially violent arrestees. The ERC should only be used in extreme circumstances when other forms of restraints would be impractical or ineffective; the ERC should never be used as a means of punishment. Prior to using the ERC, the member shall get a supervisor's approval for use. Only members properly trained on the ERC will use it.
- a. Members will use the minimal amount of force necessary to place the arrestee into the ERC.
 - b. Any member who uses the ERC will complete a Use of Force report and narrative detailing the circumstances for using the ERC, forwarding copies to both the Booking Desk Supervisor and the Professional Standards Officer. The information will include, but not be limited to:
 - 1) The times the use began and ended;
 - 2) Reason for the use; and
 - 3) The authorizing supervisor
 - c. The report(s) will be completed before the end of shift and will be signed by a shift supervisor.
 - d. The maximum time for an arrestee to be in the ERC is two (2) hours unless extenuating circumstances exist.
 - e. The arrestee should be released from the ERC prior to the maximum time, if he/she has become compliant and the release is authorized by the shift supervisor.
- Note: Pregnant arrestees will NOT be placed in the ERC.**
5. Booking Desk personnel shall check on prisoners restrained with either of these methods every 15 minutes.

J. Supervision of Prisoners/Detainees:

Prisoners of both sexes shall have twenty-four (24) hour supervision, including periodic cell checks involving a count of the City prisoner population.

- 1. All prisoners and prisoner cells shall be checked by Booking Desk personnel every thirty (30) minutes.
- 2. Prisoners who are a security risk, on suicide watch, extremely intoxicated, extremely affected by the use of controlled substances, with serious physical injury, or displaying bizarre and unusual behavior shall be visually checked every fifteen (15) minutes.
- 3. Prisoners that are a potential threat to other prisoners due to their violent or self-destructive behavior should be detained in a cell alone. Such prisoners will be closely monitored by facility personnel.
- 4. "Cell Checks" will be logged on the Prisoner Security Form.
- 5. Booking Desk personnel shall not enter the cell of a prisoner of the opposite sex. If it is necessary to do so, another officer shall be present.

K. Prisoner Screening During Booking:

1. Booking Desk personnel shall screen incoming prisoners to determine whether medical attention is required. Female screening should take into account the special needs of female prisoners. Prisoner screening shall include, but not be limited to, the following:
 - a. The current health of the prisoner;
 - b. The medications taken by the prisoner;
 - c. The prisoner's behavior, including state of consciousness and mental status; and
 - d. The prisoner's body deformities, trauma markings, bruises, lesions, ease of movement, etc.

L. Prisoner Medications:

1. The distribution of pharmaceuticals to City prisoners will be controlled. Such distribution will be documented, including over the counter medications and medications belonging to the prisoner.
 - a. Medications given to prisoners must be in approved RX bottles, with the prisoner's name and his/her distribution amounts and times.
 - b. Medications given to prisoners shall be logged on the "Prisoner Security Sheet", noting the time, type, amount, and prisoner's name.

M. Medical Care:

It shall be the responsibility of Booking Desk personnel to provide basic medical attention to a prisoner while he/she is in the custody of the Police Department and then advise a supervisor if such action was taken. Booking Desk personnel will be given a basic first aid course by a qualified provider. Procedures for providing medical attention include, but are not limited to, the following:

1. For minor complaints: Booking personnel may provide ice packs, bandages, etc.
2. When a prisoner complains of pain and/or requests medical attention (i.e. doctor, hospital, etc.): Booking personnel should contact the shift supervisor, who will request an escort/transport from a field officer and/or request an ambulance, if necessary. A field officer shall escort the ambulance, as needed. Life threatening issues will supersede contacting the shift supervisor.
 - a. Booking personnel shall notify the prisoner that he/she is responsible for all medical costs incurred.
 - b. Booking personnel shall notify the Shift Supervisor of the actions being taken and shall fill out an Information Report of the incident. A copy of this report will be forwarded to the Booking Supervisor.
3. The Booking Desk shall have a first aid kit available. The Booking Supervisor shall be responsible for procuring replacement material and maintenance of the kit.
4. Procedures for gaining access to medical services are posted in detention areas in both English and Spanish. Access procedures will be explained orally to prisoners who are unable to read.

N. Sanitation Conditions:

1. The Police Department will ensure that City prisoners maintained in the facility will be provided the following minimum conditions:
 - a. Adequate lighting as required by code or ordinance;
 - b. Circulation of fresh or purified air in accordance with local public health standards;
 - c. Access to a toilet and drinking water;
 - d. Access to wash basin or shower for detainee held in excess of eight hours; and
 - e. A bed and bedding for each detainee held in excess of eight hours.
2. Booking personnel who become aware of conditions contrary to these minimum requirements and are unable to correct the problem because the condition falls under County control shall notify the Booking Supervisor immediately.
3. Booking personnel who identify conditions conducive to harboring or breeding insects, rodents, or other vermin will notify the Booking Supervisor immediately. The Booking Supervisor will work in accordance with the Buchanan County Sheriff's Office and the Law Enforcement Commission in rendering the services of pest control professionals.

O. Security and Control:

1. City personnel shall not carry any firearms into the Booking Area. Lock boxes are provided for this purpose.
2. In order to keep dangerous weapons or contraband out of the Booking/Detention Area, and to safeguard prisoner valuables, all prisoners shall be searched upon entering the Booking/Detention Area.
 - a. Transporting officers shall thoroughly search the prisoner(s) they bring into the Booking/Detention Area including all prisoner personal property;
 - b. Any weapons, contraband or valuable items discovered will be handled in the following manner:
 - 1) Weapons, contraband or valuables deemed evidentiary in nature will be booked into the evidence property room as evidence;
 - 2) Weapons or contraband not deemed evidentiary in nature may be secured in the prisoners property bag or booked into the evidence property room for safekeeping at the officers discretion; and
 - 3) Valuables not deemed evidentiary in nature will be reported to the booking officer who will specifically identify and describe those items on the prisoner property report.
 - c. If a member is of the opposite sex, an officer of the same sex will be asked to assist, if available. The transporting officer will remain responsible for the disposition of any evidence, contraband, valuables or other property confiscated by the assisting officer.

- 3. Keys:**
 - a. Keys necessary for the City Detention operation(s) shall be kept at the Booking Desk in a secure location;
 - b. Booking personnel shall be responsible for these keys; and
 - c. Duplicate keys for emergency situations are maintained by members of the Buchanan County Sheriff's Department.
- 4. Officers Entering Cells:**

If it becomes necessary for an officer to enter a cell, he/she should make his/her intentions known to other members in the Booking Area.
- 5. Locked Doors:**
 - a. All cell doors shall be closed and locked when occupied by a City prisoner;
 - b. City personnel shall not leave the door(s) to the Breath-Analyzer and/or Processing Rooms unlocked unless in use; and
 - c. City personnel shall keep entrance and exit doors under their control locked at all times.
- 6. Cell Searches/Security Check:**
 - a. Unoccupied cells shall be checked for contraband and/or weapons prior to use and after each use;
 - b. Booking personnel are responsible for these searches/security checks; and
 - c. Any items found should be reported immediately to the Shift Supervisor and an Information Report prepared (with a copy to the Booking Supervisor).
- 7. Booking Area Security Check:**
 - a. Booking personnel will conduct a documented "security inspection" of areas within the Booking area regularly utilized by City personnel at least weekly. Security devices will be inspected for operational wear and prisoner tampering (i.e., locks, doors, bed frames, walls, access plates, etc.) The Booking Supervisor shall be notified if any concerns are observed that cannot be immediately addressed. All prisoner-accessible areas will be searched for weapons, tools, and/or contraband.
 - b. The Department will follow the procedures outlined by the Buchanan County Sheriff's Department in the accounting of any outside maintenance tools and/or culinary equipment brought in and out of the Booking Area. Metal drinking cans are strictly prohibited from the Booking Area.
- 8. Detention Alert System/Panic Alarms:**
 - a. The Main Control Pod maintains audio and visual surveillance of the Booking Desk Area. Personnel inside the Main Control Pod supplement prisoner supervision by booking personnel and can use the system to advise other members inside the Department of an emergency at the Booking Area.
 - 1) Such visual/audio equipment is used primarily at critical locations of movement in the detention facility. They are not

to be used in a way that violates the personal privacy of a prisoner.

- 2) There are panic alarms located within the "interrogation rooms" in the Booking Area.

9. Prisoner Threats Against the Department and/or Members:

In the event that a prisoner threatens the Law Enforcement Center or an individual department member, a written report shall be created and forwarded to the Booking Supervisor, the immediate Supervisor of the threatened member, and the Chief of Police. The threatened member will be notified of the situation as soon as possible after the initial threat.

P. Prisoner Processing:

1. It is the responsibility of Booking Desk personnel to process both incoming and outgoing prisoners.
2. **Incoming Prisoners and their property:**
 - a. Shall be searched by the transporting/arresting officer;
 - b. Booking personnel shall obtain all pertinent information for Booking Records;
 - c. Booking personnel shall take custody of and itemize an inventory of the prisoner's property. The inventory shall be completed in the presence of the prisoner whenever possible;
 - d. A prisoner's property shall be stored in a secure area; and
 - e. Booking personnel and the prisoner will sign the Property Sheet. Booking personnel will make a written notation if a prisoner refuses to sign a Booking Sheet.

Q. Female and Juvenile Prisoners:

1. Female prisoners under City care are to be detained in cells separate from male prisoners; and
2. Juveniles will be processed/held in Juvenile Detention.

R. Prisoners from an Outside Agency:

1. Booking personnel shall:
 - a. Secure positive identification of the other agency officer/agent; and
 - b. Verify the authority of the other agency officer/agent in making the commitment.

S. Overcrowding/Group Arrests:

1. In the event of a group arrest and/or overcrowding, booking personnel may utilize/share cells reserved for the Buchanan County Sheriff's Department (with permission from the Sheriff's Department Supervisor in-charge of the area). Through a cooperative effort, large group arrests may necessitate such sharing. Additional field members may be utilized to assist booking personnel in processing group and/or backlogged arrests.

T. Release of Prisoners:

1. Booking personnel are responsible for:
 - a. Ensuring that the prisoner being released is the correct one;
 - b. Ensuring that the prisoner receives his/her property; and
 - c. Completing the necessary forms and computer data upon the release. Such information includes, but is not limited to, the following:
 - 1) Positive identification used for the release of the prisoner;
 - 2) Entering the required computer data for the release of the prisoner;
 - 3) Filling out Bond Sheets and/or other forms necessary for the release;
 - 4) Returning all personal property (except items taken as evidence) to the prisoner and ensuring that the prisoner has signed the Property Release Form. Booking personnel will also sign the Property Release Form; and
 - 5) If a prisoner is being transferred to another facility, the property will be given to the transporting field officer, who will sign the Property Release Form.
2. Property Release Forms and/or Property Sheets become permanent department records.

U. Access by Non-essential Persons::

1. Non-essential persons granted access to the Booking Area shall not:
 - a. Violate a prisoner's privacy;
 - b. Impede booking or jail operations;
 - c. Obstruct or interfere with the acquisition or development of information for presentation in court by either the prosecution or the defense; or
 - d. Be under the age of 17 years.
2. Access for non-essential persons shall be prohibited in emergency situations.
3. Access for non-essential persons must have prior consent from the Booking Supervisor.

V. Prisoner Escape:

1. In the event of a prisoner escape, booking personnel shall immediately notify the Communications Center and shall broadcast a "Try-to-Locate". The Try-to-Locate should include, but not be limited to, the following:
 - a. Subject's name and physical description;
 - b. Clothing description;
 - c. Direction of travel;
 - d. Charges being held on; and
 - e. Home address listed on the Booking Sheet;
2. The booking personnel shall ensure that the Shift Supervisor/Watch Commander has also been notified.
3. Additional relevant information will be forwarded to the Communications Center as it becomes available.

4. In the event that an escape occurs, the appropriate booking member will write an information report concerning the escape, and will forward a copy to the Booking Supervisor and the Professional Standards Officer.

W. Booking Area Staff Training:

All persons assigned/employed to work in the Department's Booking Area will receive appropriate training in the operations and procedures of the same. This training may be provided by other department members or those from an outside agency (i.e. Fire Department, Human Resources Department, etc.).

1. Booking personnel shall be trained and be familiar with the use and booking menu of the computer.
 - a. Booking personnel will be familiar and updated on any changes made to the program.
2. Booking personnel shall be trained and familiar with physical restraint and self-defense tactics.
3. Booking personnel shall be familiar with appropriate laws, policies, procedures, and responsibilities concerning prisoners in custody.
4. Booking personnel shall receive an orientation on the operations of the Booking Area.
5. Booking personnel will receive appropriate training in basic first aid.

X. Releasing Prisoner Information:

1. Booking personnel will ensure that the applicable provisions of City, State, and Federal Law are observed with respect to the records of prisoners confined in the facility.
2. Booking personnel will not release any information concerning the prisoner's health or medical records to the public.
3. Media and public inquiries concerning information about criminal investigations will be directed to the designated Public Information Officer or an appropriate Shift Supervisor.
 - a. Booking personnel may look up prisoner bookings upon request from the public.
4. Booking personnel may release prisoner records to other law enforcement agencies in accordance with applicable City, State, and Federal Law. This includes medical information and/or suicide risk indicators.

Y. Detainee Processing, Testing, and Temporary Detention:

City detainees will be processed at the booking area of the L.E.C. Other than the temporary detention cells, detainees may require testing in the breathalyzer room or processed for prints/photographs in the fingerprint room.

Chris Connally, Chief of Police

Date