

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	5.10
		Original Issue Date	Reissue/Effective Date
		5/21/19	5/6/22
<p>Order Title:</p> <p>SECURING PRISONERS</p>		Accreditation Standard:	Section
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		Section Title PATROL FUNCTIONS	
<p>Rescinds: 3.7.4, 3.8</p>		<p>Rebeca Garcia, Chief of Police</p>	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the

I. PURPOSE:

The purpose of this policy is to establish a procedure for securing and controlling prisoners in the Bridgeport Police Department holding facility.

II. POLICY:

It is the policy of the Bridgeport Police Department to ensure the safety of Bridgeport Police employees, prisoners under their control, and the general public. Bridgeport holding facilities are considered secure areas and non-essential personnel are not allowed access without the approval of the Booking Supervisor. Bridgeport holding facilities will be managed and operated pursuant to the practices established herein, in a manner consistent with maintaining the safety and security of Bridgeport facilities and its occupants. All personnel will receive training in the operations of the holding facility including fire response procedures.

III. DEFINITIONS:

Booking Supervisor – The Sergeant assigned to the Booking Room/ Holding Facility who is responsible for assuring all prisoners, male and female, are processed and monitored in conformance with Bridgeport directives.

Booking Personnel – Sworn and civilian personnel assigned to the Booking Room/Holding Facility and responsible for the processing and maintenance of all prisoners brought to the facility.

Custody: Legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person.

Detainee: A person in the custody of Bridgeport personnel and whose freedom of movement is at the will of Bridgeport personnel.

Disabled Detainee: A detainee with an anatomical, physiological, or mental impairment that hinders mobility

Holding Facility: A confinement facility outside of a jail where detainees are housed, receive meals, and can be detained for periods involving days and overnight stays for a period of not more than 72 hours, excluding holidays and weekends.

In Custody: Being under the full control of a law enforcement officer.

Inventory: A detailed, itemized list, report, or record of items in one's possession or the process of making such a list, report, or record.

Matron: Female Detention Personnel who may be sworn or civilian charged with the responsibility for processing and monitoring female prisoners. Matrons will process female prisoners according to the guidelines listed below.

Processing: Includes pre-booking activities involving detainees in custody, after which detainees may either be released from custody by one of several means or be transported to the Booking Room for processing and then either released or transported to the State Marshal's facility for holding until arraignment.

IV. PROCEDURES:

A. Initial Duties of Booking Personnel

1. When a prisoner is brought into the Booking facility for processing, the Booking Personnel will:

- a. Notify the Booking Supervisor of the arrestee's name, date of birth, and charges and any conditions or behavior observed or ascertained during the booking procedure constituting a high or medium security and/or health risk that would require more frequent observation of the prisoner (i.e. suicidal tendencies, state of consciousness, mental status).;
 - b. Photograph the Prisoner for identification purposes;
 - c. Complete fingerprint cards as required;
 - d. Research information required to make a decision concerning Bail;
 - e. Determine whether the prisoner is suffering from mental or medical conditions that require immediate attention and complete the State Marshal's Screening Form;
 - f. If a prisoner is received from an outside agency (i.e. State Police, Municipal Police, Federal Law Enforcement Agencies), positive identification must be made of the person presenting the prisoner for detention, including verification of the person's authority to make the commitment. All such prisoners will be thoroughly searched and their personal property inventoried as noted below.
 - g. Complete the booking information in NexGen in conformance with the Detention Manual.
2. Civilian personnel who are not specifically assigned to the Booking Room will never be used to search a prisoner or to physically monitor a prisoner.

B. Duties of Booking Supervisor

1. The oncoming Booking Supervisor will verify (name and cell number) each prisoner with his relief.
2. The oncoming Booking Supervisor will be responsible for verifying the accuracy of the prisoner log sheet and assuring that all prisoners are accounted for by conducting a physical check of all areas, processing areas, holding cells and cell areas within the Booking facility.
3. The Booking Supervisor will be responsible for the integrity of the Booking Facility. Supervisors will restrict cellblock access. Nonessential persons will not be allowed into the cellblock without prior approval from the Supervisor. All nonessential persons will be prohibited access to the cellblock in emergency situations.
4. The Booking Supervisor will maintain the security of all Holding facility keys and assure that keys are secured.
5. The Booking Supervisor is responsible for the day-to-day operations within the detention division. These duties include, but are not limited to:
 - a. Supervising booking officers and police matrons;

- b. Supervising the processing of prisoners, which includes ensuring that all prisoners are checked for warrants, booked with the correct charges, fingerprinted, photographed, and that their fingerprints are checked in the **IDEMIA Fingerprint System**;
- c. Supervisors will assure that prisoners are transported to the State Marshal facility once it is determined that the prisoner will not be released;
- d. Supervisors will assure that the correct prisoners are released from the in- house system;
- e. Supervisors will assure that all warrants served are removed from the NCIC, In-house and PRAWN systems;
- f. Supervise the release of prisoners including review of WPTA's, Cash Bonds, and Surety Bonds to assure they are completed and filed correctly with the proper court date;
- g. Assure that the correct prioner is released;
- h. Monitor the safety of all prisoners while under the custody of Booking personnel; and
- i. Completion of all administrative duties including completion of Time Cards and the Booking Daily Report.

C. Securing Weapons

1. Entering a secure and confined area with a potentially hostile prisoner or prisoners, while carrying weapons, increases the potential for injury to officers and prisoners.
2. Firearms are prohibited in all prisoner areas, including temporary holding cells, cells, prisoner interview and interrogation, and booking processing rooms, unless authorized as described below. Weapon storage lockers shall be located at the entrances to the cellblock area in the sally port, at other points of entry into the holding facility, and near any other temporary holding rooms in the police building. All personnel, including members of other agencies, shall be required to secure their firearms in these lockers prior to entering the holding facility, cellblock area, or any other area containing a detainee or prisoner.
3. Weapons such as OC spray, Electronic Control Devices, and batons may be taken into holding and cellblock areas, provided they are secured and under the control of the employee.
4. It shall be the responsibility of all supervisors to enforce this directive. The only exceptions or conditions where firearms and/or tasers shall be allowed in these areas are during bona-fide emergencies, including:
 - a. Situations where it is suspected or known that a detainee has obtained a weapon

- b. Situations where a detainee has taken a hostage
- c. Other emergencies; with the approval of the Shift Supervisor

D. Prisoner Search

1. Placing a prisoner in a Bridgeport facility without ensuring that (s)he is properly searched for weapons and/or contraband creates an unnecessary risk. All prisoners will be properly searched prior to being placed into an Bridgeport holding facility. The arresting officer, transporting officer and Booking Personnel processing the prisoner each have a duty and responsibility to complete a thorough search of the prisoner when they take custody of the prisoner, regardless of any other searches that have already been conducted.
2. Booking personnel shall conduct a systematic, thorough, and complete search of all arrested individuals in the custody of Bridgeport at the time of entry into the booking facility. Personnel will wear protective gloves when conducting a search in order to prevent exposure or injury due to the possible presence of bloodborne pathogens, needles, syringes, and other “sharps”. Custody searches will be conducted without removing all detainee clothing. Strip and/or Body Cavity searches will only be conducted pursuant to Bridgeport General Order 1.07
3. Any item that could be used to inflict harm to the prisoner or an officer such as: medications, shoelaces, belts, ties, headbands, matches, sharps, etc. will be removed from the prisoner. Items which are removed from the prisoner will be noted on the Prisoner Inventory Form and secured in the prisoner locker in the cell block area. Any contraband or evidence found on the prisoner will also be listed and then held as evidence.
4. The prisoner should be searched by Detention personnel of the same sex whenever possible. In the event that a same sex employee is not working and an officer of the other sex must conduct the search, the Booking Supervisor will be notified and observe the process.

E. Maintenance of Prisoner Property and Money

1. When a prisoner is brought into the processing and detention facility booking room, they will be searched. Strip Searches and Body Cavity Searches will be conducted in accordance with the current Strip Search policy, Bridgeport General Order 1.07.
2. Prior to being placed in a cell, the prisoner will be required to remove all shoelaces, belts, jewelry, outer garments (i.e. coat) and personal possessions. Personal possessions consist of jewelry, money, clothing accessories, cigarettes, keys, etc.

3. All items taken from the prisoner will be recorded in detail in NexGen and printed for use. The prisoner should sign the printed receipt form.
4. All Department divisions will use brown paper bags when packaging and inventorying personal property that belongs to any prisoner. When an arrest is made by another division of the Department and the prisoner's property was inventoried and packaged by that division, the Detention Officer shall only accept the bag if it is properly sealed and signed. If the property bag does not comply with these procedures the Detention Officer will NOT take custody of the property bag and will immediately notify the Lockup/Holding Facility Sergeant of the problem.
5. All prisoner personal property is to be placed in brown paper bag. The bag is stapled closed with the attached inventory sheet.
 - a. The officer conducting the inventory of the prisoner's property will then sign the inventory sheet.
 - b. The Detention Officer accepting the property bag from the police officer will inspect the bag and make certain that the officer has signed the inventory sheet before accepting the bag and prior to placing the bag in the corresponding property slot for the prisoner's cell number.
 - c. Under no circumstances is this bag to be opened by a police officer or a Detention Officer. If a situation occurs and it becomes necessary to open a personal property bag, the police officer or the Detention Officer should notify the Lockup/Holding Facility Sergeant or a ranking officer. Under these circumstances an incident report must be completed stating the specific reasons why the bag was opened and what was removed or added to the bag. Failure to comply with this procedure can result in disciplinary action.
6. In order for Detention officers to retrieve and administer medication to prisoners without having to gain access into a sealed property bag, prescription medicines will not be included in the personal property bag. Prescription medicines will be placed in another clear plastic zip-lock bag that will be stapled to the prisoner's sealed personal property bag. A notation shall be made in the Booking Blotter stating that medication was attached to the property bag.
7. To protect against misplacing or accidental discarding of prisoner property bags, large clear plastic trash bags will be used to transport prisoner property bags to court. Under no circumstances shall non-transparent trash bags be used for transport of prisoner property bags.

8. A list including the number of prisoner property bags shall be attached to the clear trash bag transported to court. The transporting officer shall have this list signed by the court personnel who is taking custody of the prisoner's personal property. This dated and signed list shall be returned to BPD and filed in the Lockup/Holding Facility area.
9. Any items of property that are seized, as evidence will be recorded on a separate state form.
10. In the event a prisoner is incapacitated or unwilling to sign the property receipt either at the time of the arrest or at the time of release, then the Processing Officer and the Booking Supervisor will attest to the fact that said property was taken from the prisoner and sign the property receipt indicating the same. Officers can also use the video system to record the process.
11. The booking section of an arrest report will be completed even if there is no property taken. The receipt will indicate "NO PROPERTY" and the prisoner and officer will sign the receipt confirming this.
12. All prisoner property will be placed in a prisoner property locker in the processing area. The key to the prisoner's locker will be maintained by the Booking Supervisor after the property is secured.
13. The prisoner's cell location and locker assignment will be noted on the prisoner's log sheet by the Booking Supervisor.
14. When officers go to another agency to pick up a prisoner being held for Bridgeport, the Officer picking up said prisoner shall accept any additional personal property to accompany the prisoner to the Bridgeport Police Department.
15. The arresting officer shall be responsible for arrangements to return any additional personal property at the time of an arrest. If there are prisoner property items that are too large to be secured in the prisoner property locker, the arresting officer is responsible for making arrangements for the items to be turned over to another citizen at the prisoner's request or the arresting officer will secure the items in the Property Room.

F. Identification of Detainees

1. There shall be a positive identification made of each person brought into the custody of Bridgeport and identification checked before the prisoner is released. The identity of individuals turning over an arrestee to Bridgeport, and their authority to do so, will be verified and documented in the Booking Report..
2. Personnel assigned to handle the transportation and/or processing of the

incoming detainee shall confirm identification of the detainee by checking the identity of the individual against the descriptions contained in the arrest or booking report, including the use of photographs and fingerprints, if necessary, to secure a positive identification.

G. Prisoner Booking

1. The booking process requires Booking Personnel to complete or ascertain the following:
 - a. Conduct the booking interview to include completion of the Marshal's behavior questionnaire (Detainee Behavior Questionnaire, JD-MS-5 New 6-06;
 - b. Ascertain the prisoner's apparent mental health and medical health condition and any medications taken or needed;
 - c. Screen for body deformities, trauma markings, bruises, lesions, jaundice, ease of movement;
 - d. Complete all arrest and booking information in the in-house computer system;
 - e. Complete the State Uniform Arrest Report, # JD-CR 21, or MSC for motor vehicle charges, which the prisoner will sign prior to release;
 - f. Complete and sign and have the prisoner sign two (2) FBI fingerprint cards, FD 249;
2. All prisoners will be provided access to a telephone and be advised if telephone conversations are monitored or recorded.
3. Male Booking personnel will assist the Matron, when necessary to assure the safety of the matron and the prisoner.
4. Fingerprinting
 - a. Prior to fingerprinting, the processing officer will place protective examination gloves on both hands. The wearing of the gloves will protect the officer from coming in contact with communicable diseases.
 - b. The processing officer shall remove the prisoner from the cell or processing area once the booking interview is completed. The prisoner will then be fingerprinted using the **IDEMIA Fingerprint System**.
 - c. When **IDEMIA** is not operational, the following fingerprint cards will be utilized:

Uniform Arrest Report, JD-CR 21
Two (2) FBI fingerprint cards, FD249

Final Disposition Report, R-84
Palm Print Card

In the event of an exigent circumstance or lack of resources to manually fingerprint, officers may contact a surrounding police department to utilize their IDEMIA Fingerprint system. Should this occur, the following procedure will be followed:

1) The officer will transport the prisoner to the BPD and complete the arrest card in the NexGen system

2) Police & Detention officers will escort the prisoner to Troop G or neighboring police department to be fingerprinted and return back to BPD to be held until court or bond is met.

The completed fingerprint cards will become part of the incident report, to be reviewed by the on-duty supervisor.

5. Photographing

- a. The Bridgeport Police Department will photograph each prisoner using the digital camera, which is connected to the departments' on line booking system. Once the prisoner has been fingerprinted and photographed Booking Personnel will complete the processing procedure and then secure the prisoner in the appropriate cell or holding area to await transport by the Marshalls if release is not imminent.

H. Medical Attention

1. The safety and security of individuals in the custody of Bridgeport is the responsibility of Bridgeport and its employees. Every reasonable effort will be made to accommodate medical needs of any prisoner or detainee of Bridgeport. Whenever a prisoner is determined to be in need of medical attention the Booking Supervisor will be notified. No prisoner shall be booked into the jail facility or otherwise held for interrogation or other purposes who has injuries or illness that require hospitalization or immediate attention of a health care professional. This includes cases of injury or illness, as well as situation in which prisoners:
 - a. Are suffering from extreme alcohol intoxication or possible overdose;
 - b. Exhibit symptoms of severe mental disorder, or
 - c. Have talked about committing suicide or shown signs of being a suicide risk.

This section and any amendments to this section will be approved by a licensed physician or certified medical professional.

2. Emergency Medical Care

- a. Whenever an officer determines that a prisoner or detainee needs medical attention an ambulance will be called to the police department for medical treatment and/or transportation to the appropriate medical facility.
- b. The Booking Personnel will note the time of departure of prisoner. The transporting officer will take copies of the prisoner's identification, suicide form, and any other information necessary to identify the prisoner.
- c. The prisoner will be escorted by an officer in the rear of the ambulance to the intended medical facility and they will remain with the prisoner until relieved by another Bridgeport Police officer. An additional marked police vehicle will follow the ambulance to the hospital.
- d. The prisoner will be handcuffed to the leather belly chain as long as it does not complicate the injuries or medical condition and will remain handcuffed until at the hospital. Leg Shackles shall also be used. If the prisoner cannot be handcuffed behind the back due to injuries, the ambulances have restraints that can be attached to the stretcher. The restraints will remain on until the prisoner reaches the medical facility, at which time their security officer will be asked to put the prisoner in their restraints if available. The Bridgeport officer will then remain with the prisoner.
- e. Upon release, the prisoner must receive a release from the treating doctor on the State of Connecticut Correctional medical release form stating the treatment given and that the prisoner has been released from the medical facility. The officer will then call police headquarters and request a ride from the hospital. A marked patrol unit with security screen will be dispatched to the hospital to pick up the prisoner and the Bridgeport officer. The officer will notify the dispatcher by radio that the prisoner is en route to the police department and state the mileage of the police vehicle. The desk officer/dispatcher will note the time and mileage in the CAD system.
- f. The prisoner, upon arrival at the Bridgeport Police Station, will be returned to his/her cell. The dispatcher will note in the CAD system, the time of arrival at headquarters and the mileage of the transporting vehicle. The cell shall be searched prior to placing the prisoner in it. The prisoner will then be searched, un-handcuffed and placed in a cell.

If the prisoner must be admitted to the hospital, the Booking Supervisor shall be notified and a decision will be made with regards to the security of the prisoner.

3. Medication and/or medical issues

- a. If the arrestee is to be placed in a cell, the processing officer shall determine the following regarding the current health of the detainee and appropriately document the findings:
 - 1) If the prisoner is presently under a doctor's care. If so, obtain physician's name.
 - 2) Does the prisoner have any physical injuries/limitations or illnesses, or does (s)he require any medications. If the detainee identifies a disability, the officer will attempt to make reasonable accommodations which may include releasing the detainee with a summons or written promise to appear if such release will not endanger the public.
 - 3) If prescription medicine is taken from the prisoner, examine and record instructions on the prisoner log form and notify the shift supervisor so that the prescribed schedule can be maintained. This information should also be included on the booking information form.
 - 4) If prescribed medication is administered, the officer will note the type of medication, the dosage, the prescribing physician, each date and time given, on the prisoners log form.
 - 5) The prisoner's behavior, including mental status and state of consciousness.
 - 6) Any physical deformities, including bruises, trauma markings, lesions, jaundice, and ease of movement.
- b. If the prisoner does not make bond and is brought to court, the marshal shall be made aware of any medical conditions that the prisoner may have.

4. Suicide Screening and Prevention

- a. Prior to securing a prisoner in a Bridgeport cell block or holding area, the detention/processing officer shall complete the Suicide Screening Form, and the CT Judicial Marshal's Detainee Behavior Questionnaire (JD-MS-5) to identify any visual or verbal indications of a suicidal risk

profile. The two most significant areas of concern are suicidal history and suicidal thinking. These two areas have a very high risk potential. The higher the number of any risk factors that are identified, the higher the likelihood of a suicide attempt.

- b. Certain signs and symptoms exhibited by a prisoner often indicate suicidal tendencies. All officers when in contact with prisoners must keep this in mind since detection could prevent such an incident. What the prisoner says and how he behaves while being arrested and booked are vital for detecting suicidal behavior. A prisoner may exhibit warning signs and symptoms that include:
 - Depression (physical signs)
 - Sadness and crying
 - Withdrawal or silence
 - Sudden loss or gain in appetite
 - Mood variations
 - Lethargy
 - Intoxication
 - Talking about or threatening suicide
 - Previous suicide attempts
 - History of mental illness
 - Projecting hopelessness or helplessness
 - Speaking unrealistically about the future
 - Severe aggressiveness
 - Paranoid delusions or hallucinations
- c. When the processing officer identifies a potential suicide risk, the officer shall notify the Booking Supervisor immediately. In extreme cases an emergency examination/committal shall be completed and the prisoner sent to an emergency room for evaluation. An officer will remain with the prisoner until released from the hospital. Once the prisoner is released from the hospital the on-duty supervisor will determine if the prisoner must remain under constant observation until released from the Bridgeport detention facility.
- d. If a prisoner with identified suicide risk factors is going to be arraigned in court, the Judicial Marshals will be notified of the risk and provided a copy of the Marshal's Detainee Behavior Questionnaire Form (JD-MS-5.)
- e. If an emergency committal is not appropriate and the prisoner is later returned to police headquarters and incarcerated, the Booking Supervisor will ensure that the prisoner is more closely monitored, for example:

- A cellblock check shall be completed every 20 minutes by the Booking Supervisor;
 - Assigning an individual to, as frequently as possible monitor the video camera that has been locked onto said prisoner;
 - If needed, assign an officer to remain in the cellblock and monitor the prisoner; or
 - Other actions deemed appropriate by the Booking Supervisor.
- f. If a prisoner is incarcerated after their examination at the hospital emergency room, Supervisors and/or Officers should ask the ER staff for recommendations concerning any necessary treatment, as well as recommendations concerning the heightened observation.

5. Medical Kit

In the event of a medical emergency in the cell block, a first-aid kit is located in the Booking Control Room. The first-aid kit will undergo a weekly inspection, by the Booking Supervisor.

6. Disabled or Handicapped Prisoners

1. Whenever an apparent disabled or handicapped person is received at the Holding Facility Detention Personnel will notify the Booking Supervisor and determine the appropriate procedures to process the individual based on the disability or handicap presented.
2. Detention Personnel will make reasonable accommodations to process the prisoner. However, personnel will not be required to take actions that may place Booking staff or other prisoners at risk.
3. Reasonable accommodations may include, but are not limited to providing ambulatory assistance (wheelchair), immediate placement in a cell, release with a summons or transport to a medical facility.

I. Placement of a Prisoner in a Cell Area

1. Restraining devices should be removed from prisoners prior to placing them in a cell unless the officer feels that the removal will be a security risk.
2. Detention Personnel will check the cell for weapons and contraband before and after each use of an unoccupied cell.

J. Entering an Occupied Cell

1. Detention personnel are permitted to enter an occupied cell for official and legitimate police business only, including:
 - a. For a medical emergency involving the detainee
 - b. To subdue, restrain, and control a violent detainee
 - c. To transfer or release a detainee from custody
 - d. To search a cell, having detected suspicious activity on the part of the detainee
 - e. To recover contraband, evidence, or weapons possessed by a detainee
2. When warranted in the above situations and/or practical to do so, there shall be a minimum of two employees present when an occupied cell must be entered. This is to ensure that detainees do not have an opportunity to take keys and weapons from an officer, injure an officer, or escape. When it is necessary to search an occupied cell, the detainee shall, when feasible, first be transferred to another cell.
3. The Booking Supervisor will be notified whenever officers are required to enter an occupied cell.

K. Monitoring of Prisoners

1. Television and Audio Monitors
 - a. Once a prisoner has been processed and placed in a cell area the Booking Supervisor will ensure that the video system is operational and prisoners will be monitored on a 24 hour basis.
 - b. In the event that a cell block camera is not working the shift supervisor shall be notified and the prisoner moved to a cell where the camera is operational.
 - c. It is the responsibility of the Booking Personnel and Booking Supervisor to monitor the cell block cameras and to report any problems to the Booking Supervisor. The Booking Supervisor is responsible for ensuring that the TV monitor(s) are operational at the beginning of their shift and if any problems are discovered, Booking Supervisor will note the problem on the Booking Blotter and make a notification to Internal Affairs and IT.
 - d. The cell camera will be pointed in such a way that the personal privacy of the arrestee is not unnecessarily compromised.
2. Physical checks

- a. While a prisoner is in custody, Booking Personnel shall check each prisoner in the cells at least every twenty (20) minutes during all periods that a prisoner is in a cell, utilizing video surveillance. The time of the check and the name of the detention officer shall be noted on the Booking Blotter (log sheet).
- b. Only Booking Personnel will handle prisoners and no prisoner will be taken out of a cell without Booking Personnel being present.
- c. A prisoner shall be checked more frequently than 20 minute intervals if he/she shows signs of:
 - Being agitated
 - Possible illness
 - Depression
 - A “Yes” marked on the Marshal’s screening form may constitute a suicide watch.
- d. Whenever there is a change of shift, the oncoming Booking Supervisor shall physically check all areas of the Holding facility, including a physical check of all prisoners and note the time of the check and the name of the supervisor on the Booking Blotter. Any issues concerning a discrepancy in the prisoner count or the health or well being of a prisoner is questioned, the Booking Supervisor will take immediate action to investigate and correct the situation and notify the Shift Commander.
- e. In any case, where Booking Personnel find any unusual, but not emergency situation with a prisoner (e.g. ill prisoner or severely agitated or depressed prisoner) the Booking Supervisor shall immediately be notified and shall make a determination as to how the situation should be handled.
- f. In any case, where Booking Personnel find an emergency situation regarding a prisoner (e.g. seriously ill or injured prisoner or attempted suicide) he or she shall **immediately** call for emergency assistance and notify the Booking Supervisor, ambulance, fire department or other emergency assistance as required.
- g. A "Booking Report" shall be maintained by the Booking Personnel, and in it shall be noted:
 - 1) Inventory of supplies
 - 2) Arrestee Information
 - 3) Food Details
 - 4) Hospital Runs
 - 5) Altercations

- 5) Medicines Treatment
- 6) Visitors
- 7) Money Inventory
- 8) Attorney Visits
- 9) DCF
- 10) Parole / Probation
- 11) Bail Commissioners
- 12) Cell Checks
- 13) Etc.

- h. Prisoners and personnel will be continuously monitored by video equipment while in the processing and detention facility.
- i. Whenever a prisoner is threatening, assaultive, disruptive, or acting in an unusual manner Booking Personnel shall document a report and request to save the video recording and have it secured as evidence. All Booking video requests will go through Office of Internal Affairs.
- j. In the event a prisoner's observed behavior or actions warrant additional observations, Booking Personnel will be assigned the task by the Booking Supervisor.
- k. In the event of an emergency, Detention Personnel can call for help via their portable radio or yell to personnel in the Report Writing Room for assistance. Desk personnel will monitor the audio system as a backup if the holding facility needs assistance. Booking Personnel will notify Communications to send assistance.

3. Monitoring Female Prisoners

- a. It is the policy of this Department that female prisoners will be processed and monitored by female Booking personnel (Matrons). If a Matron is not available a male detention officer may act as a Matron.
- b. In any instance where, due to unavoidable circumstances, a male staff member must make a cell check of a female prisoner (e.g. before a matron arrives), or if a female staff member must make a cell check of a male prisoner, the officer shall call ahead and warn of a cell check to ensure the prisoner's privacy.
- c. Prisoners, while in the custody of this department, will be supervised by police personnel regardless of the gender of the staff member or prisoner.
- d. Normally, female matrons will be responsible for monitoring female prisoners

- e. When it is required that a staff member have direct contact with a prisoner of the opposite sex and staff member of the same sex is not available, then all contact shall be monitored by a third person.
- f. Whenever a prisoner is required to disrobe or there is risk to personal privacy, a department member of the same sex will be assigned to supervise the prisoner and monitor and assist in this process.
- g. Female prisoners will be separated from male and juvenile prisoners by sight and sound at all times.

4. Monitoring of Juvenile Prisoners

- a. Juvenile prisoners are to be detained in the Youth Bureau. An officer shall be assigned to continuously monitor the juvenile while the juvenile is being detained.
- b. Juveniles will be kept separated at all times from adult prisoners by sight and sound.

L. Prisoner Phone Calls, Visitors, and Packages

1. Phone calls

- a. While in custody of the Bridgeport Police Department a prisoner shall be allowed at least two phone calls for their release, or to call their attorney. The cost of the phone calls will be borne by the City of Bridgeport. The prisoner shall make their phone call from the telephone affixed to the wall located off the processing area. The officer should dial the telephone for the prisoner, and utilize the cordless/speaker functions so the prisoner can speak. The detention officer shall note the telephone number that the prisoner called and the time on the prisoner card.
- b. The use of the telephone by the prisoner, after he or she has been allowed to make an initial call, and review an initial consultation with his/her attorney, will be reasonable, and will be directly related to the availability of sworn personnel to allow an accused to make such secondary or additional calls.
- c. If the prisoner is talking to his/her attorney, the prisoner will use a phone that is away from the recorded area in Booking and not a recorded line.
- d. Prisoners must be notified that phone calls are recorded and monitored.

- e. Upon setting of bail, an arrestee shall be permitted to make a reasonable effort to arrange bail.

2. Legal Counsel Privacy/Use of Telephone

- a. Prisoners will use a separate line in a secure area for calling, privately, to legal counsel. The attending officer(s) are not to remain in the room with the accused after the call has been placed (and the accused begins talking with counsel). The door to the room is to be, and remain, closed during the entire conversation between the accused and counsel. Additionally, the attending officer(s) are to be certain that they placed themselves out of earshot of the accused's conversation, (so that allegation of eavesdropping will not be raised by the accused or his counsel).
- b. For a face-to-face meeting, the attorney is escorted to the Sergeant's Office, and then the prisoner will be brought into the room, handcuffed in front, and the door to the Sergeant's Office shall be closed. During the meeting, officers will position themselves well out of earshot.
- c. Telephone conversations between the accused and parents or relatives may take place. Such persons are to be directed to call the extension to the unrecorded line, after the accused has been placed in the room, utilizing the telephone extension located in the secured room. Face to Face, physical contact meetings between any person, and the accused while in custody, other than an attorney who has been properly identified through credentials or proof of membership of the BAR or personal knowledge, will not be allowed.
- d. Personnel are responsible to note that an unrecorded line is available to the general public/suspects/news reporters, etc., requesting such a line, and that it is located in the lobby.
- e. In those situations where legal counsel or others call the direct line to speak with an accused, they are to be immediately notified that they are on a recorded line, and are to be transferred to the unrecorded phone extension, which will not be recorded.

3. Visitors

- a. Prisoners will not be allowed any visitors except as noted below.

Attorneys:

- The representing attorney must be searched prior to entering the building and must show proper identification prior to being

admitted into the secured area of the building.

- Attorney visits will usually be limited to thirty (30) minutes, the time of which will be noted on the prisoner card.
- Attorneys may be searched for weapons or contraband prior to entering the cellblock, including briefcases or similar materials.
- The attorney will be escorted to the cellblock interview room where he may communicate with his/her client.
- The attorney/prisoner visit may be monitored visually, but not through auditory means, while in the cellblock.
- When the interview is complete, the attorney will be escorted from the processing and detention facility.

Bail Commissioners/Bondsmen:

- The bail commissioner/bondsman shall be allowed access to the prisoner.
- The detention officer will note the name of the bail commissioner/bondsman as well as the beginning and ending times of the visit on the prisoner card.

Police Personnel:

- Members of other police departments and/or non-essential personnel must first receive permission from the on-duty supervisor before entering the holding facility area.
- Armed personnel will secure their firearms, in one of the weapon lockers located outside the holding facility area prior to entering.

Parents/Guardians:

- Juvenile prisoners will be allowed to receive a visit from a parent or guardian.
- A meeting between the juvenile prisoner and parent will be held in the Interview Room.
- Only one parent at a time will be allowed in the interview room with the juvenile. The second parent or guardian is to remain in the lobby area of the Police Department.
- Should the parent or guardian wish to call legal counsel, they are to be instructed to use the telephone located in the Juvenile Interview room.

4. Packages

- a. Prisoners shall not receive packages from any person while in the custody of the Bridgeport Police Department.

M. Prisoner Meals

1. Prisoners will be provided up to three meals per day from an area restaurant. Said meals will consist of breakfast, lunch and dinner.
2. The Booking Personnel shall be responsible for notifying the Dispatcher at normal meal times (6am-noon-6pm) of any prisoner in custody to be fed. It shall then be the responsibility of the Shift Commander to ensure that said prisoner is offered a meal.
3. Special dietary requirements will be met if approved directly by a physician.
4. Prisoners will not be given metal or plastic utensils, or culinary equipment.
5. Prisoners will be served hot or cold beverages with their meals.
6. Meals will not be withheld from any prisoners as a disciplinary matter.
7. Prisoners will eat meals while in their cells.
8. Smoking is prohibited in the Bridgeport Police Department at all times, anywhere within the building.

N. Prisoner Discipline

1. Prisoners will be advised that their conduct and actions will be monitored at all times.
2. Prisoners will be subject to having additional criminal charges filed as a result of their misconduct (e.g. property damage to the processing and detention facility.)
3. Prisoners behaving in a disruptive manner during the booking process will be placed in a cell until such time their behavior allows the processing to be completed or until court arraignment.
4. Prisoners Who Are Violent, Self-Destructive and/or Mentally Ill
 - a. Prisoners, whose behavior is violent, self-destructive and/or mentally ill, will be handled in accordance with the procedures, established in General Order 5.06 Procedures for dealing with Mentally Ill or Gravely Disabled Persons.
 - b. If the person is hospitalized after the medical evaluation, the procedures set forth in this General Order will be adhered to.

O. Persons Under the Influence of Alcohol and/or Drugs

1. If a person is under the influence of alcohol or drugs but not incapacitated and is going to be incarcerated, he will be taken to the emergency room if in the opinion of the Booking Personnel or Booking Supervisor the prisoner is in need of immediate medical care.
2. If the prisoner is incapacitated, they will be transported to the Emergency Room for examination prior to incarceration.
3. Incapacitated by alcohol or drugs means a condition in which a person as a result of the use of alcohol or drugs has his judgment so impaired that he is incapable of realizing and making a rational decision with respect to his need for treatment.
4. If the prisoner is hospitalized after the medical evaluation, a Patrol Supervisor will re-evaluate the prisoner's qualification for bond and either:
 - Bond the individual out at the medical facility, or;
 - Have an officer stay with the prisoner until he/she is released and can be returned to police headquarters.
5. The Patrol Supervisor will notify the Booking Supervisor of the prisoner's status and the arrangements that have been made.

P. Bond

1. A prisoner is guaranteed reasonable bail under the Eighth Amendment of the United States Constitution, "Excessive bail may not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted." The Booking Supervisor or Higher Ranking Officer shall have the authority to set a reasonable bond for the arrestee or to release the prisoner on a Written Promise to Appear. The supervisor will comply with Connecticut General Statutes § 54-63c, Release by Law Enforcement Officer. In the event that the arrestee cannot make bail, the Booking Supervisor shall contact a bail commissioner promptly per Connecticut General Statutes § 54-63c(a). All prisoners will be presented at court at the next court date after their arrest in compliance with Connecticut General Statutes § 54-1g.
2. When considering whether to release an individual on bond, the Detention Supervisor shall follow the procedures identified in the Detention Manual and take into consideration the following information:
 - a. The arrested individual's length of residence in the community;
 - b. The person's connection with the community;

- c. Record of arrests, convictions, and history of failure to appear in court; and
 - d. Safety to the victim(s) and arrested person.
3. Within 48 hours following an arrest, prisoners detained on a warrantless arrest shall be presented in court or the case shall be presented before an administrative judge for a determination of probable cause.

Q. Release Without Bond

1. At the discretion of the Booking Sergeant or Higher Ranking Officer, an arrested person may be released on the person's written promise to appear in court (WPTA). The supervisor should weigh the costs to the individual and this Police Department against the possibility that the person will fail to appear in court. Consideration should be given to:
- a. The arrested individual's length of residence in the community; and
 - b. The person's connection with the community; and
 - c. Record of arrests, convictions, and history of failure to appear in court.

R. Identification of Detainee Prior to Release

1. There shall be a positive identification of each arrestee prior to release or transportation to another facility. Personnel assigned to handle the release or transportation shall confirm identification of the detainee by checking the identity of the individual against the description contained in the arrest/booking report, including the use of photographs, if necessary, to secure a positive identification.

S. Return of Detainee Property Upon Release

1. Personnel who are assigned to take prisoners out of any holding area for release shall review the *Property Form* with the prisoner to verify that all his/her belongings are present, prior to the transport or release. The prisoner shall sign his/her name and date the form, in the prescribed locations. The form shall be made part of the police report. The Booking Supervisor shall be immediately notified if any discrepancies are discovered, or if the prisoner alleges personal property is missing or damaged.
2. If the prisoner is being released to another police agency, or the State Marshal, the receiving officer will be given a copy of the prisoner's identification, suicide screening form, medical concerns, or security hazards. The receiving officer will sign for the prisoner.

3. Upon release from the Bridgeport Police Department, the detention officer shall note the time of release in the system.

T. Escape of a Prisoner

1. If it is discovered that a prisoner has escaped or been wrongfully released the Booking Supervisor will be immediately notified and the Booking Supervisor will notify the Shift Commander.
2. A separate case number for the escape will be assigned. The Booking Supervisor on duty when the escape is discovered shall normally be the initial investigating officer.
3. If an extensive investigation becomes necessary, the case will be reassigned to the Detective Division and Internal Affairs Division.
4. All on-duty personnel will be notified and will immediately begin a search for the prisoner.
5. Two officers will be immediately detailed to search the building.
6. One officer will be assigned to maintain a close mobile patrol in the area surrounding the police building.
7. Dispatch will notify all surrounding police agencies of the escape and the name, physical description, charges and other pertinent information regarding the prisoner.
8. The Shift Commander will notify:
 - Division Commander
 - Deputy Chief of Patrol or designee
 - Chief of Police
 - Internal Affairs
 - Detective Division
9. If the escapee is not apprehended by the end of the on-duty supervisor's tour of duty, the Detective Bureau will prepare an arrest warrant application for violation of **C.G.S. § 53a-171** Escape from Custody. The warrant application will be forwarded to court for immediate processing.

U. Facility Safety, Sanitation and Physical Condition

1. The Detention facility shall provide the following minimal physical conditions:

- a. Adequate lighting as required by local code;
 - b. Air circulation in conformance with code standards;
 - c. Access to a toilet and drinking water;
 - d. Access to sink for detainees held in excess of 8 hours;
 - e. A bed for detainees held in excess of 8 hours
2. Fire Safety Equipment and Systems
 - a. The facility shall maintain an automatic heat and smoke detection system and fire alarm system that has been approved, in writing, by state or local fire officials;
 - b. The Booking Supervisor shall conduct a weekly documented visual inspection of the fire equipment and semiannual documented testing of fire equipment will be conducted
 - c. The Booking Supervisor shall conduct a daily visual inspection of the fire detection and alarm systems and such systems will be tested as required by the local fire code.
 3. The Department will assure that there is a written and posted evacuation plan for the facility and designated and signed emergency exits directing evacuees to hazard- free areas.
 4. The Booking Supervisor will conduct a daily inspection of the Holding Facility to check for weapons, contraband, vermin and pests. Any findings will be documented and appropriate action taken.
 5. Whenever non-Detention personnel are required to make repairs or conduct maintenance, a Detention Facility staff member will accompany the worker and conduct an inspection when they are finished to assure no tools have been left behind.
 6. All Holding facility exterior doors will remain locked at all times. All cell doors will also remain locked and personnel will check the cell door to make sure it is secure after placing a prisoner in the cell.

V. Evacuation of Detainees

1. Evacuation

- a. In the event of a fire or an emergency situation in the Detention Facility, the following procedures will be adhered to:
 - The Booking Supervisor will direct staff to evacuate the prisoners to the sally port area as a first option. If the sally port area is not safe the Booking Supervisor will determine the safest secure area to temporarily secure the prisoners.

- The nearest available Patrol Units or Investigators will immediately respond Code 1 to police headquarters.

2. Booking Supervisor Responsibilities

- Upon notification of the alarm sounding, take charge of the situation and assist fire department with access.
- Request Police vans and patrol units to respond to the facility based on the number of prisoners to be secured.
- Assess the situation and, if necessary, promptly evacuate all prisoners from the cellblock into the sally port. The necessary patrol units will be ordered to headquarters to assist in the evacuation. Prisoners will remain under guard at all times.
- Detainees will be removed from the sally port and secured in the rear of patrol vehicles or Prisoner Transport Vehicle.
- Female detainees are not to be placed in the same vehicle with male detainees, if possible.
- When the fire officer deems the detention area to be safe, check the area and return the detainees.
- If conditions warrant or a fire precludes the use of the cellblock, contact the State Police and arrange for transportation to their facility.
- Advise the Shift Commander, as soon as is practical.
- Submit a written report to the Central Commander with a copy to the Deputy Chief of Patrol as soon as possible.
- If a juvenile is being detained in the Youth Bureau, an Officer shall be assigned to remove the juvenile and secure the juvenile in a vehicle separate from any adult prisoner.

W. Multiple Arrests and Group Holding

- In order to ensure officer and detainee safety, only one individual at a time will be processed/booked. Under normal situations, there shall be only one detainee placed in a cell while awaiting processing. Multiple prisoners may be placed in the holding cell. When the need arises for group arrests and the processing of multiple prisoners, the Booking Supervisor may authorize one of the following options if necessary:
 - Use of the group processing room.
- The Booking Supervisor may also notify the Bridgeport Correctional Center and request additional resources when large groups of arrests are made.
 - In the event the Bridgeport Correctional Center is used, a temporary surrender form must accompany each prisoner.
- Prisoners held at the Narcotics and Vice holding room shall always be monitored face to face.