

A. PURPOSE. To provide guidelines for the transfer, booking and lodging of all persons arrested by the Grand Rapids Police Department

B. ADULT ARRESTS

1. All persons eighteen (18) years of age or older who have been arrested by members of the Grand Rapids Police Department shall be taken to the Kent County Correctional Facility for booking, processing, and lodging unless:
 - a. Released to a hospital for treatment of an illness or injury which required admittance.
 - b. Issued an appearance ticket in the field.
2. If an adult prisoner is denied admission to the Kent County Correctional Facility (KCCF) due to medical conditions, the officer shall:
 - a. Transport the prisoner to a hospital to have the prisoner examined by a physician; and
 - b. Obtain written authorization from the physician that the prisoner can be safely lodged at the Kent County Correctional Facility and transport the prisoner back to KCCF for booking and processing; or
 - c. Contact the Watch Commander for further direction if the prisoner is going to be admitted to the hospital.

C. JUVENILE ARRESTS

1. All juvenile arrests shall follow the guidelines outlined in the Youth Interactions Policy, [MOP 8-16](#).

D. TRANSPORTING PRISONERS

1. All arrested persons shall be searched for weapons and contraband prior to transporting.
2. Subjects taken into custody shall be handcuffed behind their back. The exceptions to this rule are:
 - a. When the subject has an injury that does not permit his/her arms to move behind the back.

- b. When, at the officer's discretion, the subject's age, physical condition, or physical limitations indicate an appropriate change in this procedure.
3. If one of the above conditions exists, the subject should be handcuffed in front with transport cuffs, if possible.
4. All arrested persons who are to be transported in a patrol vehicle equipped with a prisoner shield are to be placed in the backseat with the sliding shield closed and secured.
5. All arrested persons who are transported in a patrol vehicle shall be secured with a seat belt unless it is unsafe or impractical to do so. The related report should note the reason for the restraint not being used, i.e., combative, uncooperative, etc.
6. In the event a prisoner escapes custody during transport, the officer shall immediately broadcast information over the radio, including the suspect description and direction of flight. The Watch Commander shall be notified and provided the arrestee information, reason for arrest, and any other pertinent information. The Watch Commander shall determine the need for additional resources, I.E., Special Response Team, Detective Unit, etc. Officers shall include the escape information in their report, including all attempts to recover the suspect.
7. If an arrestee escapes custody during a prisoner transport outside the City of Grand Rapids, the transporting officer shall notify the appropriate jurisdiction to coordinate recovery efforts. The transporting officer shall also notify the Watch Commander and provide all pertinent information and document the escape information and all efforts to recover the suspect in their report.
8. Officers transporting arrestees shall search the rear passenger compartment of the transporting vehicle before, and after, any arrest transport.

E. SAFETY PROCEDURES IN KCCF CARPORT

1. Before removing the prisoner from a vehicle after arrival at KCCF, officers will place all handguns, their ASP baton, Knives, ECD (CEW) and OC spray in the secured storage lockers and verify that the sally port doors are fully closed. Officers may then move prisoners to the secured portion of the facility. Officers may retrieve their weapons when it can be done safely, upon leaving the facility.

2. Before entering the secured portion of the correctional facility to pick up prisoners, all handguns, ASP batons, Knives, ECDs (CEW) and OC spray will be placed in the secured storage lockers. Prisoners will be secured in a vehicle prior to retrieval of the secured weapons.
3. If the prisoner displays, verbally or physically, attitudes that present reason to believe there is a potential or actual problem, the officer shall seek and receive assistance from the jail staff prior to discharge of the prisoner from the vehicle or the jail facility.

F. BOOKING PROCEDURE

1. Officers shall accurately complete the appropriate Kent County Correctional Facility admissions and property forms.
2. All personal property of the prisoner not taken as evidence at the time of the arrest shall be released to a person designated by the prisoner or be properly and accurately documented and submitted to the KCCF intake staff.
3. Officers shall relay to the KCCF intake staff any observations the prisoner may have made, statements they may have heard, or behavior they may have witnessed, which would indicate potential suicide or harm by the prisoner to himself or others or indicates the need for medical attention.
4. Officers shall remain in the booking area until advised by KCCF intake staff that their assistance is no longer needed.
5. KCCF staff, as part of the booking procedures, will obtain a DNA sample for the specified felonies as well as make consular notifications for arrests of Foreign Nationals.

G. BOND AMOUNTS. The following bond amounts for the cited categories have been set by the court and are to be used unless a specific amount has been received via LEIN or inscribed on the warrant by the court.

Supervisors may approve a higher bond not to exceed the maximum penalty for the offense.

	<u>BOND</u>
1. Traffic Offenses	\$100
2. City or State Misdemeanors.....	\$100

3. State Misdemeanors (1 year penalty) \$500

H. STRIP SEARCHES

1. Legal Authority: [MCL 764.25a](#)

- a. Definition. A search that requires a person to remove his or her clothing to expose underclothing, breasts, buttocks, or genitalia.
- b. A person arrested for a **misdemeanor** offense, or offense which is punishable only by a civil infraction shall not be strip searched unless:
 - (1) The person is being lodged into a detention facility by order of the court; **or**
 - (2) There is reasonable cause to believe that the person is concealing a weapon, a controlled substance, or evidence of a crime; **and**
 - (3) Written authorization is obtained from the unit commander or Watch Commander.

2. A strip search shall be conducted:

- a. In a detention facility, except in the rarest of circumstances where the life of officers or others may be placed at risk and where other alternatives are not readily accessible.
- b. By a person of the same sex as the person being searched.
- c. In a place which prevents the search from being observed by a person not conducting or necessary to assist with the search.

3. Officers conducting, assisting, or requesting a strip search shall:

- a. Complete a Strip Search Report form (Appendix A). If the person has been arrested for only a misdemeanor offense, the form shall be signed by the Chief of Police or his designee, i.e., unit commander or Watch Commander. This signature is not required for persons arrested for felony offenses, but the form shall still be completed.
- b. Document in the incident report:
 - (1) The name and sex of the person subjected to the strip search.

- (2) The name and sex of the person conducting the strip search.
 - (3) The name and sex of the person who assists in conducting the strip-search.
 - (4) The time, date, and place of the strip search.
 - (5) The reasonable cause for conducting the strip search.
 - (6) A list of the items recovered from the person who was strip searched.
 - (7) The name and rank of the person authorizing the strip search if necessary.
- c. Not touch the person in any manner, nor remove anything from or violate a body orifice. A strip search is a visual inspection only.
 - d. Seek a search warrant if the strip search leads an officer to believe that the suspect is concealing a weapon, evidence, or contraband within a body cavity (see subsection J).
 - e. Provide the person strip searched with a copy of the Strip Search Report form.
 - f. Route the original Strip Search Report Form to the Internal Affairs Unit.

I. BODY CAVITY SEARCHES

1. Legal Authority: [MCL 764.25b](#)

2. Definitions

- a. *Body Cavity*. The interior of the human body not visible by normal observation, being the stomach or rectal cavity of a person, and the vagina of a female person.
- b. *Body Cavity Search*. The physical intrusion into a body cavity for the purpose of discovering any object concealed in a body cavity.

3. Body Cavity Searches shall:

- a. **Not** be conducted without a valid search warrant.

- b. Only be conducted by a licensed physician, physician's assistant, licensed practical nurse, or registered professional nurse acting with the approval of a licensed physician.
 - c. Be conducted in the presence of a person of the same sex as the person being searched if the person conducting the search is of the opposite sex.
4. Officers requesting a body cavity search shall:
- a. Prepare and obtain a valid search warrant.
 - b. Document in the incident report:
 - (1) The name and sex of the person subjected to the search.
 - (2) The name and sex of the person conducting the search.
 - (3) The name and sex of the person who assists in conducting the search.
 - (4) The time, date, and place of the search.
 - (5) The name and sex of all law enforcement officers, or employees of the law enforcement agency present at the search.
 - (6) The reasonable cause for conducting the search.
 - (7) A list of the items recovered from the person who was strip searched.
 - c. Provide the person searched with a copy of the search warrant and a copy of the search warrant return.

Appendix A – Strip Search Report

GRAND RAPIDS POLICE DEPARTMENT

Incident #: _____

STRIP SEARCH REPORT

- *This report is to be utilized for persons that have been arrested, but not arraigned, where there is reasonable cause to believe that the person is concealing a weapon, controlled substance, or evidence of a crime.*
- *If the person is charged with a misdemeanor or offense punishable only by a civil infraction, this form must be signed by the Chief of Police or his designee, i.e., Unit Commander or Watch commander.*
- *A copy of this form shall be given to the person searched.*

_____	_____	_____
ARRESTED PERSON	SEX	DOB
_____	_____	_____
PERSON CONDUCTING STRIP SEARCH	SEX	BADGE #
_____	_____	_____
PERSON ASSISTING STRIP SEARCH	SEX	BADGE #
_____	_____	_____
DATE	TIME	LOCATION OF STRIP SEARCH

Justification for conducting strip search (probable cause to believe):

☐ Concealing a weapon☐ Concealing controlled substance☐ Concealing evidence of a crime☐ Other (Specify): _____

List all items recovered: _____

Strip search approved by: _____

COMMAND OFFICER'S SIGNATURE/BADGE #

COMMAND OFFICER'S NAME PRINTED