

**LITTLE ROCK POLICE DEPARTMENT  
GENERAL ORDER**

**G. O. 306 HANDLING OF PRISONERS**

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**I. Handling of Prisoners**

**A. General**

1. Officers taking any person into police custody will use only the amount of force reasonably necessary to affect custody and protect themselves or others.
2. The officer assumes primary responsibility for the health, safety and welfare of any person in his custody.
3. The officer assumes primary responsibility for properly handling a prisoner's property.

**B. Handcuffing of Persons in Police Custody**

1. Persons will be handcuffed, at the time of custody, when they are:
  - a) Felons;
  - b) Belligerent or combative;
  - c) Verbally abusive and are likely to become combative;
  - d) Persons who may cause injury to themselves or others; and,
  - e) Persons the officer believes necessary to restrain.
2. Persons shall remain handcuffed from the time of custody until they are processed at a Detention Facility, or released to the custody of another officer (i.e., Detectives, other agency, etc.).
  - a) Handcuffs may be removed in order to provide medical treatment for the prisoner.
  - b) Handcuffs, and other restraining devices, shall be removed immediately, subsequent to releasing the prisoner to the custody of the Pulaski County Regional Jail Intake Officer. Officers will not place prisoners in a cell, unless extenuating circumstances dictate (i.e., combative prisoner, etc.). All restraints will be removed, prior to a Little Rock Officer placing a prisoner in a cell.
3. Officers will refrain from using handcuffs on misdemeanors, physically handicapped persons, and sick or injured prisoners, if they do not meet the criteria set forth in this order.

4. Handcuffs will be used only for restraint and not for punishment or retaliation.
5. Two or more prisoners will not be handcuffed together with one handcuff, except in extreme circumstances.

C. Handcuffing Procedures

1. Handcuffs shall be applied, as follows:
  - a) Whenever possible, the handcuffs will be applied just above the hand, adjusted tightly enough to avoid slipping or cutting into the wrist and double locked. Handcuffs shall be applied with the prisoner's hands behind their back.
  - b) Leg restraints should be applied with the same degree of care as handcuffs, and used when transporting a prisoner who is a potential escape risk. With the use of all forms of restraint, officers must remain aware that Positional Asphyxia can occur if a person is restrained in such a position, as to constrain breathing. The practice of "hog tying" a person is specifically prohibited. Officers will constantly monitor the physical condition of any restrained person and will render aid, as appropriate.
2. Officers shall use approved handcuffs for restraining persons and may use disposable handcuffs, if circumstances dictate, with the approval of a supervisor.

D. Searching of Persons in Police Custody

1. Persons in custody will be searched prior to being placed in a police unit.
2. When removing a person held in police custody from a police unit, officers shall search under the rear seat and surrounding area.
3. Whenever a person, held in police custody is moved from one room of any police facility to another (i.e., from an interview room to a restroom), the suspect and the vacated room will be searched.

E. Prisoners Communicating with Others

1. Once a suspect is in custody, for safety considerations and in an effort to reduce the possibility of escape, a prisoner will not be allowed to communicate with anyone, except a police officer, and then only with the consent of the arresting officer or the officer in charge of an investigation.
2. In incidents involving more than one suspect, officers shall transport suspects in separate vehicles in order to restrict their conversation.
3. Attorneys, friends, family members or others shall not be allowed to communicate with the prisoner, until after they have been transported to the Major Crimes Division or Detective Unit and/or the arrest procedures are completed.

F. Fingerprint Criteria

1. All prisoners charged with a felony or class A misdemeanor (except misdemeanor traffic offenses) will be fingerprinted before release.
  2. All such persons charged on citations will be transported to the Pulaski County Regional Jail, where they will be presented, along with the completed citation form, to jail personnel. The prisoner will be processed, as soon as possible, by personnel and released.
- G. When issuing a Criminal Citation, officers will obtain a thumbprint from the person cited as a means of identifying that person for court purposes. Thumbprints will be placed on Traffic Citations **only** when the person being cited lacks valid photographic identification. The cited person's thumbprint will be printed on the citation in an appropriate place. Refusal to submit a thumbprint in and of itself will not be grounds for the incarceration of a violator. Refusal will be noted on the citation and the violator will be processed in the manner appropriate to the charges.

## **II. Transportation of Prisoners -Procedure**

### **A. Vehicle Inspection**

1. At the beginning and end of each tour of duty, all vehicles regularly used for prisoner transport, shall be inspected for readiness as follows:
  - a) The safety screen shall be securely in place and undamaged;
  - b) All windows shall be intact and outer door latches in proper working order;
  - c) Rear seat door handles and window controls should be deactivated; and,
  - d) The interior shall be thoroughly searched to ensure that no weapons or contraband have been left or hidden within the vehicle.
2. Prior to placing a prisoner in the vehicle for transport, the transporting officer shall again inspect the interior for weapons or contraband. The vehicle shall be searched again after the prisoner has been delivered to a detention facility or other destination.

### **B. Transport**

1. Prior to transport, all prisoners shall be thoroughly searched for any weapons or tools of escape.
  - a) When practical, the protective search shall be conducted by an officer of the same sex as the prisoner; and,
  - b) The transporting officer shall search the prisoner, unless a search was conducted in his presence.
2. The officer should use care when assisting a prisoner into the vehicle for transport.
3. When transporting prisoners, the officer shall provide the Communications Center with the following information:
  - a) A description (including, but not limited to, the race and sex) of the prisoner;

- b) Arrest location and destination of transport; and
  - c) Mileage readings on departure and arrival.
4. Upon proper notification from the transporting officer, the Communications Center will document the time of departure and arrival.
5. Prisoners shall be transported in the following manner:
- a) Prisoners shall be primarily transported in vehicles equipped with security screens. When a vehicle is occupied by only one transporting officer, the prisoner shall be placed in the back seat on the right hand side of the vehicle.
  - b) If it becomes necessary to transport a prisoner in a vehicle without a screen, the following guidelines will be followed:
    - (1) A vehicle not equipped with a security screen and having only one transporting officer, will not be used.
    - (2) When a prisoner is being transported in a two officer vehicle without a security screen, the prisoner shall be handcuffed behind his back, placed in the right rear seat and secured with a seat belt. The second officer shall sit in the left rear seat, behind the driver.
  - c) Leg restraints shall be used when an officer believes the prisoner has a potential for violent behavior.
  - d) All prisoners shall be secured in the vehicle by proper use of a safety belt.
  - e) No prisoner will be handcuffed to any part of the vehicle during transportation.
6. Any purses, bags, luggage or other personal property, including wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of the prisoner.
- a) When prisoners require special care or attention to accommodate their mental or physical disabilities during the transport process, the arresting officer or a supervisor shall make arrangements to have special equipment or a special vehicle (such as an ambulance), transport the prisoner in a secure manner.
  - b) In instances where a disabled prisoner's property cannot be transported in a regular police unit, the officer or supervisor will make arrangements to transport those items (department pickup truck or other vehicle).
7. Prisoners shall not be left unattended during transport. Should a transporting officer come upon a situation requiring police assistance, they shall notify Communications of the situation, giving the location and nature of the incident. The transporting officer will not stop during transport, unless the incident poses eminent danger of grave injury or death to another, and the possibility of injury to, or escape of, the prisoner is minimal.

8. The transportation of prisoners to court is the responsibility of the Pulaski County Sheriff's Office. In the rare instance this Department transports a prisoner to court and the prisoner poses a security hazard to themselves or others, the transporting officer will have Communications contact the appropriate court and advise them of the hazard prior to arrival in the court.
9. Before taking prisoners into a secured area of the Pulaski County Regional Jail, the Major Crimes Division or the Detective Unit, officers shall store their firearms in a secure area for safekeeping.
10. Officers shall release to the jail personnel, the prisoner, all pertinent documentation and the prisoner's property. Officers shall ensure that all necessary forms and prisoner property receipts are properly signed, prior to leaving the facility.

~~C. Arkansas Disposition Reports and Citations to Appear~~

- ~~1. On all ADR's and/or Citations to Appear you must indicate whether the offense is a Felony or Misdemeanor on each charge.~~
- ~~2. In the facts of arrest block, officers must include the following (if applicable):~~
  - ~~a) what type of weapon was involved;~~
  - ~~b) what type of drugs and the amount of drugs;~~
  - ~~c) what type of injuries were inflicted and to whom; and,~~
  - ~~d) what type of property was involved, the amount of damage, and the owner of the involved property.~~
- ~~3. In cases that are Domestic or Violating a Protection Order, note the name, date of birth, address, and phone number of the victims in the Complainants and Witnesses block, so a no contact order can be issued if requested.~~
  - ~~a) On all charges of Violating a Protection Order, the officer should put the Protection Order number on the ADR.~~
- ~~4. When serving a warrant, list the warrant number and the details of arrest. If the warrant is a Failure to Appear or a Contempt of Court, reference the case number on the ADR or Citation.~~
- ~~5. In the arresting officers block of the ADR, list all officers involved and the correct employee numbers.~~
- ~~6. When an officer receives information concerning the prisoner's potential for suicide or escape, other personal traits or infectious diseases, he/she shall note this information on the ADR.~~

- ~~D. If you have relinquished your prisoner to the Pulaski County Regional Jail, do not issue a Citation to Appear. Pulaski County Regional Jail personnel are responsible for the citation.~~

### III. Interview Room Procedures

- A. Interview rooms in the Major Crimes Division and in the Field Services Division's Detective Units are provided for use when the need arises to question a subject. The Major Crimes Division and the Detective Unit is responsible for authorizing and overseeing the use of interview rooms whenever Detectives are on duty. During non-duty hours, the on duty supervisor of the arresting officer(s) is responsible for authorizing and overseeing the use of the interview rooms.
1. Any time a detainee is to be placed in these rooms, an on duty Detective supervisor shall be notified. If the individual is to be interviewed by someone other than a Detective, a supervisor from the interviewer's division will respond to the interviewing area. The supervisor will ensure compliance with these procedures.
  2. Access to the interview room area is limited to officers, detectives, supervisors, attorneys, and personnel of the Crime Scene Search Unit and persons authorized by a supervisor.
  3. No more than two departmental personnel will be allowed in an interview room unless authorized by a Division Commander.
  4. Officers shall be held accountable for the supervision of detainees brought in for questioning until a detective or another officer takes responsibility for them.
    - a) Detainees brought into the Major Crimes Division or a Field Services Division Detective Unit for questioning shall be searched, prior to being placed in an interview room. Detainees shall be searched and their personal property removed including shoes with any type of laces, keys, belts, and any other items with which they could injure themselves. Detainees shall place their personal property into a large envelope and the envelope will be sealed. The property envelope shall then be placed into the designated interview room property storage unit. If the detainee is taken to the Pulaski County Regional Jail, the transporting officer shall transport the sealed property envelope with the detainee. If the detainee is released from the Major Crimes Division or Detective Unit, their property shall be returned to them in the sealed property envelope.
    - b) Weapons are not allowed in interview rooms. Officers and detectives interviewing detainees shall secure weapons prior to entering interview rooms.
    - c) The detainee shall be searched again prior to transport to the regional detention facility.
  5. Once a detective or other officer takes responsibility for a detainee, they shall be held accountable for the supervision of that detainee.
    - a) It shall be that officer's responsibility to make sure the detainee is searched satisfactorily.
  6. Individuals being interviewed/interrogated should be escorted when taken anywhere in the department. In certain situations, interviews/interrogations may require an extended amount of time. During lengthy interviews/interrogations restroom breaks and water should be offered to the suspect and periodic breaks should be taken.

7. Anyone placing a detainee in an interview room shall record certain information on the interview room status board. This board shall be for recording a detainee's name, the time they were placed in an interview room, the name of the officer/detective who placed them in the room, and whether the detainee is an adult or a juvenile. This information should be erased within twenty-four (24) hours of the detainee departing from the interview room. This procedure is intended as an effective and economical way to assist supervisors in monitoring those persons taken into custody.
8. Anyone responsible for detainees shall ensure quick access to a restroom and the privacy necessary for that function. Detainees will be provided with access to water, medical needs, and other immediate needs in a timely manner. A Witness/Suspect Information sheet (Form 5400-39) will be used to record the access to these functions. The original completed Witness/Suspect information sheet will be retained in the case file.
9. Individuals who are requested to appear at the Major Crimes Division or Field Services Division Detective Unit for an interview and are not subject to arrest at the time of the interview, may be placed in the interview rooms. Persons in interview status will not be secured to any fixed object while they are in the interview rooms.
  - a) Officer shall consider such factors, but not limited to, the suspect's level of combativeness, seriousness of the offense, the possibility of an escape attempt or likelihood of injury to the detainee or others when placing a detainee in the interview room. If the factors support the need, arrestees may be secured at the investigating officer's discretion utilizing the handcuffs installed in the interview room.
  - b) Combative individuals who cannot be controlled by handcuffing will be immediately removed from the interview room area and transported to the Pulaski County Regional Jail.
  - c) Restraints will not be used at any time for the purposes of punishing or harassing the individual.
10. Separation of males, females and juveniles.
  - a) Female detainees will be separated from male detainees by sight and sound regardless of the age of the detainee. A juvenile detainee will not be placed within sight or sound of adult prisoners. Juveniles may be placed in the interview rooms when no adult prisoners are present. Juveniles must be moved from the interview rooms to designated areas prior to the arrival of adult prisoners. An Officer/Detective will be assigned to physically remain with the juvenile until processing is complete and the juvenile departs. In those instances where there are more juvenile prisoners than adults, the adult may be held in designated areas and will be attended by an Officer/Detective until the juveniles depart and an interview room becomes available or until the adult departs.
    - (1) The Major Crimes Division - Has designated the detective east wing, west wing and annex interview rooms to separate male, female, and juvenile detainees.
    - (2) The Northwest Division - Has designated the Detective Office waiting room for use to separate male, female, and juvenile detainees.

- (3) The Southwest Division – Has designated the precinct line-up room for use to separate male, female, and juvenile detainees.
  - (4) The processing of juvenile offenders may take place in any interview room, the Major Crimes Division Duty Room, or Northwest/Southwest Detective Unit Office areas.
- 11. To prevent escape or to ensure building security, subjects being interrogated, interviewed, or processed in the designated interview rooms or the processing areas shall be monitored continuously and not left unattended.
- 12. Sworn police personnel shall be present at all times in the interview room area when a detainee is in the interview room area or in an interview room. Officers/Detectives interviewing detainees will wear the panic alarms provided for each interview room. Officers/Detectives monitoring the interview rooms will remain in the immediate area in order to respond rapidly to an alarm.
- 13. All interview rooms shall be kept empty. Personnel conducting interviews shall be responsible for all necessary equipment and materials needed for that interview. At no time will any equipment or material be left in the interview room.
- 14. The detainee shall be searched again prior to transport to the Pulaski County Regional Jail.
- 15. Interview rooms shall be inspected for contraband prior to use by a detainee and immediately after removing a detainee. These inspections will be documented on Form 5400-39.

#### **IV. Felony Arrest After Normal Major Crimes Division Duty Hours**

- A. Supervisors will continue to notify on-call Detectives from the Homicide, Juvenile, Robbery, and Violent Crimes Unit as necessary, after the normal duty hours of the Major Crimes Division.
- B. Any other felony arrest to be investigated by a Detective of the Major Crimes Division or arrests of subjects on warrants issued by a Detective of the Major Crimes Division, made after the normal duty hours of the Major Crimes Division will be handled in the following manner:
  - 1. All documentation pertaining to the arrest, including a copy of the Officer's Letter, Arrest Report, Incident Report, Warrant (if applicable), and any other documents deemed necessary, will be fastened in a file folder using a two hole fastener and presented to the officer's supervisor for approval.
  - 2. The arresting officer's supervisor will be responsible for ensuring that all documentation related to the arrest are included in the folder. They will review the contents of the file then sign and date the inside cover of the file.
  - 3. The completed file will be delivered to the Desk Officer prior to the arresting officer's end of shift, the Desk Officer will place the file folder in the Major Crimes Division's mail box.

- C. It shall be the responsibility of the Major Crimes Division supervisors working the following 0700 hours to 1500 hours shift, to check the mailbox and distribute all files to the appropriate investigative unit at the beginning of their work day.

**V. Medical Treatment for Prisoners**

- A. Any person in police custody, who has a minor injury (e.g., a scratch, cut, abrasion, minor swelling or a sprain) which can be controlled with normal first aid procedures, will not require treatment at a public hospital, prior to incarceration. Those persons arrested, whose injuries cannot be controlled with normal first aid procedures, shall be taken to the nearest participating hospital for treatment, prior to being transported to a Detention Facility.
- B. When a prisoner is transported to a medical facility for treatment, the officer will:
  - 1. Use discretion when deciding to take off handcuffs or leg restraints. Charges, demeanor, mental capacity and verbal communication by the prisoner may be used, but are not limited to an officer's decision to remove restraints;
  - 2. Stay in the treatment room with the prisoner. If directed to remove the restraints by the attending physician, officers may use discretion as described in III B. 1. above;
  - 3. If requested to remain outside the treatment room, station themselves outside the room and allow access to authorized medical personnel. The ability to restrain the prisoner should be considered;
  - 4. Remain alert for escape attempts by the prisoner, or others acting in collusion with them;
  - 5. Upon release, search and if circumstances meet the criteria set forth in this General Order, restrain the prisoner;
  - 6. Upon release, record the prisoner's condition and obtain, in writing, from medical hospital personnel all information, relative to medical instructions, future treatment and medications; and,
  - 7. Upon arrival at a detention facility, ensure that the intake officer is aware that the prisoner has received medical care and forward any documentation relative to medical instructions, future treatment and medications, to the intake officer.
- C. If the prisoner refuses treatment by ambulance or hospital personnel, copies of supporting documentation shall be obtained by the arresting officer. The prisoner's refusal shall be noted in the text of the Offense Report. This documentation will be required, before the prisoner can be booked into the Pulaski County Regional Jail.
- D. Should the prisoner be admitted to the hospital, the officer will notify his immediate supervisor, who will arrange for relief at the end of his shift. The prisoner will remain in the custody of Little Rock Police Department personnel, until the charges are certified to circuit court, or other circumstances exist that would allow release from custody (i.e., release to the custody of Pulaski County, bond, recognized by the court, etc.). All paperwork shall be completed and delivered to the Pulaski County Regional Detention Facility for processing. A notation shall be made on the ADR concerning the location of the hospital.

- 1 While in the hospital, the prisoner will be prohibited from having visitors. This will include telephone contacts.
- 2 Use of restraints will be determined by, but not limited to:
  - a) Charges;
  - b) The type and period of treatment;
  - c) Degree of risk; and,
  - d) Isolation.
  - e) Officers, assigned to guard a prisoner, will not become lax while performing their duty.
  - f) Officers will not fraternize with the prisoner at any time.
  - g) Any unusual occurrence will be documented and a supervisor notified.
  - h) The officer, guarding a prisoner, will be rotated each shift and closely supervised by the officer's immediate supervisor.

#### **VI. Transport of Prisoner from a Detention Facility or Other Police Facilities**

- A. Pulaski County Sheriff's Office is primarily responsible for the transportation of all prisoners from the Pulaski County Regional Detention Facility. If a Little Rock police officer is called upon to transport a prisoner(s) from another detention facility or police agency, the following guidelines will be adhered to:
  1. Each prisoner will be positively identified as the person to be transported, prior to transportation. This may include:
    - a. Name;
    - b. Physical description and photo compared to detention facility records;
    - c. Photograph I.D;
    - d. Comparison of entry and exit fingerprints;
    - e. Comparison of signatures to property storage slips; or,
    - f. Any other means, which will assure the officer of the prisoner's correct identity.
  2. Documentation that should accompany the prisoner may include a copy of the warrant, prisoner's property, medical records or any other pertinent documents.
  3. When an officer receives information concerning the prisoner's potential for suicide or escape, other personal traits or infectious diseases, they shall note this information on the ADR.

4. There will always be two officers assigned to transport prisoners outside of Pulaski County.
  5. The transporting officers should inquire of, and be alert to, any medical, mental or security risks the prisoner may present during transport.
- B. During transport for long distances, requiring stopping for meals or the use of restroom facilities, officers shall select locations randomly and at no time allow the prisoner out of direct sight.
- C. Prisoners, who are transported from agencies outside Pulaski County, will be:
1. Handcuffed in front utilizing a waist belt;
  2. Restrained with leg restraints (waist belt and leg restraints will be maintained by the Desk Officer); and,
  3. Secured with occupant restraint devices, available in the vehicle.
- D. The Pulaski County Sheriff's Office is responsible for the incarceration of Little Rock Police Department prisoners. When special circumstances arise (i.e., attending funerals, visiting hospitals of critically ill relatives, etc.), the transportation of prisoners will be the responsibility of the Pulaski County Sheriff's Office.

## **VII. Prisoner Escape Procedure**

- A. Officer's responsibility
1. Any escape shall be immediately reported to the Communications Center.
  2. In the event of a prisoner escape during transport, the transporting officer shall:
    - a) Notify the Communications Center for notification of area law enforcement agencies and immediate broadcast of information related to:
      - (1) Prisoner description;
      - (2) Any force used by the prisoner to effect the escape;
      - (3) Any accomplices and description; and
      - (4) Other pertinent information.
    - b) Notify his immediate supervisor;
    - c) Request necessary personnel and begin a search;
    - d) Generate an "Escape from Custody" Offense Report and any necessary Officer Reports.

- e) Notify the appropriate law enforcement agency, in which the escape took place, if transporting a prisoner outside Little Rock, and assist the apprehension under their direction.
- B. If the prisoner is apprehended soon after his escape, the transporting officer will transport the suspect to the appropriate location for follow-up, completion of pertinent documents and the filing of any additional charges. Should the prisoner not be apprehended, the transporting officer will contact the Prosecuting Attorney's office, within 48 hours, to obtain a warrant.

#### **VIII. Releasing Persons from Custody**

- A. In some instances, officers may encounter a circumstance where probable cause develops to arrest an individual for an offense only to discover, shortly thereafter, that the person arrested did not commit a crime, or that the event did not constitute a crime. When such an arrest occurs, officers must terminate custody to prevent violation of the citizen's Constitutional rights.
- B. Procedure
  - 1. Officers needing to terminate custody of any citizen placed under arrest in the field shall:
    - a) Immediately advise a field supervisor of the need for release of the citizen;
    - b) Inform the citizen of the reasons for the release and the original arrest, if such facts have not been explained;
    - c) Release the citizen in a safe location (officers may return the person to the original contact point or another safe and reasonable destination, if requested); and,
    - d) Complete an Offense Report, including detailed information concerning the reasons for the arrest, release, witness information, and location of citizen release.
  - 2. Officers needing to terminate custody of any citizen placed under arrest and taken to a Detective Office for investigation shall:
    - a) Inform the citizen of the reasons for the release and the original arrest, if such facts have not been explained;
    - b) Complete an arrest report on the citizen, indicating released without charge in the narrative portion of the report; and,
    - c) Release the citizen from custody.
  - 3. At any time during an arrest, investigation or detention process, an officer receives reliable information that the person detained or incarcerated is not the person who is wanted for a particular crime, incident or warrant, the officer will immediately notify a supervisor, release that person from custody, and complete an Officer's Report detailing the events surrounding the incident. It will be the officer's responsibility to contact the proper unit (detective, warrant, etc.) and request the documentation or records related to the affected person (warrant, case file, etc.) be corrected.

**IX. Off-Duty Arrests**

- A. Arkansas law grants police officers the authority to make arrests, within their jurisdiction, for violations of law wherever and whenever the need for police intervention occurs, both on and off-duty. While off-duty law enforcement is required under certain circumstances, officers who perform such duties, without the ability to quickly summon assistance or access the numerous tactical advantages available to on-duty personnel, create an increased opportunity for injury to officers attempting the off-duty apprehension of offenders. To minimize this potential for injury, the following policy shall be adhered to by all personnel.
- B. For purposes of this Section, officers are considered to be off duty when not working in furtherance of Departmental objectives during their regularly scheduled hours or other hours, as required by a police supervisor or court order.
- C. Procedure
  - 1. Off-duty officers, who have knowledge of or observe any incident that does not require immediate police intervention to prevent bodily injury or property loss/damage, shall summon on duty police personnel and await their arrival, if circumstances permit.
  - 2. Off-duty officers shall not enforce traffic offenses or utilize personal vehicles to pursue or to attempt the apprehension of persons. Off-duty officers may cautiously follow suspects to obtain vehicle and suspect descriptions or destination, but officers must realize there is no authorization, under state law or Department policy, to violate traffic law while operating a private vehicle.
  - 3. Off-duty officers, who make an arrest, shall notify an on-duty police supervisor of the circumstances of the arrest and complete any documentation of the incident and arrest, required by the supervisor or Departmental Orders and procedures.
  - 4. This subsection does not apply to officers performing duties in a departmentally approved, off-duty employment capacity.

**X. Detainee Processing and Testing**

- A. The process of fingerprinting and photographing of detainees shall be performed in the following locations:
  - 1. Major Crimes Division duty room.
  - 2. Major Crimes Division annex in the common area outside the interview rooms.
  - 3. Major Crimes Division juvenile detectives squad room.
  - 4. Major Crimes Division processing room of the Crime Scene Search Unit.
  - 5. Northwest Division common area outside the interview rooms.
  - 6. Southwest Division common area outside the interview rooms.

- B. The following security measures shall be taken when a detainee is being processed in one of these areas:
1. The detainee will be under the constant supervision of the investigator until they are formally transferred to another officer for transport or released from custody.
  2. Personnel responsible for the processing of the detainee shall ensure that their weapon is secured in the weapons locker while the detainee is present in the processing area.
  3. Personnel responsible for the processing of the detainee shall be equipped with a panic alarm or a portable radio should an emergency occur in which additional assistance is needed.
  4. Personnel will be cognizant at all times of the potential for escape. While the area in which detainees are processed is inside a secure area, personnel should always consider such factors as the level of combativeness, seriousness of the offense and the possibility of attempted escape.
    - a) Personnel shall evaluate the demeanor of the detainee to determine if additional personnel are needed to assist with the processing.
    - b) Combative prisoners who cannot be controlled with additional personnel will be transported to the appropriate detention facility for processing.
- C. All breathalyzer testing of detainees will be conducted at the Pulaski County Detention Facility. All blood or urine testing of detainees will be conducted at a medical facility by medical personnel determined at the time of arrest.

**XI. ~~Arkansas Disposition Reports and Citations to Appear~~ Arrest Documentation**

- A. Arrest Disposition Reports (ADRs) shall be completed for every prisoner booked into the Pulaski County Regional Jail for charges out of the Little Rock Police Department.
- B. An Affidavit of Arrest must be completed and submitted with the ADR on all arrests involving either a felony or a misdemeanor that did not occur in the arresting officer's presence (commonly the case with domestic arrests).
- C. A Citation to Appear may be issued in lieu of booking for misdemeanor offenses that are NOT domestic related.
- D. ~~On all ADR's and/or Citations to Appear you~~ For each offense, officers must indicate the offense statute and the appropriate classification (e.g. B felony). whether the offense is a Felony or Misdemeanor on each charge.
- E. In the facts of arrest block, officers must include the following (if applicable):

1. what type of weapon was involved;
  2. what type of drugs and the amount of drugs;
  3. what type of injuries were inflicted and to whom; and,
  4. what type of property was involved, the amount of damage, and the owner of the involved property.
- F. In cases that a Domestic or Violating a Protection Order, note the name, date of birth, address and phone number of the victims in the Complainants and Witnesses block, so a no-contact order can be issued if requested.
1. On all charges of Violating a Protection Order, the officers should put the Protection Order number on the ADR.
- G. When serving a warrant, list the warrant number and the details of arrest. If the warrant is on a Failure to Appear or a Contempt of Court, reference the case number on the ADR or Citation. Also list the actual offense as it appears on the warrant in the statute box; do not simply write "warrant arrest".
- H. In the arresting officers block of the ADR, list all officers involved and the correct employee numbers.
- I. When an officer receives information concerning the prisoner's potential for suicide or escape, other personal traits or infectious diseases they shall note this information on the ADR.
- J. If you have relinquished your prisoner to the Pulaski County Regional Jail, do not issue a Citation to Appear. Pulaski County Regional Jail personnel are responsible for the citation.
- K. For every suspect charged with a new offense (whether the suspect was booked into the Pulaski County Regional Jail or issued a citation) a referral shall be created in the Karpel Case Management system to alert the Pulaski County Prosecutor's Office that an arrest has been made.
1. The Karpel referral should include, a minimum, a copy of the ADR/citation and affidavit of arrest (if applicable). Any additional documentation pertinent to the arrest may also be included (the report, officer letters, photographs, etc.).
  2. If a detective is involved in a patrol arrest, they may create the referral, but ultimate responsibility falls to the arresting officers to reasonably ensure the referral is created.

3. *Officers should remark in their report narratives that a Karpel referral was created prior to submission.*
4. *The referral shall be created prior to the arresting officer's end of shift.*

Additions and revisions are *italicized and underlined.*

Deletions are denoted with a strike through.