



Policy and Procedure

Policy Number

11.17

Chapter

Law Enforcement Operations

Article

Booking

Authorized By:

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PURPOSE

The purpose of this policy is to establish guidelines for the booking, housing, security and release of arrestees detained for processing or awaiting transportation to another facility.

POLICY

Department employees will ensure that arrestees are appropriately processed in a manner consistent with state and federal law, with the safety of the public, detainee, and the employees of the Department in mind.

DEFINITIONS

Officer as used in this policy refers to the officer or his/her designee.

GENERAL GUIDELINES

Transporting Suspects to Larimer County Jail

It shall be the supervisor's discretion to transport suspects directly to the Larimer County Jail when practical. A custody sheet must be completed and submitted to Records with all case information.

Entering the Sally Port <CALEA 71.3.3 (a)> <CALEA 71.3.3 (d)> <CALEA 71.5.1 (b)> <CALEA 71.3.1 (b)>

Officers will ensure the sally port doors are closed prior to removing arrestees from a transport vehicle. Each officer present will secure their firearm(s) and knives in a Department lock box or within their vehicles.

Booking Area <CALEA 71.1.1>

The booking area is designed for temporary detention, processing, and testing of arrestees. Officers may take arrestees to the Department's booking or other processing area or, with approval of the on-duty supervisor, transport the arrestee directly to the Larimer County Jail for booking/processing.

Booking Area Security Measures <CALEA 71.3.3 (b) (d)> <CALEA 71.5.1 (c) (d)> <CALEA 71.3.2>

Officers shall ensure all exterior doors are closed when arrestees are present in the booking area. Officers shall search the arrestee and remove all of the arrestee's personal property upon entering booking without undue delay.

When an arrestee who is potentially violent, a potential danger to themselves, or an escape risk officers may remove additional items (belts, shoes, laces, etc.) that could be used to harm the arrestee or others or to effectuate an escape. In addition, officers may temporarily restrain such arrestees by handcuffing them to the eyebolt mounted in any of the permanent benches. Officers may also remove non-law enforcement civilians (including Explorers and other volunteers) from the secured area.

Officers may use the panic alarms installed in the booking area or the emergency buttons on their radios to summon assistance in emergencies.





Supervision of Arrestees <CALEA 71.3.3 (e) (f) (g)>

The arresting officer or designee shall maintain constant supervision and monitor the arrestee from the time of arrest until the release or transfer of the arrestee to another facility. The officer shall ensure that the holding room audio/video monitoring equipment is set to record any time an arrestee is put in that holding room. The officer will monitor the room through the available monitors in the general booking area. In addition, the officer shall complete a face-to-face physical check of an arrestee detained in a holding room at least every 30 minutes. Either the arresting officer or an on-duty and available CSO shall complete face-to-face physical checks on an arrestee at frequent and regular intervals when either the arresting officer, or an on-duty and available CSO, has knowledge that the arrestee has consumed illegal narcotics or other drugs and has exhibited any signs of severe narcotic consumption, or the arrestee is otherwise sick, injured or disabled due to narcotic consumption.

Separation of Arrestees <CALEA 71.3.1 (e)>

Arrestees will be under continuous control or supervision by Department personnel. Officers shall keep juveniles separated by sight and sound from adults and females segregated from males; officers shall close the doors between the male and female booking areas when male and female arrestees are present.

- Male arrestees shall be placed in holding rooms designated for Males (M)
- Female arrestees shall be placed in holding rooms designated for Females (F)
- Juveniles shall be placed in holding rooms designated for Juveniles (J)

Sick, Injured, or Disabled Arrestees <CALEA 71.3.3 (c)> <CALEA 70.3.2><CRS § 16-3-401>

Officers shall ask the arrestee whether s/he is sick, injured, has other medical conditions or disabilities, or takes medications. Officers shall record the arrestee's responses. Officers shall read the medical review questionnaire and conduct a visual inspection for injuries on all subjects detained in booking where a custody sheet is completed. This review shall be done on Body Worn Camera recording. The completed form shall be submitted to Records. In the event an arrestee is unconscious or otherwise requires medical attention or special handling, the officer shall ensure the arrestee is provided prompt medical attention.

Officers shall ensure that all arrestee injuries or illnesses will be examined and treated by medical personnel prior to transport to a detention facility, unless the arrestee refuses treatment. Officers shall document the arrestee's treatment refusal on the arrestee's custody form. Officers shall obtain a copy of all pertinent medical documents for the arrestee. If an arrestee requires medication, officers shall call medical personnel to respond. Officers shall not administer medication to an arrestee.

If an arrestee claims to be injured or sick, the on-duty supervisor shall be notified.

Access to Amenities <CALEA 71.4.1>

Officers shall provide arrestees reasonable and appropriate access to water, restrooms, and other basic amenities depending on the arrestee's needs while in any detention or processing area. The timeliness of such access may be delayed or declined when an arrestee is uncooperative, violent, or poses a security or flight risk.

Civilians / Summit Stone Health Partners

Should an emergency arise in booking with a subject that physical force is necessary by the officers, Civilians / Summit Stone health representatives should be directed to the Laundry room of the booking area if time permits, where they will shelter until the incident is over.





Evacuation of Booking Area <CALEA 71.4.2>

Any Department employee who determines an emergency exists that requires evacuation of the booking area shall notify Communications and the on-duty supervisor of the situation. The Department has prominently posted the evacuation instructions in booking. Any officers in booking will coordinate the evacuation of affected employees, visitors, and arrestees. The supervisor shall ensure that all persons have left the affected area.

Documenting and Monitoring Arrestees <CALEA 1.2.5 (a)> <CALEA 1.2.6> <CALEA 71.3.1 (a) (c)>

Officers shall complete a Custody Report for every arrestee brought in for booking. Officers shall obtain an arrestee's positive identification before releasing an arrestee from custody to ensure accurate information. Officers shall document the reason for custody, the time in and out of the facility, and other aspects of the detention as applicable such as meals provided, medical treatment or refusal, interpreter identification, etc.

Photographs <CALEA 1.2.5 (c)>

Officers shall take computerized "mug" photographs, both front and side views, of all arrestees booked at the Department for any violation other than minor traffic offenses. Officers shall photograph all non-status offense juveniles and all adult arrestees before release on bond or transport to another facility. Officers are not required to photograph arrestees who are transported to the Larimer County Jail.

Fingerprinting Procedures <CALEA 1.2.5 (b)>

For required offenses, officers or designee shall fingerprint arrestees eligible for release from the Department's custody. Officers will fingerprint juvenile offenders unless they are status offenders (e.g. MIP) or non-offenders (e.g. runaways). Officers are not required to fingerprint arrestees who are transported to the Larimer County Jail.

Fingerprints are required for: <CRS § 16-21-103> <CRS § 24-33.5-412>

- Felony crimes
- Class I misdemeanor crimes
- Driving Under the Influence offenses
- Domestic Violence related offenses

Officers shall complete the Live Scan fingerprinting process with all required information or an acceptable set of ink fingerprints on a fingerprint card. Officers will send the Live Scan information through the Live Scan system to CBI. Officers will forward fingerprint card(s) to Records for proper dissemination to CBI pursuant to Department guidelines.

Officers may use a Department portable fingerprint scanner only in accordance with LPD Policy 11.43.

Documenting Property <CALEA 71.3.1 (b)>

Officers will itemize on the Custody Report all personal property removed from arrestees. Officers will ask the arrestee to review the list and sign to acknowledge the list's accuracy. If arrestees refuse to sign, the officer will document the refusal on the Custody Report.

Officers will keep control of the property until the arrestee is released from custody or transported to another facility. All non-evidentiary personal property that is not illegal to possess will be returned to





arrestees upon their release. The officer will ask the person to sign the Custody Form to acknowledge receipt on the property. If they refuse to sign for receipt, the officer will have a second officer, preferably a supervisor, verify the property to be released and note the refusal on the Custody Form and in the offense reports.

Officers shall use the temporary lock boxes located on the counter of the booking area to secure any potential weapons, narcotics or evidence that were brought into the booking area. Once the booking procedures are completed these items should be entered into property without delay.

Arrestee Access to Interpreters, Courts, Relatives and Attorneys <CALEA 1.2.3 (c)> <CALEA 71.3.3 (c)> <CRS § 16-3-402, CRS § 16-3-403, and CRS § 16-3-404>

Officers shall comply with LPD Policy 11.32 to ensure arrestees have appropriate access to interpreters or other language assistance as needed. Officers shall provide arrestees reasonable use of a telephone or other communication device to contact attorneys, bondsmen, or relatives to arrange for legal advice or release, at the earliest time practicable after the booking process is completed. Arrestees will be allowed confidential access to attorneys and assure that their constitutional right of access to the courts is not inhibited.

Officers shall allow arrestees to speak with their attorney without undue delay and given privacy during the consultation. During attorney visits, officers overseeing the arrestee must ensure the meeting remains private and an officer or CSO shall remain in the immediate area

Officers shall transport arrestees who pose a substantial security risk directly to the Larimer County Jail where attorney visitation can be arranged through the Jail.

Handling AWOL Subjects

Officers receiving notification of an Absent Without Leave (AWOL) entry for a subject during a warrants check shall treat the hit as a valid arrest warrant after confirmation. Officers will follow the guidance of the originating military agency.

Release or Transport of Arrestees

Bonding procedure guidelines will determine the arrestee's eligibility for bonding out of the Department. Officers shall release, bond, or transfer arrestees to another facility without undue delay after the booking process is completed. Arrestees will be allowed a reasonable number of phone calls to arrange for bond, transportation, or an attorney. Arrestees who cannot post bond or be released on their own recognizance or to a responsible party shall be transferred to Larimer County Jail.

Training <CALEA 71.2.1>

The Department will train all CSOs and police officers who monitor arrestees in booking during the Department's Field Training and Evaluation Program. The Department will provide additional training for all personnel monitoring arrestees in the booking area at least quadrennially. The training may consist of proper handling and monitoring of arrestees or new procedures and technologies.

Booking Juveniles <C.R.S. 19-2.5-305>

Officers will take custody, charge, interview, process, and release juveniles in accordance with the provisions in LPD Policy 14.01 (Juvenile Operations), the Colorado Children's Code, and the Juvenile Justice and Delinquency Prevention Act (JJDP). Officers will enter information into all fields of the





Juvenile Processing Log whenever a juvenile is brought into the booking area. Officers shall ensure that juveniles are separated by sight and sound from adult arrestees.

Officers shall comply with the following time limits for juveniles in secured booking:

- Regular offenses which could be charged to an adult: 6 Hours
- Status offenses and non-offenses: Juveniles will not be held in the temporary detention area of the Police Department for any Status offense or non-criminal detentions.

Time does not stop until juveniles are permanently removed from booking. The arresting officer will ensure that sworn personnel are present with detained juveniles at the all times.

Officers may release juveniles to a parent, guardian, or a responsible adult if further detention is not needed. If a responsible adult is not available or further detention is needed, the officer will ensure that the juvenile is transported to the HUB for intervention and screening by the Larimer County Department of Human Services.

