
ADMINISTRATIVE DIRECTIVE – 110.001
ARREST AND INCARCERATION

EFFECTIVE DATE: January 1, 1997
AFFECTS: Sworn and Detention Personnel

REVISION DATE: January 14, 2020

I. PURPOSE

This directive establishes procedures for handling prisoners from the time of arrest until incarceration or transfer to another agency.

II. POLICY

Specific legal requirements have been established for processing prisoners from the time of arrest, through incarceration. In order to ensure these requirements are met, and to ensure the safety and well being of all persons involved, employees will adhere to the guidelines established by this directive.

III. PROCEDURES

A. Justification for Arrest

1. The arresting officer shall ensure there is sufficient probable cause for an arrest. The arresting officer's first line supervisor, or another on-duty supervisor when the arresting officer's supervisor is not available, shall review all arrest reports to ensure the arresting officer clearly stated the probable cause for the arrest in the arrest report narrative. The reviewing supervisor shall also ensure appropriate notifications are made to Immigration Customs Enforcement (ICE) and Foreign Consultants if required, and that all required report fields are annotated.
2. Each arrest report will be reviewed the following morning by a member of the Criminal Investigative Services Division (CISD) to determine if the suspect should be interviewed.

B. Actions Upon Arrest

1. Officers shall read the "Miranda Warning" to all prisoners arrested for a felony, or Class A or B Misdemeanor whenever there is the potential for a custodial interrogation, or before questioning related to the crime being investigated.
2. After the prisoner has been searched, placed in the vehicle and secured; the officer shall notify Public Safety Communications personnel of the arrest and the number of suspects being transported.
 - a. Public Safety Communications personnel will make the appropriate entry on the computer aided dispatch system.
 - b. The recorded time will serve as the official time of arrest unless there was some unusual delay in taking the suspect into custody and placing him in the police vehicle.
 - c. Unless exigent circumstances arise in which the officer believes would best be resolved through transport to an alternate facility, officers will transport all adult prisoners to the Plano City Detention facility immediately after arrest, by the shortest and most direct route. Alternate facilities may include a medical facility, mental facility, county jail, or to a wanting agency.
 - d. Prisoners arrested for a Class B Misdemeanor or higher offense, who have significant medical problems or is believed to be a suicide risk because of their statements or actions, will be transported directly to the county jail. The Detention Division has identified categories of high-risk prisoners that may require immediate transport to the county for their safety. These high-risk situations are listed in Detention SOP 506.301 - High Risk Prisoners.
 - e. In cases requiring custodial detention of juveniles, refer to Administrative Directive 112.005.
 - f. Prisoners who are unable to walk unassisted, while being guided, from the patrol vehicle to the intake vestibule and/or who are determined to be too intoxicated to be booked shall

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be medically cleared before being booked into the jail. The detention supervisor will assess the prisoner for level of intoxication, orientation to time and place, and level of consciousness prior to admitting the prisoner into the detention facility for booking and will advise the arresting officer if medical clearance is necessary.

Exceptions:

- (1) If the prisoner is believed to need immediate medical attention, EMS personnel should be called to the scene. Do not transport unconscious persons to the detention facility.
- (2) If the prisoner is needed to participate in further investigation such as the identification of other burglaries, the location of weapons, victims or accomplices, etc. Public Safety Communications personnel should be advised of any reason for not transporting a prisoner directly to the police building.
- (3) Any arrest made outside of the city or county, where code of criminal procedure requires arraignment, or other circumstances as determined by the watch commander.

C. Entry to the Detention Facility

1. Sallyport Entry

- a. The transporting officer will activate the two-way intercom upon arrival at the sallyport ramp. The officer will identify himself and request entry for "arrest of one male" "entry to the report writing room," "prisoner pick-up," etc.
- b. In order to maintain security of the detention facility, the detention officer will only open the sallyport door when the interior is clear of prisoners.
- c. Upon entry of the officer's vehicle, the sallyport will be closed.

2. In-House Arrests

- a. The vestibule accessible from the jail lobby will be used for in-house arrests.
- b. The arresting officer will contact the Central Control Station Detention Officer advising that he will be escorting a prisoner to the detention facility. As the officer exits the staff elevator his weapons must be secured in a weapons locker located in the jail vestibule. The officer will remain in the vestibule until a detention officer arrives to assist.

D. Security Vestibule

1. Prisoners must remain in the police vehicle until the officer has secured his weapons in the lockers affixed in the sallyport area, or the trunk of their patrol vehicle. **ALL LETHAL AND NON-LETHAL WEAPONS ARE PROHIBITED IN THE DETENTION AREA BEYOND THE SALLYPORT.**
2. After securing his/her weapons, the officer will contact the Control Station Detention Officer by activating the intercom button. If the Security Vestibule is occupied, the officer will remain in the patrol vehicle with the prisoner until the vestibule has been cleared. The Control Station Detention Officer will advise the officer when the vestibule is clear for entry with the prisoner.
3. Restraint devices will be removed by the detention officer after entry into the Security Vestibule.
4. The officer shall assist in maintaining control of the prisoner until a detention officer completes questioning the prisoner, has removed their property and restraints, and released the officer.
 - a. The officer will complete the required officer's questionnaire and ensure jail staff is aware of any medical or mental issues with the prisoner.

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- b. Any sharp items or glass objects should be secured by the officer and delivered to the intake Detention Officer prior to the prisoner entering the main booking area. Officers should use care in bringing items that were removed from the prisoner in the field into the security vestibule because the item could be considered a security risk. These items may be added to the property after the prisoner has been secured or may be rejected for safekeeping.
- c. Property seized as evidence at the time of the arrest or search incidental to arrest will be tagged as evidence by the arresting officer and forwarded to the Property and Evidence Unit.
- d. Bulk property (except for outer clothing - prisoner's property that will not fit into a 12 inch by 15 inch plastic property bag) will be searched by the arresting officer, placed in plastic bags, and stored in the sallyport cage area.
 - (1) As this property is searched, the officer's body camera should be ON, and the officer should complete a narrative inventory or description of the property as it is being bagged for storage.
 - (2) Any perishable items should be removed and discarded in the trash to prevent infestation of pests and rodents.
 - (3) Bags will be tagged and the tear-off portion of the tag returned to the detention officer for placement in the property bag.

E. Intake Area

- 1. The intake detention officer will accept the prisoner and the prisoner's property. The detention officer will also conduct an Intake screening to assess the prisoner's medical and mental health status.
- 2. A search of the prisoner will then be conducted by the intake detention officer. The search will be conducted either in the presence of the officer, or within hearing distance should the detention officer need assistance. Once this search has been completed, and both the prisoner and the detention officer have cleared the vestibule, the officer will leave the vestibule area.
- 3. Special Booking Situations
 - a. Female Prisoners

The in-house search of female prisoners will be conducted by a female officer or female detention officer, when one is available.
 - b. Combative/Violent Prisoners
 - (1) Combative and violent prisoners will take priority over routine prisoner intake. If it is known that the prisoner is combative, officers should notify the detention officer that a combative prisoner is enroute for booking. Detention officers will meet the incoming officer at the vestibule entrance or assist the officers in the sallyport if necessary.
 - (2) The prisoner will remain handcuffed until his property has been removed and he has been searched for weapons and contraband.
 - (3) Detention officers will escort the prisoner into the booking area for appropriate housing.
 - c. Requests to Hold Phone Calls
 - (1) In those instances in which a prisoner's use of the telephone at the time of booking may jeopardize the success of an on-going police operation such as a burglary

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investigation, narcotics operation, etc., an officer may request that all telephone calls for a prisoner being booked into the detention facility be delayed for up to four hours.

- (2) The requesting officer must complete a "Telephone Delay/Special Hold Request" and present the completed form to a detention officer prior to returning to service. If the restriction on phone calls is removed before the four-hour time period lapses, the requesting officer or his designate must indicate so on the form.
- (3) The four-hour delay will only be extended in extreme circumstances when permitting the prisoner's use of a telephone would in some way endanger a life. The extension can only be granted by a watch commander or someone of higher command rank. Request for the extension should be made a minimum of one hour prior to expiration of the original hold. The command officer granting the extension must notify jail personnel of the approval. Notification may be made in person or by phone.

F. Report Writing

1. After releasing the prisoner to the intake detention officer and when the sallyport area is free of incoming prisoners, the officer should regain possession of his weapons. The police vehicle must be moved as soon as possible to clear the sallyport for other officers with prisoners. Police vehicles should be moved to a "Reserved" parking space for the detention facility.
2. Officers will enter the Report Writing Room from the Jail's front lobby or the sallyport. The Central Control Detention Officer will admit the officer to the area upon request. Once the officer has completed the arrest information he will provide the detention facility with all necessary documents prior to returning to patrol.
3. The following reports are required as specified and should be given to the Central Control Detention Officer prior to the officer returning to service:
 - a. The arresting officer must complete a Custody Report on all persons who are taken into custody and transported to the jail for booking.
 - (1) The officer will present two copies of the Custody Report to the Central Control Station Detention Officer if the charges originate from Plano only.
 - (2) The officer will present three copies of the Custody Report to the Central Control Station Detention Officer if Plano charges accompany a detainer from another agency.
 - b. An Arrest Report must be completed on all persons incarcerated. Jail booking information for all arrests must be entered into AFR to provide Detention Officers access to the information through the Jail Management System prior to the booking of the prisoner. If an officer is unable to type the information into AFR prior to booking, the officer may telephone the Crime Information Center to request a Crime Information Specialist to enter the information directly into the Jail Management System. If AFR is unavailable due to system failure, or in the case of mass arrests or a combative prisoner, a Jail Booking card may be used with the watch commander's approval.

Exception: In the event that the officer is instructed by a patrol supervisor to return to immediate service because of emergency calls, etc., the officer may delay completion of the Custody Report until later in the work shift. Required reporting must be given to the Detention staff as soon as possible and prior to the officer completing his tour of duty.

c. False Identification

If a person provides a false name, but provides the true name prior to the paperwork being completed, use the real name in the report and list the false name in the narrative. If the

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person's true identity is not discovered until after the reports have been completed, leave the false name on the original paperwork and complete a supplement report containing the true identity.

Note: A Ten-Print Card will be checked on AFIS for anyone charged with a Class C Misdemeanor or higher offense.

d. Notarizing Documents

All documents relating to an officer's official duties will be notarized before a supervisor or detention staff. These documents include, but are not limited to: DWI documents, affidavits, citations, statements, and documents supporting a suspension/revocation of a CHL. Some documents must be signed in front of Detention staff acting in the capacity of deputy court clerks for the Plano Municipal Court.

(1) Anyone acting as a notary of department documents shall ensure their certification as a notary is current, and will maintain a proper notary log or other documentation as required.

(2) Supervisors will not notarize documents for citizens in this capacity.

IV. OTHER CONSIDERATIONS

A. Arrest of City Employees

City of Plano employees who are arrested will not be given preferential treatment. Detention personnel will forward a copy of the arrest report to the Chief of Police as soon as possible.

B. Arrest of Foreign National

Refer to Administrative Directive 112.031 for notifications on any Foreign National including subjects that the officer suspects are in the country illegally.

C. Required Notification to Schools for all arrests required by statute (CCP 15.27).

1. Notifications to schools may be orally, electronically (email), or in writing. If an electronic notification is made, a written notification is not required.
2. Notification is required when a physical arrest or a notice to appear is issued to a student for the following offenses:
 - a. "All" Felonies
 - b. The following Misdemeanors
 - (1) False Imprisonment
 - (2) Indecent Exposure
 - (3) Assault
 - (4) Deadly Conduct
 - (5) Terroristic Threats
 - (6) Engaging in Organized Criminal Activity
 - (7) Unlawful Use, Sale, or Possession of a Controlled Substance
 - (8) Possession of Drug Paraphernalia or Marijuana as defined by Chapter 481 in the Health and Safety Code

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- (9) Unlawful Possession of any of the weapons or devices listed in Sections 46.01 (1 through 16) and/or 46.05 of the Texas Penal Code
3. If an arrest/citation occurs involving a subject enrolled in a public primary or secondary school, the arresting officer will notify the watch commander. The watch commander will make notification to the school district by email, to the superintendent or the superintendent's designee. Additionally, the watch commander will copy the Juvenile Unit Sergeant, the Juvenile Unit Administrative Assistant, the School Liaison Sergeant and the Support Services Division Administrative Lieutenant in the email. Notification is to occur within 24 hours of the arrest or referral, or before the next school day, whichever is earlier.
 - a. If it cannot be determined where the student is enrolled, notification will be made to the superintendent of public schools or the private school principal where the student is thought to be enrolled.
 - b. The notice to the superintendent or principal shall contain sufficient details of the arrest and the acts allegedly committed by the student to enable the superintendent/superintendent's designee or the principal/principal's designee to determine whether there is a reasonable belief that the student has engaged in a felony.
 4. Within 7 days of the initial notification, Juvenile Unit personnel will send an electronic (email) notification to the principal of the private school.
 - a. The electronic notice to the superintendent or principal shall contain sufficient details of the arrest and the acts allegedly committed by the student to enable the superintendent/superintendent's designee or the principal/principal's designee to determine whether there is a reasonable belief that the student has engaged in a felony.