

	PARADISE VALLEY POLICE GENERAL ORDER Police Facility Prisoner Tracking	Order Number
		71.3
		Date
		08-05-15

71.3 Police Facility Prisoner Tracking

It is the arresting officer's responsibility, for those who are taken to a police facility for any purpose prior to booking or release, to enter the person into the log at that facility, and then photograph and fingerprint the person for positive identification. Each facility shall have a monthly Juvenile Detention Log and a separate Adult Detention Log listing the following information regarding the detention:

1. the date and time logged in
2. the date and time logged out
3. identification number of the *officer* who secured the detainee and of the *officer* who removed the detainee
4. detainee name, date of birth, and sex
5. case number
6. charges
7. whether a meal was provided to the detainee (e.g., during prolonged detention or custody)
8. whether the detainee was held securely (restricted freedom of movement, e.g., handcuffed to a handcuff ring/bench or held in a detention cell) or non-securely.

Officers must be aware of and comply with the rules regarding detention of juveniles (see G.O. #44.2).

Those juveniles secured for processing shall either be held in a detention cell or secured to a stationary item, such as a handcuff ring, that is expressly designed for secure detention. Officers shall assure constant supervision of persons detained in the facility until they are booked and turned over to detention staff. Until the prisoner is turned over to detention staff, the officer is responsible for the person being processed, searched and detained. After the person is turned over, the prisoner becomes the responsibility of the detention officer accepting the prisoner.



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Officers transporting persons to jail, to a juvenile detention facility or to another agency shall take with them the following documentation: Court Release Questionnaire (Form IV) and any other forms necessary for the transfer of custody or booking of the arrestee.

