Southgate Police Department

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Subject	Directive	Number of Pages
Booking Facility and Jail Management	**8-18**	**13**
This Directive Supersedes All Previously Issued Correspondence Relative To This Topic		
Accreditation Standards:	MACP: 5.2.1, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5	Effective Date: May 5, 2020 / Revised Date: March 30, 2022

I. PURPOSE

To establish departmental guidelines for the safe and efficient processing, housing, safeguarding and managing of prisoners, the "Booking Facility" and "Cell Block".

II. POLICY

The Southgate Police Department operates a temporary detention facility and is responsible for prisoner processing in accordance with state law and local ordinances. The processing of prisoners will take place in the secure Booking Facility, and prisoners temporarily housed in the cell block.

III. DEFINITIONS

A. Booking Facility: Is defined as the area encompassing the booking area, the detoxification cell, and the east and west cells. [M-5.2.1a]

B. Cell Block: Is defined as the detoxification cell, and the east and west cells. [M-5.2.1a]

IV. PROCEDURES

A. WEAPON CONTROL

1. Unless circumstances dictate, all firearms and knives will be secured prior to entering the Booking Facility, utilizing the gun lockers provided. [M-5.2.1c] [M-5.3.2a]

2. Officers that retain less lethal weapons (Taser, chemical spray, etc.) shall take precautions to prevent these weapons from being accessed by prisoners. [M-5.2.1c] [M-5.3.2a]

3. Any legally possessed weapons by an arrestee (pocket knives, pepper spray, etc.) shall not be stored with other property in the booking room.

    a. Secure the weapons in the lock box at the OIC desk.
    b. Attach the property tag to the booking sheet.

c. Release the weapon through the front glass when the prisoner has been released.
d. If prisoner is released to the county the OIC shall designate an officer to remove the weapon from the lock box and tag the property into evidence under the case number that the prisoner was arrested and complete a supplement report.

B. **PRISONER SEARCHES AND PROPERTY** [M-5.3.1b]

1. Immediately upon entering the detention area, all prisoners shall be subjected to a thorough search for offensive weapons or contraband. This shall include but not be limited to arrested subjects, subjects transported by another agency, and prisoners returning from an appearance at the 28th District Court. While the prisoner is handcuffed, a full and complete search shall be conducted by an officer or Cadet. Prior to removing handcuffs, the searching officer or Cadet shall scan the prisoner for weapons using the Department's metal detector. Once the handcuffs are removed, another search shall be conducted to check areas on the prisoner that had been obstructed.

2. A reasonable effort should be made to document the prisoner's tattoos, scars and any other identifiable marking on their body.

3. The Officer will instruct the prisoner to empty all items from their pockets and to leave their pockets turned inside out.

4. Shoes, belts, scarves and ties etc. which the prisoner could use to cause self-inflicted injury, shall be immediately removed and stored in the prisoner' property locker if the prisoner is not being released immediately following booking.

5. As a general rule prisoners should only be allowed one shirt and one pair of pants. Jewelry such as necklaces, rings, earrings, and other piercings should typically be removed. In certain instances, when a piercing or article of jewelry may be difficult to remove due to the need for tools or being in a sensitive area, or other legitimate exception such as a medical device may be warranted the OIC should be notified. The OIC may use discretion and allow the prisoner to keep the piercing, ring, medical device, etc. if the item does not pose a safety concern.

6. Prior to the placement of a prisoner in a cell or other confinement area, the officer or Cadet shall also thoroughly search the prisoner. This search shall include but not be limited to: head, hair, loose or rolled clothing, all pockets, as well as removing the prisoner's socks to search inside the sock and the bottom of the feet.

7. Each search shall consist of a thorough examination of the individual and the property in his or her possession, and documentation of property confiscated from that individual.

8. All property will be recorded on the prisoner's booking form if they are not being released immediately following booking.

9. All money taken from the prisoner shall be counted in his or her presence. If the prisoner is uncooperative or not present, money shall be counted by the officer or Cadet in the presence of a second department employee and in full view of the booking room camera.

10. The prisoner and the officer or Cadet will sign the form acknowledging the property held in the appropriate spaces.
    a. Should the prisoner refuse to sign the form, it will be so noted on the form.
    b. If the prisoner believes there is a discrepancy, the shift supervisor will be notified and also sign the form.

11. The prisoner's property will be secured in the property lockers located in the jail. The locker number will be noted on the booking form.

12. No prisoner will be left alone in the booking facility until a custodial search has been conducted and their property secured.

13. A prisoner will not be placed in a cell or the detoxification room with their property.
    a. An exception may be made if a situation exists that is hazardous to the officer. In such an instance, the officer will immediately summon the appropriate amount of assistance to remove the prisoner's property safely.

C. BOOKING INTERVIEW

1. The booking interview portion of the arrest detention form (Booking form) must be completed on all persons arrested that are brought into the booking facility.

2. The form shall include at a minimum; Person’s name, Sex, Reason for custody, Date and time in and out of custody, and local arrest number. [M-5.3.1f]

3. The mental and physical health screening form shall be completed during the booking interview to determine the prisoner’s current behavior, mental status and health. [M-5.3.2f]

D. PRISONER LODGING

1. Male and female prisoners shall be lodged in separate cells. [M-5.3.1a,c,e]

2. Female prisoners will be detained in cells 11 or 12. The on-duty shift supervisor can make additional accommodations for female prisoners if necessary as long as they remain separated from male prisoners.

3. The officer or Cadet shall conduct a security check of each unoccupied cell for the presence of weapons or contraband prior to use of the cell.

4. Misdemeanor and felony arrestees should be lodged in separate cells when possible. [M-5.3.1a,c]

5. Only 1 prisoner shall be assigned to any individual cell. The only exception to this is detox cell and must be approved by the command officer on duty.

6. The detoxification safety cell is designed to provide a safe area to temporarily hold those persons arrested/detained while under the influence of alcohol or drugs. This room is purposely constructed to help reduce accidental and/or intentional injury. Because of the safe design, it shall also be used to temporarily lodge any persons exhibiting violent behavior or those persons determined/observed to exhibit suicidal tendencies. [M-5.3.1a,c] [M-5.3.2f]
    a. Supervisors shall give special attention to any prisoner placed in the detox cell and conduct more frequent cell checks as the situation dictates. [M-5.3.2f,g]
    b. No shoes shall be allowed in any of the cells.
    c. Only one (1) person shall occupy the detox cell at a time unless deemed necessary by the supervisor. [M-5.3.1a,c]
    d. When more than one person is held in the cell blocks, who should be placed in the detox cell; the determination of the person most in need shall be made by the supervisor on duty. [M-5.3.1a,c]
    e. The On-Duty Officer-In-Charge (OIC) has the ability to make any medical based exceptions to this policy that are in the best interest of the prisoner. For example, an OIC may allow for a shoe to be in a jail cell if the shoe is attached to a prosthetic leg or may allow a medical device such as a diabetic pump on a prisoner, if necessary.

7. In the event of overcrowded conditions or when holding male and female prisoners, the booking facility may be used to secure persons to the bench for processing purposes

only and must be constantly supervised by the booking officer. This shall only be done when authorized by the on-duty supervisor. [M-5.3.1a,c]

E. CELL BLOCK CHECKS

1. During the period of time in which prisoners are placed in the cell block, all audio and visual monitoring devices in the communications room shall be utilized.[M-5.3.2h] [M-5.3.2e]

2. In the event that the AV monitoring devices fail the shift supervisor shall be immediately notified and the following actions considered/taken;
    a. Release prisoner(s) with a citation or pending warrant.
    b. Assign an Officer to the booking facility to monitor the prisoner(s)
    c. Coordinate conveyance of the prisoner(s) to another neighboring jail facility if the agency agrees to take the prisoner or seek transport of the inmate to the Wayne County Sheriff's Detention Facility.

3. The On-Duty Shift supervisor or his designee shall monitor these visual and audio monitoring devices when prisoners are in the jail and respond to any observed suspicious activity. [M-5.3.2e]

4. The doors to the booking facility will be kept closed whenever a prisoner is in the booking facility and/or cell block. No employee will circumvent the self-locking doors to the lock-up (i.e. prop doors open for maintenance, etc.). [M-5.3.2e]

5. Personal inspection of the cell block will be conducted by the shift supervisor or his/her designee every 60 minutes unless the booking interview indicates more frequent checks is necessary. [M-5.3.2g]

6. Inmates who are suspected to be under the influence of drugs or alcohol should be checked face to face every 30 minutes while in-custody and suspected of being under the influence. Further, if it has been determined that an inmate is considered high risk (i.e. aggressive, mental health related issues, etc.) shall be checked face to face every 15 minutes. An OIC can also make a determination to assign a constant face-to-face observation of an inmate based on suicide risk or other risk factors. All confined prisoners shall be monitored via video surveillance at all times. [M-5.3.2g]

7. Cell inspections will be logged in the Jail Management System under "Jail Log Checks".

8. Cell blocks will be checked prior to placing a prisoner into the cell, and after a prisoner is removed. The cell block will be checked for contraband, cleanliness, damage, and function/operation of the plumbing.

F. SECURITY CONCERNS

1. Officers must consider the safety and security of the building when bringing prisoners to the Police Department for processing.

2. Two Officers should be present in the booking facility while an uncooperative or potentially combative prisoner is being processed. A back-up officer must be present during the processing of a high risk prisoner. [M-5.3.2e]

3. Prisoners must remain under constant visual observation by a member of the Department. [M 5.2.1 b] [M-5.3.2e]

4. Officers must be cognizant of weapons retention issues during processing and no firearms are allowed in the booking facility and cell block areas. [M 5.2.1 c]

5. Personnel shall carry portable radios with them at all times while in the booking facility and have them turned on (except when giving a breath test) to maintain two-way emergency communications with Dispatch and to call for assistance in cases of emergency. In the event of an emergency in the booking facility, a supervisor and available personnel will respond to provide assistance. [M 5.2.1e,g] [M-5.3.2b,c]

6. When present, the back-up Officer should be stationed near the exit of the booking facility to prevent an escape. If an escape occurs, personnel shall notify their supervisor and dispatch personnel immediately. [M 5.2.1 h]

7. The booking facility should contain only those items of equipment and consumable supplies necessary to process an arrestee, such as:

    a. Booking computer
    b. Intoxilyzer
    c. Livescan
    d. Phone [M 5.2.1 f]

8. All booking paperwork should be secured with staples instead of paperclips

G. MEDICAL TREATMENT FOR INCARCERATED PRISIONERS

1. When a prisoner requests medical treatment the supervisor shall facilitate the request to ensure that any person requesting medical attention, or in obvious need of medical

care, is treated. Southgate Fire Department or a licensed health care provider will provide any emergency life saving measures deemed appropriate. Our contracted EMS crew will be summoned to provide additional care if necessary. [M-5.3.2c] [M-5.3.1g]

2. Prisoners shall be only given medication as prescribed by a duly licensed physician. [M-5.3.1g]

3. In the event an AED is required, the Officer processing the prisoner shall summon medical personnel by notifying dispatch, as well as the on duty supervisor.
    a. Responding personnel will retrieve the in-station AED located at the front desk.
    b. The prisoner shall be separated from the other prisoners, and placed on the floor (flat surface) of the booking facility.
    c. Responding personnel will then follow CPR procedures, as well the automated AED prompts.[M-5.3.2c]

H. TELEPHONE CALLS

1. All prisoners have a right to a telephone call to secure counsel, bail, or to contact family or friends during the booking process.

2. Personnel will inform all prisoners upon admission that they are allowed to use a telephone to make completed local or long-distance collect telephone calls to secure counsel, bail, or to contact family or friends.

3. In the event a prisoner is unable to complete a call, the officer in charge will:
    a. Complete the call for the prisoner at their request and record that fact;
    b. Record the fact that no call was made, and allow the call at the prisoner's earliest request.
4. In the event the prisoner is disruptive or destructive, the call may be delayed, but only until his/her behavior has changed.

I. PRISIONER MEALS [M-5.3.1f]

1. Three (3) meals will be provided each day and shall not include utensils. Meals will be obtained from the food preparation area in the jail. Officers prepare the meals provided in the food preparation area freezer. Meals should be given between the listed times:

    Breakfast 0700-0800

    Lunch 1100-1300

    Dinner 1600-1800

2. Each prisoner shall be offered a meal at a meal time.

3. A comparable meal shall be provided to any prisoner who is temporarily out of the cell block and returns after a scheduled meal is served.

4. No excess food will be allowed in the cell block.

5. All cells will be cleaned of any debris once the meals have been eaten by the inmate.

6. A prisoner may be fed at any time when, in the discretion of the supervisor, it is necessary for medical reasons or justifiable cause.

7. No food shall be provided to prisoners from an outside source not authorized by the department.
    a. Medical condition that requires a specific diet have to be approved by the on-duty supervisor. [M-5.3.1g]

J. RELIGIOUS HEAD COVERINGS; HIJAB, BURKA, ETC.

The wearing of religious head covering by females of some faiths is a religious based practice intended to preserve a desired level of modesty. The safety of all persons housed in the Southgate Police lock-up will always take precedence. However, if it is possible to accommodate a religious based practice, without creating a safety risk or undue cost or inconvenience, then it is proper to do so.

The police department has acquired a temporary head covering made of a Tyvek material that will properly address issues of modesty while limiting safety concerns. All female prisoners who will be held for any length of time and are wearing a religious head covering shall be issued a Tyvek head covering to replace the prisoner's personal head covering. This issuance will be noted on the booking sheet.

K. BOOKING PHOTOS & RELIGIOUS HEAD COVERINGS

1. The removal of an issued Tyvek head covering will be optional for booking photos. The booking officer will ascertain if the head covering is being worn for religious reasons and if the prisoner is willing to remove it for the booking photo.

2. If the prisoner requests to wear the Tyvek head covering during the booking photo it can be worn during the booking photos under following conditions.
    1. The full face, jaw line, ears and forehead must be completely visible.
    2. The Tyvek head covering must not cast any shadows on the face.

3. If the prisoner is being booked and then immediately released, e.g. posting bond and probation prints, etc….they can wear their own personal head coverings during the booking photos. The personal head coverings can be worn during the booking photos under the following conditions:
    1. The full face, jaw line, ears and forehead must be completely visible.
    2. The head coverings must not cast any shadows on the face.

L. VISITATION

1. Due to the brevity of incarceration, routine personnel visits by family or friends will be denied as a general policy. [M-5.3.2d]

2. Attorneys visiting prisoners
    a. As a general rule, Attorneys will be permitted to speak with their clients at the discretion of the OIC or Detective in charge providing the visit does not impede the operations of the Police Department.
    b. The attorney must show their state attorney bar card and the identification number will be recorded on the booking form and our jail visitors log will be completed. [M-5.3.2d]

3. Conditions of visits;
    a. Visitors are subject to search as a condition of the visit. Wherever possible, visitors should be afforded the opportunity to check their outer clothing or property. [M-5.3.1b] [M-5.3.2d]
    b. All visits will be conducted with an Officer present.
        i. An exception will be made for an attorney and their client.
    c. Length of time for each visit will be determined by the shift supervisor considering available personnel.
    d. If either the prisoner or the visitor becomes disruptive, the visit may be immediately terminated.

e. Prisoners will be searched prior to being placed back in a cell following a visit. [M-5.3.1b]

M. GENERAL RULES

1. There will be no smoking allowed in the booking facility.

2. Blankets and toilet paper may be issued after all booking procedures have been completed.
    a. Blankets will be removed from the cell block and placed in the laundry basket for cleaning. Dirty blankets will not be re-used. Officers/Cadets are responsible for

transporting dirty blankets to the cleaners and stocking the clean blankets on appropriate shelves.

b. These items may be withheld if the prisoner displays disruptive, assaultive or violent behavior towards themselves or others. [M-5.3.2f]

3. Contaminated blankets, cells, or clothing; [M-5.3.2c]
   a. If a person is discovered to have or suspected of having an infectious disease during the course of custody, the shift supervisor shall be notified immediately and noted on the booking form. [M-5.3.2c]
   b. Personnel will then secure those blankets in the dirty linen bin and place in the Sally port to be transported for cleaning. [M-5.3.2c]

N. **TRAINING AND STAFF DEVELOPMENT** [M-5.3.3]

1. All personnel having access to the booking facility and the cell block will receive initial training on;
   a. Facility operations
   b. Equipment provided for use by the agency.
   c. Retraining will occur at least once every three years. Training will be designed to deal with adult and juvenile prisoners and deals with security procedures, supervision of prisoners, significant legal issues, prisoner rules and regulations, rights and responsibilities of prisoners, emergency procedures, and detention procedures for all prisoners including women and juveniles and special needs of mentally disturbed and handicapped.

2. Public Safety Cadets, when available, are primarily responsible for the feeding of prisoners, checking on prisoners and assisting Officers with the processing of prisoners. Prior to assuming their duties, Cadets will receive training to include;
   a. The use of physical restraints to ensure safety and security of staff and prisoners.
   b. Booking and Facility operation training.

3. Police Officers have the primary responsibility for the processing and securing of prisoners. The training required for these duties is part of the field training program as prescribed by the Field Training Officer written directive.

O. PRISONER RECORDS

1. A prisoner's constitutional right to privacy can be violated if records are improperly disseminated. All information related to an arrest will be held in a confidential manner.

2. The identity of any prisoner shall not be released to the public until after the prisoner has been arraigned unless such release is deemed necessary by competent authority.

However, the location/presence of an inmate at the Southgate Police Department can be confirmed upon request of a caller.

3. Upon completion of all applicable reports/forms, the case report and associated paperwork will be submitted for supervisory review and approval. After approval, the case report and associated paperwork will be turned into the Records Section for processing and retention.

4. Access to prisoner records will be limited in accordance with the Michigan Freedom of Information Act (MCL 15.231). [M 5.3.1h]

P. FIXED OBJECT RESTRAINTS

1. The Southgate Police Department only possesses two points in the jail facility to which a prisoner can be secured to a fixed object and those are the handcuffs on the booking bench and the lower mounts on the east and west side of the detoxification cell for the use of leg irons. The Southgate Police Department does not possess any other permanent fixed object restraints. Therefore, prisoners will not be restrained to any fixed object other than the booking bench, or the detoxification cell unless an emergency situation should arise in which the need to restrain a prisoner to a temporary fixed object is essential to the protection of the life or safety of the prisoner or others. When a prisoner is secured by handcuff to the booking area bench a Police Officer or Cadet must be present. When securing a prisoner using leg irons and the lower detoxification mounts the prisoner shall be constantly monitored via the camera system as well as physically checked every half hour and shall not be used for extended periods. [M-5.2.1d] [M-5.3.1d]

Q. EVACUATION/HAZARD PROTOCOLS [M-5.3.4]

1. The emergency evacuation plan is the responsibility of the on-duty OIC. All OIC's shall familiarize themselves with this plan in the event of an emergency situation. There are three separate means of emergency exits.

2. **East Door:** Opens to a connected 28th District Court Hallway, that pathway does lead to an exit through the court building if needed which will open to the West Court Exit door into the unsecured rear police parking lot.

3. **South Door:** In booking leads to the Police Garage which should be secured at all times. Once the garage is open it leads to the unsecured police rear parking lot.

4. **West Door:** In booking leads to an internal hallway between the Detective Bureau and the police command office.

5. **Emergency Plan:**

   a. In the event of a fire or emergency, prisoners will be evacuated from the Lock-up facility by the safest route.

   b. The evacuation will be conducted by two Department members in the following order, based on availability.
      i. Two Detectives (during normal business hours).
      ii. Two Police Officers.
      iii. One Police Officer and One Cadet.
      iv. If no police officers or Cadets are available, other civilian personnel may be utilized until they can be relieved by a sworn officer.

   c. Prisoners will be escorted out of the building and placed in the rear compartment of a squad car in the police parking lot. The prisoners will be continuously monitored by a department member.

   d. Prisoners will be returned to the cells once the fire/emergency has ceased and the Lock-up facility is deemed safe by the on-duty supervisor or OIC of the incident.

   e. Should the Lock-up facility be proclaimed unsafe, prisoners will be provided alternative housing, i.e.; a local police department holding facility if agreed too or the Wayne County Jail. The shift supervisor may also elect to release prisoners housed for minor offenses (i.e.: DWLS, retail fraud 3rd, etc.) on a personal recognizance bond.

R. FIRE EQUIPMENT

1. The booking facility is equipped with a fire suppression system. All fire equipment located near the Lock-up facility has been placed in easily accessible locations affording minimum opportunity for tampering.

S. INSPECTIONS [M-5.3.5]

1. The shift supervisor will conduct security and sanitation inspections of the booking facility and cell blocks upon assuming the responsibilities of the shift during their tour of duty.

2. Inspections will be recorded on the **Supervisors Daily Log** and deficiencies communicated to the day shift supervisor who, in conjunction with the Department of Public Works, will coordinate that the deficiencies are corrected.

3. The following will be inspected and documented;
    a. Verify the presence of fire equipment, note any tampering or damage.
    b. Note any condition conducive to harboring or breeding insects, rodents, or other vermin. If necessary, pest control professionals should be used to clean or fumigate the booking facility.
    c. The Locks, windows, walls, floors, ventilator covers, glass panels, access plates, protective screens, doors, and other security devices must be checked carefully for operational wear and prisoner tampering. Inspection must include occupied and unoccupied cells.
    d. All defective security equipment will be replaced or repaired or taken out of service immediately.
    e. All Lock-up facility areas and other areas to which prisoners have access must be searched for weapons and contraband.

WARNING

This directive is for departmental use only and does not apply in criminal or civil proceedings. The department policy should not be construed as a creation of higher legal standard of safety or care in any evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for departmental administrative sanctions.

V. AUTHORITY



Joseph L. Marsh
Director of Public Safety

Enclosure(s)
None