

STRATFORD POLICE DEPARTMENT 	Type of Directive: Policy and Procedure	Updated: 02-01-2023
	Title: Cell Block-Detainee Processing	No. 11.1
	Issuing Authority: Chief Joseph McNeil	Issued: 11-21-2019
	Reference: Rescinds 11.2.2 Tier 1 Accreditation 1.3.16 Tier 1 Accreditation 1.5.11	

PURPOSE:

Prisoners held in police custody become the responsibility of the holding agency. Due to this fact there exists a need to comply with State laws and guidelines concerning the incarceration of individuals. The Stratford Police Department has enacted the following policy to conform to these State guidelines to reduce the possibility of injury to a prisoner, provide for officer safety, and uniformity of treatment of all prisoners.

POLICY:

It is the policy of this department that all members comply with the following guidelines concerning the incarceration and treatment of prisoners held in the department's cellblock area.

PROCEDURE:

Processing

Upon arrival arresting officers will utilize the prisoner entrance when arriving or leaving the building with a prisoner. Once inside the booking room the door will be closed and officers weapons will be secured in the gun locker. This will be done prior to removing handcuffs from the prisoner(s).

The desk sergeant will be notified as to the information on the prisoner(s). This can be done by phone or a backup officer can walk to the sergeant's window. Under no circumstances will the prisoner(s) be removed from the booking area until he/she is ready for release. Officers will notify the sergeant of any suspected physical injuries or problems with the prisoners. The desk sergeant will check on the condition of the prisoners during the booking process. Procedures for the use of the prisoners' entrance will be followed.

To ensure the safety and security of the officers and the prisoners no firearm will be allowed in the cellblock or booking area. In an emergency situation the commanding officer or his designate may over rule the section.

Officers will use the gun lockers provided at either entrance for the purpose of securing their weapons.

Upon arrival into the booking area the arresting officers will notify the Desk Sergeant. They will provide the sergeant with the name, date of birth, charges, and the general physical condition of the person under arrest. Any problems or questions the officer might have will be addressed at this time.

After the booking process has been completed, the officers will complete the prisoner-tracking sheet immediately after placing a prisoner into the cellblock area and deliver the tracking sheet to the Desk Sergeant.

Prisoners from Other Departments

Other Law Enforcement Agencies bringing prisoners to be held in the Stratford Police Department cellblock will comply with the below procedures prior to them being accepted:

Arrangements between the Agency bringing the prisoner(s) and the shift commander will be worked out prior to the prisoners being brought to HQ. The shift commander will make the determination if the Agency bringing the prisoner will be required to supply an officer to remain with the prisoner. This will be dependent on how violent the prisoner is and on previous working relationships with the other department. The same criteria will also apply for the billing for prisoner's meals. Escorting officers will identify themselves with proper identification by name, rank, agency, and authority.

Name, DOB, address, and charges will identify the prisoner. Physical problems or other pertinent information will be given. The receiving officers will document this information and make out a prisoner-tracking sheet along with any other paperwork needed and deliver it to the Desk Sergeant.

The supervisor on duty will be notified of the prisoner's arrival.

Searching of Prisoners

In an effort to prevent the introduction of contraband, weapons or evidence into the cellblock area and for officer and prisoner safety, all arrestees will be subject to a search before being placed into a cell. This will be done even when the person has already been searched prior to this stage.

All personal property shall be removed from the prisoner's possession prior to placement in the cell. All items shall be removed from clothing pockets. All jewelry shall be removed from prisoners. Neckties, belts and drawstrings in clothing (e.g. in sweat pants, hooded sweatshirts, etc.) shall be removed. Laces shall be removed from footwear. Hairbands, elastics, doo-rags, bandanas, hairclips/combs shall be removed. Jackets/coats and excess clothing (e.g. multiple layers of clothes) shall be hung on the hooks in the cell block.

Footwear shall not be allowed in the cell and shall be placed on the floor outside the cell. Shoelaces shall be removed from the footwear and placed in the prisoner property bag.

Prisoner money should be counted by two officers with the prisoner present if possible. Per the Judicial Marshals requirements, the money will be fanned so that all of the bills can be counted without opening the prisoner property bag. The fan of money should be stapled to maintain its' shape. The money will be placed inside the plastic prisoner property bag and secured in the prisoner property cabinet.

The Judicial Marshals will only will only accept prisoner property that fits into one (1) clear plastic bag measuring 12" x 15" in size. If the property does not fit in this bag, it will be refused at court.

Once prisoner property has been removed from the prisoner, it shall be divided into two categories, 1) those items accepted at court by the Judicial Marshals and 2) those items which will NOT be accepted at court. The property must be categorized at this time because it is unknown if the prisoner will be released prior to the time that prisoners are transported to court. A separate Prisoner Property Form shall be completed for each category of property.

- One bag with items allowed at court along with a Prisoner Property Form listing ONLY the items in the bag.
- Other bags or property NOT allowed at court along with a Prisoner Property form listing ONLY the items remaining at HQ.

Prisoner property shall be secured in the Prisoner Property Cabinet in the Booking Room. The officers bringing prisoners to court will take the appropriate property bag and form to court with the prisoner and turn it over to the Judicial Marshal.

The prisoner should be notified by the officers providing transportation to court that some property will remain at HQ and it must be removed from the police department within 30 days or it will be destroyed.

Prisoner Property Accepted At Court

- Wallets, Money, Identification-drivers license, credit card, Social Security card, etc.
- Legal Materials, Keys, Jewelry, Cellphones
- Clothing- Only what the person is wearing. Belts are acceptable
- Coats-one Only what the person is wearing
- Footwear-sneakers, shoes, boots Only what the person is wearing
- Medical Items-asthma pump, cane, walker, wheelchair, etc
- Prescription Medication, Prescription Eyeglasses or Contact Lenses, Medical Alert Bracelet or Necklace

Prisoner Property NOT Accepted At Court

- Suitcases, Duffel Bags, Knapsacks, Backpacks, Book Bags, Pocketbooks, Shoulder Bags, Briefcases, Boxes or similar type items
- Laptops, CD players, Boom Boxes, pagers or similar electronic devices
- Food, Beverages, Candy, Gum-Cigarettes & Other Tobacco Products, Lights & Matches
- Necktie, scarf, ribbons, combs, brushes, compacts, makeup

- Checkbooks, Personal Papers, Address Book, Daily Planner/Organizer, Bible
- Non-Prescription Medications
- Tools, Weapons or Dangerous Instruments

Evidence Officer Duties

The Evidence Room Officer will be responsible for secure storage of prisoner property remaining in the cabinet that has not been picked up after one week. The property will be stored in the Evidence Room.

The evidence officer will send a notice to the owner of any unclaimed prisoner property with instructions on how to pick up the property. If the owner is incarcerated, the letter will be sent to the appropriate correctional facility. Otherwise, the letter will be sent to the owner's last known address. Unclaimed prisoner property may be destroyed after 30 days.

Same Sex Will Conduct the Search

Only officers or matrons of the same sex as the prisoner will conduct searches. Any evidence found on the prisoner during the booking process will be tagged as evidence and handled as such. Contraband found will also be tagged and placed as evidence with additional charges added to the list of charges.

Strip Searches

Strip searches as defined in C.G.S. Sec. 54-33k are prohibited when a person has been arrested for a motor vehicle violation or misdemeanor unless there is a reasonable belief that the arrestee is concealing a weapon, a controlled substance, or contraband. The same prohibitions to conducting a strip search will apply to an arrestee charged with a felony. Authorization to conduct a strip search must be obtained in writing from the Chief of Police or his agent (agent as referred to in this section will be defined as the highest-ranking officer on duty at the time of the search.)

A strip search form will be completed and signed prior to conducting the search. Copies will be made for the case file, court, and the person being searched.

The authorized strip search will be conducted in accordance with C.G.S. Sec. 54- 331 and no deviation or various from the procedure set forth in this section will be authorized.

Cavity searches will be conducted in accordance with C.G.S. Sec. 04-331 (b).

Lock-up Procedures

During the booking process, it may be necessary to place prisoners in the holding cage located in the booking room while other prisoners are processed or when officer manpower is limited.

Prior to prisoners being placed in this holding cage, they will be thoroughly searched and will never be out of the sight of the attending officer. More than one person may be put in the holding facility at a time. However, officers are to ensure that combative individuals are not put in with other prisoners and that the

total number of prisoners never exceeds the number of officers present to control the situation should a disturbance occur.

Male and female prisoners may not be placed in the holding cage at the same time.

Juveniles may not be placed in the holding cage if adult prisoners are being processed in the room at the time.

Prisoners being processed may be handcuffed to the bar lock in the booking area. As with the holding cage, there must be an officer present at all times and the number of prisoners cuffed to this bar may not exceed available police manpower to control the situation.

Upon completion of the booking process and the searching of the prisoner, the prisoner will be placed into a clean cell. Any damage to the cell discovered at this time will be reported to the Desk Sergeant and documented by an incident report.

The larger (handicapped cells) will be held in reserve for individuals with special needs. Officers are to ensure that the cell being occupied is lighted and that it has working water and toilet.

A cell designated for prisoners with communicable diseases will only be used for that purpose.

Officers will select the cellblock area to be used by the sex of the prisoner, space available, and the condition of the prisoner. Male & Female prisoners will be kept separate from each other at all times. Prisoners will be placed singularly in a cell whenever possible.

Officers placing a prisoner into a cell will check the cell prior to its use. Officers will check for weapons, contraband, or any items that should not be inside. Officers also make sure that the cell is properly equipped and clean. This checking procedure should be done every time the prisoner is removed regardless of whether he is being released or is only to be out temporarily.

Any problems that are found will be immediately brought to the attention of the Desk Sergeant. If there is sufficient need documentation will be made.

If no female Patrol Officers are working, adjacent community departments will be contacted to see if a female officer is available to assist. If none are available, a Stratford Police Department female officer may be hired back if necessary to assist in the booking and search of a female prisoner. She will only be required to stay until the prisoner is placed in her cell.

Officers will make out a "Prisoner Tracking Sheet" and give it to the Sergeant on the desk immediately after locking a prisoner up.

Under normal conditions officers will not enter an occupied cell. In the event that this must be done the following procedures will be followed:

- Two officers must be in the cellblock area prior to the prisoner being removed from the cell. The prisoner will back up to the cell door, extend his/her hands through the portal and the officer will apply the handcuffs. After this has been accomplished, the door will be opened and the prisoner removed.

- If there is no cooperation from the prisoner within a few minutes, the Desk Sergeant will be notified. Preparations will then be made to enter the cell and remove the prisoner.
- Smoking will not be allowed in the cellblock area for any reason.
- The Sergeant on duty will be notified of any other problems and will call for any assistance as necessary.

Conduct

Prisoners will be advised that their conduct and actions will be monitored and that any damage to the cell will result in the appropriate criminal charges are placed against the prisoner responsible.

Serious damage done by a prisoner will be documented on the arrest report and brought to the attention of the court. Restitution will be sought to repair it. A separate incident number will be drawn with the damages and charges listed for possible civil action by the Town of Stratford.

Prisoners behaving in a disruptive manner during the booking process will be placed into a cell until such time that their behavior allows the processing to be completed or until their court arraignment.

The supervisor of the shift will be notified on the above.

Group Arrests

Group arrests, such as from a demonstration or strike, should be anticipated and planned for if at all possible.

In the event of a group arrest that exceeds the maximum single capacity of the cellblock prisoners will be doubled up for a short period of time. The holding cage may also be used to contain these prisoners. This period of time will allow the officer a chance to process the prisoner and allow him a reasonable time to make bond.

Prisoners that will have to stay for an extended period of time and cannot be housed singly will be brought to another police department or to the Bridgeport Correctional Center.

Prisoners brought to another police department for holding, will be provided with all the necessary paperwork requested by the department. An officer will accompany and stay with the prisoner(s) while he is being held in another department if necessary.

Officers assigned to this prisoner's detail will follow all rules and regulations set down by the host department.

On large group arrests an officer may be hired to act as a jailer to coordinate and assist in the processing. If possible, prearrangements will be made for quick and efficient processing of the prisoners as they are brought into HQ.

The Chief of Police or his delegate may make the determination to process and PTA all arrested individuals at the scene of the incident. If this procedure is done an abbreviated booking process will be utilized for misdemeanor arrests only. This will consist of issuing misdemeanor summons's to arrestees

that have proper identification, are residents of the State of Connecticut and have no recent FTA's on their SPRC.

It will be essential that positive identification be made prior to the release of the prisoner.

Prisoners with small or minor children will be segregated from the rest of the prisoners until arrangements can be made to release the parent, turn the child over to another parent or guardian, or have DCF take custody.

Juveniles

Juvenile prisoners will not be held in the male or female cellblocks. If there is a need to detain them for an extended period they will be transported to the juvenile facility in Bridgeport.

Juveniles awaiting the arrival of their parents or guardians will be kept in the company of an officer and held in an isolated area or booking area (including the holding cage) if adult prisoners are not present.

Juveniles will be separated from the adult holding areas by sight and sound at all times. In the event that an adult is brought into the booking area, the DWI room, or the regular booking room will be utilized solely for the processing of the juvenile.

Prisoner Release

No prisoner will be released without positive identification, either by proper photo identification or AFIS verification (if applicable). The following procedure will be followed prior to any release of a prisoner:

Positive identification of the prisoner will be presented to the releasing supervisor a check with NCIC and/or other agencies for possible wants and warrants will be made.

Prisoners released from the cellblock will clean the cell prior to leaving. They will throwaway any garbage and place the used -blanket in the laundry. Officers handling the prisoners at this point will be responsible to searching the cell for contraband and documenting any damage to the cell caused by the prisoner.

After the completion of all paperwork for release the personal items of the arrestee will be returned.

The supervisor releasing the individual will advise the released individual go over each of the items to make sure that everything is being returned. The individual will sign either on the inventory sheet or on the complaint for these items. Any complaints of missing items made by the arrestee will be noted and turned over to the shift commander for possible investigation, prior to the individual leaving the building.

Officers transporting prisoners to court or to another facility will follow the same procedure as noted above. Prisoners going to court will be removed from the building using the prisoner entrance.

Prisoners Welfare Packages

The Desk Sergeant may accept items of clothing, mail or money for bond purposes only for detainees. The items accepted will be inspected by the Sergeant and the person delivering the items shall provide

proper identification. The items collected will be entered on the prisoner property form and any distribution to the prisoner will be properly documented.

Any contraband, which is found to be illegal, will be documented, seized, and prosecuted. Items, which are not illegal, will be returned to sender (contraband is defined as items not permitted within the holding facility because of their illegality or possible use to disrupt security measures.)

Items that the prisoners need immediately prior to going to court will be given to the prisoner either at that time or just prior to leaving for court.

Release without Charges

If someone is arrested based on the reasonable belief of an officer at the time, but further investigation or additional information reveals that sufficient probable cause no longer exists, the Uniform Division Commander will be immediately notified. Once this situation is determined the supervisor must cause the arrested individual to be released immediately and:

- Inform the person that he or she does not have to appear in court;
- Not require the person to sign a promise to appear form; and
- Will not submit a Uniform Arrest Report (UAR) to the court.
- The Shift Commander will prepare the supplementary investigation report.

A copy of the arrest report, which includes the reason for the release, will be submitted to the State's Attorney's Office at GA #2.