



# POLICY AND PROCEDURE

# NO.735

## Police Lockup - Out of Town Users

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### GENERAL CONSIDERATIONS:

The Chief of the Police Department is authorized to charge out-of-town users of the police lockup and out-of-town users of the department's Breathalyzer machines. Pursuant to a vote of the Committee on Fees and Charges on July 1, 1989, the fees are established as a \$50.00 per day for use of the lockup and \$125.00 for out-of-town users of the breathalyzer machines per usage.

Please note exceptions and special considerations in policy and procedure sections which follow.

### POLICY:

1. The first week of each month, the computer printout is supplied showing adult arrests for the previous month by area towns using our lockup.
2. The towns currently using our lockup facilities are:
 

|           |               |
|-----------|---------------|
| Auburn    | Paxton        |
| Barre     | Princeton     |
| Holden    | Rutland       |
| Leicester | Shrewsbury    |
| Oakham    | West Boylston |
3. Area departments are billed on a monthly basis for each individual arrested and brought to our lockup. (They are charged per individual regardless of multiple charges).
4. The lockup fee to out-of-town users is fifty dollars (\$50), an additional one hundred twenty-five dollars (\$125) is charges if the breathalyzer is administered.
5. EXCEPTIONS: no charge for any individuals arrested solely on warrants.
6. ALSO: no charge for persons arrested by special police officers, railroad police, college security, Massachusetts State Police, or, any other persons not listed in number two above.
7. Payment from area towns must be made to Worcester Police Department.

### PROCEDURE:

1. Upon receiving computer printout of adult persons arrested, the breathalyzer log will be checked to see if any person on printout charged with driving under the influence was administered the breathalyzer.
2. A fee of fifty (\$50) dollars or one hundred twenty-five (\$125) dollars will be entered in the appropriate space provided.

3. The juvenile arrest book will be checked for arrests during billing period and, if any, will be typed on printout as continuation of printout using same format. The fifty dollar or one hundred twenty-five dollar if breathalyzer given will be entered in cost column.
4. After all persons and charges are entered the cost column will be totaled and so marked.
5. In the upper right hand portion of the printout will be typed the month and year of lockup period being billed.
6. In the upper left hand portion of the printout will be typed the police department being billed.
7. A minimum of two copies will be made.
8. The original and one (1) copy will be mailed to the particular departments.
9. The third copy will be maintained in individual department's folder pending payment.
10. Upon receiving check(s) from outside departments, the date of the check, check number and amount will be entered at bottom of file coy and maintained in outside department's folder.
11. The check(s) and copy of charges showing payment will be to Payroll Department for processing and transmittal.
12. IMPORTANT BILLING CONSIDERATIONS, all town budgets operate of fiscal year July through June; therefore, bill submitted for June must be dated prior to July 1st of any particular year for payment to be made under current budget.

Per:

*Edward P. Gardella*  
Chief of Police

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