

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>PRISONER PROCESSING FACILITY</b>		
<b>POLICY AND PROCEDURE 4.2.3.20</b>		
<b>Effective Date :</b> 07/09/2015	<b>Accreditation Standards:</b> CALEA CHAPTER 71 CFA CHAPTER 30	<b>Review Date:</b> 11/01/2016

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**PURPOSE:** To outline the procedures for processing prisoners through the processing facility. The safety of the police officer and prisoner depends on adherence to proper procedures during the processing of prisoners.

**SCOPE:** This policy applies to all members.

**REVIEW RESPONSIBILITY:** Administrative Support and Patrol Operations Bureau Majors

**POLICY:** All officers shall follow the prescribed procedures outlined in this policy to ensure officer safety and prisoner (arrestee) safety whenever circumstances call for the processing of such persons.

## **PROCEDURES**

### **1. RESPONSIBILITIES and INSPECTIONS**

- a. The Patrol Operations Bureau Major will have overall responsibility for the operation of the Prisoner Processing Facility (PPF) and the Administrative Support Bureau Major will have overall responsibility for the maintenance of the PPF.
- b. The Patrol Operations Bureau Major will ensure that a documented administrative review of the PPF, policy and procedures is conducted at least once every three years.
- c. The midnight shift patrol Sergeant will document an inspection of the PPF on a daily basis.
  - i. A search for weapons and contraband will be made of all areas in the PPF.
  - ii. All bars, locks, walls, floors, and security devices will be checked for operational wear and prisoner tampering.

- iii. All areas will be inspected for cleanliness and proper sanitation. If rodents or pests are discovered, a recommendation will be made to have a pest control company respond at the earliest possible date.
- iv. All fire extinguishers will be inspected for operational readiness. Automatic fire detection devices and alarm systems will be inspected for any possible structural damage.
- v. The first aid kit, located in the PPF, will be inspected regularly and replenished when necessary.
- vi. The PPF will be checked to insure that adequate supplies and processing forms are available.
  - 1. Processing forms not available from the report writing room will be requested from the Quartermaster.
  - 2. The midnight shift Sergeant, upon completion of the inspection, will initiate a CAD event indicating that the inspection has been done.
  - 3. The midnight shift Sergeant will take whatever actions are deemed necessary to insure that the PPF is functional and operational, coordinating when necessary with the Sergeant designated responsible for facilities maintenance.
  - 4. The midnight shift Sergeant will report any incidence of hazardous conditions which would make the processing facility inoperable or unsafe to use in writing to the Sergeant designated responsible for facilities maintenance.
  - 5. During their normal inspections of fire detection and suppression equipment in the Police Department, the Palm Beach Gardens Fire-Rescue Department will inspect and test all fire equipment in the PPF to insure that it is operational.

## **2. USE OF THE PROCESSING FACILITY**

- a. The Department does not operate a permanent jail facility. The Department has a PPF for adults and juveniles, which may be utilized for the following reasons:
  - i. Full custody arrest requiring processing.
  - ii. Detain prisoners temporarily for another agency.
  - iii. Detain person(s) temporarily who have been processed and are to be turned over to a responsible person.
  - iv. Separate accomplices of crimes for interrogation purposes.
  - v. Hold persons temporarily who have been processed in order to complete the processing of accomplices prior to transporting to another facility.
- b. Use of the PPF will be documented. Logs, at a minimum, must include the most serious crime, date and time (in/out) of the facility for both adults and juveniles.
- c. Adults and juveniles charged with misdemeanor or ordinance violations will not be processed in the PPF unless:
  - i. The subject has a previous criminal record involving serious criminal activity and it would be advantageous for the department to have a complete set of fingerprints and photographs of the person.
  - ii. The charge involves an activity which may connect the subject to a more serious crime.
  - iii. The arrested subject cannot prove his/her identity and/or will be booked into the Detention Center.
  - iv. The charge is a crime in which the officer feels that full processing is necessary due to unique circumstances involved.
- d. Only prisoners of the same sex and age grouping (adult or juvenile) will occupy the facility at one time.
- e. When the facility is occupied and another prisoner, who is of a different sex or age group, is being brought in, the new prisoner will wait in the sally port with the arresting officer until such time as the processing room is clear.

- f. Cells will be checked for weapons and/or contraband before placing a prisoner inside a cell, and re-checked after a prisoner has been removed from any holding cell.
- g. Officers will constantly supervise prisoners and will never leave any prisoner unattended in the prisoner processing area.
- h. If practical, an officer of the same sex should supervise the prisoner. If not practical, officers will endeavor to allow a prisoner of the opposite sex privacy when toilet facility is used.
- i. Prohibitions for all members:
  - i. Smoking is not permitted in the processing facility.
  - ii. No food or pharmaceuticals will be dispensed.
  - iii. No culinary equipment/tools will be allowed into the facility.
    - 1. Any repairs requiring the use of tools will be coordinated through the Sergeant designated responsible for facilities maintenance.
    - 2. The processing facility will be inspected by a Field Operations Bureau Sergeant after any repairs are made and prior to reopening the facility for prisoner processing.
- j. Two officers should enter an occupied holding cell when:
  - i. Restraining/removing a violent prisoner;
  - ii. Preventing the destruction of evidence;
  - iii. During a medical emergency;
  - iv. Handling an intoxicated prisoner;
  - v. Searching an uncooperative prisoner for identifying marks, tattoos, scars, etc.
  - vi. During a non-cavity strip search; or
  - vii. Separating combative prisoners.
- k. The Communications Center should closely monitor the facility by video surveillance while the officers enter the holding cell.
- l. Only persons on official police business may enter the PPF. No packages of any kind will be allowed into the facility.
- m. If a prisoner wishes to confer with an attorney prior to making a statement, the attorney may enter the cell to confer in private. Attorneys or others conferring with the prisoner will be checked for any weapons. All briefcases and/or containers carried by an attorney will be inspected prior to conferring with the prisoner.
- n. Prisoner mail and/or packages are prohibited inside the processing facility.
- o. The prisoner may be allowed up to three (3) local or collect long distance phone calls in order to contact an attorney, relatives, or friends in regards to the arrest situation.
  - i. The arresting officer will place the phone call for the prisoner from the phone located in the processing facility.
  - ii. All phone calls will be limited to five (5) minutes.
- p. The Department does not accept bond monies.
  - i. Prisoners will be offered an opportunity to make bail at the PBSO Detention Center.
  - ii. Telephone calls regarding bail bonds will be made at the PBSO Detention Center.
- q. Under the County Court System, prisoners are not transported directly to court by municipalities.
  - i. Prisoners released on their own recognizance will be issued a court date on a Notice to Appear.
  - ii. Prisoners booked into the PBSO Detention Center will be scheduled and transported to court for any appearances by PBSO Detention Center personnel in accordance with state law.
- r. When a person is placed under arrest, the police officer and the department become responsible for the care and safety of the prisoner until the person is transferred to another facility or released from custody.

- s. The maximum capacity of the PPF is 4 prisoners or 2 per holding cell. If the PPF is utilized during a mass arrest situation as a temporary detention area and the facility reaches maximum capacity, the following procedure will be implemented:
  - i. The Sergeant will notify the Patrol Operations Bureau Major that the facility is at maximum capacity. The Bureau Major may waive the maximum capacity limits temporarily.
  - ii. The Bureau Major will have PBSO notified that the department is in need of prisoner transportation assistance due to a mass arrest situation.
- t. Prisoners will not be detained within the processing facility for more than six (6) hours. Any cases where more than six (6) hours are used will be reported in writing, in memo form, to the Assistant Chief Field Operations Division.
  - i. Prisoners will not be secured to any fixed objects or left unattended.
- u. Emergencies such as fires, bomb threats, riots, etc., which threaten the PPF or persons within the facility will be documented on an Incident Report.
- v. Officers are provided initial training on PPF procedures and retraining at least once every three years.
- w. At all times while in the processing facility, officers shall carry their assigned portable radio so that in the event of an emergency they may have communication or use of the radio's emergency button.

### 3. VIDEO MONITORING EQUIPMENT

- a. A video camera has been installed within the processing facility.
- b. Video monitoring equipment is not to be used to invade the personal privacy of persons being detained in the PPF.
- c. Videotaping of prisoners may be conducted in specific cases at the discretion of a supervisor or detective when it is determined to be of evidentiary importance in a particular criminal case.

### 4. ENTERING THE PRISONER PROCESSING FACILITY

- a. Upon making an arrest requiring full processing, the officer will transport the prisoner to the station. A second officer will be assigned to respond to ensure compliance with bullet B below.
- b. Officers shall never be alone in the facility with an unsecured prisoner. A minimum of two officers must be present in the facility any time there is contact with a prisoner, i.e., any time the arrestee is not secured in a locked cell. Examples include, but are not limited to:
  - i. Initial arrival at the facility and until the prisoner is secured in a locked cell.
  - ii. Any time the cell door must be opened, e.g., having the prisoner sign a form or allowing a phone call.
  - iii. When entering a cell to address some problem, e.g., a prisoner damaging property.
  - iv. When removing a prisoner from a cell for any reason, including preparation for transport.
- c. The second officer is not required to be in the facility at times when the prisoner is secured in a holding cell, but must be there whenever the prisoner is not secured in a locked cell.
- d. Upon reaching the police station, the officer will open the sally port door.
- e. The officer will then enter the sally port and close the sally port door.
- f. Upon arrival of the back-up officer, the officer will exit the police vehicle; secure his/her firearm and any other weapons in the locker located next to the entrance door or in the trunk of the patrol vehicle. **No firearms or impact weapons are permitted in the processing facility.** The officer may retain his/her O.C. spray.
- g. The officers will have the prisoner exit the police vehicle and enter the processing facility.
- h. After securing the interior door, the officers will conduct a physical search of the prisoner while the prisoner is still handcuffed. All personal property (belts, wallets, jewelry, etc.) and all contraband will be removed, documented and secured. Special attention should be given to ensure any items that could be used as weapons or could be used by the prisoner to harm himself/herself are removed.

- i. The officer will then remove the handcuffs and place the prisoner in the PPF.
  - i. If necessary for the safety of the officer and/or prisoner, the handcuffs may be left in place.
    1. At no time will any prisoner be handcuffed to a fixed object.

## **5. PRISONER PROCESSING REQUIREMENTS**

- a. Prisoner processing is the responsibility of the arresting officer. All forms necessary for prisoner processing are located in the processing room.
- b. After all forms are completed and the prisoner is ready for photographs and fingerprinting, the prisoner will be removed from the holding cell and into the processing area.
  - i. The arresting officer shall request a second officer for this process if assistance is needed.
- c. Two (2) types of arrest logs have been placed in the processing room in accordance with the type of arrest being made. These are:
  - i. Adult Arrest Log.
  - ii. Juvenile Arrest Log.
  - iii. Officers shall record in these logs each arrest in which the arrestee is processed in the facility.

## **6. EXITING THE PRISONER PROCESSING FACILITY**

- a. When a transport unit is responding to pick up a prisoner, the prisoner will be placed back into the holding cell.
  - i. The officer will await arrival of the transport unit while constantly supervising the prisoner.
- b. Upon arrival of the transport unit, the officer will open the holding cell, remove the prisoner and turn him/her directly over to the transport unit.
- c. While the prisoner is still present in the facility, the officer will inspect the holding cell for any weapons and/or contraband which may have been discarded by the prisoner.
- d. The personal property of the prisoner will be turned over to the transport unit, who will sign the property receipt.
  - i. A copy of the receipt will be given to the transport unit. The other copies will be placed with the arrest report.
- e. When prisoners are transported by PBGPD officer, the transporting officer should request an assisting officer, if one is available.
  - i. The officers will then enter the holding cell, search and re-handcuff the prisoner, then the assisting officer will open the exit doors.
- f. If several prisoners who have similar physical characteristics are present in the processing facility, the arresting officer will verify the identity of the prisoner being released by asking the prisoner the following questions:
  - i. Name;
  - ii. Date of birth;
  - iii. Social security number;
  - iv. Occupation; and
  - v. Phone number.
- g. The prisoner will be placed in the police car according to procedure 4.2.1.5, Prisoner Transportation. The officer will retrieve his/her weapon from the weapons locker.
- h. The officer will open the sally port door, exit, and close the sally port door.
- i. When a prisoner is released from the processing facility on their own recognizance, the officer will return the prisoner's personal property directly to them and will have him/her sign for all items received.
- j. Property retained as evidence will be listed on a separate property receipt according to procedure 4.3.9, Handling of Acquired Property/Evidence.

- k. Officers will return to their assigned duties upon completion of the prisoner transport and/or processing task.

## **7. FIRE and OTHER EMERGENCY PLANS**

- a. The PPF has an automatic fire alarm, posted evacuation plan, and heat and smoke detection system which are closely monitored. PBGFD is notified directly of any alarm.
- b. If an officer discovers a fire, the officer will immediately notify communications to summon the Fire Department.
- c. If the officer in the facility does not require assistance, or if two (2) officers are already present inside the facility, the prisoner will be re-handcuffed and all personnel will exit through the closest available exit.
- d. The arresting officer will place the prisoner in a transport vehicle and immediately transport the prisoner to the appropriate facility, completing the prisoner processing there.
- e. If during the evacuation procedure a prisoner should sustain any injuries, the prisoner will be treated following provisions outlined in this directive.
- f. Communications will advise the on-duty Sergeant of the emergency situation.
- g. Upon arrival, the Fire Department will assume the responsibility for isolation and control of the emergency situation and any emergency medical services which may be needed.
- h. The Administrative Support Bureau Major and the Fire Department will conduct an investigation as to the possible causes of the emergency situation and will assess the damages to the facility.
  - i. The Administrative Support Bureau Major will report in writing to the Chief of Police, the findings of the investigation and will recommend what steps must be taken to bring the facility back into operational readiness.

## **8. ESCAPES and RIOT SITUATIONS**

- a. When the PPF is being utilized, Communications will closely monitor all areas of the facility using the video monitoring system.
- b. Whenever an officer encounters any type of trouble with a prisoner while in the processing facility, the officer will push the emergency button on his/her radio.
  - i. This will set off an alarm in Communications Center.
- c. In the event of an escape, escape attempt, or other trouble situation, Communications will clear the radio for emergency traffic only and advise the on duty Sergeant, who will direct units for assistance and establish a containment perimeter, when necessary.
- d. If an escape has occurred, Communications will obtain a complete description of the prisoner and broadcast it to all units.
- e. Area police agencies will be notified of the escape by teletype.
- f. The on duty Sergeant will determine what further assistance will be needed from other agencies and personnel.
- g. The on duty Sergeant will advise Communications when to clear all units and end the emergency situation.

## **9. FELONY and JUVENILE PROCESSING PROCEDURE - PERSONS REQUIRING MEDICAL TREATMENT**

- a. When a prisoner needs emergency first aid beyond the ability of an officer(s), the Palm Beach Gardens Fire Department will be requested to respond for emergency first aid.
- b. If the prisoner is a juvenile, the juvenile's parent(s) shall be notified immediately if possible.
- c. If the Fire Department determines the adult prisoner is suffering from minor injuries that do not require hospital care, the arrestee will be processed through our facility and then transported to the PBSO Detention Center.

- d. If the Fire Department determines that the adult prisoner is suffering from a injury that is not life threatening but requires hospital care prior to incarceration, an officer will transport the prisoner for treatment.
- e. If the Fire Department determines that the arrestee is in a life threatening condition, they will transport the prisoner to a designated hospital.
  - i. An officer will guard the prisoner during transport and during treatment if possible.
  - ii. The arresting officer will complete all processing requirements. If the prisoner is an adult, the officer will transport all paperwork to the PBSO Detention Center. The PBSO Detention Center will receive the paperwork and will book the prisoner in absentia.
  - iii. Once notified, the PBSO Detention Center will send a deputy to the hospital. Upon arrival, the deputy will relieve the officer from his/her post and assume full responsibility.
  - iv. Responsibility for payment of medical expenses will be determined following provisions outlined in FSS 901.35.

#### **10. MISDEMEANOR PROCESSING - PERSON REQUIRING MEDICAL TREATMENT**

- a. When an adult has been arrested and charged with a misdemeanor, and is in apparent need of emergency medical treatment beyond the capabilities of the officers present, the Palm Beach Gardens Fire Department will be requested to respond for emergency first aid. Officers will attempt to issue a NTA, so the person may be released on recognizance. If released O.R. and the Fire Department suggest further treatment, the officer should assist the person in making arrangements for transportation to a medical facility the person chooses.
- b. If a NTA cannot be issued and/or the person requires immediate treatment at a medical facility, the person will be transported by the Palm Beach Gardens Fire Department to a designated hospital. The arresting officer may complete the issuance of the NTA at the hospital during the shift, or file the charge through the State Attorney's Office.

#### **11. PUFOD PROCESSING PROCEDURE - PERSONS REQUIRING MEDICAL TREATMENT**

- a. When a person is detained on a computer warrant, regardless of where the warrant originated, and the person requires medical treatment beyond the capabilities of the officer(s) present, the Palm Beach Gardens EMS will be requested to respond for emergency first aid.
- b. If EMS determines a life threatening condition exists, they will transport the subject directly to a designated hospital. If the charge is serious and/or violence is anticipated, an officer will ride along. If the charge is not serious, the officer will follow the ambulance.
- c. If the EMS determines a life threatening condition does not exist but additional treatment is necessary, the officer may transport the subject to the hospital and maintain custody.
- d. Communications will confirm the warrant, and ascertain if the Sheriff's Office is sending a deputy to the hospital to relieve our officer from the custody detail.
- e. If the Sheriff's Office cannot send a deputy, the on duty Sergeant will determine whether our officer will remain at the hospital and transport after treatment, or release the person detained.
  - i. The decision should be based on the seriousness of the charge and the warrant history regarding violence, etc.
- f. Prior to returning the officer to service, the on duty Sergeant will notify the Sheriff's Office of his decision; if the decision is made to send a deputy, the officer will wait until the deputy arrives.
  - i. If the decision is made not to send a deputy at that time, the officer will advise hospital staff to contact the Sheriff's Office to send a deputy to take custody of the detainee upon release.
    - 1. The officer returning to service will make sure all the details are included in their report.

**12. PROCESSING MENTALLY ILL PERSONS AND PERSONS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**

- a. Mentally ill persons who are violent will be transported by an officer directly to the Community Mental Health Center for treatment under the Baker Act. Persons who are mentally ill, under the influence of alcohol or drugs and require immediate medical attention will be transported by the Palm Beach Gardens Fire Department to a designated hospital for treatment. An officer will ride along if necessary, or follow in a police vehicle.
  - i. No criminal charges will be filed against the person at this time unless the person committed a criminal offense which constitutes a serious threat to society.
    1. If the person has committed a serious offense, the arresting officer will follow procedures outlined in this directive.
  - ii. The officer assigned the case will document all information as to the person's identity and the offense committed so an arrest warrant can be obtained at a later time.
- b. Persons who are not violent and do not appear to be a dangerous threat to society or who are under the influence of drugs and/or alcohol and do not appear to be in need of immediate medical attention will be processed following procedures outlined in this order.
  - i. If the charge is a misdemeanor, the prisoner will be issued a notice to appear and will be released on their own recognizance.
    1. Upon completion of all paperwork, the arresting officer will bring the prisoner to the lobby and meet with the adult assuming responsibility for the prisoner.
    2. The adult taking custody of the person will provide identification and will sign the prisoner release form acknowledging responsibility for the subject.
    3. The arresting officer will witness the adult's signature and will also sign the form.
  - ii. In cases of DUI, a criminal traffic citation will be issued, and the prisoner will be transported to the PBSO Detention Center.
  - iii. If the arresting officer feels the person fits the criteria for a Baker Act, the officer will transport the subject to the Community Mental Health Center on 45th Street in West Palm Beach for a psychological evaluation. If appropriate, attempts should be made to issue a notice to appear or criminal traffic citation prior to transport.
  - iv. If the arresting officer feels the person under the influence of alcohol is a threat to himself/herself or others and is in need of alcohol treatment, the subject will be transported to CARP, 5400 East Avenue, West Palm Beach (behind the Community Mental Health Center) for an evaluation. If appropriate, attempts should be made to complete the proper charging document prior to transport. A Marchman Act form will be completed by the transporting officer.
  - v. If the charge is a felony; the prisoner will be processed following normal procedures and will be transported to the PBSO Detention Center by the arresting officer.

**13. STRIP SEARCHES**

- a. The Department's procedures for strip searches are defined in Policy and Procedure 4.2.1.13 – Search and Seizure.
- b. Nothing in this section prohibits an officer, in exigent circumstances, from removing a weapon believed to be concealed under a prisoner's clothing that if not immediately removed, jeopardizes the officer's life or anyone else present.

**14. PHYSICAL CONDITIONS/PROCESSING FACILITY**

- a. Physical conditions to include proper lighting, appropriate seating, restroom, and access to water are provided to temporarily accommodate any prisoner within the detained facility. If other needs are requested by a prisoner, the officer will consult about such needs with his/her supervisor via radio.



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**APPROVED:**



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Stephen J. Stepp  
Chief of Police

07/09/2015  
Date