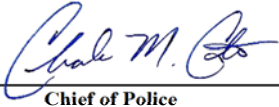
	MESQUITE POLICE DEPARTMENT
	307.00 HANDLING PRISONERS
	Effective Date: January, 2019
	Approved: _____  Chief of Police

I. Policy Statement

Taking away someone's liberty comes with great responsibility. When a person's liberty is removed, we have also removed their ability to care for themselves, so their care becomes our primary concern. Restrained in a cell, a prisoner has no ability to feed themselves, go to the doctor or escape from danger. Thorough searches to ensure there are no weapons or other dangers allowed in the jail, and evaluating the mental and physical wellbeing of prisoners to ensure they receive any needed medical attention are solely our responsibility.

II. Procedure

- A. The arresting officer is responsible for a thorough field search of a prisoner, for weapons or other contraband. The officer is required to take steps necessary for self-protection, protection of other police employees, citizens and of the prisoner.
- B. A standard field search of a prisoner will include a frisk or pat down of the outer clothing, with particular attention to the waistband, pockets, socks, boots, coats, and other areas where a weapon or other contraband is commonly concealed, together with restraint of the prisoner by handcuffs, and transportation to the police facility. All bags, packages, and purses shall be confiscated and searched for contraband and potential weapons.
- C. Ideally prisoners should be searched by an officer of the same sex. If an officer of the same sex as the prisoner is available, the arresting officer should request a same sex officer to respond and search their prisoner. If no same sex officer is available, officers are allowed to search prisoners of the opposite sex. When conducting a search of female prisoners, male officers shall use either the blade of their hand or the back of their hand to search areas other than waistbands and pockets. If the female prisoner is wearing tight clothing, a visual evaluation for potential weapons or contraband may be acceptable.
- D. All searches shall be captured either on body worn camera and/or dash camera, preferably both if possible. When searching prisoners of the opposite sex, officers shall inform the subject what is happening and advise them the search is being recorded. Example- "I am about to conduct a search of your person, this will be recorded by my body camera and/or dash camera" If camera equipment malfunctions or is not operational, officers shall still search the prisoner. Any such malfunctions shall be documented in the arrest report and a supervisor notified.
- E. Search procedures other than those described as "Standard Field Searches" may be justified where the officer has reason to believe the safety of any person may be compromised by reliance on a standard field search.
- F. Prisoners shall not be restrained, either in transport or at the detention facility, using the "hog-tie" procedure [whereby the prisoner's wrists and ankles are bound together behind his back while in a prone position]. Sufficient manpower shall be used to ensure the safety of a violent prisoner in transit; the restraint chair shall be used to humanely restrain a prisoner at the detention facility.
- G. All arrested persons will be searched prior to transport in accordance with current policy.
- H. The transport vehicle should be searched for weapons and contraband before and after any prisoner transport.
- I. Prisoners shall be monitored while in transport to the jail or other location. At no time should a prisoner be left unattended in a transport unit. This is for the protection of the prisoner and his/her well-being and safety for the officer.

- III. Transport
 - A. Prisoners shall be restrained with seat belts during transport unless such restraint is clearly impossible, impractical, or an impediment to officer safety. The transporting officer is responsible for ensuring that adequate safety restraints are used during transport.
 - B. Any prisoner that is sick, injured, or disabled may require special means of transportation. The Mesquite Fire Department may be used to transport sick, injured or disabled persons to a medical facility to be treated prior to arrival at the jail.
 - C. Only departmentally approved restraining devices may be used for transportation.
- IV. Book-in Procedures for Adult Prisoners and Officer's Responsibilities.
 - A. Officers shall immediately secure all weapons carried upon their persons in the gun locker while within the detention area, regardless of their business therein. This includes:
 - 1. all firearms, batons and chemical weapons
 - 2. all weapons seized for evidential purposes
 - 3. Legal knives taken from prisoners that are to be placed in the prisoner's property shall be wrapped with tape.
 - B. Officers shall immediately notify the Station Sergeant of any suicidal indicators, serious medical problems or injuries the prisoner has, whether received pre-arrest, during or post-arrest, prior to the prisoner's removal from the holding cell.
 - C. The arresting officer will ensure the prisoner remains handcuffed while in the holding cell. The prisoner will not be removed from the holding cell until the detention officer advises they are ready to take custody of the prisoner and prisoner's property.
 - D. Any property belonging to a prisoner in the custody of the arresting officer (purses, wallets, taped knives, identification, prescription drugs, etc.) shall be handed to the detention officer and not left on the counter or in the control booth.
 - E. The arresting officer shall verify the quantity of personal property taken from the prisoner by independently counting this property after it is inventoried by the detention officer, and counter-signing in the appropriate blank on the book-in sheet.
 - F. The arresting officer shall complete the book-in form. Officers from other agencies (Eastfield, DPS) shall be assisted in completing this form by a detention officer, a police officer or other MPD employee familiar with this process.
 - G. The arresting officer is responsible for running a wanted check on all prisoners he or she arrests. If the system is down and this check cannot be conducted before the arresting officer is prepared to clear, a notation to that effect will be made at the close of the arrest narrative by the arresting officer.
 - H. The arresting officer is responsible for obtaining a copy of all warrant confirmations involved in an arrest and forwarding these to the detention officer for attachment to the book-in form. If a warrant confirmation is not readily available at the time of book-in, the arresting officer shall ensure the detention officer is aware the confirmation is forthcoming and provide a copy of the handwritten 'hit'.
 - I. All police officers arresting and booking a person into the Mesquite City Jail shall ensure the arrest and book-in are approved by the Station Sergeant or in his/her absence, any police supervisor.
- V. Book-in Procedures for Juveniles and Officers Responsibilities.
 - A. Upon arrival to the Mesquite Police Station, the arresting officer shall search the prisoner, or in the case of a prisoner of the opposite sex, shall secure a search of the prisoner.
 - B. All property shall be taken from the juvenile, and inventoried on existing forms provided for that purpose. This inventory shall be conducted jointly by the arresting officer and a detention officer for verification.
 - C. All property taken from the juvenile, not retained as evidence or for other reasons, shall be placed into a property bag, and sealed. This bag will then be placed inside a locker in the juvenile book-in area.

- D. Property taken from a juvenile shall not be opened until the juvenile's parent/guardian is present, or the juvenile is transported to a juvenile detention facility.
 - E. The juvenile will not be left unattended and will remain within visual and auditory range of the arresting officer until that responsibility is verbally accepted by another police officer, the desk officer or detention officer.
- VI. Detention Officers Responsibilities.
- A. The detention officer shall ask the arresting officer on camera if the prisoner has any indication of serious medical problems, injury or suicidal intention prior to removing the prisoner from the holding cell. If the arresting officer advises any of these conditions exist, the Station Sergeant or other supervisory officer, must authorize removal of the prisoner from the holding cell unless immediate medical attention is required.
 - B. The detention officer is responsible for a thorough search of the holding cell upon removal of each prisoner.
 - C. The detention officer will inventory the prisoner's personal property immediately upon the prisoner's entry into the detention area. This inventory shall be conducted in the area monitored by the book-in property camera.
 - D. Detention officers will count aloud and record money by denomination on the book-in form in the appropriate blanks. All other property will be logged in the designated area of the book-in form.
 - E. Detention officers shall ensure the arresting officer recounts all monies or other valuables received from the prisoner and verify these by countersigning in the appropriate blank on the book-in form.
 - F. The prisoner shall be asked to verify the property count recorded by the detention officer and counter-signed by the arresting officer by signing his/her name in the appropriate blank on the book-in form.
 - G. The detention officer shall store all property received from a prisoner in a heat-sealed plastic bag bearing the prisoner's name and date of arrest. The property will then be placed in a numbered, secured locker and that locker number will be recorded on the prisoner's book-in sheet.
 - H. The detention officer shall ensure an intake thumbprint taken from the prisoner is placed in the appropriate blank on the book-in form. If the prisoner refuses to cooperate or resists, the Station Sergeant or another on-duty supervisor shall be consulted to direct further action.
 - I. All prisoners entering the Mesquite Jail will be photographed and fingerprinted, and their identities will be confirmed before they are released. Only employees trained in the use of the Livescan Capture Station will use the equipment and they will only use their own log-on to fingerprint and photograph prisoners. Following fingerprinting, the following steps will be used to ensure all prisoners are identified:
 - 1. The detention officer will print two copies of the prisoner's photograph. One on the back of the fingerprint card and one to be included in the arrest packet for visual identification prior to release.
 - 2. The detention officer who fingerprinted the prisoner will be responsible for reviewing the Livescan Identification Report and confirming that the SID number listed matches the prisoner's SID number from his criminal history.
 - 3. If the SID numbers match, the verifying detention officer will place a copy of the arrest report, a copy of the criminal history return and the Livescan Identification Report with a fingerprint card. The detention officer will place his/her initials and ID number on the front of the document signifying that the numbers match.
 - 4. If the numbers do not match, the detention officer will run a new criminal history based on the SID number from the Livescan Identification report and bring all documents to the station sergeant for review.

5. Once the prisoner is identified, the initialed packet will be placed in the Crime Scene box for review and filing.
 6. Advise the prisoner he/she will not be released, nor will they be afforded any jail privileges until the book-in process is completed.
 7. If the prisoner remains uncooperative the Station Sergeant or Watch Commander shall be notified, who shall explain the procedure and results of failure to comply with the process.
 8. Should the prisoner still refuse to comply with fingerprints or mug shots, a lieutenant or above may, after personal review of the totality of the circumstances, authorize the use of minimal force to fingerprint the prisoner. Force shall not be used to acquire fingerprints without the personal authorization and personal presence of a lieutenant or above. If, in the considered opinion of the lieutenant or above, more than a minimal level of force will be required to fingerprint the prisoner, he shall direct that the prisoner be placed in a cell until such time as the fingerprints may be obtained without excessive resistance by the prisoner.
- J. All prisoners shall be allowed to make a telephone call during the book-in process unless violent, highly intoxicated, or under other circumstances requiring a delay. The Station Sergeant or other on-duty supervisor shall be advised of any circumstances delaying this telephone call for more than four hours. The detention officer shall fully document the reason(s) for such delay in the narrative of the arrest report. If a request is made by an investigator of the Criminal Investigations Bureau which would delay a prisoner from making a phone call for more than four hours after the time of book-in, the station sergeant will contact the supervisor of the investigator making the arrest and establish a time when the arrestee may make a phone call.
- K. Juvenile prisoners shall be allowed to keep one layer of clothing only. Any potentially hazardous item or accessory that poses a potential danger to the prisoner, other prisoners or police personnel shall be taken from the prisoner.
- VII. The detention officer is responsible for a thorough search of a prisoner for weapons or other contraband, before the prisoner is placed in a cell.
- A. If the detention officer is of the opposite sex from the prisoner, the detention officer shall summon an employee of the same sex as the prisoner to perform the search. Employees of the same sex as the prisoner shall be selected from the following list, in descending order of priority:
1. An on-duty commissioned officer or detention officer present in the book-in room.
 2. An on-duty, non-supervisory commissioned officer present in the police facility, unless that officer is unavoidably committed to other police duties and is expected to remain so for a significant length of time.
 3. A non-supervisory commissioned officer on duty in the field, unless that officer is unavoidably committed to other police duties and is expected to remain so for a significant period of time.
 4. An on-duty communications operator.
 5. An on-duty supervisory officer.
 6. An off-duty commissioned officer, recalled to duty for the purpose of performing the search.
 7. If no employee of the same sex as the prisoner is on duty or can be recalled to duty, the assistance of a police agency in a neighboring jurisdiction will be requested.
- B. A search of an unresisting female prisoner shall not be performed in the presence of a male prisoner, male visitor, or male employee.

- C. When a search is performed by a non-uniformed civilian employee, the arresting officer shall remain within hearing distance, in order to provide assistance to the civilian employee, if required.
 - D. A Detention Officer is responsible for a thorough re-search of a prisoner for weapons or other contraband before a prisoner is returned to the cellblock following an interview, visitation, trusty assignment, etc.
- VIII. Strip Searches
- A. A strip-search will not normally be done, but may be required where there is reasonable grounds to suspect the prisoner may be concealing contraband on his person. Such reasonable grounds might include, but not be limited to:
 - 1. An arrest on a drug-related charge(s).
 - 2. A criminal history which includes a recent drug-related arrest.
 - 3. Evidence of drug usage, such as an altered mental state, needle-marks, etc.
 - 4. An arrest for, or suspicion of, an offense which by its nature could involve evidence or contraband concealed on the person.
 - 5. Other reasonable grounds, as approved by a supervisory officer.
 - B. When there is a reasonable belief that a strip-search is necessary, the strip-search must have prior approval by the Station Sergeant or other supervisory officer.
 - C. All strip-searches shall be conducted in a room without a video recording camera. Strip searches shall be conducted by same gender departmental personnel.
 - D. The Station Sergeant or other supervisory officer must be present in the book-in area during the period any strip-search is being conducted. The officer(s) and/or detention officer(s) conducting the search are responsible for ensuring a supervisor is present prior to conducting a strip-search.
 - E. All strip searches shall be documented by the jail supervisor, detailing that the search was done, and what supervisor authorized the search.
 - F. If a search of body cavities is required, it shall be performed by medical personnel and shall be approved by a supervisor.
 - G. All body cavity searches shall require a special memorandum from the authorizing supervisor submitted through the chain of command detailing the incident.
- IX. Responsibilities of the Station Sergeant or other Police Supervisor Acting as Station Sergeant
- A. The Station Sergeant shall be responsible for reviewing all factors as outlined in Written Directive 315.00 III. D. to determine if the prisoner's overall mental and physical condition permits his or her incarceration in the Mesquite Detention Facility or if immediate arrangements should be made for the relocation of the prisoner to another facility. A decision to transfer, release, issue a citation, file an at-large case, etc. will be referred to the Watch Commander for approval.
 - B. The Station Sergeant will record on the book-in form all information necessary for detention personnel to provide adequate care and observation of the prisoner.
 - C. The Station Sergeant shall ensure completeness and accuracy of the report, including appearance, grammar and spelling to ensure the continued professional reputation of the Mesquite Police Department and the credibility and professionalism of the individual officer.
 - D. The Station Sergeant will prepare or delegate, review and initial reports involving:
 - 1. injury to a prisoner of employee while in the detention facility,
 - 2. use of pepper spray in the detention facility,
 - 3. use of the restraint chair,
 - 4. destruction or damage of city equipment within the detention facility,
 - 5. special reports as outlined in Written Directive 103.00.

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