

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE September 10, 2006	NUMBER 2017
SUBJECT Detention Center: Intake Forms, Booking, Release, and Mass Arrests		
REVISED		
REFERENCE SCLEA 20.1.17, 20.1.19, 20.1.20, 20.1.21, 20.1.22, 20.1.23, 20.1.26, & 20.1.27 and G/Os 2016 & 2019	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 7

A. Policy

The booking process is the time when invaluable information can be obtained from a prisoner(s) to be held within the City of Anderson Police Department Jail. During the booking process, the City of Anderson Police Department will collect information from detainees to the extent that is permitted by law. This is done to promote conditions that contribute positively to the health and security of the detainees, to the safety of others, to the security of property, and to the positive identification of the detainee. Additionally, arrest information for the booking process should be provided to the booking officer(s) by the arresting officer upon surrendering the prisoner to the facility.

B. Procedures

1. Pre-Screening for Booking

- a. Each time a prisoner is detained within the detention area of the City of Anderson Police Department, a pre-booking screening will take place. Pre-booking screenings will include at a minimum an inquiry into
 - (1) The current health of the detainee, (SCLEA 20.1.26, b-1)
 - (2) Medications taken by the detainee, (SCLEA 20.1.26, b-2)

- (3) Behavior, including state of consciousness and mental status (SCLEA 20.1.26, b-3) and
 - (4) Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc. (SCLEA 20.1.26, b-4)
 - b. This screening will take place on prisoners arrested by the City of Anderson Police Department and those delivered from or by outside agencies.
 - c. The booking officer will be responsible for completing the City of Anderson Police Department Detention Intake Forms.
 - (1) The Intake Forms consist of:
 - (a) A medical screening form,
 - (b) A sheet with virtually the same information as the booking card requires, and
 - (c) Any other forms deemed appropriate by the Jail Administrator for the booking process.
 - d. All applicable questions on the intake forms will be asked of the arrested subject.
- 2. Dispensing Medications (SCLEA 20.1.27)
 - a. If the subject is currently taking prescription medications, reasonable efforts will be made to have them brought to the on-duty detention officer.
 - b. Prescription medications will be administered to detainees and Over-the-Counter may be administered. Special attention must be paid to the dosage requirements written on the prescription label, along with ensuring that the medication is given to the proper subject. Dosage specifications for OTC meds must not be exceeded without written instructions from a licensed, practicing physician.
 - c. Any detainee receiving medication will be documented on the prisoner observation log as medication administered.
 - d. The date, time, type of medication, and dosage administered will be documented within the duty detention officer's journal entry along with the detainee's name.

- e. It is important that this information is communicated between detention officers when being relieved.

3. Booking and Release

- a. All detainees, whether being held temporarily while awaiting transport from another agency, or being held overnight will have Intake Forms completed by the booking officer prior to completing the booking process. If transferred to another facility, prior to being transferred, the Medical Screening Forms will be completed again. (SCLEA 20.1.26)
- b. In addition to the direct questions, any unusual observations by the booking officer concerning the detainee's behavior should be noted within the section for "Additional Comments" on the Medical Screening Form. (SCLEA 20.1.26, b-3)
- c. When a prisoner is being detained by members of the City of Anderson Police Department, the intake form may be signed by the Transporting Officer. This form will then be reviewed with the receiving detention officer prior to the arresting officer resuming patrol duties.
 - (1) After review with the detention officer, the detention officer will sign the form as the Receiving Officer. The intake form will then remain with the prisoner's paperwork and filed within the Department's records section for I/D packs.
 - (2) If the detainee is transferred to another facility, the Medical Intake Form will be completed prior to the transfer.
- d. All required documentation for any property taken from the detainee will be noted on the booking report as stated within the Prisoner Searches section of General Order 2016.
- e. All persons that are detained within the City of Anderson Police Department Jail under City of Anderson PD charges will be fingerprinted and photographed and their identity will be positively verified.
 - (1) Understandably there are exceptions or circumstances that may prevent fingerprinting and photographing during the booking process therefore each shift must ensure proper communications.
 - (2) Should circumstances be present that prohibits an arrested subject from being printed or photographed, the following shift will attempt to complete these tasks a later time during their tour of duty.

- (3) If the situation still does not warrant completing these functions – or any other functions - the shift supervisor must pass on to the next on-coming shift a request to have that shift fingerprint and photograph the detainee(s) before their release and/or perform any other procedure necessary to the booking process.
 - (4) No detainee will be released until they are positively identified. (SCLEA 20.1.22)
- f. Whenever another agency is placing a prisoner within the City of Anderson Police Department Jail, the same intake process as is normally required will be followed. In addition, the following procedures shall be adhered to.
- (1) The transporting officer from the outside agency will complete the intake form and sign as the arresting/transporting officer.
 - (2) The on-duty supervisor for the City of Anderson Police Department will be notified that a particular agency is present with a prisoner for detention.
 - (3) It will be the supervisor's responsibility to make sure that the proper booking procedures have been followed and to ensure that the arresting/transporting officer has reviewed the intake form with the on-duty detention officer.
 - (4) The detention officer will then sign as the receiving officer.
 - (a) In the event the outside agency's officer leaves prior to meeting with the on-duty supervisor, that agency will be notified to have the transporting officer return to the City of Anderson Police Department Jail.
 - (5) The City of Anderson Police Department will verify the identification of the detainee, and properly document their property. For property documentation, see general order 2016.
 - (6) The on-duty supervisor has the right to refuse any prisoner from an outside agency.
 - (7) The on-duty supervisor may request a medical release from a qualified physician.
 - (a) This is especially important if there are any visual or physical evidence present that gives concern for the condition of the detainee.

- (8) In the event a supervisor refuses to accept a prisoner from another agency, the Jail Administrator will be contacted.
 - (9) Whenever an outside agency is presenting a subject for detention within the City of Anderson Detention Center, that officer may be required to produce proper identification. (SCLEA 20.1.20)
 - (a) If the officer is unknown, he/she may be required to produce a photo identification card from the agency they are representing, along with their authority to make the commitment.
 - (b) It may be necessary for the on-duty supervisor or his/her designee to place a telephone call to that agency to verify the presenting party.
 - (10) All property should be compared to and verified with the inventory list as documented on the detainee's booking report.
 - (a) This verification should take place with the detainee present and observing the process with the releasing officer as the property is compared.
 - (11) Once all property has been accounted for, the detainee will be given the opportunity to sign for the receipt of their property.
 - (a) In the event a prisoner is turned over to a transporting officer from another facility, the transporting officer should sign the property section of the booking report, and a copy should be made for the City of Anderson Detention Center's file. (SCLEA 20.1.23)
 - (12) Outside agency transporting officers will be required to verify the property received at booking to that property listed when the prisoner is transported for judicial proceedings or other purposes. (SCLEA 20.1.23)
 - (13) When another individual has posted bond for a detainee, and presents the detention officer with an order of release, positive identification should be made of the individual.
- g. If the prisoner has photo identification within their property, a comparison should be made verifying individual being released.
 - h. No person arrested is to be released until these tasks have been completed.

- (1) NOTE: Exceptions to this procedure are:
 - (a) When a subject is arrested on a City Ordinance charge, the booking officer may elect to complete only one fingerprint card.
 - (b) A booking photograph would not be required if the subject is arrested on minor city charges and has been arrested and photographed within one year of the arrest at hand and no member of the City of Anderson Police Department requests a current photo be made.
- (1) The following notation should be written on the subject's booking report: "A recent photograph on file".
 - i. When a person has been arrested, the booking officer will insure that a criminal history and warrant check has been run on the detainee.
 - j. When it is determined that the detainee is going to be released by a judicial authority, a second criminal history will be run, ensuring that no wants or warrants were entered during the time of detention. This check will be noted on the booking card.
 - k. The detainee is not to be transferred upstairs to the Detention Center unless the booking process has been thoroughly completed.
 - l. It is the responsibility of the on-duty detention officer to verify that all paperwork is included in the detainee's file is complete and that the booking process itself is complete.
 - m. Should any part of the booking process be incomplete, the detention officer will, as soon as practical, notify the on-duty shift supervisor.
 - n. Incomplete booking processes should be noted within the detention officer's journal entry for that shift. The City of Anderson Detention Center Journal will periodically be inspected by the Jail Administrator for completeness.
 - o. All property that can be legally possessed by a detainee who is being released and which has not been legally seized or confiscated will be returned to the detainee upon release. (SCLEA 20.1.23)

- (1) The detainee being released will inventory the items and/or money in the presence of the releasing officer and sign the inventory form indicating the receipt of the material(s). The releasing officer will also sign the form, notating the day, date, and immediate time immediately next to the signature.
- (2) Any property seized and/or confiscated by City of Anderson Police Department and/or by City of Anderson Detention Center personnel for any reason will be documented on the property inventory form prior to asking the detainee to sign the release receipt.
- (3) If the detainee being released asks for a copy of the property inventory receipt a copy shall be made and given to the person as soon as practical.

4. Mass Arrests (SCLEA 20.1.21)

- a. The same process as listed in this general order should be completed when multiple persons are being arrested and/or detained.
- b. Should additional personnel or facilities become necessary, the on-duty supervisor shall contact the Jail Administrator for additional instructions.
- c. The City of Anderson Police Department and/or the City of Anderson Detention Center may elect to enforce Mutual-Aid Agreements with other jurisdictions. For additional information regarding Mutual Aid Agreements please refer to general order 201.
 - (1) The enforcement of Mutual Aid Agreements may include the use of other agency's detention facilities and/or the use of their personnel for arrest, booking, and detention purposes.

By order of:



Martin D. Brown, Chief of Police

9-7-2006
Date