
	ARGYLE POLICE DEPARTMENT	
	Policy 10.1 Prisoner Processing	
	Effective Date: 29Apr13	Replaces: 17Feb12
	Approved:  Chief of Police	
	Reference: TBP: 10.10, 10.12, 10.14, 10.15, and 10.22.	

I. POLICY

This department does not maintain or operate a holding facility. All persons taken into custody are taken directly to the Denton County Jail. The policy of this department is to process prisoners without delay and safely transport them to a jail as soon as possible.

II. PURPOSE

To provide operational procedures for transport of prisoners to the County Jail.

III. GENERAL ISSUES

A. Supervision

The operational policies and supervision of County Jail is the responsibility of the Sheriff. Members of this agency will conform to their requirements when processing prisoners for holding in their facility. Any difficulties encountered by members of this department should be brought to the attention of a department supervisor as soon as possible.

B. Access to Facility

Access to the county jail is limited to authorized sworn personnel. Juveniles are prohibited from entering the facility unless they are being taken to the intoxilizer room. Juveniles taken into custody are transported to the juvenile's home, to the juvenile processing room at the police facility, or to the County Juvenile Detention Facility.

IV. FACILITY SECURITY

A. Firearms and Weapons

1. Weapons may be secured in an appropriate lock box or secured in the officer's vehicle prior to entering the facility. No firearms or other weapons are allowed in the jail area.

2. Weapons (that are not contraband) that are not part of an investigation but are part of prisoner's property will not be placed in prisoner's property in the holding facility, but will be placed in the Argyle property room for safekeeping.

V. PRISONER PROCESSING

A. Prisoner Control and Security

1. All arrested persons are thoroughly searched for weapons and contraband at the scene of the arrest prior to being placed in a police vehicle. Any contraband located on the arrested person is considered evidence, is seized, and properly secured as evidence. Any property removed from a suspect shall be:
 - a. Released at the scene to a responsible party
 - b. Secured in the prisoners vehicle
 - c. Securely maintained and returned to the prisoner at a later date; or
 - d. Turned in to the booking officer upon arrival at the location of detention for placement in the prisoner's property. (TBP: 10.10)
2. Persons arrested by this agency may be transported to the department facility for paperwork processing prior to transport to the County Jail. At no time will any person arrested or detained be left alone while in custody in the police vehicle or while in the department facility.

B. Juvenile Detentions

1. If the child is detained and transported to the police building, they are only detained in the area designated as Juvenile Processing Office. Under no circumstances is a child who is in custody left unsupervised. All children held at the police facility remain out of sight and sound of adult prisoners.
2. A child who is being held for a status offense is not be detained in a secured area or any locked room. Status offenders are held in non-secured area, out of sight and sound of adult prisoners.

C. Strip Searches (TBP: 10.14)

1. Strip searches are never performed in the field and are only performed with the assistance of County personnel in the County Jail after approval of a department supervisor and County Supervisor. Strip searches may be requested when officers have reasonable cause to believe the prisoner(s) may be concealing a weapon, drug, or other contraband.

2. Before a strip search may be conducted, it must be approved by the on duty or on-call department supervisor.
3. Strip searches are conducted in the manner prescribed by County procedures.
4. Strip searches are documented in the officer's arrest report and will detail the officer's justification for such search, the approving supervisor's name, the location and persons present during the search, and the results of the search. A copy of the report is forwarded to the Chief of Police for review and filing.

D. Body Cavity Searches (TBP: 10.15)

1. Body cavity searches are never performed in the field and if requested and approved, are only conducted by competent medical personnel in compliance with County procedures. If an officer has reasonable cause to believe a body cavity search is needed to detect weapons, drugs, or other contraband, the following procedures apply:
 - a. The on duty or on-call police supervisor is notified
 - b. A search warrant is secured
 - c. The detainee is transported to an appropriate Medical facility.
 - d. The search is conducted by the on-duty emergency room physician, while officers stand by to take control of any evidence and provide security to the physician conducting the search.
 - e. Body cavity searches are documented in the officer's arrest report and will detail the officer's justification for such search, the approving supervisor's name, the location and persons present during the search, and the results of the search. A copy of the report and warrant is forwarded to the Chief of Police for review and filing.

E. Medical Attention (TBP: 10.12)

1. Should an arrested person have obvious injuries or complain of injury or illness, the arresting officer will ensure the individual is examined by either EMS personnel or medical personnel before transport to the County Jail.
2. If the severity of medical conditions is unclear or if a prisoner requests medical attention, he shall be transported as soon as possible to a medical facility for evaluation. If available, the arresting officer shall be responsible for transporting the prisoner to and security of the prisoner while at a designated medical care facility.

F. Fingerprints and Photographs

1. Those individuals being charged with a class B misdemeanor or above require the State issue CJIS card and any supplemental cards as required. These cards are processed by the County using their live scan system.
2. Those individuals being charged with a felony also require a FBI card.
3. Those individuals being charged with a class C misdemeanor are not required to be fingerprinted, unless in the opinion of the booking officer the fingerprints would be useful in the fullest identification of the arrested person.
4. All individuals detained will have a current booking photo made.

G. Arrest Reports

1. All individuals detained will have an Arrest Report completed using the computerized offense and arrest report system.
2. Arrest reports contain information about the offense and the probable cause to believe the person committed the offense or a reference to an offence report where such information is provided.
3. Arrest reports are completed in the format provided in the computer system.
4. All arrest reports and related offense reports will be completed by the arresting officer prior to end of shift.

H. Receiving Prisoners from Other Agencies

1. Prior to accepting prisoners from other agencies, the receiving officer ensures the following:
 - a. Positive identification of the detainee
 - b. Positive identification of the officer delivering the prisoner
 - c. Requesting officer required to provide telephonic or written confirmation of the reason for the incarceration. (Copy of Offense report, arrest report, warrant and bond information if any)
 - d. Ensuring an offense has occurred and authority for arrest exists.

I. Transportation of Prisoner to other Agencies

1. Officers transporting prisoners to other agency will ensure they:

- a. Comply with the other agencies rules including locking up all weapons prior to entering the facility.
 - b. Ensuring the prisoner remains handcuffed until released to their custody.
 - c. Provide the receiving agency with all necessary paperwork and prisoner's property.
2. Officers picking up prisoners from the county will inquire about any physical or mental problems the prisoner may have. All of the prisoner's property will be signed for by the prisoner and provided to the transporting officer for safekeeping. (TBP: 10.10.1)

VI. PRISONER RIGHTS

A. Access to Consul (TBP: 10.22)

1. Detainees are asked their Citizenship. Should a detainee be other than U.S Citizenship, the detainee is asked by the arresting officer if they wish their Consul to be notified. If so, the Consul is notified by Communications using the list of Consuls maintained. Notification or refusal is noted in the arrest report.

B. DWI Blood Tests

1. Suspects arrested for DWI have the right to request a Blood Test by a physician of their choice within two hours after their arrest per TRC 724.019. Individual should be allowed access to a telephone for this purpose as soon as possible if requested.