

COOLIDGE POLICE DEPARTMENT		
	CHAPTER 71 PROCESSING AND TEMPORARY DETENTION CALEA Standard(s):	General Orders
Issue Date: 6-24-13	Review Date:	Revision Date:

71.1 INJURY TO PRISONER

A. If a prisoner is or appears to be sick or injured, complains of illness or injury, or has a pre-existing medical illness or injury that requires medical attention, the officer shall obtain any necessary medical attention for the person. Special attention should be paid to:

1. Pregnant Women – unless required by statute, pregnant women shall not be booked on misdemeanor charges unless approved by a supervisor.

2. Diabetics - when his or her diabetes is not under control, a diabetic person may behave in a manner that would make them appear to be intoxicated. If there is any reason to believe that the person to be booked is having a diabetes related issue, medical assistance should be provided.

3. Mentally Ill Persons - if a prisoner appears to be suffering from mental illness, the officer should consider the need for voluntary or involuntary commitment, under the procedures in [41.11.3](#).

B. Officers shall advise responding paramedics or hospital staff of their observations of the subject’s condition (loss of consciousness, vomiting, etc.) and of any physical activity (fight, use of force, etc.) that the officer observed the individual participating in. Officers shall document the situation fully in a DR, detailing the circumstances surrounding the need for and provision of medical care. Photographs of injuries shall be taken when appropriate to do so.

C. Those who are transported to a hospital shall be under guard during transport and at the hospital, until either released pending a long-form complaint, cited and released or booked into jail.

D. When hospital staff admits a prisoner, the officer shall contact a supervisor to determine whether the person is to be cited and released, released pending a long-form complaint, or maintained in custody. If possible, those charged with misdemeanors who are to be hospitalized will be released. The guarding of a misdemeanor offender will be performed only in exceptional cases and only with the approval of a supervisor.

E. Any individual arrested for a felony who is admitted to a hospital shall be guarded on a twenty-four (24) hour basis until booking can be completed. If the person is not kept under guard, then the person shall not be arrested. Instead, the incident will be referred to detectives for follow-up and issuance of charges.

- a. Prisoners under guard will be restrained using a method that prevents escape, provides safety for personnel and does not hinder medical care. Immediate family will generally be allowed supervised visitation. Visitors will be frisked for weapons or contraband and will not be permitted to carry personal items.
- b. The person's attorney will be allowed to visit a client after verification that the person is in fact the person's attorney. The attorney shall also be frisked for weapons but shall be permitted to communicate privately with their client. The officer is required to maintain a visual presence during the visit.

F. Persons who are treated and released shall be transported to jail and booked. The usual requirements for transportation may need to be modified to accommodate the person's physical condition. When the person is booked, officers will verbally advise the booking staff at the jail of the treatment received and any medications or instructions provided and shall provide the medical release. This communication shall be documented in the DR.

G. Officers shall not sign any forms accepting financial responsibility for the medical treatment of prisoners.

71.2 RESTRAINING PRISONERS

All persons arrested for felony offenses, and those arrested for misdemeanors who are belligerent or combative, who are verbally abusive or otherwise likely to become combative, or who appear likely to cause injury to themselves or others, or whom the officer feels it is necessary to restrain, shall be handcuffed at the time of arrest and remain handcuffed until confined in jail. Officers should not handcuff or restrain disabled, sick or injured prisoners unless the circumstances dictate otherwise.

71.3 POLICE FACILITY PRISONER TRACKING

It is the arresting officer's responsibility, for those who are taken to a police facility for any purpose prior to booking or release, to enter the person into the log at that facility, and then photograph and fingerprint the person for positive identification. Each facility shall have a monthly Juvenile Detention Log and a separate Adult Detention Log listing the following information regarding the detention:

1. the date and time logged in
2. the date and time logged out
3. identification number of the officer who secured the detainee and of the officer who removed the detainee
4. detainee name, date of birth, and sex
5. case number
6. charges
7. whether a meal was provided to the detainee (e.g., during prolonged detention or custody)
8. whether the detainee was held securely (restricted freedom of movement, e.g., handcuffed to a handcuff ring/bench or held in a detention cell). or non-securely.

Officers must be aware of and comply with the rules regarding detention of juveniles (see [44.2](#)).

Those juveniles secured for processing shall either be held in a detention cell or secured to a stationary item, such as a handcuff ring, that is expressly designed for secure detention. Officers shall maintain constant supervision of persons detained in the facility until they are booked and turned over to detention staff. Until the prisoner is turned over to detention staff, the officer is responsible for the person being processed, searched and detained. After the person is turned over, the prisoner becomes the responsibility of the detention officer accepting the prisoner.

Officers transporting persons to jail, to a juvenile detention facility or to another agency shall take with them the following documentation:

Pinal County Jail: Booking Form, Form 4, Victims Rights (if applicable), Defendants copy of criminal citation/complaint (if applicable), copy of warrant (if applicable)

CORE Civic: Booking Form and CORE Civic property sheet.

Pinal County Juvenile Detention Facility: Juvenile referral, notarized affidavit, form 4, completed departmental report

Court Release Questionnaire (Form IV), booking form, victims rights form (if applicable),

71.4 TEMPORARY DETENTION IN DETENTION CELLS

A. The Department's detention cells are located at the Coolidge Police Department. Only sworn officers, detention officers and transport officers will have access to the detention cell area. The locks in the area are intended to prevent anyone from leaving without the use of a key/access card, to reduce the risk of prisoner escape.

1. Prisoners whose behavior presents a serious threat of harm to officers or of damage to property shall be transported directly to the County Jail or Juvenile Detention facility as appropriate and shall not be detained at a police facility in a detention cell. The jail or receiving officials shall be verbally informed of the behavior and the behavior noted on booking paperwork.
2. Any prisoner who has been placed in a detention cell who becomes violent or attempts escape shall be appropriately restrained and immediately transported. This behavior shall be documented, and the documentation shall be provided to the jail or receiving official.
3. Any subject who attempts suicide shall be checked by appropriate medical personnel. The officer should consider voluntary or involuntary commitment. See [41.11.4](#). If the decision is made to book the person on unrelated charges, the subject's suicidal conduct shall be documented, and the documentation provided to the jail or receiving official.

B. Officers shall secure their firearms prior to entering a detention cell or the area where detention cells are located.

C. Available detention cells shall be used for arrestees with the most serious crimes or who present the greatest escape risk; other persons may be detained on detention benches. At no time shall more than one person be detained in a detention cell that is designed for the detention of a single person. Males and females shall be detained in separate cells and juveniles shall be sight and sound separated from adults.

D. All prisoners, without regard to the nature of the crime for which they were arrested, shall be thoroughly searched prior to transport and again prior to placement in a detention cell. Everything in the person's possession, including smoking materials, jewelry, belt, necktie, shoelaces, etc., shall be removed, listed on the Property form placed in a property envelope and secured.

E. When a prisoner is placed in a detention cell, the light shall be on and the responsible officer shall perform a visual face-to-face observation of the prisoner four times each hour. Building surveillance cameras can assist in checking on prisoners.

F. The cell shall be examined prior to placing a prisoner in the cell and after removing the prisoner from the cell. Any damage to the cell caused by the prisoner shall result in an additional charge for Criminal Damage.

The officer removing the prisoner from the cell will either clean or report the need for cleaning or repair of a cell when necessary.

G. If a prisoner is hearing impaired, that person shall be detained in a facility where there is a TTY/TDD communication device to permit the person to make a telephone call. Given how slowly that technology operates, a prisoner who must use the TTY/TDD device shall be permitted a longer period of time to complete his/her permitted call(s).

H. In the event of an emergency requiring assistance from other department personnel, the officer/detention/transport officer should use the radio to contact Communications to obtain assistance. In the event of a fire, personnel shall evacuate all the prisoners to a patrol vehicle(s) equipped with a prison compartment and parked in a safe location in the secured parking lot. and then follow the building's fire evacuation and suppression plan.

I. Each detention cell shall contain a toilet and sink or shall be monitored regularly to ensure that the prisoner has the ability to use the bathroom and get a drink when necessary. Officers shall be responsible for assisting prisoners handcuffed to the detention bench, or in cells without toilet and sink, to and from

the bathroom located in the detention area and for obtaining drinking water for these prisoners.

J. If a prisoner must be processed or tested, the responsible officer shall:

1. maintain constant supervision of the prisoner;
2. assure that no batons, stun devices or other weapons are accessible to the prisoner;
3. unless other officers are present, possess a radio to contact assistance in the event of an emergency; and
4. assure no keys/access cards are accessible.

K. The detention area shall be inspected at the start of the shift by shift Patrol Sergeant. Any deficiencies (including regular supervision of prisoners, weapons control, use of or need for panic or duress alarms and escapes) that occur in the secured area shall be documented and reported to the Support Services Commander who shall address the deficiencies. The Support Services Commander shall perform an administrative review of the detention areas and procedures at least once every three years.

71.5 ARRAIGNMENT PROCEDURES

Arraignments are held on Tuesday, Thursday and Friday at the Coolidge City Court.

71.6 COUNTY JAIL BOOKING PROCEDURES

A. Misdemeanor arrests (other than arrests based on warrants) require as part of the booking process the completion of a Release Questionnaire (Form 4). This form, issued by the Arizona Supreme Court, is designed to provide the arraignment judge with sufficient information to determine whether to release the arrestee and, if so, under what conditions.

B. Similarly, all initial felony arrests and confirmed out of state felony warrants require as part of the booking process the completion of a Felony Interim Complaint, which also includes Form 4.

C. Suspects who are booked for felonies should not receive citations for lesser included civil or misdemeanor charges (charges that are a part of the same conduct involved in the felony). Those offenses should be clearly documented in the DR and will be charged by the County Attorney's Office. Misdemeanor charges that are not a part of the felony charge may be cited.

D. By statute, all persons arrested for felonies are required to be fingerprinted at the time of arrest. This fingerprinting is to be done by the booking agency (the Sheriff if booked in the County jail, the City if booked into a municipal jail).

E. By statute, all persons arrested for violations of A.R.S. §13-3601, Title 13, Ch. 14 (sexual offenses) and Title 28, Ch. 4 (DUI offenses) must be fingerprinted by the arresting agency or the booking agency. If the arrest is made for a misdemeanor violation and the arresting agency is a city or town law enforcement agency, that agency shall complete the fingerprinting.

F. In addition, DNA must be collected from all adults arrested for any offense in Title 13, Chapter 11 of Arizona Revised Statutes (homicide), or a violation of section §§13-1402, 13-1403, 13-1404, 13-1405, 13-1406, 13-1410, 13-1411, 13-1417, 13-1507, 13-1508, 13-3208, 13-3214, 13-3555 or 13-3608 or a violation of any serious offense as defined in A.R.S. §13-706 that is a dangerous offense.

G. In addition, Arizona law requires that all persons who are booked must be asked their country of origin. If the person is not a citizen of the United States, that information is to be provided to the court on Form 4 and the officer must comply with consular notification requirements (see [1.6.7](#)).

71.7 SPECIAL TRANSPORT SITUATIONS

Because the Department does not have a jail, it should not be necessary for officers to transport a prisoner to a funeral, to visit a critically ill person, to the reading of a will or to any other special situation. No such transports shall be made unless prior approval is received from the Chief of Police.