Peoria Police Department
Policy and Procedure Manual

Policy 7.02	Prisoner Processing Area

I. POLICY

It is the policy of the Peoria Police Department to ensure that prisoners brought to the Peoria Police Department's Prisoner Processing Area shall not stay longer than two (2) hours. Officers may bring prisoners into the Peoria Police Department Processing Area in the following cases: Processing Driving Under the Influence (DUI) arrests, required interviews, fingerprints, for medical treatment by the Peoria Fire Department, or under a major incident or unusual occurrence as listed in Policy 4.11. Prisoners shall be treated in a manner that will provide safety to the prisoners and members of the Peoria Police Department, while at the same time, ensuring protection to the public as well as rights of the prisoners. Prisoners under the age of eighteen years of age will be handled in accordance with the Juvenile Operations Policy.

II. PROCEDURE

A. The Peoria Police Department's Processing Area is intended for officers to use to complete the necessary paperwork on all in-custody suspects prior to the transport to a detention facility. At no time during the two (2) hour period that the subject is in the Processing Area shall they be left unattended. Each officer is accountable, at all times, for the prisoner in his or her custody.

B. Management

1. Physical Management

a. The responsibility for the overall operation and maintenance of the Processing Area shall be with the Operations Division Deputy Chief.

b. The responsibility of the direct operation of the Processing Area shall be that of the Patrol Services Bureau Lieutenants.

c. When the Operations Division Deputy Chief and the Patrol Service Bureau Lieutenants are off, the responsibility for the Processing Area and its operation shall be that of the senior on-duty supervisor in the Patrol Services Bureau assigned to the Public Safety Administration Building.

2. Fiscal Management

a. The only funds that can be collected by Peoria Police Department personnel while in the Processing Area shall be monies collected as bond.

(1) The only forms in which payment will be accepted by a Peoria Police Department employee, for a bond on a City of Peoria warrant, while in the Processing Area, will be a money order (for the exact amount of the bond) or cash. The funds shall be placed in an appropriate property envelope on which the date the funds were collected, the amount collected, the reason for collection, and the signature of the employee collecting the funds shall be so noted. Prior to sealing the envelope and placing it into property, the on-duty supervisor or witness employee shall verify the amount of funds and sign both the envelope and the property impound sheet.

(2) In every case, a receipt should be filled out indicating the amount of funds received, what form the funds were, the Peoria Police Department Incident Report (IR) number, who the funds were received from, and who received the funds.

(3) Upon completion, the original impound sheet and the funds are to be placed into a property locker.

(4) Only bonds from City of Peoria Municipal Court warrants will be accepted by the Peoria Police Department. All other warrants, except Glendale City Court warrants, shall be transported to the available Maricopa County Sheriffs Office Detention Facility. If the prisoner desires to bond out on a Glendale City Warrant, they will do so from the Glendale Detention Facility in accordance with that facility's policies.

(5) The prisoner shall be given a receipt (the original) for the funds paid from the two-part receipt book located in the Processing Area. Prior to giving the prisoner their receipt, make one copy of the receipt to be included with the officer's report. The yellow copy stays in the receipt book.

(6) When all receipts from a book have been issued, a Peoria Police Department employee shall take the book to the Municipal Court, who shall maintain the receipt books in accordance with City policy.

b. The envelopes containing the bond shall be removed from the property lockers in accordance with the Property Management Policy. The funds shall be forwarded to the Peoria Municipal Court in accordance with the Property Management Policy.

C. Access

1. Limited Access: Access to the Processing Area shall be limited to employees having a legitimate reason for being there.

   a. Non-assigned/non-authorized employees are prohibited from the processing area when a prisoner is unsecured in the area or being processed.

   b. Civilian Observers are not permitted in the Processing Area while there are prisoners in the same area.

2. Attorney/Client Meetings: Meetings conducted between a prisoner and their attorney shall be conducted at the Glendale Detention Facility in compliance with procedures established by that agency.

3. Media: The media shall not have access to the Processing Area without the approval of the Chief of Police or his designee. When granted access, media persons shall be escorted at all times by Peoria Police Department personnel for security reasons.

4. Visitors: Due to the short-term nature of the Processing Area, prisoners will not be allowed personal visits. No messages shall be taken on behalf of any prisoners.

D. Rights of Arrestees:

1. An arrestee's constitutional right of access to the courts shall not be inhibited. All persons arrested for an offense, and the offense is such that incarceration is mandatory or the intent of the officer is to incarcerate, shall be transported to the appropriate detention facility within two (2) hours.

2. Arrestees shall be treated humanely and as courteously as the situation permits. They shall be provided with appropriate shelter, water, and restrooms, and if necessary, prompt medical treatment

3. Arrestees shall be given the opportunity to make local or collect long distance telephone calls, as necessary, as soon as practical during and after the booking process, in order to make contact with family, their job, an attorney, or a bondsman.

   a. The arrestee's opportunity to post bail shall not be impeded.

   b. Should the arrestee not be able to make contact with someone during the booking process, they will be advised of the availability of making phone calls from the jail facility upon arrival at that facility. This should be logged either in the officer's report or on the booking sheet.

   c. Arrestees shall have the right to speak with an attorney as often as required, when the request is legitimate and necessary.

E. Emergency Situations

1. Emergency situations in the Processing Area shall include, but are not limited to:

   a. Escape or attempted escape. Should an arrestee escape, it shall be the employee's first duty to notify Communications by either radio or telephone and provide the following:

      (1) Information shall include the prisoner's description, direction of travel, injury, if any occurred during the escape, and if the prisoner is armed.

      (2) Communications will then notify any other personnel in the building over the public address system and the appropriate patrol units.

      (3) This alert shall be discontinued for personnel inside of the building when the prisoner has been captured or it has been determined that the prisoner is no longer in the building.

   b. Suicide or attempted suicide.

   c. Assault on a Peoria Police Department employee or other arrestee.

   d. Serious injury or illness requiring medical attention, or death of an arrestee.

   e. Fire or smoke.

   f. Any incident which threatens the physical facility or any person in it.

   g. Activation of the Kick-Strip alarm at the Pinnacle Peak Public Safety Facility (PPPSF). The PPPSF was built with a security system installed in the detention and interview areas. The security system utilizes an activation strip commonly referred to as a "kick strip." This strip is approximately 8.5 inches above the floor, along the base of the wall and yellow in color. Striking the strip in any manner activates it. Striking the kick strip activates an annunciator in the PPPSF, which lights up showing the zone of activation and produces an audible alarm. Annunciators are located above the property lockers and in the police administrative areas of the PPPSF. In conjunction with the activation of the system, the annunciator initiates a 9-1-1-telephone call that is sent to the Communications section.

      (1) These calls are treated as emergency backup for an officer (906).

      (2) Communications will dispatch officers to the PPPSF as they would for any emergency backup.

      (3) In the event the alarm is activated, all personnel at the PPPSF on duty shall respond to the indicated zone of activation, a voice and visual check will be done to ensure the safety of officers.

      (4) After responding to the system activation and determining that the situation is controlled, an officer on scene will broadcast a "Code 4" followed by their serial number to Communications.

      (5) The system will be reset by on scene personnel. The control panel is located in the Telephone room at the PPPSF. Instructions for resetting the system are located by the alarm panel.

      (6) A security system check will be performed once a month on the kick strip.

      (7) When the alarm is activated, it should be noted in the Exceptional Incident (EI) log with the date, time, and reason.

2. Reporting: When any incident listed above occurs, that is not related to a report already being taken, the employee shall take an additional report containing all pertinent information regarding the incident.

   a. A copy of the report shall be forwarded up through the chain of command to the Chief of Police.

   b. The employee shall verbally notify their supervisor, or an on duty supervisor, providing the details of the incident.

   c. The notified supervisor shall determine the severity of the incident and decide what level of supervision requires immediate notification.

d. Any incident resulting in a death or serious physical injury, assault on an officer, suicide or attempted suicide, or an escape or attempted escape shall require the senior ranking on duty supervisor to immediately notify the Operations Division Deputy Chief and the Chief of Police.

3. Evacuation: Evacuation of the Processing Area may be necessary during incidents such as smoke or fire. The following steps shall be followed by the employee discovering the incident.

a. Immediately notify the Fire Department.

b. Evacuate the Processing Area, either through the sallyport door or the nearest Departmental exit, depending on where the threat is.

c. If the amount of smoke is minimal, attempt to extinguish the source by approved methods.

d. If after hours, notify the on duty patrol supervisor. If during regular business hours, notify all personnel within the police facility by the public address system and activate the fire alarm.

4. Suicide, attempted suicide, serious injury, or serious illness shall cause the employee discovering such to initiate immediate response of the Peoria Fire Department. Suicidal prisoners shall be removed from the Processing Area and immediately transported to an appropriate facility for handling such persons.

5. If, while in the Prisoner Processing Area, an officer encounters some type of emergency situation or is in need of emergency assistance, the officer may activate their Emergency Tone button on their portable radio or may directly contact the Communications Center by the telephone provided in the Prisoner Processing Area.

F. Facility Cleanliness

1. The Processing Area shall be maintained in a safe, clean, and sanitary condition.

2. It is the responsibility of each employee to clean up after themselves when using the Processing Area.

3. The building maintenance staff shall clean the Processing Area according to their set schedule on a regular basis.

4. Any shortages, lost, missing, or damaged items in the Processing Area should be brought to the applicable Patrol Services Bureau Lieutenant's attention for correction or handling.

G. Facility Safety

1. Fire extinguishers shall be maintained in the Processing Area.

2. The fire extinguishers shall be periodically checked by the Police Services Officer, assigned to the Patrol Services Bureau, to ensure that they are in good working condition.

3. The fire extinguishers shall bear a tag showing the date of the last inspection and the name of the inspector.

4. The inspection shall be conducted by a vendor, selected by the City, who meets all of the appropriate criteria for conducting the inspection.

H. Police Services Administration Building (PSAB) Facility - The security of the facility is of paramount importance for the safety of the employees and those persons arrested.

1. Security

a. Both sallyport entrance and exit doors shall remain closed at all times when not in use for vehicle entry and exit.

b. The doors leading from the sallyport to the adult and juvenile Processing Areas shall be kept closed and locked at all times except for the entering and exiting of officers, prisoners, and other employees having a legitimate need to use the door.

c. No prisoner shall be removed from a vehicle into the Processing Area unless the prisoner is handcuffed and both sallyport doors are closed.

d. No prisoner shall be escorted from the Processing Area into the sallyport unless the prisoner is handcuffed and both sallyport doors are closed.

e. Any time a prisoner is brought into the adult or juvenile Processing Area, the officer or Police Services Officer (PSO) shall call the front desk and advise that they will be processing a prisoner in the Processing Area. The front desk officer or PSO shall monitor the processing area until the prisoner has vacated the Processing Area.

f. The east and west doors of the blood alcohol room and the Automated Fingerprint Identification System (AFIS) Live Scan room are to remain closed at all times to prevent prisoner contact between adult and juvenile prisoners.

g. Any prisoner who needs to be interviewed in the Criminal Investigations Bureau (CIB) shall be searched and handcuffed prior to being escorted from the Processing Area to CIB, and shall be searched and handcuffed before being escorted back to the Processing Area. The safest and most direct route from the Processing Area to CIB shall be used to minimize contact with other city employees and citizens.

h. Other than the Processing area and CIB, no prisoners are permitted to be in any area of the Peoria Police Department for any reason without the permission of a bureau lieutenant or higher ranking staff member.

i. Any time a prisoner is out of physical sight and control for any period of time, the prisoner will be searched prior to returning to the Processing Area.

j. Male and female prisoners shall not be detained together at any time.

k. Any time a prisoner is not being directly monitored they shall be handcuffed to a D-ring. Any prisoner housed in the adult waiting area shall be handcuffed to a D-ring.

l. For officer safety and smooth operation, if possible, male and female prisoners should be processed separately.

m. Prisoners shall be monitored, and shall not be left unattended in the adult or juvenile processing area restrooms.

n. At no time shall the juvenile prisoner be within sight of an adult prisoner, nor be able to hear any portion of what an adult prisoner is saying. Juveniles must be continually supervised in-person while in a police facility.

2. Upon arrival at the west sallyport door, the transporting officer or PSO shall ask Communications to contact the front desk to open the west sallyport door. The front desk officer or PSO will verify that the sallyport area is clear of any prisoners. Once it has been confirmed that the sallyport is clear, the front desk officer or PSO shall open the west sallyport door to allow access. It is not necessary to manually close the sallyport doors, as they close automatically. If the sallyport is not clear of any prisoners, the front desk will delay opening the door until the sallyport is clear of all prisoners.

   a. Upon arrival to the Processing Area sallyport, the transporting vehicle shall enter the sallyport only from the west entrance, and shall drive as for forward as possible to allow other police vehicles access. Exiting the sallyport shall be done from the south sallyport doors only.

   b. Officers shall secure their duty weapon and any back-up weapon in the trunk of their vehicle before removing a prisoner from their vehicle.

   c. No firearms shall be carried into the Processing Area except when deadly force is authorized for a particular situation.

   d. Knives, other than small pocketknives with a blade length of less than three (3) inches, shall not be carried into the Processing Area.

3. At the Processing Area, only one prisoner shall be un-handcuffed a time. Any additional prisoners shall be secured to a D-ring. Each prisoner shall be thoroughly searched. Unless exigent circumstances exist, the search should be

conducted by an employee of the same sex as the arrestee. It is the responsibility of the officer processing the prisoner to ensure that the prisoner has been thoroughly searched.

a. Any property removed from a prisoner shall be listed on the prisoner property sheet. The property shall be placed into a bag to be returned to the prisoner if they are to be released or taken with the prisoner to the Jail facility.

b. All money and monetary items are to be listed separately on the currency envelope.

c. Under no circumstances shall the property of a prisoner be left unattended at any time. If necessary, it shall be impounded for safekeeping.

4. No prisoner may be strip searched without the approval of a bureau lieutenant or higher ranking staff member. The reason for the search and the corresponding information shall be documented in the report. This information will include the name and serial number of the approving supervisor.

a. Strip searches shall be completed in the presence of two employees who are the same sex as the person who is being searched.

b. All strip searches shall be conducted in a private area that ensures the prisoner being searched is not exposed to view by other employees, prisoners, etc.

5. A search warrant shall be required for any cavity searches and the search is to be conducted by a licensed physician. An officer of the same sex, as the suspect, shall be present during the search.

6. If evidence or contraband is taken from the prisoner, clothing or otherwise, the officer shall take custody of the item and process it according to Peoria Police Department procedures.

7. Prior to the release or transport of a prisoner, a search of the Processing Area shall be made by the arresting/transporting officer or Police Services Officer for contraband or facility damage.

a. If any damage or contraband is located in the Processing Area, additional charges shall be filed against the responsible party.

b. Photographs of the damage shall be taken by the arresting officer.

8. When an officer or PSO exits the Processing Area via the south sallyport door, this is accomplished by using their access card on the card reader located on the east wall next to the sallyport door. It is not necessary to have the front desk open this door.

I. Security Inspection: The Day Watch Commander, or their designee, shall conduct a Daily Security Inspection of the Prisoner Processing Area. The Inspection shall consist of a check for the following items and be checked off on a Daily Inspection Checklist that shall be conspicuously located in the Processing Area. This checklist shall be retained for a period of at least sixty (60) days. (72.9.6.f)

1. Fire Extinguisher.

2. First Aid Kit.

3. Check all areas for contraband.

4. Check all other entrances to see that they are secured.

5. Ensure that all supply or storage room doors are closed and locked.

J. Health Care Services

1. No medication shall be administered to any arrested person.

2. If the prisoner either has a physical injury, a claimed injury, or the possibility of an injury, a supervisor will be notified and the Peoria Fire Department shall be called for a paramedic to respond and treat the illness/injury.

a. The paramedics will assess the situation and determine if transport to a medical facility is necessary.

b. If medical treatment is recommended, the prisoner shall be transported to the emergency room.

c. At no time shall any ill, injured, or unconscious prisoner be left in the Processing Area without being checked by the paramedics.

K. Releasing of Prisoners

1. Adult prisoners that are released from custody from the PSAB Processing Area shall not be escorted through the PASB to be released. Adult Prisoners shall be taken out the sallyport, and shall be personally escorted to the vehicle gate located on the east side of the PSAB where they shall have their personal property return to them and released.

2. Juvenile prisoners released from custody shall be released to a responsible person in the lobby of the PSAB. The juvenile shall be personally escorted to the lobby where they shall have their personal property return to them and released.

L. Restraints: When a detainee inside the Processing Area appears to be under the influence of drugs and or liquor to such a degree that the detainee's safety may be at risk, the detainee will be placed in a seated position on the floor for observation during the booking process. If an uncooperative detainee appears under the influence of drugs and or liquor, the detainee will be placed in a seated position on the floor and handcuffed to the "handcuff ring" in the common Processing Area.

M. Field Processing Areas

1. In the event of a major incident or unusual occurrence as defined in Policy 4.11 (Unusual Occurrences) or the Peoria Police Department's Emergency Operations Plan, a Field Processing Area may be established during a major incident.

2. In the event a Field Processing Area is established, all sections of this Policy shall also apply to the Field Processing Area.

Peoria Police Department
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