

	SFASU POLICE DEPARTMENT	
	Policy 10.1 Prisoner Processing	
	Effective Date: 04/30/19	Updated: 11/11/2020
	Approved: John Fields, Jr. Chief of Police	
	Reference: TBP: 10.10, 10.12, 10.14, 10.15, 10.22 / IACLEA 8.3.2a – e, 9.2.10	

I. POLICY

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

II. PURPOSE

The purpose of this policy is to provide operational procedures for transport of prisoners to and from the county jail.

III. GENERAL ISSUES

A. Supervision

1. The sheriff is responsible for the operational policies and supervision of the county jail.
2. Members of this agency will conform to the county's requirements when processing prisoners for holding in the county's facility.
3. 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

1. Access to the county jail is limited to authorized sworn personnel.
2. Juveniles are prohibited from entering the facility at any time (juveniles taken into custody are transported immediately 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. No firearms or other weapons are allowed in the jail area and officers shall secure weapons in an appropriate lock box or in the officer's vehicle trunk prior to entering the facility (IACLEA 8.3.2a).
2. Weapons that are not part of an investigation but are the prisoner's property will be placed in the 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.
2. Any contraband located on the arrested person is considered evidence, seized, and properly secured as evidence.
3. Any property removed from a suspect shall be secured by the arresting officer and released to the custody of the county when the individual is booked into the jail (TBP 10.10).
4. Persons arrested by this agency may be transported to the department facility for paperwork processing prior to transport to the county jail.
5. At no time will any person arrested or detained be left alone while in custody, including the police vehicle or the department facility.
6. Persons to be detained in the county jail are escorted into the facility through the sally port.
7. Upon arrival at the facility, arrested person(s) are immediately searched by jail personnel inside the sally port and asked pre-book questions. The arresting officer is required to remain with arrested person(s) until all pre-

book screening questions are answered or until jail staffers take custody of the subject(s).

8. All booking activity (including interviews, fingerprinting, photographing, and similar actions) is conducted while the arrested person remains in the booking area.
9. Officers will take extra precautions to ensure that all items taken from a prisoner in the field are turned over to the county for safekeeping (the property is returned to its owner at the appropriate time). Tobacco products are not allowed inside the facility and will be discarded prior to entry into the jail facility.
10. Officers who develop information during an arrest (through observation or self-profession by the arrestee) that the individual may be suicidal, is homosexual, transgender, intersexual, or gender nonconforming will make sure that holding facility staff is informed of the situation in a manner that does not embarrass or endanger the arrestee.

B. Juvenile Detentions

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

C. Strip Searches

1. 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. Strip searches are never performed in the field.
3. A strip search may not be performed until it has been approved by a department supervisor and a county supervisor.
4. Strip searches are conducted in the manner prescribed by county procedures and must be performed by county jail personnel.
5. Inmates charged with specific crimes (drug offenses, assault with weapons and theft charges) will automatically be strip searched by jail personnel.
6. Strip searches are documented in the officer's arrest report, which will detail the officer's justification for such a search, the approving supervisor's name, the location where the strip search took place, the names of all 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 (TBP 10.14).

D. Body Cavity Searches

1. Body cavity searches are never performed in the field and, if requested and approved, are conducted only by competent medical personnel in compliance with county procedures.
2. 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 identity and the location of the facility where the search took place, the names of all persons present during the search, and the results of the search.
 - f. A copy of the report and of the warrant are forwarded to the Chief of Police for review and filing (TBP 10.15).

E. Medical Attention

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. The arresting officer shall advise receiving personnel of any potential medical or security concerns for or hazards posed by the detainee (IACLEA 8.3.2d).
3. If the severity of medical conditions is unclear or if a prisoner requests medical attention, he/she shall be transported as soon as possible to a medical facility for evaluation.
4. If available, the arresting officer shall be responsible for transporting the prisoner to the designated medical facility and for the security of the prisoner while at a designated medical care facility (TBP 10.12).

F. Fingerprints and Photographs

1. Individuals being charged with a class B misdemeanor or above require the state issued CJIS card and any supplemental cards as required.
2. Those individuals being charged with a felony also require both a CJIS card and an FBI card.
3. Fingerprinting is not required for those being charged with a class C misdemeanor; however, fingerprints may be taken if, in the opinion of the booking officer, they would be useful in fully identifying the arrested person.
4. All adult individuals arrested will have a booking photo made and will be fingerprinted.

G. Arrest Reports

1. Using the computerized offense and arrest report system, the arresting officer will complete an arrest report for every individual detained.

2. Arrest reports must 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. All arrest reports and related offense reports will be completed by the arresting officer prior to end of shift and the appropriate documentation provided to county jail personnel.
4. If county jail supervisors do not believe there is sufficient probable cause to hold an individual, the on-duty or on-call supervisor should be contacted.

H. Receiving Prisoners from Other Agencies

1. Prior to accepting prisoners from other agencies, the receiving officer must have the following:
 - a. Positive identification of the detainee.
 - b. Positive identification of the officer delivering the prisoner.
 - c. Telephonic or written confirmation of the reason for the incarceration, such as a copy of a probable cause affidavit, arrest sheet offense, warrant and bond information.
 - d. Assurance that an offense has occurred and that authority for arrest exists.

I. Transportation of Prisoner to Other Agencies and Receiving Prisoners from the County

1. Officers transporting prisoners to another agency are responsible for the following:
 - a. Complying with the other agency's rules, which include putting all weapons in a lock box or securing them in the trunk of the officer's vehicle.
 - b. Keeping the prisoner in handcuffs until the other agency accepts custody (IACLEA 8.3.2b).
 - c. Notifying the recipient facility when the detainee is considered an unusual security risk (IACLEA 8.3.2e).
 - d. Providing the receiving agency with all necessary paperwork and the prisoner's property (IACLEA 8.3.2c).
2. Officers picking up prisoners from the county will inquire about any physical or mental problems the prisoner may have.

3. An officer who picks up a prisoner from the county will see that the prisoner signs for his/her property.
4. The transporting officer will receive the prisoner's property for safekeeping (TBP 10.10).

VI. PRISONER RIGHTS

A. Access to Consul

1. All detainees are asked their citizenship. Detainees who are not U.S. citizens are asked by the arresting officer if they wish their consul to be notified. If foreign nationals ask that such notification be made, the arresting officer shall inform the intake officer at the booking facility and document the offering of notification of consul.
2. For detainees who are from one of the 56 mandatory notice countries list (https://travel.state.gov/law/consular/consular_753.html), notification to the foreign consular officer **must be made** without delay, even if the foreign national objects. For all other countries, law enforcement must inform the foreign national that they may have their consular officer notified of the arrest or detention and may communicate with them. The foreign national can accept or decline the offer to notify.
3. In all cases, consular notification should be made within 24-72 hours after initial arrest. Law enforcement shall document the response and the notification.
4. The Communications Division will maintain a current telephone list of foreign embassies and consulates, and a list of mandatory notice countries.
5. Notification or refusal is noted in the arrest report (TBP 10.22 and IACLEA 9.2.10).

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.

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2. The individual making such a request should be allowed access to a telephone for this purpose as soon as possible.