

Medina Police Department

Subject: Booking and Detention of Prisoners	Policy Number: 2140	Booking and Detention of Prisoners
Reference:	Pages: 13	
Personnel: Sworn and Non-Sworn Personnel		
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2140.1 - PURPOSE

The purpose of this policy is to establish procedures for the operation and maintenance of the Medina Police Department’s detention facility (hereafter the “facility”) consistent with the Department’s policies, procedures and Minnesota Department of Corrections’ regulations.

2140.2 - POLICY

It is the policy of the Medina Police Department to safely and securely process and detain prisoners. In doing so, it is essential that the department operates and maintains a safe and secure detention facility in accordance with State Statute and Minnesota Department of Corrections regulations regarding Municipal Jail Facilities *(chapter 2945). It is the policy of the Medina Police Department to comply with these regulations.

2140.3 - DEFINITIONS

DETENTION FACILITY: For purposes of this policy, the “facility” includes the sally port garage, “Prisoner Release” vestibule, Intoxilyzer room, booking area, holding cells and interview room.

CLASS IV HOLDING FACILITY: A Class IV municipal holding facility means an adult detention facility operated by a municipal government used to confine prisoners for up to four hours.

EMERGENCY: Means a significant incident or disruption of normal facility procedures, policies, routines, or activities arising from fire, riot, natural disaster, suicide, assault, or medical emergency.

FACILITY ADMINISTRATOR: Means the individual who has been delegated the responsibility and authority for the administration and operation of a local facility.

2140.4 – PROCEDURE

The Medina Police Department detention facility is classified as a Class IV holding facility. Detention time **shall** not exceed four hours based on this classification. If a prisoner is interviewed while in the detention facility, the time the prisoner is in the interview room should be documented in the log book and the officer’s incident report. The time in the interview room does not count towards the four-hour limit.

Additionally, the detention facility will not be used to detain persons who are high escape risks or who are known or believed to be significant risks to the safety of themselves or others. These persons will be transported directly to an appropriate facility such as the Hennepin County Jail, Juvenile Detention Facility, detoxification center or hospital.

INTAKE PROCEDURE

The following procedures are to be adhered to for all prisoners, including prisoners from another agency:

- 1) All prisoners should be brought in through the sally port garage.
- 2) Officers shall close the sally port garage door and secure their weapon in the weapon locker prior to removing a prisoner from the police vehicle.
- 3) All prisoners should be handcuffed unless medical or other documented reasons are noted.
- 4) Prisoners in handcuffs upon entering the detention facility should remain handcuffed until after the initial pat search. Violent prisoners should remain handcuffed throughout the booking process until placed into a cell.
- 5) After removal of handcuffs, the prisoner should be thoroughly searched.
- 6) Purses, wallets, belts, jewelry, and contents of all pockets should be taken from the prisoner and secured.
- 7) When placing a prisoner in a holding cell, items that shall be removed from the prisoner are coats/jackets, gloves, hat, belts, ties and footwear.
- 8) Contraband and/or evidence taken from the prisoner should be inventoried and placed in a property room evidence locker per department policy.
- 9) The booking officer should conduct a health assessment of the prisoner. North Ambulance personnel should be contacted if there are any health concerns. Health concerns should be documented in the officer's police report.

NOTE: There is a decontamination station located in the sally port. If needed, prisoners that were exposed to chemical aerosol should be decontaminated prior to entering the booking area.

ADULT BOOKING PROCESS

All officers booking a prisoner at the Medina Police Department must complete the following process:

- 1) Every prisoner admitted to the detention facility must be advised of the official charge or legal basis for detention, confinement, information gathered, and who it is disseminated.

- 2) Complete the log book.
- 3) Complete the photo imaging processing including:
 - a) Demographic information.
 - b) Prisoner booking photograph.
- 4) Complete the fingerprinting process utilizing the Live Scan system.
- 5) If the prisoner is being released from the department, complete the necessary paperwork and assign the prisoner a court date when applicable.
- 6) If the prisoner is being transported to Hennepin County Jail, complete the necessary paperwork including the Offender Tracking Form. Officers shall check “yes” on the Offender Tracking Form indicating the fingerprints were submitted to the BCA.

There are two exceptions to this formal booking procedure:

- a) Individuals arrested for an outstanding warrant can be transported directly to the Hennepin County Jail.
- b) Offenders that are positively identified, cited and released at the scene do not need to be formally booked at the department.

Any deviation from the formal booking procedure needs to be approved by the senior officer on duty.

Acceptance of a military person into the detention facility who is only charged with being A.W.O.L. is contingent on one of the following factors being present:

- a) Existing warrant authorizing the person’s apprehension for being A.W.O.L.
- b) Teletype message identifying the branch of military service and the person authorizing the apprehension.
- c) The individual apprehended is listed A.W.O.L in the MINCIS/NCIC computer file, which must be confirmed through Dispatch.

ADULT PRISONER / PROPERTY RELEASE PROCEDURES

All personal property taken from the prisoner at admission, and not considered evidence or contraband, should be returned to the prisoner upon release.

If a prisoner is transported to Hennepin County Detention Center after being booked in Medina, the prisoner’s personal property should also be transported. The officer should ensure the following:

- a) The transporting or releasing officer should release the property to the officer of the agency taking custody of the prisoner.
- b) Prescribed medication belonging to a prisoner should be given to the prisoner or the appropriate authority upon transfer or release. This should be noted in the arrest report.

NOTE: Hennepin County Jail will not accept large items. These items should be property inventoried at the Medina Police Department and the prisoner notified.

When a prisoner is released from the department after being booked, the officer will ensure the following:

- a) The prisoner should be allowed to telephone for transportation prior to release to the street.
- b) No prisoner should be released in inclement weather without adequate clothing to ensure the prisoner's health and comfort. In such an event, the prisoner shall be transported to Hennepin County Jail rather than being released.
- c) Intoxicated persons should be released to a sober adult or transported to a detoxification facility.
- d) The prisoner should be released through the detention facility's Prisoner Release door.

JUVENILE PROCEDURES – (Refer to Policy #2300)

DETENTION FACILITY SECURITY

The purpose of the section is to ensure the safety and security of staff and prisoners in the detention facility and to minimize the potential for escape.

- 1) Doors, Keys, Card Readers and Access Codes:
 - a) The facility has both interior doors (cell doors and interview doors) and perimeter doors (door into sally port, prisoner release door(s), and door(s) into the police department.
 - b) A labeled perimeter door key will be located inside the detention facility. It will be in a cabinet at the booking station. This key will be available in the event of a power failure/generator failure or electrical malfunction.
 - c) A labeled perimeter door key will be maintained in the patrol office for officers to enter the detention facility in the event of a power failure/generator failure or electrical malfunction.

- d) Officers will be provided a code to activate the keypad that, in combination with their proximity cards, control the facility's perimeter doors from inside the facility.
- e) No prisoner should be placed in a cell or area that has inoperable locks. Inoperable locks should be reported to the on-duty senior officer.

2) Panic Alarms:

There are two panic alarms within the detention facility. One is located on the wall by the booking counter. The second is located on the south wall of the hard interview room. An officer needing urgent assistance with a prisoner will activate this alarm or request emergency assistance by radio. The panic alarm will only activate an alarm inside the police department. It will not be monitored by Dispatch.

3) Firearms:

No firearms are allowed within the detention facility when there is a prisoner in the area. Firearms may be brought into the detention facility for tactical purposes when a condition exists that would authorize the use of deadly force. Firearms will be stored in the gun lockers provided.

4) Visits:

Any member of another criminal justice agency, prior to entering the detention facility, should deposit their weapon into a weapon locker. When such a person is not in an identifying uniform or is not known by personnel from the Medina Police Department they must present identification proving they are a member of another criminal justice agency. When the visit is for the purpose of a prisoner interview, it should be noted in the police report.

Other persons authorized to enter the detention facility for prisoner visitation must provide identification and be willing to submit to a pat search for weapons and contraband. Coats, purses and briefcases should not be allowed in the detention facility unless they are searched.

5) Prisoner Observation / Inspection:

The arresting officer shall visually monitor a person detained in the holding cells at least every thirty (30) minutes on an irregular schedule. Prisoners who are violent, suicidal, mentally disturbed, or who demonstrate unusual or bizarre behavior shall be personally observed every fifteen (15) minutes. Another police officer, community service officer or reserve officer may monitor a person detained in a holding cell if requested by the arresting officer. However, the arresting officer is ultimately responsible for the prisoner.

NOTE: Visually monitoring a detainee means entering the detention area and visually observing in person the detainee through the detention cell window.

It is the responsibility of the senior officer on-duty to ensure welfare checks are conducted.

Upon release of a prisoner from a cell or holding room, the releasing officer should inspect the cell or holding room for damage, contraband and operability of locks. Any damage or inoperability of equipment must be noted in writing and forwarded to sergeant. Damaged cells should not be used until repaired.

DETENTION AREA EMERGENCY PREPAREDNESS

An emergency means a significant incident or disruption of normal facility procedures, policies, routines, or activities arising from such things as, but not limited to, fire, riot, natural disaster, suicide, assault, homicide, escape or medical emergency.

In the event of an emergency, the sergeant will be notified and the sergeant will notify the Department of Corrections and a formal report will be submitted within 72 hours.

Hennepin County Detention Center will be notified if prisoners need to be transported to their location for continued detention.

The emergency preparedness procedures are reviewed annually by the command staff.

An evacuation drill will be conducted annually.

Evacuation(s) should be conducted by on-duty police officers under direction of the on-duty senior officer.

1) Fire:

The detention facility contains automatic smoke alarms and sprinklers. In the event of any alarm or sprinkler activation, Hamel Fire will be toned out immediately.

2) Smoke Alarms:

Smoke alarms are located throughout the detention area. These smoke alarms are wired to the central fire alarm system. There is a display monitor in the front lobby. If they are activated, an alarm will sound throughout the entire Police and Public Works facility. It should be noted that in case of a fire all the interlock doors will automatically deactivate.

3) Sprinklers:

Automatic sprinklers are located throughout the detention area. These sprinklers are activated by heat, and when they are activated, the fire alarm will sound. There is a display monitor in the front lobby. It should be noted that in case of a fire, all the interlock doors will automatically deactivate.

4) Dangerous Materials:

Materials dangerous to either security or safety should not be stored in the sally port or the detention facility.

A schematic showing the location of the smoke alarms, fire alarms and first aid kit will be kept on file in the sergeant's office.

5) Evacuation:

Evaluations will be based on the seriousness and nature of the emergency. Evacuations will be classified as "temporary evacuations" or "permanent evacuations".

a) Temporary Evacuations:

Prisoners will be taken out of their cells, handcuffed and moved into the sally port. A single officer may handle a single prisoner. If more than one prisoner needs evacuation, additional officers will be summoned to assist in the evacuation. The prisoners will remain in the sally port until they are able to return to their cells. If appropriate, prisoners may be placed into squad cars, not more than two per car, and taken a safe distance away from the building.

If the sally port is inaccessible, evacuation should be through the Prisoner Release door. Prisoners should be placed in squads in the south lot.

If the evacuation appears to be for a prolonged time, it will then become a permanent evacuation and the permanent evacuation policy will take effect.

b) Permanent Evacuations:

Prisoners will be removed from their cells as described above, placed into squad cars in the sally port, and taken to the Hennepin County Adult Detention Center.

6) Medical Emergency:

In the event of a medical emergency, North Memorial Paramedics will be dispatched to the detention facility. They will be instructed to park in the east lot and enter through the sally port door. Dispatch will have the code. The prisoner will be evacuated through the sally port door.

DETENTION AREA INSPECTION

The detention facility **shall** be inspected at the beginning of each morning by day shift. The inspection is to include checks for contraband, evidence of breaches in security, inoperable security equipment, to detect building and equipment deterioration, safety hazards, and unsanitary conditions.

The inspection shall be documented on the senior officer's daily MDC log.

A fire inspection should be conducted on an annual basis by a State Fire Marshal or local fire official. Fire safety rules must comply with requirements of the Minnesota Fire Marshal's Office.

Section 642.09 of the Minnesota Statutes provides that the sheriff of a county in which a municipality maintains a lockup, should inspect the lockup once a year with reference to its security and administration.

SEPARATION OF PRISONERS

Female prisoners should not occupy the same cell or holding room as male prisoners.

Juvenile prisoners should be separated from adult prisoners by sight and sound. Juvenile prisoners should be placed in the soft interview room. (See Juvenile Procedure Policy 2300)

Prisoners who have been identified as dangerous or have indicated a propensity towards violence or are being detained on a mental commitment should be kept separate from other prisoners.

Any prisoner suspected of having a contagious disease should be kept separated from other prisoners.

PRISONER RESTRAINT

The use of force against any prisoner should be commensurate with department policy, existing State law governing the use of force and/or applicable case law, whichever is appropriate for the given circumstances.

Instruments of restraint such as handcuffs, ankle shackles or plastic handcuffs should be used in the following circumstances:

- a) As a precaution against escape during transfer or any time the prisoner is moved from the secure detention area to another location;
- b) To prevent a prisoner from injuring self or others or from damaging property;
- c) On medical grounds, by direction of a physician or psychologist.

The restraints should not be applied for any longer time than is necessary.

Each incident involving the use of restraints as a means to control an unruly prisoner should be documented in the Law Enforcement Technology Group Records Management System (LETG).

Instruments of restraint should not be used as a means of punishment, nor should any prisoner be subjected to unwanted physical or verbal abuse.

CLOTHING

Clothing should be removed from a prisoner only when the prisoner's behavior threatens the health, safety or security of self, others or property. Clothing must be returned to the prisoner as soon as it is reasonable to believe that the behavior that caused the action will not continue.

PHONE CALLS

Adult prisoners will be permitted a minimum of one phone call limited to five minutes in duration. Long distance calls may be made.

When a prisoner is intended to be transferred to another facility, the phone call can be deferred until the prisoner is booked at that facility. Phone calls to the prisoner's attorney should not be deferred. Attorney calls should be placed by the arresting officer to verify the call is placed to an attorney. The prisoner should be allowed to speak to their attorney. The name of the attorney contacted and the time of contact should be noted in the arrest report.

When an officer places a phone call on behalf of a juvenile, it is not necessary to permit the juvenile a phone call. Officers should note in the arrest report who was contacted on behalf of the juvenile.

PRISONER MEDICAL SUPERVISION

All activity regarding control of medication, delivery of medication, and medical care should be noted on the arrest report.

Prescribed medication should be kept in its original container, bearing the original label.

Any prisoner that requires refrigerated medications must be transported to the Hennepin County Adult Detention Center immediately.

Delivery of medication to prisoners should be as follows:

- a) No medication should be delivered to a prisoner except under the direction of a physician.
- b) All medication delivered to a prisoner should be self-administered under staff supervision.
- c) All medications should be noted in the arrest report as to:
 - i) Time of deliver;
 - ii) Name of medication;
 - iii) Name of authorizing physician;
 - iv) Whether medicine was administered or refused;
 - v) Name of staff delivering medication;
 - vi) Dosage;
 - vii) Confirmation by medical personnel that medication delivered orally was ingested by prisoner; and
 - viii) Whether prisoner had an adverse reaction to any medication.

No prisoner should receive non-legend medications while receiving legend medications unless approved by the attending physicians. No prisoner should be deprived of medication as prescribed because of penalty or staff retaliation.

Prescription medication belonging to a prisoner must be given to the prisoner or to the appropriate authority upon transfer or release and be recorded in the prisoner's file. If any medication is retained, the reason for keeping the medication must be listed in the incident report. The medication should be inventoried and placed in the property room. Any seized medications will be destroyed following procedures established by department evidence policy.

MEDICAL CARE

North Memorial Medical Center and North Memorial Ambulance Service provide 24-hour service for the medical needs of the prisoners. Telephone numbers for these resources and 24-hour emergency dental care are in Dispatch.

When a prisoner in custody is injured or becomes ill and is in need of medical treatment, North Memorial Ambulances should be contacted for transportation. If a prisoner claims injury or illness that is not readily apparent, North Memorial Ambulance should be contacted.

When a prisoner complains of injury or illness the arresting officer must document the injury or illness in LETG. The documentation should include the specifics of the prisoner's injury or illness and all action taken to treat the prisoner.

When a prisoner in custody is injured or becomes ill and is in need of medical treatment, the prisoner should remain under guard for the duration of treatment. An injured or ill prisoner who has been taken to North Memorial for emergency treatment and requires admittance will be processed in the following manner:

- a) If a prisoner is being charged with a felony property crime, the person may be released from custody.
- b) When the charge is based upon a felony crime against person, the prisoner must remain in custody under 24-hour a day guard provided by either our agency or Hennepin County Sheriff's Department, unless the attending physician declares the person to be incapacitated. An incapacitated prisoner needs no guard. However, North Memorial should be instructed that if the prisoner's condition improves whereby the prisoner is mobile, North Memorial should immediately contact the Hennepin County Sheriff's Department for posting of a guard.
- c) If a prisoner is being charged by complaint, the responsibility for guarding transfers to the county.

A first aid kit is located in the detention facility in the janitor closet.

REPORTING OF SPECIAL INCIDENTS

All incidents which endanger the safety of staff or prisoners and/or threaten the security of the detention facility should be reported in LETG. Reports must include the names of employees and prisoners involved, the nature of the incident, actions taken and the date and time of the incident. The facility administrator is responsible for completing any forms/reports required by the Department of Corrections on these incidents. Special incidents include, but are not limited to:

- a) Attempted suicide
- b) Suicide
- c) Homicide
- d) Death other than homicide or suicide
- e) Serious injury or illness incurred after detention
- f) Fires
- g) Assaults requiring medical care
- h) Escape
- i) Occurrences of infectious disease

In the event of an emergency such as a serious illness, accident or imminent death, the prisoner's family or others who maintain a close relationship must be notified by the facility administrator.

DEATH OCCURRING IN THE DETENTION AREA

If a death occurs in the detention facility the following procedures should be followed:

- a) The Medical Examiner's Office should be notified.
- b) The Hennepin County Crime Lab should be notified.
- c) The entire booking area, including the sally port, should be sealed, with access limited to those directly involved with the investigation.
- d) Prisoners in the detention facility should remain confined as part of the investigation. When possible, all prisoners should be sequestered from one another. The date, time and circumstances of the prisoner's death should be recorded in the LETG ICR report.
- e) Any incoming prisoners that require booking during such an incident should be taken directly to the appropriate Hennepin County detention facility.
- f) In the event of a death, notification of the family is the responsibility of the Medical Examiner's Office. Any deceased prisoner's property, not pertinent to the death investigation, should be retained by the department and released only after consultation with the city or county attorney.
- g) Medina Police Department employees are prohibited from speaking with anyone concerning a special incident except with a member from another criminal justice agency while acting in an official capacity, or with the specific authorization of the chief or his designee.

ADMINISTRATION

- 1) Responsibility:

The administration of the detention facility should be the responsibility of the facility administrator; currently the patrol sergeant. The facility administrator is the person responsible for the overall operation, maintenance and required periodic inspection of the facility.

Persons taken into custody are the responsibility of the arresting officer. All officers are responsible to maintain the facility and to report any damage or needed repairs to a senior officer. The senior officer shall report all damage or needed repairs to the facility administrator.

The daily operation of the detention facility will be supervised by senior officer on duty who is responsible for ensuring compliance with this policy.

2) Staffing:

The facility will not be staffed on a full-time basis. Only sworn personnel, community service officers and police reserve officers may perform duties including, but not limited to, monitoring cell occupants, within the facility when persons in custody are present. No person in custody shall be detained in the facility at any time without a sworn officer, community service officer or reserve police officer being present in the building, awake and alert at all times, and capable of responding to the reasonable needs of the person in custody.

3) Records Retention:

The retention and dissemination of arrest as well as corrections and detention data shall be governed by the Minnesota Government Data Practices Act. Facility records shall also be maintained in accordance with existing department procedures and any other applicable state and federal law. Juvenile and adult detention records will be maintained separately.

Required reports will be submitted to the Department of Corrections utilizing their reporting systems.

4) Training:

All sworn personnel, community service officers and reserves will be trained in the use and operation of the facility and record of such training will be maintained in their training file.

All training and continuing training in regard to the facility shall comply with the requirements of the Minnesota Department of Corrections and/or the Hennepin County Sheriff's Office.

5) Annual Review of Emergency Procedures:

The facility administrator shall conduct a documented annual review of emergency procedures for the detention facility. The review is to include:

- a) Instructions in the use of the alarm systems
- b) Procedures for notifications of appropriate persons outside the facility
- c) Information on the location and use of emergency equipment in the facility
- d) Specification of evacuation routes and procedures

6) Housekeeping, Sanitation and Facility Maintenance:

The detention area should be kept in good repair to protect the health, comfort, safety and wellbeing of prisoners and staff. Unsafe or unsanitary conditions should be reported immediately to the facility administrator in memo form.

Janitorial tasks to meet the needs of the detention area's floor, waste pickup, spot cleaning and lavatory cleaning are performed by contracted janitorial personnel.