

Germantown Police Department

Policies and Procedures

Number: 2-12
Effective Date: January 1, 2003
Subject: Booking/Processing Prisoners
Previous Revisions:

I. PURPOSE

The purpose of this policy is to outline the booking process for persons arrested and transported to the Germantown Jail Facility.

II. POLICY

It is the policy of the Germantown Police Department that all persons booked into the Germantown Jail Facility to be processed in an efficient manner and in accordance with all applicable Tennessee state statues and all current policies and procedures.

III. BOOKING/PROCESSING PRISONERS

- A. Officers transporting persons to the Police Department jail facility will advise the dispatcher to raise the sallyport door upon arrival. Once the officer has entered the sallyport, he/she will advise the dispatcher to close the sallyport door. After the sallyport door has been completely closed, the officer will secure his/her weapon inside the lock box located adjacent to the jail entry door. The prisoner is then removed from the back seat. The handcuffed prisoner should be searched again prior to entering the jail.
- B. If the sallyport is already occupied or otherwise unavailable, the transporting officer will park their vehicle in the closest available parking place and take the prisoner to the side entry door to the Jail Facility, marked H-2. The officer should secure his/her weapon in the designated firearms locker and escort the prisoner into the secure area between H-1 and H-2. Prior to entering door H-1, the officer will conduct a complete search for contraband and weapons. The prisoner will remain handcuffed during this search.
- C. It may be noted at this point that officers transporting to the jail facility WILL conduct a thorough SEARCH of the arrested party PRIOR to transporting the prisoner.

- D. After entering the Jail Facility, it becomes the responsibility of both the arresting officer and the booking dispatcher/jailer to monitor the prisoner. The dispatcher/jailer will be responsible for obtaining and securing all personal effects from the prisoner prior to entering a cell, and a final search will be conducted by the dispatcher/jailer. Depending on the circumstances, the booking dispatcher/jailer may request the assistance of the arresting officer in performing the final search. In such cases, the arresting officer will conduct the search.

NOTE: All policy and procedures covering the processing of prisoners relating to jail personnel will also be adhered to by the officer while in the jail facility (see Jail Policy/Procedure Manual).

- E. After processing, the officer will obtain his/her weapon and return to his/her vehicle and leave the sallyport, if the officer used the sallyport.
- F. All paperwork related to the arrest is to be completed and turned in promptly at the end of the officer's tour of duty.

IV. PRISONER'S RIGHT TO PHONE CALL

- A. No person under arrest by any officer or private citizen shall have his name entered on any book, ledger, or any other record until such time that said person has successfully completed a telephone call to an attorney, relative, minister, or any other person that he/she shall choose, without undue delay. One hour shall constitute a reasonable time without undue delay. However, if the arrested person does not choose to make a telephone call, then he/she shall be "booked" immediately.
- B. To abide by state law, to provide prisoners with all their rights and to protect our personnel from criminal as well as civil liabilities, all persons shall be informed of their right to make a phone call and be allowed to successfully complete one call. This includes calls by intoxicated persons and persons under the influence of drugs. Assistance should be provided as necessary.

V. REVIEW PROCESS

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This policy shall remain in effect until revoked or superseded by competent authority.