



Wichita Police Department Policy Manual

Approved by:

Policy 302 – Booking of Prisoners

Page 1 of 5

Maintained by: Chief of Police

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ARREST APPROVAL REQUIRED:

- 302.01 R Authority to book an individual under arrest shall be approved by a sergeant or above prior to the officer transporting the prisoner to a Booking Facility. The name of the supervisor who approved the arrest shall be noted in the Officer's Arrest Report. For all felony and Hold for State Warrant arrests, the officer will present the exact wording of his/her probable cause statement to a supervisor. Felony and HFSW probable cause statements are sworn affidavits which contain specific, known information that satisfies the elements of the alleged crime(s), and the source of each piece of information. A supervisor shall review the probable cause statement before the prisoner is booked, or as soon as possible after booking. If approved, the supervisor shall initial the probable cause statement. If not approved, the probable cause statement shall be corrected by the affiant-officer and taken back to the Booking Facility as soon as possible. This review will occur before the end of the officer's tour of duty.

ARREST REPORT REQUIRED:

- 302.02 In addition to the Incident Report, officers shall complete a WPD Arrest Report for each person arrested, regardless of the charge(s). A photocopy of the Arrest Report will serve as the arrested person's booking form at both the Adult Detention Facility (ADF) Juvenile Detention Facility (JDF) and the Juvenile Intake Assessment Center (JIAC).

JUVENILE ARREST PROCEDURE:

- 302.03 Arrests of juveniles shall be in compliance with Policy 305- Juvenile Arrests.

PRISONER SEARCH REQUIRED:

- 302.04 Prior to transporting any prisoner, a thorough search for any weapons and/or contraband shall be conducted, and any such items found shall be properly turned in. Only commissioned and non-commissioned Department members, trained in use of handcuff and search procedures, will be permitted to search prisoners.

Should ADF, JDF or JIAC personnel discover weapons or contraband which have been left in the possession of a prisoner after the booking process has been completed, or that necessary booking forms have not been properly completed, the on-duty ADF, JDF or JIAC supervisor will notify the Watch Commander of the Bureau to which the errant WPD member is assigned.

- 302.05 Except under unusual circumstances, female prisoners shall be searched only by female members of the Department. However, prior to transporting any female prisoner, officers shall conduct a search of her purse and/or coat.

HANDCUFFING PRISONERS:

- 302.06 Handcuffing of prisoners shall be done in accordance with the following:
- A. Officers are authorized to handcuff individuals when the officer has reasonable belief that a crime or offense has been committed or is being committed and has reason to believe the individual in custody is the person who committed the offense or crime. In addition, officers may handcuff individuals when the officer reasonably believes it is necessary to prevent injury to himself and others.
 - B. All prisoners arrested on felony charges shall be handcuffed in such a manner as to prevent escape and/or the prisoner's being able to commit an assault.
 - C. Use of handcuffs on arrested misdemeanants shall be left to the officer's discretion. If an officer feels cuffing is necessary, he/she should not hesitate to do so.
 - D. Prisoners being transported from the ADF, JDF or JIAC to a hospital shall be handcuffed, unless the nature of his/her injury prevents it.
 - E. Prisoners being transported between ADF or JDF and Municipal Court shall be handcuffed.
 - F. With consideration for ADA requirements, when deemed reasonable and safe officers may handcuff deaf prisoners in front to accommodate sign language or written communication capabilities.

TRANSPORTING PRISONERS IN POLICE VEHICLES:

- 302.07 Officers shall fasten seat belts for prisoners prior to transporting them in any police car. All prisoners transported by two (2) officers in a vehicle not equipped with a prisoner screen will be placed in the right rear seat, accompanied by the second officer in the left rear seat.
- 302.08 To avoid compromising the identity and safety of undercover officers, Field Services personnel shall be used for transportation of the prisoner(s) of undercover officers/detectives when there are insufficient Investigations personnel available for that purpose. If patrol officers are used, they will be used only for transportation; all paperwork will be completed by Investigations personnel.

- 302.09 All prisoners who are to be booked shall be taken directly to the ADF if an adult, or to JIAC or JDF if a juvenile, except:
- A. Those who are injured;
 - B. Those who are to be interviewed
 - C. Those who are to be temporarily held in a holding cell upon approval by a commissioned supervisor.
- 302.10 When transporting a prisoner of the opposite sex, an officer shall advise the dispatcher of his/her beginning and ending mileage.
- REQUIRED WARRANT CHECK OF PRISONER:
- 302.11 It shall be the responsibility of the arresting officer to check with SPIDER to determine whether any local warrants/pickups or any warrants from other law enforcement agencies are active on each person arrested. This check shall be done prior to leaving the ADF, JDF or JIAC.
- PAPERLESS ARREST DOCUMENTATION
- 302.12 For definition purposes a paperless warrant is a writ kept in a format other than on paper, but which has the same weight and authority of a warrant issued on paper.
- 302.13 When officers request warrant checks on individuals through SPIDER and a person has an active warrant the officer will tell SPIDER if the individual is in custody and if the warrant should be printed.
- 302.14 An officer transporting an adult prisoner on a paperless warrant shall pick up the Warrant Certification paper at the booking desk of the Sedgwick County Adult Detention Facility. Officers transporting juvenile prisoners on paperless warrants shall pick up the warrant at the Juvenile Detention Facility.
- 302.15 Along with the required booking forms, the officer will sign and date the Warrant Certification, and give this paper and other booking forms to ADF/JIAC/JDF personnel.
- 302.16 In a situation where an officer's investigation shows that the named person on the paperless warrant is not the person in custody, the officer should notify a supervisor of the situation. The Warrant Certification should be voided in the following manner:
- A. The officer should write in large readable letters "VOID" on the Warrant Certification. The officer should sign underneath the void.
 - B. It is important that the officer does not sign in the officer signature block, as this validates the paperless warrant.
 - C. Officers should notify booking personnel that the Warrant Certification needs to be returned to Municipal Court for re-activation.
- 302.17 If an officer is advised that a person has either a Show Cause Order, or a UCC/NTA on file in the Warrant Office to be served, the officer shall refer to Sections 302.21--Section 302.22 for the proper method of execution.
- 302.18 When making an arrest based on a warrant on file at the Sedgwick County Sheriff's Office, officers shall adhere to the following procedure:
- A. The arresting officer shall contact SPIDER to verify the warrant is still valid.
 - B. If verified by SPIDER, the officer shall then transport the prisoner to the ADF, JIAC or JDF, and shall follow the procedures outlined in Section 302.26.
- 302.19 When a person wanted by any other jurisdiction outside of Sedgwick County is arrested, the officer shall be responsible for confirmation of the warrant
- A. Confirmation shall be made by having SPIDER contact the issuing agency to confirm that: (1) The warrant is still valid; and (2) the agency will extradite the person. Should the agency be contacted by telephone, the contacting officer shall request documentation be forwarded to the WPD Records Bureau, as expeditiously as possible, confirming the warrant and the agency's intent to extradite. The documentation will become a permanent part of the arrest case.
 - B. The officer will notify a supervisor when the necessary documentation has been provided by the issuing agency. The supervisor will ensure the documentation is adequate and approve or disapprove the arrest.
 - C. The booking process is not complete until the documentation is received and a copy is included with the Arrest Report. Whenever a confirmation document is received, it shall be the responsibility of the on-duty Records supervisor to see that a copy is given to the arresting officer as soon as it is received, and that the original teletype is marked with the Incident Number and included in the case jacket.

302.20 When making an arrest based on a warrant issued by an outside jurisdiction, officers shall make a 6200 case, using the name of the law enforcement agency for which the prisoner is to be held as the Victim/Reporting Person.

UCC/SHOW CAUSE ORDER TO BE SERVED--PERSON NOT UNDER ARREST:

302.21 When an officer is advised that a person in his/her custody has a UCC/NTA or a Show Cause Order on file in the Warrant Office, the officer shall not arrest the person if no other grounds for arrest exist. The person may voluntarily accompany the officer to the City Hall Warrant Office between 0730 and 1700 on regular business days to be served with the original document(s). At any other time, Records Bureau personnel shall print the document(s) and hand-carry them to the Security Officer located on the first floor of City Hall where the officer shall serve the documents in accordance with Policies 307.10[A], or 307.11[A3].

UCC/SHOW CAUSE ORDER--PERSON UNDER ARREST FOR OTHER CHARGE(S):

302.22 When an officer is advised that a person in his/her custody has a UCC/NTA or a Show Cause Order on file in the Warrant Office waiting to be served upon him/her, and the person is already under arrest on unrelated charges, SPIDER shall print the documents at the Booking Desk.

- A. If the person is being booked on charges which will not require that he/she remain in custody and/or appear in Municipal Court the next business day, officers shall serve the UCC/NTA or Show Cause Order on the accused in the manner prescribed by Sections 307.10 [A], or 307.11 [A3].
- B. If the alleged offender is being booked on unrelated Municipal Court charges for which he/she must remain in custody and/or appear in that court on the next business day, the arresting officer shall serve the UCC/NTA or Show Cause Order on the accused in the manner prescribed by Sections 307.10[A] or 307.11[A3], except that the appearance date is set for the next business day.

INJURED PRISONERS:

302.23 Should a prisoner have a known injury that requires treatment beyond basic first aid, he/she shall be taken to the medical provider at the Sedgwick County Adult Detention Facility (ConMed) or a hospital for medical attention. Officers are responsible for insuring that the attending physician fills out the Medical Release section of the Arrest Report and signs in the appropriate blank. The proper Watch Commander or Bureau Commander shall be immediately notified whenever a prisoner requires medical attention.

302.24 Guarding of injured prisoners shall be done in accordance with the following:

- A. Injured prisoners shall not be left unattended while at a hospital, unless a Watch Commander or Bureau Commander has determined that a guard will not be provided.
- B. Upon arrival at any hospital emergency room, officers with prisoners shall contact a security officer or supervisory medical personnel to explain the nature of the case which resulted in the prisoner's need for medical attention.
- C. Security of the emergency room will be the responsibility of hospital security personnel; however, officers shall assist with any problems that develop with the prisoner.
- D. Should a suspect be admitted to the hospital, the arresting officer's Watch Commander or Bureau Commander shall be responsible for determining whether a guard is to be posted. The following criteria shall be considered:
 1. The suspect's physical ability to flee;
 2. The type of offense [violent or non-violent] committed;
 3. Whether or not the suspect is a fugitive from justice; and
 4. The suspect's criminal history.
- E. When the decision is made to provide a guard, police officers shall be provided for such duty by the Patrol Bureau whose officer made the arrest. If the arrest was made by an officer who is assigned to the Investigations Division, the guard shall be provided by the Field Services Division in which the arrest was made. Injured prisoners admitted to a hospital and under police guard will not be allowed visitors. Any exceptions must be approved by a Watch Commander or above. Visitors will be subject to search.
- F. When a Watch Commander or Bureau Commander decides that a guard will not be posted, he/she shall ensure that appropriate hospital personnel are told whom to notify [i.e., a Watch Commander or Bureau Commander] when the prisoner is eligible to be discharged.
- G. Officers assigned to guard prisoners at hospitals shall check in with hospital security personnel and advise them of the following information:
 1. The prisoner's name, description, room number, and the charges for which he/she is being held; and

2. His/her name, and the hours he/she will be guarding the prisoner.

PRISONER INTERVIEWS AT CITY HALL:

302.25 When bringing prisoners to City Hall for an interview, the following procedure shall be followed:

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- A. When the prisoner is being brought over from the Sedgwick County Courthouse, he/she shall be handcuffed, then transported to the appropriate floor.
- B. From any location other than the Courthouse, officers shall:
 1. Park transport vehicle on the first floor of the parking garage in spaces provided for "Police Vehicle Parking."
 2. Bring the prisoner into the building through the atrium. Take him/her through the hallway to the elevators for transportation to the desired floor.
- C. Should an elevator stop at floors other than your destination, advise oncoming citizens, in a courteous manner, that you are transporting a prisoner and that they should wait for the next elevator.
- D. If the prisoner is going to the 6th floor Investigations Division for an interview, all officers and detectives shall follow this procedure prior to placing him/her into an interview room:
 1. Tell the prisoner to remove all objects.
 2. Instruct the prisoner to stand with his/her legs spread, and extend arms straight out from his/her sides.
 3. Slowly scan the prisoner's body using the portable metal detector located on the sixth floor, taking care to double-check pocket areas and the inside of both legs and groin. If a "hit" is registered by the metal detector:
 - a. The officer or detective conducting the scan should utilize all measures necessary to determine what caused the detector activation, up to and including removal of clothing from the affected area of the prisoner. In this instance Policy 525-Strip and Body Cavity Searches shall be strictly followed.
 - b. If a weapon and/or other contraband is discovered as a result of the scan using the metal detector, immediate notification of a commissioned supervisor is required.
 - c. All weapons, contraband, or other evidentiary items shall be handled in accordance with Policy 708-Physical Evidence/Found and Personal Property.
 4. When the scan is completed, and the officer and detective are satisfied that the prisoner does not possess any dangerous materials, the prisoner shall be placed into an interview room and handcuffed to the interview room table. In addition, the prisoner's personal property shall be removed and taken outside the interview room for safekeeping until the interview is concluded.
- E. The City Hall interview rooms are not to be considered secure facilities. Officers are responsible for ensuring that prisoners placed in these rooms do not escape.

BOOKING PRISONERS INTO ADULT DETENTION FACILITY:

302.26 When bringing prisoners to the ADF, members of the Department shall adhere to the following procedure:

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- A. Advise the 911 dispatcher that you are 10-15, switch to the SPIDER channel, inform them that you are 10-15, and give them your prisoner's name, race, sex, and DOB. If SPIDER advises that the prisoner has outstanding city warrant(s), retrieve them.
- B. In the event the prisoner elects to have a designated person take possession of his or her personal property the following procedures will be adhered to:
 1. The officer taking control of the property will hand deliver the property to the designee. A witness will be present and observe the transfer of the property. Ideally the witness should be a member of the Wichita Police Department, but an outside individual may be utilized.
 2. Any property given to the designee will be inventoried by the officer and verified by the witness.
 3. The designated persons identifying information, witness information and property inventory information will be documented in the Wichita Police Department Arrest Report.
- C. Secure your weapon in the weapons locker [located on wall of the garage], or in the locked trunk of your locked vehicle.

- D. Remove your prisoner, who should already have been searched for weapons and/or contraband, from your vehicle and place him/her into one of the holding cells located on the east side of the sally port; or into the special cell for combative prisoners; or take him/her with you into the work area.
1. If you take the prisoner into the work area, his/her personal property may be removed there.
 2. If you place him/her into a holding cell, you must remove property before you put him/her in, if possible.
 3. In all cases, place the property into an ADF plastic property bag, fill out an ADF inventory form, and give the bag and the form to the booking officer.
 4. If a prisoner has money on his/her person, and it is not absolutely certain that the money is not evidence of a criminal case, money is to be retained by the booking officer and turned into Property and Evidence per Policy 708. Money turned into ADF is placed into an ATM type machine and will not be able to be retrieved.
- E. If the garage area is crowded with police vehicles, drive yours out via the north overhead door, park in the lot north of the ADF, and return to the garage area via the north walk-in door.
- F. Use the telephone in the work area to call the Central Records to determine whether the charge(s) is (are) printable.
1. If they are not printable, write "Not Printable" in the narrative section of the Arrest Report.
 - a. If the prisoner already has a mug number, print it in the "Alert - KBI - FBI Number Section" of the Arrest Report. If not, leave this section blank. No other print information is required on a non-printable offense.
 - b. Give the Central Records all necessary arrest information.
 2. If the charge is printable, write "Printable" in the narrative section of the Arrest Report.
 - a. If a current mug number exists:
 1. Print it in the "Alert - KBI - FBI Number" section of the Arrest Report;
 2. Write "Retake" if Records personnel indicate the mug is to be retaken;
 3. Give Central Records all required arrest data.
 - b. If no current mug number exists:
 1. The Case Desk will issue a new mug number. Print it in the "Alert - KBI - FBI Number" section of the Arrest Report;
 2. Write "NEW MUG" in narrative section of the Arrest Report. Also write "Major Prints Taken" [all new mugs require majors].
 3. Give Case Desk all required arrest data.
 - c. If arrestee is being booked for burglary or robbery charges:
 1. The arresting officer will contact the Booking Sergeant and request "Palm Prints" be taken on the arrestee. Palm prints will not automatically be taken unless they are requested