

EAST LANSING POLICE DEPARTMENT

POLICY AND PROCEDURE

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8.1 **POLICY**

This policy and procedure shall establish guidelines for the daily operation of the Lockup Facility. All Department employees are responsible for knowing and following the policy and procedure, when applicable to their work area. The policy and procedure shall be revised as needed to ensure the safe, secure, and efficient operation of the Lockup Facility.

8.2 **PURPOSE**

The purpose of the Lockup Facility policy and procedure is to establish guidelines that will ensure a professional, safe, secure, efficient, and humane facility for prisoners and the Lockup Facility personnel.

8.3 **DEFINITIONS**

- A. Lockup: A facility that is operated by a local unit of government for the detention of persons awaiting processing, booking, court appearances or for transportation to a jail, for not to exceed 72 hours. (MCL 791.262)
- B. Lockup Facility Supervisor: The Supervisor who is directly responsible for the daily operational oversight of the Lockup Facility.
- C. Lockup Facility Personnel: East Lansing Police Department employees who work in the Lockup Facility. This definition includes both Jail Service Officers and Police Officers.
- D. Prisoner: Any person lodged in the Lockup Facility.
- E. Weapons: Department issued handguns, all other firearms, knives, and ASP batons.

8.4 **GENERAL SECURITY**

A. 

B. 

C. 

D. [REDACTED]

E. [REDACTED]

F. [REDACTED]

G. [REDACTED]

8.5 **SALLY PORT SECURITY**

A. [REDACTED]

B. [REDACTED]

C. [REDACTED]

D. [REDACTED]

E. [REDACTED]

8.6 **SECURITY MEASURES**

A. The Lockup Facility Supervisor will ensure that the lock-up facility is staffed in a safe, efficient, and secure manner. [REDACTED]

B. [REDACTED]

C. [REDACTED]

D. [REDACTED]

E. [REDACTED]

8.7 **WEAPON CONTROL**

A. [REDACTED]

B. [REDACTED]

8.8 **KEY CONTROL**

A. [REDACTED]

B. [REDACTED]

C. [REDACTED]

8.9 **OTHER CONTROL MEASURES**

A. [REDACTED]

8.10 **USE OF FORCE**

A. Any / All force in the lock-up facility shall follow the department's Use of Force Policy.

8.11 **RESTRAINT DEVICES**

A. [REDACTED]

B. [REDACTED]

C. [REDACTED]

D. [REDACTED]

E. [REDACTED]

8.12 **PRISONER COURT APPEARANCE**

A. One of the functions of the Lockup Facility is to hold prisoners until their scheduled court appearance at the 54-B District Court. Once a prisoner is released from the Lockup Facility to the custody of the Court Officer, they become the responsibility of the Court Officer.

B. High-risk prisoners

1. [REDACTED]

2. [REDACTED]

8.13 **VERIFICATION OF ARREST**

- A. Prisoners shall not be lodged in the Lockup Facility without some form of paperwork supporting the arrest or the authority to hold the individual.

8.14 **VERIFICATION OF IDENTITY**

- A. [REDACTED]
- B. [REDACTED]

8.15 **PRISONER SEARCHES**

- A. Prisoners shall be searched by a Police Officer or a Jail Service Officer prior to being lodged in the Lockup Facility for weapons, contraband, personal property, etc. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]

8.16. **STRIP SEARCH**

[REDACTED]

8.17 **BODY CAVITY SEARCH**

[REDACTED]

8.18 **INVENTORY AND STORAGE OF PERSONAL PROPERTY**

- A. All applicable property is to be taken from the prisoner and shall be itemized, recorded and stored within view of the lockup facility cameras.

[REDACTED]

8.19 **RECORDING PERSONAL DATA**

- A. Lockup Facility personnel shall record the personal data on all prisoners lodged in the Lockup Facility through the use of the Department's computerized booking system.

[REDACTED]

8.20 **PHOTOGRAPHS**

[REDACTED]

8.21 **FINGERPRINTS**

[REDACTED]

8.22 **FEMALE PRISONERS**

[REDACTED]

- B. There shall be no visual or verbal contact between the female and male prisoners.

8.23 **JUVENILES**

- A. Juveniles (prisoners under the age of 17) shall not be lodged, fingerprinted, processed, or taken into the Lockup Facility at any time,

[REDACTED]

1. [REDACTED]

2. [REDACTED]

B. [REDACTED]

C. [REDACTED]

D. [REDACTED]

E. [REDACTED]

F. [REDACTED]

G. [REDACTED] or court proceedings, or released to a parent or guardian.

8.24 **LODGING FELONY AND MISDEMEANOR PRISONERS TOGETHER**

A. Whenever possible, felony and misdemeanor prisoners shall be lodged separately.

8.25 **PRISONER RULES**

A. A copy of the prisoner rules for the lock up facility shall be prominently displayed/posted in the jail booking area.

8.26 **TELEPHONE CALLS**

A. Upon completion of the booking process, prisoners shall be given a reasonable opportunity to make the necessary telephone calls to contact an attorney, attempt to raise bond, notify someone where they are, or for any other legitimate purpose. Unlimited telephone use from the prisoner's cell is a privilege, not a right.

B. [REDACTED].

C. [REDACTED].

D. [REDACTED].

E. [REDACTED].

8.27 **LODGING PRISONERS FOR OTHER DEPARTMENTS**

A. The Lockup Facility may lodge prisoners for other Departments. [REDACTED]

B. [REDACTED].

C. [REDACTED].

1. [REDACTED].

2. [REDACTED].

3. [REDACTED].

4. [REDACTED].

8.28 BLOOD ALCOHOL LEVELS / RELEASE TIMES

- A. Prisoners who have consumed alcohol shall be requested to take a Preliminary Breath Test (PBT) before being lodged, unless they have already taken a Breathalyzer test.
- B. [REDACTED]
- C. If a prisoner's blood alcohol level reaches a .30% or higher the East Lansing Fire Department paramedics shall be dispatched to the Lockup Facility. The prisoner shall be transported to a local hospital for a medical evaluation and treatment.
- D. [REDACTED].
- H. [REDACTED].
1. [REDACTED]
 2. [REDACTED]

8.29 UNDER THE INFLUENCE OF DRUGS / RELEASE TIMES

- A. [REDACTED].
- B. [REDACTED].

8.30 AUTHORITY FOR RELEASE

- A. The Lockup Facility personnel shall ensure the timely release of all prisoners from the Lockup Facility when the prisoner is due to be released. [REDACTED]

Prisoners will be released only when there is some form of paperwork supporting the release. [REDACTED].

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

8.31 RETURN OF PERSONAL PROPERTY / LOST OR MISSING PROPERTY

A. [REDACTED]
The property that is not being held as evidence shall be returned to the prisoner. The property form will be signed by the prisoner.

B. [REDACTED].

C. [REDACTED].

D. [REDACTED].

E. [REDACTED].

8.32 **COMPLETION OF BOOKING PROCESS**

A. Prior to the prisoner being released, a final check of the booking process will be completed to ensure all the necessary information has been obtained.

8.33 **CREDIT CARD TRANSACTIONS**

A. [REDACTED].

8.34 **EMERGENCY PLANS AND PROCEDURES - ON DUTY SHIFT SUPERVISOR RESPONSIBILITIES**

A. The on duty shift supervisor is responsible for coordinating emergency operations in order to ensure the safe, timely, and efficient handling of an emergency in the Lockup Facility. [REDACTED]

B. [REDACTED].

C. [REDACTED].

D. [REDACTED].

E. [REDACTED].

F. [REDACTED].

8.35 **FIRE PROCEDURES**

The East Lansing Police Department recognizes the need for emergency plans and procedures in cases of fire or smoke in the lockup facility for the preservation of life and property. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]

8.36 **BOMB THREAT PROCEDURES**

[REDACTED]

[REDACTED]

8.37 **RIOT PROCEDURES**

[REDACTED]

8.38 **HOSTAGE PROCEDURES**

[REDACTED]

8.39 **IN CUSTODY DEATH PROCEDURES**

[REDACTED]

8.40 GENERAL INFORMATION

- A. Lockup Facility personnel shall not intentionally ridicule, demean, degrade, or show any favoritism towards a prisoner. [REDACTED]
- B. Lockup Facility personnel shall not make any false promises to prisoners. Lockup Facility personnel shall try to give prisoners accurate information related to their custody situation, release time, criminal charges, etc.
- C. Lockup Facility personnel shall not give prisoners any type of legal advice.

8.41 VISITATION GUIDELINES

- A. Prisoners held or lodged at the Lockup Facility will normally be given the opportunity to receive visitors. This will be done at the discretion of the Lockup Facility personnel in keeping with their other duties.
- [REDACTED]

8.42 MEDICAL TREATMENT

- A. Minor Injury

[REDACTED]

- B. Serious Injury

[REDACTED]

- C. [REDACTED]

- D. [REDACTED]

- E. [REDACTED]

- F. [REDACTED]

8.43 RELEASE OF PRISONER INFORMATION

- A. The release of information on pre-arraigned prisoners to outside inquiries will be limited to the following: Prisoner name, bond amount, and release time. [REDACTED]

- B. [REDACTED]

C. [REDACTED]

8.44 **FEEDING OF PRISONERS**

A. Prisoner feeding times will be established by the Lockup Facility Supervisor.

B. [REDACTED]

C. [REDACTED]

D. [REDACTED]

E. [REDACTED]

8.45 **PRISONER HEALTH AND SECURITY CHECKS**

A. [REDACTED]

B. [REDACTED]

C. [REDACTED]

D. [REDACTED]

E. [REDACTED]

F. [REDACTED]

8.46 **SUICIDE DETECTION AND PREVENTION**

A. [REDACTED]

B. Training

1. [REDACTED]

2. [REDACTED]

C. Screening Process

1. [REDACTED]

2. [REDACTED]

D. Cell Checks

- 1. [REDACTED]
- 2. [REDACTED].

E. Lodging Suicidal Prisoners

- 1. [REDACTED].
- 2. [REDACTED]
- 3. [REDACTED].

F. Communicating And Reporting Potential, Attempted And Completed Suicides.

- 1. [REDACTED].
- 2. [REDACTED].

8.47 **TRAINING**

A. The Department recognizes the importance of training. All newly hired employees are required to successfully complete the CTO Program. The department will strive to put on Annual Training as well for all employees. Other trainings such as CPR, First Aid, Defensive Tactics, Taser Training, Chemical Agent Training, etc. will be provided to employees as well. The Department may seek out additional training opportunities as well.

8.48 **CELL CAPACITY LIMITS**

- A. [REDACTED].
- B. [REDACTED].
- C. [REDACTED].
- D. [REDACTED].
- E. [REDACTED]
- F. [REDACTED]
- 1. [REDACTED]

G. [REDACTED]

[REDACTED]

[REDACTED]

8.49 AUTHORIZED PERSONNEL IN THE CONTROL ROOM

[REDACTED]

8.50 PRO-STRAINT PRISONER CHAIR/ OTHER PRISONER RESTRAINTS

A. [REDACTED]

B. [REDACTED]

C. [REDACTED]

D. [REDACTED]

E. [REDACTED]

F. [REDACTED]

G. [REDACTED]

H. [REDACTED]

I. [REDACTED]

J. [REDACTED]

8.51 DNA COLLECTION

Lockup facility personnel shall obtain DNA samples from prisoners in accordance with MCL 750.520m(9)(c) and 712A.18k(9)(b).

Collection Procedure

1. [REDACTED].
2. [REDACTED].
3. [REDACTED].
4. [REDACTED].

8.52 **BAIL BONDSMAN**

This policy is intended to outline the appropriate steps involved in the bail bonding process.

- A. Bail bondsman shall conduct their business from the desk area.
- B. [REDACTED].
- C. [REDACTED].
- D. [REDACTED].
- E. [REDACTED].

8.53 **Administrative Rules, Considerations**

The City of East Lansing recognizes the Michigan Department of Corrections Administrative rules for Jails and Lockups

- A. [REDACTED].
- B. [REDACTED].
- C. [REDACTED].
- D. [REDACTED].
- E. [REDACTED].
- F. [REDACTED].
- G. [REDACTED].