

EAST LANSING POLICE DEPARTMENT

POLICY AND PROCEDURE

ORDER NUMBER: 42-08
SUBJECT: PAROLEE NOTIFICATION
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CHIEF OF POLICE: _____

REDACTIONS – Portions of this policy have been redacted. Redacted items are operational in nature. Their release would negatively impact public and/or officer safety.

42.1 PURPOSE

To establish procedures for notifying the Department of Corrections when an arrest is made on a person who is a parolee under the jurisdiction of the Department of Corrections, or when a warrant is issued for the arrest of a person who is a parolee under the jurisdiction of the Department of Corrections. To comply with 1927 PA 175 section 1g and 1927 PA 175 section 15g.

42.2 PHYSICAL ARREST OF A PAROLEE

- A. When a person is arrested and taken into custody with or without a warrant, the arresting officer shall promptly contact the Dispatch Center and request a LEIN check on the person to determine if the person is a parolee under the jurisdiction of the Department of Corrections.
- B. When the person arrested is a parolee, the arresting officer shall promptly contact the Department of Corrections by telephone and provide the following information.
 1. The identity of the person arrested.
 2. The LEIN information provided a reason to believe the person arrested is a parolee under the jurisdiction of the Department of Corrections.
 3. The charge or charges for which the person was arrested.
- C. The arresting officer shall give prompt telephone notice to the Department of Corrections by one of the following methods.
 1. After 5:00pm or on weekends and holidays call the central toll-free telephone Number for the Department of Corrections that is in operation

24 hours a day. The number is [REDACTED]. You will receive a recorded voice mail message with several options to choose from. Choose option # 3 and you will be connected with a live person.

2. During normal business hours from 8:00am to 5:00pm contact a parole agent serving the county where the arrest occurred. The number is [REDACTED].
 3. During normal business hours from 8:00am to 5:00pm contact the supervisor of the parole office serving the county where the arrest occurred. The number is [REDACTED].
- D. The arresting officer shall also have the dispatcher send a LEIN message to the Department of Corrections notifying them that the parolee has been arrested and is in custody. The LEIN message shall include the charge or charges for which the person was arrested. The ORI number for the Department of Corrections is [REDACTED].
- E. The arresting officer shall document the notification to the Department of Corrections in the original police report, or in a supplemental police report. The police report shall include the first and last name of the person contacted. The arresting officer shall place the LEIN paperwork with the police report.

42.3

NEW WARRANTS BEING ENTERED INTO LEIN BY DISPATCH

- A. Before a warrant is entered into LEIN for the arrest of a person not in custody, the dispatcher shall do a LEIN check on the person to determine if the person is a parolee under the jurisdiction of the Department of Corrections.
- B. When the person is determined to be a parolee under the jurisdiction of the Department of Corrections the dispatcher shall promptly contact the Department of Corrections by telephone and by LEIN. The ORI number for the Department of Corrections is [REDACTED]. The dispatcher shall provide the following information.
1. The identity of the person named in the warrant.
 2. The LEIN information provided a reason to believe the person named in the warrant is a parolee under the jurisdiction of the Department of Corrections.
 3. The charge or charges stated in the warrant.
- C. The dispatcher shall give prompt telephone notice to the Department of Corrections by one of the following methods.
1. After 5:00pm or on weekends and holidays call the central toll-free telephone number for the Department of Corrections that is in operation 24 hours a day. The number is [REDACTED]. You will receive a recorded voice mail message with several options to choose from. Choose option # 3 and you will be connected with a live person.

2. During normal business hours from 8:00am to 5:00pm contact a parole agent serving the county where the arrest occurred. The number is [REDACTED].
 3. During normal business hours from 8:00am to 5:00pm contact the supervisor of the parole office serving the county where the arrest occurred. The number is [REDACTED].
- D. The dispatcher shall document the notification to the Department of Corrections by placing a copy of the original LEIN paperwork into the "Parolee Notification" notebook that will be kept in the Dispatch Center. The copy of the original LEIN paperwork shall be kept for three years.
- E. The dispatcher shall also document on the LEIN paperwork copy, the telephone number that they called and the first and last name of the person they contacted. It is important that all LEIN messages are sent to the correct ORI number. The number is [REDACTED].