


<b>POLICY 502.1</b>	<b>INTAKE PROCESSING</b>	
	REVISED: 1/93, 6/04, 7/06, 08/07, 01/08, 02/10, 07/11, 01/14, <b>04/17</b>	RELATED POLICIES:
	CFA STANDARDS: <b>2.01, Chapter 22</b>	REVIEWED: As Needed

**A. POLICY**

It is the Policy of the Fort Lauderdale Police Department that all arrested subjects will be booked at the Fort Lauderdale Prisoner Intake Processing Area prior to being transported to the appropriate holding facility.

**B. GENERAL PROCEDURES**

1. Only authorized personnel are allowed in the Intake Processing area. These persons should be limited to those directly involved in the booking process, or others summoned for emergency purposes.
2. When the booking area is staffed with Police Officers, Police Reserves or Public Service Aides, all weapons (excluding OC spray) will be stored in the lockers provided in the intake facility write-up room or trunk of department vehicle upon entering the intake facility.
3. The intake facility should be staffed by three individuals, Sergeant/Officer in Charge, Booking Officer and Transport Officer. In the event there are only two officers assigned, there will be no Transport Officer.
4. The Sergeant/Officer in Charge will remain in the intake facility area during his/her shift. The Sergeant/Officer in Charge will be responsible for ensuring compliance with Policy 502.1, in addition to supervising and assisting in the overall operation of the facility. The Sergeant/Officer in Charge will not transport prisoners, but will assist with the booking process.
5. The Sergeant/Officer in Charge will report to the Duty Lieutenant. The Duty Lieutenant shall be responsible for ensuring that the Intake Facility is properly staffed during his/her shift. The Duty Lieutenant will designate the Officer in Charge if there is no Sergeant working the intake facility during that shift.
6. Interior cells may be used while the booking personnel are present. It will be the transport officer's responsibility to monitor these cells when in use. Monitoring will be accomplished by direct visual observation of prisoners and via the video monitors located in the intake facility write-up area just outside of the cells. A physical check must be conducted and recorded every 30 minutes.
7. Prisoners will be monitored by the arresting officer until turned over to Intake personnel.

8. Only those members who have received the departmental approved training course shall be allowed assignment to the Intake Facility. All positions (Officers and Sergeants) will be filled in the following order: volunteers, patrol, or reverse seniority. The schedules are posted in TeleStaff.
9. All arrested subjects excluding exceptions listed under Booking Process, will be transported to the Fort Lauderdale Police Department booking area for initial processing.
10. It is strictly forbidden for anyone to enter the booking facility with any weapons (excluding OC spray). All officers will lock their firearms in the trunk of their vehicle or in the lockers provided outside the jail sally port prior to removing any prisoner from the back of their vehicle. The officer will retrieve his/her weapon upon leaving the facility.
11. All Prisoners will be fingerprinted utilizing the Live Scan system, and photographed. (Note – if the LiveScan is not operational, all prisoners will be fingerprinted using ink and paper cards.)
12. All prisoners will be searched and their property inventoried by the arresting and/or booking officer. Bulk property will not be accepted by BSO. Bulk property will be entered in the FileOnQ system and the contents of the bulk property will be itemized in the Notes section. Items such as weapons, narcotics or money will be removed from the bulk property and entered separately into the FileOnQ system. It will be submitted in the FLPD overnight evidence locker room and be picked up by evidence personnel. A notation must be entered on the top of the BSO property form, that bulk property is being held in Evidence at the Ft. Lauderdale Police Department. (Refer to processing of property SOP). The Evidence Unit personnel will also send a letter to the last known address of anyone with bulk property. Each month evidence personnel will be responsible for purging any property left remaining after (90) days.
13. Males will be kept separate from females in holding cells. Juvenile prisoners must be kept separate from adult males and females. Juvenile prisoners are to be kept in an area out of sight and sound of adult prisoners at all times.
  - a. An arrest log will be maintained for adults. A separate arrest log will be maintained for juveniles. All arrest logs must indicate the time of arrival and time of departure to BSO/ Juvenile Assessment Center (JAC). The Intake Processing Liaison Lieutenant shall be responsible for collecting information from the juvenile arrest log and completing a monthly report for the Department of Juvenile Justice. The booking officer will fill out all arrest logs.
  - b. Whenever a foreign national is arrested or detained in the State of Florida, there are legal requirements to ensure that the foreign national's government can offer him/her appropriate legal assistance. The Broward Sheriff's Office will make the required consular notifications.

14. Prior to transporting any prisoner to BSO, the arresting/transporting officer will verify the following: the arrest log, Jail Management System Report and PC Affidavit have been properly completed, and that the prisoner's property has been properly inventoried. Additionally, the transport officer shall determine that:
  - a. The FL number appears on the PC
  - b. The PC has been notarized and filled out completely
  - c. ALL PROPERTY HAS BEEN REMOVED FROM THE PRISONER and properly documented on the BSO property form,
  - d. The Victim Notification Form (VNF) was filled out if necessary.
  - e. Fingerprints and photographs were taken of the arrested person.
15. No prisoner will be allowed to make a phone call until they get to BSO. No prisoner will be allowed to have any visitor while being processed at FLPD.
16. There will be no body cavity searches of prisoners at the FLPD processing area.
17. Strip searches may be conducted when the officer can articulate that probable cause exists to believe that the individual is concealing a weapon or firearm, a controlled substance, stolen property, or evidence of a crime. The search will be conducted in strict adherence with Policy 501.3, and only upon written approval by a Shift Lieutenant.
18. Fingerprint or Records assistance is available by calling those divisions as necessary.

### **C. BOOKING PROCESS**

1. Only one prisoner will be processed at a time in the indoor booking area. Other prisoners will be secured in holding cells or in officer's vehicle and supervised by that officer.
2. Medical clearance is the responsibility of the arresting officer, not intake facility personnel. A supervisor will assess if an injured prisoner may be processed prior to medical clearance.
3. All violent prisoners will be transported directly to the BSO main jail (without stopping at the FLPD processing area). Dispatch will notify BSO the officer is enroute with a violent prisoner and request back up be available at the facility. The officer will complete the booking process at BSO.
4. If during the booking process a prisoner becomes violent, processing at FLPD booking area will cease, and he or she will be immediately transported to BSO to complete the booking process. The transporting officer will be required to get 2 copies of his/her PC and return them to the FLPD processing area when he/she clears BSO.

5. If prisoners become combative with detectives/officers returning them to intake following an in-custody interview/interrogation, they will be returned to the booking area unless a supervisor deems it unsafe to do so.
6. All DUI arrests will be transported directly to the BSO main jail, upon completion of DUI investigation/testing (without stopping at the FLPD processing area). The officer will complete the booking process at BSO. The transporting officer will be required to get 2 copies of his/her PC and return them to the FLPD processing area when he/she clears BSO.
7. When a prisoner is transported directly to BSO main jail, the arresting/transporting officer will be required to obtain an FL number via dispatch, (to be obtained from the booking facility). This number is required to be on the PC prior to being submitted to BSO.
8. Upon arrival at the FLPD booking area, the arresting/transporting officer will use the enclosed area of the sally port to park their car prior to removing the prisoner from their vehicle, if available. No prisoners will be taken from a car to the booking area until the main sally port gates are completely closed. They will secure their weapon in the available lockers prior to bringing their prisoner into the booking area. A prisoner's property will be removed prior to entering the booking area or a holding cell. The prisoner will then be taken into the booking area with the handcuffs still in place. The arresting/transporting officer is not to leave the prisoner unattended/unsupervised under any circumstances, unless relieved by a sworn officer.
9. The arresting/transporting officer will search the prisoner when he/she is first brought into the facility. This officer will be responsible for searching and inventorying all property and seizing any evidence. Evidence will be labeled and turned into the Evidence Section of FLPD according to established policy.
10. Property that is to accompany a prisoner to BSO will be properly labeled, bagged, and attached to the appropriate evidence/property receipt. A copy of the inventory list will be signed by the officer and submitted to Records. Arrested persons will be able to maintain possession of prescribed medical inhalers. All prisoners' property MUST be removed and inventoried prior to transport to BSO. This includes all money, wallets, keys, cell phones, extra clothing, belts, etc. If a prisoner had no property, a property form should be completed with the prisoner's personal information only.
11. Once the booking process and paperwork is complete the arrestee will be transported to one of the Broward County Jail Intake Facilities. The officer transporting the arrestee is responsible for providing BSO with the following items:
  - a. Completed Probable Cause Affidavit with FLPD booking number.
  - b. Copy of teletype when arrest is a result of a warrant

- c. BSO Property form
  - d. Victim Notification form (VNF) if applicable
12. Prisoners will be transported in a timely manner considering the amount of prisoners waiting to be processed, head count and shift change at BSO, along with FLPD Intake Facility shift change times.
  13. The officer transporting the prisoner to one of the Broward County Jail Facilities (i.e. Downtown main jail, BSO Tamarac, and BSO Pompano satellites) must advise a supervisor if the prisoner is not accepted at the BSO intake facility within 2 hours of arrival.
  14. The Booking Officer will check the holding cells prior to use for weapons, contraband and damaged equipment. Prior to transporting the prisoner, the arresting/transport officer will visually check the holding cell area for any signs of weapons, contraband and damaged equipment.

#### **D. MEDICAL CLEARANCE OF PRISONERS**

1. The arresting officer, assisting officer or EMS, if necessary, will transport any prisoner requiring medical clearance.
2. Intake facility Sergeant/Officer in Charge will arrange for prisoner transportation if they require medical clearance. Personnel assigned to the Intake facility shall not be assigned to transport prisoners to medical facilities, unless authorized by the Shift/Duty Lieutenant.
3. Once the prisoner is medically cleared, the arresting officer or District Unit will transport the prisoner to BSO intake without delay.
4. If a prisoner is transported to BSO and BSO determines medical clearance is needed, the Shift/Duty Lieutenant shall be notified and arrange for the most expeditious transportation for medical treatment. The reserve officer shall only be used as a last resort for transportation and shall not be utilized to guard the prisoner at the medical facility.
5. If it is determined that a Notice To Appear (NTA) will be issued to a prisoner requiring medical attention, it shall be issued only at the medical facility. The officer issuing the NTA must document in the NTA that the prisoner was advised he/she needs to be medically checked.

#### **E. JUVENILE PRISONERS**

At no time will a juvenile prisoner be left unattended in the processing area. Juveniles should be brought into the processing area out of sight and sound of adult prisoners. Juveniles will be removed from the processing area immediately after they are processed. Juvenile prisoners will be kept inside the arresting/transporting unit's vehicle until the intake facility area is clear of all other adult prisoners. The juvenile will then be brought

into the booking area for processing. Immediately after processing, the juvenile will be returned to the vehicle until the officer is ready to transport as appropriate. Arresting officers will not leave juveniles in the care of intake personnel. Intake facility personnel will not transport juveniles to JAC.

#### **F. FIRE**

1. The Intake Facility holding cell area shall be equipped with fire suppression equipment and automatic fire alarms with heat and smoke detectors. This equipment shall be approved, in writing, by a state or local fire official and shall be tested as required by local fire code. All fire suppression equipment shall be inspected and tested semi-annually and documented as required by local fire code.
2. The Support Services Bureau Division Assistant Chief, or his/her designee, shall be responsible for regular inspections of fire equipment for damage or tampering and the recording of these inspections.
3. The Support Services Bureau Division Assistant Chief, or his/her designee, shall have the fire and smoke alarms tested annually by competent authority. The fire suppression equipment shall be tested on an annual basis. The testing of the above will be documented in a log to be kept in the Intake Facility holding cell interview area.
4. The Support Services Bureau Division Assistant Chief, or his/her Designee, shall establish and maintain a current evacuation plan for the holding cell and booking area. In addition, an up-to-date and posted evacuation map for the holding cell and interview area shall be maintained and displayed.

#### **G. ESCAPE**

1. When an escape from the Intake Area occurs, the highest-ranking officer present shall assume command until relieved by a higher-ranking officer.
2. The officer in charge shall mobilize all available resources.
3. Intake staffing officers shall IMMEDIATELY report any escapes from the Intake Facility to the Communications Center.
4. Following this IMMEDIATE report, the Intake Staffing Officer in Charge shall inform Communications of ALL known information pertaining to the suspect, including name or alleged name, physical description and pending charges.
5. The Communications Center shall notify the District III Captain of the escape. In the event the District III Captain is not available, the District Shift Lieutenant shall be notified.
6. The Communications Center shall be responsible for notifying Personnel as requested.

7. As soon as possible, the officer in charge shall notify a Criminal Investigations Captain who shall assign the case to a detective for follow-up.
8. A Criminal Investigations Captain shall also notify the Investigative Bureau Major, Assistant Chief and/or the Chief of Police, if necessary.
9. Once the escapee is recaptured or determined to have escaped, the member in charge shall ensure that all persons involved in the search and the Communications Center are advised of such, and the search will be discontinued.
10. In the event of an escape, a supervisor will ensure that an officer shall prepare an offense and/or supplemental report as to the escape of the prisoner and forward a copy to a CID Captain as soon as possible. Any other involved officer shall also complete a supplemental report and forward a copy to a CID Captain.
11. The report shall take into consideration conditions which may have led to the escape and actions to be taken to reduce the possibilities of future escapes.

#### **H. DUTIES AND RESPONSIBILITIES OF STAFFING PERSONNEL**

1. Officer safety.
2. Monitoring of prisoners.
3. Transporting prisoners in a timely manner.
4. Thorough secondary searches of prisoners.
5. Proper completion of paperwork and forms.
  - a. No officer will process any prisoner unless a sworn, back up/booking officer is present. Light duty officers may be approved for assignment to the booking desk only if approved by the Chief or his/her designee. Officers on administrative duty may be assigned as the booking officer if approved by Internal Affairs. FLPD Reserve Officers as well as Department employees who were former detention officers may be assigned to the processing facility as booking officers and/or transfer units.
  - b. A first aid kit shall be available in the facility mounted in a conspicuous location. This kit shall be inspected weekly to ensure supplies are available and have been adequately replaced. The inspection sheet shall be mounted below the kit and signed by the Officer in Charge on Monday of each week. Each month the inspection sheets will be moved to a binder located in the facility and will be available for inspection by supervisors or the Staff Inspections Office. After a calendar year the sheets will be removed, archived and retained as per Florida record retention statutes, or through the next accreditation cycle.

## **I. WELFARE CHECKS**

Prisoners awaiting transport to BSO will have frequent “well being” checks conducted by Booking Personnel and noted every 30 minutes until they depart the holding facility. These checks will be physical observations by Intake Staffing Personnel of all prisoners present in the facility. In addition to these physical checks, the prisoners will be observed continually via the video monitors. Further, officers will be required to be in the sally port area of the intake processing area if their prisoner is kept in the fenced holding cell outside the booking facility.

## **J. RETURN OF BULK PROPERTY**

The owner of bulk property may pick up bulk property Monday from 8:00 a.m. to 12:00 p.m. and Wednesday/Friday from 8:00 a.m. to 15:00. Proof of identity will be required before any property is released and proof of identification will be scanned and attached in the FileOnQ system. The Evidence Personnel assigned will retrieve the bulk property and return it to the owner in the Police Department lobby. The owner will be required to sign the FileOnQ PDA before his/her property is released. The PDA will be synced with the FileOnQ System to show the property was released.

## **K. BOOKING AREA EVIDENCE LOCKERS**

Booking area evidence lockers are provided in the holding cell area for officers to use when making an arrest. Current evidence policy and procedures will apply. No evidence will be placed in the booking area evidence locker room unsecured.

If the booking lockers are full or the evidence does not fit into the lockers, arresting officers will be required to use the main evidence storage room in the main police building. The arresting officer must ensure that his/her prisoner is secured and monitored prior to completing this task.

## **L. PRISONERS WHO WILL BE ISSUED A NOTICE TO APPEAR (NTA)**

In some cases officers may choose to issue an NTA to a prisoner in lieu of a physical arrest. While typically issued on the scene, an NTA’s may also be issued at the booking area (per policy). In some cases, it is desirable to fingerprint and photograph a prisoner prior to issuing a NTA. In such cases, the following procedure will apply:

The prisoner will be booked per policy. The booking number will be placed on the top of the NTA which shall be used as if it were a probable cause affidavit. The booking officer will record (NTA) in the booking log.

## **M. MAINTENANCE**

Should mechanical repairs be made within the facility by either sworn or non-sworn department employees, all tools used in those repairs shall remain in the immediate control of the members performing the work. Immediate control should be defined as affixed to their person, or being currently employed in the repair.