

**East Lansing Police Department
Policy & Procedure**

Subject: Lockup Facility	ELPD Policy #: 500-3
Effective Date: March 1, 2022 Revised Date:	Distribution: Departmental
MACP Accreditation Standard : Processing of Arrestees/Detainees/Prisoners and Holding of Arrestees/Detainees/Prisoners	MACP Standard: 5.2.1, 5.3.1, 5.3.2, 5.3.3, 5.3.4 & 5.3.5

I. 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.

II. POLICY

It is the policy of the East Lansing Police Department to ensure the constitutional rights of all individuals in custody while maintaining effective and efficient operation, management, security, and control. This will be accomplished through specified operating procedures and individual responsibilities relating to the treatment and caring of prisoners.

III. PROCEDURE

A. Lockup Facility (5.3.1a and 5.3.1c)

1. The Lockup Facility is for the holding of prisoners for a maximum of 72 hours. All prisoners must be arraigned, released on bond (cash or personal recognizance), released pending issuance of warrant or transferred to another holding facility within 72 hours of arrest. The Lockup Facility is defined as holding cells 103, 104, 105, 111, 113, 126 and 127, booking area, control room, shower, visitor room, DataMaster room, Polycom room, shower, bathroom, sallyport, Jail Administrator's Office and all adjoining corridors. (5.2.1a)
2. No adult prisoner, while in the custody of this department, shall be detained outside of the Lockup Facility except with the permission of the Chief and/or Chief's designee, in cases of emergency or when being supervised in areas outside of the Lockup Facility. While outside of the Lockup Facility the prisoner shall be accompanied by an officer, detective or Jail Service Officer at all times. (5.2.1h and 5.3.2e)
3. For juveniles in detention see the Juvenile Matters Policy.

It shall be the responsibility of the Jail Administrator to oversee detention, booking and all supplies.

B. Booking Area

1. The booking area is a secure area for the processing, photographing and fingerprinting of prisoners. It contains the LiveScan computer, camera and lockers for prisoner property. All storage areas in the booking area are to remain locked. This area may also be used for DRE testing. (5.2.1a and 5.2.1f)
2. No prisoner is to be left unattended while in the booking area. (5.2.1b)

C. Weapon Control (5.3.2a)

1. All weapons except aerosol chemical sprays and Tasers will be secured in the gun lockers prior to entering the Lockup Facility (5.2.1c)
2. If a prisoner becomes combative while in the Lockup Facility, the officer will immediately summon help by alerting dispatch.
3. The emergency button on the officer's prep radio can also serve as a form of an emergency alarm activation. (5.2.1e and 5.3.2b)
4. The shift supervisor shall be notified of the combative prisoner.

D. Sallyport

1. Whenever possible prisoners entering the Lockup Facility should be admitted through the sallyport. However, other entrances may be used as circumstances dictate.
2. Once the sallyport door has closed, officers shall secure their weapons in the gun locker in the sallyport before releasing the prisoner from the vehicle. (5.2.1c and 5.3.2e)
3. Entry from the sallyport to the interior of the Lockup Facility for all Officers with prisoners will be made by the Jail Service Officers or East Lansing officer unlocking the door electronically. (5.2.1h and 5.3.2e)

E. Search of Prisoners (5.3.1b)

1. Officers will conduct a thorough search of all prisoners.
2. A prisoner will not be placed in a cell until he/she has been completely searched.
3. When possible, a member of the same sex should search prisoners or a member of the same sex should witness the search.
4. The prisoner shall be relieved of all property. Prisoner shall be allowed to retain the following items in the cell area:
 - a. False teeth and prosthetics.
 - b. One complete set of clothing that the prisoner has in their possession at the time of arrest.
 - c. Items such as tight-fitting rings that cannot be easily or safely removed may be retained by the prisoner. A notation shall be made of the Booking Form.
 - d. Eyeglasses may be removed at the discretion of the Jail Service Officer or other police personnel.
 - e. Prisoners that have artificial limbs or those who must use crutches, walkers, wheelchairs, etc. should not be deprived of these aids if this possession or use incurs no threat to safety or security. However, it must be recognized that such devices might be used as tools, weapons, or a place of concealment for contraband. Such devices must be inspected and searched thoroughly. These items may, at the discretion of the shift supervisor, be removed from the prisoner. Documentation of the reasons for their removal shall be made on the Booking Form or Jail Log.
 - f. Reading material may be permitted in the cell at the discretion of the Jail Service Officer.
 - g. If the removal of the prisoner's clothing becomes necessary either for the preservation of evidence or if they become too heavy soiled, clothing and slippers will be provided by the department.

F. Prisoner Property

1. All applicable property is to be taken from the prisoner and shall be itemized, recorded, and stored within view of the Lockup Facility

cameras. The property bags should be utilized. No prisoner property shall be brought into the control room.

2. Prisoners shall remain under direct visual observation and shall not be left unattended while there is unsecured property present in the booking area.
3. The property shall be stored in an assigned location within the Lockup Facility.
4. Evidence that must be seized from sealed property bags shall be removed at the jail booking counter in the cameras view. Removal of the property shall be done in the presence of the on-duty Jail Service Officer and the Officer requesting the item(s). The items seized shall be documented within the property section of the booking report. All remaining property that is not being seized shall be placed in a new property bag, sealed, and signed by the officer inventorying the property and the officer seizing the property.
5. When a prisoner has property that will not fit inside of a standard property storage locker, it may be stored in the sallyport. If the prisoner is remanded to the custody of another agency or medical facility, and that facility will not accept these items, Lockup Facility personnel shall complete a "Notice to Pick Up Property" form. Lockup Facility personnel shall serve the prisoner with a copy of the form, attach a copy to the property being stored in the sallyport, and forward a copy of the form to records for scanning and attaching to the booking record. If the property is not claimed by the owner or their designee within 60 days from the date of arrest, the property will be disposed of by Lockup Facility staff.
6. A prisoner's property may be released early to a third party only with the authorization of the prisoner. The prisoner shall sign or initial the property form. The early release of property shall also be documented on the Lockup Facility log.
7. Upon release, the prisoner shall be required to sign the property form for the release of their property. If the prisoner is released to the custody of another police agency, then the officer shall sign for it.
8. Bio-hazardous property shall be placed in the bio-hazard bag and stored in the sallyport.

9. Prisoner property that is contaminated with substances such as, but not limited to, human or animal urine, feces, or vomit may be destroyed with the on-duty supervisor's approval.

G. Strip and Body Cavity Searches

1. All strip searches and body cavity searches will be governed by the Strip Searches and Body Cavity Searches portion of the Search Warrants policy.
2. The date, time, place, and person conducting the strip search and/or body cavity search will be documented on the Jail Activity Log in addition to the "Strip Search or Body Cavity Search Authorization and Report" form.

H. Booking Form

1. All prisoners will be booked into the Booking portion of SRMS.
2. Any observations or responses given or indicated during the entire period of contact with the prisoner that indicates that the prisoner is suicidal, assaultive, or emotionally disturbed shall cause visual monitoring of the prisoner to occur more frequently. Under the above conditions, visual monitoring shall be made at least every 30 minutes and shall be logged on the Jail Activity Form. If there is any doubt or question in regards to a prisoner's status as it may relate to their health or safety, visual monitoring shall occur and be recorded more often. The on-duty supervisor shall be notified of the prisoner's status immediately. (5.3.1g)
3. All prisoner movements (court, transfer or release) will be logged in the Booking System in SRMS.
4. All prisoner checks, visitors, meals, and medications shall be logged on the Jail Activity Log.
5. The on-duty supervisor will review the status of all prisoners being held in the Lockup Facility at the beginning of their shifts. Supervisors going off-duty shall inform the supervisors that are coming on-duty of any special circumstances that exist.

I. Prisoner Restraint

1. Prisoners should remain in restraints outside of the Lockup Facility unless a Judge orders restraints to be removed during court proceedings.

2. Leg restraints are available in the jail to be utilized at the Officer's discretion while transporting a prisoner outside of the Lockup Facility.
3. At no time should a prisoner be restrained to a fixed object. (5.2.1d and 5.3.1d)
4. If a prisoner becomes a danger to themselves or others, officers are authorized to use the Pro-Strait Chair. This type of restraint should be considered temporary and used only until other arrangements have been made to deal with the prisoner's behavior or the prisoner's behavior dictates the restraints can be removed.

J. Pro-Strait Chair

1. The Pro-Strait chair may be utilized for the safe restraint of violent, assaultive, or destructive prisoners who pose a danger to themselves or others. The restraint chair may also be used to prevent damage to property. The on-duty supervisor shall approve and supervise the use of the restraint chair.
2. Lockup Facility personnel have the responsibility to carefully monitor the welfare of any restrained prisoner. If there is any question or concern about the health or physical condition of a prisoner in restraints, the East Lansing Fire Department should be contacted immediately to assess, treat and/or transport the prisoner. The on-duty supervisor shall also be advised.
3. A prisoner in the Pro-Strait chair shall be physically checked every 15 minutes or more often by Lockup Facility personnel. Video monitoring serves as a supplement to, and not a substitute for, direct viewing of a restrained prisoner. If it is too busy in the Lockup Facility to ensure adequate monitoring of a restrained prisoner, then additional personnel shall be assigned to the jail as needed by the on-duty shift supervisor.
4. When using the Pro-Strait chair, the restraint process will be recorded. It is recommended that the restraint process be recorded through the use of Body Worn Cameras and the Lockup Facility cameras not be relied upon as they may become blocked during the restraint process.

K. DataMaster Room

1. All radios in the DataMaster Room are to be turned off during the administration of the DataMaster. (5.2.1g)

2. Jail Service Officers shall pay special attention to the camera monitoring the DataMaster Room while the room is in use.
3. Only objects or material necessary for the safe operation or testing of the DataMaster shall be kept in the DataMaster Room.

L. Cell Assignment

The East Lansing Lockup Facility follows the regulations published by the Michigan Department of Corrections for cell capacity limits. The capacity limits of the East Lansing Lockup Facility are twenty-six (26) prisoners.

M. Cell Capacity Limits

<u>Cell #</u>	<u>Prisoners #</u>
103	3
104	3
105	3
111	5
113	6
126	3
127	3

1. Whenever possible only one prisoner shall occupy each cell until all cells have been utilized. In the event that all cells are filled to capacity and additional space is needed, the on-duty supervisor may authorize the early release of prisoners.
2. At no time will male and female prisoners be lodged in the same cell. (5.3.1e)

N. Court Room Cells

1. The decision to utilize the Court Room Cells is the decision of the on-duty supervisor. There are two court room cells. One cell has a two person capacity and one cell has a one person capacity.
2. Suicidal prisoners, prisoners with very high blood alcohol levels, or other high-risk prisoners shall not be lodged in the court room cells.

O. Monitoring of Prisoners

1. When prisoners are to be lodged in a cell, they will be asked if they are suicidal and shall be visually monitored. In cases of suicidal prisoners, a shift supervisor or his/her designee shall determine

whether a 30 minute, 15 minute, or constant face to face observation is to be instituted. All checks of potentially suicidal prisoners will be documented on the Jail Activity Log. (5.3.2f and 5.3.2g)

2. Visual monitoring of prisoners either via closed circuit television or observing through the windows will be conducted by police department personnel. (5.2.1b and 5.3.2h)
3. Every effort shall be made to acknowledge reasonable communications from the prisoners.
4. The Lockup Facility Booking System (SRMS or other approved program) shall be used to document the prisoner's name, sex, reason for custody, the date/time in and the date/time out of custody. (5.3.1f)
5. The Jail Activity Log will be used to document the date and time of each face to face check, any meals provided, other pertinent info and the badge number of the officer having contact with the prisoner. (5.3.1f)
6. Lockup Facility personnel will visually monitor all prisoners at the top of every hour, face to face, through the individual cell window. A timecard will be stamped by the Jail Service Officer at the time clock indicating the check was completed. The check will also be logged on the Jail Activity Log.
7. The on-duty shift supervisor will personally check the Lockup Facility twice per shift. The supervisor shall document the inspection by signing the timecard adjacent to the latest entry shown on the card. Lockup Facility personnel will document this supervisor check on the Jail Activity Log.

P. Medical Treatment For Prisoners (5.3.2c)

1. In the event that a prisoner requires medical treatment, the ELFD and the on-duty supervisor shall be immediately notified to respond to the Lockup Facility.
2. Any prisoner who has a blood alcohol level of .30 or higher shall be transported to a medical facility.
3. The on-duty supervisor will make the decision on if a prisoner will be released to the care of ELFD or will remain in-custody. If a prisoner is to remain in-custody, an officer will be assigned to

accompany the prisoner to the hospital. It will be at the discretion of the ELFD if the officer is to ride in the ambulance or follow the ambulance to the hospital.

4. Anytime a prisoner receives medical treatment it will be documented on the Jail Activity Log. If a prisoner is transported to the hospital and remains in-custody, to be returned to the Lockup Facility, the accompanying officer will complete a supplemental report. The officer is to provide the Lockup Facility with all pertinent information, medical or otherwise, when the prisoner is returned to the Lockup Facility. A copy of the paperwork from the hospital shall be attached to the SRMS file on the prisoner.

Q. Administering of Medication

1. Prisoners shall only be given medication as prescribed by an identifiable licensed physician. Prior to distribution of medication, officers will verify the medication by checking the Physician's Desk Reference (PDR) or Drugs.com.
2. Prisoners shall not have in their control more than one dosage of prescribed medicine at any time. Each distribution of medication shall be logged on the Jail Activity Log at the time the medication is distributed.
3. The decision to lodge a prisoner requiring medication shall be at the discretion of the shift supervisor.

R. Telephone Calls

1. Prisoner are allowed to make telephone calls while in the Lockup Facility.
2. If there is any indication, before, during or after a phone call that the prisoner is making harassing, threatening, or vulgar phone calls, or is attempting to contact, or has contacted any victim or witness involved in the prisoner's case, then the prisoner's telephone privileges shall be terminated. The basis for termination of phone privileges shall be logged on the Jail Activity Form.

S. Prisoner Meals

1. All prisoners will be offered meals when appropriate as determined by the Jail Service Officer. At no time will meals be withheld as a punitive measure. All prisoner meals shall be logged on the Jail Activity Log at the time the activity occurs.

2. Trash will be removed from the cells as needed.
3. Every attempt will be made to accommodate prisoners with special diets. If an accommodation is not possible, the on-duty supervisor will check with the Ingham County Jail to see if they are able to hold the prisoner. If the Ingham County Jail is unable to hold the prisoner, the on-duty supervisor will facilitate the release of the prisoner as soon as possible.

T. Visitation (5.3.2d)

1. Civilians

- a. Due to the brevity of detention, routine personal visits by family or friends will be denied. The on-duty supervisor may make an exception if unusual circumstances exist.
- b. All visitors are subject to verification of identification as a condition of the visit.
- c. All visitors shall be documented on the Jail Activity Form.

2. Attorneys

- a. Prisoners shall not be denied visitation by their attorney.
- b. Attorneys must present identification and give their State bar ID Number, which shall be recorded on the Jail Activity Log.

3. All visits shall be held in the visitation room.

4. If anyone requests to visit during a time of excessive workload or an emergency, they shall be directed to wait in the lobby until a visit can be arranged.

U. Life Threatening Situations

1. The on-duty supervisor shall be notified immediately.
2. Entry into a secured cell to render appropriate first aid should only be done if adequate staff is available or if there are reasonable assurances that entry into the cell can be done without extraordinary risk to the Jail Service Officer.

3. A complaint number will be drawn, and a report will be completed. The Jail Service Officer and all responding officers shall complete a supplemental report prior to going off duty.
4. In the event of serious injury or death, the on-duty supervisor shall immediately secure a copy of the Jail Activity Form as possible evidence and shall notify the Chief of Police or his/her designee, as well as any other command officers and investigators.

U. Emergency Evacuation (5.3.4)

1. Whenever there is to be an emergency evacuation, Jail Service Officers are to advise dispatch and the on-duty supervisor immediately, including the reason for the evacuation.
2. The on-duty supervisor shall assign additional officers to the Lockup Facility to ensure the safety and security of all prisoners that are evacuated.
3. Detainees will be removed from the Lockup Facility and escorted out of the building. Detainees will be temporarily secured in a patrol vehicle under supervision or transported to an alternate facility.
4. The on-duty supervisor shall notify the Chief of Police or his/her designee as soon as possible.
5. Bonding
 - a. Bonding of prisoners held in the Lockup Facility shall be governed by the Interim Bond Policy.
6. Training (5.3.3)
 - a. All Jail Service Officers will be trained in the operation of the booking room and Lockup Facility. All Jail Service Officers will complete an initial training program and will be trained by a Jail Service Officer who has completed the Corrections Training Officer Program.
 - b. Jail Service Officers and other personnel trained in jail operations will receive refresher training at least once every three years.

V. Lockup Facility Inspections (5.3.5)

1. It will be the responsibility of the Jail Service Officers to inspect the entire Lockup Facility at the beginning and end of his/her shift. The inspection will be documented on the Jail Activity Log.
2. If the facilities are found to be unsatisfactory, the on-duty supervisor will be notified and will decide on if the Lockup Facility can remain open. Any unsatisfactory conditions will be reported to the Jail Administrator in writing.

W. Retention of Records

1. All Lockup Facility Records will be maintained and stored in accordance with the State of Michigan Records Management Services General Retention Schedule. (5.3.1h)

IV. CANCELLATIONS

Authorized By:



Kim Johnson, Chief of Police