

WOLFEBORO POLICE DEPARTMENT

SOP 4.17

Date Issued: 12/27/2019

Review: 03/05/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

PRISONER PROCESSING

Policy To ensure that prisoner(s) and officer safety is followed.
 That the temporary detention area is safely maintained & equipped.

Purpose The purpose of this order is to cover:
 Prisoner Processing Temporary Detention Facility
 Safety Issues Prisoner Searches

Arrival **The Arresting Officer is responsible for the supervision and accountability of the entire process, searching and detention until prisoner(s) are released or turned over to another agency.**

Stage	Description
1	Dispatch notified of arrest times, arrivals & departures
2	All prisoners transported to Booking Room
3	Through the Sally Port Area – only, unless a situation warrants entry through the lobby area
4	Prisoner(s) shall not be removed from vehicle until doors are shut
5	Officers discretion regarding firearms and weapons may be secured in gun lockers prior to the prisoner being removed from vehicle
6	Handcuff are to be removed in booking area only
7	Escape opportunities should be minimized by continuous monitoring and placing prisoners in cells or secured to the prisoner area if an officer needs to leave booking area
8	Detainees are to be notified that all movements are recorded – Signs in place

No weapons or firearms are to be brought into the booking room when prisoners are being processed. Signs posted on doors – In order to control a dangerous and violent situation, backup officers can bring into and utilize weapons if consistent with the Response to Resistance Order (2.4)

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- Prisoner Security**
- Prisoners are not allowed to roam freely in the processing area.
 - Prisoners, when not under the physical control of an officer, shall be placed in a holding cell or secured to the prisoners seating area.
 - A face to face observation must be made, at least, every 30 minutes.
 - Officers shall maintain their portable radio in the facility, if assistance is needed.
 - Only sworn officers and Bail Officers are allowed in the processing area when a prisoner is in custody.
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Cells

Shall be searched before use by a prisoner for weapons & contraband.
A search will be made immediately after it is vacated.
A supervisor shall be notified if anything is located or unusual conditions are detected during the search.

Time Limit

No prisoner shall be held for more than four hours without an officer's physical presence with the subject. (no meals will be served)
If it is apparent that it will exceed four hours the subject will be transported to the Carroll County House of Correction.

Adult	If prisoner waives his Miranda rights, the four-hour period shall be waived in order to conduct an interview If extenuating circumstances exist a supervisor may authorize an extension. A written letter of explanation must be forwarded to the Chief or his designee within 24 hours by the Supervisor
Juvenile	Shall not be held for more then two hours without constant supervision Shall not be held more than four without a court authorization

Facility

The holding area shall be utilized to hold prisoners – provides prisoner access to toilets, water upon request.
The holding area is designed for separation of male, female and juveniles. Officers are to see that those persons of different sex and juveniles are to be separated during processing.
In the event of an emergency (fire etc.) prisoners are to be transported to the Carroll County House of Corrections. Officers shall keep prisoner safety their primary responsibility. Emergency response units (fire) will be responsible for the facility.

Emergency situations

In case of an unexpected situation or emergency the officers shall contact a supervisor immediately.

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Medical	Contact ambulance for response
Large group arrested	Supervisor shall take control and request additional units from mutual aid departments, State Police or the Sheriff's department as needed

Searches

All prisoners shall be searched thoroughly.
An inventory of the prisoner's property will be made at booking and stored in the designated lockers.
All efforts shall be made to limit prisoner searches to officers of the same sex
If a search needs to be made of a prisoner of the opposite sex, it should be made in the presence of a second officer and/or on video tape.

Searches	
Booking	Shall be completed on all subjects arrested
Strip	Must be a compelling reason (object might be able to threaten the life or safety of officer or evidence of a felony may be concealed). Shall only be conducted with the authorization and under the direct supervision of the on-duty Supervisor

Property

The following articles will be removed from prisoners prior to placing them in a holding cell:

- Belts.
- Necklaces.
- Neckties/scarfs.
- Shoelaces.
- Eyeglasses.
- Items located in pockets.
- Outerwear or non-essential items.

Items shall be inventoried on **Wolfeboro Property Sheet**.
Placed in lockers for prisoner's property.
Upon releasing prisoner or transporting subject, to go with prisoner
Signature is required upon return. (prisoner or deputy taking custody)
If subject refuses to sign, officer shall note objection in writing on inventory form.

Prisoner processing

Prisoners arrested shall be photographed (digital image) and fingerprinted on the required forms.

Statutes

The following are dictated by State RSA.

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Phone call RSA 594:15	A person the prisoner wishes to be notified of their arrest shall be notified immediately. The officer shall place the call.
Attorney RSA 594:17	Prisoners are allowed to confer with a friend or attorney at all reasonable times. This shall only be permitted by telephone On recorded lines and audio, must be turned off during access to an attorney.

Other Depts. Shall comply with our standards.
Information on prisoner being processed should be documented for the log.

Court Appearance Responsibilities Arrested subjects are to be arraigned before a Court on a timely basis in keeping with the Courts schedule and procedures.

Member	Shall
Booking Officer	Monitor area when prisoner in custody Video tape the detention area
Booking Officer	Comply with directives Ensure the safety of prisoners
Staff Sergeant	Conduct weekly inspections <ul style="list-style-type: none"> - Safety issues - Forms - Equipment
Captain	Oversee the processing and review any issues for changes to be made Provide refresher training annually on new procedures to all members

Forms

Arrest	Completed at time of processing
Special Reports	Holding over 2 hours or special circumstances – must be completed by end of tour
Prisoner property	Filled in after taking items from subject being placed in cell and returned to him or Deputy if being transported Signature required once property released Placed in subjects file
Inspection Form	Filled out weekly by SSgt