

# NEW HAVEN DEPARTMENT OF POLICE SERVICE

## GENERAL ORDERS



GENERAL ORDER 5.03

EFFECTIVE DATE:

### DETENTION

#### 5.03.01 PURPOSE

The purpose of this General Order is to outline general procedures and responsibilities of Officers and Supervisors assigned to the Detention facility to ensure arrestees are properly processed, booked, and safeguarded.

#### 5.03.02 POLICY

It is the policy of the New Haven Department of Police Service to provide a secure, and safe environment for holding and processing arrestees. Personnel assigned to Detention shall adhere to the following procedural guidelines to help resolve any problems or conditions that may compromise security, safety or the well-being of Department members and arrestees.

#### 5.03.03 DEFINITIONS

**STRIP SEARCH:** Having an arrested person remove or arrange some or all of his/her clothing or, if an arrested person refuses to remove or arrange his/her clothing, having a peace officer or employee of the police department remove or arrange the clothing of the arrested person so as to permit a visual inspection of the genitals, buttocks, anus,

female breasts or undergarments used to clothe said anatomical parts of the body (Refer to General Order 5.07, Strip Search).

**CUT-DOWN TOOL:** Tool designed to assist in cutting material used in a hanging attempt.

**FOREIGN NATIONAL:** Any person who is not a citizen or permanent resident alien of the United States.

**ESCAPE:** Any situation when a New Haven Police Department arrestee can no longer be accounted for or an unauthorized departure has occurred.

**SERIOUS INJURIES:** Physical injury which creates a substantial risk of death, or which causes serious disfigurement, serious impairment of health or serious loss or impairment of the function of any bodily organ.

**CISGENDER:** Individuals who identify with the gender they were assigned at birth; also known as non-transgender.

**GENDER:** A social rather than a biological category and it includes a range of physical, mental, and behavioral characteristics pertaining to and differentiating between masculinity and femininity.

**GENDER EXPRESSION:** The external appearances of one's gender identity, usually expressed through behavior, voice, clothing, haircut, etc., and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.

**GENDER IDENTITY:** An individual's concept of themselves as male, female, a blend of both, or neither and includes how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from one's sex assigned at birth.

**GENDER NON-CONFORMING:** A broad term referring to people who do not behave in a way that conforms to the traditional expectations of their sex or whose gender expression does not fit neatly into a category.

**TRANSGENDER:** An umbrella term for people whose gender identity, expression, or behavior does not conform to that typically associated with the sex they were assigned at birth. Not everyone whose gender identity is different from that traditionally associated with their sex assigned at birth identifies themselves as transgender. Being transgender does not imply any specific sexual orientation. Transgender people may identify as straight, gay, lesbian, bisexual, etc.

**5.03.04 FACILITY SAFETY, SANITATION AND PHYSICAL CONDITION**

The Detention facility shall provide the following minimal physical conditions:

- Adequate lighting as required by local code
- Air circulation in conformance with code standards
- Access to a toilet and drinking water
- Access to a sink for detainees held in excess of 8 hours
- A bed for detainees held in excess of 8 hours

The Detention facility shall maintain the following fire safety equipment and systems:

- An automatic heat and smoke detection system and fire alarm system that has been approved, in writing, by state or local fire officials.
- The Officer-in-Charge (OIC) shall conduct a weekly documented visual inspection of the fire equipment and semiannual documented testing of fire equipment will be conducted.
- The A Squad Supervisor shall conduct a daily visual inspection of the fire detection and alarm systems and such systems will be tested as required by the local fire code.
- The OIC will assure that there is a written and posted evacuation plan for the facility and designated and signed emergency exits directing evacuees to hazard-free areas.

The following standards shall be maintained to ensure facility security and safety:

- Whenever non-Detention personnel are required to make repairs or conduct maintenance, an Officer will accompany the worker and conduct an inspection when they are finished to assure no tools have been left behind.
- All Holding facility exterior doors will remain locked at all times. All cell doors will also remain locked, and Officers will check the cell door to make sure it is secure after placing a prisoner in the cell.

**5.03.05 PERSONNEL****OFFICER IN CHARGE (OIC)**

The OIC shall have overall responsibility for the management and administration of Detention on all three shifts. In addition to arrestee processing, record keeping, staff training, he/she shall:

- Ensure that a safe and secure environment is maintained for members of the Department and arrestee(s) while in Detention.
- Ensure that all members assigned or detailed to Detention receive training that includes:
  - The operation of the holding facility;
  - Use of IDEMIA;
  - Fire response procedures;
  - The policies and procedures outlined in this order;
  - Any changes in the rules and regulations relating to their duties;
- Maintain a sufficient number of trained personnel on each shift and ensure that both male and female officers are assigned to each shift to conduct arrestee searches.
- Maintain a Standard Operating Procedure (SOP) and ensure that an updated copy of the SOP is provided to the Internal Affairs Unit.
- Notify the Assistant Chief of Operations of all critical incidents (e.g. deaths in custody, serious injuries, escapes).
- Serve as the PREA Coordinator and administer a program of education, prevention, detection, response, investigation, and tracking of all reported acts of sexual abuse and sexual harassment. (Refer to General Order 5.05, PREA)
- Maintain the video recording system as the Systems Administrator and have oversight responsibilities to include, but not be limited to, the following:
  - Operator and user administration of the system.
  - System evaluation.
  - Training.

- Policy and procedure review and evaluation.
  - Coordination with IT regarding system-related issues.
  - At least once a month, the System Administrator or his/her sworn designee will randomly review video recordings to ensure that the equipment is operating properly.
  - Ensure that the camera system is programmed and/or positioned to maintain an arrestee's personal privacy.
  - Ensure video recordings will be maintained for 30 days.
  - Ensure video files are reviewed and released in accordance with FOIA, and federal, state, local statutes and New Haven Department of Police Service retention policy.
- On a weekly basis, ensure that the following documented weekly inspections occur, and the results of these inspections are submitted in writing to the Chief of Police or his or her designee:
    - The first aid kit located in the Supervisor's Office is replenished as necessary
    - Sanitation of the facility including the control of vermin and pests
    - Security inspections of the facility including searching for weapons and contraband

## **SUPERVISORS**

The Detention Supervisor is responsible for the daily operations of the Detention facility and supervision of arrestees on his/her shift. The Supervisor's duties include, but are not limited to:

- Ensuring the integrity of the Detention Facility. Supervisors will restrict access to the Detention Facility. Non-essential persons will not be allowed into the Detention Facility without prior approval from the Detention Supervisor. All non-essential persons will be denied access to the Detention Facility in emergency situations.
- Maintaining the security of all Detention Facility keys. Officers shall take possession of a key with their Department-issued peg at the beginning of each shift. This is recorded in RMS. The Supervisor shall ensure that the key is returned at the end of the shift.

- Overseeing the use and security of the video recording system. Prior to each shift, the Supervisor will visibly inspect the cameras and monitors to ensure there is no visible damage, and the system is in good working order. Any visible damage or concerns about the functionality of the equipment will be brought to the attention of the OIC as soon as it is practical to do so. In the event a critical incident is captured on video (e.g. serious injury or death in Detention), the Supervisor will notify the OIC to request that the video be secured.
- Notifying the Public Safety Answering Point (PSAP) to request medical assistance when an arrestee is ill or injured.
- Providing of any medications or pharmaceuticals in accordance with the physician's directions. If necessary, the Supervisor shall arrange for the administering of any medicines or pharmaceuticals that require the assistance of medically trained personnel.
- Ensuring that all forms, equipment, and supplies needed for processing arrestees are ordered and kept in stock (PD forms, gloves, paper gowns, spit masks, etc.).
- Ensuring adequate staffing. One female Officer must be assigned to the facility on all shifts to assist with the monitoring and care of female arrestees.
- Notifying the OIC and Shift Commander of unusual occurrences or critical incidents.
- Assign daily tours and assignments. The Supervisor shall conduct at least one tour per hour. During the Supervisor's tour, a count of all arrestees shall be conducted which shall consist of a comparison between entries in RMS and actual number of arrestees within the facility.
- Properly issue, maintain and account for all keys assigned to cell blocks.
- Notifying foreign consulates and embassies, when necessary.
- Setting bonds, and ensuring that arrestees are processed without unnecessary delays.
- Reviewing court paperwork for accuracy and thoroughness.
- Ensure reports are completed on all incidents that threaten the facility or any person therein.
- Monitoring the Officers to ensure that they perform their duties in compliance with this order.

**DETENTION OFFICERS**

Under the immediate supervision of a Sergeant or Lieutenant, Officers assigned to the Detention Facility are responsible for the intake, processing, booking, and guarding of arrestees. Officers not assigned to Detention shall not enter the facility except to conduct official police business.

All Officers assigned to the Detention Facility shall receive training in the operation and procedures of the Detention Facility. This training shall include a knowledge and understanding of all cell block areas; booking and processing procedures; handling of arrestees; and security and safety procedures, including, but not limited to;

- Authorized weapon systems
- Securing of firearms and use of gun lockers
- Intake procedures
- Monitoring and Care of Arrestees
- Proper use of restraints
- Medical Emergencies/Suicidal Arrestees
- Critical Incident Protocols
- Evacuation routes and procedures for relocating arrestees

**5.03.06 PROCEDURES****USE OF FORCE**

- Officers shall use only the amount of force necessary and reasonable to control a situation, effect an arrest, overcome resistance to arrest, prevent escapes, or defend themselves or others from harm.
- All Use of Force and the reporting thereof must be in compliance with General Order 6.01, Use of Force.
- Oleoresin capsicum (OC) Spray (General Order 7.07) and the Expandable Baton (General Order 7.08) are the only authorized weapons permitted in the Detention facility.
- The Booking Officer will not have any weapons on their person while processing an arrestee.
- Unauthorized weapons, such as firearms, tasers, and knives, will not be carried or kept within the Detention facility. All weapons listed must be secured in gun lockers prior to entering the facility.

**USE AND ACTIVATION OF BODY-WORN CAMERAS**

- The use of body-worn cameras in detention shall be in accordance with General Order 7.10, Body-Worn Cameras.
- Officers assigned to Detention must place the camera in buffering mode for the entire shift except when the Officer is on a lunch break or personal break.
- The camera shall be activated during:
  - Intake
  - Booking
  - Unusual occurrences such as cell extractions, sudden deaths, suicide, etc.
  - All movement of arrestees in the facility
- All videos taken within the facility shall be categorized as an “arrest” and tagged under the case number associated with the arrest. All videos taken during transport to court shall be categorized as arrests but not assigned a case number.

**INTAKE**

Officers shall adhere to the following procedure when an arrestee is brought to the Detention facility:

- All Officers and Supervisors involved in the intake process shall activate their body-worn cameras. The camera shall remain activated until the arrestee is placed in their cell.
- The Supervisor shall speak with the transporting Officer prior to removal of the arrestee from the vehicle. The Supervisor shall ask the transporting Officer about arrestee injuries, medical conditions, and/or intoxication due to drugs or alcohol, to assess whether to accept the arrestee into the facility or request medical assistance for an evaluation.
- Accept the arrestee into Detention. Only one arrestee should be accepted at a time. The arrestee must be restrained.
- When receiving a prisoner from another agency, positive identification must be made of the person presenting the arrestee as well as positive identification of the arrestee.
- Immediately search the arrestee. Officers will honor the arrestee’s preference about the genders of the Officer conducting the search; and in absence of a



stated preference, the gender of the person being searched shall be the same as the Officer conducting the search. If the Officer is uncertain an Officer has reason to believe that the arrestee is a transgender individual, the Officer will ask the arrestee whether they prefer to be searched by a male or female Officer. When in doubt regarding any search of a Transgender or Gender Non-Conforming individual, consult a Supervisor prior to conducting the search.

- Scan all arrestees with a metal detecting device to ensure against concealment of weapons not discovered in the initial search.
- In order to conduct a “strip” search on arrestees, Officers must have reasonable suspicion that weapons, contraband, or evidence are concealed, on the arrestee or in the clothing, in such a manner that employing a full post-arrest search may not discover them. Officers must obtain authorization from the Detention Supervisor and complete a “Strip Search Authorization Form” and a report. Strip searches shall be conducted by persons of the same gender as the arrested party, in the intake room and should be limited to two officers, unless more Officers are needed to conduct the search in a safe manner. (Refer to General Order 5.07, Strip Search)
- Officers are prohibited from inquiring about the intimate details of an individual’s sexual practices, anatomy, or transition-related medical history.
- When an Officer searches an arrestee that has a gender-affirming article or prosthetic device/item (including, but not limited to, breast forms, chest binders, gaffs, packers, prosthetic penises, and wigs) the Officer shall:
  - Treat all arrestees with dignity and respect and be cognizant that transgender persons may have an emotional as well as physical attachment to their gender-affirming items
  - Certain items – such as prosthetics, clothing, wigs, chest binders, and cosmetic items – may be central to a person’s Gender Identity and Gender Expression. As such, requests to remove identity-related items shall be consistent with requirements for the removal of similar items for Cisgender individuals and shall not be removed unless required for law enforcement purposes. Whenever practicable, removal of these items shall be conducted in private.
  - Advise the arrestee that the item must be searched, but will be returned if it does not represent a safety risk
  - Provide the arrestee with the opportunity to remove the device/item themselves when self-removal does not pose a potential risk of safety/injury to the arrestee or Officers

- If the arrestee refuses to remove a gender-affirming personal item, the Officer shall notify the Detention Supervisor. The Supervisor shall determine whether a strip search shall be authorized, or the arrestee shall be placed in a cell, with that item unsearched, and be monitored by video surveillance.
- Gender-affirming personal items shall be returned to the arrestee after they are searched unless such items present a safety hazard, impede the administration of medical attention, or are needed for evidentiary reasons.
- Remove all articles of clothing worn by the arrestee that could be used by the arrestee to cause harm to himself or herself, such as neckties, belt, shoestrings and drawstrings from hooded sweatshirt and sweatpants.
- Spit masks may be placed on arrestees by Officers in the facility. The use of spit masks is subject to review by the Supervisor.
- Inventory the arrestee's property in front of the arrestee and record all items in Jail Management System (RMS). Both arrest information and property inventory and disposition shall be recorded in RMS. The form will be signed by both the Officer and arrestee and be dispersed of as follows:
  - One copy will be attached to the bag
  - One copy provided to the arrestee
  - A digital record retained by Detention

In the event a prisoner is incapacitated or unwilling to sign the property receipt either at the time of the arrest or at the time of release, a note that indicates the refusal shall be entered into the RMS system.

- Large items of property that cannot be placed into the property bag or be transported with the arrestee are stored in locked bins in the Sally Port. Detention Officers instruct the arrestee to retrieve the items prior to thirty days. This information is also included on the form. Unclaimed large items are destroyed after thirty days if they are not retrieved by the arrestee or his or her designee.
- Conduct a mental health assessment including a suicide risk assessment to include completion "Judicial Marshal's Screening Form" to obtain information to better care for arrestees and to determine if an arrestee needs a heightened level of observation.
- Conduct an assessment of apparent physical and mental condition.

- Screen for body deformities, trauma markings, bruises, lesions, jaundice, ease of movement. Any noted existing injuries, body deformities, trauma markings, bruises, lesions, jaundice, etc. should be recorded on body-worn camera and/or photographed.
- Complete the “PREA Screening Form” to assess the arrestee’s risk of being sexually abused or being sexually abusive towards other arrestees.
- Place the arrestee in his or her own cell, unless circumstances preclude it.
- Female prisoners will be physically separated from male arrestees at all times.
- Juvenile arrestees will be physically separated from adult arrestees by sight and sound (defined as normal or loud conversation) at all times and in accordance with General Order 8.01, Juvenile Operations.
- Arrestees under the influence of alcohol or other drugs shall be placed in their own cell.
- Whenever an arrestee is required to disrobe or there is risk to personal privacy, an Officer of the same sex will be assigned to supervise the arrestee and monitor and assist in this process.
- If the need arises due to a mass arrest and/or the number of arrestees exceeds the capacity of the facility, the Supervisor shall contact the Shift Commander. The Shift Commander shall obtain authorization from the Assistant Chief of Operations through the chain of command to temporarily hold arrestees at a neighboring law enforcement agency.
- Transgender arrestees should be housed in the cell block area designated for arrestees with the same gender identity as the transgender person. Officers must not search or physically examine a transgender arrestee for the sole purpose of determining the arrestee’s genital status.
- After intake, restraining devices shall be removed once the arrestees are within the cell, and the doors are secured.
- An Officer shall notify the Supervisor if they believe the removal of restraining devices from an arrestee would be a security risk.
- The Supervisor may authorize an arrestee to remain handcuffed or otherwise restrained while in a cell within the facility provided:
  - The prisoner is alone in the cell

- An officer continuously monitors the arrestee by video surveillance while they are restrained inside a cell.
- Arrestees shall not be handcuffed to an immovable object, unless said object is designed and intended for such use.
- Arrestees who are agitated, violent, suicidal, sick, or showing signs of infections should be placed in a cell alone.
- Officers shall check the cell for weapons, contraband or any authorized item before and after each use of an unoccupied cell.

### **ARREST OF FOREIGN NATIONALS**

When Foreign Nationals are arrested or detained, they must be advised of the right to have their consular officials notified. In some cases, the consular must be notified regardless of the arrestee's wishes. The following procedure shall apply:

- Determine the Foreign National's country either through travel documentation (e.g. passport) or by asking the arrestee if he/she is a Foreign National and of which country.
- Check the list of Mandatory Notification countries.
- If the arrestee is a Foreign National from a country that is not on the mandatory list:
  - Inform the Foreign National of his/her right to have his/her government notified of his/her arrest or detention.
  - If the arrestee wishes to exercise his/her rights, the Supervisor shall inform the appropriate foreign consulate or embassy without delay.
  - A supplemental report should be generated which indicates that the Foreign National has been afforded his/her international rights. If the consulate or embassy was notified, the report will indicate the time and person notified.
- If the arrestee is a Foreign National from a country that is on the mandatory list:
  - The Supervisor shall notify the consulate or embassy of the arrest or detention without delay regardless of the desires of the Foreign National.
  - A supplemental report should be generated which indicates that the consulate or embassy was notified, and include the time and person notified.

- Consular and embassy officials have the right to visit their nationals who are in custody or are being detained to converse with them and to arrange for their legal representation. If requested by the consular, they will be granted access to their Foreign National via the interview rooms in the Investigative Services Division.
- If a Foreign National dies while in custody, consular officials shall be notified.

### **MONITORING AND CARE OF ARRESTEES**

- Conduct cellblock tours at least every twenty minutes with a minimum of four tours per hour and complete the following:
  - Visually inspect each cell for any damage or hazards.
  - Visually inspect arrestees for signs of life and well-being, physical or emotional distress, and sexual abuse or sexual harassment.
  - Physically check all cell doors to ensure that doors are properly secured.
  - Physically check exits and evacuation doors to ensure that all doors are properly secured and free from obstructions.
  - Enter the tour into the Jail Management System (RMS).
- Arrestees will be provided meals at the approximate times of 0600 hours, 1200 hours and 1800 hours.
- Arrestees will be provided with prescription medications that are brought to the facility by the arrestee or by a third party. The medications must be in the original prescription container. The Supervisor will verify that the medications match the description detailed on the container and will complete a medication log which will indicate what medication was administered, the time it was administered and the name of the Supervisor who gave the arrestee the medication.
- Third parties may bring clothing items to the facility for arrestees. These items shall be searched and items that could be used by the arrestee to cause harm to himself or herself, such as shoestrings and drawstrings from hooded sweatshirt and sweatpants shall be removed prior to delivery of the item to the arrestee. The items delivered shall be noted in RMS.

### **ENTERING AN OCCUPIED CELL**

- Detention personnel are permitted to enter an occupied cell for official and legitimate police business only, including:

- For a medical emergency involving the arrestee
- To subdue, restrain, and control a violent arrestee, if it is determined by the Detention Supervisor that doing so is necessary to prevent injury to the arrestee or a third person, or to prevent damage to Department property
- To transfer or release an arrestee from custody
- To search a cell, having detected suspicious activity on the part of the arrestee
- To recover contraband, evidence, or weapons possessed by an arrestee
- When warranted in the above situations and/or practical to do so, there shall be a minimum of two Officers present when an occupied cell must be entered. This is to ensure that arrestees do not have an opportunity to take keys and weapons from an Officer, injure an Officer, or escape. When it is necessary to search an occupied cell, the arrestee shall, when feasible, first be transferred to another cell.
- The Detention Supervisor will be notified whenever Officers are required to enter an occupied cell.

### **DISABLED OR HANDICAPPED ARRESTEES**

- Whenever an apparent disabled or handicapped person is received at the Detention Facility, Officers shall notify the Detention Supervisor and determine the appropriate procedures to process the individual based on the disability or handicap presented.
- Detention personnel will make reasonable accommodations to process the arrestee. However, personnel will not be required to take actions that may place any Officers or other prisoners at risk.
- Reasonable accommodations may include, but are not limited to, providing ambulatory assistance (wheelchair), immediate placement in a cell, release with a summons, or transport to a medical facility.
- Disabled or handicapped prisoners shall be placed in their own cell.

### **LEGAL COUNSEL ACCESSIBILITY, PHONE CALLS AND VISITS**

#### **Phone calls to Legal Counsel**

- Arrestees will use a separate line or cell phone in a secure area for placing calls to legal counsel.

- If the arrestee has a cell phone in his or her property, the cell phone may be removed from property and provided to the arrestee for a phone call to legal counsel. The arrestee will be placed in a cell that is not in the vicinity of other arrestees while he or she places the phone call.
- If the arrestee does not have a cell phone, the Detention Supervisor shall authorize the use of a landline such as the phone in the booking office or a room in the Investigative Services Unit.
- Arrestees must be notified if phone calls are placed on a recorded line.

**Attorney Visits**

- Arrestees will not be allowed any visitors except legal counsel.
- The representing attorney must be searched prior to entering the building and must show proper identification prior to being admitted.
- Attorney visits will usually be limited to thirty (30) minutes, the time of which will be noted in JMS.
- Attorneys may be searched for weapons or contraband prior to entering the interview room including briefcases or similar items.
- The attorney will be escorted to the interview room where he or she may communicate with his or her client.
- The attorney/arrestee visit may be monitored visually, but not through auditory means, while in the interview room.
- When the interview is complete, the attorney will be escorted back to the Front Desk.

**MEDICAL EMERGENCIES/SUICIDAL ARRESTEES**

The safety and security of individuals in the custody of the Department is the responsibility of the Department and its employees. Every reasonable effort will be made to accommodate medical needs of any arrestee or detainee of the Department. Procedures for gaining access to medical services will be conspicuously posted in areas used by arrestees. This section has been approved by a licensed physician or certified medical professional. Any amendments to this section must be approved by a licensed physician or certified medical professional.

- Should a medical emergency occur, the Detention Supervisor will initiate the request for medical services through PSAP and also request an Officer to guard the arrestee at the hospital. The Supervisor will notify the Shift Commander.

- The Officer shall remain with the arrestee while awaiting the arrival of medical personnel and provide first aid consistent with their level of their training. The Officer shall have his or her body-worn camera activated.
- The arrestee will be escorted to the hospital by an officer.
- Upon return of the arrestee to Detention, the Prisoner Conveyance Driver must provide the Detention Supervisor with the arrestee's hospital Medical Discharge documents. The discharge paperwork is to be kept with the arrestee's paperwork. The Detention Supervisor will notify the Shift Commander that the arrestee has returned from the hospital.
- The arrestee, upon arrival at the Detention Facility, shall be searched and returned to his or her cell.
- It will be the responsibility of the Connecticut Judicial Marshal Services to provide for the proper guarding/transportation of arrestees who need to be sent to the local hospital for medical treatment after arraignment has occurred.
- All arrestees who are suicidal must be sent to the hospital for an emergency examination. The Detention Supervisor shall contact PSAP to arrange for the suicidal arrestee to be transported via ambulance and for an Officer to guard the arrestee at the hospital.
- A Detention Officer shall complete a written Police Emergency Examination Request detailing the circumstances of why the arrestee was transported to the hospital for an evaluation. A copy of this form will be provided to the Officer who will guard the arrestee at the hospital. The Detention Officer will complete and submit an incident report.
- When an arrestee returns from the hospital after a Police Emergency Examination was requested or an arrestee is exhibiting unusual or bizarre behavior, the arrestee will be closely monitored for any signs of physical injury or emotional distress.
  - The arrestee shall be placed in a cell that can be monitored by video surveillance.
  - The Supervisor shall ensure that the cell footage is displayed on the video monitor in the intake area.
  - The Supervisor shall instruct Officers to monitor the suicidal arrestee on the camera footage for fifteen minutes after the completion of their hourly tour.



- The Officer shall continue monitoring the arrestee by camera until relieved by the next Officer conducting their hourly tour or as directed by a Supervisor.
- The arrestee shall be monitored at all times until they are no longer in custody of the Department.
- When a suicidal arrestee is transported to court, the transporting Officer shall inform the Judicial Marshals that the arrestee has been identified as a suicide risk. The Judicial Marshals shall also be provided the "Prisoner Behavior Report" to be informed of any arrestees that pose a security and/or medical risk.
- When an Officer responds to an attempted suicide by an arrestee, the Officer must:
  - Activate their body-worn camera.
  - Check the scene for safety. Enter the cell when it is safe to do so.
  - Radio the nature of the emergency and request medical assistance.
  - Use the cut-down tool in an attempted hanging.
  - Remain with the arrestee until EMS arrives and assumes medical responsibility.
  - Secure the cell as a crime scene.
  - Complete an incident report.
  - Initiate a lock down of the cell block.
  - Notify the Shift Commander and the Investigative Services Division (ISD).

## BONDS

- An arrestee is guaranteed reasonable bail under the Eighth Amendment of the United States Constitution, "Excessive bail may not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted."
- The Supervisor shall have the authority to set a reasonable bond for an arrestee or to release an arrestee on a Promise to Appear. The Supervisor will comply with Connecticut General Statutes Sec. 54-63c, "Release by Law Enforcement Officer."

- All arrestees, who qualify, shall be afforded an opportunity to contact a bail bondsman and post bond. This will include an opportunity to contact others in order to make arrangements for bail money.
- All arrestees will be presented at court at the next court date after their arrest in compliance with Connecticut General Statutes Sec. 54-1g.
- The Supervisor will receive and process surety bonds, which consists of the following:
  - Complete the Appearance Bond Form and set a court date that is within two weeks of the date of arrest unless it is domestic violence, which must be set for the next court date. Ensure that the appropriate court location is chosen, especially for PRAWN warrants.
  - Verify the Bonds person with either their insurance issued power papers or their CT State Police License.
  - Have the Appearance Bond Form signed by an Officer or Supervisor and the arrestee prior to their release.
- The Supervisor will receive and process cash bonds, and perform the following:
  - Activate their body-worn camera while accepting and processing the bond
  - Receive a copy of the UAR of arrestee.
  - Complete the Appearance Bond Form (with appropriate court chosen), the cash receipt, a transmittal sheet, a bond log, and a cash envelope.
  - Request a copy of the warrant from the Booking Officer.
  - Obtain a copy of the identification of the person posting the bond.
  - Verify the accuracy of the payment.
  - If bond monies total or exceed \$10,000 complete the IRS Form 8300.
  - Have the Appearance Bond Form signed by an Officer or Supervisor and the arrestee prior to their release.
  - Receive the signed UAR and Appearance Bond Form from the Booking Officer and then place the envelope with the cash and completed paperwork in the temporary safe in the property annex room.
- In the event that a supervisor from the Investigative Services Division (ISD) sets a bond on an arrestee, a “Notification for Reduction in Bond or Pending Release

of Prisoner Form” will be completed by the Supervisor. The Supervisor will make the appropriate notifications if the need arises.

- Within 48 hours following an arrest, arrestees detained on a warrantless arrest shall be presented in court or the case shall be presented before a judge for a determination of probable cause. The Supervisor shall prepare all paperwork necessary for a determination of probable cause and arrange for such paperwork to be delivered to a judge by a patrol officer.

## BOOKING

- After intake, the arrestee will be placed in a holding cell to await processing. Arrestees will be processed without unnecessary delay.
- A copy of the wagon slip will be sent to the Record Room for an arrest number, record check and warrant check.
- Upon receipt of the necessary paperwork from the Record Room (i.e., SPRC), the arrestee will be escorted to the Booking Room to be processed. All persons placed under custodial arrest and brought to the Detention facility will be photographed and fingerprinted; REGARDLESS OF THE NATURE OF THE OFFENSE. The exceptions:
  - 1) Mass arrest situations (to be authorized by the Assistant Chief of Operations or his/her designee)
  - 2) Unusual circumstances or occurrences.
- The Booking Officer shall interview the arrestee to enter all pertinent information into the IDEMIA system.
- When prompted by IDEMIA, the Booking Officer shall fingerprint the arrestee.
- Records personnel or the Booking Officer shall take one (1) FRONT VIEW photograph of the arrestee; and, (1) LEFT SIDE PROFILE photograph of the arrestee. If, at the time of the arrest, the subject was wearing a hat, glasses, wig, etc., then two (2) FRONT VIEW and two (2) LEFT SIDE PROFILE photographs will be taken with the subject wearing these items, and with these items removed. If feasible, records personnel or the Booking Officer should try to photograph visible tattoos.
- After the booking process is completed, the arrestee is to be advised of his/her bond and afforded the opportunity to make at least one phone call. The arrestee shall be advised if the telephone conversation will be monitored and/or recorded. The arrestee will then be escorted back to a cell.

- If an arrestee is given a promise to appear bond (P.T.A.), the Booking Officer will fill out the P.T.A. form. The form will be signed by the arrestee prior to his/her release.
- If a subject arrested for domestic violence posts bond prior to speaking with the bail commissioner, the subject shall be issued a Conditions of Release by the Booking Officer prior to his/her release.
- Upon the completion of his/her shift, the Booking Officer will compile the completed paperwork in an envelope for review by the Supervisor. If court is in session and the arrestee is going to court, the paperwork will be sent to court with the Prisoner Conveyance Van driver.

**IDENTIFICATION OF DETAINEE PRIOR TO RELEASE**

- There shall be a positive identification of each arrestee prior to release or transportation to another facility. Personnel assigned to handle the release or transportation shall confirm identification of the detainee by checking the identity of the individual against the description contained in the arrest/booking report, including the use of photographs, if necessary, to secure a positive identification.

**RETURN OF ARRESTEE PROPERTY UPON RELEASE**

- Upon release from the Detention Facility, the arrestee shall be given his/her sealed property bag containing all property that was stored at the facility. The property bag will not be unsealed until the prisoner is outside of the Detention Facility.
- If the arrestee is being released to another police agency, or the Judicial Marshal's at court, the receiving/transporting Officer will be given a copy of the Prisoner Intake Form, and any other relevant documentation. The receiving/transporting Officer will also be given the arrestee's sealed property bag.
- Upon release from the NHPD, the Detention Officer shall note the time of release in the RMS system.

**COMPLAINTS AND UNUSUAL OCCURRENCES**

The New Haven Police Department will investigate complaints arising from an arrestee's confinement at the Detention facility where the arrestee involved has been arrested by either the New Haven, Yale University, or Metro North police departments. The State Police (Troop I) shall be responsible for the investigation where the involved arrested person was arrested by a state agency including the Connecticut State Police, Southern Connecticut State University, and Connecticut Mental Health.

The Supervisor shall promptly communicate to the OIC and the Shift Commander regarding all unusual occurrences such as: sudden death, suicide, fire, escape, assaults, etc. The Supervisor will complete a brief memorandum of the occurrence to the OIC of Detention who will forward a copy to the following:

- 1) Shift Commander
- 2) The Commander of Patrol

### **EMERGENCY ARRESTEE EVACUATION PROCEDURE**

If the cell block area has to be evacuated, the following procedures shall apply. The Supervisor shall determine the proper course of action depending on the circumstances.

- The Supervisor shall direct Officers to evacuate the arrestees to the sally port areas as a first option. If the sally port area is not safe, the Supervisor shall determine the safest secure area to temporarily evacuate the arrestees.
- All arrestees will be shackled with appropriate restraints, in groups appropriate to safely enter and exit the prisoner conveyance van. Male and female arrestees will not be shackled together.
- The Supervisor will request the prisoner conveyance vans, ambulances and any necessary additional vehicles be dispatched to detention.
- The Sally Port doors may have to be opened manually if electricity to the building is not operational.
- If the facility will remain evacuated for an extended period of time, the Supervisor will contact either the Judicial Marshals at the lock-up at GA-23, the Department of Corrections, or local agencies to arrange for the transfer of the arrestees to another facility.

### **ESCAPE OF AN ARRESTEE**

The following procedure shall be followed if an arrestee escapes or is wrongfully released:

- Immediately notify the Detention Supervisor. The Detention Supervisor will notify the Shift Commander.
- Notify dispatch and request additional resources to search the interior of Detention, the entire building and the areas surrounding headquarters.
- The Shift Commander shall initiate a plan, request additional resources (e.g., canine unit, drones) and coordinate a systematic search for the apprehension of the arrestee. If applicable, ensure that a unit is sent to the arrestee's home address to assist in verifying their whereabouts.

- Dispatch shall notify all surrounding police agencies of the escape including the name, physical description, charges and other pertinent information regarding the arrestee.
- The Shift Commander shall initiate the following Department notifications through the chain of command:
  - The Chief of Police
  - The Assistant Chief of Operations
  - The Duty Chief
  - The Patrol Commander
  - Commanding Officer of Internal Affairs
  - Commanding Officer of the Investigative Services Division
  - Officer-in-Charge of Detention
  - Public Information Officer
  - The State's Attorney's Office
- The Detention Supervisor shall obtain a separate case number for the escape and be the initial investigating Officer. If the escapee is not apprehended by the end of the Supervisor's shift, the Supervisor will prepare an arrest warrant for violation of C.G.S. Sec. 53a-171, Escape from Custody. The warrant application will be forwarded to court for immediate processing.
- The Chief of Police or his or her designee shall determine whether the OIC of Detention or the Internal Affairs Unit shall conduct an administrative review of the incident.

**This supersedes General Order 5.03 – issued on June 24, 2016.**

*History: General Order 5.03 – issued on May 2, 2016*

\*This General Order was approved by the Civilian Board of Police Commissioners on  
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**Chief of Police  
(Signature and Date)**

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**Chair, Board of Police Commissioners  
(Signature and Date)**

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