A. Policy

The safety of the public, police agents and arrestees shall be the primary concern in the securing, handling, transporting, and processing of prisoners.

B. Procedure

1. Agents shall use objectively reasonable force to arrest, detain, transport, and process persons taken into custody.

2. In full-custody arrest or detention situations, patrol agents in the field shall search and restrain prisoners normally by handcuffing them behind their back. Agents taking custody of prisoners from other agencies, for transport or other purposes shall search the prisoner and shall not assume that a prisoner has previously been searched.

3. Combative arrestees may require the use of additional restraints to prevent escape or injury to the agent, arrestee, or the public. The practice of tying the ankles of an arrestee together, is an acceptable means of restraint for combative arrestees. Use of the kick restraint device, which entails the securing of the arrestee’s ankles to his waist, is an acceptable means of restraining a combative arrestee.

4. When transporting prisoners in City vehicles, prisoners shall be secured in the vehicle by use of seat belts. Prisoners shall not be handcuffed to any part of the vehicle. Transporting agents shall not lose sight of their prisoners.

5. Agents shall not engage in pursuit, high speed, Code-3, or erratic driving when transporting prisoners. Agents shall not make traffic stops nor cause delays when transporting prisoners unless such stop or delay is unavoidable to protect life or prevent extreme property damage.

6. The Investigation Division Chief may approve certain West Metro Fire Rescue Arson Investigators to process their arrestees using the Department’s Booking area and the equipment therein. West Metro Fire Rescue personnel who are so authorized shall become familiar with and adhere to the provisions of the Department Manual as they apply to securing, handling, transporting, and processing prisoners.

C. Rule

1. At no time shall an arrestee’s wrists or arms be connected to his ankles by the use of any restraint device.

2. Agents shall only use the department approved kick restraint device when securing an arrestee’s ankles to his waist.

3. Prior to using a kick restraint device, police agents shall receive training in its use by the department’s arrest control instructors.
4. Arrestees whose ankles have been secured to their waists shall be monitored carefully for any sign of breathing difficulty or other medical emergency. Arrestees secured in this manner shall be brought into a position on their side or into a sitting position as quickly as possible.

5. Due to the risk of positional asphyxia, once an arrestee is secured with the kick restraint device to his waist, agents shall not apply pressure to the back or chest of the arrestee.

6. Prior to transport, a combative arrestee shall be released from a kick restraint device when the arresting officer believes that it is safe to do so.

7. Use of a kick restraint device shall be documented in an offense or custody report.

8. A prisoner, who is restrained by the use of a kick restraint device, shall be transported while positioned in a seated, upright position or while lying on his side. This does not preclude transporting a prisoner by hobbling his ankles and positioning the loose end of the hobble out the car door.

4801  PRISONER PROCESSING/HANDLING

B. Procedure

1. Agents shall inspect the prisoner compartments of their vehicles for contraband and weapons prior to and after each use and shall search prisoners prior to placing them into a vehicle for transport.

2. Prisoners brought to the police department shall be held in a prisoner holding cell.

   a. Prior to being placed in a holding cell, prisoners shall be searched and their personal property removed including keys, belts, and any other items with which the prisoner could injure himself. Lockers are available and shall be utilized for each prisoner’s property.

   b. Prisoners in holding cells shall be restrained by handcuffing one wrist to the bench. The door to the holding cell shall be kept locked.

   c. Any incident which threatens the security of the holding cells or the safety of any person within the holding cells or prisoner processing area shall be documented by written report and forwarded through the chain of command.

   d. All doors leading into the holding facility shall remain closed and locked at all times. An exception should be when placing or removing prisoners, and to clean or inspect the area. Each individual holding cell door should remain closed and locked.

3. Weapons shall not be taken into the holding cell area, to include firearms, knives, tasers, baton. Weapons shall be secured in the lockers outside the holding area, or secured in the patrol vehicle.
4. Anyone placing an arrestee in a holding cell shall record certain information on the large acetate board in the booking area. This board shall be for recording an arrestee's name, the time he was placed in a holding cell, the name of the agent who placed him in the cell, and whether the arrestee is an adult or juvenile. When the arrestee is finally taken from the cell and either released or transported to a detention facility, the information shall be erased. This procedure is intended as an effective and economical way to assist supervisors in monitoring those persons whom we have taken into custody.

5. Sworn police personnel shall be present at all times when a prisoner is in the holding cell area or in a cell.
   a. Panic alarms are available in the holding facility for emergencies and indicating that an agent needs help. These alarms shall sound in the sergeant and agent work areas, hallway and the kiosk. In the event of an alarm, the desk agent shall immediately notify dispatch of the emergency. During hours when the kiosk is not staffed, any member may contact dispatch. Dispatch shall “tone alert” the emergency and direct agents to respond.
   b. Closed circuit cameras shall be positioned to monitor the detainees' activities and provide additional supervision of arrestees inside the holding cells. The surveillance shall be to reduce security risks, suicidal actions, and unusual or dangerous behavior by detainees.
   c. Monitoring of detainees activities shall not alleviate agents of their responsibility for the safety and control of arrestees. These activities shall be recorded on a 24-hour basis. The Patrol Support Coordinator or designee will be responsible for changing the videotapes. Used videotapes will be maintained for 30 days and then destroyed.
   d. If a detainee is placed in a holding cell, a visual check shall be conducted by the arresting or processing agent every 30 minutes.
   e. If it is determined that a holding cell incident requires investigation, the Patrol Support Coordinator or Sector Commander shall be notified of the date and approximate time. The requesting agent shall then book the original videotape depicting the incident as evidence in accordance with the established procedures.
   f. Signs shall be displayed in English and Spanish languages that video and audio surveillance are in progress on the premises.

6. Department personnel who have not been issued keys to the prisoner work area shall not enter that area unless they are accompanied by someone who is authorized to do so. Those personnel who have been issued keys shall keep them on their person at all times. For the purposes of this policy and procedure, those personnel who have been issued keys to the prisoner work area shall be authorized to enter that area. The Sector Commanders shall maintain a key to the holding facility in their key box for use in emergency situations.

7. In the event of escape, the following actions shall be undertaken immediately:
a. The Communications Section shall be notified and a suspect description shall be aired. If an escape occurs while in another jurisdiction, that jurisdiction shall be notified immediately.

b. Other prisoners in the holding cells, booking area, or transport vehicle shall be secured to prevent additional escapes.

c. If within Lakewood, additional sworn personnel shall respond to initiate a search. The summoning agent shall coordinate perimeter and search operations until relieved by a sworn supervisor. Search resources in other jurisdictions shall be at the discretion of a supervisor from that jurisdiction.

d. The Sector Commander shall be notified.

e. Cessation of search efforts shall be at the direction of a sworn supervisor.

f. An immediate broadcast or area teletype shall be initiated.

g. A complete report of the escape shall be completed.

8. Personnel shall not enter holding cells alone with those prisoners deemed to be violent or an escape risk.

a. No more than 6 prisoners shall be detained in a large holding cell (3 in a small cell) at one time without the approval of a sworn supervisor.

b. If any unhandcuffed prisoners are placed into or removed from a holding cell, there shall be an equal or greater number of agents present prior to unlocking the cell door. Example: if 1 unhandcuffed arrestee is to be placed with 2 other unhandcuffed prisoners - 3 or more agents shall be present before the cell door is opened.

c. Prisoners inside a holding cell shall be directed by an agent to stand away from the door before it is unlocked.

9. Personnel shall search holding cells for contraband and weapons prior to placing prisoners in the cells and after removing prisoners from the cells.

10. Prisoners shall be afforded the opportunity to make at least 2 local or collect long-distance telephone calls while in custody and are allowed visits by their attorneys as prescribed by law.

11. Prisoners held in the agents' work area shall be searched and restrained except while being booked. An agent shall remain present with prisoners in the work area at all times.

12. Any visitor allowed access to a prisoner shall have his name, association, and reason for visit documented on the custody report. The visitor shall be searched before access to a prisoner is granted.

13. Juvenile arrestees shall not be placed in a cell with an adult prisoner. Female arrestees shall not be placed in a cell with a male prisoner.

14. Arrestees under the influence of narcotics shall be medically evaluated prior to detention housing.
15. Padded restraining devices are available for use when transporting violent or mentally disturbed prisoners. The devices may be transported to the scene of the arrest if requested. The use of said device shall be documented in the custody report narrative. Violent prisoners shall be segregated from other prisoners.

16. The processing of any person in the booking area shall be completed expeditiously and without unnecessary delay. No prisoner shall be held for more than six hours.

17. There shall be sufficient space provided in the holding facility for reasonable and necessary movement. The holding facility shall be used for processing detainees to include photograph, fingerprinting, and the use of the intoxilyzer. Computers are available for on-line booking and other reporting as necessary by the agent.

   a. Detainees shall have access to the toilet, washbasin and drinking water. The agent responsible for the detainee shall insure that these needs are met as soon as practical upon request.

18. A designated holding cell for female prisoners shall be used for housing female prisoners.

19. A designated juvenile holding cell shall be used for housing juveniles. When juveniles are being processed with adults present, the window blinds shall be closed to ensure sight and sound separation.

20. Sworn personnel shall inquire of all prisoners who are to be placed in a holding cell the following:

   a. Are you sick or injured?

   b. Do you have any medical problems?

   c. Are you taking any medication?

21. If medical treatment is required, the arrestee shall be transported to a licensed medical facility and treatment shall be documented on the custody report.

22. No medication shall be administered to an arrestee by Lakewood Police Department personnel. If medication is required by an arrestee, he shall be transported to a licensed medical facility.

23. Visible injuries to an arrestee shall be documented in the appropriate space on the custody report.

24. All arrestees shall be instructed to advise any police personnel if they require medical assistance.

25. Persons who are unconscious, acutely intoxicated, or are behaving in a markedly irrational or bizarre manner shall not be placed in a holding cell. These persons shall be transported for medical examination.

26. When an arrestee is transported to a medical facility for treatment, police personnel shall have the arrestee sign the medical treatment information release on the custody report.
Prisoners may be turned over to the custody of other agents or appropriate agencies for transportation, to detention facilities, or they may be released on bond, summons, or charges pending.

a. Positive identification of the prisoner shall be made. Booking numbers assigned to the prisoner shall be verified. Comparison of fingerprints, photographs, or physical characteristics may also aid in prisoner identification.

b. Escorting agents and detention facility personnel shall be alerted to any potential security or medical risks that the prisoner may present while in custody. This shall include information on escape or suicide tendencies as well as unusual illnesses and shall be documented on the custody report.

c. Escorting agents shall be given necessary documents. These shall include, as is appropriate, the custody report, medical release, summons, warrant, writ, mittimus, or prisoner - release order.

d. Safety aspects of the transport function require that the prisoner’s rights to communicate with attorneys and others shall not normally be exercised during the period that the prisoner is being transported.

e. When arrestees are received from an outside agency, agents shall verify the identity of the presenting officer.

f. Subjects held in Lakewood Police Department custody shall be transported, as necessary, for court appearances or shall be turned over to court marshals. Court appearances may occur in instances of immediate pretrial bond releases or contempt of court or restraining order violations.

Non-ambulatory, handicapped prisoners shall be given special care so as not to cause unnecessary pain during their time in custody. Necessary items such as crutches, wheelchairs, prosthetic devices, and medication shall be transported with the prisoners.

Physically handicapped prisoners shall normally be handcuffed unless such action would aggravate their condition or cause injury.

Handcuffing sick or injured prisoners shall be at the discretion of the transporting agent.

Personnel responsible for the supervision of arrestees during their confinement in the holding area shall make reasonable attempts to respect the privacy of arrestees of the opposite sex. This responsibility shall be balanced with the need for the safety of the arrestee and the staff.

a. Females shall be housed in the designated holding area in order to maintain sight and sound separation from male arrestees.

b. Searches shall be consistent with current department policies.

c. Only sworn and properly trained personnel shall be left to supervise arrestees held in the holding area.
d. Arrestees shall be allowed access to private toilet facilities. When this is not possible due to the behavior of the arrestee, a sworn agent of the same sex shall be responsible for supervision.

e. When arrestees are detained, who are less than fully clothed, proper clothing shall be provided. Supervision of arrestees who are not fully clothed shall be accompanied by same sex staff.

f. Arrestees shall be informed to call for assistance should they require some, and that they shall be observed at frequent intervals in order to ensure their safety.

31. A prisoner meal purchased from a local restaurant will consist of a hamburger, fries, and soft drink or milk. The agent picking up the meal can use a field purchase order (FPO). If the FPO is not available, the agent picking up the meal will obtain a bill. On the FPO or bill, the agent will write the date, time, CR number, prisoner name, and their name and badge number. The FPO or bill will then be placed in the Patrol Division's secretary's box.

32. Patrol supervisors and field training agents shall ensure that new personnel receive training on the operations of the holding facility. Retraining shall occur once every three years, either in roll call or a published Training Bulletin.

33. Detainees are not allowed to receive mail or packages while incarcerated. If items are brought to the police department for a detainee, the individual shall be advised that it cannot be received.

4802 TRANSPORTING PRISONERS

A. Policy

Prisoners shall be transported in a manner affording maximum safety to both transporting agents and prisoners, considering both the degree of risk of escape and the potential for violence. Door locks and window controls shall be inoperative from inside the prisoner transport compartment. Police vehicles in which prisoners are normally transported shall have a protective screen separating the driver from the prisoner transport compartment.

B. Procedure

One Agent - One Prisoner - No Cage: The prisoner shall be seated in the right front seat, right front door locked, prisoner belted in.

One Agent - One Prisoner - Caged Unit: The prisoner shall be seated in the right rear seat behind the cage, doors locked, prisoner belted in.

Two Agents - One Prisoner - No Cage: The prisoner shall be seated in the right rear seat, right rear door locked, prisoner belted in, and the second agent seated in left rear seat.
Two Agents - One Prisoner - Caged Unit: The prisoner shall be seated in the right rear seat, prisoner belted in, right rear door locked, and the second agent seated in the right front seat, maintaining close observation of the prisoner during transport.

One Agent - More than One Prisoner - No Cage: Not permitted without supervisory approval.

One Agent - More than One Prisoner - Caged Unit: The prisoners shall be seated in the rear seat behind the cage, doors locked, prisoners belted in.

Two Agents - Two Prisoners - Caged Unit: The prisoners shall be seated in the rear seat, both rear doors locked, prisoners belted in, and the second agent shall be seated in the right front seat, maintaining close observation of prisoners during transport.

Two Agents - Three Prisoners - Caged Unit: The prisoners shall be seated in the rear seat, both rear doors locked, prisoners belted in, and the second agent shall be seated in the right front seat, maintaining close observation of prisoners during transport.

Two Agents - More than Three Prisoners - Caged Unit: Not permitted without supervisory approval.

C. Rule

1. Use of K-9 Vehicles - Transporting Prisoners: Prisoners shall not normally be transported in K-9 units, regardless of whether or not a dog is in the unit. If a supervisor directs, and there is a dog in the unit, the prisoner shall be seated in the right front seat, right front door locked, prisoner belted in. At no time shall hostile or combative prisoners be transported in the front seat of a K-9 vehicle.

2. When a police agent transports a prisoner of the opposite sex, he shall advise, via police radio, dispatch of the location from which the prisoner is being transported, the destination, and the police vehicle mileage. Dispatch shall state the time of this transmission. Upon arrival at the destination, the transporting agent shall advise dispatch of the ending mileage. Dispatch shall again give the time of the transmission.


4. A prisoner shall not be transported for anything other than official police business.

4804 PRISONER PROPERTY

B. Procedure

1. Prisoners who are going to be booked and released at the Lakewood Police Department:

   a. Prior to being placed in a holding cell, prisoners shall be searched and their personal property removed and inventoried on the backside of the agency copy of the summons (county or municipal) and placed in a plastic evidence bag.
b. When the booking procedure is completed, and prior to being released, the prisoner shall sign his name below the inventory, acknowledging release.

c. If the prisoner refuses to sign for his property, the property shall be properly booked and deposited with the Property Control Unit, authorized for release.

2. Prisoners who are going to be transported to the Jefferson County jail:

a. Prior to being placed in a holding cell, the prisoners shall be searched and their personal property removed and inventoried on the backside of the last copy of the custody report in the section labeled, "items in personal possession of subject at time of admission to jail" and placed in a plastic evidence bag. An adhesive label shall be affixed to the bag on which shall be written the date, time, case report number, and prisoner's name.

b. Prior to the prisoner being transported to jail, the prisoner's property bag shall be stapled shut.

c. Upon arrival at the jail, the prisoner's property bag shall be given to the jailer. The jailer also retains a custody report printed on green paper if the subject was not fingerprinted at LPD or a white copy of the custody if the subject was fingerprinted at LPD.

C. Rule

1. Whenever property is removed from a prisoner, under any circumstances, that property shall be inventoried and documented on the back of a custody report or agency copy of a summons.
A. Policy

In order to positively identify persons arrested by this department, as well as to create, obtain, and update criminal history files it is necessary that persons arrested be "booked," i.e., fingerprinted, swabbed for DNA and photographed. When circumstances so indicate, an arrestee shall be released without being booked and, if booked, shall be released from further detention.

B. Procedure

1. All persons arrested for charges under the following broad categories shall be booked each time that subject is arrested. Combative or belligerent prisoners need not be booked unless this can be accomplished safely.
   a. Felony offenses
   b. Sex-related offenses
   c. Document-related offenses
   d. Counterfeit, forgery, fraud, and confidence-game offenses
   e. Warrant arrests
   f. DUI-DWAI liquor or drugs
   g. Criminal impersonation, phoney, or suspect identification
   h. When it is known that the subject under arrest has a prior criminal record.
   i. When the arresting officer has reasonable grounds to believe the arrestee may not appear for trial.
   j. All Class 1 Misdemeanors, to include but not limited to, NPOI, hit and run with injuries and charges with domestic violence as an enhancer.

2. All adults booked with a felony charge, shall also have buccal swabs obtained for the collection of the individual’s DNA.
   a. The collection shall be in accordance with procedures set forth by the Colorado Bureau of Investigation.
   b. Upon completion of the DNA packet, the packet shall be placed in a designated receptacle for mailing the CBI.
3. When an arrestee refuses to identify himself or provides identification that the arresting agent reasonably believes is fictitious or false, he shall be transported to the Police Department and booked.

4. The arresting agent shall make reasonable attempts to establish the identity of the arrestee. This can be done, depending upon the circumstances, through the Division of Motor Vehicle files, Criminalistics Section, Records Section, NCIC/CCIC, Live Scan/AFIS Search, and contacts with relatives or friends of the arrestee.

5. Photographs within the Records Section are another means of establishing identity but care shall be taken by agents who use this method.

6. In situations where the physical description of an arrestee does not match that provided of the individual he claims to be and the agent has exhausted other means of establishing the identity of the arrestee, the arresting agent shall "book" the arrestee as a "John Doe."

C. Rule

1. Summonses shall be written only on the driver's license of an identified offender.

2. An unconfirmed driver's license shall never be used for writing a summons.

3. Juveniles detained due only to their Runaway status, shall not be fingerprinted or photographed. If the juvenile was detained for other charges, only those charges shall be listed on the fingerprint card, not the "charge" of Runaway. If the Runaway is transported to a facility, however, a Custody form shall be completed.

4806 INQUIRY BOOKING

A. Policy

In addition to these mandatory bookings, a procedure known as "inquiry" is available to be used when the subject is not under arrest, but it shall be deemed advisable to positively identify that subject or to obtain information regarding that subject's criminal history. It is stressed that this "inquiry" procedure shall be a totally voluntary act on the part of the subject; however, parental consent shall be required for inquiry booking of juveniles. No threats, force, or duress of any form shall be used to obtain a voluntary inquiry booking. If the subject consents to being booked for inquiry, the procedure for accomplishment shall be exactly the same as with a subject under arrest in the same age group. If a subject is under arrest and it is necessary to positively establish identity for a warrant or it is suspected that the subject is giving a false name, the live-scan system can be utilized to submit fingerprints directly to CBI for searching in the AFIS database.
B. Procedure

1. Local search manually in Lakewood PD Criminal History fingerprint files.
   a. When an individual is booked for inquiry purposes, the subject shall be treated (for fingerprint purposes) as though he were under arrest, i.e., an entry is made in the master-booking log indicating the charge as inquiry. Live-scan fingerprints and palm-prints are obtained using the 1 LOCAL CARD w/PALM live-scan menu selection. No fingerprints are electronically transmitted to the CBI. The charge field shall be completed with the word “inquiry” in the charge block. A mug photograph shall be obtained of the subject using the booking number that was used for the obtaining of fingerprints. This method shall not result in any entry being made upon the subject's FBI criminal record. It shall result in the creation of a criminal history jacket within the Police Department, searching of the Lakewood PD fingerprint files for any matching records, as well as searching the state fingerprint database through AFIS, the filing of the fingerprints within the master fingerprint files, and the electronic filing of a mug photograph.

   b. Should the subject refuse to permit himself to be booked for inquiry, no further action is possible short of probable cause to arrest or in response to a court order under Colorado Rules of Criminal Procedure 41 - 1, Order for Nontestimonial Identification.

   c. Electronic mug photographs taken for elimination purposes such as for photo line-ups shall be only accomplished through the inquiry process.

2. Search CBI AFIS database with Live-scan system
   a. When an individual is under arrest and is suspected of using a false identity; the subject is not under arrest, but it is necessary to establish identity or check the CBI database for an arrest history; or it is necessary to establish identity for a warrant, an entry is made in the master booking log using the next unused booking number and indicating the charge as Inquiry/CBI, leaving space for subsequent charges to be added later. CBI must first be contacted at 303-239-4208 and advised that a fingerprint inquiry will be sent by live-scan. A call back number and the name of the booking agent shall be provided to CBI. Live-scan fingerprints and palm-prints are obtained using the ADULT – 1 EACH: LOCAL, CBI, AFIS w/PALM or JUVENILE – 1 EACH: LOCAL, CBI, AFIS w/PALM live-scan menu selections. The charge field shall be completed with the word “Inquiry” in the charge block. The fingerprints are electronically transmitted to the CBI directly to the AFIS. While waiting for a response
from CBI, a mug photograph shall be obtained of the subject with the booking number that was used for the fingerprint submission to CBI. If it is subsequently discovered through a CBI check that the subject has given a false identity, advise the CBI that the live-scan demographics will be dited and the card re-transmitted after the subject has been finger and palm printed again under the ADULT – 1 CARD LOCAL, 2 CARDS CBI w/PALM or JUVENILE – 1 CARD LOCAL, 2 CARDS CBI w/PALM with the charges added and the subject’s real name is recorded in the “Name” block and the false name recorded in the “Alias” block. This process shall result in the creation of a criminal history jacket within the Police Department, the filing of the fingerprints within the master fingerprint files, the acquisition of any criminal record of the individual from the FBI, and the electronic filing of a mug photograph.

C. Rule

1. Fingerprint cards obtained as a result of the booking process shall never be booked as evidence.

4807 RESPONSIBILITY FOR PRISONER BOOKING

B. Procedure

1. Prisoner booking services are primarily the responsibility of the arresting agent, assisted by the Property Control Unit.

2. When personnel from the Property Control Unit are not available to assist, personnel from the Criminalistics Unit may respond to the prisoner processing area to take mug shots, roll fingerprints, and complete fingerprint card and booking log entries, if available.

3. When personnel from both units are unavailable, prisoner processing shall be processed by the arresting agent.

4. In order to ensure that the process is productive, requests for prisoner processing services shall not be made until the prisoner is actually ready to be processed and the basic identification information is filled in on the custody report and all print cards.

C. Rule

1. Property personnel or Criminalistics personnel shall not be left alone with prisoners. Agents shall remain in the booking area.

2. The arresting agent shall be responsible for accuracy of the information on the print cards.

4808 FINGERPRINT CARDS

B. Procedure
1. The booking employee shall enter only the booking number in the OCA block on the fingerprint card. The OCA number shall be obtained by completing the log.

2. The booking employee shall ensure that the charges recorded on the fingerprint cards are block printed leaving ample room for the future recording of a 9-digit CJS number just to the right of the charge.

3. The booking employee shall ensure that all charges recorded on the fingerprint card clearly describe the offense, i.e., reckless driving, reckless endangerment, obstructing the police, etc. "Reckless" or "obstructing" are unacceptable charge designators.

4. The booking employee shall ensure that the appropriate statute or ordinance citation numbers are recorded in the appropriate block on the reverse side of the fingerprint card.

5. The booking employee shall ensure that the charges recorded on the fingerprint card are identical to those recorded on the custody report.

6. The booking employee shall ensure that no entry is made in the block designated as "misc. No. MNU" found on the reverse side of the fingerprint card.

7. Charges on fingerprint cards shall include all violations of statute or ordinance in which probable cause exists to arrest the individual.

8. Charges shown shall be listed in order of severity of the offense charged with the most serious charge appearing first and any other charges appearing in descending order of severity.

9. Charging information shall not include the prefix "investigation of" or the suffix of "pending."

10. Charges resulting from an "on-view" or "instant" situation need only reflect the probable cause charges being placed.

11. If any arrest is predicated upon the existence of a warrant and that warrant was initiated by this department, the complete information for that charge shall read: WARR: Lakewood - Burglary 2nd Degree 2299 (or other warrant charge).

12. If the arrest is predicated upon a warrant issued by any other jurisdiction, the complete information for that charge shall read: fugitive other jurisdiction (FOJ) - warrant - (agency initiating the charge) Denver PD - and the charge information from the warrant, i.e., burglary 2nd degree. (FOJ - warr: Denver PD - burglary 2nd degree.)

13. If the arrest is for failure - to - appear warrant, from this department, the charge information shall read: FTA - Warr - Lakewood - dog at large
(or whatever the original charge is for which the subject failed to appear).

14. If the arrest is for a warrant for failure to appear from another jurisdiction, the correct charge information shall be: FOJ - FTA Warr - Denver PD - dog at large (or whatever the original charge is for which the subject failed to appear).

C. Rule

1. Whenever an arrest upon a warrant is made, the agency initiating that warrant and the circumstance of the warrant, i.e., warrant for offense or warrant for failure to appear, shall appear in the charge information.

2. Whenever an arrest is made upon a warrant issued by another jurisdiction, the prefix FOJ (fugitive other jurisdiction) shall also appear in the charging information. Examples:
   a. On view = burglary 2nd degree.
   b. Lakewood warrant = Warr: Lakewood - burglary 2nd degree.
   c. Lakewood FTA = Warr: Lakewood - FTA - burglary 2nd degree.
   e. Other Agency FTA Warrant = FOJ: Denver PD - warr: FTA - burglary 2nd degree.

3. Fingerprint cards obtained as a result of the booking process shall never be booked into the Property Section.

4809 PRISONER BOOKING LOG

B. Procedure

1. All booked prisoners shall be fingerprinted in accordance with the following procedures.

2. If the subject in question is an adult, 2 complete sets of inked fingerprint cards shall be completed to include all indicated information, as well as the rolled fingerprints of all existing fingers. In addition, 1 palm - print card shall be completed for each palm, to include the rolled and flat impressions of the subject's palmar surfaces. Live Scan requires the printing of one set of finger and palm prints. Mug photographs shall also be taken.

3. If the subject in question is a juvenile, 2 complete sets of inked fingerprint cards, 1 palm-print card for each palm, and 1 mug
photograph shall be accomplished. Live Scan requires the printing of one set of finger and palm prints.

4. "Red" criminal fingerprint cards, booking numbers, and entries into the master booking log shall not be used for any purpose other than booking persons charged with a crime or for inquiry.

5. Upon completion of the booking process, personnel who accomplish the physical booking procedure shall ensure that all completed copies of fingerprints and palm-prints are placed into the approved receptacle for completed cards, which is maintained in the booking area by the Criminalistics Section.

6. The Criminalistics Section shall be responsible for picking up completed fingerprint and palm-print cards from the booking area and their subsequent entry into the criminal history of the subject maintained by this department, the Colorado Bureau of Investigation, and the Federal Bureau of Investigation.

7. When a subject has been fingerprinted at LPD and subsequently transported to the Jefferson County Jail, the jailer shall be advised that the subject has been fingerprinted at Lakewood, and that the jail does not need to send the subject’s fingerprints to the CBI.

4810 ELIMINATION FINGERPRINTING

B. Procedure

1. When any individual is fingerprinted for elimination purposes, 1 applicant card (blue) shall be completed to include all indicated information, as well as the rolled fingerprints of all existing fingers. In addition, 2 palm-print cards shall be completed to include the rolled and flat impressions of the subject’s palmar surfaces. A separate card shall be used for each separate hand.

2. In filling out the information on the applicant card, the concerned case report number shall be entered in the "your number - OCA" block, the word "elimination" shall be written in the "reason fingerprinted" block.

3. No mug photograph shall be taken of individuals fingerprinted for elimination, and no booking numbers or entries in the master booking log shall be utilized.

4811 MUG PHOTOGRAPHS

B. Procedure

1. The mug photograph shall consist of a front view taken first and then a right profile of the arrestee and with the individual's hair pulled back behind the ear to expose the face.
2. Should the arrestee be wearing prescription glasses, the series of photographs shall be front and side views without the glasses and then a front and side view with the glasses.

3. Items of clothing may be of importance to a case. If a hat, coat, etc., were items provided in the description which resulted in the custody of the suspect, ensure that additional photographs are obtained by a CSI or Criminalistics Technician with each item of clothing individually and in total. Other items to be aware of and photographed when encountered are wigs, false mustaches, beards, and sideburns. Obtain a proper series of photographs for each item, starting with a photograph of how the arrestee appears when arrested and then, as you remove each one, with the last series being the arrestee with all false attachments removed.

4. If an arrestee has additional scars, marks or tattoos that need to be documented for future identification purposes, a CSI or Criminalistics Technician should be requested to obtain photographs for this purpose. Scars, marks and tattoos are not to be recorded on the mug system.

5. It shall not be acceptable to photograph evidentiary items such as weapons, etc., with the mug camera either on the body of an arrestee or being held by an arrestee. This type of photography shall be performed by CSIs or Criminalistics personnel, if it is deemed necessary to have such photographs.

4812 CRIMINAL IMPersonATION FINGERPRINTING

B. Procedure

1. When a subject in custody has been fingerprinted and it is subsequently discovered, during the same "booking" time frame, that he had originally provided a false identity, the CBI will be notified and the subject will be finger and palm printed again, using a new booking number and a new case report number, with the "real" name recorded in the "NAME" block and the false name recorded in the "ALIAS" block and any new charges shown in the "CHARGES" block. Both sets of fingerprints shall be submitted to the Criminalistics Section.

2. Aliases, dates of birth (DOB), social security numbers (SSN), places of birth (POB), heights (HT), weights (WT), etc., shall be recorded in the "additional information" block on the backside of the fingerprint card.

3. Any additional charges that may result from the false identity shall simply be added to the original charges recorded in the "charge" block. Be sure to include the corresponding statute or ordinance numbers in the "statute citation" block on the backside of the fingerprint card.

C. Rule

1. Fingerprint cards obtained as a result of the booking process shall never be booked into the Property Section.
BONDING PRISONERS

B. Procedure

1. The Records Section is authorized to accept bond monies from all Colorado county courts when the charges are of a misdemeanor nature: Adams, Arapahoe, Boulder, Denver, El Paso, Jefferson, Larimer, Pueblo, and Weld.

2. Records Section personnel shall verify the warrant or summons for which bond is to be posted.

3. Two types of bonds shall be authorized for use by the Records Section.
   a. Cash bonds received from arrestee or surety.
   b. Bonds involving licensed professional bail bonding agent as authorized by the State of Colorado Division of Insurance - current list shall always be maintained in the Records Section.

4. Court return dates are determined in compliance with specific schedules as provided by the county court.

5. Arrestees may post bond at the Police Department Records Section for misdemeanor summons and complaints issued by agents.

6. Agents shall contact Records personnel to determine the appropriate bond.

7. Arrestees shall be advised of bond and that only 2 types of bond can be accepted.
   a. Cash bond - No checks.
   b. Bonds involving licensed professional bail bonding agent as authorized by the State of Colorado.

8. Normally, an arrestee awaiting bonding shall not be held longer than 2 hours at the Police Department.

9. Normally, an arrestee who has not confirmed bonding arrangements by the time booking has been completed shall be transported to jail. The arrestee shall be permitted a reasonable number of telephone calls to arrange for bond.

C. Rule

1. Agents shall not suggest or recommend bail bonding agent to arrestees.
2. An agent shall accompany an arrestee to the Records Section and remain with the arrestee until he leaves the Records Section.

3. The Records Section shall not be authorized to accept felony bonds or district court bonds.

4814 INCARCERATION PROCEDURES

B. Procedure

When transporting arrestees to a detention facility, all agents shall, upon arrival:

1. Secure firearms for safekeeping.

2. Deliver to the detention officer all required documentation.

3. Obtain the receiving detention officer's signature on the custody report.

4. Follow the procedures established by the receiving facility.

C. Rule

Agents shall not remove the prisoner's handcuffs unless requested to do so by the receiving detention officer.

4815 "STRIP SEARCHES"

B. Procedure

1. A strip search means having an arrested person remove or arrange some or all of his/her clothing so as to permit a visual inspection of the genitals, buttocks, anus, or female breasts of such person.

2. A body cavity search is a procedure whereby a person's body openings (anus, vagina, etc.) are examined to look for contraband, weapons, or drugs. It normally involves both visual inspection and probing of the body openings, and is conducted by medical staff.

3. A strip search shall not be permitted where the subject has been arrested for a traffic or petty offense except where there is a reasonable belief (reasonable suspicion) that the subject is concealing a weapon or controlled substance, or the subject, upon identification, is a parolee or offender currently serving a sentence in any correctional facility in the state, or the subject is arrested for driving while under the influence of drugs.

4. A strip search of an arrestee shall be conducted by a sworn employee of the same sex as the arrestee and will be conducted in a professional and courteous manner and with due regard for the arrestee’s privacy to prevent embarrassment or humiliation.
5. If possible, two (2) sworn employees of the same sex as the arrestee shall be present at such a search. In the absence of a second sworn employee, a non-sworn employee of the same sex as the arrestee shall be present as a witness to the search.

6. A strip search shall be conducted in a secure and private facility within the Lakewood Police Department. Care shall be taken to ensure that such a search shall not be open even partially to the view of any person other than those conducting the search.

7. Agents shall inform the arrestee of the reason for the search.

8. Assignment of an agent to strip search a transgender arrestee will be based upon the anatomical status of the individual at the time of the search as identified by the arrestee.

C. Rule

1. A strip or body cavity search of a person shall only be authorized by a Sector Commander or by a Commander or above. The reason for the authorization of the strip search or subsequent body cavity search shall be documented in writing on a supplemental report by the approving person.

2. A search of any body cavity other than the mouth shall only be conducted by a licensed physician or nurse. If foreign items are visible inside one or more body cavity such as the anus or the vagina, or if there is probable cause to believe that such items are present therein, the arrestee shall be secured and transported to a hospital so that a physician or nurse can extract the items.

3. Anytime a strip search is conducted, it shall be done with respect for the individual involved.

4. A strip search shall not be conducted solely by nonsworn personnel.

4816 PRISONER LODGING

B. Procedure

1. Prisoners may be released from custody with or without charges at the discretion of the arresting agent or any sworn supervisor, when it appears there are inadequate grounds to sustain a criminal complaint.

2. Prisoners who have been or probably will be in custody for more than 4 hours shall be fed, if they request, at normal meal times:

   0800 - 0900 Breakfast

   1200 - 1300 Lunch
1700 - 1800 Dinner

Generally, the types of meals given to prisoners shall not require utensils; however, should utensils be needed, only plastic culinary equipment shall be issued to prisoners.

3. Any time an agent transports a prisoner to or enters the Montview Detention Center, he shall secure his service firearms in the trunk of the police vehicle before entering the center if entrance is to an area where firearms security is not already provided. Equipment such as batons or flashlights may be taken into the center.

4. When a prisoner must be transported in a land or air ambulance, an agent shall normally accompany the prisoner in the ambulance. If the agent cannot accompany the prisoner, he shall notify the hospital security force to meet the ambulance and that a prisoner is enroute. The agent shall then proceed to the hospital and take custody of the prisoner.

5. Prisoners who are misdemeanants requiring hospitalization may be issued a summons and released from police custody at the hospital.

6. Certain felons may also be released at the hospital pending issuance of a summons by the court. Release of felons under these circumstances shall require the approval of the Sector Commander in coordination with the District Attorney’s Office.

4817 HOSPITAL DETENTION OF PRISONERS

B. Procedure

1. Whenever an arrestee is taken into custody who would normally be jailed but by nature of injuries or illness must be admitted to a hospital, the following procedures shall be followed:

2. The custodial agent, having been advised by medical personnel of the need for hospitalization of an arrestee, shall notify a Patrol Division supervisor.

3. The Patrol supervisor shall:

   a. Notify the Sector Commander.

   b. Consider available alternatives to maintaining custody of the arrestee such as summons, felony summons, or release from custody.

   c. If custody must be maintained, the supervisor shall notify First Watch.

4. First Watch will:
a. Respond with a hospital prisoner guard within four (4) hours.

b. The guard will be in uniform but not armed.

c. At the time of prisoner transfer, a letter of transfer will be completed by the agent and contractor's security personnel on scene.

d. All keys to prisoner restraining equipment will be turned over to the contractor's security personnel.

e. The contractor's security personnel shall maintain a duty officer log, visitor log, and telephone log for each prisoner recording the name of the security person guarding each prisoner, names of visitors to each prisoner, and telephone calls made by or to each prisoner.

5. The Patrol supervisor shall:

a. Make necessary arrangements to assign personnel to guard the prisoner until the arrival of contractor's security personnel.

b. Ensure the prisoner is placed in the proper restraints, and turn the keys over to the contractor's security personnel.

c. Brief contractor's security personnel regarding the prisoner and the following special orders:

(1) Use of the phone will not be restricted unless the phone poses a safety or security problem.

(2) Prisoners are allowed incoming and outgoing mail. Each incoming letter will be opened in the presence of the prisoner and checked for contraband prior to the prisoner receiving it.

(3) Gifts received at the hospital for prisoners will be turned over to the medical staff. Flowers, food, or other perishables will not be accepted.

(4) Visitors will be restricted to attorneys, clergy, and immediate family (mother, father, sister, brother, husband, wife, common-law spouse, and children), and law enforcement personnel. Visitors must present reasonable identification to the contractor's security guard.

(5) Visitation to intensive care units will be in accordance with hospital policy.
(6) The contractor’s security personnel will be instructed to maintain full view of prisoners and visitors during visits.

(7) When a prisoner leaves his room for medical tests or other reasons, the contractor’s guard shall accompany the prisoner unless prohibited by medical protocol. The prisoner should be placed in a wheelchair and secured to it by restraints and should be escorted by the contractor’s security personnel and medical personnel.

d. Ensure that clothing and personal items belonging to the prisoner, unless needed as evidence, are turned over to the medical staff.

e. Ensure that a copy of the completed letter of transfer is forwarded to the Patrol Support Coordinator.

6. Restraints

a. When admitted to the hospital, prisoners will be secured to their bed with one long-lead leg cuff. If leg restraints cannot be used due to medical conditions, a long-lead hand cuff will be utilized. Cuff guards will be utilized if available.

b. Special circumstances such as extreme escape risks will require the use of additional restraints. Such restraints may include soft restraints, leg irons, or belly chains.

c. When using both arm and leg restraints, they should be applied opposite each other (i.e., right arm and left leg.)

7. Unless it is inadvisable due to the prisoner's condition, the Criminalistics Unit should be summoned to the hospital to obtain a preliminary set of fingerprints from the prisoner for positive identification. This requirement does not preclude the normal booking process once the prisoner has been released from the hospital. The preliminary fingerprinting process may be accomplished during normal business hours by the Criminalistics Unit unless the time period involved will be extensive or circumstances require a more immediate response.

4818 PRISONER SECURITY DURING JUDICIAL PROCEEDINGS

B. Procedure

1. Prisoners that pose a security risk in the custody of the Police Department shall not be transported to court until:

a. The presiding judge has been advised of the circumstances.

b. The presiding judge permits the prisoner to appear in court.
2. The use of additional security agents or restraining devices in court shall be as authorized by the judge.