



CRYSTAL POLICE DEPARTMENT

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PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures for the booking, housing, security and release of prisoners at the Crystal Police Department Jail Facility.

The Department shall maintain custody of inmates in accordance with this policy and in accordance with applicable law.

DEFINITIONS

CRYSTAL POLICE DEPARTMENT JAIL – The Crystal Police Department's jail (temporary holding facility) is classified as a Class III Municipal Holding Facility and is authorized to detain adults for sixteen (16) hours and juveniles for six (6) hours.

HOLDING CELL – A cell or room in a holding facility used to hold one person temporarily while awaiting release, booking, court appearance, transportation, or interview.

NON-SECURE AREA – A room or space that is not secure or locked and is used for the purposes of interviewing or maintaining juveniles that are not in custody.

JAILOR – The sworn peace officer or community service officer tasked with the care and custody of people being detained within the temporary holding facility.

POLICY

SUPERVISION OF PRISONERS

No prisoner will be held in the Crystal Police Department Jail Facility unless there is a designated employee who remains within the police building who can supervise the Jail Facility and respond to emergencies within the Jail Facility. This person will be designated by the Jail Facility supervisor and must not leave the police building while prisoners are in custody. This person will not have other duties that could conflict with the supervision of prisoners.

NON-DETAINABLE PRISONERS

Arrestees who fall within the following classifications should not be detained in the Jail Facility. If already in the Crystal Police Department Jail, they should be transported to the county jail or the designated medical facility as soon as possible:

- (a) Any person who is sick, injured, or who has any other medical condition that requires medical oversight or medication during confinement.
- (b) Any person who has claimed, or is known to be afflicted with or displays symptoms of any communicable disease.
- (c) Any person suffering from a known severe mental disorder.
- (d) Any combative or unruly person who is likely to cause damage to the facility or severely disrupt the good order of the Jail Facility.
- (e) A person who displays any indication of a suicide risk.
- (f) Any person suspected of being under the influence of, or withdrawal from drugs, alcohol, or medications; where an officer or employee believes the person's health may be at risk.

DETAINABLE PRISONERS

Arrestees will be held in accordance with the Rules of Criminal Procedure and state statute. The arrestee may be released unless the shift supervisor determines that continued detention is necessary because it reasonably appears that:

- (a) The person must be detained to prevent bodily injury to that person or another.
- (b) Further criminal conduct may occur.
- (c) A substantial likelihood exists that the person will not respond to a citation.

Adult arrestees booked at the Crystal Police Department Jail Facility may be held up to sixteen (16) hours prior to the release or transferring to another authorized facility. Qualified juvenile arrestees booked at the Crystal Police Department Jail Facility may be held up to six (6) hours prior to release or transfer to another authorized facility.

Arrestees who fall within the following classifications may be detained in the Crystal Police Department Jail Facility with the approval of the shift supervisor. This includes those arrested and detained pending:

- (a) Posting of bail.
- (b) Release to parent or personal recognizance (RPR).
- (c) Release on citation in accordance with the Cite and Release Policy in this manual.
- (d) Transportation to the county jail or court house.
- (e) In-custody interview or other investigation.
- (f) In the case of crime related to intoxication; held until below .08 reading on a PBT to prevent further criminal conduct.

INTOXICATED PERSONS

Intoxicated persons must be evaluated to determine if they need to be transported to a

detoxification center or medical facility. An adult arrestee's level of intoxication should be evaluated by the arresting officer through observation and test results. Arrestees may be released when it can be done safely and when the arrestee is below a .08 BAC. Deviation from this procedure requires the approval of the shift supervisor. An arrestee may be held at another approved facility if staffing or other circumstances require.

TRANSPORTATION OF PRISONERS

Generally and when circumstances permit, prisoners of the opposite sex, or adult and juvenile prisoners, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating prisoners is not practicable, officers should be alert to inappropriate physical or verbal contact between them and take appropriate action as necessary.

Whenever a prisoner is to be transported from the Temporary Holding Facility to another facility by a member of this department, the transporting officer shall be responsible for the following:

- (a) Verify that the identity of each prisoner to be transported matches the booking paperwork.
- (b) Ensure that all pertinent documentation accompanies the prisoner, such as copies of booking forms, medical records when appropriate, an itemized list of the prisoner's property and warrant copies.
- (c) Ensure that any known or suspected threat or danger the prisoner may pose, such as escape risk, suicide potential, medical condition or intellectual disability is recorded on the prisoner's booking documentation and is transported with the prisoner to the next facility. The transporting officer shall ensure such threat or danger is communicated to intake personnel at the facility.
- (d) Transfer of inventory of prisoner property to evidence or the receiving agency.

ORGANIZATION AND RESPONSIBILITIES

The following responsibilities for the Jail Facility operations have been established:

- (a) Jail Facility Administrator: The Chief of Police shall be the facility administrator officially charged, by law, with the administration of the Jail Facility.
- (b) Jail Facility Manager: The Support Services Manager will be assigned the responsibility for planning, managing, administrative functions, review of the facility manual and the operations of the Jail Facility.
- (c) Maintenance Manager: The Records/Office Manager will be responsible for the maintenance of all records and files related to administering the Jail Facility.
- (d) Jail Facility Supervisor: The employee with 24-hour-per-day functional responsibility for the Jail Facility will be the Shift Supervisor. The Shift Supervisor will be responsible to conduct an inspection of the Crystal Police Department Jail Facility at the beginning of their shift. Any other supervisor may provide assistance as needed.
- (e) Custodial personnel: Custodial personnel shall be those on-duty sergeants, officers, investigators, or community service officers.

Regular inspections of the jail facility will be conducted to detect building and equipment deterioration, safety hazards and unsanitary conditions. These conditions will be reported to the Jail Facility Supervisor or Jail Facility Manager in their absence.

MONITORING OF PRISONERS

A health assessment will be completed on all prisoners. Prisoners will be given an opportunity to wash up with an approved toiletry kit if requested.

All prisoners shall be visually checked no less than once every thirty (30) minutes on an irregular schedule. Visual checks shall be performed at least every 15 minutes, but on an irregular schedule, on inmates known to be assaultive, potentially suicidal, mentally ill, or who have demonstrated bizarre behavior. This check will be conducted through direct visual observation without the aid of surveillance cameras. There shall be a two-way voice communication capability between the inmates and staff at all times. These checks will be documented in the Temporary Holding Facility Log. Prisoners who are thought to be mentally ill and a danger to themselves or others shall be evaluated for a 72 hour mental health hold and transported to an appropriate medical facility.

LOG ENTRIES AND SECURITY CHECKS

- (a) All adult bookings, prisoner movements, and events should be logged into the Jail Facility Log. The following entries are to be completed by the booking officer and personnel responsible for maintaining prisoners in the facility:
 1. Case number
 2. Date/time of booking
 3. Current Facility Count
 4. Charges
 5. Arrestee's name
 6. Arresting officer's name
 7. Date and time of release
 8. Releasing officer's name
 9. Prisoner Movements
 10. Prisoner Checks
 11. Meals
 12. Unusual events
- (b) The log shall be kept in the booking area of the Jail Facility. It is the responsibility of the facility supervisor to ensure that all appropriate entries are made.
- (c) The Shift Sergeant should make periodic checks to ensure the log and security checks are made on time.
- (d) The Facility Manager should review all Jail Facility Logs and shall report to the Facility Administrator as required.
- (e) All logs and reports should be maintained in the Records Unit for inspection by the Facility Manager, Facility Administrator or other officials as may be required.

COUNT PROCEDURE

The Crystal Police Department's Daily Detention Log must always display an accurate count of all individuals currently in custody. The current count will be entered on the Daily Detention Log any time a detention log entry is made. The Daily Detention log must be updated at a minimum of every eight hours, even if no prisoners are currently in custody.

PRISONER CLASSIFICATION, SCREENING AND SEGREGATION

It is the policy of the Crystal Police Department Facility to assess and separate prisoners as necessary to comply with state statute and federal law.

- (a) As part of the booking procedure, the booking officer should evaluate each incoming prisoner. This prisoner assessment will consider sex, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior and other criteria to ensure the safety of the prisoner and staff. This assessment will be used to determine safe housing and medical transport decisions. The booking officer shall promptly notify his/her supervisor of any conditions that may warrant immediate medical attention or other appropriate action.
- (b) All persons with information related to an arrestee's risk of suicide shall ensure such information is related to a supervisor and the arrestee's booking officer. During the booking procedure, the booking officer shall ask the prisoner if he/she is contemplating suicide. The officer shall evaluate the prisoner for other signs or indications that the prisoner may be suicidal. If there is any suspicion the prisoner may be suicidal, he/she shall be transported to the county jail or appropriate mental health facility. The receiving staff shall be notified in writing (e.g., noted on the booking sheet) that the arrestee may be suicidal.
- (c) Crystal Detention Facility holding cells are for one detainee only. Prisoners shall not be doubled up in a cell.
- (d) There shall only be one prisoner in the booking / intake area at a time. Care should be taken to avoid prisoner contacts and interactions in Detention Facility common areas. Prisoner movements shall occur with only one prisoner out of the cell at a time.
- (e) Any prisoner identified as being at a high risk for sexual victimization shall be provided with heightened protection. This will include single cell housing and segregation from contact with other prisoners in common areas.

TEMPORARY DETENTION OF JUVENILES

Juveniles who are detained by this department will be processed and handled in accordance with the Crystal Police Department Policy 6.4—Juvenile Suspect Procedures. Juveniles aged 14 or over may be held a maximum of six (6) hours at the Jail Facility prior to release or transfer to another authorized facility. Juveniles under the age of 14 may not be detained in the Crystal Police Department's jail facility. Temporary detention of juveniles in non-secure areas (i.e. lobby interview room) shall be documented on the booking log.

OPPOSITE SEX DETAINEES

Whenever one or more male/female prisoners are in custody, the Crystal Police Department shall make reasonable attempts to ensure that at least one corresponding same-sex employee shall be available and accessible to the prisoner(s). Reasonable attempts do not include calling in an officer from an off duty status. Opposite sex employees are not to search or enter the cell of an opposite sex prisoner unless a second employee is present. Female inmates shall be separated by sight and sound from male inmates.

JAIL FACILITY SEARCHES

Immediately upon securing weapons, officers bringing prisoners into the Jail Facility shall thoroughly search their prisoners. All arrestees brought into the Jail Facility must be searched by an officer or other authorized employee before the officer relinquishes control. When a prisoner has been handcuffed, the prisoner should remain handcuffed until the search is substantially completed.

In the case of opposite sex officers and prisoners, searches should be conducted by a same sex officer or designated same sex employee whenever possible. If no same sex employee is available, the search must be conducted by one employee with a second employee present to act as a witness.

FIRE SAFETY

The Jail Facility is equipped with smoke detectors that will alarm inside the Crystal Police Department, as well as a sprinkler system for fire suppression. The facility is also equipped with a number of strategically located fire extinguishers. The person, designated by the Facility Supervisor as having responsibility for the Jail Facility should, at the beginning and end of each shift, inspect the Jail Facility to ensure:

- (a) No flammable materials are stored in the detention area.
- (b) Fire extinguishers are serviceable.
- (c) Cell keys are available on the wall outside of the secure Jail Facility area.
- (d) First aid kits are readily available and completely stocked.
- (e) Smoke detectors are operational.

The Jail Facility shall be inspected annually by the fire department.

The Facility Administrator shall inspect the Jail Facility at least two times per year, but preferably at least every four months, for security, control, conditions and the overall state of compliance.

FIRE PROCEDURES

- (a) In the event of a fire in the detention area the discovering employee should immediately:
 1. Notify the fire department, Shift Sergeant and on-duty patrol personnel simultaneously through Dispatch.
 2. Initiate movement of all prisoners to an area of safety through the utilization of the evacuation plan.
 3. Begin fire suppression procedures as applicable.
- (b) Responding patrol officers under the direction of the Jail Facility Supervisor should be responsible for:
 1. The evacuation of prisoners.
 2. Obtaining medical services as needed.
 3. Securing prisoners in a temporary holding area.
 4. Arranging transportation of prisoners to the county jail or other Temporary Holding Facility as necessary.
 5. Initiating an investigation concerning the origin of the fire along with filing necessary reports.
- (c) The Facility Manager, in coordination with the fire department and qualified first aid/CPR instructional personnel, shall oversee the training of all Department personnel and ensure that they are familiar with:

1. The Jail Facility policy and procedures.
 2. Fire safety and evacuation plan including the use of the fire extinguisher.
- (d) The fire department shall make annual inspections of the Temporary Holding Facility.

EVACUATION OF JAIL FACILITY

If an evacuation of the Jail Facility becomes necessary, the following should be considered:

PRIMARY CONCERNS

- (a) Safety of public
- (b) Safety of Department personnel
- (c) Safety of prisoners
- (d) Security of prisoners

NOTIFICATION

- (a) Shift Sergeant
- (b) All available licensed personnel
- (c) Fire department
- (d) Medical aid
- (e) Facility Manager
- (f) Facility Administrator

EMERGENCY EVACUATION

When time permits, all prisoners will be restrained, as deemed necessary by the officer conducting the evacuation. The evacuation will be conducted in an orderly fashion by one of the routes posted in the Temporary Holding Facility. An emergency evacuation should place the value of life and safety over restraint.

EVACUATION FORMATION AREA

All prisoners will form in the designated location where they will be held until the Jail Facility can again be safely occupied, or in case of an emergency of a long duration until they can be transported to another facility. If possible, and during an evacuation, juveniles are to be kept separate from adult prisoners, and females from male prisoners. Only after the safety and security of the prisoners is assured will personnel not detailed to prisoner security, participate in fire suppression or other emergency activities.

CITYWIDE OR REGIONAL DISASTERS

In cases of Citywide or regional disasters, the Shift Sergeant may authorize the release of prisoners detained for misdemeanors or felonies involving property crimes only. Every available effort will be made to continue the custody of violent felons or felons accused of violent crimes to ensure the safety of the public.

EMERGENCY REPORTS

The Shift Sergeant or Officer in Charge will ensure that any emergency evacuation of the Jail Facility is documented and that copies of those reports be forwarded to the Jail Facility Manager and Jail Facility Administrator.

PRISONER TELEPHONE CALLS

Every prisoner, whether adult or juvenile, detained in the Jail Facility has the right to make a reasonable number of completed telephone calls from the Police's station, the Jail Facility or other place of booking immediately after he/she is booked and, except where physically impossible, no later than three hours after arrest. Telephone calls may be limited to local calls, except that long-distance calls may be made by the arrested person at his/her own expense. Upon request by the prisoner, private telephone access shall be provided for the purpose of consulting with an attorney.

If it is determined that the person is a custodial parent with responsibility for a minor child or caring for a dependent adult, the person shall be entitled to make a reasonable number of completed telephone calls for the purpose of arranging care for the minor child or a dependent adult.

There is no obligation for the officer to make a call on a prisoner's behalf, for example in the case of a person who is so intoxicated that he/she cannot make a call. An officer is not required to wake an intoxicated person three hours after arrest or booking so that they may complete a call.

There is no limitation on the amount of time a prisoner's telephone call must last. A prisoner should be given sufficient time on the telephone to contact whomever he/she desires and to arrange for necessary items because of his/her arrest. The telephone calls are not intended to be lengthy conversations and the officer may use his/her judgment in determining the duration of the calls.

The telephone number and the date and time of every telephone call made by prisoners shall be recorded on the prisoner's property sheet.

Telephone privileges may be removed if the prisoner places harassing, abusive, threatening, unwanted, prank, or disturbing phone calls, or damages the jail phone. Telephone time may be limited by the supervising officer if there are other prisoners waiting for the phone.

ONGOING TELEPHONE ACCESS

Once a prisoner has completed telephone calls and it appears that the individual is not going to be released or transferred to another custodial facility, reasonable efforts should be made to provide the prisoner with access to a telephone, as practicable, and at the discretion of the Shift Commander. In providing further access to a telephone, legitimate law enforcement interests, such as officer safety, the effect on ongoing criminal investigations and logistics, should be balanced against the prisoner's desire for further telephone access.

HANDLING OF INMATE'S PROPERTY

Officers shall take care in handling inmate's property to avoid discrepancies or losses.

Any personal property belonging to the inmate but retained by the officer for safekeeping shall be kept in a jail property locker until the inmate is released. A list of the property, including detailed descriptions of prescription medications, shall be included on the booking form. Inmate property that

is too large or will not otherwise be accepted by a receiving facility in the event of an inmate transfer should be entered into property for safekeeping. The property inventory is to be signed by the prisoner prior to their placement in a cell. Should a prisoner refuse to sign the property form, the refusal shall be noted on the form and employees of the Crystal Police Department will initial the form.

Property belonging to the inmate, but retained by the officer as evidence, shall be booked according to evidence procedures. The inmate shall be advised that such property will be kept as evidence and where demanded, the officer will issue the inmate a receipt. Such receipt may be a copy of the property booking form, written out in the officer's handwriting or typed for his/her personal signature. It should include the description of the property (but not its value), the case number, date, time, officer's badge number and signature. Where a receipt is issued, it should be mentioned in the arrest report.

VERIFICATION OF PRISONER'S MONEY

All money belonging to the prisoner and retained by the officer shall be counted in front of the prisoner if the prisoner is cooperative and coherent. Additionally, all money should be placed in a separate envelope or bag. Rings and other jewelry of apparent value or small enough to be easily lost should also be placed in an envelope or bag. Large quantities of money will be counted and checked by two employees.

RELEASE OF PRISONER'S PROPERTY

Release of any prisoner's property to any person requires the recipient's signature on the appropriate form. Any request for release of property by a prisoner must be made in writing on the booking sheet. When a prisoner is released from custody, all property will be returned and he/she will be required to sign the back of the booking sheet.

If a prisoner is released to the court, an officer of another agency, or another facility, all property will be released to that officer/facility, unless it is kept for evidence or safekeeping. All prisoner property leaving the Crystal Detention Facility shall be sealed in a prisoner property bag. The sealed bag shall be turned over to the accepting facility or officer.

Any alleged property shortage or discrepancy shall be brought to the attention of the Shift Sergeant, who will interview the prisoner claiming the shortage prior to his/her release. The Shift Sergeant shall ensure that a search for the alleged missing item(s) is completed and shall attempt to prove or disprove the claim. A written claim by the prisoner shall be requested where the discrepancy cannot be resolved.

FACILITY SECURITY

- (a) Firearms, knives, deadly weapons or any type of explosive device shall not be permitted within the secure area of the Temporary Holding Facility. Weapons should be properly secured in the gun lockers outside of the secure area of the Jail Facility. An exception may occur only during emergencies upon approval of the Facility Administrator, Facility Manager or Shift Sergeant.
- (b) All perimeter doors to the Temporary Holding Facility shall be kept locked at all times except during routine cleaning, when no prisoners are present, or in the event of an emergency, such as an evacuation.
- (c) Cell doors are to be locked at all times when prisoners are detained in the cell.
- (d) No personnel shall smoke at any time while in the detention area. No prisoner shall be allowed to smoke or possess smoking materials in the detention area.

- (e) Instruments of restraint such as handcuffs, flexible cuffs, belly-chains, leg restraints and straitjackets must not be used as punishment.
- (f) Instruments of restraint may be used in the following instances in accordance with department policy:
 1. As a precaution against escape during transfer.
 2. On medical grounds by direction of a consulting or attending physician, licensed psychologist or attending paramedic.
 3. By order of the Facility Administrator or person in charge in order to prevent a prisoner from injuring himself or herself, others or damaging property.
 4. Instruments of restraint must not be applied for any longer than is necessary.

RECEIPT OF PRISONERS

The arresting and/or booking officer should:

- (a) Make a thorough search of all prisoners booked into the Jail Facility.
- (b) Inventory and record all property removed from the prisoner's person. Secure property for safekeeping.
- (c) Remove all hazardous items from the prisoner's person.
- (d) Remove belts, shoes and jackets.
- (e) Obtain fingerprints using the Crystal Police Department LiveScan machine.
- (f) All prisoners arrested, both adult and juveniles, will be photographed. In the event of a malfunction, a digital camera will be used to obtain two front view photos. The prisoner will be given a card to hold below the facial/neck area that contains the prisoner's name and case number.
- (g) Complete a prisoner classification and screening. The arresting officer will seek approval from his/her supervisor regarding the decision to keep the prisoner or transport.
- (h) Complete the Crystal Police Department booking form.
- (i) Before the booking procedure is completed, the arresting or booking officer will log the prisoner into the Jail Facility Log. This procedure is to be completed regardless of the time the prisoner is to be held in the facility, and shall include those prisoners whose admittance is for booking only. In the case of felony arrests that require "last day" filing, the log entry will be highlighted in yellow, copied, and submitted with the accompanying arrest report for supervisory approval and normal routing through the Records Unit.

HOLDING CELL SECURITY

- (a) At the beginning of the jailor's shift, and between different prisoner occupancies, the cell shall be searched to ensure there are no weapons or contraband present and to ensure the cell is clean and sanitary.
- (b) Jail keys shall be returned to their secure location prior to leaving the building.
- (c) Maintenance and/or cleaning personnel shall be accompanied at all times by an officer when the Temporary Holding Facility is occupied by prisoners.

HOLDING CELLS AND PRISONER CLOTHING AND BEDDING

- (a) Jail Facility cells have toilets and water available at all times. Prisoners will not be placed in cells where toilet or water service is not available. If it becomes necessary to turn off the water to a cell because a prisoner is using it to create a disruption (flooding), the Shift Sergeant or Officer in Charge will be notified.
- (b) The booking officer shall provide one blanket (or more, at the jailors discretion, depending upon climate conditions), one mattress. Clothing and bedding should be removed from a prisoner only when the prisoner's behavior threatens the health, safety or security of self, others or property. Clothing and bedding must be returned to the prisoner as soon as it is reasonable to believe that the behavior that caused the action will not continue.
- (c) Blankets that have been used by a prisoner should be placed in the laundry bin after use by the officer releasing the prisoner.
- (d) Used bedding will be cleaned, as needed, upon the direction of the Jail Facility Manager. It is the manager or designee's responsibility to ensure that adequate supplies of clean blankets are available in the storage room for issue as needed.

PRISONER FOOD SERVICE

- (a) Prisoner food will be obtained from an authorized commercial food provider.
- (b) Meals will normally be made available at the following times:
 1. Breakfast: 0600 to 0800
 2. Lunch: 1100 to 1300
 3. Dinner: 1630 to 1830
- (c) Meals shall be made available 2 times in a 16-hour period, or one time in an 8-hour period. No more than 14 hours shall pass between meals without supplemental food being served.
- (d) A notation shall be made on the Prisoner Booking Sheet when food was made available and whether or not the prisoner accepted.
- (e) Prisoners are allowed thirty (30) minutes to eat. After this interval the jailor is to account for and remove all plates, cups and eating utensils from the cell. Plates and cups that are used by prisoners shall be paper or plastic and all eating utensils shall be plastic.

ATTORNEYS AND BAIL BONDSEN

- (a) Attorneys and bail bondsmen who need to interview a prisoner should do so inside the Jail Facility in the secure interview room.
- (b) Attorneys, Bail Bondsmen, and prisoners shall be searched for weapons prior to being admitted to the Jail Facility interview room and upon exiting.
- (c) Attorneys must produce a current identification card from a recognized state bar association as well as other matching appropriate identification.
- (d) Interviews between attorneys and their clients shall not be monitored or recorded.

- (e) If an attorney visit is denied on the basis that the visit may endanger the security of the facility, such action and reasons for the denial will be documented.
- (f) No attorney will be permitted to solicit clients in the jail facility.

VISITORS

Consistent with safety and security, prisoners may be allowed private meetings with clergy. Visitors require appropriate credentials. Special exceptions may be made to allow necessary communication between parents or caregivers of minors regarding the minor's well-being. Visitors must register by giving name, address, relationship to the prisoner and the nature of their business. Visits by parents, guardians and attorneys with juvenile prisoners should be as unrestricted as administratively possible. All visitors entering the facility will be searched.

MEDICATION

The Crystal Jail Facility is not appropriate for holding persons who will require medication during the period of their detention. Persons requiring medication will be housed at another facility.

MEDICAL CARE

Prisoners who are in need of, or requesting, medical attention will not be placed in a cell until they have been taken to a hospital or checked by paramedics. The fact that such medical attention has been rendered will be placed on the jail log. In cases where the prisoner is examined on-site by paramedics, an ambulance run number will be placed on the arrest record. Discharge paperwork should be filed with a report.

Any prisoner in the Jail Facility who requests medical attention will be given the same. All such incidents will be noted on the jail log by the jailor. Should a prisoner be injured or become ill during incarceration, appropriate medical aid will be summoned. The method and means of transportation is subject to the approval of the supervisor. If any prisoner is transported while still in custody, the prisoner will be accompanied by an officer. If the prisoner is incarcerated for a misdemeanor, the supervisor may release the prisoner to facilitate medical care and transport.

RELEASE OF PRISONERS

- (a) The arrestee may be released unless the Shift Commander determines that continued detention is necessary because it reasonably appears that any of the following may occur:
 1. The person must be detained to prevent bodily injury to that person or another.
 2. Further criminal conduct will occur.
 3. A substantial likelihood exists that the person will not respond to a citation.
- (b) Prior to removing a prisoner from a cell for release, the releasing officer will compare the intake photograph of the prisoner with the individual being released to ensure proper identity. If any questions exist regarding proper identification, a supervisor should be summoned to the Jail Facility.
- (c) The Jail Facility should be inspected for damage prior to the release or transportation of any prisoner. Any damages should be noted and, if necessary, an additional crime report completed. If additional charges are warranted they will be made. Photographic evidence should be obtained and documented to support additional charges.
- (d) Prisoners should be required to clean cells prior to release or transportation. If a prisoner refuses, he/she may not be compelled to clean up nor may his/her release be delayed to accomplish this

- (e) Prisoners shall be released in accordance with state law and rules of criminal procedure. The releasing officer will be responsible for the following:
1. All proper reports and forms shall be completed prior to release.
 2. All bail money is accounted for.
 3. All property, not to include evidence, contraband or dangerous weapons, shall be returned to the prisoner. To acknowledge receipt, the prisoner must sign the Department copy of the inventory a second time. When a prisoner is released to another agency, the personal property must be transferred to the receiving agency.
 4. The appropriate Jail Facility Log will be completed showing the date, time and reason for release, as well as the releasing officer's name.
 5. The prisoner being released will be escorted from the Jail Facility and police facility by an employee. At no time will a released prisoner be allowed in any secure area of the station without personal supervision by an employee.

DEATH OF A PRISONER

In the event of a fatal injury or death of a prisoner while in custody of this department, the Shift Sergeant or Officer in Charge shall be immediately notified. The Sergeant or Officer in Charge will be responsible for immediately notifying the Facility Administrator and the Chief of Police.

PRISONER ESCAPES

In the event of an attempted escape from the holding facility, the following measures should be taken to thwart the attempt:

- (a) The Temporary Holding Facility has a video system which can be monitored in the CSO office when staff are not physically present with inmates in the secure portion of the facility.
- (b) If an escape attempt is underway, staff should perform the following actions in sequential order:
 1. Broadcast an immediate alarm over the radio system.
 2. Notify the Shift Sergeant, other supervisors and other resources as directed by supervisors, to immediately respond to the Temporary Holding Facility to prevent the escape and/or assist the officer involved.
 3. Alert administrative personnel of the attempted escape using appropriate communication systems.
- (c) All available personnel are to respond to aid in the prevention of an escape.
- (d) If the escape is successful, Dispatch will complete a NCJS/NCIC teletype broadcast to surrounding agencies. The teletype, with the approval of a supervisor, provides a physical description of the escapees, the reason for their detention, whether the person is armed and if there were any injuries related to the escape.

POST ESCAPE INCIDENT ACTIONS

Once the escape has been thwarted or escapees recaptured, Dispatch will be notified via an appropriate method of communication. The Shift Sergeant will ensure all persons notified of the event, including the Patrol Lieutenant and the Chief of Police, are notified of the resolution of the event.

The Shift Sergeant or Officer in Charge will ensure that reports and any other necessary documentation of the escape or attempted escape are completed. This documentation includes, at a minimum:

- (a) Additional charges being filed against those involved in the incident, when applicable.
- (b) A post-incident report of the incident details to the Jail Facility Manager and Jail Facility Administrator.

The Jail Facility Manager shall complete an assessment of the incident, including any recommendations regarding operations, policy and facility to reduce the potential for other incidents. The completed report of the assessment shall be submitted to the Chief of Police.

JAIL FACILITY EMERGENCY PROCEDURE REVIEW

The Facility Administrator will conduct quarterly reviews of the Jail Facility's emergency procedures, to include the following:

- (a) Assignment of persons to specific tasks in case of emergency situations.
- (b) Instructions in the use of alarm systems and signals.
- (c) Systems for notification of appropriate persons outside the facility.
- (d) Information on the location and use of emergency equipment in the facility.
- (e) Specification of evacuation routes and procedures.

SPECIAL INCIDENT REPORTING

Special incidents must be reported to the Minnesota Department of Corrections within ten (10) days. The Sergeant or Officer in Charge at the time of the incident is responsible to see that the Special Incident Reporting Form is completed and forwarded to the Patrol Lieutenant and/or the Deputy Chief (or their designee) immediately following a Jail Facility special incident.

Special incidents may include any of the following that occur in the Crystal Jail Facility:

- Suicide
- Homicide
- Death of Prisoner
- Natural Disaster
- Fire
- Riot
- Assault on Resident or Staff
- Escape
- Serious Resident Injury
- Serious Staff Injury
- Serious Infectious Disease Exposure
- Sexual Misconduct