



## TOWN OF SENEC A FALLS POLICE DEPARTMENT

### GENERAL ORDER



<b>GENERAL ORDER #:</b> 520	<b>RESCINDS:</b> 07/01/13, 06/16/15, 03/02/17, 10/30/17,03/25/2020
<b>SUBJECT:</b> Prisoner Transporting, Processing and Arraignment	<b>NYS ACCREDITATION:</b>  50.8, 50.9, 64.1, 43.8
<b>EFFECTIVE DATE:</b> 12/15/2020	
<b>BY ORDER OF:</b> Stuart W. Peenstra, Chief of Police	

- I. **PURPOSE:** The purpose of this order is to establish operating guidelines for transporting, processing, and arraigning prisoners.
  
- II. **POLICY:** The Town of Seneca Falls Police Department's policy governing the chain of custody to ensure the safety of prisoners, their property; police officers; and the general public. All arrests will be documented by completing an incident and arrest report. At no time will any suspect be brought to the Seneca County Correctional Facility without being charged with an offense or without the required paperwork. It is also the policy of the police department to ensure the proper handling of juveniles, to include but is not limited to, not allowing juveniles to be brought into the adult detention area. For additional information regarding juveniles, see General Order 435 - Juvenile Contacts.
  
- III. **DEFINITIONS:**
  - A. **Strip Search:** Any search of an individual requiring the removal or rearrangement of some of or all of clothing, to permit the visual inspection of any or all skin surfaces including genital areas, breast and buttocks.
  
  - B. **Body Cavity Search:** Any search involving not only visual inspections of skin surfaces, but the internal physical examination of body cavities and in some instances, organs such as the stomach cavity.
  
- III. **PROCEDURE:**
  - A. **POLICE VEHICLE & PRISONER SEARCHES:**
    - i. Personnel will search their patrol vehicles for weapons or contraband prior to the start and at the conclusion of each tour of duty.
  
    - ii. Personnel will search their patrol vehicles for weapons or contraband following any transport of non-police department personnel, regardless of the intent or reason for the transport.
  
    - iii. Every arrested person will be searched for weapons and contraband prior to being transported. The initial search will be conducted by the arresting officer.
  
    - iv. Prior to transporting the arrested person, the transporting officer, if different from the arresting officer, will conduct a separate search.

- v. The search should be conducted by personnel of the same gender, but if unavailable, personnel of the opposite gender can conduct the search.
- vi. The search will include, but is not limited to:
  - 1. A pat-down of all body and clothing surfaces.
  - 2. A search of all clothing pockets, shoes, purses, or any area where contraband or a weapon could be stored or readily accessible or concealed.
  - 3. Any weapon, contraband, or dangerous articles will be immediately secured and submitted to the property/evidence room at the Seneca Falls Police Department.
    - a. Such action will be documented in the incident report.
    - b. The chain of custody must be completed in the Spillman property table.
    - c. Any personal property including money shall accompany the prisoner to the Seneca County Correctional Facility.

## **B. TRANSPORTING OF PRISONERS:**

Prisoners, including juveniles that have been placed under arrest and taken into custody shall be handcuffed until arrival within the booking room, juvenile office, or until transfer of custody takes place, unless the arresting officer determines that circumstances exist that make such action unwarranted. When making the decision to use handcuffs the officer may consider the age of the offender, the nature and severity of the offense, and other similar circumstances. No exception to the hand-cuffing requirement may be made in any case where the prisoner:[Revised: 03/25/2020]

- 1. Is under the influence of alcohol or drugs.
  - 2. Is under arrest for a violent offense.
  - 3. Has a known history of violence.
  - 4. Resisted arrest or otherwise exhibited violent behavior.
- i. In the event a prisoner is physically disabled, the proper care should be used when placing the prisoner in the vehicle.
  - ii. The prisoner's durable medical equipment, if applicable, should be secured and transported outside of the prisoner compartment to the police department or correctional facility.
  - iii. Prisoners will be handcuffed before being transported. Handcuffs will be applied behind the prisoner's back with the palms of their hands facing outward. All officers are required to check for tightness, and double lock each handcuff.[Revised: 03/25/2020]
    - 1. Officers need to check the cuffs if the suspect claims they are too tight, you will document the claims in your report.

2. Under no circumstances shall a prisoner be secured to any portion of a vehicle.
- iv. In the event that the prisoner suffers a deformity or disability; is handicapped or elderly to the extent that the prisoner does not pose a threat, the above provision may be waived. Alternatives such as placing the handcuffs in the front may be used.
- v. Officers who encounter violent prisoners who use their legs to resist may utilize the Hobble Restraint System to restrain the subject legs.
  1. The Hobble shall be applied pursuant to departmental training.
  2. If after applying the hobble, if the subject continues to resist or remain violent, the person shall be carried to the police vehicle.
  3. AT NO TIME shall the person be what is commonly referred to as "Hog Tied."
  4. In order to avoid "positional asphyxia" all attempts shall be made by the arresting officer to ensure:[Revised:03/25/2020]
    - a. The prisoner is seated upright in the rear seat and belted into the upright position.
    - b. The prisoner shall not to be transported while lying down on the backseat of a police vehicle.
    - c. The prisoner shall never be secured with arms and legs bound behind the prisoners back and then placed on his stomach in the rear of the police vehicle.
  5. Once the Hobble has been applied it shall not be removed until the subject is in a holding area or cell.
  6. Any time the hobble is utilized, officers shall complete a Subject Resistance Report.
- vi. Prisoners will not be left unattended and will be transported directly to the Seneca Falls Police Department, Seneca County Correctional Facility, Children's Detention Facility, or other designated facility.
- vii. Communication among prisoners after arrest and during transport is at the officer's discretion. Smoking by prisoners being transported is prohibited.

- viii. Prisoners being transported will be positioned as follows:
1. When one officer is transporting one prisoner, the prisoner will be positioned in the rear seat on the side opposite the officer driving.
  2. When one officer is transporting more than one prisoner, the prisoners will be located in the rear seat.
  3. When two or more officers are involved in transporting a prisoner(s) in the same vehicle the prisoner(s) will be positioned in the rear seat and the assisting officer will be positioned in the front seat in such a manner as to see the prisoners at all times.
- ix. Officers will not engage in any type of pursuit or emergency driving while transporting a prisoner. They will not respond to other calls for service unless there is a clear risk of grave injury to another person and the safety of the prisoner will not be put at risk.
- x. Officers will remove and secure all weapons (firearm, self-defense spray, PR-24, etc.) and ammunition before entering the Seneca County Correctional Facility.
- a. Give booking personnel a completed inmate reception form;
  - b. Advise booking personnel of any known medical or mental problems of the defendant and note on the inmate reception form.
- xi. Weapons will be removed prior to entering the Seneca Falls Police Department processing area while prisoners are being processed.
- a. Officers will remove weapons before entering the Holding Cell area when a prisoner is in the Holding Cell(s).

### C. PRISONERS OF OPPOSITE GENDER:

- i. Personnel, male or female, transporting prisoners of opposite gender will:
1. Notify the dispatcher of their location, destination and mileage. Dispatchers will acknowledge the exact time the mileage is received. Upon arrival, the dispatcher will be notified of the exact location and mileage reading. Again, the dispatcher will acknowledge with the exact time.
  2. Proceed without delay and by the most direct route to their destination. The dispatcher will be notified immediately if any delay is encountered while en-route.
  3. Male and female prisoners will be transported separately unless they are members of the same immediate family and not a threat to each other.

**D. ILL, INJURED, & MENTALLY DISTURBED PRISONERS:**

- i. Any prisoner with apparent injuries, complaint of injury that requires medical treatment, or who is unconscious or semi-conscious due to alcohol or drug consumption will be treated at a hospital before being transported to the Seneca Falls Police Department or a detention facility.
- ii. Any person in custody, for any reason, who is complaining of or exhibiting signs/symptoms of anything that may have the potential to be life threatening, must have prompt medical attention. (E.g. breathing problems, chest pain, severe lethargy, head injury, or severe altered mental status). [Revised: 12/15/2020]
- iii. Depending upon the nature of the suspect(s) condition, he/she will be transported by either ambulance or a police vehicle. Personnel will:
  1. Ensure that the prisoner is properly and safely secured during transport in such a manner that will prevent escape by the prisoner, but will not aggravate any possible medical condition.
  2. Remain with the prisoner at all times while at the hospital.
  3. Step outside of the privacy curtain and remain there during the examination of a prisoner of the opposite gender.
  4. Ensure that photos are taken of the prisoner's injuries.
  5. If the prisoner must be admitted to the hospital, an officer will guard the prisoner until he is discharged, issue an appearance ticket, or arraigned.
- iv. Any person in custody for Mental Hygiene arrests and other prisoners who demonstrate signs of mental imbalance to a degree that indicates they are a threat to themselves or others must be transported by a Police Officer for treatment and/or evaluation at a hospital prior to any processing. **[Revised: 12/15/2020]**
- v. In cases of violent mentally ill prisoners, an officer will ride in the ambulance patient compartment if requested to do so by the ambulance crew. If not, the officer will closely follow the ambulance to the hospital. Such prisoners will be handcuffed during transport and as necessary at the hospital.
- vi. Should the exhibited potential for violence be such that the officer believes the use of handcuffs will not be sufficient, he should request that additional restraining devices supplied by ambulance personnel be used (i.e., stretchers with restraint straps)

- vii. Any information concerning treatment received or refused should be noted on the Incident/Arrest Reports.
- viii. Violent prisoners will remain restrained during all medical and mental health evaluations. If a medical supervisor or treating physician(s) requires the removal of restraints, the officer will do so only after advising the requesting person of the potential for injury to others.

#### **E. JUVENILE PRISONERS:**

- i. Juvenile prisoners will be brought only to the designated/approved area(s) for any questioning.
- ii. Pursuant to the authority of the Office of Court Administration the following rooms have been approved for Juveniles:
  - a. SFPD Juvenile Office Room 119
  - b. SFPD Interview Room 130
  - c. SFPD Interview Room 131
- iii. Juveniles are to be escorted through the SFPD Employee Entrance.
- iv. The Processing Room may be used for completing BIOMETRICS4ALL fingerprint/photograph bookings and chemical breath tests on juveniles.
  - 1. If a juvenile requires a BIOMETRICS4ALL fingerprint/photograph booking or a chemical breath test, the officer shall:
    - a. Escort the juvenile to the Processing Room.
    - b. Ensure that no adult prisoner is in the Processing Room.
    - c. Complete the BIOMETRICS4ALL fingerprint/photograph booking, and/or chemical breath test.
    - d. Make a reasonable effort to limit the amount of time the juvenile is in the Processing Room.
    - e. Return the juvenile to one of the Family Court approved juvenile detaining areas.
  - 2. Under no circumstances shall a juvenile under the age of 18 years old be detained in either of the holding cells.
  - 3. If the officer learns during processing that the person being processed is actually a juvenile, the officer shall immediately remove the juvenile from the holding cell and place the juvenile in an approved area. The officer will notify their shift supervisor and fully document the event. Reports involving the detention of a juvenile in the holding cells shall be forwarded to the Lieutenant who will file a report with the New York State Commission of Corrections.

**F. ARRIVAL AT POLICE HEADQUARTERS:**

- i. Upon arrival at the Seneca Falls Police Department, the transporting officer will follow these procedures with his/her prisoner:
  1. The transporting officer will drive to the office.
  2. The officer will remove the defendant from the vehicle and enter the Office.
  3. Officers will be sure their handguns are secured in the gun locker before entering the booking area with a prisoner. (All members will secure their handguns in the locker when a defendant is in the holding cell or being printed or in the booking area).
  4. If the defendant will be secured in a holding cell he/she will be searched and personal property inventoried, prior to being placed in the holding cell. The search will be conducted by an officer of the same gender whenever possible.
  5. Female prisoners will not be placed in the holding cell unless a female officer or matron is available to supervise the detention.
  6. The officer securing the defendant will notify the on-duty patrol supervisor of the detention. It is the supervisor's responsibility to see that personal observations of all prisoners are conducted at thirty-minute intervals and recorded in the Supervisory Log, which is located on the Clip board hanging on the wall in the booking area.
  7. At no time in the detention cell will a prisoner be allowed to possess personal items including, but not limited to:
    - a. jewelry, keys, belts, shoelaces, watches, eyeglasses, cigarettes, matches, cell phones or currency;
    - b. items of evidentiary value;
    - c. items that could facilitate escape;
    - d. items that could deface or damage property;
    - e. items that could be readily used to harm the prisoner or another person.
  8. Juveniles will *not* be placed in detention cells.
  9. All persons secured in a holding cell will be entered in the Supervisory Log on the Clip board which is hanging on the wall in the booking area. Once the Supervisory Log is closed out, the original copy will be placed in the subject's arrest file. Prisoners are to be checked at least once every thirty minutes. Appropriate ledger entries are to be made.

10. Any time a person is placed into the holding cells, the officer must complete a Suicide Prevention Screening, also known as the "330 ADM" form supplied by the State of New York, Commission of Correction, Office of Mental Health.

#### **G. PROCESSING PRISONERS:**

- i. Required fingerprints and photographs:
  1. The arresting officer must take or cause to be taken, the fingerprints and photographs of arrested persons or defendants when any offense which is the subject of the arrest or is charged in the accusatory instrument filed against such persons or defendants is:
    - a. A felony.
    - b. A misdemeanor as defined in the NYS Penal Law. c. A misdemeanor defined outside the Penal Law that would constitute a felony if such person had a previous judgment of conviction for the crime (e.g. DW I).
    - c. Loitering as defined in the Penal Law section 240.35 (3) - Deviate Sexual Activity.
  2. If fingerprints are not able to be taken due to the physical/emotional condition of the defendant or because an appearance ticket was issued at a location other than the Seneca Falls Police Department, the arresting officer shall forward a Prisoner Processing Request Form to the court which directs the defendant to present himself or herself at the Seneca Falls Police Department for booking at the time of next court appearance.
  3. Additional cases where fingerprints may be required:
    - a. A police officer who makes an arrest for any offense (either with or without a warrant) may take or cause to be taken, the fingerprints of the person arrested when the officer:
      - i. Is unable to ascertain such person's identity.
      - ii. Reasonably suspects that the identification given by the arrested person is not accurate.
      - iii. Reasonably suspects that the person arrested is being sought by law enforcement officials for the commission of some other offense.

#### 4. Mandated DNA databank specimen collection - Arrest Situations:

- a. Officers obtaining a criminal history record (rap sheet) pursuant to an arrest must review the top banner of the history to determine if the suspect is a qualified offender required to provide a DNA sample. If a sample is needed the banner will read, "DNA SAMPLE OW ED".
- b. If a suspect is required to provide a DNA sample, officers will notify the Town of Seneca Falls Court to arrange the collection of the sample via the Seneca County Sheriff's Office.

#### **H. ESCAPE OF PRISONERS:**

- i. In the event of a prisoner escaping, the transporting officer will:
  1. Immediately notify the dispatcher of the description of the escapee and any other pertinent information which will aid in recapture;
  2. Notify his supervising officer;
  3. File an Incident Report and appropriate additional criminal charges (except for escaped Mental Hygiene arrest).
- ii. Supervising officers will:
  1. Coordinate a thorough search of the area of escape.
  2. Request any necessary additional assistance from other jurisdictions and units.
  3. Conduct an investigation into the circumstances of the escape.
  4. If the escape occurs in another jurisdiction, the transporting officer will immediately notify the law enforcement agency of that jurisdiction and notify his supervising officer as soon as possible. He will also document the incident on inter-departmental correspondence which will be forwarded to the Chief of Police for further action.

#### **I. BAIL AND RELEASE OF PRISONERS:**

- i. Bail will only be set by the Town of Seneca Falls Court or CAP Court.
- ii. Release of prisoners by themselves or to a third party, will be contingent upon factors that tend to ensure the safety of the arrestee and the public.
- iii. Factors to consider, but, are not limited to:
  1. Intoxication, Physical / mental health

**J. PRISONER PROPERTY:**

- i. Responsibilities of arresting officers:
  - 1. Weapons - before being taken to a detention area, any weapons or articles that can be used as weapons (e.g., combs, nail files, etc.) found on a defendant will be confiscated and turned into the Property Clerk as evidence or for safekeeping.
  - 2. Medicine - Any over-the-counter or prescription medicine found on the defendant will be retained by the transporting officer and handed directly to Seneca County Correctional personnel.

**K. PATROL ROOM, HOLDING CELLS AND PROCESSING ROOM FIRE AND EVACUATION PROCEDURES**

- 1. Smoking is not permitted in the building. Prisoners shall not be permitted to possess matches, lighters or flammable materials (e.g. newspapers, magazines, etc.).
- 2. In the event of a fire in the building, the safety of the prisoners and officers in the rooms will be of primary importance. In the event of fire officers must be prepared to act quickly and decisively to protect life. All members must be familiar with the various evacuation routes in the station. These routes are posted throughout the building and should be frequently reviewed. In the event of a fire in the building and you have a subject in custody officers will:
  - a. Notify the E-911 Center that there is a fire in the building and request the response of the fire department and back-up officers, if necessary. His/her will also have the E-911 Center notify the Shift Supervisor.
  - b. Remove prisoners from the building and relocate them to a patrol vehicle.
  - c. Have a back-up officer obtain a fire extinguisher and attempt to subdue the fire. If the fire is large, spreading rapidly, or generating heavy smoke, officers should forego fire suppression efforts and focus on the evacuation of all persons in the building.

**L. PRISONER HEALTH AND SAFETY**

- 1. Whenever a prisoner appears to be ill or injured, or complains of illness or injury, officers shall request the assistance of emergency medical service personnel to examine, treat, and if necessary transport the prisoner to a hospital. Whenever a prisoner is examined or treated by emergency medical service personnel, the officer shall obtain a copy of the Pre-Hospital Care Report (PHCR) for North Seneca Ambulance. A copy of this report shall be attached to the prisoner's arrest packet and maintained by the Records Division.

2. Officers may, as necessary, provide first aid to prisoners until emergency medical service personnel arrive. Whenever officers use the first aid kit in the Processing Room they will submit notification to the Health Safety Officer in order to ensure supplies are replenished.
3. Prisoners who possess prescription medicine in a properly labeled container will not be permitted access to their medication as necessary. Officers will not administer any prescription or non-prescription medications to any prisoner without prior authorization from a licensed physician.
4. A supply of clean blankets will be available for prisoners and provided under such circumstances as the condition of the prisoner and the temporary detention area dictates. Blankets will not routinely be left in the Patrol Room, Holding Cell Processing Rooms.

#### **M. PRISONER TOILET FACILITIES**

1. A toilet and sink, to include paper towel and soap, have been provided for the use of prisoners in the holding cells. Officers shall permit prisoners the use of the holding cells for personal necessity. Prisoners should, except in cases where the subject may be suicidal and an escort of the same sex is not available, be permitted privacy in the public restroom.
2. When a prisoner requests the use of the toilet and the officer believes that the prisoner is not likely to dispose of contraband, the officer should remove the prisoner from the Patrol Room and escort him to the restroom.
3. When the prisoner has finished, the officer should return the prisoner to the Patrol holding bench and re-secured.
4. If an officer believes that a prisoner is requesting the use of the toilet in order to dispose of contraband that was not detected in the search the officer should:
  - a. Use the water shut-off key located at the key box located in the supply room to turn off the water to the toilet.
  - b. Flush the toilet, draining the water from the tank and preventing a second flush.
  - c. Remove the prisoner from the holding cell and escort him/her to the available holding cell. If the second holding cell is not available secure the subject to the bench in the patrol room.
5. When the prisoner has finished, the officer should return the prisoner to the Processing Room. He should then check the toilet bowl and tank for contraband. In the absence of contraband the officer should turn the water to the toilet back on, and when the tank has filled, flush the toilet.
6. In the event an officer believes a prisoner in a custody represents a danger, a back-up officer should be present to assist.
7. If a prisoner damages the plumbing fixtures in the restroom and water lines are ruptured, officers shall use the emergency water shut-off valves to stop the flow of water the keys will be located in the key box located in the supply room.

**N. PRISONER COMMUNICATIONS**

1. Per the New York State Criminal Procedure Law, upon arresting a defendant, officers will comply with the defendant's request to make a telephone call anywhere in the United States and Puerto Rico for the purpose of obtaining counsel and telling others of their situation. Prisoners shall be permitted to make as many calls as reasonably necessary to ensure their expeditious release from custody. Officers shall take no action which will impede prisoner's efforts to raise bail, consult with an attorney or secure their release from custody. An exception exists when permitting the phone call will compromise on-going investigation.
2. Prisoners shall not be permitted to have visitors other than his/her attorney (e.g. friends, family, etc.) while in the Patrol Room, Holding Cells or Processing Room. Such visits delay the booking process and create a security risk. A prisoner may have contact visit with his attorney in the attorney/client room in the Secure Corridor. In order to ensure the prisoner's right to confidentiality, the following procedures for attorney visits should be observed:
  - a. Accomplishing attorney visits after hours requires two officers, as an officer must remain in the Patrol Room with the prisoner, and the second officer escorts the attorney from the lobby.
  - b. The attorney should be briefed regarding department procedures, and then escorted to the attorney/client room.
  - c. The prisoner shall be removed from the Holding Cell and searched for weapons and contraband. This search is in addition to his search upon arrival, and is intended to show that he had no weapons or contraband when he entered the Interview Room.
  - d. The prisoner shall be escorted to the attorney/client room adjacent to the holding cells in the Secure Corridor. Entrance shall be via the holding cell secure hallway. The door shall be closed behind him.
  - e. The officer shall remain outside the door and shall monitor the prisoner through the window in the door.
  - f. When the visit has concluded, the officer shall return the prisoner to the Holding Cell and search him/her for weapons or contraband. The prisoner shall then be placed back in the holding cell or secured to prisoner bench in the patrol room. The assisting officer shall escort the attorney out to the lobby.
3. Officers shall incorporate a record of all prisoner visits as part of the individual's Arrest Report, to include:
  - a. Date and Time visit began.
  - b. Name of visitor.
  - c. Purpose of visit.
  - d. Time visit ended.
4. Prisoners shall not receive packages (e.g. cigarettes, food, etc.) while in custody as such items may contain contraband.

**O. FEEDING PRISONERS**

1. Whenever a prisoner is booked during any of the three usual daily meals (e.g. morning, noon and evening), and has not eaten in the preceding eight hours, the officer shall offer the prisoner a meal. The meal must conform to the standards of the prisoner's religion (e.g. Kosher, no pork product for Muslims, etc.) if the prisoner so requests. If the prisoner requires a medically prescribed diet, officers shall provide access to an appropriate meal.
  - a. Receipts for meal shall be submitted to the Lieutenant for reimbursement.
2. Officers shall document on the arrest report any meals which are provided or refused.
3. Meals and a plastic fork shall be provided to prisoners in the Holding Cells. Prisoners shall not be removed from a Holding Cell for the purpose of feeding.
4. Drinking water is available to prisoners through the use of the drinking fountain in the cells or by plastic cup if secured to the patrol room bench.

**P. REPORTABLE INCIDENTS**

1. The death of a prisoner shall be reported to the Commission of Correction within six (6) hours.
2. The following incidents shall be reported to the Commission of Correction within twenty four (24) hours:
  - a. Sexual assault.
  - b. Contagious illness.
  - c. Visitor/unknown source introduced contraband.
  - d. Major maintenance/service disruption.
  - e. Natural/civil emergency.
  - f. Escape.
  - g. Fire.
  - h. Firearm discharge.
  - i. Hostage situation.
  - j. Prisoner attempted suicide or serious self-inflicted injury.

**Q. PROCESSING ROOM, PATROL ROOM AND HOLDING CELLS INSPECTIONS**

1. Shift Supervisors will conduct a visual inspection of the Patrol Room, Holding Cells and the Processing Room weekly in order to ensure that the room is in a state of readiness (e.g. sufficient supplies of forms, equipment operational, clean and free of weapons and contraband, etc.). 10/30/2017
2. A member of the SFPD will be assigned to inspect the two cells on a weekly basis. Upon completion of the inspection the member will record the date and time of the inspection, his/her name, and any remarks in Planit on the Cell Inspection Form.
  - a. The inspection shall include, at a minimum:

- i. A search for weapons or contraband.
- ii. A check of doors, locks, access panels, keys and alarms.
- iii. An examination of the facilities cleanliness and the presence of vermin or pests.
- iv. A check of the fire extinguisher to ensure operational readiness.
- v. An examination of the first aid kit to ensure that it is properly stocked with supplies.
- vi. Ensure that an adequate supply of plastic cups is available for providing drinking water to prisoners.
- vii. Ensure blanket and foot slippers are available.
- viii. An examination of the toilet and sink facilities to ensure they are in proper working condition.
- ix. The Lieutenant shall notify the Commission of Corrections of any significant construction and renovation of the Holding Cells.

R. **TRAINING**

1. Sworn personnel will receive initial training in Patrol Room, Holding Cell and Processing Room and arrest processing procedures during the Field Training program.
2. Processing Room, Holding Cell and arrest procedures training for all sworn personnel shall occur at least once every three years through either In Service or Roll Call training.

S. **RECORDS**

1. The Lieutenant shall be responsible for maintaining all records associated with the operation of the Patrol Room, Cells and Holding Processing Room in accordance with the New York State Records Retention and Disposition Manual (MJ-1).
2. In addition to reporting those incidents listed in IVL of this order, on or before the first day of February of each year, the Lieutenant shall submit a report to the Commission of Corrections to include the total number of male and female prisoners.

T. **CENTRALIZED ARRAIGNMENT COURT:**

- i. Centralized Arraignment Court, also known as CAP Court, is located at the Seneca County Correctional Facility. The court will be held at 0800 and 1900 daily. No after-hours arraignment will be conducted unless a defense attorney is present.
- ii. Members should refer to the "Seneca County Centralized Off Hours Arraignment Plan for additional information not set forth in this policy.

- iii. A Memorandum of Agreement between the Seneca County Sheriff's Office and the Seneca Falls Police Departments allowing the Seneca Falls Police Department to utilize the pre-arraignment holding facility as needed.
- iv. Upon effecting an arrest, the arresting officer must determine if the arrestee meets the criteria for pre-arraignment detention.
- v. With the exception of domestic violence or where an immediate order of protection is needed, only arrestees charged with a crime (misdemeanor or felony) are eligible for admission.
- vi. Persons arrested on a warrant, regardless of the level of offense, are eligible for admission.

**vii. Charging Documents / Case Paperwork:**

- 1. CAP Court requires four copies of all charging documents at the time the person is sent to CAP. (Court, Defendant, DA, PD)
- 2. BENCHWARRANT; The original warrant must be executed and brought with the defendant. A copy shall be provided and marked as "COPY".
- 3. ARREST WARRANT; The original warrant must be executed and brought with the defendant. A copy shall be provided and marked as "COPY".
- 4. All original case file information and charging documents must accompany the warrant.

**viii. Criminal History Report:**

- 1. Prior to transporting a defendant to CAP court, the officer must start a Spillman arrest number. The defendant must be processed, and the booking information must be submitted prior to the transport.
- 2. After the booking is submitted, the officer will open the eJusticeNY Integrated Justice Portal. The booking information, once accepted by the state, will prompt a response acknowledging the booking. The officer shall print ONE COPY of the message type "FP Rap Crim".
- 3. In the event the officer does not receive the response in the portal in a timely manner, the officer can provide the court with a CHRI inquiry.
- 4. Any further compliance shall be found in the Use & Dissemination Agreement with DCJS/FBI.

**ix. Inmate Reception Form:**

1. All defendant's transported to CAP court must have an Inmate Reception Form which is located on the departments "N" drive.

**x. Arrestee Property:**

1. All property belonging to the arrestee will be inventoried and logged onto a property envelope/bag and turned over to correctional staff.