

East Haven Police Department 	Type of Directive: Policies & Procedures		No. 503.2
	Subject/Title: Processing Prisoners	Issue Date: July 29, 2014	
	Issuing Authority: Honorable Board of Police Commissioners	Effective Date: September 1, 2014	
References/Attachments: N/A		Review Date: Annually	Rescinds: 503.1
		Amends: N/A	

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding the responsibility and standards for the processing of arrestees.

II. POLICY

- A. It is the policy of the East Haven Police Department to uphold the Constitutional and statutory rights of all persons in the Department's custody and to treat arrestees with dignity and respect.
- B. It is the policy of the East Haven Police Department to process arrestees without unnecessary delay and determine qualifications for release as soon as possible.

III. PROCEDURES

- A. The on-duty supervisor is responsible for ensuring safe conditions for all persons, officers and arrestees alike, in the booking area.
1. The supervisor shall ensure that all the paperwork necessary for an arrest is completed properly and in a timely manner. When necessary, the supervisor is authorized to approve the overtime necessary for the arresting officer and/or other officers to complete all of the arrest paperwork.
- B. On Arrival at the Police Station

1. Prisoners shall be led to the processing area. The processing officer shall exercise personal safety around arrestees. The officer shall secure his or her weapon prior to entering the processing area.
 - a. Arrests at the Police Station
 - 1) When a person turns him or herself in at police headquarters, the Dispatcher will direct a police officer to respond to the police station to process the arrestee.
 - a) The responding officer will meet the person turning themselves in, in the front lobby of the police station. The accused will be positively identified and led to the processing area.
2. The prisoner will be interviewed by the processing officer while still confined in the processing area. The prisoner interview will consist of the following.
 - a. Completion of all booking forms and paperwork.
 - b. The supervisor will conduct a Detainee Questionnaire interview and complete the form.
3. Fingerprinting
 - a. Prior to fingerprinting, the processing officer will place latex examination gloves on both hands, which will protect the officer from coming in contact with communicable diseases.
 - b. The prisoner will then be fingerprinted using the Automated Fingerprint Identification System (AFIS).
 - c. If the AFIS system is not functioning, the following fingerprint cards will be completed.
 - 1) Uniform Arrest Report, JD-CR 21.
 - 2) One (1) FBI fingerprint card.
 - d. The completed fingerprint cards will become part of the booking paperwork, to be reviewed by the on-duty supervisor.
4. Photographing
 - a. The booking officer will photograph each prisoner using the digital camera, which is connected to the Department's on line booking system
 - 1) If not working the issued digital camera will be used.
5. Once the prisoner has been fingerprinted and photographed, he or she will be secured in the appropriate cell if release is not possible.
6. Bond
 - a. A prisoner is guaranteed reasonable bail under the Eighth Amendment of the United States Constitution, "Excessive bail not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted."

- b. The on-duty supervisor shall have the authority to set a reasonable bond for the prisoner or to release the prisoner on a Written Promise to Appear. The supervisor will comply with Connecticut General Statute 54-63c.
 - c. In the event that the prisoner cannot make bail, the on-duty supervisor shall contact a bail commissioner promptly for family violence offenses. CGS 54-63c(a)
7. Appearance in Court
- a. All prisoners not released will be presented at court at the next court date after their arrest in compliance with CGS 54-1g.
 - b. Within 48 hours following an arrest, prisoners shall be presented in court or the case shall be presented before an administrative judge for a determination of probable cause except when being held on bond from an arrest warrant in which probable cause has already been established and determined by a judge.