
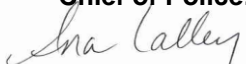
	<h1>ELGIN POLICE DEPARTMENT</h1> <p>151 Douglas Avenue Elgin, Illinois 60120</p>	
Effective Date: 05/02/02	STANDARD OPERATING PROCEDURE	Revised Date: 11/04/20
Chief of Police: 	HOLDING FACILITY: Detainee Processing & Health Care Services, 72.4	
Cross Reference: SOP 42.5 Responding to Persons with Mental Illness SOP 71.2 Restraining Devices SOP 71.3 Special Transports SOP 71.6 Strip Search SOP 72.1 Holding Facility: Administration/ Management SOP 72.3 Holding Facility: Safety and Sanitation SOP 72.6 Temporary Detention/Interview & Interrogation Rooms SOP 101.3 Bloodborne Pathogens ILCS 725/5103-1		Policy Sections: 72.4.1 Searching Detainees 72.4.2 Detainee Property 72.4.3 Intake/Screening Process 72.4.4 At Risk Detainees 72.4.5 Identification of Detainees Received 72.4.6 Identification Prior to Release 72.4.7 Segregating Detainees 72.4.8 Mass Arrest Room 72.4.9 Medical Assistance 72.4.10 First Aid Kit 72.4.11 Obtaining Medical Assistance 72.4.12 Pharmaceuticals

PURPOSE

The purpose of this policy is to establish guidelines for processing, documenting, identifying and delivering medical and health care services to detainees within the Holding Facility.

POLICY STATEMENT

It is the policy of the Elgin Police Department to identify all detainees in custody prior to transport to another location and to ensure all arrest documentation accompanies the detainee during their time in police custody. Employees are responsible for conducting a screening of the detainee upon their arrival and for ensuring that detainees have access to medical assistance. Care shall also be taken to safeguard the detainee's property and to issue a receipt for any property removed from a detainee while in custody.

DEFINITIONS

Gender Identity: A person's internal sense of gender, which may be different from one's assigned sex.

Gender Non-conforming: A term for individuals whose gender expression, gender characteristics, and/or gender identity do not conform to gender norms.

Intersex: A general term used for a variety of conditions in which a person is born with a reproductive or sexual anatomy that is atypical.

Reasonable Accommodation: Actions taken to accommodate a person that does not jeopardize the safety of the officer or pose an undue hardship. Accommodations can be religious, physical, mental or emotional, academic or are employment related.

TIGN: Acronym for individuals who are transgender, intersex or gender non-conforming.

Transgender: Person whose gender identity differs from their birth sex.

PROCEDURES

72.4.1 SEARCHING DETAINEES

- A. Upon arrival in the booking area, detainees will be properly searched.
 1. Trained female personnel shall be used for searching female detainees, unless the delay would jeopardize officer safety or result in the destruction of evidence.

2. Reasonable accommodations will be made for the search of detainees who self-disclose that they are transgender, intersex or gender non-conforming, hereinafter referred to as TIGN. These accommodations shall be documented.
- B. Belts, shoelaces, watches, jewelry, barrettes, items of clothing that contains cords or strings must be removed or the strings must be cut off, and any other items that may cause harm to the detainee or officer will be removed. Cross reference with Standard Operating Procedure 72.3, Holding Facility: Safety and Sanitation.
1. Glasses normally worn are permitted unless the officer feels they may present a threat to the officer or inmate.
 2. Medical assistance devices will be left outside the cell door, to be provided as needed.
- C. A TIGN detainee is to be booked with the appearance that is consistent with the manner in which the individual was arrested and in accordance to the provisions established for non-TIGN detainees.
1. The removal of clothing, wigs, hair pieces, makeup or other appearance related items is prohibited.
 2. The removal of appearance items that represent a danger to the TIGN detainee while in a cell may be removed prior to placement in a cell. The reasons for the removal shall be documented.
- D. Strip searches and body cavity searches will only be conducted in accordance with ILCS 725/5103-1 and Standard Operating Procedure 71.6, Strip Search.

72.4.2 DETAINEE PROPERTY

- A. During intake, after the detainee is searched, an itemized inventory of the detainee's property shall be documented. The detainee's property shall be placed in a secured storage locker corresponding to the appropriate cell number. If a detainee is moved to another cell, the property should be relocated to another storage locker which corresponds to the new cell.
1. Whenever possible, the itemized inventory should be conducted in view of the detainee and recorded using the officer's body worn camera or in the presence of a camera.
 2. Contents of closed or locked containers should also be inventoried, if said containers can be opened without damaging the container.
 3. All currency and jewelry shall be placed in an envelope. Currency in excess of \$500.00 should be re-counted by another officer; both officers are to sign the envelope. The envelope shall be placed in the detainee property bag.
 4. Officers shall seize and document contraband located on the detainee. Additional criminal charges may be initiated against the detainee at the officer's discretion.
 5. Alcohol may not be stored in the prisoner property room. Any open alcohol, if not being held as evidence, shall be immediately disposed of utilizing the booking area sink. All reasonable efforts will be made to release sealed alcohol to an adult designated by the detainee within one hour of the arrest. Alcohol not released during the above specified time frame will be disposed of and noted on the property form.
- B. Detainees shall be asked to sign the Inmate Property Inventory Report to verify that their property is in police possession. If the detainee refuses to do so, this should be noted on the form. The Inmate Property Inventory Report shall remain with the detainee's property until the detainee is released or transferred. A copy shall be forwarded to the Records Division.

- C. All detainee property documented on the Inmate Property Inventory Report shall be accounted for and released to the detainee upon release or transfer to another agency.
 - 1. Property that is not accepted by a county facility or when transfer to another agency is not feasible may be placed into the property evidence room for safekeeping. The detainee has the option to sign a form that permits the release of the property to persons designated by the detainee.
 - 2. In the case of a local transfer where the outside agency picks up the detainee at the department, the name of the receiving officer shall be noted on the department's copy of the Inmate Property Inventory Report.
 - 3. The detainee's property shall not be disposed of unless there is justification in doing so. The reasons for the disposal of the detainee's property shall be documented.
- D. If at any time a detainee reports that property is missing, a supervisor shall be notified. This does not include the seizing of property for evidence which the detainee may dispute through the proper judicial channels.
- E. The shift supervisor shall document and begin an investigation into the claims of missing detainee property.
- F. Detainees may elect to release property to specified family or friends. The detainee must sign the Inmate Property Inventory Report acknowledging to whom the property may be released, and the receiving person must sign the form upon accepting the property.
 - 1. Officers must obtain a photocopy of the receiving person's driver's license or state identification card.
 - 2. The photo copy must be kept with the Inmate Property Inventory Report.
 - 3. When releasing the property to the receiving person, officers shall record the transaction using their body worn camera or complete the transaction in the presence of a camera.

72.4.3 INTAKE/SCREENING PROCESS

- A. An electronic booking card shall be completed on every detainee booked into the Holding Facility. Information shall clearly depict if a detainee is at risk, such as known escape risk, combative, suicidal, substance abuser or infectious disease carrier.
- B. Upon in-taking or transferring a detainee to another facility, the jailer shall inquire as to the detainee's current health, state of consciousness, mental status, medications, and general well being. If the detainee self-discloses that they are TIGN, the information shall be included in the inquiry documentation. This screening shall be documented on the appropriate forms.
- C. The arresting officer shall complete the appropriate transfer sheet on the detainee, if needed. A copy of the transfer sheet will be kept with the detainee's property and given to the destination agency.

72.4.4 AT RISK DETAINEES

- A. Detainees classified as "at risk" may need additional supervision or treatment.
 - 1. "At risk" may indicate that the officer believes that there may be circumstances that endanger the safety of the detainee or staff. A supervisor shall be notified whenever the officer believes the safety of the detainee or staff may be at risk. Detainees that display impaired, threatening or violent behavior may be held, without processing, until it is safe to do so.

2. Detainees who refuse to answer medical/mental health screening questions may be considered "at risk" if other factors such as intoxication or other behavioral indicators exist.
- B. Paper suits are reserved for detainees who have expressed suicidal thoughts and/or may cause harm to themselves, or for detainees who are in need of an immediate change of clothing. Same sex officers must be utilized to place a detainee in a paper suit, except in exigent circumstances.
- C. At risk detainees shall undergo a documented observation every 15 minutes.
- D. The safety restraint chair may be utilized when the at risk detainee exhibits disruptive, dangerous or injurious behavior toward themselves or others. Refer to Standard Operating Procedure 71.2 Restraining Devices for more information.
- E. Employees have the option of utilizing the padded cell when the following safety issues exist:
 1. To prevent an intoxicated detainee, that does not require medical attention, from injuring themselves.
 2. Detainees expresses suicidal thoughts while awaiting transport to a mental health facility.
 3. Detainees appears to be in a mental health crisis, emotionally distressed, disoriented or lacks the ability to care for themselves. These individuals may be transferred to a medical facility.
 4. Detainee is violent and cannot be placed in a restraint chair due to physical handicaps or other health issues.
- F. A supervisor shall be notified prior to a detainee being placed in a padded cell or restraint chair, unless exigent circumstances exist. In those circumstances, the employee shall notify a supervisor as soon as possible.
- G. Employees utilizing a padded cell shall complete an incident report under the booking tab to document the detainee's actions leading to use of the cell and the name of the authorizing supervisor.
- H. The holding facility commander is responsible for ensuring that the appropriate documentation is completed and maintained in a secure location.

72.4.5 IDENTIFICATION OF DETAINEES RECEIVED

- A. When receiving a detainee from another agency, the officer conducting the booking procedure shall verify the identity of the person presenting the detainee to include their name, badge number and agency name.
- B. Detainees will not be accepted without proper identification and/or written documentation. The receiving officer will verify the detainee's identification by reviewing the below documents: which may include:
 1. Booking cards.
 2. Warrants.
 3. Police reports.
 4. LEADS printouts.
 5. I-203 Forms.
- C. Regarding the detainee's overall wellbeing, the receiving officer shall:
 1. Inquire as to the detainee's current health.
 2. Observe the detainee's alertness, behavior, and state of consciousness.

3. Inquire as to the detainee's medications.
4. Observe the detainee for any signs of trauma, bruises, body deformities, and other abnormal body movement.

72.4.6 IDENTIFICATION PRIOR TO RELEASE

- A. Prior to release, a computer check utilizing local and L.E.A.D.S systems shall be conducted on every detainee to ensure they have no outstanding warrants and positive identification is obtained.
- B. Before transporting a detainee to another location or facility, the transporting officer will verify the identification of the detainee to ensure that the proper person is being transported. The transporting officer shall:
 1. Refer to booking information to ascertain a detainee's name, date of birth, and cell location.
 2. Upon removal of the detainee, the officer shall confirm the detainee's name and date of birth to verify.
- C. The transporting officer is to ensure that the necessary written documentation accompanies the detainee. Such written documentation may include, but is not limited to:
 1. Criminal complaints
 2. Arrest warrant(s)
 3. Criminal records
 4. Medical records
 5. Personal property record
 6. Booking card
 7. Livescan printouts or fingerprints
 8. Risk information, cross reference with section 72.4.4 of this policy, and any other pertinent documents deemed necessary.
- D. Detainees who cannot be positively identified shall be held until such time as their release is approved by a supervisor, a judge, or the states attorney's office, or in accordance with the Illinois Compiled Statutes.

72.4.7 SEGREGATING DETAINEES

- A. Separate cell blocks shall be used for males and females to ensure complete segregation.
- B. No persons under the age of 18 shall be housed or secured in the Holding Facility. When bringing juveniles in the Holding Facility for processing, the officer must call ahead of time to determine whether adults are in the booking area.
- C. Whenever possible, TIGN detainees shall be placed in a non-binary cell. When the non-binary cell is unavailable, the detainee shall be placed in a cell that is situated away from cells that are being used.

72.4.8 MASS ARREST ROOM

- A. This room may be used only as a temporary holding area until mass arrest detainees can be processed and moved to an individual cell or released from custody. Generally, persons held in temporary detention should not be held for longer than 2 hours.
- B. All detainees must be searched prior to being placed in the mass arrest room and continuously monitored. Sufficient personnel must be present to safely monitor the number of detainees being held. Cross reference with Standard Operating Procedure 72.6, Temporary Detention/Interview and Interrogation Rooms.

72.4.9 MEDICAL ASSISTANCE

- A. In cases of detainees who complain of or appear to have minor injuries or illness, an on-duty patrol supervisor will be contacted to determine if an ambulance will be requested.
- B. In cases of detainees who have visible serious injury or illness, or complaint of an emergency nature, an ambulance shall be immediately summoned by the officer or jailer who discovered the problem. The officer or jailer shall then notify the on-duty patrol supervisor.
- C. Refer to Standard Operating Procedure 71.3, Special Transports for protocol on detainee transport to the hospital and the security of detainees that are transported.
- D. The on-duty jailer shall complete an incident report under the booking tab to document the detainee's medical complaints and the name of the supervisor that was notified. The holding facility commander is responsible for ensuring the appropriate documentation concerning the transport is completed.
- E. When appropriate, officers and jailers should administer first aid and when needed, request medical services for the detainee.
- F. The detainee's discharge and/or follow-up papers provided by the releasing medical facility shall be reviewed by the jailer and readily accessible during the duration the detainee remains in custody.
 - 1. If any risk is indicated or follow-up care is beyond the scope of the Holding Facility, then an on-duty supervisor shall be notified.
 - 2. Should the detainee be transferred to another agency, a copy of the discharge paperwork shall be transferred to the accepting agency, as required in Section 72.4.6.
- G. Refer to Standard Operating Procedure 101.1 Bloodborne Pathogens and Infectious Disease for information on contagious disease precautions.

72.4.10 FIRST AID KIT

A first aid kit is maintained in the Holding Facility in a visible and accessible location. No sharp or bladed instruments shall be contained therein. The lead jailer is responsible for the weekly, documented inspections of the first aid kit. Cross reference Standard Operating Procedure 72.1, Holding Facility: Administration and Management.

72.4.11 OBTAINING MEDICAL ASSISTANCE

Signs, written in English and Spanish, with instructions on how to obtain medical care shall be posted in the jail cell blocks and main processing area.

72.4.12 PHARMACEUTICALS

- A. If a detainee advises that they are in need of medication for a serious illness, injury, or life maintenance condition, the jailer will make reasonable attempts to obtain the medication. If it cannot be obtained, a supervisor will be contacted who may authorize transport to a medical facility.
- B. Medication shall be dispensed to a detainee only if it is prescribed to the detainee by a physician and is in the original container clearly marked with dosage information. If these requirements are not met, the medication may be prescribed by an emergency room doctor.
- C. All dispensed medication shall be documented.