



Lansing Police Department Manual

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500.4 – DETENTION OF ADULTS AND JUVENILES

Operational Procedure

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Rescinds: 02/2001

1 **PURPOSE**

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3 The purpose of this procedure is to establish guidelines and set limitations relating to the detention of
4 adults and juveniles in the Lansing Police Department (LPD) Detention facility.

5 **MANAGEMENT OF THE DETENTION UNIT**

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8 The Detention Administrator (Lieutenant) is responsible for management of the Detention facility; including
9 the incarceration, care, and release of adult and juvenile detainees.

10 **DETENTION SUPERVISOR RESPONSIBILITY**

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- 13 • Detention supervisors, under the direction of the Detention Administrator, are responsible for the
 - 14 operation of the Detention facility.
 - 15 • Detention supervisors are responsible for the day-to-day decisions regarding the incarceration,
 - 16 care, and release of adult and juvenile detainees.
 - 17 • Detention supervisors are responsible for ensuring that all detainees in the Detention facility receive
 - 18 appropriate medical treatment and are transported to a hospital to receive care, when appropriate.
 - 19 • Detention supervisors are responsible for all decisions relating to the use of detainee restraints in
 - 20 the Detention Unit.
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22 **DETENTION OFFICER RESPONSIBILITIES**

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24 In addition to the responsibilities established in this procedure, Detention officers (DOs) are responsible
25 for performing the duties and responsibilities outlined in the LPD Procedure Manual, the OffenderTrak
26 Manual, and the Law Enforcement Information Network (LEIN) Policy Manual.

27 **ARRESTING/TRANSPORTING OFFICER RESPONSIBILITIES FOR ADULT DETAINEES**

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- 30 • Before entering the booking area, the arresting/transporting officer(s) will:
 - 31 ○ Ensure that detainees exit the elevator first to prevent door closing accidents.
 - 32 ○ Place all weapons and flashlights in the security lock boxes.
 - 33 ○ Turn off hand held radios.
 - 34 • Keep detainees handcuffed throughout the booking process until they are placed in a cell unless
35 injury, medical condition, deformity or other extenuating circumstances exist.
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39 **NOTE:** If there is disagreement concerning the removal of handcuffs, the Detention Supervisor
40 will make the final decision.

- Provide Detention personnel with identification for the detainee. If the detainee has no identification or identification is questionable, the arresting officer will assist in determining the detainee's identity.
- Provide Detention personnel with known information concerning any mental, physical, or medical problems associated with the detainee (e.g., detainee involved in a fight or an accident, ingested medications/illegal substances, claims of a diabetic condition, etc.).
- Assist Detention personnel in determining characteristics that apply to the detainee from the Arrestee Risk Screening Profile posted in the booking area.
- Provide the booking DO with the detainee's vehicle location.
- Remain with the detainee during the booking process and maintain control over the detainee until expressly relieved by Detention personnel.

NOTE: To ensure control of the detainee during booking, the officer(s) shall not complete paperwork during the booking process.

- Obtain a complaint number during the booking process through the RMS/Communications Center if all of the following exist:
 - Society/public is the victim of the crime,
 - the location of the offense is the same as the location of the arrest,
 - the time of the offense is the same as the time of the arrest, and
 - the status of the incident report is Uniform Retains Report (URR).
- Officers obtaining complaint numbers for incidents will supply Detention personnel with the complaint number prior to leaving the Detention area.
- During detainee searches in the Detention facility, it is the officer's responsibility to:
 - Conduct the initial custodial search of the detainee in the booking area.
 - Remove or cause to be removed from the detainee all property; including money, jewelry, belt, shoelaces, matches, and cigarettes and place the items on the booking counter for the booking DO to take custody.
 - Make every effort to limit a detainee's property to what will fit into a 12"x 9" plastic bag. Items that will not fit into the plastic bag must be tagged into the Property and Supply Unit utilizing file code 9973, Found/Personal Property.
 - Strip searches and body cavity searches will be conducted in compliance with state law and LPD guidelines established in Operational Procedure [500.9 Strip Search-Body Cavity Search](#).
 - Officers will remain with their detainee while the DO performs a second search.

TREATMENT OF DETAINEES

- Officers are responsible for the safe and humane treatment of detainees.
- Officers will not incite or entice an altercation with any detainee, either by words or actions, nor will they allow other employees to do so.
- It is the responsibility of all LPD employees to report any inappropriate treatment of persons being detained or in custody to a supervisor.

OFFICER RESPONSIBILITIES FOR A DETAINEE TRANSPORTED TO A MEDICAL FACILITY AFTER BEING BOOKED

- Respond to the Detention facility to obtain detainee and medical condition information from Detention personnel.
- Accompany the detainee to the medical facility; either in the ambulance or immediately following it. Consideration should be given to the security of the detainee and necessity of medical assistance.

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- Maintain detainee security while the detainee is being examined and/or treated at the medical facility.
 - Instruct the hospital Admitting Clerk to bill the detainee or the detainee's insurance company for services rendered.
 - If the detainee is a juvenile, officers shall instruct the hospital to bill the juvenile's parents or insurance company.
 - LPD will not pay for any detainee medical treatment services.
 - Obtain written instructions for medical care and/or treatment that is prescribed for the detainee by the medical facility staff (e.g., injections, medications, etc.).
 - Attempt to obtain an adequate supply of medication prescribed by the treating physician from the medical facility.
- 108 **NOTE:** Officers with a detainee being transported to a medical facility prior to being booked at the
- 109 Detention facility shall be in compliance with Operational Procedure [500.2 Arrest Management](#).
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- Request that the attending physician note on the discharge documents that the detainee is being released to be lodged in the Detention facility.
 - Obtain the name of the medical facility and treating physician.
 - Complete a *Hospital Report Information Form* when the detainee is returned to the Detention facility.

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117 **PRECINCT SUPERVISOR RESPONSIBILITY FOR A DETAINEE ADMITTED TO A MEDICAL**

118 **FACILITY AFTER BEING BOOKED**

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- Consult with the Detention Supervisor to determine the need to guard the detainee; taking into consideration the seriousness of charges and other circumstances surrounding the arrest.
 - Provide adequate relief for officers assigned to guard duty.
 - Authorize the termination of the guard assignment, when appropriate.
 - Facilitate the return of the detainee to the Detention facility after discharge from the hospital if the detainee has not been released from custody on bond.

127 **DETENTION OF JUVENILES**

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129 The following procedure shall be utilized when temporarily detaining persons under the age of seventeen

130 (17) years in the LPD Detention Section.

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132 **NOTE:** Juveniles held for a criminal charge(s), under an arrest warrant, or under a Family Court Order

133 shall not be held longer than six (6) hours in the LPD Detention facility. The time period commences at the

134 time the juvenile is booked in.

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- Juveniles will be brought to the Detention Section via the stairway or prisoner elevator.
 - Contact with adult detainees shall be avoided during the transport, booking, and incarceration of a juvenile at the LPD.
 - Prior to entering the booking area, officers will secure all weapons and flashlights in the security lock boxes.
 - Officers will book juveniles in the second booking station.
 - Juvenile detainees will be held in a holding cell located to the north of the LEIN window.
 - Arresting/transporting officers will conduct the initial custodial search of the juvenile and remove all property from the juvenile; including money, belt, shoe laces, jewelry, pagers, cellphones, keys, wallets, etc., and place the items on the booking counter for the booking DO to take custody.
 - Juveniles held for criminal offenses or under Family Court Apprehension Orders will be placed in a juvenile holding cell with both doors locked.

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- Juveniles held for status offenses (i.e., curfew, truancy, runaway, and alcohol and tobacco offenses) will be held in an unlocked area and will not be handcuffed to any stationary object.
 - Juvenile status offenders may be placed in an unlocked juvenile holding cell for the length of time required to complete identification, processing, and release to a responsible adult or transferred to a juvenile facility or court.
 - The West door to the report writing room may be locked while the East door leading into the Detention work area will remain unlocked.
 - A juvenile being booked on a warrant ordering arraignment in 54-A District Court based on a waiver to adult court will be booked as detailed above. In addition, the arresting officer shall arrange for lodging of the juvenile as follows:
 - After booking the juvenile, the arresting officer must contact the Youth Center to determine if they will lodge on the warrant(s).
 - If it is not specifically stated on the warrant to lodge the juvenile at the Youth Center and the Youth Center refuses to lodge the juvenile, the Detention Supervisor will contact the appropriate Prosecutor to arrange for the juvenile to be lodged at the Youth Center.
 - When arrangements to lodge a juvenile at the Youth Center have been made a precinct officer will transport the juvenile to the Youth Center.
 - Officers are relieved of their responsibility for the juvenile when they have:
 - Specifically charged the juvenile with a criminal or status offense, and
 - contacted a parent, legal guardian, or other acceptable adult to pick up the juvenile, and
 - notified Detention personnel of the name of the person who will pick up the juvenile, or
 - made arrangements for lodging and transportation to the Youth Center, or
 - made arrangements for eventual release within six (6) hours.

NOTE: Officers are not authorized to leave their arrest until the arrangements in (See lines 170-180), above, have been made or the Precinct Command has taken responsibility to complete the arrangements.
 - The Detention Supervisor may request an officer remain with a juvenile if any of the following apply:
 - The juvenile is suicidal.
 - The juvenile is uncooperative; requiring someone to constantly watch them.
 - Multiple juveniles are brought to jail.
 - DO's are unable or unavailable to adequately supervise the juvenile(s) due to extenuating circumstances.
 - If a parent/guardian has not picked up the juvenile from the Detention facility after three (3) hours, the Detention Supervisor will:
 - Contact the arresting officer and advise the officer to re-contact the parent/guardian.
 - Notify the officer's supervisor of the time delay.

NOTE: If the arresting officer is unavailable, Precinct command will assign another officer to complete the placement of the juvenile.
 - If the juvenile is still in the Detention facility after five (5) hours, precinct supervisors are required to ensure that an officer is assigned to immediately transport the juvenile to their residence/other suitable location.

203 **DETAINEE ESCAPE FROM DETENTION**

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205 If a detainee escapes from the Detention facility or 54-A District Court, guidelines established in
206 Operational Procedure [500.5 Prisoner Escape Alarm](#) will be followed.

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208 **NOTE:** If a detainee escapes due to the negligence of any Officer or DO, it is a violation of state law
209 (2years in jail/\$1,000 fine), [MCL 750.189](#).