
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

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SUBJECT: Booking Procedures

REFERENCE: CALEA Ch.71, Ch.44

CROSS REFERENCE:

CONTENTS:

I. PURPOSE

II. PAPERWORK REQUIRED FOR BOOKING

III. BOOKING PROCEDURES

IV. ARRESTEES IN NEED OF MEDICAL ATTENTION

I. PURPOSE

- A. To familiarize all personnel with the procedures for booking individuals in the Wyandotte County Detention Facility and Juvenile Detention Facility.

II. PAPERWORK REQUIRED FOR BOOKING

- A. Paperwork required for booking adults.

1. The reports required by the detention facility are the arrest report and the Wyandotte County Detention Property Log provided by the Detention center. Both reports need to be filled out completely and signed by the officer.
 - a. The warrant number, bond amount, and type of warrant, and the original offense or infraction title and number are required to be filled out completely. Whenever available both the arrestee's social security number and driver's license number are required to be listed in the appropriate box. Officers can obtain this information from the dispatcher or their Mobile Data terminals.
 - (1). A supervisor or detective must sign the arrest report for felony or juvenile arrests
 - b. The officer will advise detention personnel of any special information and note such information in the narrative section. Special information should include the following:
 - (1) If the arrestee is a suicide threat.
 - (2) If the arrestee is an escape risk.
 - (3) If the arrestee requires any ongoing medical attention.
 - (4) If the arrestee should be isolated from a specific inmate.
 - (5) If there is a hold placed on the arrestee.
 - (6) Any other personal traits that may be of a security nature.

2. The officer will be required to provide the arrestee with his or her copy of the misdemeanor summons and any traffic citations. The completed misdemeanor summons will be placed in the drop box located at the divisions.

3. Pursuant to K.S.A 12-4213 -- If an officer has probable cause to believe that an arrestee may cause injury to themselves or others or damage to property and there is no responsible person or institution to which the arrestee might be released, the arrestee can be placed in protective custody for a period not to exceed six hours. This applies to Unified Government misdemeanor ordinances only. Officers are encouraged to reference G.O. 40.6 pertaining to Domestic Violence arrests and 40.13 pertaining to Disabled, Intoxicated and Mentally Disabled Persons.
 - a. Officers will notate the probable cause for the six hour hold in the narrative of the arrest report, and notify a supervisor.

4. Detention personnel will make and retain a photocopy of the arrest report. The original arrest report will be returned to the arresting officer.

B. Paperwork required for booking juveniles.

1. A completely filled out juvenile report (including a detailed narrative) and the Wyandotte County Detention Property Log will be required to place a juvenile offender in the Juvenile Detention Center. The detention officer will sign the Juvenile report accepting custody of the individual. The detention facility will then make a copy of the juvenile report. As with adults, the arresting officer is only responsible for confiscating and tagging weapons and/or contraband. The arresting officer will leave copies of any related reports including offense reports and any medical reports with the detention facility.

C. Paperwork required for booking "John Does".

1. An officer will exhaust every viable option available to determine the identity of an arrestee. If a lawfully arrested subject refuses to provide satisfactory proof of his/her identity, the arresting officer will charge the arrestee with obstructing (U.G. Ord. 22-346, or KSA 21-5904(a)(3) for state charges). The arrestee will be booked into the detention Facility as a "John Doe". The arresting officer will provide the detention personnel with all known data regarding the arrestee. This information will be provided on the copy of the arrest report that is given to the detention facility. The portion of the arrest report which the arrestee refuses to provide will be left blank. The appropriate misdemeanor summons will be filled out as completely as possible and left with the detention personnel.
 - a. The arresting officer will advise detention personnel of the time his or her shift ends. This will allow the detention facility to contact

the arresting officer if the identity of the "John Doe" can be determined before the end of the officer's shift.

- b. If the unidentified arrestee's name is determined after the arresting officer's shift, either the detention facility or the U.G. Municipal Court will complete the missing data on the misdemeanor summons. The Municipal Court will then notify the arresting officer of the arrestee's identity, any other missing data, and the original complaint number. The arresting officer will then be required to complete an addendum. The addendum will include the information which was missing from the original arrest report. The addendum will utilize the original complaint number.

D. Classification of Offenses

1. When an officer makes an arrest of a subject for a felony all other charges should be listed under the state statute number rather than the Unified Government Ordinance. For example, if a person under arrest for burglary strikes the arresting officer, the officer may charge the person with KSA 21-5807 (Burglary) and KSA 21-5904 (Resisting arrest) or 21-5413 (Battery of a Law Enforcement Officer.) The most serious charge should be listed first with subsequent charges being listed in descending order of severity.

E. Special Prisoner Handling Requests

1. When there is a need to request a special handling request for a prisoner, it should be noted on the arrest report in the narrative section of the arrest report prior to giving the report to detention center personnel. This information must include:
 - a. Name of the person making the request.
 - b. Contact person for the Department.
 - c. Specific need (for example: separation from other inmates, block on the inmate's phone, etc.)
 - d. Expected duration of the special need, if possible.

III. BOOKING PROCEDURES

- A. No firearms are allowed inside the detention facility. Officers will secure any firearms on their persons in the lock boxes located outside the detention facility's doors. Intermediate weapons will be allowed into the prisoner intake area.
- B. Officers should complete all required paperwork prior to entering the detention facility. Exceptions to this would be when the arrestee is physically violent or destructive, or when the condition of the arrestee is such that for hygienic reasons, the expedient removal of the arrestee from the police vehicle is preferable.
 1. In these cases the arresting officer will advise the dispatcher to contact the detention facility and inform them of the situation. The detention facility will have their personnel meet the officer at the detention doors and take immediate custody of the arrestee.

2. The arresting officer will then complete all paperwork needed for booking in the office area provided inside the detention facility. Completing the reports in this area will facilitate the transfer of needed information for detention personnel.

- C. Officers will not enter into the booking area of the detention facility. This area is located past the second set of automated doors.

- D. Officers should leave all arrestees handcuffed when walking them from the police vehicle into the detention facility.

- E. The arresting officer is responsible for thoroughly searching the arrestee and confiscating any weapons or contraband.

1. The arresting officer will be required to complete a Wyandotte County Detention Property Log on the personal property of the arrestee at the time of booking.

2. The officer will have the arrestee sign the personal property inventory prior to releasing the arrestee to the Wyandotte County detention officer.

- a. If the arrestee refuses to sign the personal property or if he/she is combative, that information will be noted on the property log and arrest report. The arresting officer will notify the Wyandotte County detention staff of the arrestee's refusal to sign and behavior then the arrestee will be turned over the detention facility staff.

- F. If a dispute arises between an arresting officer and a detention officer over policy, the arresting officer will contact his or her immediate supervisor and allow the supervisor to rectify the situation.

G. Fingerprinting and Photographing of Arrestees.

1. The processing of all adult arrestees who are booked will be done at the Detention Center.

2. The processing of all juvenile arrestees will be done where the juvenile has been transported to either JIAC or JDC.

IV. ARRESTEES IN NEED OF MEDICAL ATTENTION

- A.. Arrestees who are/or complain of being ill, injured or in need of medical attention will be transported to the hospital prior to being transported to Wyandotte County Jail for booking.

1. The decision to transport via police vehicle or by ambulance will depend on the seriousness of the injury, or illness and the safety of the officer and arrestee. If there are any questions about the seriousness of the illness or injury or if there is bleeding or other body fluids present an ambulance will be called to transport the arrestee to the hospital and a supervisor notified of the situation.

- a. The following will be documented in the narrative of the arrest report:

- (1). Nature of the illness or injury

- (2). Any apparent visible injuries

- (3). Physical complaints the arrestee has verbalized

(4). EMS Ambulance number

(5). Hospital arrestee was transported to

2. The officer will obtain a copy of the hospital release form stating the arrestee is being released by the treating physician advising the arrestee is suitable for jail.
 3. If an arrestee refuses treatment the officer will obtain a treatment refusal form from the hospital or ambulance service personnel.
 4. All medical paperwork will be given to the detention facility.
- B. If the arrestee is to be admitted to the hospital and he/she has been charged with misdemeanor/traffic violations and/or has misdemeanor/traffic warrant(s) the arrest report will be completed and the appropriate summons and citations filled out, then the correct copy of the summons will be given to the arrestee. If the arrestee is unable to sign, the officer will print 'unable to sign due to medical reasons' and then give the subject his/her copy.
- C. If the arrestee is charged with a felony and/or has State of Kansas issued warrant(s) and the subject and will be admitted into the hospital, the officer will immediately notify their supervisor and follow his/her direction given.
- D. If the arrestee is disabled, intoxicated, and/or mentally disabled the officer will follow the protocol in G.O. 40.13 accordingly.