



East Norriton Township Police Department

GENERAL ORDER 3.1.11

INTAKE AND PROCESSING

Subject:

Cell Areas-Processing

Issued Date:

March 23, 2011

Effective Date:

March 23, 2011

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PLEAC STANDARD Reference

3.1.11, 3.1.21, 4.4.1

Index Words

Detainee Intake Form/Fingerprinting

3.1.11 Intake and Processing

- A. When a detainee is in custody.
1. In addition to an incident report, fingerprints and photographs, all detainees will have the following forms completed prior to or during holding in the facility. These forms will include;
 - a. Arrest Report to include: information regarding the detainee; personal identification information; arrest information
 - b. Property Inventory Form to include: property inventory and disposition
 - c. Prisoner Cell Log to include: current health of the detainee; medications taken by the detainee; behavior of the detainee, including state of consciousness and mental status; body deformities and markings.
 - d. Suicide Prevention Screening Form:
 - 1.) Since this Department will temporarily hold detainees, certain medical information needs to be obtained and documented in the Suicide Screening Form.
 - 2.) When completing the Suicide Screening form, pay attention to the circumstances under which the person was arrested. Circumstances involving domestic violence may increase vulnerability to suicide.
 - 3.) Special Attention: Detainee(s) intoxicated, under the influence of drugs, and who have expressed suicidal ideation, shall not be left unattended and attempts should be made for hospitalization.
 - 4.) During the intake process, Officers should visually examine detainees for evidence of prior suicide attempts such as scars from previous self-inflicted wounds.
 - 5.) Any detainee in mental distress or an emotional state that may require a 302 Commitment MCES, should be placed in a Cell. If there are

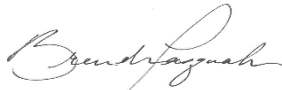
extenuating circumstances that would make handcuffing to the processing table a better alternative, Officer's using the option must articulate in their report why this option was chosen. No detainee in mental distress shall be left unattended.

- 6.) Information obtained should be made available to EMS personnel for treatment if necessary.
- 7.) Treatment for an injury or complaint will be given to the detainee by trained medical personnel. Officers should not render treatment for injuries beyond their basic first aid training.

2. Fingerprinting and Photographing.

- a. Fingerprints of all persons arrested for a felony, misdemeanor or summary offense which becomes a misdemeanor, shall be processed within 48 hours of the arrest. The fingerprint cards shall be completed by the arresting officer and shall be forwarded to the central repository.
- b. Photographs shall be taken with a frontal view, **OR**
- c. Detainees may be transported to the Plymouth Township Police Department for Live Scan Processing. In the case of Live Scan, appropriate information is automatically forwarded to the central repository.
- d. In the case of arrest by summons, the defendant shall be ordered by the Court of jurisdiction to submit to fingerprinting within 5 days. The finger prints shall be forwarded to the central repository within 48 hours.

By order of:



Brandon Pasquale
Chief of Police