



City of Racine Police Department
Policy and Procedure

Number: 901

Subject: Arrest and Incarceration		
Date Issued: 09-08-78	Date Revised: 03-20-18	Revision Number: 10

POLICY

The Racine Police Department has established a standardized process for the initiation of an arrest. The Department recognizes that the arrest process begins at the scene, however, is not completed until the prisoner has been safely transported to the Law Enforcement Center (LEC) and the initial paperwork has been prepared for an arraignment.

PROCEDURE

MEMBER

When a police officer exercises the power of arrest, the following actions shall be taken:

1. Consider officer safety and inform the person of your authority, purpose and the offense charged as soon as possible.
2. Take physical custody using the appropriate amount of force based on the Use of Force Continuum.
3. Apply the appropriate restraints (safety lock handcuffs) on the prisoner.
4. Search the prisoners for weapons, evidence and contraband at the scene, using officers of the same sex (if possible).
5. Property seized as a result of the search must be inventoried in to the BEAST system and when it becomes practical, placed into evidence per Procedure #1201.
6. If a prisoner has obvious injuries that necessitate medical care or if he/she requests medical care, arrangements should be made to have the subject treated (per Procedure #905) prior to transport to the LEC.
7. Notify Communications of the number of prisoners and request a patrol wagon.
 - a. All transports of persons in custody (including transports of persons to or from correctional facilities, hospitals, etc.) should be in a patrol wagon or a marked police squad with a cage.
 - b. If circumstances make it inappropriate to utilize the patrol wagon or a marked squad with a cage, a supervisor must approve the alternate method of transportation. (Exception: If the immediate removal of the person(s) in custody from the location is necessary for the safety and wellbeing of officers, person(s) in custody or others, or some other emergency, the most expedient means of transportation available may be used. The reason for this exception must be documented.)
 - c. When transporting a combination of adults/juveniles and or males/females, ensure they are in separate sections of the patrol wagon, or in separate vehicles.
8. Request a supervisor to respond in all unusual situations or incidents, as well as situations including injuries or violent prisoner(s) unless exigent circumstances exist.
9. Safeguard all personal property in the immediate possession of the prisoner.
 - a. Arrange for the safety or safe passage of individuals directly affected by the arrest of the prisoner.
 - b. When transporting, the starting and ending mileage shall be called into Communications.
 - c. Arrange for any minor children left without proper supervision to be turned over to relatives or contact Human Services for temporary placement measures.
 - d. Ensure the transportation process is recorded via MVRE.

10. Notify Communications when enroute to the LEC with the prisoner.
11. Upon arrival at the sally port entrance to the LEC, contact Communications on the intercom located on the left side of the sally port door and do the following:
 - a. Identify yourself and your Department.
 - b. Request that the sally port door be opened. Drive into the sally port, wait for a cover officer and allow the sally port door to close before opening the door of the transport vehicle.
12. All officers need to deposit all weapons, including knives, pepper spray and batons, carried on their person into the lockers provided. Secure the locker and retain the key.
13. Lock the squad/patrol wagon.
 - a. Notify Central Control from the intercom near the gun locker, when you are ready to be admitted.
 - b. Notify Central Control if assistance is needed to remove prisoner(s).
14. Turn the prisoner over to the intake officer and provide assistance, if requested.
15. Contact the shift commander to determine the bond amount for felony offenses or those offenses not listed on the bond sheet at RCJ.
16. Complete the Notice of Detention (J11) authorizing confinement and the Notice of Detention Supplement (J-11B). If a Notice of Detention is not required, complete the Notice of Detention-Supplement.
17. Complete arrest Affidavits when required.
18. Turn in the original and the pink copy of the Notice of Detention as well as the original of the Notice of Detention-Supplements and any warrants or commitments to the corrections clerk at the window for approval.
19. Forward all paperwork and the duplicate copy of the Notice of Detention and the Notice of Detention-Supplement to your immediate supervisor.

NOTE

- Multiple prisoners should be processed individually.
- Miranda Warnings should be administered at any step of the arrest process, where information beyond what is necessary to identify a prisoner or obtain information to complete an arrest or apprehension, is necessary.
- Felony custodial interrogations and all custodial interrogations of juveniles must be electronically recorded where feasible, and without exception when questioning occurs at a place of detention.

SUPERVISOR/SHIFT COMMANDER

1. Monitor the prisoner delivery and address any problems that may arise.
2. When possible, go with violent offenders and the officer(s) to RCSD.
3. Set/provide bond amounts for requested offenses.
4. Review submitted paperwork for completeness and accuracy (per P&P 200):
 - a. Forward arrest headers to the Records Unit.
 - b. Forward canary copies of Notices of Detention (J-11) to Courts.
 - c. Forward all other paperwork as appropriate.
5. Assign personnel to guard duties at hospital (if required).

COURTS

1. Determine if there are any Racine Police Department prisoner(s) being held in the LEC.
2. Arrange for the timely transfer of any prisoner(s) from the LEC to Municipal Court if appropriate.

RELATED PROCEDURES

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