

POLICY MANUAL

12.2 PROCESSING PERSONS IN CUSTODY

In the arrest, transportation, and detention of suspects, officers will take precautions to prevent escape, injury to themselves and others, or damage to property. Appropriate restraint devices will be used during the transport of all prisoners. Seatbelts will be used during transports, with additional leg restraints available for use as needed. Officers transporting extremely combative subjects may request medical personnel to respond to assist with the transport.

An officer making an arrest is charged with the responsibility of determining whether the individual arrested is to be booked or released without full processing, and without having to post bail. It is important, therefore, those individuals are carefully screened to determine their eligibility, and secondly that the identifying data obtained from them is accurate and complete.

Use of handcuffs and restraints are to keep subjects safe, to prevent escape and to protect the officer and others from harm. Handcuffs are the most effective security tool the officers have at their disposal and should be used to the full advantage. Only handcuffs and restraint types approved by the department may be applied.

Generally, all prisoners shall be handcuffed with their hands behind them; however, situations do arise where common sense dictates adoption of other security measures. The most frequent exceptions to this rule are children, the elderly, those with physical disabilities and in circumstances that would hamper the conduct of an investigation.

Following any use of handcuffs or other restraints, the devices will be inspected for damage and to insure proper operation. If handcuffs have become contaminated with body fluids, they will be decontaminated as soon as possible.

When making an arrest, officers will thoroughly search suspects and will immediately take possession of all weapons and evidence. An officer making a decision to book an arrestee, will transport the arrested individual or cause him/her to be transported to the jail as soon as possible.

It is the policy of the Everett Police Department to provide the appropriate amount of information in booking paperwork (Superform) to (a) establish probable cause for the charged crimes and (b) provide prosecutors with sufficient information to request bail and request protective or other orders. Probable cause statements in the Superform will be drafted with awareness of public records laws and awareness that Superforms in their entirety are likely to be made available to the public for reading and copying without the review that usually accompanies records requests for police incident reports and investigative files. Refer to Procedure 2.08 for more information about the Superform and guidelines for Superform probable cause statements.

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Officers will complete an incident report documenting any arrest made. It is the responsibility of the Snohomish County Jail to fingerprint and photograph all adults being booked into the jail facility per the policies of the Snohomish County Jail and pursuant to RCW 43.43.735.

For juvenile ~~proession~~processing, refer to Procedure 10.15.

PROCEDURE MANUAL

2.08 COTS BOOKING AT STATION BOOKING PAPERWORK – SUPERFORM

The Everett Police Department has a computer available in the patrol work area that is connected to Cotts. This computer will allow officers to complete the electronic booking process at our facility. Officers will utilize a generic network ID (streetcop) and a generic password (cotts) to access the network. Patrol Sergeants/MPO's will be responsible for training their personnel how to access the network. COTS will be the only function that this computer will be programmed to perform.

Officers will be able to complete narratives for their probable cause statement on their laptops and transfer the file to a floppy disk. Officers will be able to perform a "cut and paste" from the floppy disk to the COTS on this computer.

Once the arresting officer has signed onto COTS, he/she must fill out the "Arresting Officer New Booking Screen" as they currently do in the County Jail. The suspect can then be transported to the County Jail to complete the booking process.

If there is a problem with the COTS, officers will need to contact the jail and report the problem at 425-388-3474.

The Superform was developed by the County Prosecutor and County Corrections for all law enforcement officers to use when booking prisoners or when referring a case to the Snohomish County Prosecutor's Office. The Superform eliminated COTS booking and the former prosecutor's office face sheet. Everett Police officers do not use the Superform when they refer a case to the City Prosecutor for a charging decision or when they file a non-felony crime by citation and release the subject without booking him. The Superform has a section entitled: "Synopsis/PC for Arrest (Include all elements of the Crimes Charged). When completing this section, officers will stay within the following guidelines:

- DO NOT omit probable cause from the Superform itself by writing "see attached" and then attaching a copy of the report narrative
- DO NOT "cut and paste" the report narrative for any felony charge into the Superform probable cause statement. Officers may "cut and paste" non-felony crime probable cause into the Superform from the narrative only if there is essentially no difference between the probable cause statement and the text of the narrative.
- DO NOT include a full narrative of all of the facts of the investigation

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- DO be aware that a police narrative in its entirety often contains protected information that must be reviewed and redacted prior to public disclosure. Booking forms (Superforms), however, typically are immediately available for public inspection and copying and are not always subject to review and redaction before disclosure. Attaching police narratives in full or pasting police narratives in full into the Superform probable cause statement can potentially compromise investigations or result in the release of protected information
- DO draft a probable cause statement that briefly demonstrates how the suspect satisfied the elements of the crime that he/she is being booked for
- DO stick to factual statements in the probable cause statements and avoid making conclusory statements

Fingerprinting:

Prisoners will be photographed and fingerprinted, per established guidelines at the Snohomish County Jail, during their initial booking. All photos and fingerprints will be maintained per established recording guidelines.