

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.

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 processing, refer to Procedure 10.15.

12.3 SECURE WAITING AREA

The Department's secure waiting area shall be operated under guidelines as set forth in Washington Administrative Code Chapter 289, in RCW 13.04.116, in RCW 12.04.116, and all other applicable facility and custodial care standards. Refer to Section 10.17 of the Everett Police Department Procedures Manual for the Federal guidelines governing the placement of juveniles in adult jails (secure waiting areas and secure interview rooms).

Secure waiting areas will be kept clean and free of debris. Arrestees being held will be provided access to restrooms in a timely manner and will also be provided access to water.

No detainee may be secured (handcuffed) to an immovable object, either in a holding cell or interview room, unless that immovable object was specifically designed for that purpose.

All sworn personnel will be trained on the fire prevention, fire evacuation and fire suppression plan for the temporary holding areas. Training will also cover operational guidelines for the use of any temporary holding areas.

Secure waiting areas are provided for the comfort and safety of citizens and Officers; to provide for the safety and security of police personnel, police facilities and arrested persons detained for interrogation, release to parents and other situations.

They provide a means to safely and temporarily detain persons to arrange economical transportation to another permanent facility, or ideally, provide the officer time and access to information needed to divert the citizen to a disposition other than being booked into the county jail.

12.4 WARRANT SERVICE

In applying for and executing warrants, officers will abide by relevant statutes and department procedures. In serving warrants on individuals, officers will proceed to secure custody of the individual(s) in an efficient manner and with due regard for safety. When serving a warrant out

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Rev. 6/2007 / Rev. 7/2007 / Rev. 12/2008, Rev. 7/2009, Rev 9/2009, Rev 11/2009, Rev 1/2010, Rev 7/2010, Rev 10/2010, Rev 11/2010, Rev 12/2010, Rev 1/2011, Rev 2/2011, Rev 3/2011, Rev 6/2011, Rev 7/2011, Rev 9/2011, Rev 10/2011, Rev 11/2011, Rev 2/2012, Rev 3/2012, Rev. 6/2012

*No one is aware of any specialized fire training for the SWA*

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*updated & uploaded 7/20/12*