

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	71.2 Booking: Duties of Arresting Officer			
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I. PURPOSE

The purpose of this policy is to familiarize all personnel with the booking of persons that have been taken into custody.

II. DUTY OF ARRESTING POLICE OFFICER - ADULT

- A. Persons arrested that will be held in custody will be transferred to the Kenosha County Pretrial Detention facility. The arrested person will be turned over to detention facility personnel for the booking process to include fingerprints and photographs. To complete the transfer of custody the following forms will be completed:
 - Kenosha County Arrest – Take Custody Report
 - Transporting Officer Observation Summary Form
 - Health Transfer Summary – If person is being transferred from a facility in another jurisdiction to the Kenosha County Pretrial Detention facility.
- B. Persons who are arrested but will be released from custody pending summons, posting bond or some other action will be booked prior to their release. The booking procedure will include fingerprints and photographs.
 - 1. If the booking of the arrested person takes place during hours when an Identification Technician is on duty, the booking may be conducted in the Identification Bureau. If there are no Identification Technicians on duty the booking shall take place in the Kenosha County Pretrial Detention facility.
 - 2. Exceptions to booking an arrested person in the Identification Bureau are if the person was arrested for Domestic Abuse related crimes or there are safety or security issues.
 - a. The booking of all Domestic Abuse related arrests must be processed through the Kenosha County Detention facility.
- C. Prior to entering the detention area, officers shall secure their weapons in a weapons locker or in some other acceptable manner.

III. DUTY OF ARRESTING POLICE OFFICER - JUVENILE

- A. When a juvenile is “taken into custody,” in situations to include but not limited to the following, should be booked prior to their release or transfer to a juvenile facility:
 - 1. With a capias issued by the juvenile court or a warrant.

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2. When the juvenile has violated a state or federal law or county, town or municipal ordinance.
 3. When there is probable cause to believe he/she has committed an act which would be a felony if he/she were an adult.
- B. The booking procedure should include the taking of fingerprints and photographs.
1. If the booking of the juvenile takes place during hours when an Identification Technician is on duty the booking will be conducted by an Identification Technician. If there are no Identification Technicians on duty the booking shall be conducted by a Records Clerk and will take place in the Identification Bureau.
 2. If a juvenile is to be transferred to another facility for detention, the officer shall ensure that the transfer of custody is properly coordinated with the detention facility.

IV. MEDICAL TREATMENT

- A. If the arrested person or juvenile taken into custody is in need of medical treatment, they should be taken to an appropriate medical facility prior to the transfer of custody.

V. CONTROL AND ACCEPTANCE OF PRISONER AT THE KENOSHA COUNTY DETENTION FACILITY

- A. In order to maintain jail security, insure the safety of detention personnel, and the prisoner, the following procedures will apply:
1. Officers should have thoroughly searched the prisoner prior to their arrival at the Kenosha County Pretrial Detention facility. If this search was not conducted it shall be conducted prior to entering the booking area.
 2. All weapons will be secured prior to entering the booking area.
 3. Upon entering the booking area the officer will transfer the prisoner into the custody of detention facility personnel.
 4. Officers will assist detention facility personnel as appropriate.
 5. Once the prisoner is secured, the officer will complete the necessary paperwork to complete the transfer of custody.
 6. Upon completion of the transfer of custody the officer will exit the detention facility.
- B. The Kenosha County Pretrial Detention facility can refuse to accept a person for incarcerations in the following circumstances:
1. A juvenile (W.S.S. 28.298) without a temporary physical custody form signed by court intake worker or court detention order.
 2. Persons brought in to await transportation where there are no charges on the individual.
 3. Where there are no charges placed against the person, or there is no commitment to serve a sentence.
 4. A person has been to court on a charge and released by the Judge and the necessary paperwork (release order) is received.

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5. Arresting officer of the Kenosha Police Department fails to give the booking clerk completed arrest report, prisoner transport form or hospital treatment release form if required.
6. The Kenosha County Detention facility will only accept the property being worn or carried on the person of the arrestee.
7. All other property will be inventoried by the arresting officer and be placed in storage in the Property/Evidence Room of the Safety Building.

VI. SUMMONS

- A. Persons responding to a Court ordered summons are normally instructed to appear for booking prior to their court appearance. The booking in these situations are the responsibility of Identification Bureau Personnel.