

## **BLOOMINGTON POLICE DEPARTMENT**

### **STANDARD OPERATING PROCEDURE**

#### **PROCEDURE FOR BOOKING ARRESTED PERSONS INTO THE MCLEAN COUNTY JAIL**

Reviewed by: Lt. Timothy McCoy	Effective Date: May 15, 1996
Authorized by: Chief Dan Donath	Revision Date: November 18, 2019

#### **PURPOSE**

The purpose of this SOP is to prescribe the procedure to be used when booking an arrested person into the McLean County Jail.

#### **PROCEDURE**

##### **COMPLETING THE FIELD ARREST FORM FOR ADMITTANCE PROCEDURE TO MCLEAN COUNTY DETENTION FACILITY**

1. The transporting officer should enter the sallyport via the Olive Street entrance and pull the vehicle up to the north sallyport door.
2. The officer should press and release the intercom button (mounted on a red pedestal on the wall to the east of the overhead sallyport door). Note: the intercom button needs to be pushed only once. After the control operator answers, there is no need to push the button to talk.
3. The jail control room operator will respond to the intercom call. The officer should advise the jail control operator of the department he/she represents and the nature of his/her business.
4. The control officer will verify the request by visually checking the camera monitor for the sallyport door. When the operator has made such verification, he/she shall either open the sallyport door or, if there are already other vehicles in the sallyport, advise how long the wait will be.
5. When the overhead door is secure, the officer should exit his/her vehicle and secure his/her weapon, asp and o.c. spray in a gun locker. It is also a good practice to secure the squad car keys in the same gun locker to ensure that the officer does not leave the detention facility without his/her weapon.
6. The officer should escort the prisoner into the processing area, leaving the prisoner's handcuffs on until access into the jail booking area has been granted.
7. The officer should complete required fields from the Electronic Justice System (EJS), using the HELP book located at the processing desk if needed (see Appendix A and Appendix B of the HELP book). If further problems should arise, a corrections officer should be contacted for assistance by dialing 5064 or a patrol watch commander may be contacted by dialing 5019.

8. Once booking information is completed, the officer should dial 5012 and take the prisoner into the jail booking area. After the EJS information is approved by the correctional officer, custody of the prisoner should be taken.
9. If the officer needs to process a DUI, the processing will be done in the general processing area. All necessary forms are located in the general processing area as well.
10. When the officer is ready to enter the Booking Room, he/she should do so by pressing the "Booking" button on the intercom (using the same procedure as mentioned above).
11. The officer should enter the Booking Room and meet a correctional officer. The correctional officer will examine the paperwork. If there is paperwork that needs to be filed, and it is during business hours of the Circuit Clerk's Office, the paperwork will be copied and the original returned to the officer to file with the Circuit Clerk. If the Circuit Clerk's Office is not open, the paperwork should be left with the correctional officer.
12. If the inmate is not in need of immediate medical attention and the paperwork is in order, the officer should exit into the sallyport and the inmate will be taken into the booking area. Arrested persons will not be accepted if in need of immediate medical attention.
13. If an officer wishes to access the jail and does not have a subject to take into custody, he/she must present himself/herself at the jail booking desk through the west doors.

### **SQUAD CAR INSPECTION**

As soon as possible after transporting one or more prisoners, the squad car should be checked for any property or contraband left by the prisoner.

1. Any property left in the squad car by the prisoner should be noted on the arrest docket and placed in his/her property bag.
2. Any recovered contraband should be placed into evidence and noted on the arrest docket and in the police report.
3. If the prisoner does any damage to the squad, a report should be made and the proper charges filed.
4. An officers should check his assigned squad prior to the beginning and end of his shift. This practice will help ensure his safety and may help eliminate confusion if contraband is discovered during another shift.