

	ROSENBERG POLICE DEPARTMENT	
	General Order 10.01 Holding Facility Operations	
	Effective Date: 07-22-2021	Replaces: N/A
	Approved:  <small>Chief of Police</small>	
Reference: TBP 10.01, 10.04, 10.05, 10.06, 10.07, 10.08, 10.09, 10.10, 10.11, 10.12, 10.13, 10.14, 10.15, 10.16, 10.17, 10.18, 10.19, 10.20, 10.21, and 10.22.		

I. POLICY

It is the policy of the Rosenberg Police Department to arrest criminal offenders, place them in the department holding facility (jail), and book them in according to established booking procedures. This process is to ensure that prisoners in the custody of this agency are treated fairly and equally.

II. PURPOSE

To provide guidance to police personnel for safe booking and housing of persons detained for further disposition by employing a uniform pattern of security and protection of rights.

III. GENERAL ISSUES

A. Supervision

1. The Chief of Police shall assign an individual to serve as Supervisor of the prisoner holding facility. Said individual shall be responsible for all aspects of the holding facility to include prisoner processing, record keeping, training, security, sanitation and maintenance, safety, and supervision.

B. Access to Facility (TBP: 10.06)

1. Access to the holding facility is limited to authorized personnel. Non essential personnel that are allowed access to the holding facility ensure their presence does not violate a detainee’s privacy, impede facility operations or hamper the gathering of information to be used in court. Non-essential personnel are prohibited from entering the holding facility in emergency situations. Juveniles are prohibited from entering the facility at any time a prisoner is being held or is present. (TBP: 10.04)

2. Any person, other than sworn members of the department, who enter the facility, will be accompanied by a sworn Officer or Jailer while in the holding facility.

C. Privacy of Prisoner Records

Records are kept confidential unless release is required by law. Officers and Communicators are permitted to respond to inquiries regarding whether or not a specific person is being held, on what charges, and the bond amount if any. Officers and Communicators are permitted to answer inquiries regarding the various options of how an individual may be bonded out or released.

IV. SAFETY AND SANITATION

A. Fire Protection (TBP: 10.08)

1. The jail facility is equipped with an automatic Fire Alarm System incorporating both heat and smoke detection systems. This system is inspected and approved in writing by the Fire Marshal or Fire Inspector.
2. Fire Extinguishers are located in the book-in area mounted on the wall and just outside the holding facility entrance door for use in entering the facility if needed.
3. Fire Prevention activities include:
 - a. No smoking or smoking materials, lighters, matches, etc. are allowed in the facility with the exception of items placed in prisoner's property.
 - b. Prisoners are searched completely prior to being placed in cells.
 - c. The facility is kept clean of loose debris, trash or lint.
 - d. Cells are cleaned and inspected before and after every prisoner.
4. Emergency Evacuation (TBP: 10.09)
 - a. An Emergency Evacuation Diagram is posted in the Book-in area.
 - b. Emergency Exit signs are posted above the Exit Doors

B. Inspections (TBP: 10.18)

1. On every shift, the oncoming Shift Supervisor conducts an inspection of the jail facility. Fire alarm systems, emergency lighting systems, cell door operation and overall safety and security of the holding facility will be visually inspected. Any defective equipment or facility issue will be brought to the attention of the Patrol Commander or designee immediately. This inspection will be documented in the daily jail log.

2. The holding facility Supervisor conducts routine inspections of the jail and booking area at least weekly, recording the appropriate information to document the activity. The inspection includes, but is not limited to, the following:
 - a. Cleanliness
 - b. Adequate Supplies
 - c. Medical Emergency kit
 - d. Adequate food
 - e. Fire/Smoke detectors operational (tested)
 - f. Video and audio monitors operational
 - g. Fire extinguisher access and within inspectional date
 - h. Pest/Rodent Infestation
 - i. Cells for Weapons and Contraband (with second officer)
3. Insects, rodents, or other vermin and pests are addressed by a qualified pest service which is maintained under contract to perform their service at least quarterly.
4. The holding facility Supervisor ensures that fire extinguishers are inspected at least semiannually.
5. The holding facility Supervisor ensures the Fire Alarm System is tested regularly as required by the Fire Marshal.

V. FACILITY SECURITY (TBP: 10.05)

A. Firearms and Weapons (TBP: 10.21)

1. Personnel refrain from permitting weapons inside the holding facility area under normal operational conditions. Weapons include firearms, batons, knives or similar devices commonly considered a weapon. Weapons may be secured in an appropriate lock box or secured in the officer's vehicle trunk prior to entering the facility, with the exception of approved O.C. Spray and Conducted Electronic Weapons (CEW's). Officers may enter the facility with other weapons only when immediately necessary to gain control over a violent prisoner and/or protect another officer when so doing.
2. Weapons (that are not contraband or illegal) that are not part of an investigation but are part of prisoner's property will be secured in a property locker in the locked prisoner property room with the rest of the prisoner's property.
3. Officers shall not place weapons or objects adaptable for use as weapons or capable of inflicting bodily injury, or permit such weapons or objects to remain unattended, in any location or place in a police building or vehicle normally accessible to a prisoner or suspect.

B. Twenty four hour Supervision (TBP: 10.20)

1. The holding facility is monitored on a 24-hour basis by Communications via video cameras. If the Communication Officers in Dispatch have any concern for the prisoners' well being, they will query the prisoner by audio to check on the prisoner. The Jailer or Patrol Officers may also be summoned to check on a prisoner if needed.
2. At least hourly, the Jailer or assigned jail duty Officer conducts physical checks of persons detained in the holding facility. If no Jailer is on duty, the assigned jail duty Officer conducts the checks unless otherwise prevented by call load activity. During these checks, the Jailer or jail duty Officer ensures all doors are properly secured, and that audio and visual devices are operational. This check is recorded in CAD and on the jail log for documentation.
3. Special watches are conducted on the half-hour for those exhibiting special needs. These special watches are conducted by the Jailer or assigned jail duty Officer and logged into the CAD system as a prisoner check and noted in the jail log.

C. Entering a Cell with a Prisoner

1. Officers typically do not enter a cell with a prisoner. Occasionally there will be certain circumstances that will require Police Officers to enter an occupied cell, these circumstances may include, but are not limited to the following:
 - a. A fight between prisoners,
 - b. To search the cell and/or prisoner(s) for contraband,
 - c. To check on an ill or injured prisoner,
 - d. To prevent a prisoner from injuring himself or others, or
 - e. To prevent a prisoner from damaging property.
2. When it is necessary for a Police Officer to enter an occupied cell, the Officer, when possible and practical, does so only with the assistance of another Officer.

D. Key Control (TBP: 10.16)

1. There is one set of jail keys to the cell block area available inside the holding facility. These keys are secured in the locked prisoner property room, and are available for retrieval only by scanned personnel identification badges.

2. There is a second set of keys located in the Communications Center in the key box.
3. A third set of keys is located in the key box in the Sgt's Office.

E. Cell Block Security

1. The individual cell doors are kept locked except when someone is entering or exiting a cell.
2. All facility entry doors are kept locked except when someone is entering or exiting.
3. Communications Officers are able to remotely unlock the sally port doors electronically from the Communications Center after being alerted via the hallway intercom or Police Radio, and will observe who is attempting to enter or exit the Jail area via video monitor prior to unlocking the sally port doors.
4. All doors to storage and holding rooms directly off of the booking area remain locked when not in use.

F. Holding Cell Inspections

1. Prior to placing an arrested person in an unoccupied holding cell, the cell is searched for contraband and weapons. The Officer making the inspection immediately reports the finding of any weapons or contraband to their immediate Supervisor. (TBP 10.18)
2. Prior to release and after the detainee has been removed from the cell, the cell is searched for contraband and or weapons. The detainee is also required to remove any trash from the cell and clean any intentional damage or mischief. Officers will also have the prisoner place the mattress back on the respective beds and remove any other personal items used by the prisoner such as personal hygiene items in an effort to bring the cell back to a usable condition for the next prisoner.

G. Culinary Equipment / Tools

1. Culinary equipment used in the holding facility is limited to plastic utensils for detainee use. All utensils are retrieved and disposed of after each meal.
2. Occasionally it is necessary to bring tools into the holding facility for repairs and routine maintenance. Personnel assigned to the holding facility accompany any outside contractor to ensure the safety of both the contractor and detainees. Upon completion of any work, the holding

facility is completely inspected to ensure tools used in maintenance are not left in the holding facility.

H. Escape Procedures (TBP: 10.17)

1. In the event of an attempted escape from the holding facility, the following measures are taken to thwart the attempt:
 - a. The Communications Division monitors the closed circuit displays that monitor activity in the holding/booking facility.
 - b. If a person is attempting to escape, with or without an Officer or Jailer present, the Communications Officer follows the below procedures in sequential order:
 - i. An immediate alarm is broadcast over the Police Radio. The field Supervisor, and other resources as directed by that Supervisor, respond immediately to the station to prevent the escape and/or assist the Officer or Jailer involved.
 - ii. The Communication Officer announces the escape attempt on the internal intercom system of the facility and;
 - iii. The Communications Officer sends an Administrative e-mail to inform administrative personnel of the attempted escape.
 - c. All available personnel respond and make every attempt to prevent the escape.
2. If the escapee is successful in their attempt, the Communications Officer sends a teletype broadcast to surrounding agencies. The teletype, with the approval of the field Supervisor, provides a physical description of the escapee, what the person was being detained for, whether or not the person is armed, and if there were any Officer-related injuries.
3. Officers attempting to prevent the escape may use what force is necessary, and provided for by State law in order to prevent the escape.
4. Once the escapee has been subdued, the Communications Officer provides notification via internal intercom and Administrative e-mail signifying an end to the alert. The field Supervisor contacts the Patrol Commander.
5. The field Supervisor completes, or causes to be completed, any documentation that is required as a result of the escape/attempt. This documentation includes, at a minimum:

- a. Additional charges being filed against the escapee, when applicable.
- b. Use of force report.
- c. Follow up, or continuation of the original report.
- d. Memorandum to Patrol Commander.

VI. GENERAL BOOKING PROCEDURES

A. Enter prisoner information into jail computer system.

1. In the event the jail computer is not operable, the Jailer or Officer will complete a handwritten booking form for all arrest charges.

B. Portable Breathalyzer Tester (PBT)

1. All prisoners that are arrested on alcohol related charges shall be tested using a Portable Breathalyzer Tester (PBT) during the booking process.
2. Prisoners that are tested using the Portable Breathalyzer Tester, and test 0.24 (or higher) shall be evaluated by Emergency Medical Staff (EMS) and transported to a hospital facility for further observation.

a. Fingerprints

- i. Obtain fingerprints from the prisoner using the Automated Fingerprint Identification System (AFIS).
- ii. In the event AFIS is not operable, the Jailer or Officer will complete the following for fingerprinting a prisoner:
 1. Complete two 10-print (FBI) fingerprint cards for all Rosenberg City Class C arrest charges.
 2. Complete one 10-print (FBI) fingerprint card for all county level arrest charges.
 3. Complete one hand and palm print card for all arrest charges.

b. Photographs

- i. All prisoners booked into the jail will have a current booking photo made using the jail camera.

c. Prisoner's Property (TBP: 10.10)

- i. Arrested persons will surrender all personal property that is on their person. An itemized inventory of the property is made by the booking Officer and printed for signature of the arrestee. The property is then stored in a secured manner in the property lockers pending release of the arrested person. Money belonging to the prisoner is counted in front of the prisoner and in sight of the video camera.
- ii. All prisoners booked into the jail shall be searched thoroughly for property or contraband. Prisoners will be searched thoroughly for any property out of the view of opposite sex prisoners. The following rules apply for additional searches:
 1. A hand-held metal detector sweep shall be performed on all prisoners to aid in locating undetected property, contraband or weapons.
 1. The hand-held metal detector sweep will be used in conjunction with, but not in place of a physical search.
 2. The hand-held metal detector sweep shall be noninvasive in nature.
 3. The hand-held metal detector shall be only utilized over the prisoner's outer most layer of clothing.

- iii.
 1. Strip searches should be used only on persons thought to have contraband or weapons on their body. All strip searches require a Supervisor's approval. Once the officer has obtained approval from a Supervisor, the person shall be taken to the Fort Bend County Jail where they will be booked and strip searched requested. (TBP: 10.14)

2. Cavity searches, other than the mouth, are not permitted by any member of the Department. Any prisoner suspected of having contraband or a weapon hidden in a body cavity will be searched by medical personnel. Cavity searches require a Supervisor's approval, the person shall be taken to the Fort Bend County Jail where

they will be booked and a body cavity search requested. (TBP: 10.15)

- iv. Officers will take extra precautions to ensure that all items are taken from a prisoner that could be used to harm him or herself or others or those items which could be used as weapons against Officers or other prisoners. These items include but are not limited to heavy work boots, shoe laces, high heeled shoes, and belts.
- v. To lessen the opportunity for contraband to be concealed or for a prisoner to harm themselves, each prisoner is only allowed to wear one layer of clothing not including underclothing.

F. Housing Prisoners (TBP: 10.04)

1. Upon completion of the booking process, the booking officer directs the arrested person to the most available holding cell. Each cell is separate and contains two bunks with no sight or sound activity available between cells. At no time is a male and female placed together within a single cell.

G. Special Circumstances

1. Detainees who are under the influence of alcohol or drugs will be:
 - a. Handled by the arresting Officer and at least one other person until the detainee is placed in a cell.
 - b. Remain under strict, close audio and video supervision with physical checks every 30 minutes or less.
 - c. Be segregated whenever possible, and detained in the holding cell or detoxification cell for a minimum of four hours or until their condition improves.
 - d. Locking belt restraints may be used to temporarily restrain a violent or suicidal prisoner. The individual will be allowed hourly restroom activity if so confined. (Take this out since we have the chair now?)
2. Detainees who are exhibiting violent or self-destructive behavior will be:
 - a. Handled by the arresting Officer or Jailer and atleast one other person and placed in the Self Restraint Chair.

- b. Application of the Safety Restraint Chair shall be in an effort to prevent injury from occurring to prisoners, or Rosenberg Police Department employees. At no point shall the Safety Restraint Chair be applied to a prisoner as a punishment.
- c. All applications of the Safety Restraint Chair shall be performed only with the on-duty supervisors' approval.
- d. All personal property will be removed from the prisoner's person before application of the Safety Restraint Chair.
- e. A prisoner will not be left in the Safety Restraint Chair longer than two hours at a time. After a two hours period, the prisoner shall be removed from the Safety Restraint Chair. Upon removal, an assessment shall be made along with a determination by the on-duty supervisor if further restraint is needed.
- f. Welfare checks shall be conducted every fifteen minutes on prisoners while they are restrained in the Safety Restraint Chair (including blood circulation to limbs, lucidness of the prisoner, and appendage color).
- g. All application of the use of the Safety Restraint Chair shall be captured by video (including the application, and full length of time the prisoner is restrained in the Safety Restraint Chair).
- h. All Police Patrol, and Jail personnel shall complete a training course before operating the Safety Restraint Chair.

H. Juvenile Detentions

- 1. Juveniles are not detained at the Rosenberg City Jail or anywhere at the Police Department at any time. Any juveniles who have been detained in the field will be transported directly to the Fort Bend County Detention Center if required, or otherwise handled as described in G.O. 7.12, Juvenile Procedures.

I. Arrest Reports

- 1. All individuals detained will have an Arrest Report completed using the computerized offense and arrest report system.
- 2. Arrest reports contain information about the offense and the probable cause to believe the person committed the offense or a reference to an offence report where such information is provided.

3. Arrest reports are completed in the format provided in the computer system.

J. Mass Arrests

1. In the event of a mass arrest occurs that exceeds the maximum occupancy of the holding facility, extra personnel are called in to assist with the processing of the arrestees.
2. In the event of the facility exceeding maximum capacity, the Patrol Commander or designee may contact adjacent agencies or the County for assistance in holding prisoners.
3. When an agreement is reached, the prisoner(s) is/are transported to the appropriate facility with a copy of all the booking paperwork.
4. The transporting officer assists the other agency in booking the prisoner(s) into their facility.

K. Receiving Prisoners from Other Agencies

1. Prior to accepting prisoners from other agencies, either as temporary housing due to overloading of their facility, or for a warrant, the booking officer ensures the following:
 - a. Positive identification of the detainee
 - b. Positive identification of the Officer delivering the prisoner
 - c. Requesting Officer required to provide telephonic or written confirmation of the reason for the incarceration. (Copy of Offense report, arrest report, warrant and bond information if any)
 - d. Ensuring an offense has occurred and authority for arrest exists.
2. Compliance with this policy pertaining to the holding facility must be met. Any compliance refusal shall result in denial of the booking.

L. Victim / Witness Notification upon Arrest of Suspect

1. Officers making arrests of suspects after the suspect has left the scene of a crime will take reasonable efforts to notify the victim and any involved witnesses of the suspect's arrest. This action will reassure the victim and allow the victim to avoid taking unusual protective measures unnecessarily.

2. In cases of domestic violence, the victim should be contacted and asked whether a Protective Order is desired. If so, the Officer will prepare an Emergency Protective Order for issuance by the Magistrate.
3. Officers who are releasing prisoners on Bond will make reasonable efforts to notify victims of violent offenses that the suspect is being released from our facility.

VII. MEDICAL AND HEALTH CARE OF DETAINEES (TBP: 10.12)

A. Medical Screening

1. The holding facility is not intended for or equipped to handle arrestees who require immediate or sustained medical attention. Therefore:
 - a. No prisoner shall be booked into the holding facility or otherwise held for interrogation or other purposes that have injuries or illnesses that require hospitalization or attention of a health care professional. This includes obvious cases of injury or illness as well as situations in which arrestees:
 - i. suffer from extreme alcohol intoxication or possible drug overdose;
 - ii. exhibit symptoms of severe mental disorder
2. If the severity of medical conditions is unclear or if a prisoner requests medical attention, he shall be transported as soon as possible to a medical facility for evaluation.
3. All arrested persons are screened prior to being admitted to the holding facility. The information obtained during this screen should contain, but is not limited to the following:
 - a. Current health
 - b. Medications
 - c. Behavioral status
 - d. Body deformities, scars, marks and tattoos.
 - e. Emergency contact information
4. This information is recorded on the booking form along with the charges and property inventory. Any significant medical problems are listed on the board for other Officer's information.
5. If the detainee is transported to a hospital, he or she may not be subsequently processed into the holding facility until after gaining clearance to be held by a Medical or Mental Health provider.

B. Medical Emergencies

1. Medical emergencies occur within the facility from time to time. On those occasions, the utmost care should be provided to the ill or injured arrested person; however extra caution is utilized.
2. Police personnel serve as the first responders to medical emergency calls inside the holding facility as well as Paramedics when required. The on-duty Supervisor will also respond.
3. Paramedics will respond to assess the needs of the person and comply with their standard medical protocol for treatment and transport.
4. In some cases, the paramedics will recommend transfer by ambulance, and if recommended, a transport is conducted. If the person specifically requests to be transported to a medical facility via ambulance, such transport is conducted only if deemed medically appropriate by the Paramedics. The final determination of transport of the individual by ambulance rests with the Paramedic. Example: A person complains of minor bruising to the wrists and medical personnel identify there is no significant or life-threatening injury, the request to be transported via ambulance may be denied by the Paramedic.
5. If the Paramedic believes medical attention is required but transport by ambulance is not needed, the on-duty Supervisor will assign an Officer to transport the individual to the medical facility. The Supervisor will then determine whether the individual should remain in custody and be guarded or released.
6. Custodial transports necessitate the accompaniment of a uniformed Officer. If the individual is not released from custody prior to transport, an Officer may ride in the back of the ambulance with the prisoner to the hospital if necessary, or follow the ambulance.

C. First Aid Supplies

A First Aid Kit is kept stocked in the Book-in area and is inspected weekly. Any officer using items from the First Aid Kit notifies the holding facility Supervisor of the items used.

D. Medications (TBP: 10.13)

1. Prisoner's medications will be maintained in their personal property.
2. Persons may be administered medications under the following conditions:
 - a. The medication is prescribed or required.
 - b. The name on the prescription is the arrested person.
 - c. The medication dosage is followed.

3. If medications are required, the timing of such medications will be provided to Communications who will create a schedule for notification. When a prisoner is scheduled for a medication, an Officer will be called to dispense the medication according to the label on the container.
4. Persons requiring injections or other periodic medical procedures will not be booked into the holding facility. The on-duty Supervisor will make a decision on the method of custody or release.
5. Documentation of the issuance of such medication is made by the officer administering the medication on the jail log.

VIII. PRISONER HYGIENE

- A. Prisoners will be allowed to shave and brush their teeth daily upon request, time permitting.
 1. Items such as razors, toothbrushes, and toothpaste will be available to the prisoner at the Department's costs.
 2. These items may be used at the request of the prisoner, but may not be left in the cell.
 3. The Jailer or duty Officer will supervise any prisoner using razors and toothbrushes.
- B. Prisoners will be required to shower every third day. They may shower more often at their request and at the Jailer or jail duty Officer's discretion.
 1. Only male Officers will be allowed in the immediate area when males are showering and only female Officers/employees are allowed in the immediate area when females are showering.
 2. In cases of emergency, male Officers may assist with female prisoners, and female Officers may assist with male prisoners.
 3. Only one prisoner at a time will be allowed out of his or her cell to shower.

IX. PRISONER RIGHTS

- A. Arraignment Procedures
 1. All individuals detained have the right to be advised of their rights by a magistrate, informed of the charges against them, and have bail set.

2. Arraignments for class C charges will be conducted by the City Judge according to established guidelines set forth by the Municipal Court. The video camera system will be used that allows interaction between the Judge and the prisoner being arraigned in the jail.
3. If the video conference system is down, the Jailer or duty Officer will walk the prisoners needing arraignment across the street to City Court according to established standard operating procedures.
4. If the detainee requests an appointed attorney and the Magistrate finds that the detainee is indigent, the Communications personnel will fax a copy of the Appointment of Counsel Request to the appropriate County office where an attorney will be appointed.

B. Bonding Procedures

1. Cash Bond

Cash bonds are accepted only for class C City Charges. On City warrants, depending on type, the defendant may pay a bond or the fine.

2. Bonding Companies

Surety bonds may be accepted. Bonds must include a current court date that has been imprinted by the bonding company.

3. Writs

Writs for release of prisoners are accepted.

C. Access to Telephone

1. All cells have telephones in the cells for use by prisoners. Officers should ensure detainees understand the usage of the telephones. Should detainees be unable to properly use the telephone in the cell, Communications personnel or an Officer should attempt to lead them through the process.
2. Should a detainee abuse the telephone by making harassing telephone calls or calls to a crime victim, the telephone in the cell may be turned off and future calls made under Officer supervision.

D. Access to Consul

Detainees are asked their Citizenship. Should a detainee be other than U.S. Citizenship, the detainee is asked by the booking Officer if they wish their Consul to be notified. If so, the Consul is notified by

Communications using the list of Consuls maintained. Notification or refusal is noted on the Prisoner Alert Notice. An individual's Consul is allowed to visit in the same manner as attorneys with the exception that they are not left alone with the subject.

E. Visitation (TBP: 10.07)

The Rosenberg City Jail facility is not customarily utilized for long term prisoner confinement. Therefore, visitors, other than attorneys or clergy, are not allowed to meet with prisoners at the Rosenberg City Jail.

F. Access to Attorney (TBP: 10.07)

1. Attorneys and clergy may visit prisoners at the Rosenberg City Jail.
2. Visiting hours for attorneys and clergy shall be flexible to assure the prisoner has every opportunity for legal counsel. The length and number of visits shall also be flexible.
3. Visitations will be at the discretion of the on-duty Supervisor based on Officer availability.
4. Attorneys and clergy and their property are subject to search and warrant check prior to entering the jail area to visit the prisoner.
5. If the attorney requires an office environment for his or her interaction with the prisoner, the Jailer or duty Officer shall utilize one of the CID interrogation rooms. The Jailer or duty Officer shall maintain security at the door during the visit, and the prisoner will be searched prior to return to the jail.

G. Meals (TBP: 10.19)

All arrested persons require daily nourishment. The Jailer or assigned district Officer assures adequate meals are provided three times per day to the arrested person at or by 0700 hours, 1200 hours, and 1800 hours.

X. RELEASE PROCESS

- A. Jail credit will be assessed according to the Judge's directive. Once a prisoner has satisfied outstanding fines, bonds, and holds, he or she may be processed for release.

B. Prisoner Identification (TBP: 10.11)

1. Prior to pulling a prisoner from a cell, the releasing Jailer or Officer will positively identify the prisoner by comparing the book-in photo with the prisoner.

2. No prisoner will be released if there is any question about the prisoner's identity. The on-duty Supervisor will be contacted if there is any question regarding the prisoner's identity.
3. When a prisoner is being released, it is the Jailer or releasing Officer's responsibility to ensure that he or she is releasing the correct person. The releasing Officer or Jailer shall also return any property belonging to the prisoner and obtain a signature from the prisoner acknowledging receipt. (TBP: 10.10)

C. Facility Maintenance

1. Prior to release, the arrested person is held responsible for removal of any trash or disposable products and return of the cell to a ready condition:
 - a. Trash removed
 - b. Mattress and blanket folded
 - c. Toilet flushed
2. The cell is then examined for damage and orderliness. If intentional damage or defacing of the cell is identified and able to be attributed to a specific person, appropriate charges are considered for such willful damage.

D. Release of Prisoner to another Agency

1. Prisoners being released to other agencies will be identified as required prior to release.
2. Communicators will make necessary notifications for prisoners to be picked up by other agencies.
3. Officers picking up prisoners will be personally informed by the releasing Officer of any physical or mental problems the prisoner may have. All of the prisoner's property will be signed for by the prisoner and provided to the transporting Officer for safekeeping. (TBP: 10.10)

E. Transportation of Prisoner to another Agency

Officers transporting prisoners to other agency will ensure that they:

1. Comply with the other agencies rules, including locking up all weapons prior to entering the facility.
2. Keep the prisoner handcuffed until placed in a cell or until an Officer from the other Agency takes custody of the prisoner.

3. Provide the receiving agency with all necessary paperwork and prisoner's property.