

Hamden Police Department

General Orders

Policy Number: 015-001

Effective Date: June 13, 2013

Section: General Management

Rescinds: August 1, 2005

Title: Arrest Processing: Adults

Approved By: Police Commission

Approval Date: June 12, 2013

Purpose

The purpose of this policy is to establish the responsibility and a standard for the processing of arrests with and without a warrant.

Policy

The Hamden Police Department has the responsibility to process those persons so accused of committing a crime or violation without unnecessary delay, and determine qualifications for release as soon as possible.

Procedures

The Headquarters supervisor is responsible for ensuring that all the paperwork necessary for an arrest is completed properly in a timely manner.

Arrest at the Hamden Police Station

- A. When a person turns him/herself in at police headquarters. The Headquarters supervisor will have a Hamden police officer respond to the police station to process the arrestee.
- B. The responding officer will meet the person turning themselves in the front lobby of the police station.
- C. The accused will be escorted into interview room eight (8) located through the east front lobby door.
- D. When inside interview room number eight (8) the arrestee will be.
 1. Positively identified.
 2. Patted down for weapons and contraband.
 3. Warrant will be verified via Central Communications.
- E. The arrestee prior to leaving interview room eight (8) should have their hands cuffed behind their backs and the handcuffs double locked.
 1. Exception:

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- a. When based on the officer's training and experience.
 - b. And acting with judicious reasonableness.
 - c. And with the utmost safety in mind.
- F. Officers may use their discretion not to handcuff a suspect when, in the officer's opinion, the public safety, and the officer's safety is not jeopardize, and handcuffing the suspect would serve no protective service.
- G. The arrestee shall be escorted by two officers from interview room eight (8) into hallway behind the front desk to elevator number 4.
- H. Elevator 4 will be used to transport the arrestee to the entrance of the detention area.
- I. The officers prior to entering detention area shall remove their firearms, utility knives and place them in the weapons locker. Less Lethal Items such as Tasers, expandable batons along with OC spray are allowed in the detention area for officer protection and prisoner control.

Prisoner Interview

- A. The prisoner interview will consist of the following:
1. Interviewing of the prisoner and completion of the Hamden Police Department lockup form, by the processing officer.
 2. Assign a Hamden Identification Number; use old number if one had been assigned from previous arrest.
 3. Completion of the State Uniform Arrest Report, #JD-CR 21, or MSC for motor vehicle charges, by the processing officer, which the prisoner will sign.
 4. Marshall Detainee Behavior Questionnaire, JD-MS-5.
 5. State of Connecticut Department of Correction temporary surrender statement.

Fingerprinting

- A. The prisoner will then be fingerprinted using the AFIS system on the following fingerprint cards.
1. Uniform Arrest Report, JD-CR 21.
 2. Two (2) FBI fingerprint cards, #FD 249.
 3. Final Disposition report, R-8.
 4. Palm Print Card.
 5. Signing of two (2) FBI fingerprint cards. FD-249, by the prisoner .
- B. Prior to fingerprinting, the processing officer will place examination gloves on both hands. The wearing of the gloves will protect the officer from coming in contact with communicable diseases.

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- C. The completed fingerprint cards will become part of the incident report, to be reviewed by the Headquarters supervisor.

Photographing

- A. The Hamden Police Department will photograph each prisoner using the designated camera that allows image import to the department's report management system. Once the prisoner has been fingerprinted and photographed, they will be secured in the appropriate cell if release is not possible.

Bond

- A. A prisoner is guaranteed reasonable bail under the Eighth Amendment of the United States Constitution, "Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.
- B. The Headquarters supervisor shall have the authority to set a reasonable bond for the arrestee, set a non-surety bond or to release the prisoner on a written promise to appear. The supervisor will comply with Connecticut General Statute 54-63c, Release by Law Enforcement Officer. In the event that the arrestee cannot make bail, the Headquarters supervisor shall contact a bail commissioner promptly.
- C. Within 48 hours following an arrest without a warrant, prisoners shall be presented in court or the case shall be presented before a Superior Court Judge for a determination of probable cause.

Off Site Arrests

- A. Hamden Police Officers are often required to process an arrest outside the Hamden Police Department building, at the scene of an incident, at court, or at another police facility. Individuals arrested off site shall be afforded the same constitutional rights as those processed within the Hamden Police Department building.
- B. When possible, arresting officers will follow the same arrest procedures as those used within the Hamden Police Department building, taking into consideration the policies and procedures of the agency where a prisoner is being held and processed.