

LEWISVILLE POLICE DEPARTMENT

DETENTION PROCEDURAL ORDER MANUAL



All orders contained within this manual, including revisions, are approved this 4th day of April 2018, as witnessed by this signature page.

A handwritten signature in black ink, appearing to read "Kevin Deaver".

KEVIN DEAVER
CHIEF OF POLICE

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-1

SUBJECT: DENTENTION FACILITY ORGANIZATION

DATE OF ISSUE:

03/22/02

LATEST REVISION:

12/01109

I. Detention Facility Section

The Detention Facility Section includes the Desk and Detention Operations.

A. Desk Operations

The desk officer provides police service to people coming into the lobby.

B. Detention Operations

The Lewisville Detention Facility is a temporary holding lock-up facility. Inmates are released from the facility by bail, judgment, or transfer as soon as possible. The facility is not a penal institution.

II. Responsibilities

A. Desk officer responsibilities include:

1. Provision of police service to people coming into the lobby.
2. Assisting people calling for information on the telephone.
3. Controlling entry into the Detention Facility.
4. Completing police reports for citizens in the lobby.
5. Assisting Detention officers to process surety bonds and other types of inmate release documents.
6. Assisting the Detention officer as needed.
7. Performing additional duties as assigned.

B. Detention officer responsibilities include:

1. Checking all inmate documentation at the beginning of their shift to identify high risk and suicide risk inmates.
2. Verifying inmate count and becoming familiar with all inmates at the beginning of his shift. The detention officer shall become familiar with the medical /behavior issues of all inmates.
3. Conducting safety and security checks of all detention areas.
 - a. All cells and dorms are to be inspected at the beginning of each shift to identify any security or sanitation concerns, as well as to locate any contraband. This initial shift log and cell check must be entered into the computer.
 - b. Before a prisoner is placed into any unoccupied cell, an inspection of the cell is to be conducted to identify any security or sanitation concerns, as well as to locate any contraband.
4. Remaining aware of all activities and the general environment in the detention facility.
5. Controlling detention facility access and egress as well as movement of inmates within the facility.
6. Processing bail bonds and other types of inmate release documents.
7. Booking inmates to include photographing, fingerprinting, medical /suicide screening, and scars /marks /tattoos.
8. Monitoring the video security system and reacting as appropriate to security breaches and disturbances.
9. Monitoring fire alarm systems. Evacuating the detention facility in event of fire or critical incident.
10. Monitoring inmates for mistreatment by themselves or others.
11. Searching inmates as required.
12. Serving inmate meals and giving medication as prescribed.

13. Maintaining active or continuous observation of high risk or suicide risk inmates, which can be done by CCTV.
14. Supervising inmate arraignments, phone calls, and "-pproved visits.
15. Secure inmate's property in the detention property room.
16. Maintaining a clean and orderly work area.
17. Notifying the watch commander and the detention supervisor whenever any suicide risk or high-risk inmate is identified.
18. Taking immediate action according to procedures to deal with medical, fire, assault, escape, or other emergencies in the detention facility.
19. Documenting all detention activity to include cell checks, phone calls, meals, medication, showers, medical treatments, etc.
20. Ensure that laundry is completed on each shift.

III. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-2

SUBJECT: DETENTION FACILITY REPORTING

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01/06

I. Custody Records

A. All information concerning the medical condition of an inmate is confidential. It will be disseminated only to those persons with a need to know (criminal justice, medical personnel and immediate family. Immediate family will only be notified of an inmate's medical condition if inmate is admitted to the hospital) in situations where knowledge of the medical condition is essential to the investigation of a criminal offense or to the safe custody or proper medical treatment of the inmate.

B. Information in the jail management software may be released to any person who can provide the inmate's full name. Presence of any person currently in detention facility must be confirmed if anyone makes an inquiry. Bonding information must be provided when requested.

II. Types of Reports

A. Jail Management Software

1. Each detention officer will book-in using the JMS during their shift.
2. The book-in will contain at minimum the following inmate information:
 - a. Full name
 - b. Race
 - c. Sex
 - d. Date of birth
 - e. Place of birth
 - f. Height and weight
 - g. Hair and eye color
 - h. Address
 1. Driver's license and state identification number
 - J. Social Security number
 - k. Employment and school information
 - l. Emergency contact information
 - m. FBI / SID numbers

- n. Scars / marks / tattoos
- o. Booking officer
- p. Searching officer
- q. Fingerprinting officer
- r. Releasing officer
- s. Each charge
- t. Bond or fine amount for each charge
- u. Warrant number
- v. Agency
- w. Arrest date and time
- x. Release date and time
- y. Disposition on each charge

- 3. All arrest reports will be checked by the detention officer on duty to ensure that all charges are accounted for.
- 4. All inmates that are not born in the U.S are entered into Omnixx (IAQ) for verification of legal status.
- 5. Use the Hide from Website box on the user defined tab when requested that the inmates photo not appear on the current jail custody website.

B. Suicide Attempts

The detention officer will:

- 1. Complete a JMS narrative anytime a suicide attempt is discovered in the detention facility; and
- 2. Immediately notify the watch commander when a suicide attempt is discovered in the detention facility. Also, notify the Detention captain as soon as possible.

C. - Offense Reports

The detention officer will:

- 1. Immediately , notify the watch commander when a criminal offense or deceased inmate is discovered in the detention facility. Also, notify the detention captain as soon as possible.
- 2. Complete a supplement or offense report when a criminal offense is discovered in the detention facility.

D. Medical Narrative

The detention officer will complete an entry in the JMS anytime the following occurs:

1. Inmate injury
2. Suicide attempt
3. Inmate illness requiring medical attention
4. Medication given.

E. Detention Security Checks

The detention officer will document each security check with his /her ID number and all relevant observations will be logged into the inmate's narrative field.

F. Inspection Reports

Inspection reports will be completed and submitted quarterly by the detention supervisor to the detention captain.

G. Book-In Reports (See Sec. 3.1)

ill. Fiscal Reporting

- A. Detention officers authorized to purchase food and medicine from vendors approved by the department fiscal officer may do so in accordance with City purchasing policy.
- B. All receipts and packing slips for food and other detention supplies will be forwarded to the detention captain.
- C. All purchases using the City of Lewisville credit card must have the detention officer's signature (legible) and badge number on the receipt.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-3

SUBJECT: ADMISSIONS

DATE OF ISSUE:

03/22/02

LATEST REVISION:

03/13/07

I. Admission Requirements

- A. Each arrest will be reviewed by the watch commander or detention captain as soon as possible to ensure probable cause for arrest. The detention officer will assign the inmate to the appropriate detention area. Detention area refers to individual cells, the detoxification cell, and shared detention areas.
- B. If an officer from another agency requests temporary housing for an inmate, the detention officer will require watch commander or detention captain approval.
- C. Persons who are not under arrest for an offense (homeless, indigent travelers, and others) will not be housed in the detention facility.
- D. Persons who require medical attention for serious conditions will not be incarcerated until they receive treatment. The detention officer will never admit inmates with the following conditions:
 - 1. Unconsciousness
 - 2. Uncontrolled bleeding
 - 3. Untreated broken bones
 - 4. Requirement for life-support systems, including oxygen
 - 5. Paralyzed as outlined in Detention Procedural Order D-14

II. Book-In

The detention officer will perform the following book-in procedures:

A. Book-In Search

Complete an initial search to ensure that no potential weapons or controlled substances are brought into the facility. All contraband will be given to the arresting officer. The detention officer will complete a supplemental report, when required.

B. Arrest Report

1. Be especially careful with identification of the inmate. Compare all identity documents in possession of the inmate and notify the detention supervisor and watch commander of any discrepancies. Be sure the name is spelled correctly and entered accurately into the JMS.
2. Ensure that all CCHIRAP sheets are included in detention packets.
3. Always check to determine if the individual has a prior arrest at LPD and use his previously assigned ID number.

III. Inmate Property

- A. Enter all property into the computer using accurate, detailed descriptions (i.e. list "American Express credit card" instead of simply "credit card." Also, list the last four numbers of the credit card.)
- B. Carefully count and list all cash, credit cards, checks, and other negotiable items. Be especially careful to check all wallets and purses for hidden compartments that contain cash. Seal all negotiable items in a separate bag. Other property items should be inventoried and sealed separately. When available, have a second detention officer verify cash amounts. Credit cards / social security cards / identification cards under any other name found in the inmate's property must be given to the arresting officer.
- C. Have the inmate sign the property form to verify the inventory. If the inmate refuses to sign, write in "refused" in the appropriate place.
- D. Do not permit the inmate to retain any personal property other than eyeglasses, contact lenses, hearing aids, dentures, hair tie, wig, inhaler, and a piece of paper or business card with phone numbers. The inmate may keep a personal book or bible, as long as it is checked by the detention officer.
- E. Permit the inmate to wear only underwear, socks, two shirts, and one skirt or pair of pants. Remove all shoes and boots. Remove all belts, sashes, ties, and cords from the inmate. Clothing items containing cords, strings, sharp objects or other dangerous features will be removed and stored, and the inmate will be issued detention clothing.

- F. Remove all jewelry.
- G. (1) If the inmate is not going to be processed at the time they arrive at the detention facility, place the inmate's cash into a plastic bag and seal the bag.
(2) When the inmate is being processed and their property is being inventoried, place the inmate's property in a plastic bag(s) and seal it.
- H. Place the inmate's plastic bag in the detention facility property room. Inmate property will remain sealed and access restricted. Investigators may examine an inmate's property for investigative purposes in the presence of a detention officer in accordance with current law on searches.
- I. Upon release, an inmate's property bags should be opened, and the property inventoried again in front of the inmate. All money must be counted back to the inmate at this time. If the inventory is correct, have the inmate sign the property sheet indicating receipt of property. If the inmate is to be transferred to another law enforcement agency, reseal the property in another bag. If a discrepancy exists, **CONTACT YOUR SUPERVISOR IMMEDIATELY.**

IV. Suicide Screening

- A. Ask the inmate all the questions on the "Suicide Prevention Screening" form.
- B. If the inmate refuses to answer, ask each question and note "refused to answer" on each question.
- C. Notify the detention supervisor and detention staff if the inmate is a suicide risk according to the form.
- D. If the inmate is a suicide risk, implement procedures in Detention Procedure 7.2, "Suicide Risk Inmates."

V. Medical Screening

- A. Ask the inmate all the questions on the "Medical Screening" form.
- B. If the inmate refuses to answer, ask all the questions and note "refused to answer" by each question.
- C. If an infectious disease is identified, notify the detention supervisor and detention staff and follow procedures in Detention Procedure 7.4, "Medically Contagious Inmates."
- D. - Enter all medical conditions in the user defined tab section of the JMS.

VI. Immigration Status Screening

- A. Included in the "Medical Screening" are questions aimed at determining United States citizenship status. Ask the inmate these questions.
- B. If the inmate refuses to answer, ask all of the questions and note "refused to answer" by each question.
- C. If any of the inmate's answers indicate that they are in this country illegally or if the inmate refuses to answer the questions, submit an INS Alien Query (IAQ).
- D. Additionally, if an inmate's answers do not indicate that he is here illegally, there may be instances where an IAQ is still made. Some instances that would warrant this are as follows: if the inmate seems evasive in their answers; if they do not speak English; or if they do not possess any type of U.S. identification (State identification card, driver's license, or Social Security Card).
- E. Whenever an IAQ is sent, the booking officer will, as part of the book-in procedure, immediately enter the inmate's information into the user defined tab in JMS. As the detention officer receives updates on the status of the IAQ, they will immediately update the information in this database.
- F. Upon making an IAQ and receiving verbal notification that an ICE detainer is forthcoming, an inmate can be held for two hours while waiting for the detainer to be sent. At the end of that time, if the detainer has still not arrived, the detention officer will contact ICE again for an update on the detainer. Depending on their response, the inmate may be held for additional time while waiting for the detainer.

- G. Once an ICE detainer is received, it should be added to the arrest report like an other agency misdemeanor warrant.
- H. Occasionally, an IAQ will be sent in regard to a particular inmate and no response will be received in regard to the query for an extended time.
- I. In the event an inmate is released and an ICE detainer for the inmate is subsequently received, contact ICE and explain that the inmate is no longer in custody.

VII. Photography

- A. Take one front view photograph of each inmate and save in the JMS. If glasses are worn, take additional photos.

VIII. Scars / Marks / Tattoos

- A. Enter all scars, marks, and tattoos into the JMS.

IX. Fingerprints

- A. Determine the grade of the offense and take fingerprints according to the Texas CJIS for all offenses.
- B. Do a Lewisville P.D. print record on all inmates.
- C. Enter all scars, marks, and tattoos into the live scan fingerprint system on all reportable offenses: excluding those on the inmate's criminal history.
- D. The fingerprinting officer and inmate must sign the fingerprint card.

X. Telephone

- A. Permit the inmate to make at least one completed free telephone call during the book-in process.
- B. List the time, date, number, and name / relationship of person called in the inmate's narrative field. Also, log if contact was made.

XI. Assignment to Detention Areas

A. Inmates will be housed as follows:

1. Male and female inmates will be housed separately and out of view from each other.
2. Inmates who are intoxicated to the point they pose a threat to themselves, others, or property will be placed in the detoxification cell until sober.
3. Inmates will be assigned to general population unless:
 - a. An investigator requests segregation of inmates involved in an offense under investigation.
 - b. An inmate is an assault risk.
 - c. An inmate is a suicide risk.
 - d. An inmate has a criminal record indicating violent behavior or escape attempts.
 - e. An inmate is disrupting the common areas.
 - f. An inmate has an infectious disease that requires segregation.

B. Inmate Movement Control

1. All inmate movement will be documented in the inmate's narrative.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-4

SUBJECT: SEARCHES

**DATE OF ISSUE:
03/22/02
LATEST REVISION:
08/01/06**

- I. Book-In Search
 - A. The first step in the booking procedure is the initial search. The detention officer will:
 1. The initial search by the detention officer will be conducted in the safety vestibule. All inmate's property will be removed and placed in a plastic property bag. The inmate's feet and mouth will be checked for contraband.
 - (a) Whenever possible, an officer of the same sex as the inmate will do the search.
 - (b) Immediately give any weapons or contraband found in the search directly to the arresting officer for disposition.
 - (c) Be especially careful in all searches to avoid sticks or cut from concealed sharp objects.
 2. Place all of the inmate's property on the booking counter. Remove any purse or package from the inmate's possession and search it for any potential weapons, controlled substances, or flammable materials.
 - B. Subsequent Search
 1. After all property has been secured, search the inmate again just prior to placement in a detention area.
 2. Follow the same procedures used in the initial search.

C. Strip Searches

1. A strip search is one which results in the exposure of buttocks , genitalia, or female breasts.
2. Strip searches will be permitted only when there is probable cause to believe ;, the inmate is concealing a weapon or a controlled substance and there is no other way to retrieve the suspected items. A warrant is required for a strip search to retrieve stolen property.
3. A strip search must be approved by the watch commander or detention captain prior to the search.
4. A strip search will be conducted by two police officers or a police officer and detention officer of the same sex as the inmate, and out of view of any others.
5. If a weapon or controlled substance is detected in a body cavity, the inmate will be taken to a medical facility for sanitary removal unless the prisoner ;, can safely remove the item without assistance .

D. General Search Rules

1. Consider every inmate and visitor as a potential carrier of weapons or controlled substances.
2. Conduct all searches in the least degrading manner possible consistent with the search objective.
3. Pat down all inmates prior to returning them to the detention area after removal for any reason .
4. Search unoccupied cells prior to placing an inmate in them.
5. Search all cells immediately after the cells are vacated.

E. Detention Area

1. The detention supervisor will order a general detention area search whenever they deem necessary .
 - (a) The search will be done by at least one detention officer and one detention supervisor.

- (b) Occupants of the area being searched will be present.
2. Search Procedure:
- (a) Inspect each detention area to determine if anything is unusual, or if weapons, tools, or controlled substances are present.
 - (b) Check for items concealed in and under mattresses. (Be especially cautious about sharp objects and wear protective gloves.)
 - (c) Shake out all covers.
 - (d) Check crevices in bed frames.
 - (e) Check in, over, and under all fixtures, toilet paper rolls, clothing and floor drains.
 - (f) Inspect walls for loose mortar.
 - (g) Check all windows, vents, screens, plumbing, and locks for operational wear or tampering.
3. A designated detention officer will seize all unauthorized items, notify the watch commander/detention captain of any illegal items defined under the Texas Penal code and place into property. The detention officer will complete a supplement report.
4. Any condition in need of repair or replacement will be reported to the detention captain.
5. The detention officer will make a visual inspection of all detention areas at the beginning and end of the shift to determine if anything is unusual, or if weapons, tools, or controlled substances are present.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-5

**SUBJECT: PRISONER ARRAIGNMENT AND
PROBABLE CAUSE HEARING**

**DATE OF ISSUE:
03/22/02
LATEST REVISION:
08/01/06**

I. Arraignment Schedule

- A. Inmates will be arraigned at the first arraignment which occurs after they are arrested, identified, booked-in, and arrest details are completed. No one shall delay an arraignment.
- B. If additional charges are expected, the inmate must still be promptly arraigned on the current charge(s) without regard to the filing of subsequent charges.

II. Required Forms

The following forms will be completed for each charge prior to arraignment:

- A. Signed complaint for each on view Class C charge.
- B. Probable cause affidavit and arrest warrant for each on view Class B and higher charge.
- C. Arraignment form for all charges, and plea sheets for Lewisville Class C charges when applicable.

III. Bond Amount

- A. As soon as bond is set, the detention officer will enter the amount in JMS.

IV. Inmates Who Do Not Speak English

- A. If there is an inmate who does not understand English, contact language line for interpretation needs.

V. . Inmates Who Do Not Hear

- A. If there is an inmate who does not hear, notify the detention supervisor so that they can arrange to have other means for arraignment i.e., communicating via paper and pen, computer word document or have the inmate's with Class Band above charge transferred to Denton County for deaf interpreter.
- B. If a deaf inmate needs to use the telephone to arrange bail, use the T.D.D., text, "" computer chat or email.

VI. Inmate Requesting Appointment of Counsel

- A. If an inmate requests the appointment of counsel during arraignment, the detention officer will assist in completing the court appointed attorney form to satisfy requirement by statute.
- B. The detention officer will fax completed request forms to the appropriate office at Denton County as soon as possible.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-5.1

SUBJECT: DNA TESTING AS CONDITION OF BOND

**DATE OF ISSUE:
5/19/17**

1. DNA TESTING

The DNA testing of inmates as part of their Condition of Bond.

- A. After an inmate has been arraigned and the DNA condition of bond has been ordered by the magistrate, the inmate will be required to submit to a DNA specimen before he or she can post bond.
- B. The detention officer will follow the Buccal Swab Collection Procedure: As listed on collection Kit

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-6

SUBJECT: FINES AND BONDS

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

I. Releases will be completed as follows:

A. Charges Dropped/Filed At-Large

1. When a watch commander directs that charges against a particular inmate be removed, release the inmate and document the method of release in the inmate narrative field.
2. If charges on an inmate held for another agency are removed by that agency, place a copy of the teletype message authorizing the release in the detention packet and document the release in the inmate narrative field.
3. For 24 hour prisoner pickup notice releases, have dispatch notify the issuing agency that inmate is being released once twenty-four hour notice has expired, and release the inmate.
4. Use correct release code when charges are dropped or filed at large.

B. Fines Paid (Class C)

1. A fine for a Lewisville charge can be accepted for an inmate only if the inmate has pled guilty before a magistrate. (Capias pro-fine)
 - a. When a fine is accepted, fill out a cash receipt and give a copy to the inmate or his representative.
 - b. The original receipt is placed with the money into the Court strongbox.
 - c. A copy of the receipt should be placed into the inmate's jail packet.
 - d. The receipt number, name, date, time, agency, amount, detention officer's initials and ID number must be entered on the City of Lewisville charge log.
2. If the inmate is held on another agency's Class C charge, the fine may be paid in the exact amount listed on the confirming teletype message from the responsible agency. To do this:

- a. Fill out a Cash Escrow form, have the inmate sign it, and give the pink copy to the inmate.
 - b. Place the original cash escrow form along with the money in a plastic bag. Attach the confirming teletype and Payment Authorization form to the front of the plastic bag and place in the cash escrow strongbox.
 - c. The yellow copy goes with the inmate's packet to records.
 - d. The pink copy is placed with the inmate's property for their records. The gold copy stays in the cash escrow receipt book.
 - e. The receipt number, name, date, time, agency, amount, detention officer's initial and ID number must be entered on the cash escrow log.
3. If the inmate is held on a Lewisville charge by another agency, and that agency will not accept a cash payment for the fine, the inmate's representative may pay the fine at the front desk in the lobby at Lewisville. This is permitted only if the prisoner has pled guilty before a Lewisville magistrate (capias pro-fine). Follow this procedure :
- a. Write the receipt and give a copy to the inmate's representative .
 - b. Place the money and original receipt in a plastic bag and put them in the Court strongbox.
 - c. The receipt number, name, date, time, agency, amount, detention officer's initials and ID number must be entered on the City of Lewisville charge log.
 - d. Direct Dispatch to teletype the holding agency to release the inmate. A copy of this teletype will be placed with the receipt in the Court strongbox.

C. - Cash Bond (Class C)

1. If the inmate is held in the Lewisville on a Lewisville charge, complete a Lewisville Cash Bond form and city receipt.
 - a. Give the inmate the yellow copy of the form with the signature of the prisoner and the releasing officer.

- b. Put the original bond form, the city receipt, and the money into a plastic bag and place in the court strongbox. The outside of the bag must include the initials of the detention officer and a detention supervisor who verified the amount.
 - c. The receipt number, name, date, time, agency, amount, detention officer's initials and ID number must be entered on the City of Lewisville charge log.
 2. If the inmate is held in Lewisville on a Class C charge from another agency, collect the amount listed on the teletype and write a Cash Escrow form. Then:
 - a. Give the inmate the pink copy with the signature of the prisoner and the releasing officer (as witness).
 - b. Place all remaining copies of the form, the money, and a copy of the confirming teletype in the cash escrow strongbox.
 - c. The receipt number, name, date, time, agency, amount, detention officer's initial and ID number must be entered on the cash escrow log.
3. If the inmate is held by another agency on a Lewisville charge, and that agency refuses to collect a cash bond, the inmate's agent must:
 - a. Come to Lewisville Police Department and pick up a Cash Bond form, filled out by a detention officer.
 - b. Take the bond form to the detention facility where the inmate is housed and get the inmate's signature, along with a signature from an officer of that agency as a witness.
 - c. Return to Lewisville and present the signed bond form with the cash.
 - d. The detention officer will then verify the Cash Bond form and have dispatch send a teletype to the holding agency directing release of the inmate.

D. Cash Bond (Class B or Above)

1. A cash bond for a Class B or higher charge must be posted at the Denton County Sheriffs Office (D.C.S.O.).
2. A Cash Bond form signed by the inmate and the detention officer (as witness) must be given to D.C.S.O. along with the money before the inmate can be released.
3. After D.C.S.O. has received the cash and the bond form, D.C.S.O. will fax or teletype release authorization.
4. After receipt of the fax or teletype, release the inmate and place a copy of the teletype release authorization in the detention packet.

E. Surety Bond (Class C)

1. A licensed attorney or bonding company may post a surety bond for an inmate held on a Lewisville Class C charge unless the Lewisville Police Department has received notice from the Lewisville Municipal Court that the attorney or company is not acceptable to the Court. D.C.S.O. approval is not required for Class C bonds.
2. If the inmate is being held on a Class C charge for another agency, the Attorney's Bond or Surety Company's Bond must be approved by the Denton County bond desk, Municipal or Justice Court issuing the warrant. The best procedure is for the attorney or bond company to post the bond with the agency holding the warrant. That agency can then fax or teletype Lewisville P.D. to authorize release.

F. Surety Bond (Class B or Above)

1. An attorney or bonding company may post a surety bond for the release of an inmate if the attorney or company is approved by D.C.S.O. Before the bond is approved, the form must bear the signatures of the inmate and the detention officer (as witness).
2. D.C.S.O. will confirm the bond and send a teletype message confirming that an approved surety bond has been posted.
3. When an authorizing teletype has been received, release the inmate and place a copy of the teletype message in the detention packet.

G. - Writ of Habeas Corpus

1. Whenever a detention officer receives a Writ of Habeas Corpus signed by a magistrate, he will notify the watch commander/Detention captain to verify the writ and then comply with the order.
2. Place the original writ in the detention packet.

H. Personal Recognizance

1. Release any inmate named on a personal recognizance bond signed by a magistrate if:
 - a. The bond shows a dollar amount; and
 - b. The bond is on the approved D.C.S.O. form with the prisoner's signature notarized (for Class B or higher charges only).
2. Place the original bond form, Lewisville Municipal Class "C" charges, into the court strongbox. A copy of the bond must be placed in the detention packet and the inmate's property

I. Written Promise to Appear

1. Release any inmate named on a Written promise to appear signed by a magistrate if:
 - a. A court date is given
 - b. The WPTA is on the approved Lewisville Municipal court form and has the inmate's signature.
2. Place the original WPTA form, Lewisville Municipal Class "C" charges, into the court strongbox. A copy of the bond must be placed in the detention packet and the inmate's property

II. Multiple Charges

Anytime an inmate is held on separate charges, a different bond or receipt must be filled out "" for each. Multiple charges may not be processed on the same form with the exception Lewisville Municipal Class "C" cash bonds and fines.

III. Citation Release

- A. The watch commander may authorize release of an inmate held on unadjudicated "" Lewisville Class C charges by the issuance of a citation under the following conditions:
 - 1. It is apparent that a Magistrate's Warning cannot be done within 48 hours; or
 - 2. The inmate presents an unreasonable liability because of mental or health conditions.
- B. The citation authorizing release must:
 - 1. Have "Jail Release" written on the first page;
 - 2. Have the arresting officer's name listed as the officer issuing the citation; and
 - 3. Have the actual date of the offense listed as the date of the citation.

IV. Release on Judgement

- A. A Lewisville Municipal Court magistrate may take a guilty plea from an inmate at arraignment. This plea usually involves time to pay or credit for time served.
- B. The detention officer will place the Judgement form in the detention packet, the inmate's property and release the inmate.

V. Order of Commitment

- A. Magistrate will assess a fine and court cost of which remains unpaid. After a hearing the Court finds that the arrested person is the defendant in the cause and:
 - 1. The inmate will remain in custody if the magistrate checks the following:
 - a. The defendant IS NOT INDIGENT and has failed to make a good faith effort to pay said fine and costs.
 - b. The defendant IS INDIGENT but has failed to make a good faith effort to discharge said fine and costs without experiencing any undue hardship.

- c. The court hereby orders the Police Chief of the City of Lewisville to keep the defendant in custody until the sum is fully paid or the defendant is otherwise discharged by law. Unless otherwise specified in the judgement or sentence. The court specifies that the defendant remain in jail 24 hours to earn credit to satisfy the fine and costs. In the event defendant is committed for defaulting in more than one judgement ,jail credit is to be assessed consecutively.
2. The inmate will be released from custody if the magistrate checks the following:
 - a. The Court is UNABLE TO DETERMINE IF THE DEFENDANT IS INDIGENT at the time and the defendant is hereby ordered to be released from custody and is further ordered to appear on the listed date and time before the Lewisville Municipal Court for the purposes of determining indcency.

VI. Cash Transactions

All monies will be checked by a detention supervisor.

- A. Each person verifying the must put their initials and ID number on the plastic bag.
- B. If the receipt is voided for any reason, the word "void" must be written across the receipt, and the voided receipt dropped into the proper strongbox.

VII. Credit Card Transactions

- A. Ensure that the name on the credit card matches the person making the credit card transaction by either government ID card or inmate photograph .
- B. When the transaction is accepted, print out the receipt. The receipts printed will consist of a customer copy and a merchant copy.
- C. A copy of the merchant copy receipt is placed in the inmate's detention packet.
- D. Detention officer must settle and print the credit card batch.
- E. Issue the inmate a cash receipt from the city receipt book.
- F. The original merchant copy receipt, copy of settled batch and the cash receipt is placed into the court strongbox and logged.

- G. The original customer copy receipt is given to the individual making the credit card transaction.

VIII. After Hours Fee Collection

A. Fingerprints

1. The person requesting fingerprints must show a valid government ID card.
2. If the person does not have their own card, the detention officer will supply one. The cost is ten dollars per card, even if the person provides their own card.
3. Collect the fee before beginning the fingerprinting. The person may pay with cash, check, or MasterCard/Visa credit card. If paying by check or credit card, be sure the name matches a government issued ID card.
4. Issue the person a receipt from the city receipt book marked for fingerprints. If paid by check write the check number on the receipt and if paid by credit card indicate if paid by Visa or Master card.
5. Put the money, check, or merchant copy in a letter size envelope. On the outside of the envelope, write the person's name and the amount collected.
6. Drop the money envelope into the strongbox designated for fingerprint money.
7. A copy of the settled batch must be included, if paid by a credit card.

B. Water Payments

1. Every Wednesday, the City Water Department will email a list of homes and businesses that are having their water turned off for non-payment. The cut-off notice advises the person that they may come to the detention facility after 1700 hours to pay for their water service to be reconnected.
2. When a person come to the lobby to pay a water bill, check the list to ascertain the amount owed. Before collecting the money, make sure that the person is going back home, or an adult is at the location. An adult must be home in case of an interior pipe break when the water is turned on.
3. Put the payment in the envelope provided by the water department, with the account number, name of person, address, and phone number on it.

- a. The person may overpay their bill and it will be credited toward their next bill.
 - b. We will accept cash, check, or MasterCard/Visa card. If paying by check or credit card, make sure a government issued ID card is shown matching the name on the form of payment. Write the person a receipt with the city receipt book marked "water payments only". If paid by check write the check number on the receipt and if paid by credit card indicate if paid by Visa or Master card.
 - c. If paid by credit card, place a copy of the receipt and settled batch in envelope.
4. Drop the envelope into the water department strongbox .
 5. Notify dispatch that a water payment has been received for this address.
 6. Do not accept water payments from a person if their water is not cut off. If the person is not on the list, but states their water is off; call the after-hours water department number to confirm and obtain reconnect fee.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.1

SUBJECT: INMATE CLASSIFICATION

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01/06

I. Considerations for Inmate Classification

The following factors will be considered when classifying inmates:

- A. Seriousness of criminal charges;
- B. Violent or assaultive behavior;
- C. Passive behavior;
- D. History of mental illness;
- E. Evidence of current physical or mental health condition;
- F. Results of suicide and medical screening procedures ; and
- G. Any other observations that would indicate a special need.

II. Inmate Classifications Defined

A. Suicide Risk

Any inmate who exhibits or expresses self-destructive tendencies. Any inmate who is designated a suicide potential through use of the Suicide Screening form. Any person who is classified as a suicide risk while intoxicated shall be reclassified after they are no longer intoxicated. The classification based on sober responses will prevail.

B. Medical Need

Any inmate who has physical or mental conditions, such as diabetes, epilepsy, heart problems, recent injuries, high blood pressure, asthma, tuberculosis, hepatitis, alcoholism/drug addiction, high risk pregnancy or who require regular medication or other procedure.

C. Medically Contagious

Any inmate who is known or suspected of having a contagious disease or medical condition that presents a potential hazard to staff or other prisoners. This includes conditions such as hepatitis, tuberculosis, scabies, lice, and others. Inmates who have obvious, but unidentified maladies such as open-running sores, unusual skin conditions, coughing attacks, and others will be included in this category.

D. Assault Risk

Any inmate who poses a threat of assault to staff or other inmates. Inmates, who are extremely hostile, enraged, fighting, or who exhibit or express violent tendencies or threats will be placed in this category.

E. Security Risk

Any inmate who poses a threat to the security of the detention facility. This risk is demonstrated by previous history or current behavior, which includes escape attempts, inciting other inmates, or tampering with security devices. This category includes persons charged with violent felonies who would have motivation for escape.

F. Victim Risk

Any inmate who presents a risk of becoming a victim of abuse from other inmates because of age, mental condition, physical characteristics, or behavior. Examples of such inmates include very old or very young persons, very effeminate males, transvestites, known homosexuals, persons with physical deformities, and others. This category is established to protect these persons from harm, harassment, or abuse from other inmates.

G. Habitual Offenders

Any inmate who is a repeat offender or who has a criminal history. First time felons are not automatically included in this category.

H. Minor Offenders

Any inmate who is charged with a misdemeanor and whose criminal history does not reflect criminal sophistication. Felons charged with non-violent crimes such as forgery, theft, credit card abuse, and other non-violent crimes fit into this category.

I. Traffic Offender

Any inmate who is arrested solely for a traffic violation and who does not have a criminal history.

J. Young Offender

Any inmate who is generally 17-19 years old and who does not have a criminal history.

K. Multiple Classifications

It is possible that an inmate could be classified under several different classifications. For example, an inmate could be a traffic offender (I), and a suicide risk (A).

iii. Steps in Classification

A. After an arrested person is received, the detention officer complete the Suicide and Medical Screening form.

1. If special observation needs are identified from the Medical Screening form, the inmate will be classified as a "suicide risk" or "medical need" as appropriate. The detention supervisor and detention staff will be notified. If no special observation needs are identified, then a determination for medical segregation needs will be made.
2. If segregation needs are determined from the Medical Screening form, the inmate will be classified as "medically contagious." The detention supervisor will be notified.

B. The detention officer will check all medicine, pills, tablets, powders, or liquids found on the inmate and attempt to identify the relationship of these substances to any medical condition the inmate may have.

1. Ask the inmate if he is currently ill, disabled, or taking medicine. Ask him what the purpose is for the substance found.
 2. If identification of the substance indicates the inmate may have a particular medical condition, classify the inmate accordingly.
- C. The detention officer will next review the inmate's criminal history from CCH files and the inmate's own remarks concerning his criminal past.
- D. Inmate comments and general demeanor, as well as physical observations by the detention officer, must be used as aids in classification.
- E. After considering all available information, the detention officer will determine the appropriate cell and note in JMS.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.2

SUBJECT: SUICIDE RISK INMATES

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01/06

- I. When the detention officer identifies an inmate as a suicide risk, the detention officer will:
- A. Notify the detention supervisor and detention staff for prisoner monitoring.
 - B. Thoroughly search the person before assignment to a detention area.
 - C. Continuously monitor the inmate. This can be done by CCTV.
 - D. Never leave the inmate alone. If inmate is in the black box for an extended period, a personal contact with the inmate must be conducted.
- II. Continuous Monitoring
- A. Continuous monitoring requires an officer of the same sex as the suicidal inmate.
 - 1. A continuous monitoring situation will require a second officer to perform other detention duties if other inmates are incarcerated.
 - 2. If there are two suicide risk inmates of the same sex, they can be housed together for constant monitoring unless one of them is also categorized as an assault risk or medically contagious.
- III. Expedite Release
- The detention officer will ask the watch commander to assist in arranging an expeditious release of the inmate to:
- A. A full service detention facility;
 - B. - An appropriate mental health facility; or
 - C. Responsible family members or friends.
- IV. . If the prisoner is transferred to another detention facility or to a medical facility, a copy of the Suicide Screening form will accompany the transfer documents.

- V. The most common method of suicide in jail is strangulation. With that in mind, make sure the following items are removed from prisoners classed as suicide risks prior to assignment to a detention area:
 - A. Shoes
 - B. Sashes
 - C. Belts
 - D. Towels
 - E. Extra jackets , sweaters, or shirts with long sleeves
 - F. Neckties
 - G. Stockings/Hose
- VI. An alert must be entered on any inmate that is classified as a suicide risk.
- VII. Any person who has previously been classified as a suicide risk while in custody of the Lewisville Police Department who does not screen as a suicide risk during the present incarceration shall be placed on active monitoring .
- VIII. Prior to a suicidal inmate being released out of the detention facility, the detention officer must notify MHMR so that they can be evaluated.
- VIII. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.3

SUBJECT: MEDICAL NEED INMATES

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01/06

I. Active Monitoring

- A. Medical need inmates who have serious conditions such as diabetes, history of heart problems, epilepsy, high blood pressure, asthma, mental health disorders, experiencing delirium tremors or recent injuries will be checked at least once in every 20 minute period by the detention officer.
- B. The check will consist of:
 - 1. Observation of the inmate.
 - 2. Observation of physical appearance if the inmate is asleep.
- C. All active monitoring checks will be recorded in the JMS.

II. Medication

- A. All known medication needs will be listed on the Medical Screening form. The detention officer will:
 - 1. Give prescribed medication when due, as directed on prescription bottle.
 - 2. Give medicine only from properly marked prescription containers and only in the prescribed dose.
- B. Inmates will not be permitted to inject medicine. The inmate will be transported to a medical facility for injections if they are necessary. Detention officer will not give injections to inmates.
- C. Inmates will not keep medicine in detention areas except medically prescribed inhalers.

III. Transfer to Medical Facility

- A. If a prisoner requires transfer to a medical facility, the detention officer will ask dispatch to provide a police officer for security during transfer and treatment.
1. All prisoners transferred to a medical facility will be restrained with a transport belt and handcuffs.
 2. Any time an inmate requires professional medical attention including Lewisville Fire Department ambulance service, the detention officer will document the incident in the JMS database.

IV. Intoxication

- A. Alcohol or drug intoxication can be a life-threatening condition.
1. Persons placed in the detoxification cell will be checked at least once in every 20-minute period (active monitoring).
- B. Some illnesses or injuries can produce symptoms which appear to be chemical intoxication. Some examples are:
1. Insulin shock due to uncontrolled diabetes
 2. High fever
 3. High blood pressure
 4. Low blood pressure
 5. Head injury
 6. Alzheimer's disease
 7. Mental illness

- C. Detention officers must always be aware of possible illnesses when dealing with intoxicated inmates. Detention officers will check for medical alert bracelets, neck tags, or identity cards on all inmates.

V. Diabetes Recognition

A. Problems Generally Encountered Include:

1. Low blood sugar
2. High blood sugar
3. Insulin shock
4. Coma

B. Some of the outward indicators of diabetic problems include, but are not limited to, the following:

1. Person may have difficulty in walking and maintaining balance or may stagger.
2. Speech may be incoherent or slurred.
3. Person may be slow to respond to questions or may not respond at all. If there is a response, it may not make sense.
4. Eyes may not focus or may appear to focus a long distance away. When questioned, the person may stare at you but appear to look through you.
5. There may be a smell of acetone (lacquer thinner) about the person or on his breath.
6. Person may be disoriented.
7. Skin may be very pale or have a greenish tint. It may be clammy to the touch or may be sweating profusely.
8. Person may be uncooperative or combative.
9. Person may be lethargic or want to sleep all the time.

- C. All of these symptoms may be present or there may be only one or two present. The indicators and symptoms of one subject may not be present in the next subject encountered. The indicators and symptoms may vary widely between subjects. "

- D. If the subject knows he is diabetic, he may have glucose tablets or hard candy among his possessions. He may have an identification tag or bracelet or an identification card which identifies him as diabetic.
- E. If the subject has been drinking, the alcohol may override the acetone smell. It does not take much alcohol to have a great effect on a diabetic.
- F. If the subject appears to be having a problem, call for EMT assistance.
- H. Under no circumstances will any subject be allowed to give himself an insulin injection or any other kind of injection, to include self-testing. Medical personnel must give all injections, by person being transported to hospital.
- I. At no time should the person be given food to raise or lower their blood sugar prior to being evaluated by medical personnel.
- J. - WHEN IN DOUBT, IMMEDIATELY SEND THE INMATE TO A MEDICAL FACILITY FOR DIAGNOSIS AND TREATMENT.**

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.4

SUBJECT: MEDICALLY CONTAGIOUS INMATES

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01/06

I. Segregation of Contagious Inmates

- A. Do not assign contagious inmates to a detention area with another person. Put them in private cells.
- B. Do not house contagious inmates together even if they have the same disease.

II. Expeditious Release

- A. Release or transfer infectious inmates.
- B. Any time the need for incarceration is outweighed by the severity of a disease or risk of spreading a disease, request permission from the watch commander for immediate release.

III. Infection Control

- A. Use all practical precautions to reduce the chance of infection.
 - 1. Handle blood spills very carefully.
 - 2. If possible, use disposable airway equipment during mouth-to-mouth resuscitation.
 - 3. Wash hands in warm soapy water frequently, especially after touching inmates.
 - 4. Avoid handling or agitating bedding or inmate clothing and wear disposable gloves when such handling is necessary.
 - 5. Do not let inmates cough, sneeze, or spit on you.
 - 6. Do not permit inmates to use the bedding, blankets, covers, or clothing of another inmate.

7. Keep the detention facility clean and ensure used bedding is placed in the proper container.
- B. Any detention officer who becomes exposed to a serious disease such as tuberculosis, hepatitis, staph infections, and measles will report the fact to the detention supervisor immediately.
- C. Blood-Borne Pathogens
1. The probability of a detention officer becoming infected with blood-borne pathogens is remote; however, the consequences of such infection are so severe that special precautions are necessary when supervising inmates.
 2. Assume all inmates are infectious for blood-borne pathogens. Treat all body fluids as potentially hazardous.
 3. Disinfection, Decontamination and Disposal
 - a. Needles and Sharps

Take precautions to prevent injuries caused by needles, knives, razors, and other sharp devices. Do not recap, bend, break, or remove needles or otherwise handle them by hand. Place them in a puncture-resistant container. Whenever possible, use puncture resistant gloves when searching inmates or handling needles and sharps.
 - b. Handwashing
 - (1) Wash hands and other skin surfaces immediately and thoroughly if contaminated with blood, other body fluids, or potentially contaminated articles.
 - (2) Always wash hands after removing gloves even if the gloves appear to be intact.
 - c. Housekeeping
 - (1) Environmental surfaces such as walls, floors, and other surfaces are not associated with the transmission of infections.

- (2) Extraordinary attempts to disinfect these surfaces are not necessary. Cleaning and removal of soiled items and trash should be done routinely.

4. Cleaning and Decontaminating Spills of Blood

- a. Promptly clean up all spills of blood and blood-contaminated fluids using an EPA germicide or a 1:100 solution of a household bleach while wearing gloves.
- b. First remove visible material with disposable towels or other appropriate means that will ensure against direct contact with blood.
- c. If splashing is anticipated, wear protective eyewear along with an impervious gown or apron which provides an effective barrier to splashes.
- d. Decontaminate the area with an appropriate germicide.
- e. Wash hands following removal of gloves.
- f. Place soiled cleaning supplies in a plastic trash bag for disposal.

IV. Special Considerations for Detention Staff

- A. Biting, assaults, and attacks with sharp objects can occur at anytime and represent a threat of infection.
- B. When blood is present or an inmate is threatening or combative, put on gloves as soon as conditions permit.
- C. In case of blood contamination, detention officers should have an extra change of clothing available at all times.
- D. Always maintain a safe distance between yourself and the inmate.
- E. Always use a flashlight to search hidden areas. Do not probe with fingers.
- F. Carefully empty contents of a purse by turning it upside down over a table. Do not search with hands.

- G. Vinyl or latex gloves provide no protection against sharp objects. Do not rely on them when searching an inmate.
- H. Use the same precautions in handling bodies as you use in CPR or first aid. Wear gloves and carefully wash all exposed parts after contact with blood or amputated body parts.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.5

SUBJECT: ASSAULT RISK INMATE

**DATE OF ISSUE:
03/22/02
LATEST REVISION:
08/01/06**

- I. Keep handcuffs on the inmate if he is an assault risk.
 - A. If the inmate is using his legs to assault others or damage property, secure his legs with leg restraints.
 - B. Do not attempt to book in an inmate who is assaultive or combative unless a back-up officer is present.
 - C. If the inmate is peaceful and cooperative, remove restraints prior to placing him in a cell.
- II. Place an assault risk inmate in a cell alone. Do not place other inmates in that cell.
 - A. Do not enter the cell except to render first aid.
 1. If it is necessary to make repairs in the cell, move the inmate to another cell.
 2. If the inmate refuses to come out of the cell, do not attempt to extract the inmate until a back-up officer is present.
 - B. If the inmate begins striking the cell with any part of his body to the extent that he is causing himself injury or damaging property:
 1. Provide appropriate medical attention.
 2. Place the inmate in the padded cell and place on active watch.
 3. If padded cell is ineffective, place the inmate in the restraint chair as outlined in Detention Procedural Order D-9.1. Never bind the inmate's hands to his legs behind his back. (This procedure can be life threatening). Complete a Use of Force report.
 4. Never bind an inmate to any bunk, fixture, or structural part of a cell or building without approval of the watch commander or detention captain.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.6

SUBJECT: SECURITY RISK INMATE

**DATE OF ISSUE:
03/22/02**

- I. Any inmate determined to be a security risk will be placed in a cell alone, if possible. Check them at least once in each 20-minute period of a particular hour.

- II. When working with security risk inmates, be especially cautious about:
 - A. - Providing the inmate with anything which could be used as a weapon or tool;
 - B. Potential hostage situations;
 - C. Fires;
 - D. Medical complaints;
 - E. Telephone use; and
 - F. Escape by running out an open door.

- III. Escape

If a prisoner escapes, the detention officer will:

 - A. Request medical assistance as required;
 - B. Make sure all remaining inmates and inventories are secure;
 - C. Provide a detailed description of the escapee to Dispatch and request a general broadcast;
 - D. Give the direction the escapee fled;
 - E. Use all reasonable means to recapture the escapee; and
 - F. The officer assigned to the Escape will file an offense report.

IV. Transport

- A. The detention officer must inform the transport officer when an inmate is an escape or security risk, i.e. hospital visits, county transfers, court, detective interviews.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.7

SUBJECT: VICTIM RISK INMATE

**DATE OF ISSUE:
03/22/02**

- I. Place a victim risk inmate in a cell alone or with other victim risk inmates whenever possible.
- II. Do not house victim risk inmates with the following inmate categories:
 - A. Suicide risk
 - B. Medically contagious
 - C. Assault risk
 - D. Security risk
 - E. Habitual offender
- III. Always be aware of a victim risk inmate and pay close attention to the mood and activities of the general detention population.
- IV. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.8

SUBJECT: HABITUAL OFFENDER

**DATE OF ISSUE:
03/22/02**

- I. If possible, assign habitual offenders to a cell alone.
- II. If there are not enough cells to house habitual offenders alone, two habitual offenders may be placed in the same cell.
- III. As a last resort, habitual offenders may be placed in the general detention population.
- IV. Frequently, habitual offenders have a highly manipulative personality.
 - A. Remain alert for attempts at manipulation.
 - B. Under no circumstances provide special considerations that fall outside standard procedures to habitual offenders.
 - C. Be alert to efforts of habitual offenders to manipulate other inmates.
 - D. Do not permit inmates to give their food to other inmates.
- V. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.9

SUBJECT: MINOR OFFENDERS

**DATE OF ISSUE:
03/22/02**

- I. Assign minor offenders to the general population.
 - A. Minor offenders typically are not sophisticated in the ways of the criminal justice system and may be confused and anxious.
 - B. Strive to be more patient and helpful to this category of inmate.
- II. On occasion, people charged with very minor offenses will attempt suicide or assault. Do not let a "minor offender" classification diminish the caution and alertness required in dealing with all inmates.
- III. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.10

SUBJECT: TRAFFIC OFFENDERS

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

- I. Lewisville Police Department policy is to issue citations to traffic offenders whenever possible. If a person charged only with on-view traffic offenses (no warrants) is incarcerated :
 - A. Assign the inmate to the general population .
- II. Even if an inmate is held only for traffic offenses, the inmate's criminal history may indicate a different inmate classification.
- III. On occasion, people charged only with traffic offenses will attempt suicide or assault. Do not let a "traffic offender" classification diminish the caution and alertness required in dealing with all inmates.
- IV. Like minor offenders, traffic offenders are likely to be confused and anxious. Detention officers should strive to be especially helpful and patient with inmates in this classification.
- V. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-7.11

SUBJECT: YOUNG OFFENDERS

**DATE OF ISSUE:
03/22/02**

- I. Do not house inmates classified as a "young offender" with no criminal history with inmates who have been classified as:
 - A. Suicide risk
 - B. Medically contagious
 - C. Assault risk
 - D. Security risk
 - E. Habitual offender
- II. An inmate classified as a "young offender" may be housed with the general detention population as long as it does not contain "habitual offenders."
- III. An inmate who is under 20 years of age, but who has significant criminal history would not be classified as a "young offender."
- IV. Juvenile Detainees
 - A. Juvenile detainees are individuals who are taken into custody and who are 16 years old or younger. They are not classified as "young offenders."
 - B. Never bring juvenile detainees into the jail.
- V. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-8.1

SUBJECT: MEDICAL SERVICES

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01/06

I. Non-Emergency Medical Needs

A. Notify the detention supervisor whenever an inmate complains of illness or injury even if there are no apparent symptoms.

1. List all inmate medical complaints on the Medical Information form in the JMS.

2. If the detention supervisor determines treatment is necessary, he will contact dispatch to have patrol transport the inmate to a medical facility.

3. Do not call Lewisville Fire Department medical personnel for non-emergency needs without detention supervisor approval.

4. List all medical services provided for an inmate in the inmate narrative field.

B. Prescription Medicine

1. List all prescription medicine on the JMS medical screen.

2. Give medicine according to the label on the prescription container. If label is removed or unreadable, the bottle must be given to the arresting officer.

3. Keep all medicine with the inmate's property. Do not permit inmates to keep medicine in the detention area, except for inhalers or nitro pills.

4. Observe the inmate each time medicine is given to insure that it is taken and not saved.

5. Note each time medicine is given in the JMS narrative.

6. If an inmate does not possess required prescription medicine:

a. Direct the inmate to telephone someone to bring the medicine to the

detention facility.

- b. Check the container when it arrives to confirm that the medicine is a valid prescription issued to the inmate; and
 - c. Log the medicine into the inmate's property.
7. If there is no other way to obtain required prescribed medicine and there is a valid prescription:
- a. Request the inmate to release his personal funds to purchase the medicine ; or allow inmate to release prescription to family /friend so that they can get the prescription filled.
 - b. If there are no personal funds, request approval from the detention supervisor of detention captain for the purchase of the medicine.
 - c. If purchased by the Lewisville Police Department, the detention officer should initial the receipt, attach a book-in sheet, and give to detention captain. ...

C. Non-Prescription Medicine

- 1. Inmates are only allowed to take nonprescription OTC medicine purchased by the detention facility.
- 2. Follow label and give tablets as needed.
- 3. Make sure all medicine is taken when given and document medication in the JMS narrative.

II. Medical Emergencies

- A. Be aware that medical emergencies may occur at anytime . Immediately perform first aid whenever a medical emergency is discovered. Do not assume an inmate is dead and do nothing. Always deliver first aid in accordance with your training.
- B. Use appropriate first aid techniques including:
 - 1. Clear the airway;
 - 2. Restore breathing ;

3. Stop bleeding;
 4. Treat for shock; and
 5. Treat wounds.
- C. Always use appropriate safety equipment when there is contact with body fluids.
- D. Call dispatch to send Lewisville Fire Department emergency medical service.
- E. Document in the JMS anytime an inmate receives medical attention.

ill. Psychiatric Services

Request the detention supervisor or detention captain to notify the Denton County Mental Health Unit whenever an inmate's behavior indicates a psychological condition which might endanger the inmate or another person.

IV. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-8.2

SUBJECT: DEATH IN THE DETENTION FACILITY

**DATE OF ISSUE:
03/22/02**

- I. If an apparent death in the detention facility is discovered:
 - A. Immediately call dispatch to send Lewisville Fire Department medical personnel and administer emergency first aid as described in procedure 8.1. Do not assume the person is dead.
 - B. Notify the watch commander, detention supervisor, and detention captain and request assistance. The oncoming shift will be notified and report to duty as soon as possible to assume responsibility of detention operations
 - C. Secure the area and preserve the death scene until relieved by operations personnel.
 - D. Lock up all inmates away from the death scene.
 - E. Do not allow anyone other than emergency medical personnel, criminal investigators, or medical investigators to move the body.
 - F. Stop all visits, releases, and intakes until the death scene is cleared.
- II. Assist in the death investigation as follows:
 - A. Complete a thorough, detailed report about the incident including names of anyone released from jail shortly before discovery of the death and names of anyone who may have visited the deceased.
 - B. Cooperate completely with investigators from CID and Internal Affairs Investigators. (The I.A. investigation will be reported to the state Attorney General in accordance with the Code of Criminal Procedure.)
- III. DisClaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-9.1

SUBJECT: USE OF FORCE

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

- I. A detention officer may use reasonable force in the performance of his duty when it is necessary to:
 - A. Prevent commission of criminal offenses,
 - B. Make searches or overcome resistance to searches,
 - C. Prevent escapes,
 - D. Defend another against unlawful violence,
 - E. Defend himself, or
 - F. Overcome violent resistance to necessary physical movements within the detention facility.

- II. Deadly force as defined in General Order 4.1, "Use of Force" may be used only when it is reasonably necessary to prevent the death or serious bodily injury of any person.
 - A. The carotid neck restraint is prohibited.
 - B. Detention officers who are not commissioned police officers for the City of Lewisville are not authorized to use firearms in the performance of their duties.

- III. Inmates who are secured in a detention area will not be handcuffed or placed in leg restraints *unless* it is necessary to:
 - A. Prevent the inmate from injuring themselves, or
 - B. Prevent the destruction of property.

- IV. Reporting

Detention personnel will follow reporting requirements in General Order 4.1, "Use of Force."

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D-9.1

V. . Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-9.2

SUBJECT: DETENTION RESTRAINT CHAIR

DATE OF ISSUE:

06/15/98

LATEST REVISION:

08/01106

- I. Use of the detention restraint chair is intended to provide a safe method of restraining violent prisoners whose actions are posing an imminent threat of injury to themselves or others.
 - A. The chair is not a disciplinary tool and must not be used for that purpose.
 - B. The chair must not be used if there are other reasonable means to obtain the prisoner's compliance.
 - C. An example of appropriate use is to restrain a prisoner in the chair if he is striking floors, walls, or fixtures in a manner that could cause serious injury.

- II. Restraint Procedures
 - A. Use adequate personnel to restrain the prisoner (at least two).
 - B. In every case, notify the detention captain on duty as soon as practical after restraining a prisoner in the chair. If the detention captain is not available, notify the watch commander on duty.
 - C. Place the prisoner on constant watch.
 - D. Complete a Use of Force report.
 - E. The detention captain or detention supervisor on duty must evaluate the need for medical attention and consider the possibility the prisoner's behavior is the result of ingestion of some dangerous substance.
 - G. If there are applicable charges, transfer the prisoner to the Denton County Jail as soon as it is safe and practical.

**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-10.1

SUBJECT: DETENTION FACILITY SECURITY

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

I. Physical Security

- A. Except for ventilation, maintenance, or similar needs, keep the detention facility doors locked at all times. A detention officer must be present anytime the facility entry doors are unlocked or open. The detention officer on duty must ensure that garage doors and sally port entrance doors are locked whenever the facility entry door is left open.
- B. Keep individual cell doors locked at all times, even when unoccupied.
- C. Keep the door into the dormitory locked at all times.
- D. Emergency alarm buttons are on the detention officer's assigned radio and are monitored by dispatch. Use them to summon for help when it is not practical to use the telephone or speak through the radio.

II. Video Surveillance

- A. - Video cameras are mounted in various locations in the detention facility and are **monitored in the control room.**
 - 1. Report any malfunctions of video equipment to the detention supervisor.
 - 2. Isolate any inmate who tampers with the video equipment.
- B. Toilet areas are not under video surveillance.

III. Fire Alarms

- A. All detention personnel are responsible for monitoring and responding to fire alarms in the facility.
 - 1. Locate and verify any alarm.
 - 2. Report false alarms to a detention supervisor, dispatch and the detention captain.

B. If the alarm is legitimate, follow the detention fire procedures.

IV. Systems Inspections

The detention supervisor will visually inspect all video systems, emergency alarms, and fire alarms quarterly and request maintenance for any deficiencies. Needed repairs should be reported to the detention captain.

V. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-10.2

SUBJECT: ACCESS OF NON-DETENTION PERSONNEL **DATE OF ISSUE:**
03/22/02
LATEST REVISION:
08/01106

- I. Non-detention personnel are not permitted access inside the jail. On occasion, service personnel such as medics, cleaning and maintenance personnel, and pest control workers will need access to the detention facility.
 - A. Access by service personnel will be coordinated by the detention officer on duty. The detention officer will:
 1. Make sure the person has authorized access.
 2. Secure all inmates.
 3. Make sure there is no invasion of inmate privacy (check for toilet and shower use).
 4. Remain with the service person until his task is complete. (If the job will take more than a few minutes, request assistance from the detention captain or watch commander .)
 5. Deny entry during emergency situations.
 6. Allow access only into the areas where the work is to be done.

- II. Media
 - A. Do not permit persons working with news media in the detention facility without permission of the chief of police.
 1. If the media makes inquiries about an inmate, provide only the inmate's charges and bond. Media inquiries should be directed to the detention captain. If after hours and urgent, contact the ADO (the on-call Captain)
 2. Never pose an inmate for a media photograph. (Photographers may take photographs from the parking lot during prisoner transfer as long as they do not interfere with the process.)

III. All detention facility tours must be approved by the detention captain or command staff.
All tours must be escorted.

IV. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-10.3

SUBJECT: WEAPONS CONTROL

**DATE OF ISSUE:
03/22/02
LATEST REVISION:
08/01/06**

- I. Weapons are not permitted in the detention facility except in a critical incident in which deadly force as authorized in General Order 4.2, "Use of Force" is necessary. Examples of such incidents include an armed prisoner or a hostage situation.
 - A. Weapons include all firearms, batons, chemical sprays, and all knives, except pocketknives, secured in the pockets of officers.
 - B. Arresting officers are responsible for searching prisoners and securing weapons before entering the detention facility, but detention officers will never rely on this procedure. Detention officers will always conduct their own searches when receiving an inmate.
 - C. Items not allowed into the detention facility:
 1. Firearms
 2. Ammunition
 3. Syringes (except for syringes that are unopened in a sealed package or diabetic kit.)
 4. Controlled substances not in prescribed medication bottle
 5. Alcoholic beverages
 6. Butane lighter fluid container
 7. Propane container
 8. Drug paraphernalia or anything with drug residue
 9. Any item that may be construed as a weapon
 10. Inmate's handbags, purses, and backpacks that have not been searched prior to coming into jail. (Exceptions: When time and circumstances prevent proper search while in the field, i.e. combative inmate.)
 11. Inmates that have not been searched prior to entering the jail. (Exceptions: When time and circumstances prevent proper search while in the field, i.e. combative inmate.)

II. Detention officers will not permit entry into the detention facility of any person known to be armed.

III. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-10.4

SUBJECT: CONTROL OF TOOLS

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

- I. The detention officer will inspect all tools carried into the detention facility and verify that all tools are present when the repair person leaves the detention facility.
- II. If a tool is missing, the detention officer will:
 - A. Notify the detention supervisor and request assistance.
 - B. Make a complete search of the detention facility, to include inmates.
 - C. Interview all inmates if the tool cannot be found in the search.
 - D. Complete a Memorandum to the detention captain if the tool cannot be found after a second search.
- ill. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-10.5

SUBJECT: KEY /TASER CONTROL

**DATE OF ISSUE:
03122102**

**LATEST REVISION:
08101106, 01119110**

- I. The detention supervisor on duty is responsible for detention key /Taser control:
 - A. Each detention officer on duty will keep necessary keys and a Taser in his possession at all times while on duty. Extra keys and Tasers will be locked in the control room locker in the detention facility.
 - B. Keys will never be entrusted to inmates.

- II. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-10.6

SUBJECT: INMATE COUNTING

**DATE OF ISSUE:
03/22/02**

- I. The detention officer on duty will be responsible for accounting for all inmates at all times .
 - A. The detention officer will review the inmate board to make sure that they are aware of criminal history, medical status, and inmate population of all inmates currently held prior to conducting the initial check.
 - B. Conduct a count of all inmates held at the beginning and end of each shift to ensure that the number of inmates match the arrest documentation . Two detention officers will conduct the initial cell check.
 - C. If an inmate is in bed, verify that the inmate is actually there instead of a mattress made up to resemble a body.
- II. If an inmate is missing, implement detention escape procedures .
- iii. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-10.7

SUBJECT: INMATE SUPERVISION

**DATE OF ISSUE:
03/22/02
LATEST REVISION:
08/01106**

I. Responsibility of Detention Officer

- A. - The detention officer on duty is responsible for supervision of inmates to ensure safety. To accomplish this, the detention officer must remain in the detention facility. The detention officer may leave the detention facility or take breaks only when another detention officer is present. The detention officer will not abandon his post without proper relief.
- B. Do not permit an inmate to supervise or assume authority over any other inmate.
- C. Do not allow an inmate to leave the detention facility unescorted.

II. Inmate Control

- A. If an inmate is peaceful and cooperative, remove handcuffs at the time of book-in.
- B. If an inmate is combative or assaultive, place the inmate in the padded or detox cell. Never connect the inmate's hands to his legs or ankles behind his back. Use the restraint chair, if necessary.
- C. Remove all restraints from the inmate prior to placing him in a detention area unless such action would clearly subject officers or the inmate to imminent bodily injury. If restraints cannot be safely removed, notify the watch commander and detention supervisor.
- E. Do not enter a cell occupied by an inmate except to give first aid, break up a fight, or conduct a search.
 - 1. Always have the inmate come to the door for any transaction.
 - 2. Always have assistance when entering a cell to break up a fight or conduct a search. Wait for a back-up officer unless immediate action is necessary to prevent serious bodily injury or death. Be extremely careful because the fight could be staged to expedite an escape or assault.

3. If an inmate refuses to come out of a cell or detention area, do not approach him until a back up is present to assist in removal.
 4. If it is necessary to make repairs in an occupied detention area, move the inmates to another area.
- F. If an inmate is striking walls or fixtures with any part of his body to the extent that he is injuring himself or damaging property, do the following:
1. Provide immediate medical treatment if appropriate.
 2. Place the inmate in the padded cell. If this does not work, secure the inmate in the restraint chair as outlined in Detention Procedural Order 9.1. Do not fasten his hands to his legs behind his back.
 - a. Notify the detention supervisor that this type of restraint is necessary.
 - b. Place this inmate on constant watch.
 - c. Do not fasten an inmate to any bunk, fixture, or structural part of the building without approval of the watch commander or detention captain.
 - d. Complete a Use of Force report any time the restraint chair is used.

iii. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-11.1

SUBJECT: INMATE PRIVACY

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

- I. Do not make contact or observe inmates of the opposite sex while the inmates are engaged in activities which under normal standards of decency require personal privacy unless there is an emergency. Such activities include:
 - A. Showering;
 - B. Changing clothes;
 - C. Using the toilet; and
 - D. Receiving medical treatment which requires disrobing.
- II. Announce your presence prior to entering cellblocks occupied by opposite sex inmates unless there is an emergency. Have a second detention officer present when available.
- III. Do not conduct continuous observation of opposite sex suicide risks. Contact the watch commander for assistance in this situation. Exception: if there is not a same sex officer available, place the inmate in cell A111 or A118 to ensure that the inmate has a privacy wall when using the toilet.
- IV. Segregate inmates of the opposite sex after book-in and do not permit contact while incarcerated.
- V. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-11.2

SUBJECT: INMATE MAIL

**DATE OF ISSUE:
03/22/02**

- I. Normally inmates are not incarcerated long enough to receive mail. On the rare occasion when mail is received for an inmate, follow these procedures:
- II. Physically inspect the mail for weapons or controlled substances. Do not open the mail unless there is probable cause to believe the mail contains weapons or controlled substances.
- III. Deliver the mail to the inmate as soon as possible. Direct the inmate to open and read the mail in your presence.
- IV. After reading, all items will be placed with the inmate's property and added to the inventory.
- V. Do not read inmate mail.
- VI. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-11.3

SUBJECT: TELEPHONE USE

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

- I. Permit inmates to make at least one free completed telephone call as soon as practical in the book-in process.
- II. Log all phone calls, including the date, time, name of person called, phone number, and if contact was made.
- III. Do not accept inmate calls for inmates except to facilitate bonding or in exigent circumstances.
- IV. Do not intentionally impede or deny an inmate the opportunity to make at least one call after book-in and a call after arraignment.
- V. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-11.4

SUBJECT: VISITATION

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01/06

I. Professional Visits

A. Professional visits are those requested by:

1. Attorneys;
2. Medical or Mental Health Practitioners ;
3. Clergy;
4. Consular Officials; or
5. Law enforcement officers from other agencies .

B. Accommodate meetings with professionals as defined in this procedure as soon as practical.

1. Permit visits only in the arraignment or interview room.
2. Stand outside the door to prevent escape. Professionals will be permitted to close the door.
3. Inspect all briefcases, portfolios, purses, and other items carried into the interview room in the presence of the professional .
 - a. Search for weapons or controlled substances only.
 - b. Do not read or scan documents.
 - c. Do not show any curiosity about any item unless it appears to be a weapon or controlled substance.
 - d. Law enforcement officers must place firearms in a lockbox prior to entering the detention facility.

4. Notify the detention captain or watch commander if weapons or controlled substances are found.
5. Do not permit smoking, eating, or drinking.

II. Other Visits

- A. The detention supervisor may approve other visits in exigent circumstances. There is no set visitation privilege for inmates.
- B. Follow these rules for approved visits:
 1. Permit visits only in the arraignment or interview room.
 2. Remain in the room during the visit.
 3. Scan all visitors with a hand-held metal detector if one is available.
 4. Do not permit purses, briefcases, portfolios, suitcases, bags, or any other containers in the interview room.
 5. Permit not more than two visitors and one inmate in the room.
- C. If someone wants to provide the inmate with additional clothing or prescription medicine, inspect the items and place them with the inmate's property.

iii. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-11.5

SUBJECT: INMATE DISCIPLINE

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

- I. Inmate rules of conduct exist to maintain order which is essential for safe and secure operation of the detention facility. Discipline for violation of detention rules will consist of:
 - A. Filing additional charges when an inmate violates the law or city ordinances.
 - B. Isolation or revocation of privileges.
- II. Discipline will never be arbitrary or based on an inmate's age, sex, race, religion or physical or mental condition. Discipline will be based only on violation of law or detention rules.
- III. A peace officer or detention officer commits an offense when :
 - A. He intentionally subjects a person in his custody to bodily injury knowing his conduct is unlawful ; or
 - B. He willfully denies or impedes a person in his custody in the exercise or enjoyment of any right, privilege, or immunity knowing his conduct is unlawful .
- IV. Rules of Conduct
 - A. Inmates are expected to cooperate with detention personnel and are not permitted to disrupt detention operations. Some examples of disruption are:
 - 1. Loud and boisterous behavior;
 - 2. Continually flushing toilets;
 - 3. Continually banging on doors, walls, or fixtures;
 - 4. Verbal abuse of another;
 - 5. Spitting on the floor;
 - 6. Urinating or defecating on the floor;
 - 7. Throwing food or placing food on walls or doors; and

8. Writing on walls, doors, or other fixtures.

B. Inmates must obey all state laws and city ordinances.

C. Inmates must not play or tamper with locks, surveillance devices, or adhesives along window or door frames.

D. All bedding, other items, and fixtures in the detention facility must be used as they were designed to be used. Inmates must not cover windows or hang bedding or clothing from bed frames or other fixtures.

V. Penalties for Violations

A. Detention staff will initially warn inmates concerning minor violations of rules.

B. Repeated or serious violations of rules will result in loss of some or all privileges which include:

1. Loss of reading material

2. Loss of telephone use.

3. Isolation

C. In addition to loss of privileges, inmates who commit violations of state law or city ordinances will be charged with those offenses.

VI. Never deny food or medical service as a disciplinary measure.

VII. Anytime an inmate is disciplined for violation of detention facility rules, the detention officer must document the incident in JMS and notify the detention supervisor.

VIII. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-11.6

SUBJECT: TREATMENT OF INMATES

**DATE OF ISSUE:
03/22/02**

- I. Treat all inmates professionally and impartially .
 - A. Be aware of bonding that can occur between captor and prisoner.
 - B. Be aware that career criminals can often be charming and manipulative.
- II. Do not fraternize or converse unnecessarily with inmates.
- III. Do not touch inmates except to deliver medical aid or to reasonably control them.
- IV. . Treat all inmates with respect and be courteous in conversation.
- V. Do not verbally abuse or denigrate an inmate.
- VI. Any employee who is intentionally discourteous, antagonistic, or abusive toward an inmate is subject to disciplinary action.
- VII. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
JAIL PROCEDURAL ORDER**

NUMBER: J-12.1

SUBJECT: FOOD SERVICE

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

- I. Feed all inmates at times as close as possible to 0600, 1300 and 1900.
 - A. Put the food through the meal slots in those detention areas with doors so equipped.
 - B. In areas without meal slots, use caution in feeding.
 1. Direct inmates to come to the door one at a time to receive food.
 2. Do not enter common areas alone to deliver food.
- II. Log each feeding in JMS.
- III. Distribute only one meal per inmate.
- IV. Permit each inmate to possess one disposable or plastic cup for drinking purposes. Exchange cups upon request.
- V. Do not permit inmates to assist in meal preparation.
- VI. Do not take any detention facility food for personal use.
- VII. Inmates are not permitted to receive any food from outside sources except in situations, which require special food for medical conditions. The detention supervisor or detention captain must approve such additional food.

VII. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-12.2

SUBJECT: INMATE HYGIENE

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01/06

I. Bedding

- A. Upon being booked-in, issue one mattress and one blanket unless the inmate is assigned to the detoxification cell.
- B. Each inmate will keep the same mattress and blanket for his entire stay unless the items become torn or dirty. Issue new bedding if the bedding is not useable.
- C. When the inmate is released, he will turn in the blanket and mattress issued to him.
 - 1. The blanket will be placed in the dirty linen hamper.
 - 2. The mattress will be cleaned with disinfectant.
- D. If a mattress is torn or worn, the detention supervisor will order replacements as needed. The detention captain must approve all purchases.

II. Showers

- A. Any inmate incarcerated for more than 24 hours may request use of shower facilities.
- B. After the initial shower, showers will be allowed upon request by inmate every 24 hours.
- C. Inmates will not keep towels in detention areas. New towels and soap will be issued for each shower.

III. Hygienic Supplies

- A. After incarceration for 24 hours, toothbrush and toothpaste may be issued upon request, and then collected after use.
- B. Toilet paper will be replenished as needed.
- C. Feminine sanitary supplies will be provided as needed.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-13.1

SUBJECT: FIRE EMERGENCY

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

I. Fire Suppression

A. The detention supervisor will direct a visual quarterly inspection of:

1. All automatic fire and smoke alarm systems.
2. All automatic fire suppression systems and all fire extinguishers.

B. All inspection discrepancies will be documented, and the detention captain will order remedial action.

C. All fire and smoke alarm systems and all fire suppression systems will be inspected and certified by a company approved by the Lewisville Fire Marshall once each year.

D. All fire exits will be distinctly marked and kept free of obstructions.

E. Furnishings in the detention facility will be made of fire resistant material, whenever possible.

II. Upon verbal notification, personal discovery or alarm verification of a fire:

A. Immediately contact the dispatch center and:

1. Request fire department response.
2. Request assistance from all available police and detention officers.

B. Attempt to extinguish the fire with available equipment, if possible. If the fire cannot be immediately extinguished or if fire, smoke, or fumes threaten the welfare of inmates or detention staff, evacuate the detention facility immediately.

C. Evacuate the Detention Facility

1. Protection of life takes precedence over all other concerns.
2. With a set of keys in hand, confirm that all occupied cell doors are unlocked and the inmates have exited.
3. Assist inmates in exiting the detention facility.
4. If conditions permit, move the inmates to the east edge of the parking lot.
 - a. Secure the inmates with handcuffs and leg restraints as soon as possible after they have reached the evacuation point.
 - b. If assembly on the eastern part of the parking lot is not feasible, select another safe location away from fire-fighting operations.
 - c. Conduct an inmate inventory and report any missing inmates to the fire commander and give him the last known location of the inmates in the detention facility.
5. All actions should be quick and decisive without panic or confusion. Such behavior will provide an extra measure of security.

III. In the event inmates cannot be returned to the detention facility, contact area agencies to see if they will accept any Lewisville inmates until they can be released or transferred elsewhere.

- A. Inmates with Lewisville Class C charges may be released on City P.R. bonds or citations.
- B. Inmates with county charges will be transferred to D.C.S.O. as soon as possible.
- C. Inmates with warrants from other cities will be released to the proper agency.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-13.2

SUBJECT: DISTURBANCE IN THE JAIL

**DATE OF ISSUE:
03/22/02**

- I. When a disturbance or fight erupts involving two or more inmates:
 - A. Secure the area where the disturbance is occurring in order to:
 1. Prevent other inmates from joining the altercation,
 2. Prevent hostage taking, and
 3. Reduce the likelihood of injury.
 - B. Enter the area with sufficient assistance to stop the disturbance and separate inmates. Notify dispatch if additional assistance is needed.
 - C. Lock as many participants as possible in individual cells.
- II. After the disturbance ends:
 - A. Check for inmates needing medical attention and provide required service.
 - B. Complete an incident narrative in JMS and contact the watch commander for any offense reports that are applicable. Notify the detention captain of the incidents either electronically or by voice mail.
- iii. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-13.3

SUBJECT: HOSTAGE SITUATION

**DATE OF ISSUE:
03/22/02**

- I. In the event anyone is taken hostage by an inmate, comply with General Order 4.5, "Critical Incidents" and attempt to accomplish the following:
 - A. Isolate the hostage area.
 - B. Prevent other inmates from joining the hostage taker.
 - C. Secure all perimeter doors and do not permit the hostage taker to leave the detention area.
- II. While awaiting arrival of police assistance, the detention officer on duty may need to negotiate with the hostage taker. The detention officer will not:
 - A. Provide weapons;
 - B. Release any inmates; or
 - C. - Lessen detention security.
- III. The objectives for the detention officer will be:
 - A. Safety of the hostage; and
 - B. Holding the status quo until police assistance arrives.
- IV. On arrival of a police supervisor, brief him on the hostage taker's demands, attitude, and emotional state.
- V. . The first police supervisor to arrive will establish a command post and summon the tactical team, if necessary .
- VI. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-14

SUBJECT: DISABLED PERSONS

**DATE OF ISSUE:
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LATEST REVISION:
08/01/06**

- I. Persons who are blind or paralyzed to the degree that they cannot walk should not be incarcerated in the detention facility.
 - A. If practical, release on personal recognizance bond, citation, by filing charges at-large, or immediately transfer to the county jail.
 - B. The arresting officer will detain the individual in an interview room until release can be arranged.
 - C. If the individual is intoxicated, the arresting officer will detain the individual in an interview room and expedite release to a responsible person.
- II. Persons who require life support systems such as oxygen or respirators will not be incarcerated in the detention facility.
- III. A TDD is available in the detention facility, if needed.
- IV. Special consideration should be made for individuals requiring wheelchairs, crutches, prosthetics or service dogs.
- IV. Disclaimer

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-15

SUBJECT: FINGERPRINTING INMATES

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01/06

- I. The acceptable method of fingerprinting inmates is the use of Live Scan fingerprinting equipment. Submit fingerprints in accordance with guidelines established by the Texas Department of Public Safety.
 - A. If digital fingerprinting is inoperative, see guidelines for rolling a set of fingerprints manually.

- II. Procedures for rolling a full set of legible fingerprints on a standard Texas CJIS fingerprint card:
 - A. Proper condition of a person's hands prior to fingerprinting.
 1. Visually examine the person's hands and fingers.
 - a. There are temporary disabilities affecting an individual's hand which are sometimes beyond the control of the identification officer. These can be fresh cuts or wounds, bandaged fingers, occupation (carpenters, bricklayers, etc.) blisters, excessive perspiration.
 - (1) Fingerprint cards bearing these notations cannot be properly classified and filed.
 - (2) Excessive perspiration causes the inked impressions to be indistinct. In these cases wipe the finger with a cloth and then immediately ink the finger and roll it on the fingerprint card. This process should be followed with each finger.
 - (3) When an injury is temporary, the fingerprints, if at all possible, should not be taken until after the injury has healed.

- (4) Different fingerprinting techniques must be used when physical problems so indicate.
2. Have the person clean their hands and fingers with soap and water or a good waterless hand cleaner.
- B. Proper techniques of rolling fingerprints
1. Use recommended equipment
 - a. An inking plate
 - b. Cardholder
 - c. Printer's ink (paste type)
 2. To obtain clear distinct fingerprints:
 - a. Use a thin coating of ink.
 - b. The inked surface should be at a height where the person's forearm can assume a horizontal position when the fingers are being inked.
 - c. Use standard 8" X 8" fingerprint cards and card holder(s).
 3. Person should stand in front of and at forearm's length from the inking plate.
 4. In order to take advantage of the natural movement in making finger impressions, the hand should be rotated from the more difficult to the easy position.
 - a. This requires that the thumbs be rolled toward and the fingers away from the center of the person's body .

- b. This process relieves strain and leaves the fingers relaxed upon the completion of rolling so that they may be lifted easily from the card without danger of slipping which smudges and blurs the fingerprints. ""
5. The degree of pressure to be exerted in inking and taking rolled impressions is important, and this may be determined through experience and observation.
 - a. It is important that the subject be cautioned to relax and refrain from trying to help by exerting pressure. This prevents the technician from gauging the amount of pressure needed.
6. Rolled impressions are taken individually.
 - a. In taking rolled impressions, the side of the bulb of the finger is placed upon the inking plate, and the finger is rolled to the other side until it faces the opposite direction (i.e., fingernail to fmgemail.)
 - b. Care should be exercised so the bulb of each finger is inked evenly from the tip to below the first joint.
 - c. By pressing the finger lightly on the card and rolling in exactly the same manner, a clear rolled impression of the finger surface may be obtained.
 - d. It is better to ink and print each finger separately, beginning with the right thumb and then, in order, the index, middle, ring, and little finger.

NOTE: Stamp pad ink, print ink, ordinary writing ink, or other colored inks do not produce a suitable fingerprint, are too light, too thin, and do not dry quickly.

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**LEWISVILLE POLICE DEPARTMENT
DETENTION PROCEDURAL ORDER**

NUMBER: D-16

SUBJECT: CONSULATE NOTIFICATION

DATE OF ISSUE:

03/22/02

LATEST REVISION:

08/01106

I. Purpose

United States treaty obligations with many other countries require consulate notification when local authorities arrest their citizens. Notification for certain countries is mandatory. Notification for other countries is at the option of the foreign national under arrest. This order provides procedure to comply with treaty obligations.

II. Procedure

A. Ask each arrested person to state his nationality. Enter his country on the arrest report. His place of birth is not necessarily his nationality.

B. Determine if the arrested person's country is listed on "Mandatory Notification Countries and Jurisdictions" contained in this order.

C. If the person's country is on the mandatory list:

1. Let him read Statement 2 on "Translations of Suggested Statements to be made to Foreign Nationals to be Arrested or Detained" (included in this procedural order). Use the appropriate language.

2. Notify the arrested person's consulate by fax as soon as possible using the "LPD Notification Form."

D. If the person's country is NOT on the mandatory list:

1. Let him read Statement 1 on "Translation of Suggested Statements to be made to Foreign Nationals to be Arrested or Detained." Use the appropriate language.

2. Notify the person's consulate by fax as soon as possible on his request. Use the "LPD Consulate Notification Form."

E. Attach a copy of the "LPD Consulate Notification Form" to the person's arrest report.

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