



Series 300 Support Service	Effective Date 12/16/2022	Review Date Annually	Directive Number 305.1
Chapter 305 - Detention Management and Operations			
Reviewing Office <i>Detroit Detention Center</i>			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <i>Revisions are in italics</i>
References			

DETAINEE INTAKE

305.1 - 1 PURPOSE

To provide guidelines and procedures to ensure that all persons in the custody of the Detroit Police Department (DPD) have been lawfully arrested and properly screened upon intake.

305.1 - 2 POLICY

The DPD has a standard intake procedure for all detainees entering DPD custody including a comprehensive detainee medical and mental health-screening program (including detainees with disabilities). It is the policy of the DPD that:

- All information pertaining to a detainee, acquired by the arresting or transporting officer, is incorporated and recorded at intake. This information shall be immediately and readily available to all relevant medical and transporting personnel in a manner consistent with relevant federal and state confidentiality provisions;
- Medical/Mental Health and Security Screening is performed by Michigan Department of Corrections (MDOC) personnel;
- MDOC personnel is responsible for the following:
 - Detainees with medical conditions are identified (e.g., infectious disease, chronic conditions, disabilities, ambulatory impairments and drug/alcohol withdrawal);
 - Detainees are identified who have been on heightened observation for suicide risk at any time during a past incarceration or who are at risk of committing suicide;
 - Detainees are segregated, relying upon objective, behavior based criteria for identifying suspected crime partners, vulnerable, assaultive or special management detainees, who should be housed in observation cells or single-occupancy cells;
 - Detainees with disabilities are provided with reasonable accommodations;
 - Detainees are identified who have any medical contraindications (allergic reactions) for the use of chemical sprays. Individuals who indicate that they

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- have asthma and/or emphysema shall be considered to have contraindications to chemical spray;
- Measures are taken to prevent the spread of infectious diseases, including the proper handling and disposal of bio-hazardous material, in accordance with MIOSHA requirements. [Refer to Directive 403.2 (Infectious Disease Control)] and/or
 - Supervisory review and written approval is mandatory, absent exigent circumstances, prior to any decisions made in response to acquired medical information.

305.1 - 3 Definitions

305.1- 3.1 Detainee

Any individual in DPD custody.

305.1- 3.2 Detainee File Folder (DPD 657)

A folder that contains the arrest ticket, Privilege Restriction Forms (if applicable), Confidential Medical Envelope (CME) or any other information necessary to assist in the care and custody of detainees. *Detainee medical information is recorded by MDOC. Contact MSOC at (313) 368-8300 or additional information.*

305.1- 3.3 Detention Officer

Both sworn and non-sworn individuals employed by the DPD whose duties include the supervision and care of individuals in DPD custody.

305.1- 3.4 High Risk Detainee

- Detainees who indicate that they are currently, have previously, or are supposed to be taking medications for mental illness.
- Detainees who exhibit behavior or make statements that raise concerns of mental health issues other than suicidal tendencies.
- Detainees exhibiting symptoms of drug and/or alcohol withdrawal.
- Detainees with life threatening medical conditions or serious illness requiring medical treatment.
- Vulnerable detainees (e.g., assaultive, combative, and special management detainees who should be housed in single occupancy cells.

305.1- 3.5 Injury

Any impairment of physical condition or pain.

305.1- 3.6 Material Witness

A witness subpoenaed to testify in a criminal case.

305.1- 3.7 Qualified Medical Professional

An individual who is currently licensed by the State of Michigan to deliver the health care services they have undertaken to provide.

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305.1- 3.8 Qualified Mental Health Professional

An individual who is currently licensed by the State of Michigan to deliver the mental health services they have undertaken to provide.

305.1- 3.9 Suicidal Detainee

A detainee who gives any indication of the following:

- By word or action indicates a desire or intent to harm self;
- History of suicide attempts; and/or
- Any information received from any source (e.g., family, friends, etc.) indicating that the detainee may be suicidal or has made previous suicide attempt(s).

305.1 - 4 Initial Intake

305.1- 4.1 General

1. All officers presenting a detainee must be positively identified. If not known, the officer shall be asked to produce a badge and identification card.
2. No handcuffs shall be removed from any detainee until such time as the detainee is physically turned over to a detention officer. Officers entering the Detroit Department of Corrections (DDC) shall be guided by personnel assigned to the DDC.
3. All detainees shall be patted down or “frisked” for weapons by a detention officer upon entering processing Area 2 at the DDC.

305.1- 4.2 Procedures for Processing an Arrest

1. All arresting/conveying officers shall maintain control of their detainees at all times.
2. The arresting/conveying officers shall search the detainee for weapons before entry into the DDC.
3. In cases of a single arrest, one (1) officer will initially enter Area 1, in building 100, while the other officer moves the patrol vehicle out of the circular drive, and into the parking area. In the case of multiple detainees, both officers will enter, and the patrol vehicle will be left in the circular drive until the detainee(s) are secured. Once the detainee is secured in the DDC, a member will return to the vehicle to remove it from the receiving bay.
4. Single officers shall first secure their detainee with front desk personnel, then return to the circular drive and move their patrol vehicle.
5. Upon entering Area 1, arresting/conveying officer(s) will complete the required paperwork (see below, Documentation of Arrest) for presentation to the Supervisor on the desk and indicate probable cause for the arrest.

305.1- 4.3 Documentation of Arrests

1. Arresting/conveying Officer's Responsibilities:
 - a. DIS Section 1 (Arrestee Information) completed accurately and concisely;
 - b. Section 1 shall be hand written and legible;
 - c. Shall complete a detainee file folder for all detainees, where the DIS and any additional paperwork will be filed and stored;

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- d. A probable cause statement asserting the elements to the crime for which the detainee is to be held. (Information that will be detailed in the *incident* report is not required, i.e., complainant's and/or witness' name); this statement will be made verbally to the Supervisor on the desk; and
- e. In the event the detainee is presented by the conveying officers rather than the arresting officers, the conveying officer(s) shall ensure that the probable cause statement is completed and signed off by the arresting officers prior to the conveyance of the detainee to the holding facility.

2. Supervisor on the Desk Responsibilities:

- a. Review the presented DIS for all requisite information, accuracy and completeness.

🕒 In the case of all DPD arrests, the supervisor shall ascertain from the arresting/conveying officers or the detainee if the arrest involved:

- 1. A use of force;
- 2. An allegation of a use of force; or
- 3. A detainee injury.

This solicited response shall be accurately denoted in the area provided on the DFF. The supervisor shall ensure that a supervisor from the command of the arresting/conveying officers is notified of any use of force/detainee injury situation for investigation. If an allegation of force is alleged by the detainee, then the supervisor shall accept the allegation and complete the required documentation, as detailed in Directive 201.11-6.7, Allegations of a Use of Force - Supervisor's Responsibilities.

- b. The supervisor on the desk shall attest to the presented facts of arrest by placing his/her signature in the space provided on the DIS; and
- c. Ensure that the original DIS is maintained in the DFF at the front desk and updated accordingly with any and all dispositional events required to be captured on the DIS.

305.1- 4.4 Sick and/or Injured Detainees

- 1. The DDC is not intended for, or equipped to handle, detainees that require immediate or sustained medical or mental health care attention. No detainee shall be accepted into or held at the DDC that has injuries or illnesses that require immediate or sustained medical or mental health attention until cleared for incarceration by a qualified medical or mental health professional.
- 2. Detention officers shall observe detainees for obvious signs of injury or illness and/or behavior that may indicate mental health care concerns.
- 3. If the detainee is in need of emergency medical attention, or if the detainee complains of an illness or injury requiring emergency medical attention, the detention officer shall immediately notify Emergency Medical Services (EMS), the Supervisor and render first aid if appropriate. This includes obvious cases as well as when there are:
 - a. Signs of trauma/serious injury (fractures, serious or obvious pain, swelling deformity or uncontrolled bleeding);
 - b. Signs of serious illness (loss or change of consciousness, difficulty breathing

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- or not breathing, seizures/convulsions, chest pain, sudden state of confusion or a change in ability to communicate, severe headache, sudden weakness or paralysis, severe abdominal pain, vomiting blood/blood in urine or stool, incoherent-fruity breath); and/or
- c. Signs of drug/alcohol withdrawal (e.g., nausea, vomiting blood, diarrhea, tremors, sweating).
4. If EMS is not available, the Supervisor shall make immediate arrangements to have the detainee conveyed.
 5. If the severity of a medical condition is unclear, or if the detainee requests attention for a medical/mental health condition that does not require immediate medical attention, he or she shall be seen by the MDOC medical professional.
 6. Transportation to DRH for non-emergent matters, shall be coordinated by and through MDOC personnel and the Supervisor assigned to the DDC.

305.1- 4.5 Reviewing the Arrest

1. The arresting officer(s) shall immediately notify the Supervisor on the desk regarding the circumstances of the arrest and the charge(s). Any information known, or made known, to the arresting officers regarding the detainee's physical or mental health shall be communicated to both the detention officer and the Supervisor on the desk.
2. If probable cause for an arrest is lacking, the Supervisor on the desk shall immediately release the person, record the person's name, address, alleged offense, time of release, the circumstances surrounding the person's detention and subsequent release in the Desk Blotter and on a Review of Arrest EXCEPTION Form (UF-001) within 12 hours of the event.
3. The Supervisor on the desk shall ensure that every reasonable courtesy is extended to the released individual so that no further inconvenience will occur. If it would not seriously hamper the efficient operation of the department, the Supervisor on the desk shall ensure that the individual is returned to his or her automobile, public transportation, or to the individual's intended destination, if it is within the corporate limits of the city of Detroit.
4. Any person arrested for a misdemeanor punishable by imprisonment for not more than one (1) year or by a fine and who cannot be arraigned immediately, and who is able to post bond, shall not be held nor shall he/she be subjected to a custodial search, subject to certain exceptions. [Refer to Directive 305.4 2 Detainee Bonding].
5. The Supervisor on the desk shall advise the detainee of the amount and condition for bonding, if known. If the detainee is not allowed to bond out, he or she shall be advised of the reason, (e.g., hold for outside jurisdiction, bond not set, intoxication).
6. It is the responsibility of the Supervisor to verify the age of any detainee who appears to be or alleges to be a juvenile. Until age verification, the detainee shall be separated by sight and sound from all adult detainees. Once a determination has been made that a detainee is in fact a juvenile, the juvenile shall be transported to the Juvenile Detention Center.
7. To verify the age of a detainee who appears to be or alleges to be a juvenile and cannot substantiate their true age, members shall contact parents, guardians or utilize precinct youth officer records or Board of Education records. If it is ascertained that the

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detainee is a juvenile, the precinct detective shall be notified.

7. By verifying an arrest Case Report a supervisor is acknowledging that he or she has reviewed the Case Report, and has determined whether there was probable cause. If the detainee is not eligible to immediately post bond, the detainee will be admitted to the DDC and the detention officer shall conduct a custodial search of the detainee.

**305.1- 4.6 Identifying Additional Charges on Detainees
(Moved from Detainee Registration directive)**

1. There are four (4) ways that a detainee may have a hold placed on him or her:
 - a. If the detainee was arrested for multiple charges;
 - b. An outstanding warrant or capias has been identified by entering the detainee's information into the LEIN system during the booking process. The warrant and/or capias must be verified by either telephoning the agency that entered the warrant information into the LEIN system or by sending that agency a LEIN message and receiving a response that the warrant or capias is still in effect;
 - c. If the detainee's fingerprint identification check reveals additional charges; or
 - d. If, after the detainee's arrest, a member of this department or an outside law enforcement agency places additional charges on the detainee.
2. The FDS is responsible for ensuring that all holds are placed on a detainee's DIS form.
3. All detainees in DPD custody and who have holds issued by a city of Detroit court shall have those holds cleared within forty-eight (48) hours by presenting the detainee to the court from which the warrant was issued or by the setting and posting of bond where applicable. The OIC of the desk is responsible for the clearing of traffic holds (e.g., cash or personal bond) in appropriate situations (e.g., instances where the detainee faces a more serious state charge). The fact that an arrestee has not been arraigned or charged on the current arrest shall not delay this process.

305.1- 4.7 Custodial Search

1. The Supervisor assigned to the DDC shall be responsible for ensuring the proper searching of all detainees admitted to the facility.
2. All felony detainees and all misdemeanor detainees who are not able to post bond immediately shall be searched.
3. Detainees shall be searched by a member of the same sex.
4. When female members are not available conduct searches of female detainees, the Supervisor on the desk shall ensure that appropriate precautions are taken to complete the search that does not violate the person being search.
5. Detainees who have not been searched shall be secured and segregated from detainees who have been searched.

305.1- 4.8 General

1. If the detainee is not in need of immediate medical/mental health attention, the detention officer shall complete the intake screening process by completing the initial intake documents (Detainee File Folder and Detainee Intake Form).
2. If the detainee is in need of immediate medical/mental health care attention, the officers that conveyed the detainee to the medical facility, or the officers that

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accompanied EMS during the conveyance, are responsible for completing the necessary intake screening documents (Detainee File Folder and Detainee Intake Form) at the medical facility where the detainee is conveyed.

305.1- 4.9 Detainee File Folder

1. The Detainee File Folder is the central booking record for every detainee admitted to the DDC. A Detainee File Folder contains:
 - a. Confidential Medical Envelope (All detainees);
 - b. Detainee Input Sheet (All detainees);
 - c. Privilege Restriction Form (If applicable); and
 - d. Any Detainers (If applicable).
2. The Detainee File Folder shall be filed at a secure location behind the front desk of the DDC in alphabetical order by the detainee's last name, and shall be readily accessible to the on-duty detention officer, Supervisor, and all relevant medical and transport personnel;
3. In the case of a detainee at DRH, or any medical facility other than DRH, the Detainee File Folder shall be secured at the DDC;
4. The Detainee File Folder containing all confidential health information for all detainees released from DPD custody (e.g., arraigned, bonded, transferred) shall be retained at a secure location at the DDC. Detainee File Folders shall be filed by date of arrest and then alphabetically by detainee name. [Refer to Directive 101.11 (Record Retention)] for directions on how long retention is required;

Related Policies:

- Directive 305.3– Detainee Registration
- Directive 305.4 – Transportation of Detainees
- Directive 305.2 – Detainee Bonding

Related Forms:

- Detainee File Folder (DPD 657)
- Detainee Medical Care Referral Form (DPD 660)
- Privilege Restriction Form (DPD 700)