



Series 300 Support Service	Effective Date <i>TBD</i>	Review Date <i>Three Years</i>	Directive Number 305.3
Chapter 305 - Detention Management and Operations			
Reviewing Office Detroit Detention Center			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <i>Revisions are in italics</i>
References <i>Michigan Law Enforcement Accreditation Commission 3.1.3</i>			

DETAINEE REGISTRATION

305.3 – 1 PURPOSE

The purpose of this directive is to establish standardized procedures for the registration, identification, and documentation of detainees in the custody of the Detroit Police Department. These procedures are intended to ensure accurate recordkeeping, proper identification, compliance with applicable law, timely arraignment or release, and the protection of detainee rights while maintaining accountability and operational efficiency in the detainee processing system.

305.3 – 2 POLICY

It is the policy of the DPD that all detainees in the custody of the DPD at the Detroit Detention Center (DDC) shall be processed in a manner that ensures accurate identification, verification of all warrants and holds, timely arraignment or release, and complete documentation within the Jail Management System (JMS).

305.3 – 3 DEFINITIONS

305.3 – 3.1 Charge(s)

1. Initial Charge(s) – The preliminary offense associated with warrantless arrest(s) prior to review by a prosecuting attorney.
2. Final Charge(s) – *The charge(s) authorized by a prosecuting attorney and signed by a magistrate or associated with an outstanding warrant.*

305.3 – 3.2 Cleared

Presenting the detainee to the court (live or video) from which the warrant was issued or by the setting and posting of bond where applicable.

305.3 – 3.3 Hold

Any outstanding charge(s) or warrant(s) other than those which serve as the predicate for the current arrest.

305.3 Detainee Registration

305.3 – 4 REGISTERING DETAINEES

305.3 – 4.1 Jail Management System (JMS)

1. *The unit responsible for the arrest is required to provide an arrest report generated in Moblan, transferred to the Jail Management System (JMS). This report should include comprehensive information about the arrest, including any relevant notes. Essential details to be included in the report are the date, time, and location of the arrest; the detainee's name (along with any known aliases), date of birth, age, gender, race, and address; as well as the specific charges. Additionally, the names and badge numbers of the arresting officers as well as their assigned command must be documented.*
2. *All Detainee File Folder entries for females arrested and registered shall be made in red ink. Agencies without Moblan are required to manually complete a Detainee Input Sheet (DIS), and the arrest report will be created by the Booking Officers at the Detroit Detention Center during the full booking process.*
3. *The Front Desk Supervisor (FDS) is responsible for ensuring that the Jail Management System (JMS) is accurate, complete, and verified prior to final registration of the detainee.*
4. *All outcomes related to initial charges (Probable Cause charges) must be promptly updated in the Jail Management System (JMS) as appropriate. This includes statuses such as Warrant Signed, Warrant Denied, Discharge with No Case, Pending, and any reclassification to misdemeanor or felony charges.*

305.2 – 4.2 Detainee Input Sheet (D.I.S.)

1. *The DIS DPD 667, shall be prepared for all persons in the custody of this department.*
2. *The DIS form shall be printed from JMS, with the name of the registering member and Front Desk Supervisor (FDS), signed in blue or black ink.*
3. *The FDS at the DDC shall ensure that all DIS forms are complete and accurate.*
4. *Members shall adhere to the "Detainee Input Sheet Guidelines," located on the Department's Intranet forms page, under "Holding Cell Forms or Logs."*

305.3 – 5 CRIMINAL RECORD CHECK

1. *When detainee information is entered into the computer terminal, the Law Enforcement Information Network (LEIN) and the National Crime Information Center (NCIC) systems shall be checked and the officer identifying the holds shall sign the DIS sheet. When the response is obtained, an entry shall be entered on the DIS giving the status of the return (e.g., positive or negative).*
2. *A positive response shall show a "hold for warrant number" or "hold for investigation." Felony warrant holds are more serious than any misdemeanor charge. Charges emanating from the 36th District Court, Criminal Division or 3rd Circuit Court normally take precedence over pending 36th District Court, Traffic and Ordinance Division charges. If a computer-hit printout provides a fingerprint classification, the detainee's fingerprints and the computer-hit printout shall be provided to Identification for comparison.*

305.3 Detainee Registration

3. If the inquiry reveals that there are no outstanding warrants pending against the detainee, the FDS shall ensure that the detainee is registered on the charge for which the detainee was originally detained.

305.3 – 5.1 Verifying Outstanding Warrants

1. No person arrested on a warrant or *capias* shall be held on information received from LEIN until verification has been obtained within a reasonable time. Warrants for violation of felony probation may be verified by *LEIN response from the originating agency*.
2. Positive responses on *fugitive* warrants shall be verified by *LEIN response from the appropriate entity. The LEIN response should be printed and placed within the detainee's file folder, and the hold for outside agency should be added on the Detainee Input Sheet (DIS), and the detainee profile in the Jail Management System (JMS)*.
3. Positive responses, for *fugitive (out of state) extraditions*, shall be verified by *receiving an email or fax from the Message Center at Communications Operations. The Message Center will confirm the NCIC response and pickup status and verify the FBI/UCN# (Federal ID Number) from the warrant holding agency through NCIC. The Front Desk Supervisor (FDS) shall ensure the direct match of the FBI/UCN # and prepare the Extradition Packet ensuring the contents of the Computerized Criminal History (CCH), press Response from warrant holding agency contains "WE WILL EXTRADITE WARRANT CONFIRMED AND VALID, press response from National Law Enforcement Telecommunications System (NLETS) if the detainee is under aliases*.
4. *The arresting officers shall adhere to DDC protocols for verifying warrants, prior to conveying the arrestee to the DDC.*

305.3 – 5.2 Arrest Classifications

Arrests shall be classified according to the nature of the arrest. The three (3) possible classifications are: felony, misdemeanor, or *non-criminal arrest (e.g. violation of Personal Protection Order (PPO))*. The following arrests require special attention to avoid misclassification:

Violation of Probation/Parole: When a person is arrested for violation of parole or on a warrant for violation of probation, the type of arrest (felony or misdemeanor) indicated shall correspond with the type of offense (felony or misdemeanor), for which the person was originally sentenced.

Witness Detainment / Violation of Court Order: *When a witness is detained at the Detroit Detention Center, the arrest must be accompanied by a signed detainer by the authorizing Judge. If the Violation of Court Order is a Personal Protection (PPO), the arresting unit must validate the order with Notification and Control. As a rule, all court orders must be seen by the Judge within 24hrs of arrest. Witness Detainment / Violation of Court Order*
When a witness is detained at the Detroit Detention Center, the arrest must be

305.3 Detainee Registration

accompanied by a signed detainer by the authorizing Judge. If the Violation of Court Order is a Personal Protection (PPO), the arresting unit must validate the order with Notification and Control. As a rule, all court Orders must be seen by the Judge within 24hrs of arrest.

Fugitives: The arrest classification for fugitives arrested on an extraditable offense shall be a felony and listed as "Flight/Escape-400" in JMS. Fugitives arrested within the state shall be registered using "fugitive" as the charge.

Federal offense: The classification for all persons arrested and charged with a federal offense is a felony.

305.3 – 5.3 Distribution of the DIS

1. The original DIS form shall remain where the detainee is housed in the detainee's file folder until the DPD or a court makes a final disposition. *All records shall be maintained* in accordance with Directive 101.11, *Record Retention* policy.
2. Copies of the DIS form can be forwarded to the releasing specialized commands, court, or other requesting entities.
3. A copy of the DIS form shall be forwarded to Records and Identification for any warrants that are not sought (e.g., complainant refuses to prosecute or no case if filed).

305.3 – 5.4 Documenting Traffic or Miscellaneous Violations (MLEAC 3.1.3 f, g)

1. If the current arrest is based on a traffic or miscellaneous violation, the *booking* officer shall be responsible for documenting all Detroit warrants placed on any detainee, including the time each warrant was identified and cleared, by completing section two (2) on the DIS form.
2. The *FDS* is responsible for documenting any city of Detroit warrant(s) that were not processed within forty-eight (48) hours from the time of discovery, by checking the "yes" box in section two (2) of the "Hold UF-004/UF-007" column on the DIS form. The *FDS* shall notify and forward to the officer-in-charge of the case a copy of the DIS form.
3. If a detainee has a felony, high misdemeanor or circuit court misdemeanor initial charge, the fact that he/she has a "HOLD" for any charges emanating from the 36th District Court, Traffic and Ordinance Division or a traffic warrant from any other jurisdiction, shall not delay the arraignment process. The detainee shall be allowed to post bond, and the "HOLD" shall be cleared. *If* the detainee is unable to post bond, the *FDS* shall issue a personal bond or interim bond, provide the detainee with a court date for the traffic warrant charge(s), and arraign the detainee on the felony, high misdemeanor or circuit court misdemeanor initial charge.
4. *If* the detainee has a warrant for a misdemeanor (93 day) charge, *or capias from the 36th District*, the felony arraignment *cannot be completed on the Weekend Holiday Arraignment-Docket, these cases will be reviewed by the FDS for pending release.* However, after the detainee is arraigned on the felony charge(s), the unit or jurisdiction holding the 93-day misdemeanor warrant shall be contacted for a disposition.

305.3 Detainee Registration

5. *If an additional charge is discovered by Ident from fingerprint clearance the detainee shall be reprocessed (Livescan) fingerprinted and photographed) on the more serious charge and it shall be documented on the DIS form as an initial charge.*

Related Policies:

- Directive 305.1 – Detainee Intake/Assessment
- Directive 305.2 – Detainee Bonding
- Directive 305.4 – Detainee Transportation
- Directive 403.2 – Infectious Disease Control
- *Directive 101.11 – Record Retention Schedule*

Related Forms:

- Arrest Records Return Information Form (DPD 191)
- Detainee Input Sheet (DIS) (DPD 667)
- Detainee Input Sheet *Guidelines*
- Warrant Tracking Hold form (UF-004/UF-007)