


<b>POLICY 502.1</b>	<b>PRISONER INTAKE PROCESSING</b>	
	REVISED: 1/93, 6/04, 7/06, 08/07, 01/08, 02/10, 07/11, 01/14, 04/17; 09/18, 06/19, 10/20, 02/22, 06/23, 09/24, 02/25, <b>10/25</b>	RELATED POLICIES: 508.0, 507.0, 501.3
	CFA STANDARDS: Chapters 21 and 22	REVIEWED: AS NEEDED  <b>THIS VERSION EFFECTIVE DATE: OCTOBER 16, 2025</b>

**A. POLICY**

It is the Policy of the Fort Lauderdale Police Department that all arrested subjects will be booked at the Fort Lauderdale Prisoner Intake Processing Area prior to being transported to the appropriate holding facility with the following exceptions.

1. Juveniles shall be brought directly to the Juvenile Assessment Center unless being released to a parent or guardian.
2. Individuals in need of medical care and/or clearance or psychological assessment (suicidal) shall be transported directly to the appropriate facility.
3. Violent individuals shall be brought directly to the Broward County Sheriff's Office (BSO) Main Jail.

**B. PROCEDURES**

1. Only personnel directly involved in the process, or others when requested for assistance, shall enter the Prisoner Intake Processing Area.
2. All weapons (excluding subject control spray and conducted energy weapons) shall be secured in the lockers provided outside the sallyport or trunk of department vehicle prior to removing any prisoner from their vehicle.
3. The Prisoner Intake Processing Area should be staffed by a minimum of two officers. When only one officer is present in the Prisoner Intake Processing Area, prisoner transportation will be the responsibility of the arresting officer.
4. A detention corporal or designee is the Officer in Charge. They shall be responsible for ensuring compliance with Policy 502.1, in addition to providing oversight and assistance with the overall operation of the Prisoner Intake Processing Area.
5. The Officer in Charge will not transport prisoners but will assist with the booking process.

6. The Prisoner Intake Processing Area will be equipped with radios, and intake personnel shall monitor the District 3 Main radio channel.

### **C. PRISONER PROCESSING**

1. All adult prisoners will be fingerprinted and photographed at the Broward Sheriff's Office (BSO) Main Jail.
2. Interior cells may only be used when detention personnel are present. It will be the on-duty detention personnel's responsibility to monitor these cells when in use. Continuous monitoring will be accomplished by direct visual observation of prisoners and via the video monitors located in the Prisoner Intake Processing write-up area just outside of the cells, to ensure immediate intervention for prisoner emergencies. Further, a physical welfare check must be conducted every 15 minutes. Additionally, Detention personnel (which includes reserve officers and/or police officers staffing the facility) shall conduct and DOCUMENT a physical check at least every 15 minutes of all DUI prisoners/detainees in addition to the continuous monitoring, until the DUI prisoner/detainee is transported to the appropriate facility.
3. Prisoners of opposite gender shall not occupy the same interior cell or be transported in the same compartment of the prisoner transport vehicle.
  - a. Reasonable efforts will be made to accommodate the stated gender of an arrested individual as long as it does not place individuals of the opposite gender in the same cell or transport compartment. This accommodation should also be afforded during prisoner searches.
  - b. If a conflict arises between an individual's stated gender and the gender on their government-issued identification, the gender listed on the government-issued identification will prevail.
4. Prisoners will be monitored by the arresting officer until they are turned over to Prisoner Intake Processing Area personnel.
5. Prisoners in need of using the lavatory, or in circumstances requiring privacy, shall be visually supervised by detention personnel of the same gender. The cameras pointing to the lavatory in the holding cells are blurred out to ensure male and female prisoner privacy when utilizing the lavatory.
6. The arresting officer shall complete the Fort Lauderdale Police Department (FLPD) Arrest Log in the Booking Facility.
7. When a foreign national is arrested or detained in the State of Florida, there are legal requirements to ensure that the foreign national's government can offer him/her appropriate legal assistance. The transporting officer should inform the receiving officer at Broward Sheriff's Office that the arrestee is a foreign national. The Broward Sheriff's Office will make the required consular notifications.

8. All prisoners will be searched, and their property inventoried by the arresting and booking officer.
  - a. If the officer supervising the prisoner is of the opposite gender, the officer shall request an officer of the same gender as the prisoner to conduct any necessary searches.
  - b. If there is no officer working in the Prisoner Intake Processing Area of the same gender as the prisoner, then a request for assistance from an officer of the same gender as the prisoner, shall be made via the police radio.
9. Legal prescription medications must be documented on the BSO property form and transported with the prisoner where they will be delivered to the receiving officer at the BSO Main Jail. Arrested persons will be able to maintain possession of prescribed medical inhalers.
10. Money will be listed on the FLPD Cash Money Receipt Form in the denominations of bills and coins, and then totaled and verified by another officer. The original receipt will be placed into the prisoner's bag, and a copy of the receipt will be attached to the records affidavit. Money will be transported by the arresting/transporting officer, deposited into BSO's cash machine, and the receipt shall be given to the prisoner. If the money is wet, it must be dried and placed into FLPD Evidence for safekeeping.
11. Weapons and narcotics shall be separated from all other property and entered separately into the FileOnQ system.
12. Bulk property will not be accepted by BSO. Bulk property shall be entered in the FileOnQ system, and the contents of the bulk property shall be itemized in the Notes Section.
  - a. The prisoner's property shall be submitted into the FLPD secure overnight evidence locker room and be retrieved by Evidence/Property Unit personnel.
  - b. A notation shall be entered on the top of the BSO property form, that bulk property is being held in Evidence/Property Unit at the Fort Lauderdale Police Department.
13. No prisoner will be allowed to make a phone call or have visitors while at the Prisoner Intake Processing Area.
14. There will be no body cavity searches of prisoners at the FLPD Prisoner Intake Processing Area.
15. Strip searches may be conducted when the officer can articulate that probable cause exists to believe that the individual is concealing a weapon, controlled substance, stolen property, or evidence of a crime. The search will be conducted in strict adherence with Policy 501.3, and only with written approval by a

Lieutenant or higher ranking sworn police manager.

**D. PRISONER CARE**

1. Only one prisoner will be processed at a time in the Prisoner Intake Processing indoor booking area. Other prisoners will be secured in holding cells or in the arresting officer's vehicle and supervised by that officer.
2. If, in the opinion of the Officer in Charge, the holding area reaches its maximum capacity all new arrests will be directly transported to BSO. The Officer in Charge will notify the Regional Communications Center who will make an announcement to all districts via the police radio. Once the booking area is able to accept new arrests another broadcast will take place announcing the same.
3. All violent prisoners or prisoners identified as being suicidal or a danger to themselves shall be transported directly to the BSO Main Jail or the appropriate mental health facility by the arresting officer. The officer shall notify dispatch they are enroute to BSO Jail with a violent prisoner and request back-up be available at the facility. The officer will complete the booking process at BSO.
4. If a prisoner becomes violent or is identified as being suicidal or a danger to themselves while at the Prisoner Intake Processing Area, they shall be immediately transported to BSO Main Jail or the appropriate mental health facility by the arresting officer. If there is a delay for any reason in transporting the prisoner, Prisoner Intake Processing Personnel shall conduct and document a physical check of the prisoner at least every 15 minutes in addition to the continuous monitoring, until the prisoner is transported to the appropriate facility.
  - a. The arresting officer shall document the following in the offense report or supplement:
    - (1). The reasons for terminating the booking process at FLPD Prisoner Intake Processing Area.
    - (2). The prisoner/detainee was under continuous observation until turned over to BSO or an appropriate mental health facility.
5. Upon arrival at the Prisoner Intake Processing Area, the arresting/transporting officer will use the enclosed area of the sallyport prior to removing the prisoner from their vehicle, if available. No prisoner will be removed from the arresting officer's vehicle until the main sallyport gates are completely closed.
6. The prisoner's property will be removed prior to entering the holding cell. The prisoner will then be taken to the booking area with the handcuffs still in place. The arresting/transporting officer shall not leave their prisoner unattended/unsupervised under any circumstances, unless relieved by a sworn officer.
7. While the prisoner remains handcuffed, Prisoner Intake Processing Area

Personnel shall take custody of the detainee/prisoner and conduct a physical search, as well as conduct an additional search using a handheld magnet wand to detect concealed weapons.

8. Prisoners who are under the influence of alcohol or drugs, become ill, violent, injured, or self-destructive will be segregated from the other prisoners until they are transported to BSO Main Jail or the appropriate facility.
9. Property that is to accompany a prisoner to the BSO Main Jail shall be properly labeled, bagged, and attached to the appropriate BSO evidence/property receipt. A copy of the inventory list will be signed by the officer and submitted to Records. All prisoners' property shall be removed and inventoried prior to transport to BSO. This includes all money, prescription medications, wallets, cell phones, extra clothing, belts, etc. If a prisoner had no property, a property form should be completed with the prisoner's personal information only. All property transported with the prisoner will be securely stored in the prisoner transport vehicle or the officer's vehicle until delivered to the receiving facility personnel.
10. On-duty Prisoner Processing Area personnel or the arresting officer, if the Prisoner Intake Processing Area is unstaffed, shall inspect the holding cells for weapons, contraband, damaged equipment, and other potential hazards prior to use, and immediately upon removal of a prisoner.
11. Prior to transporting any prisoner to BSO Main Jail, the arresting/transporting officer shall verify the following: the Arrest Log and Probable Cause (PC) affidavit have been properly completed, and the prisoner's property has been properly accounted for. Additionally, the transport officer shall determine that:
  - a. The arrest number appears on the Probable Cause Affidavit.
  - b. The Probable Cause Affidavit has been notarized and filled out completely.
  - c. ALL PROPERTY HAS BEEN REMOVED FROM THE PRISONER and properly documented on the BSO property form.
  - d. Victim Notification form (VNF) was filled out if necessary.

#### **E. TRANSPORTATION OF PRISONERS**

1. Prisoners will be transported in a timely manner.
2. Detention Personnel shall wear ballistic vests and carry a police radio when transporting prisoners.
3. Prisoner Transport vans shall be thoroughly searched for weapons, contraband, discarded property, damaged equipment, and other hazards prior to and immediately after transporting any prisoner(s).
4. The transporting officer shall be responsible for detailing the prisoner transfer in

an offense report or supplement, and for providing BSO with the following items.

- a. Completed Probable Cause Affidavit with arrest number.
  - b. Copy of Teletype warrant confirmation when arrest is a result of a warrant.
  - c. BSO Property Form
  - d. Victim Notification Form (VNF) if applicable
5. Upon arrival at the BSO Main Jail, all weapons, including subject control spray, conducted energy weapons shall be secured in the trunk or weapons lock box of the department vehicle prior to removing any prisoner from the vehicle.
  6. The officer transporting the prisoner to the BSO Main Jail shall notify a supervisor via police radio if the prisoner is not accepted by BSO within 2 hours of arrival.

#### **F. JUVENILE PROCEDURES**

1. Juveniles who are ineligible to receive a Juvenile Civil Citation shall be brought directly to the Juvenile Assessment Center (JAC) by the arresting officer unless being released to parents or guardian.
2. Fingerprinting Juveniles in the Prisoner Intake Processing Area (Juveniles released to parents/guardian)
  - a. Prisoner intake personnel will allow a juvenile prisoner into the prisoner Intake Processing Area only for the purpose of fingerprinting. Juveniles will not otherwise be detained in the Prisoner Intake Processing Area.
  - b. Juveniles will be kept separate from the sight and sound of adult prisoners.
  - c. Prisoner intake personnel will treat a juvenile prisoner as a priority and cease other activity until the processing is completed.
  - d. Either the arresting officer or the transporting officer will standby at the Prisoner Intake Processing Area until the processing is completed.
  - e. The juvenile will then be immediately returned to the custody of the officer for disposition.
  - f. Once the fingerprint card has been completed on both sides, the card will be placed in an envelope, marked "Juvenile Confidential" and placed in the records tray. The Records Unit shall be responsible for picking up the juvenile fingerprint cards for further processing.
  - g. All Juveniles brought to the Intake Processing Area for fingerprinting will be under direct continuous supervision. Every 10 minutes a physical

observation will be conducted and documented on the Juvenile Observation Log. This requirement for documented physical observation does not apply during the transport of the juveniles.

3. Arresting officers shall not leave juveniles in the care of Prisoner Intake Processing Area personnel.
4. Prisoner Intake Processing Area personnel shall not transport juveniles to JAC.

#### **G. MEDICAL CLEARANCE OF PRISONERS**

1. Prisoners who require medical clearance/treatment shall not be brought to the Prisoner Intake Processing Area.
2. Prisoner Intake Processing Area personnel have the sole authority to determine if a prisoner shall be refused admittance to the Prisoner Intake Processing Area due to illness, injury (visible or claimed), or potential threat to themselves or others.
3. Prisoner Intake Processing Area personnel have the sole authority to determine if an injured prisoner will be processed prior to medical clearance.
4. The arresting officer, assisting officer, or EMS, if necessary, will transport any prisoner requiring medical clearance. Personnel assigned to the Prisoner Intake Processing Area shall not be assigned to transport prisoners to medical facilities.
5. If a prisoner requires medical attention after the arresting officer has left, the Officer in Charge of the Prisoner Intake Processing Area shall ensure first aid is rendered and if necessary, EMS is requested via the radio. The Officer in Charge shall advise the arresting officer to return to the Prisoner Intake Processing Area and ride with EMS. If the arresting officer is unavailable, the patrol district supervisor where the arrest was made shall assign a patrol officer to respond to the Prisoner Intake Processing Area.
6. If a prisoner is transported to BSO Main Jail and advised medical clearance is needed, the arresting officer shall be notified and promptly respond to the BSO Main Jail to take custody of his/her prisoner. If the affected officer is unavailable, the patrol district supervisor shall be notified and send an officer to take custody of the prisoner.

#### **H. FIRE**

1. The Prisoner Intake Processing Area shall be equipped with fire suppression equipment and automatic fire alarms with heat and smoke detectors.
  - a. This equipment shall be approved, in writing, by a state or local fire official and shall be tested as required by the local fire code.
  - b. All fire suppression equipment shall be inspected and tested semi-annually and documented as required by the local fire code.

- c. Fire suppression equipment shall be maintained pursuant to manufacturer's recommendations, industry standards, or as required by the applicable fire code.
2. The Support Services Bureau Division Assistant Chief, or designee, shall be responsible for the maintenance and regular inspections of fire equipment for damage or tampering and the documentation of these inspections, maintenance, and repairs.
3. The Support Services Bureau Division Assistant Chief, or designee, shall have the fire and smoke alarms tested annually by competent authority. The fire suppression equipment shall be tested on an annual basis. The testing of the above will be documented in a log to be kept in the Intake Facility holding cell interview area.
4. The Support Services Bureau Division Assistant Chief, or designee, shall establish and maintain a current evacuation plan for the holding cell and booking area. In addition, an up-to-date and posted evacuation map for the holding cell and interview area shall be maintained and displayed.

## **I. ESCAPE**

1. Officer in Charge Responsibilities
  - a. When an escape from the Prisoner Intake Processing Area occurs, the Officer in Charge shall assume command until relieved by a higher-ranking officer.
  - b. The Officer in Charge shall IMMEDIATELY report any escape from the Prisoner Intake Processing Area via radio to the Regional Communications Center. This notification shall include ALL information pertaining to the suspect, including name, physical description, direction of travel and pending charges.
  - c. The officer in charge shall mobilize all available resources (i.e., set a perimeter, request K-9 activation etc.)
  - d. The Officer in Charge shall notify the duty lieutenant of the escape as soon as practical.
2. Duty Lieutenant shall:
  - a. Advise Teletype who will ensure the proper notifications are made.
  - b. Ensure the escape is properly documented in an offense incident report or supplement.
  - c. As soon as possible, notify the Criminal Investigations Captain who shall assign the case to a detective for follow-up.

- d. Forward all available documentation to the Operations Support Captain.
3. Once the escapee is recaptured or all efforts to recapture the escapee have failed, the Officer in Charge shall ensure that the Regional Communications Center is advised of such, and the search will be discontinued.
4. The Operations Support Captain shall conduct an administrative review to determine if a formal administrative investigation is warranted to ensure applicable policies and procedures are adequate and were followed.
5. Any other involved officer shall also complete a supplemental report and forward a copy to a CID Captain.

## **J. EQUIPMENT AND MAINTENANCE**

1. The Officer in Charge or designee shall ensure the Prisoner Intake Processing Area is properly equipped with all necessary equipment and supplies, to include equipment and supplies necessary to render first aid.
2. A first aid kit shall be available in the facility, mounted in a conspicuous location.
  - a. The kit shall be inspected weekly to ensure supplies are available, have been adequately replaced and have not expired.
  - b. The inspection sheet shall be mounted below the kit and signed by the Officer in Charge on Friday of each week and a copy of the inspection sheet will be sent to the Staff Inspections office. Each month the inspections sheet will be moved to a binder located in the facility and will be available for inspections by supervisors or the Staff Inspections Office. After the 3- year accreditation cycle the sheets will be removed, archived, and retained as per Florida record retention schedule.
3. Should mechanical repairs be made within the Prisoner Intake Processing Area by either sworn or non-sworn department employees, all tools used in those repairs shall remain in the immediate control of the members performing the work. Immediate control should be defined as affixed to their person or being currently employed in the repair.