



MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 03-038

FILE BEHIND: Index Code 2004

TO: All Personnel

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE DATE: September 20, 2003

SUBJECT: **Booking Officer Incident Reporting**

Background

The most important aspect of a booking officer's job is the processing and handling of prisoners. Due to the unpredictability of prisoners, there are occasions where accusations of inappropriate behavior on the part of police personnel, to include booking officers, are made. The most common accusations are typically missing property, illegal searches and excessive force.

The intent of this procedure is to protect and safeguard the integrity of the accused and the Anne Arundel County Police Department. Though it is impossible to list every situation or allegation, which could be levied by a prisoner, this procedure is intended to address situations when a prisoners behavior/actions are such that a booking officer's integrity may be brought to question.

Procedure

Effective immediately, when any of the below listed situations occur the booking officer must immediately bring the matter to the attention of the on-duty supervisor. The

supervisor will be responsible for assessing the matter and taking the appropriate action. If the supervisor finds it necessary for the incident to be documented, he/she will direct the booking officer to submit an inter-office explaining the incident/allegation in detail before the end of his/her tour of duty.

The below list is not intended to be all encompassing, as there may be other incidents/allegations to be reported. Common sense should guide each booking officer when deciding to report to a supervisor.

List:

Exposing of private parts from a prisoner of the opposite sex (to include the exposing of undergarments such as underwear, bra, etc);

Accusations of missing property and/or currency;

Accusations of excessive force by a booking officer, police officer and/or Prisoner Transport Officer;

Assaults or attempted assaults on a booking officer;

Actual or attempts by the prisoner to induce self-inflicted injuries;

Prisoners in need of medical attention;

Prisoners whose behavior is abnormal to the point which may require medical attention.

These procedures are to made part of each booking officers Standard Operating Procedures.