


NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual		
Policy: Detainee Processing, Confinement & Fingerprint Processing		AOM: O-142
Massachusetts Police Accreditation Standards Referenced: [71.3.1.a], [72.4.9], [72.5.3], [72.6.3.a], [72.6.3.b], [72.6.3.c], [72.6.3.d], [72.7.1.d], [72.7.1.e], [72.7.1.c], [72.7.1.b], [1.2.6], [1.2.3], [72.7.1.a], [82.3.7.b], [82.3.7.c], [72.5.2.a&b], [72.4.5], [72.5.4], [72.8.2], [72.4.9], [72.7.1.e], [72.4.7], [71.3.1.a], [72.6.5], [72.5.7], [72.8.1], [72.8.3], [72.9], [72.4.10], [72.4.11], [72.3.2], [72.1.3], [72.6.1]		Issuing Authority <hr/> Jody Kasper Chief of Police
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I. Introductory Discussion

It is the responsibility of this department and its members to provide for the safety and well-being of all detainees held under arrest or in protective custody at this Department, and to take appropriate action when the safety of said detainees is threatened.

The purpose of this directive is to establish general procedures regarding detainee processing and confinement.

II. Detainee Processing and Intake Procedures

- A. Upon arrival at the station, the detainee shall be brought immediately before the Officer-in-Charge (OIC), or designee when the OIC is unavailable, and shall be booked in accordance with departmental procedures. The arrest/custody books will indicate the time the individual was arrested and released. Those officers and/or detectives assigned to booking a prisoner must have in their departmental portable radios in their possession during the booking process. Prior to entering the booking area, officers shall secure their firearm in the gun storage lockers outside of booking. [71.3.1.a] [72.4.9]. The transporting officer(s) should advise of any medical or security risks to the receiving personnel. When the booking officer(s) have completed processing the detainee and are comfortable with the detainee's behavior, the restraints may be removed. The transfer of custody will be documented in IMC by the booking officer(s). [70.1.6]
- B. Juveniles should not be processed in the presence of adult violators and shall be held in areas away from adult detainees. [72.5.3]
- C. In order to determine if a detainee is injured, the OIC shall examine the detainee for any bruises, cuts, or other injuries as required by M.G.L. c. 276, §33. Said examination shall not compel the removal of clothing, and the OIC shall record such information as they may discover.
 1. If a detainee injury has been discovered, ***AOM O142.a Detainee Injury Report*** shall be completed and submitted by the OIC to the Operations Division Commander (ODC).
 - a. The ODC shall be responsible for maintaining all Detainee Injury Reports in chronological order in a separate file designated for such purpose.
- D. The Booking Officer shall inquire of the detainee as to:
 1. Current health of the detainee. [72.6.3,a]
 2. Medications taken by the detainee. [72.6.3,b]
 3. Behavior, including state of consciousness and mental status; and [72.6.3,c]
 4. Body deformities, signs of trauma, bruises, or other injuries of the detainee. [72.6.3,d]
- E. If the detainee is found to be sick or injured, the OIC shall ensure that medical attention is provided in accordance with the procedures set forth in ***AOM O105 Handling Injuries/Illnesses*** and shall completely document such injury or illness on the appropriate forms. If a detainee has attempted to harm themselves, threatened suicide, or expressed that they have thoughts of harming themselves, the OIC shall ensure that the detainee is evaluated in accordance with the procedures set forth in ***AOM O215 Handling the Mentally Ill***. The station officer shall enter the detainee into CJIS as a Q5 suicide risk.
- F. The OIC or designee shall ensure that the detainee is afforded all of their rights to include:

1. Ensuring the detainee's access to a telephone. (M.G.L. c. 276, §33A) [72.7.1, d]
2. Alerting the detainee to monitored or recorded telephone conversations, to include a sign designating such information. [72.7.1,e]
3. Ensuring that detainees have confidential access to attorneys. [1.2.3,c] [72.7.1,c]

The right to counsel only attaches in two instances:

- a. Under the 5th Amendment when a person is subjected to custodial interrogation; and
 - b. Under the 6th Amendment after a person has been arraigned. During the booking process this right is met when detainees are granted their right to a phone call. If an attorney requests to meet with a detainee before or after the booking process, and there is no custodial interrogation, a face to face meeting between attorney and detainee is not required. However, it may be granted at the discretion of the OIC.
4. Ensuring that the detainee's opportunity to make bail is not impeded. [72.7.1,b]
 - a. When there is reason to believe that the detainee is dangerous or a default risk, such information should be presented to the Clerk Magistrate or Bail Commissioner when they are considering pre-arraignment release. Such information should also be presented to the District Attorney when they are considering pre-trial release of the detainee. Conversely, when the detainee is not considered to be dangerous or a default risk, department members should not impede (and may encourage) the release of a detainee on personal recognizance. [1.2.6]
 5. Ensuring the detainee a timely court appearance. [1.2.3] [72.7.1,a]

- G. All detainees under arrest shall be read their rights per Miranda before any questioning is initiated.

Immediately prior to being booked, all detainees under arrest shall be read their Miranda rights. Detainees shall be asked to sign the Miranda form confirming that they understand these rights.

- H. Any detainee held in custody or detained at the station for operating a motor vehicle while under the influence of intoxicating liquor shall have the right, at their request and at their expense, to be examined by a physician selected by them. (M.G.L. c. 263, §5A).
1. The OIC, or designee, shall inform the detainee of such right immediately upon being booked and shall afford them a reasonable opportunity to exercise it.
 2. The detainee, immediately upon being booked, shall be given a copy of M.G.L. c. 263, §5A, unless a copy of that section is posted in a conspicuous place to which the detainee has access.

- I. Fingerprinting Procedure: [82.3.7,b]

1. All Northampton Police Department arrests will be fingerprinted as part of the booking procedure. All arrestees charged with a criminal offense or arrested on a warrant shall have their criminal ten-print fingerprints and palm prints taken. A person

arrested for serious felonies (i.e. murder, rape, arson, etc.), for burglary, or breaking and entering offenses, should have major case prints taken in addition to their criminal ten-print fingerprints at the discretion of the Officer-in-Charge (OIC) or the Detective/investigator. When using the digital fingerprint scanner:

- a. All criminal arrests will be fingerprinted using a Criminal Arrest (CAR) with Palm Capture 1000.
 - b. Arrests will need an Offense Based Tracking Number (OBTN) on the data tab of a new record. The OBTN is found on the arrest report sheet or on the lower right corner of an arrest case label.
 - c. All mandatory fields will be highlighted in blue.
 - d. After obtaining an acceptable set of prints, they will be locked, submitted, and a hard card printed.
 - e. Click on submit **one time only**. If any error message occurs or you do not think that the submission went through, print the hard card and notify a Live Scan Administrator.
 - f. Only one Massachusetts state card will be printed for NPD records.
 - g. Once the record has been submitted, the submission response from the MA State Police Identification Section and the FBI will print out on the Live Scan printer.
 - 1) The printouts should be attached to the individual's criminal complaint packet and placed on the Line Desk for supervisor review.
2. All protective custodies should be fingerprinted prior to their release from custody. This is for identification purposes and records checks only. A permanent record is not filed in the state or FBI database. When using the digital fingerprint scanner:
- a. All protective custodies will be fingerprinted under a Criminal Ten-Printed Inquiry Only submission (QCAR), unless this department knows their identity, and they have previously been fingerprinted by live scan within the last six (6) months.
 - b. Fingerprinting a protective custody can best be accomplished just prior to their release, not upon initial custody when they are still incapacitated.
 - c. Protective custodies will need an OBTN from the arrest report sheet or the arrest case label.
 - d. All mandatory fields will be highlighted in blue.
 - e. Upon obtaining an acceptable set of prints for a protective custody, they will be locked, submitted (click one time only), and one (1) MA state hard card printed.
 - f. Once the record has been submitted, the submission response from the MA State Identification Section and the FBI will print out on the Live Scan printer.
 - 1) The printouts should be attached to the individual's IMC arrest report and placed on the Line Desk for supervisor review.
3. Sex offenders, firearms license applicants, and all other non-custody fingerprints will be done under the Local Applicant (LAPP) option. When using the digital fingerprint scanner:
- a. Under the Data screen, select the type of non-criminal card you would like to complete, i.e. SOR, Firearms, Civilian Employment, Elimination Prints, etc.
 - b. Complete all applicable fields. Mandatory fields will be highlighted in yellow.

- c. Instead of an OBTN number, a 9 digit individualized number is needed. In most cases, a Social Security Number is used.
 - 1) Firearms have their own tracking number similar to the OBTN that should be used.
 - d. Upon obtaining an acceptable set of prints, they will be locked. **Do not click on the submission icon – LAPP prints are not submitted electronically.**
 - e. Massachusetts or FBI applicant cards must be manually fed into the card printer tray for printing.
 - 1) The Sex Offender Registry uses Massachusetts State Applicant cards.
 - 2) Most individuals being printed for employment purposes will have their own FBI Applicant cards with them.
 - f. Select the proper printing format from the forms tab.
 - 1) Select “with data” for the applicable card if the card does not have any data filled out on the top (i.e. name, DOB, SSN, address, etc.)
 - 2) Select “without data” for the applicable card if the date fields at the top of the card are already filled out. This option only prints the rolled prints and slaps on the card.
4. In the event the Live Scan station is not in operation, fingerprints of all persons in custody shall be taken manually.
- a. Two sets of fingerprints shall be taken on the prescribed Massachusetts Department of Public Safety Fingerprint Cards. One will be sent to the State Identification Section (SIS) for each felony or misdemeanor arrest. The second form will be held by NPD records.
 - b. All data fields on fingerprint cards must be completed with the exception of the SID# block and the Offense Based Tracking Number (OBTN). The form must be typed.
 - c. The OBTN will be assigned by the OIC of the Detective Bureau or their designee. Fingerprint cards submitted without an OBTN will be returned to the submitting department without being processed.
 - d. Arrestee Signature: The officer taking the fingerprint impressions shall have the arrested individual sign in ink, their true and correct name in the block/line provided.
 - e. Officer Signature: The officer shall type then sign their full name in the “SIGNATURE OF OFFICIAL TAKING FINGERPRINTS” box and shall ensure that all other required blocks/lines are completed.

J. Photographing Procedure: [82.3.7, c]

- 1. Photographs/Images of Arrestees: At least one photograph/image should be taken of all persons who have been taken into custody by this department for a felony. Additionally, at least one photograph/image should be taken of all persons who have been taken into custody by this department for misdemeanors and protective custodies.

- a. The photograph/image will be a head and shoulders photo taken face-front.
2. Use Imaging System: Officers shall utilize the departmental imaging system for taking the photographs/images. The use of another departmental camera is permitted if the imaging system is not functioning properly.
3. Instruct the Detainee to Remove Articles: Images should be taken with and without eyeglasses, hats, and other articles. Any outstanding scars or tattoos should also be photographed.
4. Enter Detainee Information into Computer: All detainee information shall be entered into the departmental Computer Photo Imaging System.

K. Special Circumstances/Conditions:

1. Sexual Offenders: Two identification photographs/images and two sets of fingerprints shall be taken of all sex offenders who register with this department.
2. Juveniles: The collection of fingerprints and photographs/images of juvenile detainees shall be consistent with this chapter. However, as with all arrest, booking and confinement procedures, fingerprinting, and photographing of all juvenile detainees must be performed separate from any adult offenders. [72.5.4] [82.1.2, b] See AOM O-220 Juvenile Operations for details related to processing Juveniles.
3. Subsequent Arrests: Persons who are subsequently arrested for a felony shall be fingerprinted as set forth above and photographed.

L. Unnecessary conversation with detainees shall be avoided.

M. The arresting officer or other designated officer shall search the detainee and make an inventory list of all property in accordance with [AOM S212 Detainee Property Inventory Search](#).

N. An *Arrest/Protective Custody Report* shall be completed by the arresting and/or booking officer for each person taken into custody by this department. The report shall include arrest information and property inventory and disposition, and shall be submitted to the OIC for review. [72.5.2, a & b]

O. Police reform law passed in 2020 includes a section specific to detainee rights violations. The law reads: “Any law enforcement officer who commits an indecent assault and battery on a person in their custody or control will be charged under G.L. c. 265, §§ 13H½.” [26.0.3]

III. Confinement Procedures

A. The OIC shall ensure that cells are searched both before placing a detainee therein and again when a detainee is removed. Search shall include checking for weapons and contraband as well as for damage to the cell. Prior to placement in a cell, all shoes/footwear, belts, drawstrings, eyeglasses, hair retention devices, watches, jewelry, and all personal property shall be removed from the person of the detainee and inventoried and stored in accordance with department policy. If the OIC determines that removal of an item of jewelry could result in harm to the detainee, they can forgo its removal. [72.4.5]

1. Detainees shall be placed in a cell within the appropriate holding facility, depending upon whether the detainee is male, female, or a juvenile. See [AOM 0141 Holding Facility](#).

B. Digital Monitoring/Recording [72.5.4] [72.8.2]

1. It is the policy of the Northampton Police Department to record the booking proceedings of all persons under arrest or in protective custody who are brought into the police station. All booking of said persons, thereafter referred to as detainees, shall take place in the booking room. The detainee processing, use of phone, and release shall be recorded.
2. Audio/visual surveillance equipment allows for 24 hour monitoring of all holding cells. In order to ensure safety and security, detainees shall be constantly monitored via the video equipment located in the desk area.
Audio/visual surveillance may be turned off only when the cell is vacant or when the OIC determines the necessity of detainee privacy. However, cameras shall not be turned off if the detainee represents a medical or suicide risk.
3. When digital recording is requested by the District Attorney's Office, the Court Administrator shall make a copy of the event and shall turn the copy over to the requesting party.

C. The Northampton Police Department booking area is equipped with panic/duress buttons. These buttons are red in color and are mounted on the walls in the booking room. At any time during processing that an emergency exists, officers shall depress the panic/duress alarm on the booking room wall or on their portable radio for assistance. The Duress Alarm System will be tested at least once a month. [72.4.9]

D. No more response to resistance than is necessary shall be used when placing a detainee in a cell.

E. At no time will an unconscious detainee be placed in a cell.

F. Detainees shall be treated courteously and shall receive such food and drink as necessary.

1. Any detainee who is in the custody of this department during normal meal times should be provided with food and drink, unless the detainee is to be released from custody during said mealtime. The following times shall be considered normal mealtimes for the purpose of this policy: [72.7.1,e]
 - a. 6:00 a.m. to 8:00 a.m.
 - b. 11:00 a.m. to 1:00 p.m.
 - c. 4:00 p.m. to 6:00 p.m.
2. The Station Officer will be responsible for seeing that detainees are fed during mealtimes on their respective shifts. Food and drink can be obtained from the Hampshire County Jail. An order should be placed by telephone in advance of going to the county jail to pick up meals.

- a. Only jail-provided disposable plastic utensils and containers shall be utilized in the holding facility and shall be counted before feeding, and removed, counted, and disposed of after feeding. [72.4.7]
3. If a detainee should come into custody after normal meal times and special circumstances necessitate that said detainee be fed, for example a medical reason, the county jail should be contacted and they will attempt to provide food for the detainee.
 - a. If the county jail is unable to provide such food, it can be obtained from a local restaurant by the OIC. The OIC or designee shall purchase the items and request reimbursement with an itemized receipt.
 4. Once a detainee is fed, the station officer will advise Central Dispatch of the incident number from which the arrest/PC occurred. The Dispatcher will then make an entry in the call narrative noting the name of the officer feeding the detainee. Each entry shall also note the name of those detainees who were fed and those who refused food. [71.3.1.a]
 5. Blankets will be provided to detainees upon request, unless circumstances occur that lead the OIC to feel that a blanket would pose a safety risk.
 6. Detainees will also receive paper towels and toilet paper as needed.
- G. Medication [72.6.5]
1. No over the counter medications shall be administered to detainees unless ordered by a physician or other licensed practitioner with prescriptive rights.
 2. If a detainee has prescription pharmaceuticals, the OIC shall confirm such prescription with the prescribing physician or other licensed practitioner with prescriptive rights, if the prescribing physician is available, prior to administering the medication to the detainee. However, if the prescribing physician is unavailable, the pharmacy (pharmacist) from where the prescription was filled shall be called to confirm accuracy and proper use of the medication prior to administration. If the pharmacy is unavailable, the Cooley Dickinson Hospital Emergency Department Physician shall be contacted 413-582-2109, either in person or by telephone, to confirm the proper use of the medication prior to administration. If in person, the original container and medication will be brought by the officer.
 3. If a detainee requires medical attention while in the department's custody, they shall receive such attention in accordance with *AOM 0105 Handling Injuries/Illnesses*, and any medications prescribed as a result shall be administered to the detainee as directed by the physician.
 4. In all cases in which medications are administered to detainees, the officer administering such medication shall document the following in the arrest report:
 - a. Date and time medication was administered.
 - b. Type of medication.(name on label)
 - c. Quantity of medication administered.(# of pills/capsules and dose listed on label)
 - d. Name of officer administering medication.
 - e. Name of the physician or pharmacist contacted with regards to the medication and time the physician was contacted.

- H. Detainees, after booking, shall be brought to court immediately if it is in session, or if it is not, at the next regular sitting of the court. [1.2.3]
- I. Prior to release, the detainee shall be positively identified through booking photos/images or other identification means, and property shall be returned to them as prescribed in *AOM S212 Detainee Property Inventory Search*. [72.5.7]

IV. Detainee Monitoring

- A. Under the general supervision of the OIC, the Cell Monitor or Station Officer shall be responsible for monitoring detainees and shall perform physical cell checks every thirty (30) minutes minimally, of every cell containing detainees and audio/visual cell block checks at least every fifteen (15) minutes. At the beginning of each shift, the Officer-in-Charge or their designee shall conduct a face-to-face count of all detainees.
 1. Cell Monitors are available on a call in basis. Cell Monitors shall perform physical checks of detainees minimally every thirty (30) minutes and shall be required to activate the electronic cell check device(s) for the lockup(s) where their detainee(s) is/are being held at each 30-minute interval. Any unusual occurrences or damage shall be reported to the OIC as soon as it is discovered. [72.8.1]
 2. When a Cell Monitor is not on duty, the Station Officer shall be required to perform an audio/visual check of detainees every fifteen 15 minutes and a physical check every thirty (30) minutes. The Station Officer shall make an electronic cell check record of such checks.
 3. If an Officer or Cell Monitor becomes aware of a detainee's need for medical examination and/or treatment for any injury, illness, or other medical problem, they shall immediately inform the OIC, who shall ensure that such examination and/or treatment is given in accordance with *AOM O105 Handling Injuries/Illnesses*. Likewise, should an Officer or Cell Monitor become aware that the detainee is attempting suicide or to harm themselves or any action indicative of such, said Officer or Cell Monitor shall immediately notify the OIC. If the detainee attempted suicide or self-harm by use of clothing or other items, these items will be promptly removed from the cell. The station officer shall enter that detainee in CJIS as a Q5 suicide risk.
 4. Officers/Cell Monitors shall take special precautions to ensure that detainees who exhibit violent or self-destructive behavior, exhibit signs of mental illness, are under the influence of alcohol or drugs, or who came in contact with OC spray (See *AOM O101 tb3 Police Use of OC Spray*), are closely monitored so that the potential for injury to themselves or others is minimized. [72.5.4]
- B. When possible, detainees shall be monitored by members of their own gender. However, due to staffing levels, this may not always be an option. Therefore, whenever a detainee is to be monitored by a cell monitor of the opposite sex, all personal contact with the detainee should be monitored, either by the presence of an additional officer or by video surveillance equipment. [72.8.3]

V. Temporary Detention

At no time will any officer of this Department restrain and leave a detainee unattended outside the confines of the holding facility. Whenever a detainee is held in any room,

space, or area outside the confines of the holding facility, they are to be under the continual, direct, personal supervision of an Officer or Cell Monitor who can immediately intervene on behalf of the department or detainee. The police building does not have temporary restraint devices, such as wall rings, to properly and safely secure detainees outside of the holding facility. Therefore, detainees outside of the holding facility shall not be restrained to fixed/immovable objects. [72.5.6]

1. In the case of an emergency where the Officer monitoring the detainee must leave their post, they shall ensure that the Station Officer or other available Officer or Cell Monitor takes their place prior to leaving such post.

VI. Monitoring of Detainees from Other Departments / Agencies

- A. In addition to the aforesaid monitoring by Departmental personnel, whenever another Police Department or Law Enforcement Agency holds a detainee in this Department's lockup facilities, said department or agency shall be required to provide their own Cell Monitor. This shall not apply to VA Medical Center or Smith College Police detainees.
 1. Cell Monitors from outside departments shall perform physical checks of detainees minimally every thirty (30) minutes. Said Cell Monitors shall be required to activate the electronic cell check device(s) for the lockup(s) where their detainee(s) is/are being held at each 30-minute interval.
 2. The OIC, or designee in their absence, shall be responsible for informing the Cell Monitor about the monitoring requirements, and providing them with instructions on the use of the electronic cell check system.
 3. The Supervisor-in-Charge of the Electronic Cell Check Devices shall be responsible for retrieving and storing the cell check data from the electronic recording mechanism.

VII. Detainee Escape [72.4.10]

- A. The Northampton Police Department booking area is equipped with a key fob/key pad entry exit system. Each outer doorway is equipped with a key fob/key pad system. Officers are required to utilize their key fobs to enter and exit the booking/processing area. They are also required to utilize the keypad access to prevent detainee escape from these areas and from the station.
- B. If a detainee escapes from the confinements of the holding facility, proper procedures shall be followed as prescribed in [***AOM O140 Detainee Transportation***](#).

VIII. Evaluations for Mental Health Treatment and/or Potential Suicide

- A. If there is any indication, whether through expression, action, or otherwise, that a detainee is suicidal or contemplating self-harm, **Northampton Crisis Services** (Clinical & Support Options (CSO) shall be called at 413-586-5555 to perform an evaluation of the detainee. Said evaluation and required treatment and/or commitment of the detainee shall be done in accordance with the provisions of the "Protocol Between Clinical & Support

Options and the Northampton Police Department” and M.G.L. c. 123, § 12 or 18 as appropriate. [72.5.4]

- B. If a detainee in custody at the police station attempts suicide, the Officer-In-Charge will assure that documentation of the attempt is entered into the department’s computer system. Dispatch must generate an activity card using the SUIC code with an address of 29 Center Street, linking it to the arrest/custody number. [72.4.11]

Note: Refer to *AOM 0215 Handling the Mentally Ill* for more information on this topic and for an explanation of the differences between using Section 12 and Section 18 for involuntary admissions.

IX. Evacuation for Fire or Other Emergency [72.3.2]

The department has a written and posted evacuation plan which specifies the route of evacuation and subsequent disposition and housing of detainees. The plan shall be posted in the following areas:

1. Ready Room.
2. Communications Center.
3. Above the Cell Monitor mail box.

“Exit” signs shall be posted directing evacuation of persons to hazard-free areas.

X. Records [72.1.3]

- A. Detainee records shall be safeguarded from unauthorized disclosure in accordance with policy set forth in *AOM S200 Records Maintenance*.
- B. Detainee booking information shall be placed in the secure locker that corresponds with their cell assignment.

XI. Transfer to Regional Lock-Up Facility

- A. If the detainee is not going to be bailed soon or will be held in custody for an extended period of time, they will be transferred to the Hampshire Regional Lock-Up Facility in accordance with the following procedure.
1. The OIC or their designee will call the Regional Lock-Up notifying the facility OIC that a detainee will be en route. The facility OIC shall be notified if the detainee is a suicide risk.
 2. The detainee is to be properly handcuffed in accordance with department policy.
 3. Detainee property should be placed in court-approved packaging and will accompany the detainee to the Regional Lock-Up.
 - a. If a detainee has a large amount of property or items that would not be accepted by the Court, (i.e. a bicycle or multiple bags) those items should be properly

tagged and stored at the station. The OIC shall be responsible for filling out ***AOM 0142.d Detainee Property Notification Letter*** and providing it to the detainee.

4. Transfer Paperwork: Utilizing ***AOM 0142.c Regional Lockup Checklist*** , the following paperwork must be given to the Regional Lock-Up;
 - a. Copy of Complaint sheet and/or warrant.
 - b. Copy of citation when applicable.
 - c. Copy of Booking Sheet including detainee property inventory.
 - d. Q1 Warrant Check print out.
 - e. Q5 Suicide Record Check print out.
 - f. WMS print out.
 - g. Medical clearance documents when applicable.
 - h. Signed Sheriff's Office Request to Hold Form.
 - i. Any other pertinent documentation.

Note: If the arrest is the result of a warrant from a Court other than Hampshire, the **ORIGINAL** warrant must accompany the detainee. A copy of the warrant is to be provided to the Court Administrator.

- B. Bail: The transporting officer shall notify the Sheriff's Office that if the detainee is bailed, the Sheriff's Office is responsible for notifying this department by fax with confirmation by telephone. The OIC will leave the fax message for the Court Administrator.
- C. Medical Attention: If a detainee should require medical attention while at the Regional Lock-Up, the Sheriff's Office will call for an ambulance and notify this department. It shall be the responsibility of this department to provide an officer to accompany the detainee from the Regional Lock-Up to the hospital.

XII. Medical Review

- A. A licensed medical professional should be consulted to review medical aspects of this policy in order to maintain compliance with best practices. Reviews of this policy shall be conducted upon major change/revision or every three years if no updates have occurred. [72.6.1]