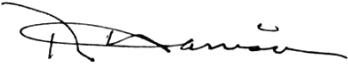


TEXARKANA POLICE DEPARTMENT GENERAL ORDERS MANUAL

SUBJECT	Jail Management and Inmate Count		
NUMBER	1108.14	EFFECTIVE DATE	November 19, 2012
Scheduled Review Date	July 01, 2016	ISSUE DATE	November 19, 2012
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

- A. The purpose of this policy centers upon the Texarkana Police Department's responsibility to manage the Department's inmate population within the Bi-State Jail. Proper management of the inmate population promotes efficiency within the Department's mission; however, the need for efficient operation must be balanced with the following: the criteria unique to every inmate that, depending upon the totality of the circumstances, compels their continued confinement; and the custodial requirements established by the Texarkana District Court and Arkansas state law.

II. Policy

- A. It shall remain the policy of the Texarkana Police Department to maintain operational efficiency within the jail by monitoring the inmate population on a daily basis. Department supervisors shall be responsible for monitoring the jail's inmate population on a daily basis, and through the monitoring process, evaluate the totality of the circumstances surrounding each inmate's confinement, and whenever feasible and the circumstances allow, release from confinement those inmates whose circumstances allow such a release.
- B. Ensuring the jail remains operationally efficient is a broad based effort requiring a concerted effort by all members of the Agency; therefore, all commissioned members of the Department shall be responsible to ensure the following actions are continuously monitored, considered, and acted upon whenever appropriate:
1. Whenever possible, and upon every custodial arrest encounter, officers of the Department shall consider releasing suspects via the following methods in lieu of continued custody:
 - (a) Driver's License (DL) Bond, which shall be the preferred method of release;
 - (b) Personal Recognizance (PR) Bond; or
 - (c) Citation (Summons).
- C. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

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III. Procedures

A. Jail Count Management

1. The Department is allotted a total of fifty-two (52) bed spaces within the Bi-State Jail, and while the Department frequently exceeds this allotment, every supervisor within the Department is collectively responsible for ensuring the Texarkana Police Department's inmate population count within the jail remains as low as possible. In an effort to ensure the jail count remains as low as possible, supervisors of the Department will adhere to the following schedule when conducting daily analyses of the jail count:

a. **Monday through Friday, non-holidays**

- (1) A Services Division supervisor, in conjunction with the Docket Coordinator, shall complete an analysis of the Department's inmate population housed within the Bi-State Jail each morning during normal business hours.
- (2) While working in conjunction with the Docket Coordinator, the Services Division supervisor will identify all TAPD inmates within the Bi-State Jail who are booked on felony charges. The Services Division supervisor will consult with supervisors in CID regarding the TAPD inmates who are housed under felony charges in an effort to determine the timeline associated with the inmate's transfer to the Miller County Jail or the transfer to the jurisdiction responsible for the felony hold.
- (3) TAPD inmates who are housed on misdemeanor charges such as public intoxication and loitering, as well as those prisoners who are suffering from medical problems, should be released from the jail as soon as possible utilizing the following alternatives to continued custody:
 - (a) Driver's License (DL) Bond, which shall be the preferred method of release;
 - (b) Personal Recognizance (PR) Bond;
 - (c) Citation (Summons); or
 - (d) Releasing the prisoner under a *time served* classification.
- (4) All patrol shift supervisors will monitor the arrest activity of those assigned to their shift in an effort to evaluate the circumstances of each arrest made during their shift. Supervisors are responsible to ensure their officers are following the guidelines identified within section II, Paragraph B of this policy.

b. **Weekends and Holidays**

- (1) All patrol shift supervisors will monitor the arrest activity of those assigned to their shift in an effort to evaluate the circumstances of each arrest made during their shift. Supervisors are responsible to ensure their officers are following the guidelines identified within section II, Paragraph B of this policy.
- (2) Shift supervisors will be responsible to contact the jail during their shift and determine the TAPD jail count, evaluate the totality of the circumstances surrounding each inmate's confinement, and whenever feasible and the circumstances allow, release from confinement those inmates whose circumstances allow such a release.
- (3) Circumstances of an unusual nature which are outside of normal, day-to-day operations should be forwarded to a Services Division supervisor and/or the Services Division

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Commander in an effort to collectively address circumstances deemed urgent by the on-duty supervisor.

B. Felony Arrests and Jail Count Management

1. During instances in which a person is arrested by a member of TAPD on a felony charge, whether supported with or without a warrant, the following procedure will be followed:

a. Felony arrests occurring during regular business hours (0800-1600) where no extenuating circumstances are present:

- (1) If the arrest occurs during regular business hours, the arresting officer should, without delay, notify a supervisor in the Criminal Investigation Division;
- (2) The arresting officer should transport the offender to the Bi-State Jail to be processed by jail staff. Processing includes mug shot, fingerprint collections, and the generation of a disposition information sheet. For additional information regarding the processing of prisoners, refer to [General Order 1106.04---Fingerprinting, Photographing and DNA Sample Collection](#);
- (3) A CID Supervisor should, without unnecessary delay, direct CID personnel to interview the person arrested whenever necessary and ensure the person who has been arrested has been processed; and
- (4) The detective assigned should, without unnecessary delay, ensure the person who has been arrested is transferred to the Miller County Sheriff's Department.

b. Felony arrests occurring after regular business hours (1600-0800) where no extenuating circumstances are present:

- (1) If the arrest occurs between the hours 1600-0800, the arresting officer should transport the person arrested to the Bi-State Jail to be processed by jail staff. Processing includes mug shot, fingerprint collections, and the generation of a disposition information sheet;
- (2) As soon as practical, and without unnecessary delay, the CID supervisor on duty, or the ranking detective arriving for duty each morning, should check the status of arrested persons. Felony prisoners who were arrested between the hours 1600-0800 on the previous shift(s) should ensure the felony prisoner has been processed, and whenever necessary, should cause the person arrested to be interviewed; and
- (3) The CID supervisor, or the ranking detective on duty, should ensure the felony prisoner is transferred to the Miller County Sheriff's Department without delay.

c. Felony arrests which involve extenuating circumstances:

- (1) During instances in which a felony arrest occurs, and there are extenuating circumstances such as medical issues resulting from pre-existing conditions present, the arresting officer or the arresting detective should immediately contact the Prosecuting Attorney or the Deputy Prosecuting Attorney.
 - (a) The arresting officer/detective should immediately request authorization to release the person arrested on a CITATION to appear in court. The Citation should direct the arrested person to appear in Texarkana District Court on the next available court date. These procedures should occur simultaneous with the procedures to obtain medical treatment for the arrested person who requires immediate medical attention for a pre-existing condition.

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- (b) **When a Citation is issued to an arrested person who requires emergency medical attention for a pre-existing condition, the officer/detective issuing the citation shall notify EMS personnel / ER personnel the person is not in custody at the time they are released to EMS or ER personnel.**
- (2) If the medical treatment is the direct result of injuries sustained while in the custody of TAPD, then immediate medical treatment should be provided in accordance with TAPD policy. For additional information surrounding inmate medical concerns, refer to [General Order 1102.29--Prisoner Handling and Transportation](#).
- (a) Departmental inmate medical forms can be obtained from the following links:
[Inmate Medical Treatment Report](#) [Medical Care Authorization Form](#)
- (3) If a person who has been arrested for a felony is released on a citation, the arresting officer/detective who issues the citation should notify a CID supervisor without delay.

C. Miller County Prosecutor's Contact Information

Miller County Prosecutor's Office Contact Information			
Name	Cell Phone	Home Phone	Work Phone
Prosecutor Carlton Jones	(903) 824-3242	(870) 772-2458	(870) 774-1002
Deputy Prosecutor Connie Mitchell	(903) 826-4378	N/A	(870) 774-1002
Deputy Prosecutor Stephanie Black	(903) 244-9233	(870) 216-1111	(870) 774-1002
Deputy Prosecutor Katie Carter	(501) 520-9200	(903) 832-6899	(870) 774-1002
Deputy Prosecutor Jeffery Sams	(214) 592-5289	(870) 779-1203	(870) 774-1002