

LCS Unit Order 53

LANCASTER STATION

UNIT ORDER # 53

STATION BOOKING SEARCHES OF PRISONERS

PURPOSE:

The purpose of this unit order is to enhance officer safety and promote uniformity in the booking search procedures at the station.

ORDERS:

Barring any emergency or unforeseen exigency, all new bookings and prisoners coming into the station shall remain handcuffed during the booking search process.

Deputies or officers booking prisoners shall be responsible for searching and removing/collecting their prisoner's property (including shoes, socks, belts, jewelry, etc.) prior to removing the handcuffs and placing the prisoner into the holding cell(s). Any items deputies or officers cannot collect themselves, and which require the prisoner to take off (such as piercings, etc.), shall be accomplished by completing as much of the booking search as possible and securing the prisoner in the holding cell. The prisoner will then remove the item and hand it to the deputy or officer through the access door.

This order applies to all personnel, regardless of agency, who book prisoners at Lancaster station. It is the responsibility of the station jailer to ensure these procedures are properly followed.

Booking procedures as defined by Manual of Policy and Procedures (MPP) Section 5-03/030.05 SEARCH OF SUSPECTS DURING STATION BOOKING PROCEDURE are still in effect and are not superseded by this order.

