



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Detox, JRC, Jail, and Probation & Parole Responses & Conveyances

Eff. Date 01/15/2020

Purpose

This outlines guidelines for MPD response to Detox, the Juvenile Reception Center (JRC), the Public Safety Building (PSB)/Dane County Jail, and Probation and Parole offices under certain circumstances.

Procedure

PSB/Jail

- *BAC Refusals at the Jail* – If an MPD officer determines that an arrested person is incapacitated, they should be conveyed to Detox. If this is not the case and the person is presented to the jail for booking, MPD officers should not convey individuals to Detox based solely upon the BAC testing administered by jail personnel and subsequent request by jail staff to convey the arrested person to Detox.
- *Medical Clearances for Criminal Violations* – If an officer concludes that a person is in need of medical treatment prior to being booked into the jail, they should convey the arrested person to a hospital for a medical clearance. The general jail guidelines for requiring a medical clearance prior to booking include:
 - Any pregnancy beyond 6 months
 - Any pregnant female under the influence of alcohol or drugs
 - Anyone involved in a significant motor vehicle crash (ejection, roll-over, or head-on collision)
 - Anyone that sustained any traumatic injuries prior to arrest
 - Incapacitation due to alcohol or controlled substance
 - Anyone suspected of an overdose or who may be concealing drugs internally
 - Injuries needing sutures, casts, or complex wound care
 - Anyone with a blood sugar reading greater than 400
 - Anyone with a blood pressure over 180/120
 - Anyone exhibiting symptoms such as tremors, profuse sweating, chest pain, or shortness of breath

Officers should work cooperatively with jail staff to determine the need for medical treatment prior to booking. Disputes on appropriate dispositions should be referred to the officer in charge.

Detox

- MPD officers will continue to handle calls for service at Detox.
- Once an incapacitated person is admitted to Detox as a result of their incapacitated state, MPD should **not** be conveying these individuals to a hospital or other treatment facility.
- MPD officers should **not** convey clients from Detox to jail if the client was initially placed into protective custody by another jurisdiction.
- MPD officers **will** continue to convey our arrests to jail when released from Detox.

JRC

- MPD will respond to JRC for emergency calls for service and investigate any criminal activity that takes place at JRC.
- Officers shall conduct an assessment of each juvenile taken to JRC and if necessary,

should have him/her medically evaluated prior to JRC intake.

- If MPD officers are presenting a person to JRC and at the time of intake or shortly thereafter it is determined that a medical release/clearance is necessary, MPD officers should convey to a medical facility for that evaluation.
- MPD officers should not make scheduled conveyances from JRC.
- *Conveyances of Juvenile Females from Mendota Mental Health (MMH) to Winnebago Correctional Facility* – MPD will **not** be responsible for conveyances of juvenile females to the Winnebago Correctional Facility; DCSO is responsible for these conveyances. Officers should contact the OIC to make arrangements with DCSO for these conveyances.

Deviation from these guidelines may be approved by a supervisor or commanding officer under exceptional circumstances.

Probation and Parole Conveyances

- Probation & Parole personnel will be responsible for all routine conveyances to the PSB. In most instances, agents will take the client into custody themselves and convey them to the PSB in a D.O.C. vehicle. Officers should be aware that these conveyances will be routinely taking place without law enforcement involvement and be prepared to respond to any emergency requests for assistance (either at a P&P office or during the transport).
- MPD officers may be asked to assist P&P with taking a client into custody and conveying him/her to the PSB if the client has a history of violent/resistive behavior or if there are other indications that the client will resist being placed into custody. In these instances, officers should respond to the appropriate P&P office and work cooperatively with the agents involved to take the offender into custody and then convey him/her to the PSB. A P&P agent will follow the officers, and will be responsible for the booking process. Officers should complete a short field report documenting the incident and title it as an Assist/Probation & Parole (call type 88P).
- If a P&P conveyance results in new criminal charges (contraband located on the client, client resists, etc.), officers should investigate and document the new charge as needed. The officer should also complete a PC affidavit for the new charge. P&P will still have primary responsibility for the booking process.
- P&P will be responsible for taking custody of any non-contraband property in the possession of a client being taken into custody that the PSB will not accept.
- A list of Madison P&P offices is attached. District personnel are encouraged to stop in at offices to get acquainted with staff and to become familiar with the physical layout.

Please contact your commanding officer with any questions or issues that arise regarding these conveyances.

Original SOP: 05/02/2014

(Revised: 02/11/2016, 01/13/2017, 04/16/2018, 01/15/2020)

(01/13/2017: Combined Detox, JRC and PSB Response SOP with Probation and Parole Conveyances SOP)

(Reviewed Only: 12/26/2017, 01/30/2019, 01/11/2021, 02/04/2022)