



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 141

Effective Date 10/04/2006

Policy Name Wagoner/Osage County Arrests and Prisoner Transports

Approved Date 10/03/2006

Approved by *Wendell Franklin, Chief of Police*

Previous Date NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Tulsa Police Officers that arrest suspects within Wagoner or Osage County will book them through the David L. Moss Criminal Justice Center (DLMCJC) prior to transporting them to either Wagoner or Osage County.

SUMMARY: Procedures for officers who have arrested suspects that have committed criminal acts within Wagoner or Osage County.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES:

1. When arresting a suspect in Wagoner or Osage County:
 - a. If booking the suspect on open misdemeanor charges, use municipal ordinances.
 - b. If there is no corresponding municipal charge, or if the charge is not applicable (e.g., a DUI suspect with previous municipal DUI arrests), note the reason for using the State charge on the *Arrest and Booking Data Sheet*.
 - c. If a suspect has municipal misdemeanor warrants in addition to open State charges, book the suspect on the open charges. Place a hold for Tulsa Police on the warrants.
 - d. When a suspect has an NCIC hit or an outstanding felony or State misdemeanor warrant, book the suspect on the open charges only and place a hold for the NCIC hit and/or warrants.
 - e. Transport the suspect to the DLMCJC for processing.
 - 1) Upon arrival advise the Tulsa County Sheriff's Office (TCSO) booking personnel that you have an out-of-county prisoner.
 - 2) Mug shots and fingerprints will be taken.
 - 3) The prisoner will not have a medical screening or have property seized at DLMCJC.
 - f. TCSO will process the *Arrest and Booking Data Sheet/Probable Cause Affidavit* (A&B), make copies, and return the original to the arresting officer.
 - g. TCSO will release the prisoner to the arresting officer (TCSO Release Code 471).
 - h. The arresting officer will sign and have the *Probable Cause Affidavit* notarized.
 - i. Turn in a copy of the A&B to TPD Records.
 - j. The original A&B with notarized signature will go with the prisoner to Wagoner or Osage County.
2. Contact a supervisor for authorization to transport to Wagoner or Osage County Jail.

3. The arresting officer will contact Wagoner or Osage County Jail and advise them that they are enroute with a prisoner.
 - a. The arresting officer and a backer will sign out the Prisoner Transport Van (PTV), restraints, and a cellular phone at their division. The Division Commander, or designee will ensure that the PTV and necessary equipment is accessible.
 - b. The Division Commander, or designee, will ensure that the PTV contains instructions regarding what radio frequency to monitor for contact with Wagoner or Osage County Sheriff's Office, as well as a detailed map with directions to their jail.
 - c. Officers will advise PSC when leaving the City of Tulsa for transport and when arriving at the Wagoner or Osage County Jail.
 - d. Officers will advise PSC and the appropriate supervisor upon their return to Tulsa and sign in all checked out equipment.
 - e. If the PTV is unavailable or there are extenuating circumstances, a supervisor may approve another vehicle for transport.

REGULATIONS:

1. Officers will not transport directly to the Wagoner or Osage County Jails without first processing the prisoner through DLMCJC for mug shots and fingerprints.
2. At least one of the transporting officers will be of the same gender as the prisoner.
3. The cellular phone is to be used for business purposes only.
4. There will be no unauthorized stops to or from the Wagoner or Osage County Jail.

REFERENCES:

CALEA 1.2.5, 70.5.1