



# Tulsa Police Department

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**Policy #** 142

**Effective Date** 03/01/2018

**Policy Name** City of Tulsa Municipal Jail

**Approved Date** 02/16/2018

**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 the city limits of Tulsa will book the suspects into either the City of Tulsa Municipal Jail (COT Jail) or David L Moss Criminal Justice Center (DLMCJC). Suspects arrested in Wagoner or Osage County will be booked in accordance with policy 31-141, Wagoner/Osage County Arrests and Prisoner Transports.

**SUMMARY:** Procedures for booking suspects into the City of Tulsa Municipal Jail.

**APPLIES TO:** All sworn personnel

**DEFINITIONS:** None

## PROCEDURES:

1. The City of Tulsa Municipal Jail (COT Jail) is located on the East side of the City of Tulsa Police/Municipal Courts Building, 600 Civic Center on the third floor (also referred as “level 2”). When bringing a suspect to COT Jail you can park in either the sally port on the Southeast or the parking lot on the Northeast of the building.
2. If using the sally port, switch to “13O” and request gate to be opened for entry to the sally port.
3. The sally port doors and the door to the Northeast parking lot will have a card reader and key pad to make entry into the first level of COT Jail security. (Officers will receive a code for the keypad.)
4. Once inside the first level of security take the elevator to “level 2.”
5. Officers must secure their weapons before entering the booking area. There are secure, locking boxes right outside the elevator on “level 2.”
6. Upon entering the booking area, a DO will take your suspect and you can finish and/or turn in your paperwork to the window and get your copies before you leave. Officers are required to remain in the booking area until the cleared by the DO.
7. There is an officer’s room in the booking area with MDTs and an Intoxilyzer for officers to utilize. Officers can also print their booking documents to the printer inside the COT Jail control station.
8. When booking a suspect with only Municipal warrants or charges, transport and book them into COT Jail.
9. When booking a suspect with mixed Municipal and State warrants/charges:

- a. Open Municipal charges with a State warrant, book the suspect into David L Moss Criminal Justice Center (DLMCJC) for the confirmed warrant and issue a citation for the open municipal charge.
  - 1) If suspect is arrested for DUI, book on the state charge.
- b. Open State charges with Municipal warrant, book the suspect into DLMCJC on open charge and place a HOLD for COT on the A&B for the confirmed Municipal warrant.
- c. Municipal warrant and State FELONY warrant book the suspect into DLMCJC on confirmed felony warrant and place a HOLD for COT on the A&B for the confirmed Municipal warrant.
- d. Municipal warrant and State MISDEMEANOR warrant, book the suspect into COT Jail on the confirmed municipal warrant. Place a HOLD for DLMCJC on the A&B state warrant.

10. Officers will contact Records to confirm all warrants via the radio or telephone.

11. The COT Jail has property bins that are 18" X 14" X 9" in dimension. Suspect's property that can fit into these bins will be accepted. If the suspect's property does not fit into them, the property must be turned into the property room hold for owner (i.e. backpacks, large coats, etc.)

## **REGULATIONS:**

1. Officers will confirm all warrants before an arrest is made on those warrants.

## **REFERENCES:**

106, *Arrest Warrants*  
114A, *Violation of Traffic Ordinances*  
114B, *Violation of Criminal Ordinances*