

**Rules and Procedures**  
**Rule 318C**  
**September 26, 2001**

**Rule 318C - CARE AND CUSTODY OF FEMALE PRISONERS**

This Rule establishes guidelines and procedures for the Care and Custody of Female Prisoners and supersedes the previous Rule 318C that was issued on March 13, 1991.

Sec. 1 GENERAL CONSIDERATION: Female prisoners arrested or detained by members of the Boston Police Department will be processed in the usual manner at the District of arrest or detention and then transported to District D-4 subject to the additional procedures described below.

Sec. 2 AVAILABILITY: District D-4 shall be open at all times for the housing of female prisoners.

Sec. 3 PROCESSING: The guidelines for the booking procedure, as provided for in [Rule 318](#), will be strictly adhered to. All forms including the Booking Sheets, BPD Form 2.1 and/or the Protective Custody Form, BPD Form 24 (with special attention being paid to Box #29 - Right to a Breathalyzer Test), will be completed in their entirety and reviewed and signed off on, where applicable, by the Duty Supervisor.

Sec. 4 SEARCHES: In accordance with the provisions of [Rule 318 §§ 4 & 9](#), all female prisoners shall be subject to a custodial inventory search of their person and property at the time that they are booked.

The Duty Supervisor at the District of arrest or detention and the Duty Supervisor at District D-4 are responsible for ensuring that the procedures outlined in [Rule 318D](#), Strip Search and Body Cavity Search Procedures, are strictly adhered to for all prisoners in their custody or under their control.

Sec. 5 EVIDENCE: Any property taken from a female prisoner which may be used as evidence shall be handled in strict accordance with [Rule 318, § 8](#).

Sec. 6 PROPERTY/TRANSPORTATION/BAIL: In accordance with the provisions of [Rule 318, § 7](#), Booking Procedures, and Special Order 99-46, Interim IAFIS Booking Procedures, all prisoners shall be held at the District of arrest or detention until the I.D. Unit sends an "event" message to the District of arrest or detention, notifying them that the Integrated Automatic Fingerprint Identification System (IAFIS) has been checked and has indicated:

1. The IAFIS check has been completed and the prisoner is eligible for bail; or
2. There is an existing NCIC warrant which the District must verify; or

3. IAFIS has rejected the fingerprints and they must be re-taken and re-submitted.

If the Integrated Automatic Fingerprint Identification System (IAFIS) is out of service and/or the FBI fails to contact the I.D. Unit within two (2) hours of the record having been submitted, the I.D. Unit shall notify the District of such and the procedures detailed under [Rule 318, §7](#), Delayed Prisoner Processing Procedures, shall be followed. Those procedures allow prisoners, except for prisoners arrested for a felony or for a violation of [M.G.L. c. 209A](#), to be considered for bail only after their booking information has been accepted and verified by the Identification Unit.

Duty Supervisors shall ensure that all reasonable efforts are made for female prisoners to arrange for bail prior to making arrangements to transport such prisoners to District D-4. Additionally, Duty Supervisors shall ensure that female prisoners who are unable to be bailed or who are ineligible for bail shall only be transported to District D-4 by the District of arrest or detainment after the above procedures have been followed.

Transporting officers will ensure that all property listed in the booking sheet is transported along with the arrestee. Transporting Officers shall turn over the prisoner's property to the Booking or Receiving Officer at District D-4 and shall require such Booking or Receiving officer to sign BPD Form 2.1 and/or BPD Form 24, in the appropriate box, attesting to the receipt of the prisoner's property.

Transportation of female prisoners to court will be provided by the District of arrest or detainment.

Sec. 7 ILLNESS/INJURY: The Duty Supervisor at the District of arrest or detainment shall ensure that female prisoners who are injured or ill are treated in accordance with the provisions of [Rule 318, §§ 2-3](#) prior to transporting such female prisoners to District D-4.

Sec. 8 HOSPITALIZATION: Regardless of whether or not a female prisoner has been transported to District D-4, if medical personnel determine that hospitalization of a female prisoner is required, the District of arrest or detainment shall provide escort for the ambulance and provide for prisoner security at the hospital.

In the event that District D-4 provides escort for the ambulance of a prisoner who is being hospitalized and who was arrested or detained by another District, the District of arrest or detainment shall be responsible for providing security at the hospital immediately upon being advised of the need for such prisoner transport. The decision as to whether such security at the hospital is necessary shall be made by the Duty Supervisor of the District of arrest or detainment