



Eric Hawkins  
Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

**CENTRAL BOOKING:  
ORGANIZATION, ADMINISTRATION, AND MANAGEMENT  
GENERAL ORDER NO: 5.2.00**

<b>Issue Date:</b> January 17, 2019	<b>Effective Date:</b> March 1998
<b>Revision Date:</b> July 25, 2017	<b>CALEA:</b> 72.1.1, 72.1.2, 73.5.1, 73.5.7
<b>Volume 5:</b> Arrests	<b>Chapter 2:</b> Central Booking
<b>Distribution:</b> Sworn, CB & Court Personnel	<b>NYSLEAP:</b> N/A
<b>Issuing Authority:</b> Chief Eric Hawkins	<b>Page:</b> 1 of 4

**PURPOSE:** The purpose of this policy is to establish procedures for the organization, administration, and management of Central Booking.

**POLICY:** It is the policy of the Albany Police Department that all Central Booking and City Court personnel, including supervisory personnel, shall successfully complete job specific training, including training on fire suppression and equipment use. The Albany Police Department shall also have procedures for the safeguarding of arrestees' records from unlawful disclosure, as well as prevent unauthorized persons from gaining access to the Central Booking area.

**I. HOLDING FACILITY**

**A.** The Central Booking Holding Facility is a dual purpose facility that accommodates new arrests and City Court related commitments.

**II. TRAINING**

**A.** All sworn, Central Booking and City Court personnel, including supervisory and non-sworn personnel, shall receive initial training and refresher training, at least every two (2) years, on the operations of Central Booking Holding Facility.

**1.** This training may be completed during new employee/promotion orientation or via on-line training through PowerDMS.

**B.** Training topics may include, but not be limited to the following:

- 1.** Security and emergency procedures, including fire safety, fire suppression, and evacuation in case of a fire;
- 2.** Medical and psychological screening;
- 3.** Suicide prevention;
- 4.** Intoxicated prisoners;
- 5.** Prisoner cell assignments; and
- 6.** Use of force/physical restraint.

- C. All Central Booking personnel shall attend a DCJS approved suicide prevention course within at least one (1) year of date of hire or assignment to Central Booking.

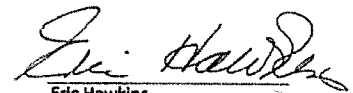
## II. ACCESS/NON-ESSENTIAL PERSONS

- A. The following personnel are authorized to have access to the Central Booking Holding Facility:
  1. Sworn personnel of the Albany Police Department;
  2. Clerks and matrons assigned to Central Booking; and
  3. Albany County Sheriff's Department Deputies/Drivers who are assigned to Central Booking/City Court.
- B. When it is necessary for personnel from other law enforcement agencies and/or court employees to enter Central Booking, they shall be escorted by sworn personnel of the Albany Police Department.
- C. When it is necessary for personnel from the Albany Fire Department Emergency Medical Services or designated ambulance services to enter Central Booking, they shall be escorted by sworn personnel of the Albany Police Department.
- D. When it is necessary for contractors/service providers to access Central Booking, they shall be escorted by sworn personnel of the Albany Police Department.
  1. Personnel shall complete the Visitor Access Log, APD Form [REDACTED] shown on page 4 of this order, and document the following information:
    - a. Name and visitor's agency;
    - b. Purpose for the visit;
    - c. Date of visit;
    - d. Time of arrival and departure;
    - e. Name and agency of person visited; and
    - f. Form of identification used to authenticate visitor.
  2. Personnel shall also document the visitor badge number on visitor log. The visitor badge shall be worn on the approved visitor's outer clothing and collected at the end of the visit.
- E. Access to Central Booking for all other persons is restricted. Attorneys for prisoners are not allowed in Central Booking, but will have an opportunity to consult with their client(s) in City Court. Relatives of prisoners are also not allowed inside Central Booking.

## III. RECORDS SECURITY

- A. At no time, shall any records concerning prisoners, such as, Arrest Records, Court Informations, Defendant Statements, Victim/Witness Statements, Screening Sheets, Property Reports etc., be released to the public from Central Booking.

- B. Any request for records from the public shall be referred to the Administrative Services Bureau, Central Records Department located at Headquarters.
- C. Any request from the media for records/information regarding prisoners shall be referred to the Albany Police Department Public Information Officer (PIO).
- D. A record of the number of male and female prisoners detained on a daily basis shall be maintained and made available for review by a representative of the NYS Commission of Correction during an official inspection or as may otherwise be required. Forms for this purpose are available upon request from the commission office.
- E. On or before the first day of February of each year, the Chief or his/her representative shall submit a report to the commission of the total number of male and female prisoners detained during the preceding calendar year. The form on which such data are to be reported shall be forwarded at the appropriate time by the commission to each lockup.

  
Eric Hawkins  
Chief of Police



Steven Krokoff  
Chief of Police

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## VISITOR ACCESS LOG

Date	Name (Last, First)	Company	Reason for Visit	Type of ID - Verified	Time In/Out