

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: TEMPORARY HOLDING FACILITY		NUMBER:	7.2.1
		ISSUED:	4/20/10
SCOPE:	All Sworn Personnel	EFFECTIVE:	4/20/10
DISTRIBUTION:	General Orders Manual	<input type="checkbox"/> RESCINDS	E-4-95
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG 3 RD EDITION STANDARDS: 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.3.5, 7.3.6, 7.3.7	

INDEX AS: Booking Room
 Restraints
 Temporary Holding Facility

PURPOSE: The purpose of this General Order is to provide a guideline for the temporary detention of persons in the custody of this department.

This Order consists of the following numbered sections:

- I. POLICY
- II. HOLDING ROOM
- III. BOOKING ROOM
- IV. TRAINING

I. POLICY

- A. It is the policy of this department to establish and maintain guidelines for the temporary detention of persons in the custody of this department, to include supervision, security, accountability and the use of restraints.

II. HOLDING ROOM

A. Access to Physical Necessities

1. Each temporary holding room is equipped with a toilet and sink. The person detained has access to the toilet facilities and drinking water.

B. Two Hour Limit on Temporary Detention

1. A person detained by an officer may only be held, without continuous control or supervision, in a temporary detention status for a period not to exceed two hours.

Commentary: The total amount of time a person can be held in a THF room is two hours.

2. For any adult person detained in a holding room, the department's Intake Form must be filled out completely.

C. Fire Evacuation and Suppression

1. In the event of a fire within the police facility, the officer's first responsibility is the personal safety of a temporary detainee. Accordingly, all detainees shall be immediately removed to a point of safety. If a detainee is shackled to a fixed handcuff ring, and the use of a handcuff key is too difficult or time consuming to unshackle the person, the department will have a bolt cutter available to cut the link between the handcuffs.
2. All exit routes are clearly marked with illuminated signs. Fire extinguishers are available in the Records Bureau near the soft interview room and in the booking room.

D. Security Concerns –

1. Weapons Control: Weapons control is required. The Officer will secure his/her handgun in the weapons locker before entering the booking room. Weapons lockers are located on the wall, just outside the interior employee entrance door to the booking room and on the wall in the sally port for those officers entering the booking room from the sally port. The Officer will maintain possession of his/her OC/taser when interacting with a detainee.
2. Panic or Duress Alarms: The department does not have a panic or duress alarm in the temporary detention room.

3. **Supervision and Accountability:** Any time a person is in temporary detention, they are considered under the personal control and supervision of the arresting officer, including those times when a person may be left unattended in the temporary detention room. Access to the prisoner is limited to the arresting officer, a supervisor, and those persons authorized by the arresting officer. Authorization to place a person under arrest in a holding room temporarily must be approved by the shift supervisor or officer in charge.
4. **Escape Prevention:** An officer interacting with a detainee, should position him or herself with the door to the officer's back. This allows for the officer to retreat and secure the detainee if a problem arises. If there is a known escape risk or an officer believes one may exist, the officer should ensure the detainee is not left unattended, or may shackle the detainee.
5. **Search of Detainee:** Any person arrested in the field, and in-custody of an officer (pre-detention) shall be thoroughly searched prior to transportation to the police facility. If appropriate, a secondary search at the police facility may be conducted. Any person arrested at the police facility and in-custody of an officer shall be searched and his/her property inventoried prior to placing them into temporary detention.

Commentary: An example of a police facility arrest is a voluntary interview situation here in the police facility that results in a custody arrest and temporary detention.

6. **Security Inspections:** The temporary detention interview room should be visually inspected both before and after a detainee is detained.
7. **Visual Observation of Detainee:** While it is expected that detainees will be left unattended for short periods of time, an officer must make a face-to-face visual observation of the detainee at least every thirty minutes. This security check will be logged on department's security log form.

III. BOOKING ROOM

- A. The booking room is a temporary holding facility. It is to be used to accommodate persons in custody for an interview or interrogation, while waiting for arrest paperwork to be filled out, or while waiting to be transported. This will be done in a manner that will not compromise the safety and security of officers or others in the booking room.
- B. Only sworn personnel from the Port Washington Police Department are authorized to use the booking room at the time detainees are present.

1. Sworn Law Enforcement Officers from other jurisdictions may be permitted in the Booking Room with detainees under the supervision of Port Washington Police Officers.
 2. Non-sworn personnel, i.e. Reserves and Interns, may be present in the booking room only if a sworn officer is present.
- C. Officers shall supervise and be accountable for the prisoners they are holding in the booking room. Officers shall remain with the subject at all times.
- D. Security
1. Prior to entering the booking room, officers will secure their duty weapon in the gun lockers located at both entrances if entering with a detainee or if a detainee is present.
 2. Prisoners will be searched before entering the booking room.
 3. Prisoners will be directed inside the booking room and either into one of the holding rooms or to sit on the bench at the cuffing rail.
 - a) As the prisoner is led into the booking room, the officer must make a visual inspection of the room for weapons or contraband from previous occupants.
 - b) Officers will separate males and females.
 - c) A juvenile may not be held in the temporary holding facility. If detention is required, the juvenile is to be transported to the juvenile detention facility.
 4. Since the booking room is a secured area where prisoners are not allowed to leave, an officer is responsible for the prisoner, and shall remain with the subject in the booking room at all times while it is occupied.
 - a) To prevent escape, officers are not allowed to prop open the secured doors of the booking room for any reason.
 - b) If a prisoner is being detained for an extended period of time in a holding room, an officer must make a visual check of the prisoner at least every 30 minutes.
 - c) If a prisoner has expressed threats of self harm or of harming others, they will be continuously supervised by an officer while detained anywhere in the booking room.
 5. Prisoners are allowed use of the restroom facility and access to water while in the booking room. This option will be at the discretion of the officer on scene, as needed.

6. An officer may only handcuff a prisoner to the booking bench cuffing rail, which is designed and intended for such use, when no other suitable method of detention is available.

E. Restraint to Immovable Object

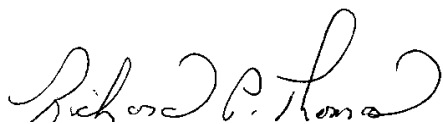
1. This General Order intends to authorize the use of handcuffs to shackle a detainee to a wall mounted handcuff rail. This method of restraint is authorized only when:
 - a) An officer has reason to believe the person who is in custody and being temporarily detained is suspected of or known as an escape risk ; or
 - b) An officer has multiple people in custody and there are not enough officers to monitor and control those in custody; or
 - c) At the officer's discretion, the person may be restrained for an extended period, in lieu of a normal handcuffed position behind the back.
2. The practice of securing a person by use of restraints to a handcuff rail must be articulated in the police incident report, citing the specific reasons for such restraint.

IV. TRAINING

- A. Upon issuance or revision of this policy, supervisors will provide training on the requirements of this directive. The department will incorporate the temporary detention process into the Police Training Officer Program.
 1. Newly hired sworn officers will receive training in all operational aspects of the booking room to include:
 - a) Weapons lockers;
 - b) Locking mechanisms;
 - c) Restroom facility and water supply; and
 - d) Fire suppression/alarm system/evacuation routes.

- B. A review of temporary detentions will take place from time-to-time, either in conjunction with the department's general staff meetings or daily shift briefings by a supervisor.

APPROVED:



DATE:

5/25/2010

Revised 5/25/10
Revised 5/11/2010

Port Washington Police Department
CELL CHECK LOG

TIME IN	OFFICER	MONITOR TIME ON

TIME CHECKED	OFFICER

GENERAL COMMENTS

TIME OUT	OFFICER	MONITOR TIME OFF

GENERAL COMMENTS

Port Washington Police Department
INTAKE ASSESSMENT – MEDICAL INTAKE REPORT

NAME	DOB	JAIL #	DATE

BOOKING OFFICER'S VISUAL OPINION	YES	NO
1. Does the prisoner appear to be under the influence of alcohol and/or drugs?		
2. Are there any visible signs of alcohol/drug withdrawal symptoms?		
3. Does the prisoner's behavior suggest a risk of suicide?		
4. Does the prisoner's behavior suggest the risk of assault to staff or other prisoners?		
5. Does the prisoner's behavior suggest the probability of mental illness?		
6. Is the skin in good condition and free of vermin?		
7. Does the prisoner talk of or threaten suicide?		
8. Does the prisoner make references to death?		
9. Does the prisoner seem depressed or express helplessness?		
10. Does the prisoner appear agitated, anxious or upset?		
11. Are there an indications of self mutilation/harm?		
12. To your knowledge is there a history of suicidal behavior?		
13. Are there any symptoms of contagious disease? Check if applicable: <i>Fever / Chills / Rash / Cough / Sore Throat / Weakness / Itching</i>		

BOOKING OFFICER-PRISONER QUESTIONNAIRE	YES	NO	NR
1. Are you sick or injures in any way? If yes explain:			
2. Are you currently on prescribed medications? If yes, what and last dosage:			
3. Do you have medication with you? If yes, list:			
4. Are you currently under doctor's care? If yes, who and why:			
5. Have you been hospitalized or had surgery in the past year? If yes, why:			
6. Are you currently on a special diet? If yes, what:			
7. Are you allergic to any medication, food or other substance: If yes, why:			
8. Have you ever had psychiatric treatment? If yes, when:			
9. Have you fainted recently or had a head injury? If yes, when:			
10. Do you have cuts or bruises? If yes, where:			
11. Is this your first time in secure custody?			
12. Do you abuse alcohol/drugs?			
13. Have you attempted or are you considering suicide?			
14. Do you have any of the following medical conditions? (Check appropriate boxes): <i>Heart Problems / Alcoholism / Hepatitis / Gonorrhea / Aids / Diabetes / Pneumonia Tuberculosis / Syphilis / Epilepsy / Drug Addiction / Meningitis / Herpes/ Ulcers / Kidney Disease / Pregnant</i>			
15. Are there any other medical problems we should know about? What:			
Remarks:			

Officer Signature