

Heinz von Eckartsberg, Chief of Police

Date: _____

GENERAL ORDER 71
PROCESSING AND TEMPORARY DETENTION FACILITY
EFFECTIVE DATE: August 16, 2011
SUMMARY OF REVISIONS: 71.3.1 F

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PURPOSE: The purpose of this chapter is to describe the function of our processing and temporary detention facility. In particular, those aspects related to the security and safety of detainees and officers within the facility.

71.1 ORGANIZATION, MANAGEMENT & ADMINISTRATION

71.1.1 TEMPORARY DETENTION FACILITY

Agency personnel will use the Justice Center temporary detention facility for processing, testing, and temporarily detaining prisoners. This area also serves as the Court Holding Facility (see G.O. 73)

71.2 TRAINING

71.2.1 OPERATIONS TRAINING

During initial recruit training, sworn **members will receive training** on the operation, use of restraints, safety and security of the facility. Also during initial training for sworn and communication personnel shall be familiarized with evacuation procedures and location of fire suppression equipment. Refresher training will be conducted for sworn personnel at least once every three years.

71.3 DETAINEE PROCESSING AND CONTROL

71.3.1 PROCESSING, MEALS, RESTRAINTS, SEPARATION OF MALES, FEMALES, JUVENILES

A. A **U-10-100 report** shall be completed when any detainee is brought into the temporary detention facility. A **Receiving/Screening form** shall be completed when any detainee is placed into a holding cell within the temporary detention facility. Receiving/Screening shall include:

- An inquiry into the current health of the detainee
- An inquiry into medications taken by the detainee
- Notations about the detainee's behavior, including state of consciousness and mental status.
- An inquiry into body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.

The employee supervising the detainee will **ensure** they are fed during established mealtimes if desired. Meals will be documented on the Receiving/Screening form. Mealtimes will coincide with those established by the Franklin County Sheriffs Office, which are approximately 0630 hours for breakfast, 1100 hours for lunch, and 1700 hours for dinner.

Only plastic eating utensils shall be utilized inside the temporary detention facility. When not in use, these utensils are to be stored in the locked central control room. Utensils shall be allowed in other parts of the temporary detention facility when a meal is being provided to the detainee. Once the detainee completes the meal, the officer shall dispose of the utensils in a trash receptacle outside of the temporary detention facility.

B. Generally, the officer who supervises the detainee will be the searching, interviewing, arresting, booking or transporting officer. The officer assigned to supervise the detainee shall be accountable for the disposition, safety and welfare of the detainee.

Upon entry to the Temporary Detention facility a thorough search of all detainees will be conducted. Body cavity or strip searches will only be conducted in accordance with current legal standards (See G.O. 1.2.8). Detainees may retain, upon the discretion of the officer, property that is not contraband or evidentiary in nature, harmful to self or others, or that causes disruption. Items removed from the detainee's person will be secured in a detainee property locker in the presence of the detainee.

If the detainee is placed into a cell, transferred to another agency officer or holding facility, or is otherwise separated from their property outside of our facility, a written itemized **inventory** will be made of all property taken from a detainee using the Prisoner Property Log. Detainees may retain, upon the discretion of the officer, property that is not contraband or evidentiary in nature, harmful to self or others, or that causes disruption. Detainees will not be placed in a holding cell until shoes, belts, ties, necklaces, or items that could be used to harm themselves or others are removed.

Prior to being released, **detainee property** will be compared with the inventory list. Both the detainee and the officer should document property returned to a detainee on the Prisoner Property Log. If a detainee is released to another officer for transport or another agency for detention, the detainee's property shall be forwarded with them and the receiving officer's name, title and assignment is to be documented on the Prisoner Property Log.

C. **It is the policy of this agency that persons will not be detained longer than six continuous hours** in this facility. If this time limitation is exceeded due to extenuating circumstances, the reason(s) should be documented on the **Receiving/Screening form**. When a detainee is not under constant supervision, an agency member will visually observe him/her at least every thirty minutes. If the detainee is deemed as a security risk or deemed as a risk to him or herself (i.e. suicidal, intoxicated, etc.), the observation will be every 10 minutes. Observations are to be recorded on the prisoner log sheet.

D. At the officer's discretion, detainees may be secured to **immovable objects** in the temporary detention facility. Reasons a detainee may be secured to an immovable object include:

- Number of detainees in the facility
- Combativeness or threatening behavior exhibited by detainee(s)
- Suicidal threats or signs of mental illness exhibited by the detainee(s)
- Violent history of the detainee(s)

Detainees will not be secured to **immovable objects** in temporary detention areas, unless that object is specifically designed and intended for that purpose (i.e. the temporary detention facility prisoner bench, handcuff rings, etc)

E. When detainees of the **opposite sex** are within the temporary detention facility, they shall be separated by sight and sound.

Juvenile detainees should not be processed in the presence of adult detainees and should be held in areas away from (sight and sound) adult detainees.

If necessary for processing, a **juvenile detainee** may be brought through the temporary detention facility, but shall not be detained in the temporary detention facility. The agency has holding areas for juvenile detainees located outside of the holding facility.

CODIS – DNA collection for Felony Arrests:

F. The arresting officer shall ensure a **DNA specimen** is collected from every adult arrested for a felony offense. The arresting officer will document the DNA specimen collection in bold print across the top of the U-10-100: “**DNA specimen collected by Dublin Police**”.

The DNA specimen shall be collected in accordance with the specified collection procedure in 2901.07 C of the Ohio Revised Code.

If an arrestee refuses to provide a DNA sample, submissions will not be forced. The arresting officer will document refusals on a U-10-100 and alert the Court Liaison and Prosecutor.

If the arrestee is verified as having had DNA collected previously per the CCH, DNA does not need to be collected and this information will be documented by the arresting officer in bold print across the top of the U-10-100: “**DNA specimen previously collected**”.

The DNA specimen shall be impounded and documented on the department Impound Form (General Order 84.1.1). The Property Technician shall forward the **DNA specimen** to the Bureau of Criminal Identification and Investigation within 15 days of collection. He/She will be responsible for ordering collection kits, mailing completed kits to BCI, notifying the arresting officers of recollection requests from CODIS and maintaining documentation of agency DNA collections.

In the event CODIS deems a sample unsuitable or the court orders the arrestee to submit a sample, the arresting officer shall make all reasonable attempts to ensure a **New DNA specimen** is collected from the arrestee. CODIS will be notified of recollection efforts.

SAMPLE POLICY
This may not represent this agency's current procedure.

71.3.2 SECURING DETAINEES TO IMMOVABLE OBJECTS

Detainees will not be secured to **immovable objects** in temporary detention areas, unless that object is specifically designed and intended for that purpose (i.e. the temporary detention facility prisoner bench, handcuff rings, etc)

71.3.3 WEAPONS SECURITY, DURESS ALARMS, ESCAPE PREVENTION

A. **Firearms and knives will be secured in gun lockers** located at each entrance to the temporary detention facility before entering unless responding to an officer in trouble call, tactical or hostage situation. All other departmentally approved weapons are permitted within the temporary detention facility, but must remain under the officers' direct control.

B. Panic buttons are located throughout the facility to allow an employee to alert personnel in the communications center of an emergency situation. The temporary detention facility is monitored by communications technicians via an audio/visual system. Detainees have access to the intercom system to report emergencies to a communications technician.

C. Non-essential persons shall not be granted access to the holding facility when it is occupied unless approved by a supervisor. Essential personnel would include police and medical staff when responding to a medical emergency.

Court personnel, attorneys, and other visitors should be granted access to detainees via the prisoner visiting room just outside the east entrance to the holding facility.

D. To minimize the risk of detainee escape, entrance doors to the temporary detention facility are closed and **locked at all times** except for purposes of maintenance and cleaning when the facility is unoccupied. Doors shall be secured using the electronic access system any time a detainee enters the temporary detention facility. Any time a detainee is placed in a holding cell, the officer shall ensure the cell door lock is engaged by **physical inspection**. The doors to all cells and storage areas shall remain closed and locked when not in use.

It is the responsibility of the officer supervising the detainee to prevent escape and the on-duty communications personnel to monitor activity in the temporary detention facility when occupied by a detainee.

In the event of a detainee escape, the officer discovering the escape shall immediately notify the communications center and the shift supervisor.

- A communications technician will broadcast all pertinent information available via an all police broadcast (APB) and via Metro Alert to all surrounding agencies. The information on the escapee is to be entered into the LEADS and NCIC wanted persons file.
- The shift supervisor will verify that the Operations Bureau Commander has been advised.
- The shift supervisor shall be responsible for mobilizing resources necessary to recapture the escapee.
- Communications technicians will **broadcast updates** relating to the search and/or its termination.

Upon recapture of the detainee, the communications center and shift supervisor are to be immediately notified. A communications technician shall broadcast a cancellation via an all police broadcast (APB) and via a Metro Alert broadcast. The LEADS and NCIC entry is to be cancelled.

E. When a detainee is not under constant supervision, an agency member will visually observe him/her at least every thirty minutes. If the detainee is deemed as a security risk or deemed as a risk to him or herself (i.e. suicidal, intoxicated, etc.), the observation will be every 10 minutes. Observations are to be recorded on the prisoner log sheet.

F. The temporary detention facility is monitored by communications technicians via an audio/visual system. On-duty communications personnel shall monitor activity in the temporary detention facility when occupied by a detainee. Detainees have access to the intercom system to report emergencies to a communications technician.

71.4 TEMPORARY DETENTION FACILITY CONDITIONS

71.4.1 MINIMUM CONDITIONS FOR TEMPORARY HOLDING FACILITY

The temporary detention facility shall comply with the State of Ohio Bureau of Adult Detention Temporary Holding Facility Guidelines and Requirements. In addition, the temporary detention facility will provide the following minimum conditions for detainees.

- **Lighting** of at least 20-foot candles.
- **Circulation of fresh or purified air** in accordance with local public health standards.
- Access to a **toilet and drinking water**.
- Access to a **washbasin and/or shower**, if the detainee is in need of these facilities.
- A supply of pillows and blankets in the temporary detention facility storage closet.

71.4.2 FIRE PREVENTION, EVACUATION, AND SUPPRESSION

The agency will plan and execute all reasonable procedures for the prevention and prompt control of fire in conjunction with recommendations of the Washington Township Fire Department Prevention Bureau. The facility has an automatic fire alarm, heat and smoke detection system and an automatic sprinkler system, which is approved in writing by local fire officials.

In the event a fire alarm, smoke alarm or sprinkler system activation an alarm will sound throughout the facility and the communications technician will call for a standard response to this facility.

The weekly **inspection and semiannual testing of fire equipment shall be documented in writing**. The jail administrator shall maintain documentation, which shall include the identification of the person conducting the inspection or testing.

The **jail administrator shall maintain documentation** of daily inspection and annual testing of the facility's automatic fire detection/suppression devices and alarm system.

EMERGENCY EVACUATION PLAN

The agency has a written and posted **emergency evacuation plan** for the temporary detention facility that include designated and signed emergency exits directing evacuation of persons to hazard free areas.

Evacuation Plan

- The primary exit from the temporary detention facility shall be via the exit to the sally porte area then through the overhead doors. Alternative exits from the temporary detention facility shall be via the doors to the east hallway then out the main entrance to the Justice Center; or the exit doors that lead to the court hallway then out the west entry/exit door. Each area will have the primary and alternative exit routes indicated on diagrams.
- Upon **alarm activation**, occupants are to **evacuate the building**.
- Communication technicians will attempt to **pinpoint the alarm location** and shall **dispatch the appropriate fire department** response as dictated by Washington Township Fire Department standard operating procedures.
- The officer on station responsible for the supervision of detainees will be responsible for evacuating them from the temporary detention facility.
- The primary plan will be to evacuate them into the prisoner transport van or a cruiser (with a screen) via the sally porte.
- In the event the temporary detention facility is declared inoperative, the shift supervisor shall arrange for the transport of detainees to the appropriate county holding facility or summons/release the detainee from custody.
- If detainees are in imminent danger, communications technicians shall activate the "emergency evacuation" function on the door control system to immediately release the detainees followed by a verbal announcement over the jail public address system advising the detainees to evacuate the facility.
- Communications technicians shall immediately notify the officer assigned the supervision of detainees and the shift supervisor of the emergency evacuation and the need to identify and secure those detainees.
- As time permits, the communications technicians shall notify the Operations Bureau Commander of the evacuation.

The building is not to be reoccupied until the fire department has declared an "all clear" and has approved occupancy.

- The fire department shall be in charge of the temporary detention facility any time an alarm is sounded until the resolution of the fire or hazardous condition to include the rendering of treatment and/or transport to a medical facility for injured detainees.
- On scene fire department personnel, the Temporary Detention Facility Manager, or in his/her absence, another supervisor, will be responsible for resetting the fire alarm.

- Once the fire department has determined the nature of the problem or the alarm is determined to be false, the alarm may be reset.
- The system is not to be reset without the knowledge and/or approval of fire department command personnel on scene.
- The Holding Facility Manager is to be notified immediately of all fire alarm activations at the Justice Center.

71.4.3 TEMPORARY DETENTION FACILITY INSPECTIONS AND ADMINISTRATIVE REVIEW

A documented security inspection of the temporary detention facility shall be conducted weekly by the Court Liaison. A security inspection shall consist of the following:

- Checking of all door locks, windows, floors and ventilator covers for security
- Testing of the electronic access system
- Testing of video cameras and microphones
- Testing of intercoms and panic alarms
- Inspection of all holding cells and other areas of the temporary detention facility for weapons and contraband
- Functional inspection of plumbing to include faucets and lavatories

Any defects noted during the security inspection shall be submitted for repair or replacement immediately upon discovery. Results of these inspections, including any corrective actions recommended shall be reviewed and maintained by the Temporary Detention Facility Manager.

The Temporary Detention Facility Manager will conduct an administrative review of the temporary detention facility at least every three years. This review will ensure that agency policies and procedures are being followed and that the current policies are adequate. If inadequacies in policies or procedures are found, a plan of action should be formed and implemented to address any deficiencies. The Bureau of Adult Detention self evaluation and the Court Security survey may be used as resources for this review.

71.5 Processing and Testing

71.5.1 SUPERVISION, WEAPONS CONTROL, DURESS ALARMS, ESCAPE PREVENTION

A. When a detainee is being processed in the temporary detention facility, the detainee will be under constant supervision by a sworn officer. The temporary detention facility will also be monitored by communications technicians via an audio/visual system. On-duty communications personnel shall monitor activity in the temporary detention facility when occupied by a detainee.

B. **Firearms and knives will be secured in gun lockers** located at each entrance to the temporary detention facility before entering unless responding to an officer in trouble call, tactical or hostage situation. All other departmentally approved weapons are permitted within the temporary detention facility, but must remain under the officers' direct control.

C. Panic buttons are located throughout the facility to allow an employee to alert personnel in the communications center of an emergency situation. In the event of an emergency or other situation where assistance is needed, an officer may utilize his/her portable radio to summon help. The temporary detention facility is monitored by communications technicians via an audio/visual system. Detainees have access to the intercom system to report emergencies to a communications technician.

D. To minimize the risk of detainee escape, entrance doors to the temporary detention facility are closed and **locked at all times** except for purposes of maintenance and cleaning when the facility is unoccupied. Doors shall be secured using the electronic access system any time a detainee enters the temporary detention facility. The doors to all cells and storage areas shall remain closed and locked when not in use.

It is the responsibility of the officer supervising the detainee to prevent escape and the on-duty communications personnel to monitor activity in the temporary detention facility when occupied by a detainee. At the officer's discretion, detainees may be secured to **immovable objects** in the temporary detention facility that are specifically designed and intended for that purpose (i.e. the temporary detention facility prisoner bench, handcuff rings, prisoner restraint chair, etc). Reasons a detainee may be secured to an immovable object include:

- Number of detainees in the facility
- Combativeness or threatening behavior exhibited by detainee(s)
- Suicidal threats or signs of mental illness exhibited by the detainee(s)
- Violent history of the detainee(s)
- Escape risk of the detainee(s)

Detainees will not be secured to **immovable objects** in temporary detention areas, unless that object is specifically designed and intended for that purpose (i.e. the temporary detention facility prisoner bench, handcuff rings, etc)

In the event of a detainee escape, the officer discovering the escape shall immediately notify the communications center and the shift supervisor.

- A communications technician will broadcast all pertinent information available via an all police broadcast (APB) and via Metro Alert to all surrounding agencies. The information on the escapee is to be entered into the LEADS and NCIC wanted persons file.
- The shift supervisor will verify that the Operations Bureau Commander has been advised.
- The shift supervisor shall be responsible for mobilizing resources necessary to recapture the escapee.
- Communications technicians will **broadcast updates** relating to the search and/or its termination.

Upon recapture of the detainee, the communications center and shift supervisor are to be immediately notified. A communications technician shall broadcast a cancellation via an all police broadcast (APB) and via a Metro Alert broadcast. The LEADS and NCIC entry is to be cancelled.

CROSS REFERENCE TO STANDARDS AND POLICIES: General Orders 1.2.8; 41.1.4; 46.1.4; 73; 82.1.1 ORC 2151.311, 2151.312, 2151.34; Juvenile Rule 7 (B)(1); Ohio Juvenile Law §7.06; State of Ohio Bureau of Adult Detection Temporary Holding Facility Guidelines and Requirements.

CROSS REFERENCE TO FORMS: Daily/weekly Jail Inspection Log; Semiannual Suppression System Inspection; Annual Fire Inspection; Work order/extermination bill; Prisoner Log Sheet; Prisoner Receiving/Screening Form; Prisoner Property Log; Emergency Operations Plan.

SAMPLE POLICY
This may not represent this agency's current procedure.