

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 72.1

TEMPORARY DETENTION

ACCREDITATION STANDARDS: CALEA – 71.1.1, 71.2.1, 71.3.1, 71.3.3, 71.4.1, 71.4.2, 71.4.3, 71.5.1 CFA – 16.03, 22.02, 22.03, 22.04, 22.05, 22.06, 22.08, 22.10, 22.11, 22.13, 22.14, 31.01

EFFECTIVE: DECEMBER 3, 1997

RESCINDS: G.O. 72.1, August 20, 2018 and all applicable Amended/Temporary Orders prior to October 10, 2018

LAST REVISED DATE: October 10, 2018

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- I. Prisoner Processing
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POLICY

It shall be the policy of the Winter Haven Police Department to maintain a safe, secure and well-operated temporary holding facility, room, or space for detainee processing, testing and temporary detention. It shall further be the policy to ensure that sworn members have the skills, knowledge and ability to manage, operate and control the temporary holding facility, room, or space.

PURPOSE

The purpose of this General Order is to establish guidelines for the proper operation of the Winter Haven Police Department Temporary Detention Facility. (CALEA 71.1.1)

SCOPE

This General Order shall apply to all Department members.

PROCEDURES

I. Prisoner Processing

- A. Only those persons who have been arrested shall be placed into the temporary detention facility. (CFA 31.01a)

- B. The arresting/transporting member shall be responsible for the supervision and accountability for processing, searching and temporary detention of individuals within the facility until such time the detainee is transported to Polk County Jail or the arresting/transporting member is relieved by a detective assigned to the case. (CALEA 71.3.1b)
- C. A gun box for weapon security is located adjacent to the temporary detention facility. Officers shall secure their firearm in these boxes or in the trunk of their patrol vehicles prior to entry into the temporary detention facility. The key for the lock box shall be removed and kept by the officer. After processing and placing a prisoner securely in a vehicle for transportation, the officer shall retrieve their firearm. (CALEA 71.5.1b) (CFA 22.03a)
 - 1. Officers may retain possession of all less lethal weapons.
- D. All prisoners shall be searched prior to placement into the cell. All property shall be taken from the prisoner, itemized and placed into the inmate's property bag. This property should include, but is not limited to all cash, jewelry, shoelaces, belts, suspenders, neckties, etc. All prisoner property shall be documented on a Polk County Sheriff's Office Department Detention Arresting/Transporting Officer Information Sheet (transport sheet). The prisoner shall sign the transport sheet indicating that the listed property was turned over to the officer. (CALEA 71.3.1a) (CFA 22.04a,b)
- E. When the property is returned to the prisoner or turned over to the receiving agencies member, the transport sheet shall be signed by the prisoner and/or the receiving member to indicate who the property was turned over to. (CFA 22.04c)
 - 1. If **no property** is obtained from the arrested person, this shall be documented on the transport sheet.
 - 2. Large amounts of money or refusals to sign the transport sheet shall be witnessed by another officer and documented.
 - 3. The signed transport sheet shall be forwarded to the Records Division with the arrest report.
- F. It shall be documented on the Holding Facility Log (whpd-368) for all adult and juvenile prisoners, the reason, date and time in and out of facility, holding cell number utilized, and meals, if any that were provided during the detention. (CALEA 71.3.1a)
- G. No prisoner will be released from custody at the Police Department without positive identification being established. If there are any doubts as to the true identity of any prisoner, they will be transported to Polk County Jail.

II. Prisoner Supervision

- A. All prisoners should remain under the continuous control and/or supervision of sworn members when practical. Prisoners shall be supervised by sworn members of the same gender whenever feasible. (CFA 22.05b, 31.01b)
 - 1. At no time shall a prisoner be supervised by a non-sworn member.

- B.** At no time will an adult prisoner be left unattended for more than fifteen (15) minutes and a juvenile left unattended for more than ten (10) minutes while in the temporary holding facility or any other secure location within the police department. Members must visually check on the prisoner face to face every fifteen (15) minutes for adults, ten (10) minutes for juveniles and document the observation on the Holding Facility Log, whpd-368. (CFA 22.05, 31.01b,g)

 - 1. Prisoners that are not secured in a holding cell for processing (e.g. fingerprinting, breathe test, etc.) or any other reason shall be continuously and physically monitored by a sworn member. (CALEA 71.5.1a)
- C.** The surveillance cameras in the facility are for the purpose of monitoring officer safety. The cameras are fixed in positions so as not to violate the prisoner's privacy. (CALEA 71.3.3e, f) (CFA 22.06b)
- D.** No prisoner will be secured to any fixed or immovable object by use of restraint devices. (CALEA 71.3.1d) (CFA 22.05, 31.01d)
- E.** The arresting officer or another sworn member will be able, at all times, to summon assistance if it becomes necessary to enter a holding cell. Conditions under which a member may enter an occupied cell include: (CFA 22.06b, 22.03b)

 - 1. To immediately intervene should a prisoner require emergency assistance;
 - 2. A prisoner becomes ill or injured and is in need of medical attention; or
 - 3. A prisoner refuses to exit upon verbal command.
- F.** Female prisoners shall be separated from male prisoners. (CALEA 71.3.1e)

 - 1. Juveniles shall be held separately by sight and sound from adults and transported to the Juvenile Assessment Center at the earliest opportunity. (CALEA 71.3.1e) (CFA 16.03e, 31.01c)
 - 2. All Juveniles being temporarily detained shall be documented on the Florida JJDPA Compliance Monitoring Form.
- G.** Holding cells are equipped with access to water, restroom facilities and benches. Prisoners should use these facilities rather than others within the Police Department. The interior light of the holding room shall remain on while a prisoner is present. (CALEA 71.4.1) (CFA 31.01e)
- H.** If a prisoner is held for more than 8 hours, members shall notify the on duty supervisor to coordinate feeding the prisoner. The food provided will not require eating utensils.

III. Facility Inspections

- A.** The on duty supervisor is responsible for inspecting the temporary detention facility at the beginning of each shift; recorded on a Holding Area Inspection Sheet (whpd-135). This inspection shall include locating weapons/contraband, determining cleanliness, identifying deficiencies and identifying potential safety issues/fire hazards and the operational readiness of the fire extinguisher. (CALEA 71.4.3) (CFA 22.02, 22.03d, 31.01f)

1. The First Aid Kit kept in the facility shall be inspected monthly. When supplies need to be replenished, a written request shall be submitted to the quartermaster. (CFA 22.13)
- B. Holding cells shall be inspected before and after each use. Members shall immediately correct any discrepancies found and report any such discrepancy to the on duty supervisor. (CALEA 71.4.3) (CFA 22.03d, 31.01f)
- C. Agency members will ensure that any items used for the maintenance and/or cleaning of the holding cell area are removed after use.
- D. The Support Services Commander shall complete an administrative review of the temporary holding area and procedures at least once every three (3) years. (CALEA 71.4.3)

IV. Emergency Procedures

- A. Prisoners placed in holding cells are able to alert officers in the event of an emergency verbally and by knocking on the glass. (CFA 22.03e)
- B. In the event of an emergency, in the temporary holding facility, officers shall immediately notify the Emergency Communications Center via radio communications. (CALEA 71.5.1c) (CFA 22.03f)
 1. If the need for evacuation arises, the prisoner shall be taken from the holding cell, via the Sally port exit, to a caged patrol vehicle where they will be secured. Prisoners will be under the constant control and supervision of a sworn member during this time period. (CFA 22.02d)
 2. Fire suppression will be a secondary concern to be considered only after the evacuation of a prisoner has been completed. The officer conducting the evacuation shall notify the Emergency Communications Center of the problem. The Winter Haven Fire Department shall be notified immediately by the Emergency Communications Center of the existing problem.

V. Prisoner Escape (CALEA 71.5.1d) (CFA 22.11)

- A. Each prisoner shall be handled so as to prevent escape. Prisoners shall be secured in locked holding cells while not being processed or interviewed. The entrance/exit doors to the detention facility shall remain closed and locked when not in use. (CFA 22.03c, 31.01a)
- B. If a prisoner should escape from the facility the Officer accountable for the supervision of the temporary prisoner shall:
 1. Make an immediate verbal alert by way of the radio and notify the Emergency Communications Center Section and advise: (CFA 22.11a)
 - a. The location of the incident
 - b. Direction of travel of the escape prisoner
 - c. Full description of the escape prisoner

3. Procedures for gaining access to medical services shall be posted in all temporary detention facilities, and shall be placed in such a manner that a prisoner can see them from within the holding cells. (CFA 22.08)
- E. If the supervisor determines the capacity of twenty-nine (29) prisoners in the temporary detention facility will be exceeded if additional prisoners are brought in, or one group arrest would exceed the Capacity, the following shall apply: (CFA 22.14)
 1. The supervisor shall notify all on-duty officers of the situation and if any additional arrests are made, the prisoners will be transported directly to the Polk County Jail.

VI. Training

- A. Sworn members will receive initial training and then retraining annually via PDMS on the use of the temporary holding facility and the adjoining rooms.
(CALEA 71.2.1) (CFA 31.01i)
- B. Sworn members will receive initial training and then retraining annually via PDMS on fire suppression and evacuation routes.
- C. Sworn members will receive initial training on the location and use of the first aid equipment.

APPROVED



**Charles E. Bird
CHIEF OF POLICE**