DEPARTMENT OF PUBLIC SAFETY

POLICY & PROCEDURE MANUAL	DATE: 02/15/07	SUCCEEDS:

SUBJECT: HOLDING/DETENTION CELL POLICY & PROCEDURES	NUMBER: 23	PAGE: 1 OF 7

Purpose.

To provide direction and guidance for the standardize operation of the Franklin & Marshall Public Safety Holding/Detention Cell.

Enclosures:

(1) Arrestee ID Form
(2) Property Accountability Form
(3) Medical Questionnaire
(4) 15 Minute Checks

Definitions.

As used in this document, the following definitions apply.

a. **Holding**. A cell designed to maintain a person in custody, who has officially been charged with a criminal offense and is awaiting transport to the district justice's for disposition or the Lancaster City, Lancaster County lockup facility.

b. **Detention**. A cell designed for the temporary holding of a person in custody pending the decision to officially charge the individual with a criminal offense.

c. **Juvenile**. An individual who has not achieved the age of majority, 18 years of age.

Procedures.

The following procedures will be adhered to when utilizing the Public Safety cell for the temporary holding of individuals involved with criminal offenses.

a. Incident Reports. Anytime an individual is placed in the cell an incident report will be generated to document the fact. The Arrestee ID Form will be filed out and attached to the report.

b. Searches. All persons being placed in the cell will be searched prior to being admitted. All personal property will be removed and inventoried for turnover to local jurisdiction or the individual upon release. All items which prove to be dangerous to the individual and/or officers will be removed and inventoried and noted in the Incident Report. All items taken will be logged on a Detainee Property Form.

c. Injuries. All persons being admitted into the cell will be asked if they have sustained any injuries or have been injured prior to apprehension. The arresting officer/processing officer will note all responses and conditions on the Detainee Questionnaire Form.

If the individual states they have been injured the arresting/processing officer and or on duty supervisor will offer the individual medical attention and make arrangements to have said individual transported to a medical facility. The safety and security of the individual will be the responsibility of the arresting officer throughout the medical treatment. Upon release from the medical facility the arresting officer will returned the detainee to the Department of Public Safety for processing.

d. Medical Conditions. All persons being admitted into the cell will be asked a series of medical questions. The arresting officer/processing officer will note all responses and conditions on the Detainee Medical Questionnaire Form.

e. Restraints. Whether or not the individual in custody remains in or is placed in restraints/handcuffs while in the cell is solely up to the arresting officer. The decision should be based on the person's demeanor and attitude, or if they pose a threat to themselves or Public Safety Officers while in custody.

f. Welfare Checks. Checks will be conducted every 15 minutes by either the Dispatcher or Arresting/Processing Officer. This is to ensure no harm or medical complications affect the individual in custody. The checks will be recorded on the Detainee Health & Welfare Log.

g. Records. The use of the cell will be documented in the Dispatch Log. It will identify the individual placed in the cell, the reason why, time admitted into the cell, all health and welfare checks conducted on the individual, time released from the cell and time turned over to local jurisdiction as applicable.

h. Female Detainees. When a female is taken into custody and there is a female officer on duty, that female officer will be present and assist in the processing of the female detainee. The female officer will act as a witness for the department while the female detainee is in custody. When there is no female officer on duty, the Dispatcher will function in this role observing all activities taking place in the cell.

i. Limitations. At no time will a *Juvenile* be placed into the cell. The only exceptions will be if the *Juvenile* has committed a capital crime, injured or killed another person, threatens self mutilation, self injury, suicidal ideations or physically assaults a Public Safety Officer.

4. **Cleanliness Inspections**. The physical plant of the cell will be inspected on a weekly basis by the First Shift Supervisor or Investigator and a record of the inspection will be documented in the Dispatch Log. Prior to the placing an individual into the cell it will be inspected by the Arresting Officer who will have the inspection documented in the Dispatch Log. Upon turning over or releasing the individual in custody, the cell will be re-inspected and logged. The cell will be cleaned, deodorized and aired out as needed after each use.

5. **Emergency Equipment**. The following outlines where emergency equipment is located in proximity to the cell.

   a. Fire Extinguisher. The at hand fire extinguisher is located in the Dispatch Area, approximately 24 feet from the cell door.

   b. Medical Kit. The at hand medical kit is located in the Dispatch Area, approximately 24 feet from the cell door.

6. **Emergency Procedures**. In the event of an emergency situation the following actions will be taken.

   a. Fire. The cell will be evacuated of all persons in custody. Arresting Officer will take the individual(s) and place them into a marked police cruiser in the back seat.

      That officer will be responsible for the safety and security of the individuals in custody until the shift supervisor, investigator or senior commander determines a course of action to take with said individuals.

   b. Medical. The Arresting Officer will administer basic medical attention and offer the individual in custody professional medical care by EMS Personnel or transport to a hospital facility. The individual will be the responsibility of the Arresting Officer through out the medical emergency. Disposition on the individual will be determined by the shift supervisor, investigator or senior commander.

   c. Natural Disaster. Based on the nature of the disaster the shift supervisor, investigator or senior commander will be consulted for disposition of personnel in custody.

7. **Physical Plant**. The physical plant configuration of the cell is depicted as follows.

Dimensions: 88" Wide x 83" Deep x 105" High

8. **Review**. This Standard Operating Procedure will be reviewed yearly by the Associate Director of Public Safety or his/her designated representative and will updated as required.

Maureen Kelly
Director
Department of Public Safety

FRANKLIN & MARSHALL

DEPARTMENT OF PUBLIC SAFETY

ARRESTEE IDENTIFICATION FORM

CCN: _____ **Date**: _____

Name: _____ **SSN**: _____

Arrest Date: _____ **DOB**: _____ **Age**: ____

Employee #: _____ **OLN/ID#**_____ **State**:____

Address: _____ **Phone**: _____

_____

Demo: _____

_____

Charges: Chapter Section Charge Nomenclature

Comments:

_____

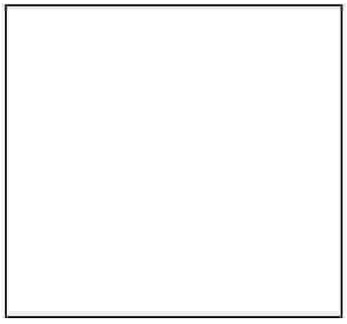
_____

_____

Disposition:

_____

_____



Arresting Officer: _____

Badge #: _____

Processing Officer: _____

Badge #: _____