

DEPARTMENT GENERAL ORDER 14-08

OFFICE of the CHIEF OF POLICE
REPLACES: General Orders 13-05

DATE: June 21, 2014

HOLDING CELLS/AREAS

I. PURPOSE.

To establish guidelines governing the use of the department's temporary holding cells and other related areas. This shall include full adherence to established security measures and the humane treatment of criminal suspects detained within departmental facilities.

II. DEFINITIONS.

Cell - Any area, space, or enclosure into which a detainee is placed and locked in, so as to prohibit the individual's freedom of movement

Temporary Holding Area - A room, space, area, or cell utilized for the processing, questioning, testing, or detention of criminal suspects where they are not subject to continuous control or supervision by agency personnel in the same room, space, or area. The time period for which a detainee may be held under these circumstances may not exceed two hours.

III. AUTHORIZATION TO USE TEMPORARY HOLDING AREAS.

Should the number of detainees exceed the capacity of the temporary holding cells, additional rooms, spaces, or areas may be utilized as required.

The on-duty supervisor or commander shall have full authority to utilize what space may be required, above and beyond the standard facilities. At the same time, they shall ensure

that detainees receive proper supervision and that all requirements established by this order are adhered to in a professional manner.

IV. SUPERVISION OF DETAINEES.

Detainees shall be constantly supervised during both booking and processing. Once these procedures are completed, detainees will be monitored either directly by department personnel or electronically (to the maximum extent possible) during the time they spend in the custody/control of the Police Department. Individual officers and their immediate supervisors shall be accountable for the proper supervision/treatment of detainees under their direct control, and will also be responsible to ensure that all security and escape prevention measures are followed in accordance with the provisions of this order. Division and bureau commanders shall provide a degree of oversight to such functions, and will additionally respond to complaints in regard to same, to include the initiation of remedial action as necessary.

A. Medical Attention

In the event a prisoner requires medical attention, the arresting officer shall notify ECDC and request a Fire Department ambulance to respond. Should the illness/injury require additional medical care, the detainee shall be transported to the designated hospital for treatment. Should the prisoner's medical condition be considered life-threatening, the detainee shall be conveyed to the closest hospital.

In those instances where a prisoner is identified as, or is suspected of having more than a nominal medical disorder, he/she should be released pending warrant application if at all practical.

B. Prescription Medication

No medication (either prescription or non-prescription) will be dispensed to detainees in the custody of this agency. Should a need for medication exist and the prisoner make a request for same to the arresting/booking officers, the following actions will be taken:

- 1). State charge - The prisoner shall be conveyed to the St. Louis County Justice Center and lodged. Medications will be conveyed with the prisoner's property. The request shall then be relayed to the Justice Center staff who will alert the facility's medical unit. It shall then be their responsibility to elect to administer medication or not.
- 2). Municipal charge - The prisoner shall be issued a summons and released.

C. Meals

Food will generally not be provided to prisoners held in the custody of this agency. However, should the occasion arise during an interview or interrogation where a detective or officer provides a detainee with a soda or snack, the employee should document that fact in the arrest report.

V. SEPARATION OF DETAINEES BY SEX/AGE.

Whenever possible, prisoners shall be placed in individual holding cells. However, under no circumstances shall male and female prisoners be confined within the same cell.

Should a juvenile be taken into custody, there must be sound and sight separation between adult detainees and juvenile offenders. As such, juveniles and adults may not see each other nor have any opportunity to engage in conversation.

VI. RESTRAINT DEVICES.

Items such as tables, desks, file cabinets, pipes, etc. may not be used for restraint except in case of an emergency and only for limited duration.

VII. TIME CONSTRAINTS.

The period of time that an unsupervised prisoner may be confined in the department's temporary holding cells, or in a room or similar space intended to serve the same type purpose, shall not exceed two hours. However, once field operations or investigative personnel re-establish full supervisory control over a detainee for investigative or administrative purposes, the time limit no longer applies.

Officers who confine a prisoner to a temporary holding cell shall complete the "Cell Log" in accordance with established procedure.

Should a prisoner be held for another jurisdiction that cannot respond to take custody of same within the allotted two hour time period, the prisoner shall be transported to the St. Louis County Justice Center and lodged. If an arrest is made on an internal case that requires an interview by CID personnel, and no detective is available at the time of the arrest, the prisoner should again be conveyed to the Justice Center and lodged with a twenty-hour hold.

VIII. FIRE SAFETY/EVACUATION.

Fire safety measures, to include the evacuation of temporary holding cells and booking area, shall be conducted in accordance with the department's "FIRE SAFETY/EVACUATION PLAN."

IX. SECURITY OF HOLDING AREA.

Physical security devices, coupled with procedural guidelines, have been devised not only to enhance the safety of officers in dealing with prisoners and/or other detainees, but also to ensure effective control over those individuals who have been taken into custody.

A. Weapons Lockers

While handling detainees during booking, processing, interviewing, or for some other reason in a temporary holding area, sworn personnel shall secure their weapons in a gun locker provided for that purpose and remove the key.

B. Restrictions on Access

Access to and/or movement through those sections of the department utilized as temporary holding areas shall be restricted to sworn employees only when prisoners or detainees are present.

C. Calls for Assistance

In the event an officer needs assistance in dealing with a violent detainee in a temporary holding cell or other associated area, the officer may summon assistance via one of three possible means: the panic bar strip that is mounted on the wall, by the alert button on the portable radio, or phone.

D. Escape Prevention

To preclude the potential for an escape, the following measures shall be adhered to at all times:

- 1). Officers will escort prisoners during movement or transfers within the building.
- 2). Detainees shall be handcuffed as necessary.
- 3). Once a prisoner has been confined in a temporary holding cell, the cell key shall be located within the processing area and out of reach of the detainee.
- 4). The door to the sally port shall be closed prior to unloading prisoners from a police vehicle.
- 5). Whenever possible, officers will position themselves so as to place themselves between a detainee and the available exit(s).

E. Searches

Prior to placing a prisoner in a holding cell, officers shall search each individual and remove all personal items carried by the prisoner. This will include belts, shoe laces, and any other items with which they may do themselves harm.

Should the need arise for a female body search, a female officer or other female member of the staff shall be requested to perform the search within the confines of a secure area. In the event a non-sworn female staff member is requested to perform the search due the non-availability of a female officer, the arresting officer will then remain stationed at the door while the search is conducted. In the event of a problem or escape attempt, the male officer will intervene.

F. Monitoring of Detainees

The surveillance observation cameras will then be monitored by records personnel to the maximum extent possible. To permit effective scrutiny of the movements and activities of the detainee(s), records staff shall switch the security observation monitor to the cell area only. The images will automatically be recorded. In addition, the intercom system may be activated to monitor conversations in the holding cells and associated processing areas.

Face-to-face visual observations of unattended detainees will occur at least every thirty minutes.

Should a detainee be moved to another section of the department, the prisoner and/or detainee shall be monitored and/or supervised by sworn personnel at all times.

G. Security Inspections

Once a detainee has been removed from a temporary holding cell, the arresting or booking officer shall conduct an inspection of the cell for weapons and/or contraband

H. Contaminated Cells

In those instances where a detainee may contaminate a cell with blood, urine, or other bodily fluid, officers will remove the individual from the cell while employing all necessary infectious disease equipment and precautions. The cell shall then be locked and removed from service until same can be properly disinfected.

X. ESCAPE OF DETAINEES.

In the event a prisoner or detainee should escape, the officer responsible for the individual shall immediately notify ECDC of the incident and provide:

- 1). A physical description.
- 2). Clothing description.
- 3). Charges, if any.
- 4). Direction of travel, if known.

Such information shall be broadcast to other Clayton units and surrounding agencies, followed by a search of the area for the subject.

XI. DETENTION FACILITY INSPECTIONS.

Temporary holding cells or areas will be inspected on a weekly basis as part of the current line inspection process. The supervisor assigned to perform such inspections will check the cells/areas for cleanliness and general safety and record his/her observations on an inspection form. This form will subsequently be forwarded to the commander of the Field Operations Bureau.

A. Administrative Review

An administrative review of those department policies and procedures that govern temporary holding cells, along with a physical inspection of the facilities themselves, will be conducted every three years as part of the staff inspection process.

XII. TRAINING REQUIREMENTS.

Sworn employees shall receive annual training in defensive tactics, pepper spray usage, Taser usage, baton techniques, and the Fire Plan. In addition, security and operational requirements established by this order shall be periodically reviewed at roll call.

BY ORDER OF:

KEVIN R. MURPHY
Chief of Police

KRM:mij

CALEA Reference: Chapter 71.