

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: TEMPORARY DETENTION	Procedure: General Order 31.1.1 CALEA 71.1, 71.2, 71.3, 71.4	Total Pages: 7
Authorizing Signature: Original with Authorizing Signature on File	Effective: 1/18/18	
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I. POLICY

It is the policy of the Florence Police Department to provide for the safety and security of employees and detainees inside department facilities by designating procedures and locations for the temporary detention of individuals.

II. PURPOSE

This written order establishes guidelines regarding detainees who have been transported to the police department, while in custody, for the purpose of interviewing and/or other non-booking activities. For the purpose of this directive, detainees shall be considered persons who are under arrest for a criminal or traffic offense and/or persons suspected of an offense that are no longer free to leave.

III. SCOPE

This written order is applicable to all personnel.

IV. RESPONSIBILITY

All personnel are responsible for complying with this directive.

V. GENERAL PROVISIONS

- A. The arresting and/or transporting officers are legally responsible and accountable for the safety and custody of a prisoner while at department facilities and to those individuals who are present and within the prisoner's area of control.
- B. The Florence Police Department authorizes detention of detainees for the purpose detaining an individual for another agency, testing, processing, or for the purpose of investigatory activity.
- C. Detainees shall be kept in authorized areas while at the department and shall be monitored closely at all times according to the provisions of this general order.

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- D. All provisions herein are applicable for temporary detention rooms, for areas designated as pre-booking or processing, and for designated testing areas. These applicable provisions include requirements for constant supervision during testing, processing, and/or detention. They also include provisions for weapons control, raising alarm during emergency situations, and escape prevention.

VI. TEMPORARY DETENTION PROCEDURES

- A. **TEMPORARY DETENTION:** A detainee is temporarily detained when they have been brought to police headquarters for investigatory purposes, secured inside a room, and not free to leave or move about.
 - 1. Authorized areas within police department headquarters where a detainee may be temporarily detained are:
 - a. The interview rooms located on the top floor of department headquarters (Rooms 204, 206 & 211); and
 - b. The temporary detention room downstairs (Room 142);
- B. During temporary detention, detainees shall be afforded reasonable opportunities to use a restroom and have access to water. Meals may be provided if the temporary detention requires an extended period of time.
- C. Officers and/or detectives will document the reason, date and time in and out of the Police Department, and any meals provided, if any, when a person has been detained using the “temporary detention form” located outside of each temporary detention room.
- D. The arresting or transporting officer, or detective, is responsible and accountable for the supervision, processing, and searching of individuals who are being temporarily detained.
- E. Individuals being temporarily detained will be properly secured by either locking the door and/or by the use of handcuffs while inside the temporary detention room.
- F. No individual being temporarily detained may be restrained by securing them to a fixed object.
- G. Males and females will be separated while being temporarily detained.
- H. **JUVENILE DETAINEES:** Juvenile detainees shall not be allowed contact with an adult detainee, unless the adult detainee is a parent or guardian of the juvenile. Other provisions for Juveniles include:
 - 1. Temporary detention rooms may not be secured for juveniles who are classified as:

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- a. Status offenders (i.e., offenses that would not be a crime if they were committed by an adult, such as truancy, curfew violators, or juveniles being detained for underage drinking.);
 - b. Dependant;
 - c. Neglected; or
 - d. Children in Need of Supervision.
2. Juveniles twelve (12) years old or older may be temporarily detained for no more than twelve (12) hours.
- I. WEAPONS: Officers and/or detective will secure all weapons prior to entering a temporary detention area. Weapons may be secured by leaving them in a locked police vehicle, locker, desk, or at the police desk.
- J. RAISING ALARM: In lieu of panic or duress alarms, officers will use their portable radios to signal alarm. Additionally, Detectives interviewing subjects will be monitored by at least one other sworn officer who will have a radio to summon other officers in situations requiring assistance.
- K. ACCESS TO DETAINEE: Non-law enforcement personnel shall only have access to the areas or detainees if there is a legitimate law enforcement or legal reason for the access. Officers and/or detectives in charge of detainees must approve all non-law enforcement access. Anyone granted access to a detainee is subject to a search of their person and belongings for weapons, contraband, or items that may aid in escape.
- L. ESCAPE PREVENTION:
1. Temporary detention rooms must be checked for weapons, contraband, and damage prior to and after each use.
 2. Officers and/or detectives in charge of detainees may determine the level of restraint necessary to prevent escape.
 3. Detainees will be searched and all non-essential property removed and placed outside the temporary detention room, or otherwise secured by the officer.
- M. FACE TO FACE VISUAL OBSERVATION: All temporary detention areas within the police department have video monitoring equipment installed. However, in the event that an unattended detainee is secured in a room for an extended period of time, a face to face observation is required at least every thirty (30) minutes. If it becomes necessary to leave a detainee unattended in a locked room, the detainee must be secured in handcuffs and constantly monitored both by video monitoring

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either at the desk or in the Criminal Investigations Division, and by the officer and/or detective.

- N. **DOCUMENTATION:** Officers and/or detectives will complete all required documentation associated with the date, time, and purpose for the detention of the individual using an arrest report, Incident/Offense report, and the Temporary Detention Room form located on the wall outside of each temporary detention room (Rm. 142, 204, 206, and/or 211).
- O. **PHYSICAL CONDITIONS**
 - 1. All designated temporary detention areas shall be regularly inspected (at least weekly) and kept clean and free of trash and any other items which may be harmful to department personnel or the detainee.
 - 2. In the event of a fire or fire alarm, the nearest available sworn officer will escort the temporarily detained individual out of the building through the closest door. Fire extinguishers, located on the top and bottom floors, may be used for fire suppression in the event it is required.
 - 3. In addition to being granted access to restrooms, water, and other needs, the temporary detention rooms will be kept clean, well lit, in proper working order, and the temperature consistent with other areas within the department.

VII. PROCESSING AREA PROCEDURES

- A. **PROCESSING AREAS:** Authorized areas within police department headquarters where a detainee may be held for processing and pre-booking activities. Processing areas include activities involving persons in custody, after which the person may either be released from custody or transported to a detention facility such as the LCDC or North Alabama Juvenile Detention Facility. A person detained in a processing area, requires constant supervision by an officer. Authorized processing areas are:
 - 1. Roll call;
 - 2. Room 141, which contains the Draeger Breath test equipment;
 - 3. The interview rooms located on the top floor of department headquarters (Rooms 204, 206 & 211); and
 - 4. The temporary detention room downstairs (Room 142).
- B. The arresting or transporting officer, or detective, is responsible and accountable for the supervision, processing, and searching of individuals who are being temporarily detained.

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- C. No person detained in a processing area will be left alone, but shall be monitored by a sworn officer at all times.
- D. **CONSTANT SUPERVISION:** Detainees brought into designated processing and testing areas of the department shall be kept under continual supervision by a sworn officer while in the area.
- E. **WEAPONS CONTROL:** Officers and/or detectives will secure all weapons prior to entering a processing or testing area. Weapons may be secured by leaving them in a locked police vehicle, locker, desk, or secured on the officer's person and under the immediate control of the officer.
- F. **PANIC OR DURESS ALARMS:** In lieu of panic or duress alarms, officers will use their portable radios to signal alarm.
- G. **ESCAPE PREVENTION:**
 - 1. Processing and testing areas must be checked for weapons, contraband, and damage prior to and after each use.
 - 2. Officers in charge of detainees may determine the level of restraint necessary to prevent escape.
 - 3. Detainees will be searched and all non-essential property removed and placed outside the processing and testing areas, or otherwise secured by the officer.
- H. In the event of a fire or fire alarm, the nearest available sworn officer will escort the temporarily detained individual out of the building through the closest door. Fire extinguishers, located on the top and bottom floors, may be used for fire suppression in the event it is required.
- I. Detainees brought into designated processing areas of the department shall be kept under continual supervision by a sworn officer while in the area and shall be searched upon entering the area by an officer of the same gender as the detainee, when feasible. The purpose of continual supervision and searching is for escape prevention and for the safety of department personnel and the detainee. Any interviewing of the detainee shall also be supervised by a sworn officer.
- J. Detainees in processing areas shall be restrained. Officers may use discretion when deciding what level of restraint is utilized. Detainees are not to be restrained by handcuffing or otherwise securing them to fixed objects.
- K. During processing, male, female, and juvenile detainees shall be kept physically separated by distance or by placing them in separate rooms.

VIII. TESTING AREA PROCEDURES

- A. **TESTING AREAS:** Authorized areas within police department headquarters where a detainee may be held for testing. Testing areas include activities such as administering the Draeger Breath test and/or obtaining DNA samples from detainees. Authorized testing areas are:
 - 1. Room 141;
 - 2. Roll Call;
 - 3. The interview rooms located on the top floor of department headquarters (Rooms 204, 206, & 211); and
 - 4. The temporary detention room downstairs (Room 142).
- B. **CONSTANT SUPERVISION:** Detainees brought into designated processing and testing areas of the department shall be kept under continual supervision by a sworn officer while in the area.
- C. **WEAPONS CONTROL:** Officers and/or detectives will secure all weapons prior to entering a processing or testing area. Weapons may be secured by leaving them in a locked police vehicle, locker, desk, or secured on the officer's person and under the immediate control of the officer.
- D. **PANIC OR DURESS ALARMS:** In lieu of panic or duress alarms, officers will use their portable radios to signal alarm.
- E. **ESCAPE PREVENTION:**
 - 1. Processing and testing areas must be checked for weapons, contraband, and damage prior to and after each use.
 - 2. Officers in charge of detainees may determine the level of restraint necessary to prevent escape.
 - 3. Detainees will be searched and all non-essential property removed and placed outside the processing and testing areas, or otherwise secured by the officer.
- F. In the event of a fire or fire alarm, the nearest available sworn officer will escort the temporarily detained individual out of the building through the closest door. Fire extinguishers, located on the top and bottom floors, may be used for fire suppression in the event it is required.
- G. Detainees brought into designated testing areas of the department shall be kept under continual supervision by a sworn officer while in the area and shall be searched upon entering the area by an officer of the same gender as the detainee, when feasible. The purpose of continual supervision and searching is for escape prevention and for the safety of department

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personnel and the detainee. Any interviewing of the detainee shall also be supervised by a sworn officer.

- H. Detainees in testing areas shall be restrained. Officers and/or detectives may use discretion when deciding what level of restraint is utilized. Detainees are not to be restrained by handcuffing or otherwise securing them to fixed objects.
- I. During testing, male, female, and juvenile detainees shall be kept physically separated by distance or by placing them in separate rooms.

X. ADMINISTRATIVE REVIEW

At least annually, the Deputy Chief of Administration and Logistics, or his designee, will ensure that an administrative review of the temporary detention areas and procedures is conducted and any required changes implemented.

XI. TRAINING

All sworn personnel shall receive initial training regarding this general order. Retraining will be conducted at least every four (4) years. The training will cover use of temporary detention areas and pre-booking activities that occur within police headquarters.