

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 50.10 -		DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 6
ORDER TITLE TEMPORARY PRISONER DETENTION	SERIES NO. 50	SERIES TITLE / SUBJECT OPERATIONS SUPPORT	
TOPICS / REFERENCE Detention, Holding Room, Temporary Detention Rooms		APPENDICES A, B, C, D	
EFFECTIVE / ORIGINAL ISSUE DATE March 27, 2007	REVISION / REISSUE DATE April 18, 2010	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition Standards) 71.1.1 • 71.2.1 • 71.3.1 • 71.3.2 • 71.3.3 • 71.4.1 • 71.4.2 • 71.4.3			

POLICY

It is the policy of the Rockford Police Department to ensure persons being detained for booking or interviews are properly searched, secured and observed.

PURPOSE

The purpose of this General Order is to establish policies and procedures regulating the use and safe operation of temporary detention areas.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

- I. DEFINITIONS**
- II. TEMPORARY DETENTION**
- III. SECURITY**
- IV. PRISONER SAFETY AND HEALTH ISSUES**
- V. SPECIAL CONSIDERATION FOR JUVENILE PRISONERS**
- VI. PHYSICAL CONDITIONS**
- VII. DETAINEE EVACUATION, SAFETY AND/OR ESCAPE**
- VIII. TRAINING**
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APPENDICES

- A. TEMPORARY DETENTION ROOM LOG SHEET
PATROL SQUAD ROOM**
- B. TEMPORARY DETENTION ROOM LOG SHEET
INVESTIGATIVE SERVICES BUREAU**

C. TEMPORARY PRISONER DETENTION ROOM QUARTERLY REPORT FORM

I. DEFINITIONS

- A. TEMPORARY DETENTION:** Detention of a person (detainee), generally less than two hours, for the purpose of processing paperwork or testing.
- B. TEMPORARY DETENTION ROOM:** A room with no door attached used to temporarily detain a person for the purpose of processing or testing. A solid wooden bench with steel O-rings and handcuffs permanently attached is used to secure the detainee in the room.
- C. RESPONSIBLE OFFICER:** The officer or officers who are responsible for the detainee in the temporary detention room. Usually, but not always, the transporting officer(s) or arresting officer(s).

II. TEMPORARY DETENTION

- A.** An arresting or transporting officer is responsible for the temporary detention of persons awaiting booking paperwork, interview or DUI observation prior to being lodged in the Winnebago County Jail, released on I-Bond or other promissory bond, released to a parent or other guardian (if a juvenile), or released without charge.
- B.** Temporary detention rooms that are located in both the Patrol Squad Room (2) and Investigative Services Bureau (2) may be used for the above purposes.
- C.** Persons that are in custody and placed in a temporary detention room, will be secured to the O-Ring attached to the wooden bench in each room, utilizing the handcuffs attached to the O-Ring for this purpose.
- D.** At no time will males/females or adults/juveniles share the same temporary detention room at the same time.
- E.** Any officer placing a person in a temporary detention room is responsible for their safety and treatment including:
 - 1. Access to water
 - 2. Access to restroom facilities
 - 3. Access to medical treatment
 - 4. Other considerations deemed appropriate
- F.** Officers will fill out the Temporary Detention Room Log Sheet whenever any person is placed in a temporary detention room. Officer's will note the name of the detainee, the reason (arrest, warrant, interview, etc) date, time in and out of the room, and the officer's name & badge number.
 - 1. The Supervisor of the Support Services Unit is responsible for gathering and maintaining a file of the Temporary Detention Room Log Sheets. The log sheets are to be kept for a period of three years.

III. SECURITY

- A.** Before a detainee is placed in a temporary detention room the following shall be completed:

1. Officers must secure all firearms, less-lethal weapons, knives and heavy-duty flashlights or items of similar nature.
 - a. An exception is made when an officer enters a temporary detention room to offer emergency assistance. (e.g. Prisoner trying to escape or officer needing immediate assistance)
 2. The temporary detention room shall be searched prior to placing the prisoner in the room.
 3. The prisoner will be physically searched both by hand and the use of a metal detection wand prior to placing the prisoner in the room.
- B.** Prisoners placed in a temporary detention room are not to have personal property, other than basic clothing and shoes.
1. Backpacks, purses and other bags or cases are not to be placed in the temporary detention room with prisoners.
- C.** Each temporary detention room has a specifically designed wooden bench suitable for securing prisoners. Each bench is either securely fastened to the floor or wall to act as an immovable object.
1. Once the prisoner is placed inside the temporary detention room, the officer is to secure the prisoner to the eye-bolt using either the attached handcuffs or another pair of handcuffs.
 2. The officer responsible for transporting and / or monitoring the prisoner has discretion on whether or not to secure the prisoner to the bench with the prisoner's hands handcuffed behind their back or secured to the bench by handcuffing one wrist to the bench eye-bolt. This decision should be based upon factors that include but are not limited to:
 - a. Prisoner's level of cooperation,
 - b. Amount of time the prisoner has been held or would be held prior to transfer,
 - c. Any injuries the prisoner may have,
 - d. The prisoner's health, general physical condition or physical disabilities; and
 - e. Any issue that could likely compromise the safety of an officer, the prisoner or other person.
- D.** After the detainee is placed in the temporary detention room, no one shall enter the room while armed.
- E.** As a means to communicate the need for immediate response or assistance, whenever a detainee is placed in a temporary detention room, the responsible officer shall either ensure there are other officers within hearing distance or be equipped with a portable radio.
- F.** Access to the temporary detention rooms will be limited to authorized persons only.
- G.** The responsible officer will visually observe the detainee, at a minimum, of once every thirty (30) minutes to ensure the security, safety, and needs of the detainee.

- H. If the responsible officer must leave the immediate area of the temporary detention room, after a detainee has been placed in the room, the officer will notify another officer who is in the area that there is a detainee in the room and the other officer accepts responsibility for the detainee until the responsible officer returns.
- I. Except for situations involving prisoner with special medical, mental, safety or security concerns, prisoners do not need to be continuously watched while in a temporary detention room. If one or more prisoners is in a temporary detention room at least one officer must stay in the general vicinity of the temporary detention room and be close enough in order to hear or see a prisoner attempting to escape, harming themselves or any other person or requesting assistance.
- J. Detainees will never be left alone, unattended and unobserved, while they are in a temporary detention room. For purposes of this Order, left alone means no officers in the Patrol squad room, Shift commanders office, or Sergeants office: for Investigative Services this means no detectives at their desks directly in front of the temporary detention rooms and no Sergeants in their offices.

IV. PRISONER SAFETY AND HEALTH ISSUES

- A. Officers placing and/or monitoring prisoners in a temporary detention room are responsible for the prisoner's safety and health. This includes protection from other prisoners or persons likely to cause them harm, medical attention when needed and reasonable access to drinking water and restroom facilities.
- B. The officer responsible for transporting and/or monitoring the prisoner has complete discretion in determining the reasonableness of a prisoner's request for drinking water and/or use of restroom facilities. The granting or denying or requests should be based upon factors that include but are not limited to:
 - 1. Prisoner's level of cooperation / combativeness with officers,
 - 2. Amount of time the prisoner has been held / will be held before transfer to another holding facility,
 - 3. Injuries the prisoner may have
 - 4. The prisoner's health, general physical condition or physical disabilities,
 - 5. Forensic tests or investigative procedures (e.g., breath-alcohol analysis, strip or body cavity search, photographing, line-up) that will be performed,
 - 6. Any issue that could likely compromise the safety of an officer, the prisoner or other person.

V. SPECIAL CONSIDERATION FOR JUVENILE PRISONERS

- A. Juvenile Prisoners who have been or will be charged with a state or federal criminal offense may be placed in a temporary detention room and secured with handcuffs to one of the eye-bolts fastened to the bench for up to six (6) hours. Once the juvenile is secured, officers shall complete the Monthly Secure Juvenile Detention Log (**Appendix C**).

- B. Juveniles being detained for non-criminal or status offense (e.g., runaway, violation of curfew) can not be secured to the bench and should not be placed in temporary detention rooms.
- C. Adult and juvenile prisoners, as well as male and female prisoners, will never be placed with each other in the same temporary detention room.

VI. PHYSICAL CONDITIONS

- A. Lights will be kept turned on whenever a temporary detention room is occupied.
- B. Water and restrooms will be accessible for the detainee's use. An arresting or transporting officer will attend to the reasonable needs of anyone held in a temporary detention room.

VII. DETAINEE EVACUATION, SAFETY AND/OR ESCAPE

- A. If a fire, bomb threat, or other event causes an evacuation of the Public Safety Building, it will be the duty of the responsible officer in charge of the detainee to evacuate them to a place of safety.
- B. If a medical emergency arises it will be the duty of the responsible officer in charge of the detainee to obtain emergency medical care for the detainee or provide appropriate first responder care.

VIII. TRAINING

- A. All officers will receive roll call training on the proper use and safe operation of temporary detention rooms including responsibilities for the detainees temporarily in those rooms.
 - 1. All officers will be retrained on the proper use and safe operation of temporary detention rooms once every three years.

IX. TEMPORARY DETENTION ROOM INSPECTIONS

- A. Shift Commanders are responsible for conducting an informal visual inspection of the temporary detention rooms located in the Patrol Squad Room at the beginning of their shift.
 - 1. All problems should be addressed as soon as possible.
 - 2. Any serious problem must be documented with an Officer's report addressed to the Deputy Chief of the Field Services Bureau.
- B. A Detective Sergeant, designated by the Deputy Chief of the Investigative Services Bureau, is responsible for conducting an informal visual inspection of the temporary detention rooms located in the Investigative Services Bureau at the beginning of the work day.
 - 1. All problems should be addressed as soon as possible.
 - 2. Any serious problem must be documented with an Officer's report addressed to the Deputy Chief of the Investigative Services Bureau.
- C. Each quarter the Deputy Chiefs of the Field Services and Investigative Services Bureau must conduct a documented inspection of the temporary detention rooms in their respective bureaus. The inspection must be documented on a standard

Temporary Prisoner Detention Room Quarterly Inspection Form (**Appendix D**).
The inspection will include the following:

1. Inspection of handcuffs and O-Rings to ensure security and proper working order.
 2. Inspection of lights for burned out bulbs.
 3. Inspection of overall cleanliness.
 4. Inspection of Temporary Detention room log sheets and clip boards to ensure they are being used and are in their proper location.
- D.** Every three years, the Deputy Chiefs of the Field Services and Investigative Services Bureau must conduct an administrative review of the temporary detention rooms located in their bureau and the Department's policies and procedures regarding temporary detention rooms. Each Deputy Chief is responsible for their own review.
- E.** The administrative review must include information from the previous three years and include reports on:
1. Any serious problems regarding temporary detention rooms, and their dispositions.
 2. Violations of Department procedures regarding temporary detention rooms and whether any policy, training, equipment or disciplinary issues need to be addressed.
 3. The level of adequacy, or inadequacy, of the temporary detention rooms and suggestions for improvements, if needed.

X. EFFECTIVE DATE

- A.** The Department's policy on Temporary Prisoner Detention became effective on March 27, 2007.

XI. REVIEWS, REVISIONS AND CANCELLATIONS

- A.** This General Order will be reviewed each **April** by the **Deputy Chief of Field Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B.** This Order is a revision of and supercedes General Order **50.10 – Temporary Prisoner Detention** issued March 27, 2007.
- C.** Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Field Services Bureau**.

BY ORDER OF

Chet Epperson

APPENDIX A

TEMPORARY DETENTION ROOM LOG SHEET

- PATROL SQUAD ROOM -

Fill in this form anytime you provide a detainee with food or water or remove them from the temporary detention room for any reason other than to lodge them directly in jail.

	DETAINEE'S NAME	REASON PLACED IN ROOM	DATE / TIME IN AND ROOM NUMBER	DATE / TIME OUT AND ROOM NUMBER	FOOD	WATER	RESTROOM	OTHER	OFFICER'S NAME AND STAR #
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

APPENDIX B

TEMPORARY DETENTION ROOM LOG SHEET

- INVESTIGATIVE SERVICE BUREAU -

Fill in this form anytime you provide a detainee with food or water or remove them from the temporary detention room for any reason other than to lodge them directly in jail.

	DETAINEE'S NAME	REASON PLACED IN ROOM	DATE / TIME IN AND ROOM NUMBER	DATE / TIME OUT AND ROOM NUMBER	FOOD	WATER	RESTROOM	OTHER	OFFICER'S NAME AND STAR #
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

APPENDIX D

DUE DATE:

ROCKFORD POLICE DEPARTMENT

Quarterly Temporary Prisoner Detention Room Inspection Report

PLEASE SEE THE BACK SIDE OF THIS PAGE FOR INSTRUCTIONS

INSPECTION QUARTER:

- | | |
|---|--|
| <input type="checkbox"/> 1 st - April Quarterly Report | <input type="checkbox"/> 3 rd - October Quarterly Report |
| <input type="checkbox"/> 2 nd - July Quarterly Report | <input type="checkbox"/> 4 th - Year End Quarterly Report |

ROOM INSPECTED (PLEASE USE A DIFFERENT REPORT / SHEET FOR EACH ROOM):

- Patrol Squad Room - Temporary Detention Room One
- Patrol Squad Room - Temporary Detention Room Two
- Investigative Services Bureau - Temporary Detention Room One
- Investigative Services Bureau - Temporary Detention Room Two

DATE / TIME OF INSPECTION: _____
DATE / TIME

DEPUTY CHIEF / DESIGNEE CONDUCTING INSPECTION: _____

ITEM	OKAY	DAMAGED / REQUIRES ATTENTION †	INFO / DAMAGE DESCRIPTION
Room cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	
Handcuffs	<input type="checkbox"/>	<input type="checkbox"/>	
Eye – bolts	<input type="checkbox"/>	<input type="checkbox"/>	
Benches	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting - fixtures / bulbs	<input type="checkbox"/>	<input type="checkbox"/>	
Log sheets and clip board	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	
Flooring / tiles	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke detector	<input type="checkbox"/>	<input type="checkbox"/>	
Wall mounted signs	<input type="checkbox"/>	<input type="checkbox"/>	
Other Info:			

Signature of person conducting inspection / Star #

**** Please submit all quarterly inspection reports to the Accreditation Division ****

† - All items requiring repair or other attention beyond basic cleaning should be reported on a Faulty Equipment Notice or Officer's Report. Attach copy of Notice or Officer's Report to this form.

INSTRUCTIONS

Per Rockford Police Department Policy and CALEA standard 71.4.3, the prisoner holding cells (temporary detention rooms) located in the Field Services and Investigative Services Bureaus must be periodically inspected to ensure they are clean and free of any unsafe conditions.

In addition to the informal visual inspections performed each day, all holding cells must be formally inspected each quarter, according to the schedule below.

Each quarter the Deputy Chiefs of the Field Services and Investigative Services Bureaus, or their designee, must conduct a documented inspection of the holding cells located in their respective bureaus. The inspection must be documented on a standard *Temporary Prisoner Detention Room Quarterly Inspection Form* (the form is located on the other side of this sheet).

A copy of the completed form must be forwarded to the Accreditation Section by the report due date.

Inspection periods and report due dates:

- Inspection periods indicate a two week period in which the inspection should be done.
- Report due by dates indicate the last date in which the inspection report must be submitted to the Accreditation Section.

QTR	INSPECTION PERIOD	REPORT DUE BY
1 st	March 18 th to March 31 st	April 15 th
2 nd	June 17 th to June 30 th	July 15 th
3 rd	September 17 th to September 30 th	October 15 th
4 th	December 18 th to December 31 st	January 31 st