

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	TEMPORARY DETENTION AREAS	NUMBER:	7.2.1
		ISSUED:	4/20/10
SCOPE:	All Sworn Personnel	EFFECTIVE:	4/20/10
DISTRIBUTION:	General Orders Manual	<input type="checkbox"/> RESCINDS	E-4-95
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG 5th EDITION STANDARDS: 7.2.1, 7.2.2, 7.2.3, , 7.2.5, 7.2.6, 7.2.7,	

INDEX AS: Booking Room
 Restraints
 Temporary Detention Area

PURPOSE: The purpose of this General Order is to provide a guideline for the temporary detention of persons in the custody of this department.

This Order consists of the following numbered sections:

- I. POLICY
- II. TEMPORARY DETENTION AREA
- III. TEMPORARY DETENTION EVACUATION PLAN
- IV. TEMPORARY DETENTION MINIMUM CONDITIONS
- V. TEMPORARY DETENTION TRAINING

I. POLICY

- A. It is the policy of this department to establish and maintain guidelines for the temporary detention of persons in the custody of this department, including but not limited to supervision, security, accountability, use of restraints, minimum conditions, and training.

II. TEMPORARY DETENTION AREA

- A. The booking room is a temporary detention area. It shall be used to temporarily accommodate detainees in custody for an interview or interrogation, while waiting for arrest paperwork to be completed, while processing an operating while intoxicated (OWI) arrest, or while waiting to be transported. This shall be done in a manner that will not compromise the safety and security of officers or others in the booking room.
 - 1. Absent exceptional circumstances, a detainee may not be held more than two hours following the conclusion of processing, testing, and/or interview/interrogation.
 - a) Upon conclusion of processing, testing, and/or interview/interrogation the detainee shall remain under constant supervision while in temporary detention and until released from custody or transferred.
- B. Supervision and Accountability for Temporary Detainees
 - 1. Any time a person is in temporary detention, they are considered to be under the personal control and supervision of the arresting officer. Access to the detainee is limited to the arresting officer, a supervisor, and those persons authorized by the arresting officer.
- C. Limitations on Access to Area and Detainees
 - 1. Only sworn personnel from the Port Washington Police Department are authorized to use the booking room at the time detainees are present.
 - 2. Sworn law enforcement officers from other jurisdictions may be permitted in the Booking Room with detainees, under the supervision of Port Washington Police Officers.
 - 3. Non-sworn personnel, i.e. Reserve Officers and department interns, may be present in the booking room, only if a sworn officer is present.
 - 4. Officers shall supervise and be accountable for the individual(s) they are detaining in the booking room. An Officer shall remain with and monitor the subject(s) at all times.

D. Weapons Control

1. Weapons control is required.
 - a) The Officer will maintain possession of his/her handgun, OC, and Taser when interacting with a detainee in the booking room.

E. Security

1. Searches of Detainees and Area Inspections
 - a) Any person arrested in the field, and in the custody of an officer (pre-detention) shall be thoroughly searched prior to transport to the police facility.
 - b) If appropriate, a secondary search at the police facility may be conducted.
 - c) Detainees will be searched before entering the booking room.
2. Detainees will be directed into the booking room and to either be seated in a chair or on the bench at the cuffing rail.
 - a) As the detainee is led into the booking room, the officer must make a visual inspection of the room for weapons or contraband from previous occupants.
 - b) Officers shall separate males and females.
 - c) A juvenile may not be held in the temporary holding facility. If detention is required, the juvenile shall be transported to the juvenile detention facility.
3. The booking room is a secured temporary detention area from which detainees are not allowed to leave voluntarily. Therefore, the officer is responsible for the detainee, and shall remain with and visually monitor the subject at all times, while in the booking room.
 - a) To prevent escape, officers shall not prop open the secured doors of the booking room for any reason.

- b) The booking room is equipped with a two-way audio feed directly to the Records desk, in the event help is needed. It is activated by pushing the wall mounted button near the east booking room door.
- 4. Detainees are allowed use of the restroom facility and access to water while in the booking room. This option is at the discretion of the officer on scene, as needed.

F. Restraint to Immovable Object

- 1. This General Order intends to authorize the use of handcuffs to shackle a detainee to a wall mounted handcuff rail which is designed and intended for such use, only when no other suitable method of detention is available. This method of restraint is authorized only when:
 - a) An officer has reason to believe the person who is in custody and being temporarily detained is suspected of or known as an escape risk; or
 - b) An officer has multiple individuals in custody and there are not enough officers to adequately monitor and control those in custody; or
 - c) At the officer's discretion, the person may be restrained for an extended period, in lieu of a normal handcuffed position behind the back.
- 2. The practice of securing a person by use of restraints to a handcuff rail must be articulated in the police incident report, citing the specific reasons for such restraint.

III. Temporary Detention Evacuation Plan

- A. In the event evacuation of the temporary detention facility is required, the officer's first responsibility is the personal safety of the detainee(s). Accordingly, all detainees shall immediately be evacuated to a point of safety.
 - 1. All exit routes are clearly marked with illuminated exit signs. Fire extinguishers are located in the Records area, near the interview room and in the booking room. Emergency evacuation routes are posted at both entrance/exits to the booking room.

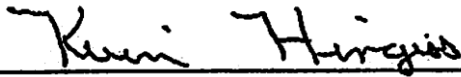
IV. Temporary Detention Minimum Conditions

- A. Detainees are allowed use of the restroom facility and access to water while detained in the booking room. This option is at the discretion of the officer on scene, as needed.

V. TRAINING

- A. Upon issuance or revision of this General Order, Lieutenants will provide training on the requirements of this directive. The department shall incorporate the temporary detention procedures into the Police Training Officer Program.
1. Newly hired sworn officers will receive training in all operational aspects of the booking room as a temporary detention area to include:
 - a) Supervision of detainees;
 - b) Weapons lockers;
 - c) Restroom facility and water supply; and
 - d) Fire suppression/alarm system/evacuation routes.
- B. A review of temporary detentions will take place from time-to-time, either in conjunction with the department's general staff meetings or during daily shift briefings by a supervisor.

APPROVED:



Chief Kevin Hingiss

DATE:

3/27/20

Revised 3/27/20
Revised 8/23/17
Revised 8/4/16
Revised 7/12/16
Revised 9/25/13
Revised 5/25/10
Revised 5/11/2010