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			Distribution: All
Title: PROCESSING & TEMPORARY DETENTION ROOMS		Section: Arrest/Detention	
Issued: 06/08/2010	Effective: 06/16/2010	Revised: 09302015	
Rescinds: All Previous		Amends:	
CALEA References: CHAPTER 71, 1.2.8			
Review: Annual	Authority: Chief Michael A. Keller <i>MJK</i>		

I. Purpose

The purpose of this General Order is to establish guidelines for the use of the temporary holding area.

II. Policy

It is the policy of the Andover Police Department to provide for the temporary detention of persons under arrest, or who are being lawfully held pending further investigatory processing, in a manner that provides for the safety of the detained person, the arresting officer(s) and other agency personnel.

III. Definitions

- A. **Detainee:** A person lawfully in the custody of department personnel whose freedom of movement is at the will of department personnel, without regard to the state of processing.
- B. **Holding Area:** The secure area containing the processing room and temporary detention rooms.
- C. **Processing Room:** The secure area where detainees have their fingerprints and mug shots taken, submit to breath alcohol testing, complete necessary paperwork and are otherwise processed by an officer.
- D. **Temporary Detention:** Detention of a person for the purpose of processing, testing or for investigative reasons. Temporary detention is measured in hours and does not involve housing or feeding of detainees.
- E. **Temporary Detention Rooms:** Authorized rooms used solely for the secure temporary detention of detainees.

IV. Regulations

- A. Persons detained in temporary detention rooms will be held for a period not to exceed two (2) hours unless approved by a supervisor. Under no circumstances will a person be held in a temporary detention room longer than four (4) hours [B].
- B. Officers shall not handcuff detainees to fixed objects [C] (71.3.1d).
- C. Officers will not place detainees in temporary detention rooms that are unsafe or unsanitary [C].



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- D. Officers will not take firearms into the processing room or temporary detention rooms [B] (71.3.3a, 71.5.1b).
- E. Processing room doors will be secured anytime a detainee is in the processing room [C].
- F. Temporary detention room doors will be secured anytime a temporary detention room is occupied by a detainee [C].
- G. Detainees with medical emergencies will not be released from custody for the sole purpose of the department avoiding medical expenses pursuant to KSA 22-4613 [B].
- H. Detainees will not be left alone in the processing room (71.5.1a) [C].
- I. Males and females will not be placed in a temporary detention room together [B] (71.3.1e).

V. Procedures

A. Designation of Processing and Temporary Detention Rooms

- 1. Room 110, commonly referred to as the detainee processing room, located at the police department, is to be used to process and test individuals lawfully detained (71.1.1).
- 2. The secure rooms located within the processing room at the police department, numbered 113 and 114, are designated as temporary detention rooms (71.1.1).

B. Fire/Medical Emergencies

- 1. In the event of fire in the police department building, the fire will be extinguished, if possible, with available fire extinguishers. Fire department assistance will be requested immediately for all fires and EMS personnel will be requested to provide medical care and hospital transport as necessary (71.4.2).
- 2. The safety and security of all detainees and personnel will be of paramount importance in case of fire in the holding area or the police department building. An emergency evacuation route is posted in the detainee processing room in the event of fire (71.4.2).
- 3. In the event of fire in the building:
 - a. Detainees and personnel will be evacuated through one of the designated routes, relocated to a safe place and arrangements made, if necessary, for their continued detainment.
 - b. The fire department will be immediately notified (71.4.2).
- 4. Officers should prevent fires by ensuring that detainees do not have access to or possession of lighters, matches, chemicals or other items that could start or fuel fires (71.4.2).

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5. If a Communications Officer monitoring a detainee in a temporary detention room observes a medical emergency, they will notify the closest available officer in the building and EMS. The officer, if trained, will administer first aid.
6. If an officer monitoring a detainee in the holding area observes a medical emergency they will request an EMS response and, if trained, will administer first aid.

C. Safety and Security

1. Only law enforcement officers or Fire/EMS personnel are permitted in the holding area when there is a detainee in custody unless otherwise approved by a supervisor (71.3.3c).
2. Tours of the police department will not include the holding area when a detainee is present (71.3.3c).
3. The detention of juveniles will be in accordance with the General Order O2502 Juvenile Operations and at no time will a juvenile offender be allowed to come into visual or sound contact with an adult offender in any part of the holding area (71.3.1e).
4. Arresting officers are responsible for processing, searching, and all aspects of the temporary detention of detainees they bring into the holding area. Officers may delegate this responsibility to another officer upon approval of a supervisor (71.3.1b).
5. Officers will notify communications personnel when they have a detainee in the processing room and when they lock a detainee in a temporary detention room.
6. Arresting officers will document on the Temporary Detention Room Log (APD Form 6) anytime they place somebody in a temporary detention room. The documentation will include the reason, date and time in and out of the room, and any meals, if any, provided during the detention (71.3.1a).
7. Prior to entering the holding area, all officers will secure their firearms in the weapons storage cabinet outside of the holding area. Tasers, expandable batons and chemical sprays are allowed to be carried by officers in the holding area and must remain in approved retention holsters unless needed (71.3.3a, 71.5.1b).
8. Usually, only one detainee will be placed in each temporary detention room at a time. In the event of an unusual occurrence, more than one detainee will be permitted under close supervision and when authorized by a supervisor.
9. If possible, officers should not enter an occupied temporary detention room alone unless the video monitoring system is active and Communications has been made aware that the officer will be entering the temporary detention room.
10. Officers will only enter temporary detention rooms as required in the performance of their duties and every precaution will be taken to prevent escape.



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11. Prior to placing a detainee in a temporary detention room, arresting officers will thoroughly search the detainee and the room. All unauthorized items will be confiscated, recorded and secured (71.3.1b).
12. Strip searches will be conducted in compliance with K.S.A. 22-2521 and only if the arresting officer has probable cause to believe that the detainee is concealing a weapon or controlled substance (1.2.8).
 - a. Strip searches will only be conducted by officers of the same sex as the detainee being searched and shall be conducted so that the search cannot be observed by any other person.
 - b. All strip searches will be approved by a supervisor and Communications will be notified that a strip search is being conducted.
 - c. Every officer conducting a strip search shall prepare a report of the strip search that includes:
 - i. The name and sex of the person being searched;
 - ii. The name and sex of the person(s) conducting the search;
 - iii. The time, date and place of the search; and
 - iv. A statement of the justification for and results of the search (71.3.1b).

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13. Body cavity searches shall not be conducted unless authorized by a search warrant specifically authorizing a body cavity search, and, if conducted, must be conducted by a licensed physician or registered nurse. Officers may be present during the search, but only those of the same sex as the person on whom a body cavity search is being conducted. The reporting and privacy requirements for strip searches shall be applicable to body cavity searches (1.2.8).
14. The arresting officer, or other designated officer, will monitor all detainees in temporary detention rooms. The officer will physically check and make face-to-face visual contact with the detainee at least once every thirty minutes, or more frequently if circumstances warrant. The physical checks will be recorded on Detainee Observation Log (APD Form 6) (71.3.3e).
15. Communications personnel will continuously monitor detainees in the processing room and in temporary detention rooms via closed circuit television to ensure the safety of the officer and the detainee (71.3.1c, 71.3.3f).
16. When a detainee is locked in a temporary detention room, the arresting officer will notify communications when, and if, the officer leaves the holding area while the detainee is in the temporary detention room.
17. Any time a detainee is in a temporary detention room, an officer will remain in the building until the detainee is released (71.3.1c).
18. Attempts will be made to have detainees supervised by officers of the same sex. In situations where an officer of the opposite sex must enter or look into a temporary detention room where a detainee is being held, the officer will announce their intention before proceeding into the area or looking into the room (71.3.1c).

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19. While in the holding area, Officer's portable radios will serve as duress or panic alarms in emergencies and they will notify communications in the event of an emergency. When an officer has to turn their radio off to conduct alcohol breath testing, they will notify Communications so that the Communications Officer can monitor the safety of the officer via the telephone speakerphone or by closed circuit television (71.3.3b, 71.5.1c).

D. Detainee Escape

Rev. 09302015

1. The above procedures, C1-C19, will be followed in order to prevent detainee escape from the holding area (71.3.3d, 71.5.1d).
2. In the event of a detainee escape the following procedures will be followed:
 - a. The employee who discovers an escape will immediately notify Communications. All identifying information known should be included in the notification. Communications will broadcast the escape and identifying information, and monitor the building exits on the closed circuit television.
 - b. A search for the escapee shall be conducted in an organized fashion and coordinated by the on-duty supervisor.
 - c. The Duty Chief shall immediately be notified and respond to the police department. The Duty Chief shall also notify the Chief of Police.
 - d. The arresting officer will be responsible for the initial report of the escape and all officers involved in the incident and search will write a supplemental report.
 - e. If an escapee is located they will be immediately transported to a suitable jail facility, unless otherwise directed by a supervisor.

E. Holding Area Conditions and Maintenance

Rev. 10042012

1. The holding area will be maintained in a clean and sanitary condition, have adequate lighting, and be of a comfortable temperature (71.4.1).
2. The temporary detention rooms will contain working toilets, showers, sinks, water fountains and a place to sleep (71.4.1).
3. Other comfort items may be provided by the arresting officer as needed (i.e. blankets, toiletry items, etc.).
4. The holding area should be inspected every Sunday by the ranking night shift officer. The officer performing the inspection will attempt to correct any problems found and report to the Operations Commander any problems that cannot be corrected by the officer. The inspection will be recorded on the Holding Area Inspection Log (APD Form 8) (71.4.3).

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5. Blankets in the temporary detention rooms will be cleaned as needed, or, at a minimum, every six months.

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6. The holding area will be inspected by the City Fire Inspector annually and the fire inspector's recommendations will be followed to prevent fires in the holding area (71.4.2, 71.4.3).
7. Temporary detention rooms found to be unsafe or unsuitable for habitation will be taken out of service until the problem can be corrected.
8. Triennially, the Commander of the Operations Division will conduct an administrative review to ensure that agency policies and procedures governing temporary detention are being followed and that the original intent for authorization and use of the facility continues to be adequate for the department's needs (71.4.3).

F. Training

1. Newly hired officers and Communications Officers will be trained in all aspects of the holding area, including proper use of the temporary detention rooms.
2. All department officers and Communications Officers will receive refresher training triennially in all aspects of the holding area, including proper use of the temporary detention rooms (71.2.1).