



Fitchburg State University Police Department

Subject: **DETAINEE PROCESSING
AND TEMPORARY
DETENTION**

Reference: **MPAC:** 71.1.1, 71.2.1, 71.3.1, 71.3.2, 71.3.3,
71.4.1, 71.4.2, 71.4.3, 71.5.1
IACLEA: 8.1.1, 8.1.2, 8.1.3, 8.2.1, 8.2.2, 8.2.3,
8.2.4, 8.2.5, 8.2.6, 8.2.7, 8.2.8

Effective Date:

May 26, 2020

Review Date:

By Order of: Michael J. Cloutier, Chief of Police

General Order

8.1

PURPOSE:

The purpose of this directive is to establish guidelines to be used by all sworn members of the Fitchburg State University Police Department when processing detainees in the booking room and or utilizing the temporary holding rooms.

POLICY:

It is the policy of the Fitchburg State University Police Department that all members of the department will comply with the directives outlined in the order when temporarily detaining persons under arrest or protective custody.

PROCEDURE:

A. Booking Area:

1. The arresting officer will be responsible for the supervision and security of the prisoner or detainee. If the officer is unable to adequately provide for the security and safeguarding of the prisoner or detainee, the assistance of additional personnel will be requested.
IACLEA 8.1.2 c

- a. The booking area for detainees of the Fitchburg State University Police Department shall be "Booking Hall" (labeled as room 102), located across the main lobby from

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the dispatch area. At no time shall prisoners or other detainees be brought into the administrative area of the Department. *IACLEA 8.1.1/ MAPC 71.1.1*

- b. The arresting officer is responsible for ensuring visual observation of the prisoner or detainee. At no time will the prisoner or detainee be left unattended. Other officers may be called upon to assist the arresting officer with the visual observation of prisoners or detainees in temporary custody.
 - c. When a detainee is brought into the booking area the reason, date, and time in and out of the facility, and any meals given shall be recorded by the dispatcher in the Arrest's Call for Service, as well as any other item of note (injuries, property, bail, transfer of facilities) during the booking process. *ICLEA 8.1.2 a, 8.2.3 b/ MPAC 71.3.1 a*
 - (1) This information shall also be noted under the booking tab of the IMC Record Management System (RMS) under the appropriate field. *IACLEA 8.2.3 a*
 - d. Prisoners or detainees will be allowed access to water, restroom facilities, and other needs as appropriate in a timely manner.
 - (1) Holding Room 104 (Primary holding room) has a water and toilet available within the room, and shall be checked and flushed prior to and after a detainee or prisoner is placed in the room. *IACLEA 8.2.3 b, 8.2.5/ MPAC 71.4.1*
 - e. Access to prisoners and detainees will be restricted to the arresting or booking officer, assisting officers, and supervisors. No visitors will be allowed in this setting. Police personnel will reasonably accommodate a suspect's right to consult privately and confidentially with an attorney, when practicable, after he or she has been booked and received notification of all rights and privileges. *IACLEA 8.2.4 d/ MPAC 71.3.3 c*
2. Male and female prisoners will be separated to prevent physical, oral and visual interaction. *IACLEA 8.2.3 d/ MPAC 71.3.1 e*
 3. Juveniles will be separated from adults to prevent physical, oral and visual interaction. Officers should refer to the department's **General Order 8.4.1 Juvenile Operations**, for other matters dealing with juveniles. *IACLEA 8.2.3 d/ MPAC 71.3.1 e*
 4. If a prisoner or detainee is to be temporarily secured to a fixed object, the only authorized fixed objects are the handcuff bench located in the booking area that is permanently attached to the structure and the cuff rail that is permanently attached to the booking desk. *IACLEA 8.1.2 b, 8.2.3e/ MPAC 71.3.1d, 71.3.2*
 5. Arresting officers will search all prisoners and detainees for weapons and or contraband at the time of arrest and again in the booking room. Arresting officers will be responsible for the processing, searching, testing (BT), fingerprinting, photographing, and temporary detention of their prisoner while in temporary detention. *IACLEA 8.1.2 c*
 6. Prisoners and detainees in the booking and holding area will be continuously visually observed by officers as well electronically monitored with a real time recording. Prisoners and detainees will be advised that they are being electronically monitored.
 - a. Video recordings are done in real time, and require nothing of the booking officer.

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- b. Booking officers shall upon entering the booking area, activate the audio recording by pressing the red button to the right of the booking computer, which will illuminate when the room microphone is activated.
 - c. Dispatchers shall monitor all booking and detained individuals for safety purposes when practicable, and between face to face visual observations. *IACLEA 8.2.4 f*
 - d. Detainees shall be secured in one of the two holding rooms and monitored. An officer shall remain in the booking room the entire time while a detainee is in a holding room. The detainee shall be visually checked (face to face visual observation) as followed:
 - (1) Every 15-30 minutes if a low risk for suicide
 - (2) 10-15 minutes if medium or moderate risk for suicide
 - (3) If identified as high risk, or flagged in CJIS as "Q5", constant monitoring by cameras system will be conducted with face to face observation every 10 -15 minutes, or until they can be brought via ambulance to a hospital for a mental evaluation, if appropriate under the circumstances. At which time an officer shall accompany and remain with them until the detainee is cleared by a physician.
 - (a) If cleared, the detainee may be brought back to the station until bailed or brought to court.
 - (b) Detainees may be bailed at the bail clerk or commissioner discretion from the hospital.
- IACLEA 8.2.3 f / MPAC 71.3.1 c*
7. Before entering the booking area with a prisoner or detainee, all firearms must be secured in the firearms lockbox located in "Interview Room #1" (labeled room 105) which is a room off the booking area. The lockbox key will be removed and maintained by the officer. *IACLEA 8.1.3 a, 8.2.4 a / MPAC 71.3.3 a*
 8. Officers will inspect the booking area for weapons, contraband, or objects that could be used as weapons before bringing prisoners or detainees into the booking area and immediately after they are removed from the area. Officers may choose to retain their baton and OC spray while in the booking area; however, they will exercise all necessary precautions to prevent prisoners or detainees from obtaining control of their baton or OC spray.
 9. Officers are responsible for ensuring that prisoners or detainees are properly restrained and that precautions are taken to prevent escapes. Handcuffs should only be removed when the prisoner can be otherwise controlled and sufficient officer presence is maintained. Doors and windows shall be secured as necessary. *IACLEA 8.1.3 c, 8.2.4 c / MPAC 71.3.3 d*
 10. Should an officer require assistance, any available means of communication shall be utilized. This may include activation of the panic alarms on portable radios, transmitting on a portable radio, utilizing a telephone or giving an oral alarm. *IACLEA 8.1.3 b, 8.2.4 b / MAPC 71.3.3b*

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11. Detainees once booked shall be placed in holding room 104 (primary holding room) or 103 (secondary holding room). These rooms are designated holding areas within the station.
 - a. Detainees shall only be held in these rooms for up to six hours, while waiting for bail, transport to another holding facility, or to be released to a responsible person if in protective custody.
 - (1) The on duty lieutenant, or on call lieutenant if after hours, shall be contacted for authorization if an extended detention is required. *IACLEA 8.2.3 c*
 - b. Detainees held for over six hours shall be transported to the Massachusetts State Police Barracks in Leominster or to the Fitchburg Police Department.

IACLEA 8.2.1

B. Security and Supervision:

1. If circumstances dictate, due to multiple arrests, other rooms or areas may be used temporarily as detention areas. The shift supervisor or officer-in-charge will specify those areas authorized for such temporary use.
2. Supervisors will ensure that all officers exercise the necessary precautions to ensure that prisoners or detainees do not gain control of an officer's baton or OC spray.
3. Officers will secure their firearms in the lock box and remove the key. *IACLEA 8.1.3 a, 8.2.4 a*
4. Officers will be responsible for inspecting the booking area before placing a prisoner or detainee in the area and immediately after they leave the area. Inspections will be for weapons, contraband or objects that may be used as weapons.
5. The Chief of Police will designate a Sergeant or Lieutenant to be responsible for conducting an inspection of the booking area once a week.
 - a. The inspecting officer will complete an inspection form indicating who conducted the inspection, when, and results of that inspection.
 - b. The inspection will include a search for weapons and contraband as well as for cleanliness, fire prevention and suppression items as well as potential hindrances to fire evacuations.
 - c. The inspection will include examination of all doors, locks, and security equipment as well as the operation of the audio/video equipment.
 - d. The inspection will also review any other unsafe conditions and compliance with all pertinent Directives and General Orders of the department relative to the temporary detention of prisoners.
 - e. The booking area inspection report will be forwarded to the designated Operations Lieutenant and will indicate any weapons or contraband located or any conditions that need immediate attention.

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- f. The Operations Lieutenant will review the weekly booking area inspection reports for completeness and for issues that require attention. He will assure himself that persons being temporarily detained are receiving all rights and privileges due such individuals and that the booking area is clean and does not pose any unsafe conditions.

IACLEA 8.2.7

6. The booking area in the police station shall conform to all fire prevention, suppression, and evacuation regulations promulgated by the university and the department. A brief synopsis of fire related procedures that apply to the booking area shall include:

- a. There is a fire extinguisher located in the Interview room, adjacent to the booking room. Officers shall be aware of the location of the extinguisher and receive training in its proper usage during initial and recurring training on the utilization of the booking area. Extinguishers should only be used when the fire is small and after the fire alarm has been activated. Extinguishers should be aimed at the base of the flame.

IACLEA 8.2.6

- b. There is a fire alarm pull box located just inside the sally port access door as well as just inside both the lobby doors (front and rear) of the police station. Upon the realization of a fire, an alarm should be pulled. When possible this alarm should be followed up with a notification to dispatch to verify the existence of a fire.
- c. Immediately upon realization of a fire situation, all individuals including detainees shall leave the building by the quickest, safest means. Door should be closed but not locked to reduce oxygen but not access by fire personnel. Detainees shall be transferred to a department vehicle which is equipped for the transportation of prisoners. An officer will remain with the prisoner at all times. Should the emergency situation exist for an extended period of time, the detainee will be transported to an approved holding facility to complete the booking process.
- d. Sufficient medical equipment and supplies shall be maintained in the booking area consistent with the general level of training for department officers. Weekly inspections will be done by the department's medical officer and documented.

IACLEA 8.2.6 / MPAC71.4.2

7. On a pre-set schedule, but at minimum every two years, the Chief of Police or Designee at the rank of Lieutenant or higher will conduct an administrative review of the temporary detention process of the department. The review shall also include reviewing of this directive. This review will be documented and contain areas reviewed, recommendations, and any action plans required to meet those recommendations. *IACLEA 8.2.8 / MPAC 71.4.3*

8. If a prisoner or detainee becomes sick, injured, or an emergency situation at the booking area occurs; officers will take the proper measures to ensure the safety and wellbeing of all prisoners or detainees.

9. All department members who may be charged with monitoring temporary detainees will receive training in temporary detention techniques before assuming responsibility for detainees or prisoners in their custody.

- a. Such training will also be required every two years after the initial training. All such

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training will be scheduled and documented, and newly appointed sworn police officers will receive training during their field-training program.

- b. All newly hired dispatchers shall also receive such training as part of their initial training upon hire.
- c. Such training shall include resources available to the department as well as contingencies for dealing with unruly or combative detainees as well as application of physical restraints and emergency procedures.
- d. Additional topics to be covered shall include compliance with Federal, State, and local mandates, fire prevention, suppression, and evacuation plans, alternative procedures such as immediate transferring to a holding facility or delaying booking or testing until a more secure environment can be provided.
- e. An important segment of this training shall deal with suicide identification, detection, and prevention for detainees.
- f. All officers and supervisory officers shall have completed the course of instruction on suicide prevention as required by the Commonwealth of Massachusetts under MGL Ch. 40§36C prior to being placed in contact with prisoners or detainees.

IACLEA 8.2.2/MPAC 71.2.1

Approval:



Chief of Police

05/26/2020
Date