



City of Johnstown

DEPARTMENT OF POLICE



3.1.1 Organization, Administration and Management of Holding Cell Areas

I. POLICY

It is the policy of the Johnstown Police Department to provide a secure temporary holding area for prisoners awaiting questioning, arrest processing, arraignment, release, transfer to prison or other administrative procedures. All personnel shall comply with the provisions of this general order.

II. PURPOSE

The purpose of this general order is to provide personnel with guidelines on the operation of the department's holding facility. This general order establishes procedures to ensure the facility is maintained in a secure and sanitary manner, with the safety of detainees and the departmental personnel as a priority.

III. PROCEDURE

A. Organization, Administration and Management

1. Responsibility for the holding facility operation rests with the Chief of Police. Direct supervision of the holding facility is the responsibility of the highest-ranking on-duty supervisor.
2. The use of the holding facility and cells is strictly limited to the City of Johnstown Police Department. Use of the holding facility and cells by outside police agencies is prohibited.

B. Training

1. All agency members involved in the operation of the holding facility shall receive training in the following areas:
 - a. Safety and security procedures to include first aid
 - b. Holding facility operations.
 - c. Supervision and physical restraint of prisoners.
 - d. Searching and processing of prisoners.

- e. Fire suppression equipment including smoke/fire detectors and fire extinguishers.
 - f. Other matters consistent with assigned responsibilities or deemed necessary by the Chief of Police.
2. All agency personnel involved in the operation of the holding facility shall receive basic training during field training and in-service training, as required.

C. Access of Non-essential Persons

1. No visitor or non-sworn personnel will be allowed to view in-person an occupied cell block area with the exception of:
- a. Record Clerks making required security checks.
 - b. Johnstown Firefighters and/or medical personnel in the event of illness or injury of a detainee.
 - c. Custodial/maintenance personnel performing needed work.
 - d. Other exceptions may be made by the ranking police supervisor on duty.

3.1.2 Physical Conditions

A. Minimum Physical Conditions in Holding Cells

1. Adequate lighting provided by florescent bulbs outside of the cell area and a screened in light bulb in every cell.
2. Ventilation is provided by a heating/air conditioning unit as well as security windows that are equipped with opening air slots.
3. Each cell has a plumbing combination unit, which includes a toilet, washbasin and water fountain.
4. Each cell has a bed
 - a. A form of bedding will be provided upon request for each detainee held in excess of eight hours.
5. The cells shall be maintained at all times in a clean and sanitary condition.
6. Any standards required under the laws and regulations of the Commonwealth of Pennsylvania will be adhered to.

3.1.3 Safety and Fire Prevention

A. Fire Alarm & Smoke Detection

1. The Johnstown Police Department to include the holding cells are equipped with the Gamewell Fire Alarm System approved by:
 - a. A.D.A. [American Disabilities Act]
 - b. N.F.P.A. 72 [National Fire Association]
 - c. U.L. [Under Writers Limited]

2. Gamewell Fire Alarm equipment installed:
 - a. MS-95 Addressable Manual Pull Station Alarm, which is a manual, pull station with a distinctive bulls-eye design.
 - b. Series 60 Conventional Smoke Detectors is a photoelectric thermal detector with open webs to allow the free movement of air around the exposed thermistor.
 - c. Wheelock AS Series Audible Strobe Devices & AH Series Audible Devices that provides continuous horn tones mandated by the NFPA 72 simultaneously for all audible appliances.
 - d. Wheelock RSS Single & Multi Candela Strobes that produce one flash per second over the regulated voltage range.
 - e. RAN2-RC 600 Series Remote Annunciator device is connected to the fire alarm panel initiating its own programmed response and retransmitting the instructions to the next device. In short the Annunciator indicates which piece of fire alarm equipment is malfunctioning and will electronically notify 911.
 - f. IdentiFlex 610 Analog Addressable Control Panel provides one to four signaling line circuits, loop circuits that can monitor and control up to 126 analog/addressable devices on each power-limited loop for a total of 504 analog points in a four-loop system.

B. Inspections

1. Fire Alarms & Equipment

- a. Fire alarm and detection equipment is electronically monitored daily by the Cambria County 911 Center. Deficiencies shall be corrected immediately.
- b. When a holding cell is occupied an officer will complete a visual inspection of the fire alarm and detection system in the cell area.
- c. The system shall be tested and documented semi-annually.
 - i. Once a year by certified employees of the installation company, InterTek.
 - ii. Once a year by the Johnstown Fire Department
- d. The automatic fire detection devices and alarm system shall be tested and documented in accordance with the law and local fire code.
- e. All documentation shall be supplied to the Captain of Police Administration.

C. Fire Prevention Procedures

1. Smoking is strictly prohibited in the holding facility area or cellblocks. This includes the use e-cigarettes as well as any tobacco product.
2. In the event of a fire or fire alarm the Johnstown Fire Department Engine will be dispatched by the county 911 Center.
3. Officers may attempt to extinguish the fire if controllable. However, first responsibility is the safety of any detainees and reporting the fire.

3.1.4 Emergency Evacuation Route – Holding Rooms

- A. The emergency evacuation plan shall be posted in the holding facility, along with a designated exit sign directing evacuation of persons to a hazard-free area.
- B. Upon discovery of an evacuation emergency, the officer will immediately notify 911 if additional personnel are deemed necessary to safeguard the detainees.
- C. Detainees will be evacuated through the holding area door to the side parking lot by the designated exit points.

- D. When detainees have been evacuated, the patrol supervisor, or his/her designee, will check for any injuries and if necessary, make arrangements for treatment or transport of the detainees to a medical facility.
- E. If the detainees will not be able to return to the holding area in a reasonable amount of time arrangements will be made to arraign or safely release the detainees.

3.1.5 Firearm Handling – Holding Cell Area

A. Securing Weapons

- 1. No firearms will be allowed in the holding facility or the cellblock areas. Firearms shall be secured prior to entering.
 - a. Removal of the magazine from a weapon does not constitute meeting the requirements of this policy.
- 2. Exceptions
 - a. When a life-threatening situation exists and the time taken to remove a weapon would cause a delay in providing assistance.
 - b. During the resolution of an emergency situation an officer may bring a firearm into the holding facility, if it will aid in resolving the situation.

B. Entering Occupied Cells

- 1. Officers shall only enter an occupied cell to remove a detainee who refuses to exit the cell when requested or for medical emergencies.
- 2. Officers shall only enter an occupied cell when two officers are present.
- 3. Exceptions will only be made in a life or death situation or when the officer believes they can control the situation. The officer shall first notify records or patrol supervisor. The officer will be monitored by audio and visual devices and have a portable radio available. Back-up officers will be immediately dispatched.

3.1.6 Security Checks of Cells

- A. Shift Supervisors shall, at the start of their assigned shift, conduct an inspection of each holding cell for damage or visible contraband.
- B. Prior to placing a detainee in an unoccupied cell, the officer shall conduct a security check of the cell for damage, weapons, contraband or any other unauthorized material. In addition, a cell shall be checked when it becomes unoccupied.
- C. Any damage or contraband shall be documented by the use of a complaint report. Reports documenting damage or contraband will be forwarded to the Chief of Police.

3.1.7 Tools and Culinary Equipment

- A. Prisoners shall not be given metal utensils or culinary equipment. Plastic utensils shall be used for meals if required. If plastic utensils are given, it shall be documented on the prisoner "Booking Sheet". Upon completion of the meal, the officer retrieving the meal shall collect and dispose of all such utensils. The collection of such utensils shall be documented on the same form.
- B. When outside maintenance persons are required to work in an occupied holding facility area an officer will be stationed in the area for the duration of the work. The officer shall insure the workers have removed all tools and equipment.

3.1.8 Holding Facility Monitoring

- A. The holding facility is monitored both visually and audibly using a closed-circuit television (CCTV) and an audio monitoring system. The system allows the Records Department personnel to be alerted as soon as possible in the event of an emergency within the holding facility.
- B. To protect the personal privacy detainees, video cameras and audio listening devices used to monitor holding cells shall not be accessible or visible to anyone other than necessary department members.
- C. The Records Department personnel shall document the supervision and security checks of all detainees held in the holding facility. This shall be accomplished by using the prisoner "Booking Sheet".
- D. Officers and Records Personnel are equipped with a portable radio and they will immediately notify 911 when help is needed in the holding cell area.

3.1.9 Detainee Searches

A. Inventory Search of the Detainee

1. All detainees placed in the holding facility shall be thoroughly searched by an officer, regardless of any prior searches that occurred in the field. This inventory search of the detainee shall be completed at the time of booking and prior to entry to the holding facility.
2. Whenever possible, a search of a detainee shall be conducted by an officer of the same sex. This search should be conducted in a safe and discrete manner.
3. Special attention shall be made to search those areas where items could be hidden, such as jacket linings, hidden pockets, hats, belts, footwear, clothing seams, pant waists and pant cuffs. The searching officer shall remove all personal property and itemize the property on the prisoner "Booking Sheet".
4. Special care shall be taken to ensure that no detainee is placed in a cell while in possession of any item(s) which may be used to harm him/her or others, or may be used for escape purposes.
 - a. Personal items including, but not limited to jewelry, shoe laces, belts, chains, weapons, matches/lighters, cigarettes, e-cigarettes, any tobacco product, cell phones or money are prohibited.
5. All strip searches shall be performed by personnel of the same sex as the person to be searched, in a location where other persons cannot observe the search. Only the number of members necessary to safely conduct the search shall be present.
 - a. Personnel conducting a strip search shall:
 - (1) Obtain permission from a supervisor.
 - (2) Document the search on the Incident Report. The report shall include:
 - (a) Date, time, and place of search.
 - (b) Identity of the person(s) conducting the search.
 - (c) Identity of the individual searched.
 - (d) Anyone present during the search.
 - (e) A detailed description of the nature and extent of the search.

(f) Any weapons, evidence, or contraband found during the search.

2. Body cavity search:

- a. No search of a body cavity other than the mouth shall be conducted without a search warrant.
- b. If probable cause exists for a body cavity search, a search warrant shall be obtained in accordance with the Rules of Criminal Procedure.
- c. On the basis of a search warrant, a body cavity search shall be performed under sanitary conditions, enlisting qualified medical personnel and facilities. It shall be performed with due recognition of privacy and hygienic concerns.
 - (1) The search shall be conducted by the medical personnel.
 - (2) Any items found during the search shall only be removed by the medical personnel.
- d. Reporting and documentation of the search shall be done in accordance with established procedures.

B. Itemized Inventory of Property Taken from the Detainee

- 1. All personal property taken from the detainee will be itemized on the "Booking Sheet." The property will be placed in the numbered prisoner property drawer corresponding to the cell they are placed into. The detainee will be requested to sign the "Booking Sheet." If the detainee refuses to sign the sheet the officer shall note said refusal in the signature block and enter his/her initials.
- 2. If an item of property is too large to be placed in the property drawer or extremely valuable, the processing officer will properly mark it, note the item on the property record and inform the on-duty supervisor, who shall determine the best location to store the property.

3.1.10 Detainee Property Security

Personal property that is taken from a detainee should be secured in the prisoner property drawer. Personal property that is taken from a detainee for safekeeping and is prohibited by nature within the holding facility (i.e. pocketknife, firearm, etc.) shall be secured in an evidence locker for temporary storage. Any property taken from a detainee that is evidence shall be logged into evidence as per General Order's 3.5.2 and 3.6.2.

3.1.11 Detainee Intake Form – Booking Sheet

A. Required Documentation

1. The processing officer shall complete a "Booking Sheet" and enter the detainee on the "Prisoner Log" in the holding facility.
2. The "Booking Sheet" will contain at a minimum:
 - a. Arrest information
 - b. Personal identification information
 - c. Property inventory and disposition
3. All individuals entering the holding facility shall have a CLEAN/NCIC query completed to determine if the person has an outstanding warrant and/or past arrests.

3.1.12 Detainee Sex and Age Separation

A. Adult male and female detainees shall be housed in separate cells. Under no circumstances shall male and female detainees be housed in the same holding unit. Adult males and females shall be separated by sight. If adults and juveniles are required to be detained at the same time; their holding areas shall be separate from each other by sight and sound.

1. Sound separation for the purpose of this general order is defined as normal/loud conversation, which does not include deliberate yelling or screaming.

B. Juveniles shall not be placed in holding cells under normal circumstances. In those cases where a juvenile has been taken into custody they shall remain in the presence of the arresting officer at all times. Under no circumstance should juveniles be placed with or in close proximity to adult offenders.

1. The only exception to this requirement is a juvenile being charged as an adult. In those cases the juvenile shall be placed in a holding cell solely

occupied by the juvenile. Special consideration shall be given to this requirement on a case by case basis.

3.1.13 Detainee Under the Influence or Violent

- A. If a detainee appears under the influence of alcohol or drugs and is violent or self destructive, there shall be special considerations given to ensure that the potential for the detainee to injure him/herself or others is minimized. Such detainees shall remain under close observation by Records Personnel or Officers. Detainees who appear to be manifestly under the influence of alcohol shall be required to provide a breath sample utilizing a Preliminary Breath Testing device. Those individuals found to have BAC's of .25% or greater shall be taken to the hospital for medical evaluation. Those individuals who are medically cleared can then be returned to the holding cell facility. BAC's of those individuals shall be recorded in the remarks section of the Booking/Processing Sheet.
- B. If a detainee appears at risk due to a medical or psychological condition, they will be transported to a medical facility for evaluation. If released from the medical facility and returned to headquarters, the transporting officer shall notify 911 so proper precautions may be taken.
- C. At no time will a detainee who is violent or under the influence of drugs or alcohol, be housed in the same cell with another detainee. When possible, the detainee should be housed in a separate cellblock from other prisoners.

3.1.14 Mass Arrests

- A. Exceeding Capacity
 - 1. There should be only one detainee placed in each holding cell.
 - a. Exception: During an emergency situation, there may be more than one detainee placed in a holding cell. This will only be a temporary basis and must be approved by a supervisor. At no time shall any officer allow prisoners in the same cell of a different gender, adults with juveniles or violent prisoners with any other detainee.
 - 2. In the event that there are no available holding cells, the on-duty supervisor will coordinate the arrangements; i.e. arraignments, release, sheriff warrants, etc.

3.1.15 Positive ID Prior to Release

- A. Positive identification of a detainee shall be made before any detainee is released from the holding facility. Positive identification will be one of the following:
 - 1. Live Scan fingerprint identification
 - 2. Verifiable identification

3.1.16 Returning Property to Detainee

- A. Property Return
 - 1. Upon release of a detainee, the officer releasing the detainee is responsible for the return of the detainee's property.
 - 2. When a detainee is released, all property held shall be compared with the inventory list completed upon entry into the facility. If there are no discrepancies, the detainee shall sign the "Booking/Processing Sheet" pertaining to personal property and the property shall be released. Property retained for evidentiary or other purposes shall be listed on the sheet. If the detainee refuses to sign the booking sheet the officer shall note said refusal in the signature block and enter his/her initials.
 - 3. If the detainee claims that property is missing/damaged or listed property cannot be accounted for, the releasing officer shall notify the on-duty supervisor.
 - 4. Returned items that could be used as weapons are returned to the detainee only outside of the confines of the holding facility and/or processing room.
 - 5. When a detainee is transferred to court or to another agency, the "Booking/Processing Sheet" shall be signed by the person accepting custody. The officer will also describe the nature of the release or transfer within the incident report.

3.1.17 Medical Assistance Procedure

- A. Medical Assistance
 - 1. It shall be the responsibility of the Records Clerk or Patrol Officer to notify the ranking supervisor when a detainee requests or is in need of medical care.

2. The method of transport shall be determined by the on-duty supervisor. He/she shall consider the nature of the illness/injury. If any uncertainties exist regarding the detainee's condition an ambulance shall be requested to transport the subject. Also see General Order 2.5 in regard to special transport situations.
3. If any officer feels medical attention is necessary for a detainee; the officer shall notify the on-duty supervisor who shall determine if the detainee should be transported to a medical facility or other appropriate course of action. 911 shall make arrangements for the necessary transportation of the detainee to a medical facility by ambulance, detainees experiencing medical emergencies shall not be transported in Department vehicles.
4. Medical treatment required for a detainee while in custody and care of the Johnstown Police Department shall be documented in the incident report.

3.1.18 First Aid Equipment

A. First Aid Equipment

1. First aid equipment that provides a capability for proper response to a broad range of anticipated emergencies will be maintained in the holding facility area.
2. It will be the responsibility of any officer that uses the first aid equipment to ensure that the equipment custodian is notified in order to replenish the supplies.
3. This equipment will be inspected weekly and replenished, as necessary. The officer in charge of first aid and CPR instruction will do this.

3.1.19 Documentation of Medical Screening Information

A. Medical Screening

The purpose of this screening is to determine whether medical attention is required and to document any pre-existing conditions. All officers processing detainees will perform receiving screening. The information obtained will be recorded on the "Booking/ Processing Sheet". Receiving screening information will include an inquiry into:

1. Current health of the detainee.
2. Medications taken by the detainee.
3. Behavior including state of consciousness and mental status.

4. Body deformities, trauma markings, bruises, lesions, jaundice, and ease of movement, etc.

3.1.20 Dispensing of Pharmaceuticals

A. Dispensing Medication

This will be done to prevent life threatening situations.

1. If a detainee claims that he or she needs medication the information will be forwarded to the shift supervisor. The shift supervisor will make a determination as to whether the medication is necessary and how it will be dispensed.
2. Any medicine given to a detainee shall be documented on the "Booking/Processing" sheet.
3. If it is deemed medically necessary; any medication provided to a detainee must be contained in an appropriately labeled prescription bottle from a licensed physician; which matches the identification of the detainee. The on-duty supervisor shall be responsible for dispensing the medicine according to accompanying instructions. Medication shall not be left with a detainee.
4. Medication that is not in an appropriately labeled bottle will not be dispensed under any circumstances.
5. If there are any questions regarding the medication, the supervisor will consult with a medical authority before allowing the detainee to take any medication. Detainees who appear to be under the influence of alcohol or drugs shall not be given medication of any type. Should the detainee indicate that a medical emergency will ensue without the medication; the detainee shall be transported to the hospital via ambulance.

3.1.21 Supervision of Detainees

A. Supervision of Detainees

1. Supervision of detainees is the responsibility of the on-duty supervisor and the Records Clerk.
2. At the start of each shift, the Records Clerk shall make a count of the detainees and ensure that there is a "Booking/Processing" sheet for each detainee. Whenever one or more detainees occupy the holding facility, the detainee[s] shall be supervised at all times.

3. All detainees shall be visually inspected via closed circuit television or in person, by the Records Clerk or an officer at least every thirty [30] minutes. A detainee that presents a security or suicide risk shall be checked more frequently and at irregular intervals not to exceed ten [10] minutes. All inspections shall be noted on the "Booking/Processing" sheet. If information is received or a determination is made by a Records Clerk that warrant a detainee being transported to the hospital or being continually monitored by an officer, the ranking patrol supervisor shall be notified and the appropriate action shall be taken.

B. Detainee Rights

1. Timely court appearance of the detainee.
 - a. A detainee's constitutional right to a timely court appearance shall not be violated. It is the responsibility of the on-duty supervisor to make sure arrangements for the transportation of a detainee from the holding facility to a District Judge for an arraignment or go before the District Judge for a video arraignment. The supervisor will coordinate with the District Judge to ensure the timely appearance of all detainees.
2. Detainee's opportunity to use a telephone
 - a. Each detainee brought into the holding facility shall have access to a telephone if needed. The telephone is an untapped, unmonitored phone to contact family member, friends, attorneys, or others to seek counsel and/or a ride from the police department.
 - b. Completed telephone calls and/or the detainee's refusal to make a phone call will be noted on the "Booking/Processing" sheet. If a detainee cannot complete his/her initial attempts at contacting an individual by telephone, he/she will be permitted to make additional attempts/calls at a later time, within reason. All long distance calls will be made as collect calls.
 - c. Detainees are prohibited from utilizing personal cell phones while in the holding facility.
3. Three meals are provided to all detainees during each 24-hour period.
 - a. All detainees who have been held for six or more hours during a designated mealtime will be provided with a meal that consists of suitable food items for the time of day during which the meal is presented. When a meal is provided to a detainee, it will be documented on the "Booking/Processing" sheet.
 - b. Detainees who are under the influence and/or drugs will not be fed until the on-duty supervisor approves it.

3.1.22 Video/Audio Surveillance

For the safety of detainees; the Records Clerk shall visually and audibly monitor the holding facility. To protect the personal privacy of detainees, video cameras and audio listening devices used to monitor holding cells shall not be accessible or visible to anyone other than necessary department members.

3.1.23 Visitation of Detainees

The Johnstown Police Department does not permit visitation in the holding cell areas.

Effective Date: July 11, 2017

By Order Of:

A handwritten signature in black ink that reads "CHIEF Robert F. Johnson". The signature is written in a cursive style with a large, stylized initial "R".

Robert F. Johnson
Chief of Police