

3.2.5 Security

I. POLICY

It is the policy of the Johnstown Police Department that all personnel comply with the provisions of this general order and afford the highest degree of safety for detainees while in police custody.

II. PURPOSE

The purpose of this general order is to establish guidelines for the temporary detention of detainees. This order meets all current laws for the temporary detention of male, female and juvenile detainees. It provides for the safety of the officers and the detainees.

III. PROCEDURE

A. Weapons Control

1. Firearms safety is always a primary consideration in all police activities. Extreme caution must be used when dealing with detainees in temporary holding areas.
2. Officers will secure their firearm when close contact is necessary between the detainee and the officer. This may occur during processing such as fingerprinting and during testing or interviewing.

B. Panic Alarm

1. Officers in a temporary holding area will notify a co-worker of their location in case of an emergency.
2. The officer will be equipped with a portable radio and will radio for help if needed.
3. When the officer is not equipped with a portable radio, his/her activity will be constantly monitored just outside of the holding area.

C. Access to Area and Prisoner

1. The temporary holding area is a restricted area when in use. Access will only be granted to personnel directly involved in the arrest/investigation. This is to ensure that the rights of the detainee[s] are not violated, ongoing

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interviews or investigations are not interrupted and procedures required by law are not delayed.

2. Non-sworn personnel shall not enter the temporary holding area while a detainee is being processed, unless they are directed to do so by competent authority.
3. Any visitation by counsel must be approved by a supervisor.

D. Escape Prevention

1. All detainees shall be searched for contraband that may assist in escape.
2. All areas used for temporary detention shall be searched prior to use for contraband that may assist in escape.
3. It is recommended that detainees remain handcuffed when in a temporary holding area, as practical.
4. To assist in preventing escape, a detainee may be secured to a fixed object, as practical.
5. When necessary, multiple officers may be used for testing, interviewing and processing.

E. Search of Detainee

1. All detainees placed in a temporary holding area shall be thoroughly searched by the arresting or transporting officer, regardless of any prior searches that occurred in the field. An inventory search of the detainee shall also be completed at the time of booking.
2. Whenever possible a search of a detainee shall be conducted by an officer or other person of the same sex as the detainee. This search shall 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 of the prisoner on the booking sheet. All sections of the form shall be completed.
4. Special care shall be taken to ensure that no detainee is placed in a temporary holding area while in possession of any item which may be used to harm himself/herself or others, or used for escape purposes.

F. Security Inspection

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1. Prior to placing a detainee in a temporary holding area, the officer shall conduct a security check of the room for damage, weapons, contraband or other unauthorized material. In addition the room shall be checked when it becomes unoccupied.
2. Any damage or contraband shall be documented and reported to the supervisor. Reports documenting damage will be forwarded to the Captain of Police.

G. Visual Observation of Detainee

1. Detainees shall be observed at all times when in a temporary holding situation. The Records Clerk via video and audio may accomplish this.
2. The detainee may be left unsupervised for a period of no longer than ten [10] minutes when secured.

Effective Date:

Date: June 6, 2007

By Order Of:

Craig Foust
Chief Of Police