

## **900 TEMPORARY HOLDING FACILITY**

### **900.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines to address the health and safety of those adults temporarily held in custody at the Columbia Police Department while awaiting release or transportation to another facility.

This policy does not apply to the temporary custody of juveniles. Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy.

### **900.2 POLICY**

The Department is committed to protecting the safety and health of those adults being temporarily held in custody at the Columbia Police Department and to providing a secure environment.

### **900.3 GENERAL CRITERIA AND SUPERVISION**

#### **900.3.1 LENGTH OF CUSTODY**

The Watch Commander should ensure that no adult is held in temporary custody for longer than six hours. The Watch Commander should be notified if it is anticipated that an adult may need to be held at for longer than four hours.

#### **900.3.2 SUPERVISION OF PERSONS IN CUSTODY**

No person will be held in custody unless the on-duty supervisor or the authorized designee remains within the building to supervise and respond to emergencies within the facility. The supervisor or the authorized designee should not leave the building while persons are in custody and should not have other duties that could conflict with the supervision of detainees.

Detainees should be able to verbally contact a supervisor or an employee at all times.

#### **900.3.3 PERSONS NOT TO BE HELD**

Persons in the following classifications should not be held at the Columbia Police Department, but should be transported to a jail facility, the designated medical facility or other facility as appropriate. Persons who should not be detained include:

1. Any person who is sick or injured requiring medical attention.
2. Any person with a medical condition, including pregnant females, who may require medical attention, supervision or medication during confinement.

3. Any person who has claimed, or is known to be afflicted with, or displays symptoms of any communicable disease.
4. Any person suffering from a severe mental disorder; refer to the Mental Illness Commitments Policy.
5. Any combative or unruly person who is likely to cause damage to the facility or severely disrupt the good order of the facility.
6. Any person who is or may be contemplating suicide.
7. Any person suspected of being under the influence of a hallucinogen, hyperglycemic agent, psychotropic medication, narcotics, sedatives, tranquilizers, anti-neoplastic (cancer) drugs, research medication or any person suffering from withdrawals of any of the above.

#### **900.3.4 PERSONS WHO MAY BE HELD**

Persons in the following classifications may be held in custody at the Columbia Police Department with the approval of the Watch Commander. This includes those who:

1. Need to be processed and may later be transported to a jail or otherwise released (i.e., bail, promise to appear in court).
2. Are in-custody and need to be interviewed or held for another investigative purpose.

#### **900.4.1 CUSTODY LOG**

A custody log should be kept in the booking area. Any person in custody at the Columbia Police Department should be entered into the custody log. The booking officer and/or personnel responsible for maintaining detainees in the facility will enter into the log the:

1. Case number.
2. Date and time of booking.
3. Charges.
4. Person's name.
5. Arresting officer's name.
6. Date and time of release.
7. Safety and security checks.
8. Emergency situations and unusual incidents.

The Watch Commander should make periodic checks to ensure the log entries and safety and security checks are made on time.

All logs and reports should be maintained in the Records Unit.

## **900.4.2 PROCESS FOR RECEIPT OF PERSONS**

The arresting and/or booking officer should:

1. Conduct a booking search of each person as detailed in the Custody Searches Policy.
2. Remove all contraband, hazardous items, belts, shoes and jackets from each person.
3. Inventory, secure and record all property removed from each person as detailed in the Custody Searches Policy.
4. Ensure fingerprints and palm prints are obtained and submitted as appropriate.
5. Take two front and side view photos.
6. Attach an identification bracelet to the person which will only be removed after transfer to another facility or release.
7. Complete the classification and screening form.
8. Complete any required booking and intake form.
9. Log the person into the custody board. This procedure is to be completed regardless of the length of time the person is to be held.

## **900.4.3 CLASSIFICATION, SCREENING AND SEGREGATION**

The Columbia Police Department shall book and maintain custody of detainees in accordance with any applicable federal, state and local laws.

As part of the booking procedure, the booking officer should evaluate each incoming detainee using a classification and screening form. The classification and screening form should assist in classifying and assigning persons according to categories, such as sex, age, criminal sophistication, seriousness of crime charged, assaultive/non-assaultive behavior, medical problems, and mental state, in order to provide for the safety of other detainees and staff.

All employees with information related to a person's risk of suicide shall ensure such information is reported to a supervisor and the booking officer. During the booking procedure, the booking officer shall ask the person if he/she is contemplating suicide. The officer shall evaluate the person for other signs or indications the person

may be suicidal. If there is any suspicion the person may be suicidal, he/she shall be transported to the county jail or appropriate mental health facility.

The booking officer shall evaluate each incoming person for any apparent chronic illness, physical disability, vermin infestation or possible communicable disease that may require medical attention. The person's responses to related questions and the officer's observations should be documented on the classification and screening form. The booking officer shall promptly notify his/her supervisor of any conditions that may warrant immediate medical attention or other appropriate action.

It is the responsibility of the arresting officer's supervisor to ensure that the classification and screening form has been properly completed. The supervisor will be required to authorize, on a case-by-case basis, whether the detainee will be placed in a temporary holding cell, immediately released or transported to the county jail or other appropriate facility.

The classification and screening form should be retained in the person's arrest file.

Persons confined under civil process or for civil causes shall be kept separate from criminals (§ 221.050, RSMo).

#### **900.4.4 HOLDING PROTECTIVE CUSTODY ARRESTEES**

Adults held in custody who present a threat to their own safety or the safety of others due to their state of intoxication and not transported to a medical facility should be placed in a holding cell until their condition allows for continued processing or release.

The following guidelines apply when placing a person in a holding cell:

- a) Placement into a cell requires approval of the Watch Commander.
- b) The Adult Custody log shall be initiated every time a person is placed into a cell. This log shall be maintained for the entire time the person is housed in a cell.
- c) A safety check consisting of direct visual observation sufficient to assess the inmate's well-being and behavior shall occur at least once every 15 minutes. Each safety check shall be documented in the log. Supervisors shall check the logs for completeness every two hours and document this action on the log.
- d) Under no circumstances shall a person be held in a holding cell for more than four hours without being evaluated by qualified medical personnel to ensure that the person does not have an urgent medical issue.
- e) Persons will be removed from the cell when they no longer pose a threat to their own safety and the safety of others and are able to continue processing or release.

#### **900.4.5 FEMALES**

Males and females shall not be placed in the same cell or in unsupervised areas together.

## **900.5 SAFETY AND HEALTH**

### **900.5.1 MEDICAL CARE**

First-aid equipment and basic medical supplies should be available to employees. At least one employee who has current certification in basic first-aid and CPR should be on-duty at all times.

Should medical aid be necessary for a person injured or who becomes ill during detention, a supervisor shall meet with those providing medical aid to allow access to the detainee. The decision to transport the person to a hospital will be the decision of the paramedic. If any person is transported while still in custody, the person will be accompanied by an officer. If the person is detained for a misdemeanor, the supervisor may release the person to facilitate medical care and transport.

### **900.5.2 MEDICATION**

The Columbia Police Department holding facility is generally not appropriate for holding persons who will require medication during the period of their temporary custody. It is preferable that persons requiring medication be housed at another facility.

Exceptions may be made by the Watch Commander or another supervisor only under unusual circumstances. A supervisor authorizing the type of detention should note in on the custody log board the unusual circumstances necessitating the detention, and the maximum period of the detention and sign the booking entry.

The directions relating to the dispensing of the medication will be kept with the medication and a copy retained with the booking record. The medication will be kept secure in a designated medication cabinet and transferred with the person or provided to the person on release.

A notation on the custody log will be made listing the type, date and time of any dispensing of medication and signed by the officer dispensing the medication.

Officers will observe the detainee take the medication. If the medication is not taken as directed, a supervisor shall be immediately notified. Medication shall not be returned to the container.

Medication shall be stored in the original labeled container, separated from food, cleaning compounds and other toxic substances. If refrigeration is required, medication shall be stored in a lock box, placed in the evidence refrigerator and the key kept with the detainee's property.

### **900.5.3 ORTHOPEDIC OR PROSTHETIC APPLIANCE**

Subject to safety and security concerns, persons who are detained shall be permitted to retain possession of an orthopedic or prosthetic appliance if it is prescribed or recommended and fitted by a physician. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance shall be removed from the detainee and booked for safekeeping. It shall be promptly returned when such risk no longer exists.

Whenever a prosthetic or orthopedic appliance is removed from a detainee, the Watch Commander shall be promptly apprised of the reason for the removal. If it is determined that the appliance will not be returned, the detainee shall be examined as soon as practicable by a physician to determine if the removal will be injurious to the health or safety of the detainee.

If the examining physician determines that removal is or will be injurious to the health or safety of the detainee and the appliance cannot be returned because of safety or security concerns, the detainee shall be transferred to an appropriate medical detention facility.

## **900.6 HOLDING CELLS**

### **900.6.1 HOLDING CELL SECURITY**

1. Prior to placing a person into a cell, the cell shall be searched to ensure there are no weapons or contraband present and to ensure the cell is clean and sanitary. If other detainees are present in the cell, this inspection shall be done visually without removing other detainees.
2. If the booking employee is alone, any other detainees in a cell should be directed to stand against the far wall of the cell prior to opening the cell door.
3. Keys shall be returned to their secure location prior to leaving the building.
4. Access to the detention area should be restricted to employees who are in the process of or assisting with the booking or release of detainees, or personnel conducting safety and security checks.
5. Maintenance and/or cleaning personnel shall be accompanied at all times by an officer when detainees are present.

### **900.6.2 HOLDING CELLS AND BLANKETS**

1. Detainees shall have toilets and water service available.
2. Seating should be provided for each detainee.
3. Temperatures in the cells should be maintained between 66 and 80 degrees Fahrenheit.
4. Blankets should be provided to the detainee if needed.
5. Blankets that have been used by a detainee should be placed in the laundry bin after releasing the detainee.
6. The responsible supervisor should ensure that adequate supplies of clean blankets are available.

## **900.6.3 MONITORING OF PERSONS IN A CELL**

All detainees shall be checked through direct visual observation without the aid of surveillance cameras as follows:

1. All detainees shall be visually checked no less than once every 15 minutes.
2. Detainees in physical restraints shall be personally checked by staff at least once every 10 minutes.
3. An official count shall be conducted every shift to verify detainees' physical presence and identification.
4. All checks will be documented in the custody log or other check sheet designed for that purpose.

## **900.7 SECURITY**

### **900.7.1 FIREARMS AND OTHER SECURITY MEASURES**

Firearms, deadly weapons or any type of explosive device shall not be permitted in secure areas where detainees are processed or held. Such weapons should be properly secured outside of the secure area. An exception may occur only during emergencies upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times except during routine cleaning, when no detainees are present or in the event of an emergency, such as an evacuation.

Cell doors are to be locked at all times when detainees are in the facility.

No detainees shall be allowed to smoke or possess smoking materials in the detention area.

Restraint devices such as handcuffs, disposable cuffs, belly-chains and leg restraints shall be used in accordance with department policy and only with the approval of the Watch Commander.

### **900.7.2 SECURITY SEARCHES**

The Watch Commander should ensure that all areas accessible to a person in custody, including cells, are inspected for contraband and physical security deficiencies at least once per week.

The Chief of Police should be notified of any discovered contraband or physical security deficiencies. The appropriate disposition of contraband and the remediation of physical security deficiencies should be documented.

## **900.8 TELEPHONE CALLS**

Every detainee is entitled to make a reasonable number of completed telephone calls as soon as possible after arrival. Telephone calls may be limited to local calls, except that long-distance calls may be made by the person at his/her own expense.

The detainee shall also be permitted to telephone an attorney (Sup. Ct. Rule 31.01). Telephone calls between the detainee and his/her attorney shall be paid by the Department and shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

If the person is a custodial parent with responsibility for a minor child or is caring for a dependent adult, the person should be entitled to make a reasonable number of completed telephone calls for the purpose of arranging care for the minor child or dependent adult.

There is no obligation for the officer to make a telephone call on behalf of a detainee or assist a detainee in making telephone calls. For example an officer is not required to wake an intoxicated person so that the person may complete a telephone call.

There is no limitation on the amount of time a telephone call may last. A detainee should be given sufficient time on the telephone to contact whomever he/she desires and to arrange for necessary items because of his/her detention. The telephone calls are not intended to be lengthy conversations and the officer may use his/her judgment in determining the duration of the calls.

Once a detainee has completed his/her telephone calls and it appears that the individual is not going to be released or transferred to another custodial facility, reasonable efforts should be made to provide the detainee with ongoing access to a telephone as practicable. In providing further access to a telephone, legitimate law enforcement interests, such as officer safety, logistics and the effect on ongoing criminal investigations, should be balanced against the detainee's desire for additional telephone access.

## **900.9 ATTORNEYS AND BAIL BONDSMEN**

The Watch Commander is responsible to ensure the following:

1. Any attorney shall be permitted to see and consult with a detainee, alone and in private (Sup. Ct. Rule 31.01):
  - a. Upon the request of the detainee.
  - b. Upon the request of a friend, relative, spouse or attorney of the detainee, if the detainee expressly consents to see or to consult with the attorney.
2. A detainee shall be allowed to consult with an attorney as many times and for as long as reasonable.
3. Interviews between attorneys and their clients shall not be monitored or recorded.
4. Any attorney or bail bondsman and the detainee should be searched for weapons prior to and after being admitted to the interview room.

5. Attorneys and bail bondsmen must produce a current identification card or license from a recognized state regulatory or licensing agency, as well as other matching appropriate identification.

## **900.10 VISITORS**

The Columbia Police Department Holding Facility design does not allow for visitation with detainees. Special exceptions may be made to allow necessary communication between parents or caregivers of minors regarding the minor's well being, at the discretion of the Watch Commander.

Items of detainee's property, such as cash, car or house keys or medications may be released to visitors as provided in this policy. Identification of the person receiving the property is required.

## **900.11 RELEASE OF DETAINEES**

The releasing employee shall verify that the detainee has been checked for any outstanding local, state or federal warrants prior to release (§ 221.510(2), RSMo). If any warrant check indicates outstanding charges or warrants from another jurisdiction, the employee conducting the warrant check shall inform the agency that issued the warrant that Columbia Police Department has the person in custody. The person shall not be released except to the custody of the authority that issued the outstanding warrant, or unless the issuing agency does not wish the person to be transferred or the warrant to be pursued.

The releasing officer will compare the intake photograph with the person being released to ensure proper identity. If any questions exist regarding proper identification, a supervisor should be summoned.

The holding cell should be inspected for damage prior to the release or transportation of any detainee. Any damages should be noted and, if necessary, an additional crime report completed. If additional charges are warranted, these should be made. Photographic evidence should be obtained and documented to support additional charges.

Detainees shall be released in accordance with state law. The releasing officer will be responsible for the following:

1. All proper reports and forms shall be completed prior to release.
2. All bail money is accounted for.
3. Bail bonds are attached to the necessary paperwork and placed in the bond basket in the Records Unit.
4. All property, except evidence, contraband or dangerous weapons, shall be returned to the detainee and the detainee will be required to sign for the release.
5. The date, time and reason for release, as well as the releasing officer's name will be noted in the custody log.

6. The person being released will be escorted from the Columbia Police Department facility by an employee of the Columbia Police Department. At no time will a released person be allowed in any secure area of a station without personal supervision by an employee.

## **900.12 RELEASE OF DETAINEE'S PROPERTY**

A request by a detainee for release of property to another person must be made in writing by the detainee. Release of a detainee's property to any person requires the recipient's signature on the appropriate form.

If a detainee is released to the court or an officer of another agency, all property will be released to that officer, who will be required to verify and sign for the property. The officer responsible for transporting a detainee to court is required to obtain the receiving officer's signature on the booking form as notice of receipt of the property.

The Watch Commander shall be notified whenever a detainee alleges there is a shortage or discrepancy regarding the detainee's property. The Watch Commander will interview the person claiming the shortage prior to his/her release. The Watch Commander shall ensure that a search for the alleged missing items is complete and shall attempt to prove or disprove the claim. A written claim by the detainee shall be requested where the discrepancy cannot be resolved.

All personal property that is unclaimed shall be properly disposed of pursuant to state law.

## **900.13 TRANSPORTATION OF DETAINEES**

An adult and juvenile detainee shall not be transported together. Generally, detainees of the opposite gender, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregation is not practicable, officers should be alert to inappropriate physical or verbal contact between them and take appropriate action as necessary.

Whenever a detainee is to be transported to another facility by a member of this department, the transporting officer shall be responsible for the following:

1. Verifying that the person has been checked for any outstanding local, state or federal warrants (§ 221.510(2), RSMo).
2. Verifying that the identity of each person to be transported matches the booking paperwork.
3. Ensure that all pertinent documentation accompanies the person, such as copies of booking forms, medical records when appropriate, an itemized list of the detainee's property and warrant copies.
4. Ensure that any known threat or danger the person may pose, such as escape risk, suicide potential or medical condition is recorded on the person's booking documentation and is transported with the person to the next facility. The transporting officer shall ensure such threat or danger is communicated to intake personnel at the facility.

## **900.14 SANITATION AND MAINTENANCE**

All areas used for temporary custody shall be maintained in good repair and in a clean and sanitary condition and should be inspected annually by a certified local or state health inspector.

The Watch Commander should inspect the areas at the beginning and end of each shift to ensure that the detention area is clean and maintained. Any maintenance problems will be reported to the maintenance manager.

## **900.15 FAITH AND MORALS BASED ACCOMMODATIONS**

In accordance with available resources, safety and security, the religious beliefs and needs of all detainees should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security interest that would justify denying the request. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Persons who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Persons wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to persons of the opposite sex if they so desire. Religious garments that substantially cover the person's head and face may be temporarily removed during the taking of booking and identification photographs.

## **900.16 DEATH OF A DETAINEE**

An officer who discovers a fatal injury or the death of a detainee while in temporary custody shall immediately notify the Watch Commander.

## **900.17 ESCAPES**

In the event of an attempted escape, the following measures should be taken:

1. All facility video systems will be monitored by the Station Master.
2. If an escape attempt is underway, with or without an officer present, the Station Master should perform the following actions in sequential order:
  - a. Broadcast an immediate alarm over the radio system.
  - b. Notify the Watch Commander, other supervisors and other resources as directed by supervisors, to immediately respond to prevent the escape and/or assist the officer involved.
3. A supervisor, the Station Master or a designated person should perform the following actions:

- a. Announce the escape attempt on the internal communication speaker system.
  - b. Alert administrative personnel of the attempted escape using appropriate communication systems.
4. All available personnel are to respond to aid in prevention of an escape.
  5. If the escape is successful, Public Safety Joint Communications shall be requested to complete a Missouri Uniform Law Enforcement System (MULES) and National Criminal Information Center (NCIC) teletype broadcast to surrounding agencies. The teletype, with the approval of a supervisor, should provide a physical description of the escapee, the reason for his/her detention, whether the person is armed and if there were any injuries related to the escape.

## **900.17.1 POST-ESCAPE INCIDENT ACTIONS**

Once an escape has been thwarted or the escapee captured, the Station Master should announce via internal communication speaker system and page as appropriate an end to the alert. The Watch Commander will ensure all persons notified of the event are also notified of its resolution.

The Watch Commander will ensure that reports and any other necessary documentation of the escape or attempted escape are completed. This documentation includes, at a minimum:

1. Additional charges being filed against those involved in the incident, when applicable.
2. Use-of-force report, if appropriate.
3. New, follow-up or additional crime reports.
4. A post-incident report including any recommendations regarding operations or policy to reduce the potential for other incidents. The completed report of the assessment shall be submitted to the Chief of Police.

## **900.18 FIRE AND DISASTER RELATED EMERGENCIES**

### **900.18.1 FIRE AND LIFE SAFETY**

The temporary detention area shall be equipped with smoke detectors that trigger alarms and with a number of strategically located fire extinguishers. The Watch Commander or the authorized designee should, at the beginning and end of each shift, inspect the facility to ensure:

1. No flammable materials are stored in the detention area.
2. Fire extinguishers are serviceable.
3. Cell keys are available in the Watch Commander's office and Shift Sergeant office for emergency use.

4. First-aid kits are readily available and stocked.
5. Smoke detectors are operational.

The facility shall be inspected annually by the fire department. A written emergency operations plan and a fire hazard inspection checklist, approved by the state fire marshal, shall be implemented and evaluated at least once each calendar quarter.

The Watch Commander should inspect the entire facility at least two times per year, but preferably at least every four months, for security, control, conditions and the overall state of compliance.

## **900.18.2 EMERGENCY PROCEDURES**

1. In the event of a fire or other emergency requiring evacuation in the detention area, the employee who discovers it should immediately:
  - a. Notify the fire department or other appropriate agency, Watch Commander and on-duty patrol personnel simultaneously through Public Safety Joint Communications.
  - b. Initiate movement of all detainees to an area of safety through the utilization of the posted evacuation plan.
  - c. Begin fire suppression procedures or other emergency mitigation actions, as appropriate.
2. Responding patrol officers under the direction of the Watch Commander should be responsible for:
  - a. The evacuation of detainees.
  - b. Obtaining medical services as needed.
  - c. Securing detainees in a temporary holding area.
  - d. Arranging transportation of detainees to the county jail or other holding facility as necessary.
  - e. Initiating an investigation concerning the origin of the fire or other emergency, along with filing the necessary reports.

## **900.18.3 EMERGENCY EVACUATION**

If an evacuation becomes necessary, the following should be considered:

1. Safety and security concerns should generally be considered in the following order:
  - a. Safety of public
  - b. Safety of department personnel

- c. Safety of detainees
  - d. Security of detainees
2. Any person who believes evacuation is necessary should notify the Watch Commander.
  3. The Watch Commander will ensure notification of the appropriate personnel including:
    - a. All available licensed personnel
    - b. Fire department
    - c. Emergency medical aid providers
    - d. Chief of Police

#### **900.18.4 EVACUATION PROCESS**

When time permits, all detainees will be restrained as deemed necessary by the officer conducting the evacuation. The evacuation will be conducted in an orderly fashion by one of the routes posted in the facility.

#### **900.18.5 EVACUATION FORMATION AREA**

All detainees will form in the designated location where they will be held until the facility can again be safely occupied, or in case of an emergency of a long duration, until they can be transported to another facility.

If possible, juveniles are to be placed in a separate evacuation area from adult detainees, and females separate from male detainees.

Only after the safety and security of the detainees is assured will personnel not detailed to detainee security participate in fire suppression or other emergency activities.

#### **900.18.6 CITY-WIDE OR REGIONAL DISASTERS**

In cases of City-wide or regional disasters, the Watch Commander may authorize the release of persons detained for misdemeanors or felonies involving property crimes only. Every available effort will be made to continue the custody of violent felons or felons accused of violent crimes to ensure the safety of the public.

#### **900.18.7 FIRST-AID/PROFESSIONAL MEDICAL ATTENTION**

As necessary, evacuating personnel will apply first-aid techniques to those detainees injured because of the emergency or during the evacuation procedure until professional medical aid arrives to assist.

## **900.18.8      REPORTS**

The Watch Commander will ensure that any emergency evacuation of the facility is documented and that copies of those reports are forwarded to the Chief of Police.

## **900.18.9      EMERGENCY TRAINING**

Department personnel should be trained and familiar with:

1. This policy and any applicable operations and procedure manual.
2. Emergency first-aid techniques.

The fire safety and evacuation plan, including the use of the fire extinguisher.