



Approved:  
*Chief Marcia Harnden*

Subject:

# 262. Temporary Detention Facility

Effective:  
August 17, 2018

CALEA Standards: 71.1.1, 71.2.1, 71.3.1, 71.3.2, 71.3.3, 71.4.1, 71.4.2, 71.4.3

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## 262.1: PURPOSE AND SCOPE

This policy provides guidelines for the use of the Albany Police Department Temporary Detention Facility rooms, as consistent with law and best practices.

## 262.2: POLICY

**It is the policy of the Albany Police Department to maintain secure rooms within the Police Department building for the temporary restraint and custody of persons held for investigations or the booking process, until they are removed to other facilities and/or cited and released. The temporary detention facility has three holding cells for adults, two holding cells for juveniles, an interview room, and a processing area.**

**Nothing in this section shall be construed to deny the power of the Chief of Police or their designee to temporarily suspend any portion of this section in the event of any emergency that threatens the safety or security of any holding facility, detainees, staff, or the public.**

## 262.3: DETAINEES

- a. Only persons legally arrested or under legal authority to be detained, shall be placed in this holding facility.
  - 1) At no time shall detainees of the opposite gender be placed in the same detention room.
- b. Juveniles who are detained or arrested for status offenses shall not to be placed in a detention room; instead they shall be held in the interview room under constant supervision (refer to [Temporary Custody of Juveniles: Policy 517](#)).
  - 1) Juvenile detainees will be separated by sight and sound from any adult detainees.
  - 2) If this cannot be accommodated, then a decision will be made to transport one or more detainees, who cannot be immediately released, to another facility such as the Linn County Jail or the Oak Creek Juvenile Detention Center.

- c. All detainees placed into a detention room shall be entered into the [Detention Log](#), which shall note the identity of the detainee, the name of the officer, the case number if appropriate, and the date/time the detainee was placed into and transferred/released from the Temporary Detention Facility as well as the time of any status checks performed or meals provided during temporary detention.
- d. No one who is unconscious shall be confined in the Albany Police Department Temporary Detention Facility.
- e. Special problem detainees, including mentally disabled individuals who may endanger the health and safety of officers or other detainees shall be segregated and closely supervised while in custody.
  - 1) When practical, Linn County Mental Health should be notified of the detainee's condition.
- f. Except for bona fide service animals, no animal shall be secured within a detention room.

#### 262.4: LIMITATIONS AND PROCEDURES

- a. Any time a detainee is placed in the holding facility, the Shift Supervisor shall be notified as soon as practicable.
- b. Such confinement shall be for the purpose of an investigation; for example to process, question or administer tests to a person in custody and should be for as short a time as reasonable.
  - 1) Detainees should not be held in the Temporary Detention Facility longer than four hours unless unusual circumstances exist and approval is received from a supervisor.
  - 2) In the event that a detainee is kept in the Temporary Detention Facility longer than four hours, the detaining officer shall note the reason for the delay both on the detention log and in the associated police report.
- c. Accountability for, and supervision of the detainee is the primary responsibility of the arresting officer.
- d. Custodial activities that involve intimate physical contact, or activities that are commonly afforded reasonable protection against opposite gender observation, will only be conducted under the supervision of an officer of the same gender as the arrestee.
  - 1) An arrestee whose gender is in question or in transition will be assigned an officer of the same gender-identity for these activities.

#### 262.5: MINIMUM ACCOMODATION STANDARDS

- a. Each detainee shall have access to toilet, sink, drinking water, and adequate heat and ventilation ([ORS 169.078](#))
- b. Each holding area shall remain lighted so that adequate illumination for supervision and safe custody is guaranteed.

- c. Holding areas are designed primarily for single occupant use.

### **262.6: FIRE PREVENTION/SUPPRESSION AND EVACUATION**

- a. For the purposes of fire prevention, a search of each detainee will be made for all flammable items or any other materials that can be used to start a fire (ORS 169.078).
- b. In the event of a fire, on-scene officers shall summon the fire department via the Communications Center and, if practical, utilize fire suppression equipment in an effort to contain the fire.
- c. In the event of a fire or other emergency necessitating evacuation of personnel, the arresting officer has primary responsibility for removing the detainees from the holding facility and ensuring evacuation to a place of safety that also permits adequate security.
  - 1) Initial evacuation of a detainee from the building should be to a patrol vehicle.
  - 2) The detainee should be handcuffed and taken to the patrol vehicle and placed in the rear seat.
  - 3) An officer shall remain with the detainee at all times.
  - 4) If the emergency continues, the detainee shall be transported to the Linn County jail, cited and released, or otherwise disposed of as appropriate.

### **262.7: FACILITY SECURITY**

#### **262.7.1: WEAPONS CONTROL**

Weapon lockers shall be utilized at all times for all firearms during the booking of a detainee, when a detainee is removed from the detention room for custodial activities, or when officers are required to enter the detention area (ORS 169.078).

- a. Officers responding to a call from another officer for emergency assistance in the Temporary Detention Facility are exempted from this section for the purpose of expedited assistance.

#### **262.7.2: EMERGENCY ASSISTANCE**

Officers encountering emergent situations in the holding facility should request assistance by the most efficient means available:

- a. Radio
- b. Radio panic button
- c. Telephone

**262.7.3: ACCESS TO AREA AND DETAINEES**

Members shall only access the Temporary Detention Facility when they have a legitimate reason to do so; for example, to process a detainee, to check on the status of a detainee, to obtain documents or to provide maintenance to the facility.

**262.7.4: ESCAPE PREVENTION**

- a. All detainees are to remain under the continuous control and supervision (as described in Section 262.7.6) of the officer placing the detainee in detention or locked into a detention room.
- b. Officers will be diligent with security measures and key control to prevent any opportunity to escape.
- c. Restraint devices such as handcuffs, flex-cuffs, belly-chains and leg restraints will be used in accordance with the [Use of Force: Policy 240](#).
- d. Do not secure detainees to fixed objects, which are not designed and intended for such use. Detainees may be secured to the eye bolts on the benches in the temporary holding area under supervision.

**262.7.5: RECEIPT OF DETAINEES**

The arresting officer is accountable for the supervision of the detainee and shall:

- a. Make a thorough search of all detainees brought into the holding facility, or arrange for the search to be conducted by another member, when appropriate for gender considerations;
- b. Remove all hazardous items from the detainee;
- c. Remove belts, shoes, jackets and heavily layered clothing.
- d. Inventory and record all property removed from the detainee;
- e. Secure property for safekeeping, if applicable;

**262.7.6: DETAINEE SUPERVISION**

- a. Officers responsible for detainees are encouraged to conduct frequent observations but will observe the detainee's welfare, in person, at least every 30 minutes (ORS 169.078).
  - 1) Records of these checks should be kept on the [Detention Log](#).
- b. The arresting officer or their designee is responsible for monitoring the video system between the in-person welfare checks.
- c. Officers should not enter a detention room where a detainee is held unless another officer is in close proximity, except in extremely unusual circumstances.

- d. Detainees not contained in the secured temporary holding area will have constant supervision.

#### **262.7.7: DETENTION ROOM INSPECTION**

- a. Each officer shall conduct a security/sanitation inspection of the detention room prior to securing a detainee and after the subsequent removal of a detainee.
  - 1) This inspection shall be for contraband, safety defects and sanitation issues.
- b. Any safety or sanitation concerns that cannot be mitigated by the officer should be reported to an on-duty supervisor to be forwarded to the appropriate entity.

#### **262.8: DETAINEE PHONE CALLS**

- a. Generally, phone calls will not be allowed for detainees held in the Temporary Detention Facility.
- b. Officers have discretion as to whether or not reasonable phone calls will be permitted (e.g., arranging for childcare, conferring with legal counsel prior to questioning).
- c. There is no obligation for the officer to make a call on a detainee's behalf.
- d. Calls between the detainees and legal counsel are confidential and shall not be monitored, eavesdropped upon or recorded.

#### **262.9: TRAINING**

- a. Training on the operations and use of the temporary detention rooms is required for all department employees responsible for detainees in custody and in-service training at least once every four years.
- b. New officers shall be trained during the Field Training and Evaluation Program, which includes handling detainees, detention procedures and fire evacuation plans.

#### **262.10: ADMINISTRATIVE REVIEW AND INSPECTION**

- a. At least annually, the Operations Divisions Captain or designee shall conduct an administrative review of the department's detention facility.
- b. This review is to ensure that the department's policies and procedures governing temporary detention are being followed and that the current policies governing the facility continue to be adequate for the department's needs.
- c. A monthly inspection of the Temporary Detention Facility will be conducted by the patrol lieutenant for cleanliness and to determine if any unsafe conditions are developing.