

Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date May 5, 2021		APD.SOP.3033 Use of Temporary Detention Cells
Applicable All sworn personnel		Review Due: 2025
Approval Authority: Chief Rodney Bryant		
Signature: Signed by RB		Date Signed: 5/4/2021

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1. PURPOSE

To establish policy and procedure for using temporary detention cells at the Zone 3 Precinct and Domestic Terminal and Maynard Holbrook Jackson International Terminal (MHJIT) Precincts at Hartsfield-Jackson Atlanta International Airport.

2. POLICY

All sworn employees shall provide a safe and secure environment to hold detainees.

A temporary detention cell is a room, space, or area for processing, questioning, or testing of detainees where they may not be subject to continuous control or supervision of a sworn employee.

Temporary detention cells may be used when employees need to detain persons for a short period of time prior to transporting that person to the appropriate correctional facility. Temporary detention cells may be used to allow officers to separate or maintain control of arrested persons, complete necessary paperwork, interview detainees, or for other legitimate and necessary purposes. (CALEA 6th ed. Standard 71.1.1)

3. RESPONSIBILITIES

3.1 All supervisors shall be responsible for ensuring employees comply with this directive.

3.2 All employees shall be responsible for complying with this directive.

4. ACTION

4.1 Use of Detention Cells



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- 4.1.1 When not occupied, the light in the detention cells shall be turned off and the door closed. At no time will the light be turned off when the detention cells are occupied.
- 4.1.2 The Watch Commander or his/her designee must be notified prior to placing anyone in the detention cells. (CALEA 6th ed. Standard 71.3.3c)
- 4.1.3 Use of the detention cells shall be limited to the processing, questioning, or testing of detainee(s). Only law enforcement officers and emergency response personnel are allowed in the detention cells with detainees. Under no circumstances shall detainee friends, relatives or others be allowed within the detention cells. (CALEA 6th ed. Standard 71.3.3c)
- 4.1.4 Cigarettes, matches, lighters and any flammable items or liquids are prohibited in the detention cells.
- 4.1.5 When possible, a minimum of two (2) law enforcement officers must be present when entering a cell to place or remove detainees from the detention cells. This procedure is to ensure safety of the detainee and officers. At no time shall one officer enter a cell occupied by more than one detainee.
- 4.1.6 When detainees are placed in the detention cells, the cell lock shall be fully locked and the key removed. The key shall be secured at the workstation outside the temporary detention cells.
- 4.1.7 Male, female and juvenile detainees shall be kept separated when being held or detained in the detention cells. (CALEA 6th ed. Standard 71.3.1e)
- 4.1.8 When no other suitable method of detention is available, detainees may be secured to an immovable object that is designed for such use. Examples include: a bench (fixed to the floor) with a bar or rings to which a handcuff may be secured; or a pole (fixed to the floor) with rings to which a handcuff may be secured. (CALEA 6th ed. Standard 71.3.1d & 71.3.2)
- 4.2 Detainee Needs
 - 4.2.1 Detainees being held in the detention cells shall be provided access to water, restrooms, and other basic needs in a timely manner. (CALEA 6th ed. Standard 71.4.1)
 - 4.2.2 It is the responsibility of the arresting or transporting officer to check the detainee face-to-face every (30) thirty-minutes and record the checks on Form APD 304 Detention Cell Detainee Form. (CALEA 6th ed. Standard 71.3.1b & 71.3.3f)
- 4.3 Security
 - 4.3.1 Officers shall ensure all weapons are secured on their duty belt with Department-issued holsters with retention devices in place prior to entering a detention cell. If an officer is using an alternative holster without retention devices, the weapon shall be secured prior to entering the detention cell. (CALEA 6th ed. Standard 71.3.3a)
 - 4.3.2 In the event that an emergency occurs in the temporary detention area, an officer shall advise the dispatcher over the radio by using the appropriate signal or by pushing the panic/duress button on his/her radio. If emergency medical personnel are required, the officer shall advise radio of the same. The watch commander shall respond to the scene immediately (CALEA 6th ed. Standard 71.3.3b)



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- 4.3.3 When detainees are moved outside the detention cells the detainees shall be handcuffed and accompanied by a police officer. (CALEA 6th ed. Standard 71.3.3d)
- 4.3.4 A security inspection of the detention cells shall be conducted at the beginning of each watch by the oncoming watch commander or designee, as well as before and after each detainee is secured by the arresting or transporting officer. The arresting or transporting officer shall search all detainees before placing them into the detention cells and again upon removal.
- 4.3.5 Prior to placing detainees in the detention cells, the arresting or transporting officer shall confiscate the detainees belt, tie, jacket, shoes, shoe strings, purse, etc.
- 4.4 Detainee Monitoring
- 4.4.1 A monitor outside the detention cells provides visual monitoring for the officer to conduct supervision of the detainee. This monitor shall be turned on every time a detainee is placed into the cell. If the officer is unfamiliar with the monitoring operation, they will have a supervisor activate this monitor to provide supervision of the detainee. These checks are to ensure the well-being of the detainee and to address any needs that the detainee may have. (CALEA 6th ed. Standard 71.3.1c & 71.3.3g)
- 4.4.2 In the event a detainee is not being held in a temporary detention cell, the detainee shall be under the constant and continuous supervision and control of a sworn employee. (CALEA 6th ed. Standard 71.3.3e)
- 4.5 Fire or Evacuation
(CALEA 6th ed. Standard 71.4.2)
- 4.5.1 In the event of a fire in the detention cells, the arresting or transporting officer shall immediately secure the detainees, remove them from the detention cell and activate the fire alarm located outside the detention cell.
- 4.5.2 In the event of evacuation of the police precinct, the arresting or transporting officer shall immediately secure the detainees, remove them from the detention cells and follow the Precinct Evacuation Plan.
- 4.6 Detention Cell Form
(CALEA 6th ed. Standard 71.3.1a)
- 4.6.1 The Detention Cell Detainee Form (Form APD 304) shall document the identity of the detainee, reason for detention, date and time in and out of the facility, physical condition of the detainee, and any meals, if any, that were provided during the detention.
- 4.6.2 Detention Cell Detainee Forms shall be kept in a binder located near the detention cells and completed on all detainee(s) placed into the detention cells. This form is designed to capture all pertinent information, as well as provide a record of detainee(s) being detained.
- 4.6.3 The officer who actually makes the arrest and places the detainee in the detention cell shall sign the form. The approving officer shall sign the form or it can be signed by a supervisor in his/her absence.
- 4.6.4 All Detention Forms shall be collected by the administrative supervisor daily.



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- 4.7 Detention Cell Cleanliness
(CALEA 6th ed. Standard 71.4.3)
- 4.7.1 The Detention Cells shall be cleaned daily, but if they should become soiled that cell shall not be used until it can be cleaned by the contracted cleaning company.
- 4.7.2 Supervisors shall complete Detention Cell Inspection Log (Form APD 303) during each watch change. The Detention Cell Inspections Log shall be kept in a binder located near the detention cells.
- 4.8 Use by Other Law Enforcement Agencies
- 4.8.1 Only temporary detention cells at the Domestic Terminal and Maynard Holbrook Jackson International Terminal (MHJIT) Precincts at Hartsfield-Jackson Atlanta International Airport may be used by outside agencies.
- Outside agencies shall not be permitted to use the temporary detention cells at the Zone 3 Precinct.
- 4.8.2 Other law enforcement agencies requesting to temporarily house detainee(s) in the cells shall be advised of the two (2) hour limit. The procedures established in this directive must be followed by outside agency, and the responsibility for the supervision and monitoring of their detainee(s). Employees shall not take charge of any detainee from other law enforcement agencies.
- 4.9 Training in Use of Detention Cells
(CALEA 6th ed. Standard 71.2.1)
- 4.9.1 It is the responsibility of each watch supervisor to ensure that each newly assigned sworn personnel receives detention cell training their first day at the worksite. A Roll Call Training Attendance Sheet (Form APD 253) shall be completed. Watch supervisors shall ensure sworn personnel are trained on the operation of the detention cell locking mechanism and the detention cell monitoring system.
- 4.9.2 Refresher training shall be completed at least once every four years. Work sites with temporary detention cells shall review the policy with personnel at roll call and complete a Roll Call Training Attendance Sheet (Form APD 253).
5. DEFINITIONS
- N/A
6. CANCELLATIONS
- Section 4.3 (Use of Detention Cells) from APD.SOP.4090 "Airport Section," effective September 15, 2018
7. REFERENCES
- Commission on Accreditation for Law Enforcement Agencies (CALEA), 6th Edition, Chapter 71
- Form APD 253 Roll Call Training Attendance Sheet
Form APD 303 Detention Cell Inspection Log



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Form APD 304 Detention Cell Detainee Form

8. SIGNIFICANT CHANGES

N/A – New Policy