



CONCORD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

PROCESSING AND TEMPORARY DETENTION

GENERAL ORDER: 05.15

CREATED: July 16, 2021

ISSUE DATE: July 27, 2021

CALEA STANDARD: 71.1.1, 71.2.1, 71.3.1, 71.3.3,
71.4.1, 71.4.3

EFFECTIVE DATE: August 3, 2021

ACTION: Creates general order.

05.15.0 **PURPOSE**

The purpose of this general order is to establish procedures for the handling of arrestees who have been taken to the Concord Police Department for the purpose of questioning and/or pre-detention processing.

05.15.1 **POLICY**

It shall be the policy of the Concord Police Department for officers to maintain constant supervision of any arrestee that is brought into the department's custody.

05.15.2 **DEFINITIONS**

A. ARRESTEE

A person placed in custody or charged with a crime when there is probable cause to believe that the person has committed a crime.

B. TEMPORARY DETENTION

Detention of a person for the purpose of questioning, processing, or testing. Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances.

05.15.3 **DESIGNATION OF ROOMS**

A. The department shall maintain and utilize a secure vehicle sally port and a designated temporary detention area. The temporary detention area shall be used for arrestee processing and shall consist of:

1. Four (4) holding rooms containing a bench securely fastened to the floor;
2. Five (5) holding areas containing a bench securely fastened to the floor containing an anchor device;
3. Photograph area;
4. Fingerprint station;

5. Prisoner bathroom with commode;
6. Administrative work area.

05.15.4 ARRESTEE SUPERVISION/PROCEDURES

- A. All arrestees shall be brought in the department through the sally port door and then into the temporary detention area to be processed. No arrestee shall be brought through other parts of the department except to be brought to the interview rooms on the second level. Arrestees shall be placed in the temporary detention area for fingerprinting and photographing.
- B. Officers shall document the reason, date and time in and out of the temporary detention area, and if any meals were provided during the detention by making a CAD entry of all pertinent arrest related activity. Due to the short length of time prisoners are held at the department, meals are generally not provided, except in extenuating circumstances.
- C. The arresting officer is responsible for the processing, searching, and temporary detention of the arrestee while within the department. Searching shall be conducted as outlined in GO 05.01 Arrest Authority and Procedures.
- D. If a holding room is utilized, the door shall be secured any time an arrestee is placed in the room. The officer shall ensure the door is locked by physically checking the security of the door. The holding room door shall remain unlocked when the room is not in use. The arresting officer, or other designated officer, shall monitor all arrestees placed in holding rooms.
- E. No arrestee shall be held for any period of time in the temporary detention area unless they are under the continuous, direct, personal control and supervision of an officer.
- F. The handcuffing of an arrestee to a fixed object or an anchor device specifically designed for that purpose is permitted. The handcuffing of an arrestee to an object not designed specifically for that purpose shall only be done in unusual circumstances and with approval of a supervisor.
- G. Face-to-face visual observation of a secured arrestee shall occur at least every thirty-minutes, at a minimum.
- H. Male and female arrestees shall be kept apart at all times. Juvenile arrestees shall be kept separate from adult arrestees.
- I. The arresting officer shall make an effort to meet reasonable requests by an arrestee for accommodations such as the use of restroom facilities, access to water, and other needs in a timely manner.

05.15.5 INSPECTIONS/ADMINISTRATIVE REVIEW

- A. Quarterly, the Planning and Logistics sergeant shall inspect the temporary detention area for cleanliness and to determine if any unsafe conditions are developing. The date of this inspection shall be documented in a report provided to the Support Services Division commander. Any issues shall be documented and addressed as soon as practicable in an effort to correct the issue.

- B. Annually, the Administration Bureau commander or designee shall conduct an administrative review of the temporary detention area. The review shall ensure that the department policies and procedures are being followed and use of the area continues to be adequate for the department's needs. A copy of this report shall be forwarded to the Chief of Police.

05.15.6 SAFETY AND SECURITY

- A. When immediate response for assistance is required in the temporary detention area, the officer may call for assistance on their portable radio, by telephoning the Communications Center, or by using the intercom system located by each entry/exit door.
- B. All firearms shall be secured prior to entering the temporary detention area when an arrestee is present.
- C. Access to and from the temporary detention area shall be made using the officer's access card or the intercom system. The entry/exit doors shall remain locked when an arrestee is in the temporary detention area.
- D. Non-essential coworkers shall not be in the temporary detention area when an arrestee is being processed or occupies a holding room. Only officers or fire/EMS personnel are permitted in the temporary detention area when occupied by an arrestee.
- E. Tours of the department shall not include the temporary detention area when there is an arrestee in the temporary detention area.

05.15.7 TRAINING

- A. Newly hired officers shall receive documented training on this policy and the use of the temporary detention area during Field Training.
- B. Officers shall receive training on this policy at least once every four years. This training shall include any updates to the facilities and/or procedural changes.



GARY J. GACEK
CHIEF OF POLICE