CONCORD POLICE DEPARTMENT
GENERAL ORDER

PROCESSING AND TEMPORARY DETENTION

GENERAL ORDER: 07.08	**CREATED:** July 16, 2021	**ISSUE DATE:** August 20, 2026
CALEA STANDARD: 71.1.1, 71.2.1, 71.3.1, 71.3.3, 71.4.1, 71.4.3 **NCLEA STANDARD:** 9.03, 9.06		**EFFECTIVE DATE:** August 20, 2026
ACTION: Amends general order dated May 29, 2026.		**REVIEW DATE:**

07.08.0 PURPOSE

The purpose of this general order is to establish procedures and authorize the temporary detention of arrestees within designated areas of the department for the processing, testing, questioning and administrative procedures related to arresting and booking.

07.08.1 POLICY

It shall be the policy of the Concord Police Department that officers maintain continuous supervision of all arrestees in departmental custody. Officers are responsible for the custody, control, health, and safety of arrestees until custody is transferred, the arrestee is released, or a lawful disposition occurs. Reasonable measures shall be taken to ensure the safety and security of employees, arrestees, and the public during all phases of processing and temporary detention.

07.08.2 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 and/or processing. Temporary detention is measured in hours, which should be limited to the minimum amount of time reasonably necessary and does not involve housing or feeding arrestees except in extenuating circumstances.

07.08.3 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. Six (6) holding areas containing a bench securely fastened to the floor containing an anchor device;

2. Photograph area;

3. Fingerprint station;

4. Prisoner bathroom with commode;

5. Administrative work area.

07.08.4 ARRESTEE SUPERVISION/PROCEDURES

A. Arrestees shall be placed in the temporary detention area for fingerprinting, photographing, and arrest processing. Arrestees shall generally be brought into the temporary detention area through the sally port door to be processed. If the sally port door is inaccessible, or in the case of someone turning themselves in for arrest via the public lobby, arrestees shall be brought into the temporary detention area via the most direct route that limits contact with coworkers.

B. Officers shall document the identification of the arrestee, the reason for entry into the area, and the 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 General Order 07.04 Search and Seizure. Any property belonging to the arrestee shall be secured by the officer while in the temporary detention area.

D. 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. In addition to continuous visual observations, audio and video devices are also installed for monitoring.

E. 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 the approval of a supervisor.

F. Male and female arrestees shall be kept apart at all times. Juvenile arrestees shall be kept separate from adult arrestees, this includes sight and sound separation.

G. 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.

07.08.5 INSPECTIONS/ADMINISTRATIVE REVIEW

A. Initially and annually, the Administration Bureau Commander or designee shall conduct a documented review of this written directive and ensure that compliance with department policies and accreditation standards, and that the use of the area continues to be adequate for the department's needs. A copy of this review shall be forwarded to the Chief of Police.

07.08.6 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 and weapons not listed below are prohibited in these areas when an arrestee is present, except during exigent circumstances involving an immediate threat of death or serious bodily injury. They shall be secured in an approved storage location, which should be a locked box designed for weapon storage, a locked department vehicle trunk, a secured gun safe, or another locked location designated by the Chief of Police or designee that prevents access by unauthorized persons.

C. The following weapons are allowed in the temporary detention area:

   a. Approved folding or duty knives;

   b. Department issued batons;

   c. Department issued Conductive Energy Weapons (CEW);

   d. Department issued Oleoresin Capsicum (OC) aerosols (pepper spray).

D. 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.

E. Non-essential coworkers shall not be in the temporary detention area when an arrestee is being processed. Only officers or fire/EMS personnel are permitted in the temporary detention area when occupied by an arrestee.

F. Tours of the department shall not include the temporary detention area when there is an arrestee in the temporary detention area.

07.08.7 TRAINING

A. Newly hired officers shall receive initial documented training on this policy to include procedures for the use of the temporary detention area during Field Training.

B. Officers shall receive in-service training on this policy and the use of the temporary detention area at least once every four years, or following any modifications to the area, equipment or procedures.

C. All officers shall review the department's Processing and Temporary Detention Policy annually, and such review shall be documented.

07.08.8 FIRE PREVENTION, EVACUATION, AND SUPPRESSION

A. The Concord Police Department shall maintain a written plan for fire prevention, fire evacuation, and fire suppression applicable to all areas of the police facility, including any room or area used for temporary detention.

B. Fire prevention measures shall include, but are not limited to:

1. Routine inspection of the temporary detention area to identify and correct fire hazards;

2. Maintenance of clear ingress and egress routes;

3. Proper storage and handling of combustible or flammable materials; and

4. Compliance with applicable fire codes and safety regulations.

C. In the event of a fire alarm activation, visible smoke, or other indication of fire, officers shall immediately:

1. Ensure the safety and control of any arrestee(s) in the temporary detention area;

2. Initiate evacuation procedures consistent with the department's facility emergency plan;

3. Notify the Communications Center; and

4. Request fire and emergency medical services as appropriate.

D. Fire suppression equipment located within or accessible to the temporary detention area shall be maintained in operable condition and shall be used only when it is safe to do so and consistent with officer training.

James S. Hughes

JAMES S. HUGHES
CHIEF OF POLICE