



# ELGIN POLICE DEPARTMENT

151 Douglas Avenue Elgin, Illinois 60120



**Effective Date:**  
02/01/03

## STANDARD OPERATING PROCEDURE

**Revised Date:**  
10/14/20

**Chief of Police:**

**HOLDING FACILITY:** Safety and Sanitation, 72.3

**Cross Reference:**

- 46.4 Facility Emergency Plan
- 72.4 Holding Facility: Detainee Processing & Health Care Services
- 72.6 Temporary Detention / Interview & Interrogation Rooms

**Policy Sections:**

- 72.3.1 Fire Prevention and Control
- 72.3.2 Fire Safety Inspection/Testing
- 72.3.3 Emergency Response Plan
- 72.3.4 Sanitation and Inspections

### **PURPOSE**

The purpose of this policy is to establish guidelines for the prevention/control of fires and unsanitary conditions and to outline the Holding Facility's emergency response plan.

### **POLICY STATEMENT**

It is the policy of the Elgin Police Department to implement safety measures to ensure the safety of detainees and others entering the Holding Facility. Protocol shall be followed to ensure the prevention of fires and unsanitary conditions. Employees who perform job functions in the Holding Facility shall familiarize themselves with the Holding Facility's emergency response plan and take the appropriate measures to ensure the safety of detainees.

### **PROCEDURES**

#### **72.3.1 FIRE PREVENTION AND CONTROL**

A. The following practices shall be followed to ensure the safety of employees and detainees:

1. No smoking is permitted within the Elgin Police Department, including the Holding Facility.
2. Matches, lighters, and other flammable items shall be removed from the detainee as outlined in Standard Operating Procedure 72.4, Holding Facility: Detainee Processing and Health Care Services.
3. In the event of a fire in the Holding Facility:
  - a. The fire department shall be notified.
  - b. If the fire is small, attempts may be made at suppression with fire extinguishers. Three portable fire extinguishers are located at the following locations: east wall booking area, bond out corridor and the corridor that runs past the video bond area and the shower room.

#### **72.3.2 FIRE SAFETY INSPECTIONS/TESTING**

A. Visual Inspections of Fire Detection Devices.

1. The jailer shall perform a documented daily visual inspection of fire detection devices. The fire detection devices are as follows:
  - a. Smoke detectors.
  - b. Unconcealed sprinkler heads. Per local and National Fire Protection Association codes and standards, concealed sprinklers that are installed in concealed

spaces, such as above suspended ceilings shall not require inspections.

- B. The lead jailer shall perform a documented weekly visual inspection of the fire suppression equipment, more specifically the fire extinguishers.
- C. Visual Inspections and Testing of Fire Alarm and Sprinkler System.
  - 1. Per local and National Fire Protection Association codes and standards, visual inspection of the fire alarm system shall be conducted on an annual basis, as the department maintains a 24 hour monitored fire alarm control unit.
  - 2. The building's sprinkler system is a component of the fire alarm system and referred to as a wet system. Per local and National Fire Protection Association codes and standards, this type of system requires annual testing of the main drain as well as the alarm system.
  - 3. Per local and National Fire Protection Association codes and standards, the fire extinguishers shall be subjected to a maintenance examination on an annual basis by a certified fire extinguisher service personnel.

### **72.3.3 EMERGENCY RESPONSE PLAN**

- A. Evacuation of the Holding Facility.
  - 1. Circumstances leading to a possible evacuation of the Holding Facility are outlined below. If an evacuation is ordered, the on-duty shift supervisor and the holding facility commander shall be notified. The Holding Facility shall be evacuated as follows:
    - a. The elevators shall not be used.
    - b. Fire exit number 1 is the primary route; this is located in the east booking area, adjacent to the elevator. Detainees shall be moved through the sally port, unless otherwise directed by a supervisor or fire department official. In the event of a power outage, the sally port doors may be opened manually using the long pole attached to the overhead door.
    - c. If fire exit number 1 is blocked or compromised, fire exit number 2 shall be utilized. Detainees shall be moved through bond out to a secure location.
    - d. Detainees shall be continuously monitored and may be temporarily held in the sally port or police vehicles until they are transferred to another facility or when safe to return to the Holding Facility.
    - e. Once the jailer and detainees are at a safe location, a supervisor shall be notified and a headcount shall be completed to account for all detainees.
    - f. A supervisor shall assess the situation to determine the logistical needs for ensuring the security and safety of the detainees.
    - g. Floor plans of the Holding Facility are posted at all three exits from the facility. A detailed floor plan depicting the primary and secondary evacuation routes are posted in the jailer's office.
- B. Activation of the fire alarm.
  - 1. Jailers shall immediately check all occupied cells to determine if a sprinkler head was damaged by a detainee. In the event the alarm trigger is a damaged sprinkler head, the jailer shall contact the Emergency Communications Division and request assistance. Notification shall be made to building maintenance.

- a. The jailer shall remain in the Holding Facility.
  - b. The water shut-off valves are located in the ceiling tiles along the wall in the Major Investigations interview room number 4 and can be identified by a ceiling tag which pinpoints its exact location.
    - 1. Turn the large red valve to the right until it completely shuts off; this is labeled on the valve.
    - 2. Turn the red lever perpendicular to the valve to allow water to completely drain from the system; this is labeled on the lever.
  - 2. Upon confirmation of a fire, a supervisor or fire department official shall determine if the Holding Facility needs to be evacuated. An emergency exit plan is posted in the Holding Facility for the evacuation of persons to places of safety. Emergency exits shall be clearly marked.
    - a. In cases where it is reasonable to believe that a situation possesses an immediate danger, injury or death to detainees, the jailer shall initiate an immediate evacuation of all detainees and staff. The presence or sighting of a fire that cannot be contained by use of an extinguisher or the presence of smoke warrants immediate evacuation. The jailer shall make a reasonable attempt to advise the Emergency Communications Division that he/she is beginning an evacuation of detainees.
- C. Severe Weather.
- 1. Jailers are responsible for monitoring radio traffic for information on weather conditions. During most severe weather conditions, the Holding Facility should provide adequate protection and it is unlikely that an evacuation will be needed.
  - 2. In the event the Holding Facility sustains structural damage, a supervisor or fire department official shall determine if an evacuation is necessary. However, in cases where it is reasonable to believe that a situation possesses an immediate danger, injury or death to detainees, the jailer shall initiate an immediate evacuation of all detainees and staff. The jailer shall make a reasonable attempt to advise the Emergency Communications Division that he/she is beginning an evacuation of detainees.
- D. If the department receives a bomb threat and an evacuation is ordered, an announcement will be made over the department's public address system. A supervisor shall determine if an evacuation of the Holding Facility is necessary. For more information on bomb threats at the police department, refer to Standard Operating Procedure 46.4 Facility Emergency Plan.
- E. In cases of events not listed above, the jailer shall standby until ordered to evacuate by a supervisor or a fire department official.
- F. In cases of a power failure or low light conditions, battery operated flood lights are located in the jailer's office, laundry room and kitchen.

#### **72.3.4 SANITATION AND INSPECTIONS**

- A. The Holding Facility shall be maintained in a sanitary condition and the necessary steps shall be taken for the control of vermin and other pests as outlined in the Illinois Department of Corrections Standards.

- B. The on-duty jailer shall perform a daily sanitation inspection and prepare maintenance requests indicating cells to be cleaned and other areas in need of attention.
  - 1. Special cautions due to infectious disease or other indicators shall be clearly noted and placarded.
  - 2. When occupied, cells and detention rooms shall be cleaned daily.
- C. The lead jailer shall perform a documented weekly sanitation inspection of the Holding Facility. Building maintenance shall be notified of any conditions conducive of harboring or breeding vermin and pests.