

# Greer Police Department

## General Order 820.1 Detention Facility

This order consists of the following numbered sections:

- I. AUTHORITY AND RESPONSIBILITY
- II. DETENTION FACILITY
- III. SECURITY AND MAINTENANCE
- IV. FIRE PREVENTION/EVACUATION
- V. TRAINING
- VI. DETAINEE RIGHTS
- VII. UNUSUAL INCIDENTS

By Order of: *Matt Hamby*  
Chief of Police

**July 30, 2024**

CALEA 1.2.8; 70.1.6; 72.1.1; 72.1.2; 72.3.1; 72.3.2; 72.3.2; 72.3.3; 72.4.1; 72.4.2; 72.4.3; 72.4.4; 72.4.5  
72.4.6; 72.4.7; 72.4.8; 72.4.9; 72.4.10; 72.5.1; 72.5.2; 72.5.3; 72.5.4; 72.5.6; 72.5.7; 72.6.2; 72.6.3;  
72.6.4;  
72.7.1; 72.8.1; 72.8.2; 72.8.3; 72.8.4; 72.8.5

## **I. AUTHORITY AND RESPONSIBILITY**

- A. The Detention Section of the Operational Support Division (OSD) is responsible for the booking, processing and short-term detention of adult detainees arrested by Greer Police Officers or ordered detained by the Greer Municipal Court. Detention Officers, or police officers serving as Detention Officers, are under the command of the OSD Commander and Sergeant, who shall be responsible for all activities of the Detention Section. In the absence of the OSD Commander and Sergeant, the Detention Section functions will be supervised by the on-duty Patrol Supervisor.
- B. The Greer Police Department Detention Facility is a Type I facility as defined by the South Carolina Department of Corrections. Under that definition, detention in the facility will not exceed forty-eight (48) hours. The facility is routinely inspected by SCDC and has been deemed to be in compliance with SCDC standards to include, among other things, adequate lighting and fresh air.

## **II. DETENTION FACILITY**

- A. The Greer Detention facility is equipped with twelve cells which are designed for and restricted to single occupancy. These cells are equipped with toilet, drinking water, and wash basin. In the event of mass arrests, supervisory personnel will follow the mass arrest/processing procedures found in the Department's Civil Disturbance and Natural/Manmade Disaster Plan. Single arrests which are made during periods when the facility is full will be booked, processed and transported to the appropriate County facility within six hours of the arrest.
- B. The Greer Detention Facility is equipped with two holding cells located in the detainee-processing area may be utilized for the short-term detention of no more than three detainees, each. As a rule, detainees should not be held in the holding cell for longer than six hours. These holding cells are equipped with toilet and drinking water.
- C. All external Detention facility doors will be locked as soon as a detainee is escorted into the facility and whenever a detainee is in the processing area. When all detainees are secured in either the cell block or the holding cell, the Front Desk door may be unlocked. The back door to the Detention Facility will remain closed and locked at all times.
- D. Detainees will have all property removed from their person by the transporting officer and placed into the appropriate container prior to entry into the detention facility. Upon entry, the detainee will be thoroughly searched by the detention officer in the presence of the transporting officer prior to the removal of the handcuffs. The detainee will be released from handcuffs following the search and the transporting officer will be allowed to return to other duties as needed. The detention officer will then move forward and inventory personal property and list that on the Booking Sheet. Any unauthorized items or confiscated contraband will also be noted on the Booking Sheet. The detainee will sign the Booking Sheet acknowledging the correctness of the inventory. All non-clothing items including, but not limited to, jewelry, belts, suspenders, shoe laces, tobacco products, matches and lighters will be removed from the detainee and placed in a bag labeled with the detainee's name and

cell number.

- E. See General Order 810.1 1.H.J regarding the transporting officer's obligations to address any medical, mental, or security risks (Pre-Detention Questionnaire) as well as documenting the transfer of custody.
- F. All money removed from the detainee will be counted by the detention officer as part of the property inventory. The money will be listed by denomination and total amount on the booking sheet. The Detention Officer will place the money in the plastic bag with the detainees other property.

When the amount of money is \$300 or more, the Detention Officer will contact the on duty Supervisor who will physically count the money separately from the Detention Officer. The money will be listed by denomination along with the total amount on the booking sheet. The money will be placed in a plastic bag separate from the detainees other property and heat sealed. The detention officer and supervisor will then both initial across the heat seal. The bag containing the money will be placed with the rest of the detainee's property.

If the plastic bag should be opened for any reason, i.e. for the release of a portion of the money to a third party, it should then be re-sealed with the Detention Officer's and in the case of \$300 or more, the on duty Supervisor's initials placed along the new seal.

All handling of inmate money shall occur on camera.

- G. All personal property removed from a detainee, including money in a sealed bag, will be secured in a locked locker. The number of the locker will correspond with the detainee's cell number. Upon release, the detainee's property will be compared to the inventory taken at the time of booking. The detainee and detention officer will sign the Booking Sheet acknowledging receipt and release of all property. All property released to a third party must have the written authorization to release by the prisoner. This written authorization can be in the form of a brief notation on the booking sheet stating the intent to release the property followed by the prisoner's signature. The releasing officer shall document the third party's name and state issued identification number on the booking sheet. At no time will anyone other than the Detention Officer, Police Officers relieving the Detention Officer or the on duty Supervisor take part in the transfer of inmate property to a third party.
- H. Strip searches will only be conducted if authorized by a Supervisor and only when exigent circumstances and a clear indication exists that evidence will be found under the clothing. Such intrusive searches may not be conducted on the mere chance the desired evidence might be obtained. As a matter of policy, reasonable suspicion justifying a Terry pat down does not justify a strip of body cavity search. Officers may not conduct a strip or body-cavity search on the basis of consent.

Strip searches will always be conducted by two employees of the same sex as the detainee, including one officer, and will be conducted in a private area of the Detention Facility with the detainee out of the view of the cameras. At least one officer should remain in view of the cameras whenever possible. The detainee will be notified of the impending strip search in order to afford the opportunity for the detainee to surrender any items of concern. Officers are to respect the self-identified gender identity of the detainee when determining which gender personnel should conduct the strip search. The gender of those conducting the search should match the gender identity of the detainee as closely as feasible.

The aforementioned procedures apply uniformly to juveniles and adults. The authorizing Supervisor will document the search and the circumstances requiring it on a Strip Search Report form which is forwarded to the OSD Commander.

Body cavity searches, excluding the mouth, are conducted only when there is probable cause to believe a particular person may be concealing contraband within a body cavity or otherwise on the suspect's person. Body cavity searches require a search warrant and will only be conducted by authorized medical personnel at the Emergency Room. To avoid destruction of the suspected item, the detainee must be under constant observation until the search is conducted. Officers are to respect the self-identified gender identity of the detainee when determining which gender personnel should conduct the strip search. The gender of the officer standing by for the body-cavity while medical personnel conduct the search should match the gender identity of the detainee as closely as feasible. Body cavity searches will be documented in the Incident Report.

- I. A Booking report, Medical Screening form, and orientation will be completed prior to the detainee being placed in the Cell Block detailing arrest information and relevant medical information including current health, medications taken, recreational drugs, behavior including state of consciousness and mental state, markings, bruises, jaundice, the reported presence of tuberculosis, hepatitis, venereal or other communicable disease. The Detention Supervisor or on-duty Shift supervisor will be made aware of any detainee reporting injury, illness, or altered mental state.

Those detainees reporting that they have active tuberculosis will not be brought into the Facility. They must be transported directly to the appropriate County facility following arraignment and bonded by a Municipal judge while in the vehicle or sally port area, or released on their own recognizance. Detention staff and other involved officers will utilize the appropriate and provided PPE equipment during these interactions.

Detainees with non-air borne communicable diseases may be booked in the Facility and transported to the appropriate County Facility. A detainee with a known non air borne communicable disease should be isolated in a holding cell until the booking and arraigning process is complete and should not be placed in the cell blocks. The transporting officer must advise the County facility of the communicable disease upon arrival.

Detainees requiring convalescent care will not be housed in the Greer Detention Facility. They must be transported to the nearest appropriate facility as soon as practical taking into consideration their condition upon arrival at the detention facility.

Detainees found to be infested with lice and that have entered the facility will be removed and taken to the appropriate facility as soon as possible. A detainee that has been housed in our facility and found to have lice will be removed and transported to the appropriate facility as soon as possible. The area in which the detainee was housed will have any other detainees and all items removed in order to be treated by pest control devices.

Detainees under the influence of drugs or alcohol not needing medical care will be kept in the holding cell for observation until observable signs and symptoms of impairment subside or until the appropriate time for arraignment not to exceed six hours. Detention Staff will utilize the video monitoring inside the holding cell as well as the observation window to increase surveillance of these type detainees. Post arraignment or upon the diminished signs and symptoms of the alcohol or drugs, the detainee may be housed in our facility provided no other dangerous or destructive tendencies are observed.

Detainee's experiencing signs of mental health issues or mental illness will be kept in the holding cell for observation until arraignment not to exceed six hours. Detention Staff will utilize the video monitoring inside the holding cell as well as the observation window to

increase surveillance of these type detainees. Post arraignment, the detainee may be housed in our facility provided no other dangerous or destructive tendencies are observed. See also III.G. of this General Order for further guidance.

All records pertaining to the detainee which are not matters of public record will be safeguarded by detention personnel to avoid unauthorized release of information. At the beginning of each month, the preceding month's records will be archived in the Records Room which will remain locked and has limited access. The current month's records will be maintained in the Booking Area of the Detention Facility which is monitored by the Detention Officer and is under video surveillance.

- J. Any detainee who is injured or ill, and where treatment is required, who is in a stupor or coma, even though the apparent cause is intoxication, detoxing from alcohol or withdrawal from drugs, or has been administered Narcan in response to drug overdose will be evaluated by Greer First Responders and EMS and then transported to the appropriate hospital to be examined by a physician prior to admission into the Greer Detention Facility. The Detention Supervisor or on-duty shift supervisor will be made aware immediately of the status of the detainee.

Once released from the hospital, the detainee will be returned to the Greer Detention Facility to be booked, arraigned if possible, and then transported to the appropriate County detention facility.

No contact with anyone except medical personnel involved in treatment is permitted during the detainee's stay in the hospital. The shift supervisor may permit the detainee to have contact with his/her attorney after all circumstances, such as, officer safety and length of time the detainee will be kept in the hospital have been considered. The police officer must remain with the detainee during any attorney visits.

Once admitted to the jail with medical authorization, they will be kept in the holding cell until such time as they can be booked, arraigned if possible, and transported to the appropriate county facility. If a detainee's condition deteriorates or recovery is not complete prior to transport, the detainee will be transported back to the hospital for further examination and treatment. Detainees who are disabled and require special accommodations will not be housed in our Facility and will be transported to the appropriate County facility as soon as possible.

- K. Once detainees have been booked and photographed, they will be dressed in a jail uniform. All other clothing, with the exception of socks and underpants, must be taken from the detainee and stored with their property. The Detainee will then be placed in an assigned cell after considering department policy and other criteria such as criminal sophistication and seriousness of the crime which will provide for the safety of the detainee and staff. Detainees will not be handcuffed or secured in any way to fixed, immovable objects. Detention officers will conduct a search of each cell for weapons and contraband immediately before it is occupied and as soon as practical after it is vacated.
- L. Females and juveniles will not be housed in the Cell Block of the Greer Detention facility. They will be booked and processed and then transported to an appropriate facility or released according to procedure.
1. Females should not be detained beyond six hours.
  2. During the booking process, juveniles will be separated by sight and sound from the adult male population and held in the appropriate holding cell. All male adult

detainees will be removed from the Booking Area and placed in a holding cell prior to a juvenile entering the Booking Area. The door to the Cell Block will be shut anytime a juvenile is in the facility.

3. Offenders will not be placed in holding cells with members of the opposite sex. Juveniles will not be placed in a holding cell at any time.
  4. Juveniles shall not be held in a secure area at any time. They are to be removed from the booking area to ensure sight and sound separation from the adult population and guarded by a police officer until such time as they are released or transported.
  5. Juvenile offender booking records shall be kept separate from adult records.
- M. Detention Officers will use the audio/video system to assist in monitoring detainee welfare.
- N. Detention Officers will visually check the welfare and security of detainees a minimum if every 30 minutes while making the appropriate card swipes and documenting the inspection on the appropriate written log.
- O. Detainees who become ill or injured while in detention will be examined by Greer Fire Department and EMS personnel. If circumstances warrant, EMS will be requested to transport the detainee, accompanied by a police officer in the EMS transporting unit to the appropriate medical facility emergency room for examination and treatment. The escorting officer will remain with the detainee at all times while out of the Detention Facility for treatment. No contact with anyone except medical personnel involved in treatment is permitted during the detainee's stay in the hospital. The Shift Sergeant may permit the detainee to have contact with his/her attorney after all circumstances, such as, officer safety and length of time the detainee will be kept in the hospital have been considered. The police officer must remain with the detainee during any attorney visits.

In the event medical procedures require the detainee to be out of the officer's sight, the officer shall remain as close as possible to the area occupied by the detainee and will request that attending medical personnel keep the officer informed of the status and location of the detainee. The Patrol supervisor should be notified if this eventuality occurs.

The facts and circumstances pertaining to the illness or injury will be noted on the detainee's medical form. Additionally, next of kin will be notified in cases involving serious illness, injury, death or attempted suicide with approval of the Operational Support Lieutenant.

A first aid kit is available in the facility. It will be subject to a documented weekly inspection to include expiration dates and replenished as necessary.

- P. Detainees who have prescription medication will be provided the prescribed dosage if the medication is in a properly labeled prescription container, the label appears unaltered, and the contents have been properly identified. Detention Officers will note what medication was provided and when on the detainee medication form. No medication, prescription or non-prescription, will be retained by the detainee during the period of confinement. Detention personnel will not distribute controlled substances. Those detainees requiring controlled substance medications will be transported to the appropriate county facility. All Greer Police Department personnel are prohibited from conducting medical or pharmaceutical testing for experimental or research purposes.

- Q. Access to the detention facility is limited to detention personnel, employees acting as detention officers, on-duty police officers, command and supervisory personnel, Greer Fire Department and EMS personnel, maintenance personnel under escort and on official business, and the Ministerial Recorder. Detainee privacy or facility operations will not be violated or obstructed in any way.
- R. Detainees receive 24 hour supervision and are counted face to face once per shift.
- S. A positive photographic identification will be made prior to releasing any detainee.

### **III. SECURITY AND MAINTENANCE**

- A. Firearms are prohibited in the Detention Facility. Transporting officers will secure their weapons in the trunk of the police vehicle or sally port gun box prior to removing the detainee from the vehicle. Officers inside the Police Department will lock their firearms in the gun lockers in the Detention Facility lobby. Pepper spray, Tasers and ASP batons may be carried within the facility for defensive purposes. In the event of a disturbance within the facility, the decision to enter with firearms rests with the OSD Commander, Bureau Captain or Chief of Police and will be made after careful consideration of the circumstances then existing within the facility.

CEW's will be issued and used only by detention officer who have trained in their application by a certified instructor and have successfully completed the Department's CEW training course. Deployment of the CEW will be governed by General Order 510.1

SC code 24-13-30 allows for the use of control to maintain order and discipline and prevent escapes of inmates lawfully in custody regardless of whether the inmate is charged with a felony or misdemeanor and regardless of whether the inmate is awaiting trial or has been sentenced and confined in a state correctional facility, local detention facility, or prison or work camp.

- B. The Interview Room is to be considered part of the Detention Facility; however, it is not to be used as a holding area for any detainee. At no time is a detainee to be left alone in the Interview Room. A Detention or Police officer must stay in the room with them. No detainee is to be placed in the Interview Room until they have been thoroughly searched. Detainees being held under investigation will not be brought into the Detention Facility. Witnesses will not be brought into the detention facility. No contraband or weapons will be permitted in the Detention Facility. Firearms are not permitted in the Interview Room and must be secured either in the trunk of the Officer's vehicle or in the gun lockers in the Detention Facility lobby or sally port.

Only one detainee is permitted in the Interview Room at one time. No more than two officers will be in the interview room at one time unless unusual circumstances require more. Officers will wear a portable radio on their person at all times while in the Interview Room to enable them to summons emergency assistance and/or report distress.

Witnesses/Victims asked to identify suspects or detainees will view them through the two way mirror and will utilize one of the other three interview rooms outside of the Detention Facility. It is necessary to turn off the light and shut the door of the Viewing Room to utilize the two way mirror. The Victim/Witness should be placed in the Viewing Room prior to the suspect/detainee being placed in the Interview Room. No victim or witness may be left in the Viewing Room alone. Persons being interviewed will be permitted access to restroom, water and comfort breaks as requested.

- C. Detention Officers will wear a portable radio on their person at all times while on duty to enable them to summons emergency assistance and/or report distress. Video feed of the detention facility is displayed on monitors in Telecommunications.
- D. Detainees may be permitted to have visitors during their period of detention pending the approval of the Operational Support Lieutenant. Such visitation instances should be extremely rare and will be conducted in an interview room outside of the Detention Facility. The detainee will be searched and secured and the interview room will be searched before and after the visitation takes place. The Detention of Police Officer assisting will remain in the room at all times provided this visitation does not involve the detainees attorney (refer to VI.C of this General Order).
- E. Detention Officers will inspect the facility at the beginning of each tour of duty. Such inspection shall address security concerns such as the presence of weapons and contraband, cleanliness and evidence of vermin or pest infestation. Deficiencies will be documented on the appropriate inspection report and the OSD Commander will be immediately notified so that corrective action can promptly be taken. The OSD Commander will maintain all inspection reports on file. The facility will be treated for pest control issues on a regular basis.
- F. All storage areas and vacant cells will be kept locked when not in use. These doors should be tested to confirm that they are secured.
- G. Detainees who are known to be an escape risk, suicidal or prone to violence against authorities, will not be detained at the Greer Police Department but, rather, transported immediately after processing to the appropriate County facility. The names of these detainees will be recorded in the "Do not house" list.
- H. Detention Officers shall not enter an occupied cell unless accompanied by a second officer except in extreme emergencies.
- I. No food, packages or mail will be received by detainees during their confinement in the facility. Attempts to deliver such material will be refused. Detention officers and police officers serving temporarily as detention officers are prohibited from accepting, or presenting to, a detainee, the detainee's family, or any other person, loans, favors, or gratuities on behalf of the detainee.
- J. All detainees will receive three hot meals during each 24 hour period of confinement. The on-duty Detention Officer shall ensure that all eating utensils are collected and accounted for after each meal.
- K. Emergency keys which will fit both interior doors to the facility are located on the board at the Front Desk. Swipe Card access is on exterior doors and the Sally Port.
- L. Outside maintenance personnel will be escorted at all times while in the facility and the escorting officer will ensure that all tools and equipment brought into the facility by maintenance personnel are removed when those personnel depart.
- M. The OSD Commander or Detention Sergeant will personally conduct a documented weekly security inspection searching for weapons and contraband. Cell doors and bars and other security devices should be checked for operational status and wear. A record of such inspections will be maintained on file in the OSD Commander's office.



- N. The OSD Commander will ensure that an incident report is completed and an investigation conducted on all incidents which threaten the facility or any person- employee or detainee- therein. The appropriate outside agencies will be notified of the incident if applicable.
- O. No detainee will be supervised by another detainee.
- P. Video monitoring cameras will be positioned in such a manner that they do not invade the personal privacy of detainees. They will monitor the area outside the cells only, with the exception of the Holding Cells, the Interview Room, the Data Master room, and will not monitor the shower area. Showers will be monitored by a detention officer or police officer of the same sex as the detainee. If a female detention officer is on duty, a male police officer from the patrol shift will supervise showers. The officer will remain in the detention area during detainee showers.
- Q. Detainees leaving the confines of the detention facility even temporarily, for any reason, shall be searched prior to leaving and/or before re-entering the facility.
- R. Once detainees have been admitted to the facility, restraints such as handcuffs, chains and straightjackets shall not be used except:
  - 1. As a precaution against escape during transport;
  - 2. On medical grounds by direction of a physician;
  - 3. By order of the OSD Commander to prevent a detainee from injuring himself or others.
- in S. No detainee, either under arrest or turning themselves in on a warrant, will be permitted the Detention Facility lobby without being handcuffed and searched prior to entry. No detainee, either under arrest or turning themselves in on a warrant, will be left unattended in the Detention Facility lobby
- T Cleanliness of the facility is the primary responsibility of the City's custodial personnel who clean the area daily. On weekends, holidays and those days when the custodial staff is not on duty, responsibility for the cleaning of the Facility rests with the on-duty Detention Officer. Weekly sanitation inspections by the OSD Commander or Sergeant will be completed and documented on the monthly report. Treatments for pest control are done on a routine basis and as needed if a pest problem is detected.

#### **IV. FIRE PREVENTION/EVACUATION**

- A. Matches and lighters will be removed along with all other personal property from detainees prior to entry into facility.
- B. The building is protected by an approved fire alarm system with a control box located in the mechanical room. The Detention Sergeant will document the visual inspection of the fire alarm and other fire equipment on a weekly basis. Fire detection devices are visually inspected daily. The alarm is tested once a month. The system is inspected by a fire system professional semi- annually. A quarterly fire alarm drill review will be conducted by every Detention Officer and documented on the monthly report.
- C. Commercial grade fire extinguishers are wall mounted in the Data Master room, kitchen, and cell block entrance. They are visually inspected on a weekly basis by the OSD Commander and tested annually by an authorized technician. The City Fire Marshall will inspect the fire prevention equipment as established by local fire codes.

- D. A written evacuation plan is posted in the facility as well as signs identifying emergency exits.
- E. If the need exists to evacuate the holding area, the Detention Officer will first alert the dispatcher of the emergency and request code three assistance from Patrol personnel. The detainees will be handcuffed if time safely allows and promptly removed through the rear exit door and into the Sally Port. It shall be the responsibility of the Patrol Division Squad Supervisor to ensure that there are an adequate number of officers to properly control the detainees while they are out of the facility.

## **V. TRAINING**

All Detention Officers are trained and certified by the South Carolina Criminal Justice Academy and receive regular mandated in-service training to maintain their certification. Detention personnel will be assigned to a Detention Field Training Officer and complete the Detention Field Training process prior to release to work in any capacity as a Detention Officer. The training includes initial training on jail operations, fire suppression techniques, and other equipment used by detention personnel. Only those police employees who have successfully completed the mandated pre-service training course and SCCJA Class II certification shall be used as relief officers. Such training shall include jail operations, fire suppression techniques, and AED. All such training will be documented in the Departmental training records. In- service training will occur every four years at a minimum.

## **VI. DETAINEE RIGHTS**

- A. Detainees have the right to a timely court appearance. The Municipal Ministerial Recorder will conduct bond hearings daily, including weekends and holidays. Detainees will be taken before the Ministerial Recorder at the first opportunity to do so. No cash will be accepted or received by the Detention Officer. It will be the responsibility of the Ministerial Recorder to maintain and deposit all monies received for bond. Individuals appearing at the Detention Facility to post bond during non-working hours will be notified of the time of the next Ministerial Recorder appearance and directed to return at that time.
- B. Detainees shall have reasonable use of the Booking Area phone to arrange for bail and to consult with an attorney. Bail bondsmen are posted in the Detention Facility and attorney phone numbers will be available for reference. The detainee may call a private citizen to arrange bail, but as their cell phone is considered contraband within the Detention Facility, their cell phone cannot be used to look up numbers, text or call anyone. The detainee's cell phone will remain secured with the detainee's property. As the Detention phone is in an open area, a notice will be displayed at the telephone informing detainees that telephone calls are subject to be monitored by Detention personnel.
- C. Detainees have the right to confidential access to an attorney, in person or by telephone. In the event an attorney appears at the Detention Facility to confer with a client housed there, the detainee will promptly be informed of such arrival. If the detainee wishes to talk to the attorney, he will be allowed to do so in one of the department's interview rooms. The detainee will be searched, secured, and then escorted to the interview room. The attorney will not be permitted into the Detention Facility. The escorting officer will stand by outside of the interview room pending the conclusion of the interview. The conversation between the detainee and attorney is a privileged communication and will not be monitored by any Greer Police employee. The detainee will be immediately searched again prior to being escorted back to the Detention Facility.
- D. Detainees housed in excess of twenty-four hours have the right to a shower.

- E. Detainees have the right to file a grievance with the OSD Commander pertaining to treatment received from Detention Officers. Such grievance shall be made known to the OSD supervisor immediately and will be investigated in accordance with General Order 620.1.
- F. Detainees have the right to avoid any unsolicited counseling. Inasmuch as Greer Police employees are not trained counselors, they are prohibited from engaging in conversations with detainees wherein any kind of counseling, legal, religious or otherwise, is offered.  
Detention Officers will not discuss the merits of the charge against the detainee or any material fact stemming from the events or investigation leading to the charge.

## **VII. UNUSUAL INCIDENTS**

The Operational Support Commander shall be notified immediately of all unusual incidents which involve or endanger the lives or physical welfare of detention officers or detainees. They will also be recorded in the daily log and retained. Unusual incidents shall include:

- A. Deaths occurring in the facility will be reported immediately to the Greenville County Coroner and to the Jail and Prison Inspection Division of SCDC. A written report will be forwarded to SCDC on a form provided by them within 72 hours. SLED will also be contacted to investigate any such occurrence.
- B. Attempted suicides will be investigated by CID, made a part of the detainee's record and reported to SCDC by telephone to the Jail and Prison Inspection Division of SCDC on the day it occurs and in written form within five days.
- C. In the event an escape from the Detention facility occurs, the Detention Officer on duty will immediately notify the Communications Section. The dispatcher will immediately send appropriate units, including the Patrol Squad Supervisor, to the vicinity of the facility where the supervisor will organize and begin search operations. The Command Staff, including the Chief of Police will also be immediately notified. As soon as practical, the Detention Officer, accompanied by additional officers, will inspect the facility, including cells, to evaluate the extent to which security has been compromised. If necessary, remaining detainees will be transported to the appropriate County facility. Officers involved in the search will continue the search until relieved by higher authority. The CID Commander will respond and initiate a criminal investigation of the escape. Detainees who escape and are re-captured or detainees involved in unsuccessful escape attempts will be transferred to the appropriate County facility after being charged and booked as deemed appropriate by the CID Commander. The incident will be reported by telephone on the day it occurs to the Jail and Prison Inspection Division of SCDC and in written form within five days. These reporting requirements also apply to attempted escapes. Appropriate media and public notifications will be made as necessary.
- D. Any fire which causes property damage in excess of \$50.00 or which causes evacuation of a cell or any portion of the facility or medical attention for a staff member or detainee will be fully investigated by CID and reported by telephone on the day it occurs to the Jail and Prison Inspection Division of SCDC. A written report will be forwarded to SCDC within five days.
- E. Riot or disturbance, battery on a staff member, battery on a detainee requiring medical attention and reported sexual assaults will be immediately investigated by CID and reported to SCDC as in paragraphs B, C, and D above.
- F. Serious infectious disease within the facility for which the medical protocol indicates or

requires special procedures will also be reported to SCDC as in B, C, D, and E above.

- G. In the event a hostage is taken within the facility, the Patrol Division will cordon off the building, secure all exits and inform the appropriate chain of command in order to summon the Greer Emergency Response Team and Crisis Negotiators.
- H. In the event of a natural disaster which damages or threatens the facility, detainees will be removed as expeditiously as possible and transported to the appropriate County facility.
- J. In the event of a power failure, the Detention officer will be positioned inside the facility with supplemental and auxiliary lighting. The detainees will remain under direct control of the Detention Officer until power is restored. The generator will be tested weekly and the tests documented on the Monthly Report.
- K. The Detention Officer will request the Detention Supervisor to preserve video footage when any unusual occurrence listed above, as well as other incidents, such as hostile or threatening behavior by a detainee; a detainee reporting an illness or injury; use of any control technique; the booking of a detainee that would garner the interest of the media; whenever a detainee threatens civil action against the Department; and any other type of incident the Detention Officer feels needs video documentation occurs. This request will be in writing and will include the detainee's name, the time and date of the occurrence and reason the video tape should be copied. The request must be given to the Supervisor or sent via email prior to the end of the Detention Officer's shift.