GENERAL ORDER

G.O. 8-721

SUBJECT: HOLDING FACILITY

DATE EFFECTIVE: April 11, 2016
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ADMIN: Signature On Issue
SIGNATURE:
INDEX: CELL BLOCKS, DETENTION FACILITY, PRISONER PROCESSING, TEMPORARY DETENTION

I. PURPOSE AND RESPONSIBILITY:

A. Purpose: To set the policy and establish the procedures for the handling of prisoners of the Monroe Police Department.

B. Responsibility:

1. It will be the responsibility of the Patrol Division (PD) Commander to supervise the operations of the Department's holding facility.

2. It will be the responsibility of the Support Services Division (SSD) Commander to cause the maintenance of this Department's physical plant, including the holding facility.

3. It will be the responsibility of the officer assigned by the Patrol Division (PD) supervisor, to feed the prisoners.

II. DISCUSSION:

A. This general order deals with the handling of prisoners. It establishes uniform procedures for the booking of prisoners. It establishes procedures for the security, safety, health and well being of prisoners in this Department's custody. Any person brought to police headquarters who has been arrested, with or without a warrant, shall be booked and processed according to standard procedures. These procedures have been designed: to provide for the security and safety of Department personnel and prisoners; to document by means of a prisoner record, all Department information concerning the care and handling of individual prisoners; to provide security for the prisoner's property; to insure that all necessary documentation required is completed; to minimize the possibility that a wanted person is released in error; to minimize the risk of misidentification; to ensure that bond is properly set; and to identify prisoners as a special medical, suicide, or security risk.

III. DEFINITIONS:

A. BOOKING: A procedure for admitting to a holding facility a person charged with an offense; includes searching, fingerprinting, photographing, medical screening, collecting personal history data and inventorying and storing a person's property.

B. CONTRABAND: Items that are not permitted within a holding facility because of their illegality or possible use to disrupt security measures within the facility.

C. ESSENTIAL PERSONS: Designated staff and prisoners are essential persons. All other persons are considered to be nonessential persons.

D. HOLDING FACILITY: A temporary confinement facility for which the custodial authority is usually less than seventy-two (72) hours and where prisoners are held pending release, arraignment, adjudication, or transfer to another facility.

E. STRIP SEARCH: Having a prisoner remove or arrange some or all of the individual's clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments of these persons.

IV. POLICY:

A. It will be the policy of the Monroe Police Department that Department personnel will maintain a professional attitude when dealing with prisoners with respect to the security, safekeeping, and proper and humane treatment of prisoners.

B. It will be the policy of the Monroe Police Department that all incarcerated persons are entitled to three meals in every twenty-four (24) hour period with no more than fourteen (14) hours elapsing between meals.

V. PROCEDURES:

A. HOLDING FACILITY ADMINISTRATION AND MANAGEMENT:

1. HOLDING FACILITY TRAINING: All Department personnel whose duties involve the booking, processing, and/or jailing of persons shall receive training in the operations and procedures relating to the detaining of prisoners. This training will include the use of the Department's fire suppression equipment.

2. HOLDING FACILITY ACCESS:

a. Nonessential Persons: All persons, other than officers and matrons with a reason to be there and persons held in custody pending the posting of a bond or court appearance, are considered nonessential persons. Nonessential persons shall not be permitted access to the Department cell block area while a prisoner is being held;

b. Immediate Family and Legal Counsel: The Chief of Police may approve and grant an immediate family member or legal counsel a visit to a prisoner. The visit will take place in the booking room in the holding facility;

c. Janitorial and Other Service: Personnel whose duties include work to

be performed in the holding facility shall be permitted when the cells are not occupied;

d. Emergency Personnel: Access will be granted to emergency medical technicians and fire personnel in an emergency.

3. PRISONER RECORDS:

a. Arrest Records: Records relating to the arrest of individuals, including case reports, fingerprint cards, and prosecutor reports, are to be submitted to the SSD Records Unit. Information from these reports will not be released without proper authorization;

b. Booking Records: Booking records including individual prisoner booking sheets will be retained with the Communications Unit dispatcher while a prisoner remains in custody. Information pertaining to the identity, charges, bond, and court date may be released only for legitimate purposes such as bonding procedures or advising the bail commissioner;

c. Medical Records: Personal and medical information may be released to medical personnel in the course of treating a prisoner, if necessary.

B. PHYSICAL PLANT:

1. HOLDING FACILITY CONDITIONS: The Department's holding facility shall provide the following for persons detained:

a. Lighting: Lighting of at least twenty (20) foot candles;

b. Air: Circulation of fresh or purified air in accordance with local public health statutes;

c. Water: Access to toilet, wash basin or shower, and drinking water; and

d. Bed: A bed and bedding (blanket) for each detainee.

C. HOLDING FACILITY SAFETY AND SANITATION:

SUBJECT: HOLDING FACILITY

1. FIRE PREVENTION:

   a. Fire Prevention Equipment: The fire prevention equipment has been approved in writing by the Fire Marshal:

      1. Fire/Smoke Detectors: The Department cell block area shall be equipped with a automatic heat and smoke detection system;

      2. Nonflammable Material: Materials used in the holding facility shall be of a fire retardant nature as much as practical. Matches, lighters and similar instruments are not permitted in the cell block area with prisoners;

      3. Smoking: Smoking by prisoners is not permitted in the holding facility.

   b. Fire Prevention Practices: To ensure fire prevention practices are maintained the following inspection procedures will be adhered to:

      1. Weekly and Semi-Annual Inspections: All fire prevention equipment in the holding facility will be visually inspected on a daily basis by SSD officers. In addition, this equipment will be tested to ensure operating condition on a semiannual basis.

2. EMERGENCY EVACUATION PLAN: There is a posted emergency evacuation plan for this Department's holding facility in the event of a fire. The primary consideration of the evacuation plan is the protection of life. The following procedures have been implemented in the event there is a fire:

   a. Fire Alarm: At the sounding of the fire alarm or discovery of a fire the headquarters officer and/or available officers inside headquarters will evacuate all prisoners from the holding facility by using one of the two exits. The prisoners will be handcuffed and placed in a cruiser under guard where they will remain until such time as they may be returned to a cell. The time will not exceed two (2) hours.

   b. Patrol Response: In the event that the headquarters officer or other officers are unavailable to remove the prisoners, the nearest available

patrol unit will be dispatched "Code three" to clear the holding facility.

c. Holding Facility Use Eliminated: If a fire precludes the use of the holding facility or a prisoner must be kept out of the holding facility for more than two (2) hours the following agencies will be contacted to provide housing for the prisoners:

1. Trumbull Police Department;

2. Newtown Police Department.

d. Injured Prisoner: Injured prisoners will be transported to area medical facilities for treatment. Refer to General Order 8-711, Prisoner Transport; paragraph V, subparagraph C, section 3.

3. SANITATION INSPECTION: As part of the weekly inspection, SSD officers will look for evidence of the presence of vermin, rodents, and/or breeding insects. If evidence of such existence is found, the information will be recorded and made known to the SSD Commander. The SSD Commander shall arrange for the appropriate control measures, including cleaning or fumigating. The results of these inspections, and any subsequent measures taken for mitigation of vermin, pests, or repairing or replacement of defective safety equipment, will be forwarded to the Chief of Police.

D. HOLDING FACILITY SECURITY AND CONTROL:

1. FIREARMS PROHIBITION: To ensure the safety and security of all Department employees and prisoners, no firearms or knives will be allowed in the holding facility or the booking room. All weapons will be secured in the gun lockers outside of the facility. Officers escorting prisoners under arrest will secure their weapons in the gun lockers prior to removing their prisoner from the vehicle. Officers should consider placing their Batons and organic spray in the gun lockers also. There are no exceptions to this order.

2. HOLDING FACILITY/OCCUPIED CELLS:

a. Cell Entry: Sworn officers may enter an occupied cell only for the following purposes:

1. To prevent a suicide;

2. To respond to a medical emergency;

3. To prevent injury to a prisoner or damage to the cell;

4. To remove a prisoner who refuses to vacate the cell.

b. Monitoring Cell Entry: Whenever a prisoner is to be placed into or taken out of a cell, more than one officer shall be present.

3. HOLDING FACILITY KEYS: There are three sets of keys permitting access to the Department's holding cells. Two sets of keys will be kept in the Roll Call Room. An officer entering the cell block will maintain possession of the set of keys until relieved or the officer exits. A third set of keys will be kept in the back up key box maintained in the Chief of Police's office. Access to the holding facility area itself is gained through the sally port door and the hallway entry door ,which are always locked, by utilizing the key card that is issued to each employee.

4. HOLDING FACILITY SECURITY: All exterior doors to the cellblock area shall be closed at all times and locked when prisoners are present. Doors to cells will be locked at all times whether occupied or not.

5. HOLDING FACILITY SECURITY CHECK:

a. Inspection: Before placing a prisoner in a cell the detention officer shall make a security check of the cell to be used. Also, when a prisoner is removed from a cell the detention officer shall make a security check of the cell. The purpose of the security check is to ensure that there are no weapons or contraband in the cell. This inspection also applies to the weekly documented inspections.

b. Discovery: Any discovery of weapons or contraband shall be reported in writing to the Shift Commander, including information identifying the prisoner who had occupied the cell, the arresting officer, and the employee involved in placing the prisoner in the cell.

6. HOLDING FACILITY SECURITY DOCUMENTATION: SSD personnel shall,

on a weekly basis, conduct an inspection of the Department's holding facility for operational wear and tampering. Any defects discovered during the inspection should be noted on the Police Facility Inspection Log as described in General Order 6-531, Inspections; paragraph V, subparagraph A, section 2, subsection b. The inspection and documentation will include the:

a. Locks;

b. Walls;

c. Floors;

d. Ventilator covers; and

e. Doors.

7. CULINARY EQUIPMENT AND TOOLS:

a. Culinary Equipment: The only authorized eating utensils are the plastic fork and spoon which will be given to prisoners for eating meals when necessary. The fork and spoon will be retrieved by the attending officer upon the completion of the meal;

b. Tools: Whenever maintenance or repair work is performed within the holding facility a check shall be made to ensure that all tools have been removed upon completion of the work. No such work shall be performed within the holding facility when prisoners are being processed or lodged.

8. HOLDING FACILITY COMMUNICATIONS: There is an audio communication system to allow communication between the holding facility area, the communications center and the roll call room. This system allows for immediate communication between Department personnel, prisoners, and the Communications Unit dispatcher in the communications center. Communications Unit dispatchers can also monitor the holding facility through this system.

9. ESCAPE PROCEDURES: Every attempt will be made to prevent a prisoner

escaping from custodial detention at headquarters. If an escape should occur, every effort will be directed toward recapture. Department personnel will initiate the following actions immediately upon an escape:

a. Notifications: The following persons shall be notified at once in order of their immediate availability:

1. Patrol Division (PD) supervisor and Patrol Units;

2. Shift Commander;

3. Surrounding municipalities, if necessary, via the Fairfield County Hotline.

b. Mobilization: On-duty officers will be deployed immediately in a search for the subject.

c. Reports: The following reports, communication and documentation will be initiated:

1. Incident report (Escape) will be completed by the supervisor on duty or officer covering the police facility;

2. A teletype will be sent via the COLLECT system advising of the escape with information about the escapee including, name, date of birth, last known address, description including scars, marks, tattoos and other identifying characteristics;

3. Arrest warrant application for the crime of Escape From Custody will be prepared and submitted to the next session of the court;

4. The Chief of Police may, based on the circumstances, direct that an internal affairs investigation be conducted pertaining to violation of Department policies.

d. Canceling Alert: Upon the capture of the person, notification will be made via police frequency to all police officers and to other agencies via FC Hotline. The COLLECT system entry will also be canceled.

10. THREATENING SITUATIONS: Whenever information is received indicating a threat to the security of Department personnel, a prisoner, or the holding facility, this information shall be verbally transmitted through the chain of command so that preventive action may be initiated. All information should be recorded for review and documentation. Entries shall be made in the Department daily log and entered prominently on prisoner record sheets. A case report may be initiated subject to the nature of the information. Examples of information which would be treated in this manner are threats against officers, other personnel, or prisoners, information of planned escapes, escape history of a prisoner, and/or damage to the facility.

E. PRISONER PROCESSING:

1. PRISONER SEARCH AND PROPERTY INVENTORY: The only property that a prisoner may take into the cell block is clothing. No jewelry, belts, glasses, or unnecessary clothing will be allowed:

a. Inventory Search: All prisoners will be thoroughly searched before being placed in a cell.

1. The Department will maintain a hand-held metal detector in the sally port leading in to the booking/detention area;

2. Each officer will receive training in the use of the hand-held metal detector;

3. Prior to entering the booking/detention area, each prisoner will be patted down and then searched with the hand-held metal detector. This will occur in the sally port area;

4. When practical, there will be two officers (or an officer and sergeant) present during this search. One officer shall conduct the search while the other stands-by and observes;

5. The searching officer will remove their firearm and secure it in the wall mounted firearm safe prior to the search. The observing officer’s firearm shall be maintained in their holster, ready for use until the search has been completed. The

observing officer will secure his/her firearm in the firearm safe prior to entering the booking/detention area.

b. Itemized Inventory List: Property taken from the prisoner will be recorded on the "Prisoners/Property Sheet", which shall indicate date, time, and officer obtaining the property. The Prisoner/Property Sheet should be signed by the prisoner as an acknowledgment. If the prisoner refuses to sign the form that information should be entered on the form.

c. Strip Search: Refer to Section 54-33k and 54-33l of the Connecticut General Statutes (CGS) for the law concerning strip searches. The following are procedures for strip searches:

1. Minor Arrests: No person arrested for a motor vehicle violation or a misdemeanor, except in cases involving weapons or a controlled substance, shall be strip searched unless there is reasonable belief that the individual is concealing a weapon or controlled substance.

2. Body Cavity Search: No search of any body cavity other than the mouth shall be conducted without a search warrant. Any warrant authorizing a body cavity search shall specify that the search is required to be performed under sanitary conditions and conducted either by or under the supervision of a licensed practitioner, as defined, in Section 20-184a CGS.

3. Strip Search: All strip searches shall be performed by a person of the same sex as the arrested person and at a location where the search cannot be observed by persons not physically conducting the search. Any Department officer or employee conducting a strip search shall complete a report providing the details of the search. A Strip Search requires the written authorization of a command level officer, the name of the person subjected to the search, the name of any person conducting the search, and the time, date, and place of the search. A copy of the Strip Search report shall be provided to the person subjected to the search.

d. Evidence and Contraband:

1. Evidence: Property constituting evidence shall be recorded and submitted to the Property Control Officer (PCO). Refer to General Order 9-841, Evidence and Property; paragraph V, subparagraph C. A supplemental report referring to the original incident case number shall be completed by the officer seizing the evidence detailing the circumstances and the evidence.

2. Contraband: An incident report will be completed in connection with the seizure of contraband from any prisoner and the prisoner will be appropriately charged.

2. PRISONER PROPERTY STORAGE: All personal property of the prisoner taken prior to incarceration in a cell shall be secured in the prisoner property locker.

3. PRISONER INTAKE FORMS: When a person is transported to headquarters for booking, a Prisoner Record Of Arrest and a Prisoner/Property Control Sheet will be completed whenever the person is to be booked:

a. The Prisoner Record Of Arrest Sheet information includes:

1. Date, Time, Case Number, System number, Booking Officer, Arresting Officer;

2. Name, Date-of-Birth, and Address of Prisoner;

3. Charges, Court Date, and Bond;

4. Personal Identifiers and Cell number;

5. Bail Commissioner Information and a List of Calls and/or Occurrences;

6. Next of Kin information.

b. Prisoner/Property Sheet information includes:

1. Date, Time, Case Number, System Number, Booking Officer, Arresting Officer;

2. Charges, Court Date, Bond;

3. Personal Property Taken;

4. Prisoner's signature for property taken;

5. Property not returned, Prisoner's signature, and Officer's signature;

6. Property Bag Number.

4. HOLDING FACILITIES FOR MALES, FEMALES, AND/OR JUVENILES: All cells in this Department's holding facility are separate units. The units are separated by sight and sound (normal and loud conversation). Juveniles taken into custody for a violation of law shall be kept separate from adult offenders and shall not be confined in the adult cellblock area. If temporary detention is necessary, the juvenile will be placed in the Detective Division (DD) or an Interview Room and will not be left unattended. If an arrestee must be immobilized, as a last resort the handcuff rings attached to the benches located in the holding facility booking process area shall be used.

5. PRISONER SPECIAL HANDLING:

a. Intoxicated Prisoners: Prisoners who are under the influence of liquor and/or drugs will be placed in a cell and monitored closely to insure their well being. If the intoxication is acute, and requires medical treatment, the prisoner will be transported to an appropriate medical facility. Refer to General Order 8-711, Prisoner Transportation; paragraph V, subparagraph C, section 3;

b. Suicidal Prisoners: Prisoners who are believed to be a danger to themselves will be monitored by an officer or matron at all times while they remain incarcerated. The assigned officer or matron will remain immediately outside the cell block area within full view of the prisoner. The prisoner may be transported to an appropriate medical facility for

evaluation. The emergency examination request form shall be completed by the investigating officer and transmitted to the facility with the prisoner. Refer to General Order 8-711, Prisoner Transportation; paragraph V, subparagraph B, section 3;

c. Violent Prisoners: Prisoners who exhibit violence will be restrained as required to prevent damage or injuries and will be closely monitored.

d. Disabled/Handicapped Prisoners: The Patrol Division Supervisor will approve procedures deemed necessary to accommodate the special needs of disabled or handicapped prisoners while assuring appropriate prisoner security. When necessary, prisoners shall be placed in cell number one, which is compliant with the Americans with Disabilities Act.

6. PRISONERS INTAKE IDENTIFICATION: Occasionally this Department may be requested to lodge a prisoner for another law enforcement agency. The identity of the delivering officer will be confirmed, especially those in civilian dress. The officer presenting the prisoner will produce verification of the authority to make the commitment, which may be a copy of the arrest warrant or a copy of the arrest report.

7. HOLDING FACILITY MAXIMUM CAPACITY: The cell block at this Department can hold four (4) prisoners overnight. When the number of prisoners to be held exceeds this capacity, the Shift Commander will decide to hold, transfer, or release certain prisoners:

a. Prisoners Held: The Shift Commander should keep the most volatile, most dangerous, and most likely to fail to appear prisoners in the cell block at this Department;

b. Prisoners Transferred: Those prisoners that are not likely to cause a problem but are a high risk to fail to appear in court if released will be transferred to another local law enforcement agency holding facility pursuant to agreements that are in effect;

c. Prisoners Released: Prisoners that are the lowest risk not to appear in court will be released on bond, surety bond, or on a written promise to appear.

8. PRISONER IDENTIFICATION: When there is one, or more than one prisoner in custody, that are to be released, the officer making the release will verify the identity of the prisoner(s) to be released. This will be accomplished by reference to the Prisoner Detention Sheet of the prisoner(s) and verification of the number of the assigned cell.

9. PRISONER PROPERTY RETURN:

   a. Prisoner Release: All personal property taken from a prisoner at the time of booking shall be returned, with the exception of items of contraband or evidence. The property will be removed from the storage area and checked against the Prisoner/Property Sheet. The releasing officer and the prisoner will sign the Prisoner/Property Sheet for the return of the property.

   b. Prisoner Transport to Court: Prior to being transported to court, the property of the prisoner will be verified and packaged using the clear plastic bag supplied by the court. The procedure for packaging prisoner property is as follows:

      1. Complete all information contained on bag;

      2. Write Bag Number on property control sheet;

      3. Insert a copy of the property control sheet into the bag facing out;

      4. Remove the tear strip (number) and staple it to the bag with the white and yellow receipts;

      5. Remove the adhesive strip, fold over at designated area, and press closed.

      6. The transporting officer and the prisoner will sign the Prisoner/Property Sheet. The property will accompany the prisoner to court and will be turned over to the judicial marshals;

c. Misplaced Property: In the event property listed on the Prisoner/ Property Sheet is lost or misplaced the officer releasing the prisoner shall notify the supervisor on duty. The supervisor will properly document the incident and refer the matter to the PD Commander for investigation.

F. PRISONER MEDICAL AND HEALTH CARE SERVICES:

1. PRISONER MEDICAL ASSISTANCE:

a. Medical Needs: A prisoner with medical needs shall be transported to an area medical facility for examination or treatment. Refer to General Order 8-711, Prisoner Transportation; paragraph V, subparagraph C, section 3.

b. Medication: Prisoners may require prescription medicines to be taken while in custody. Once the medical necessity has been confirmed, and the substance verified as proper medication, every attempt will be made to maintain the medication as directed. Directions for the dispensing of the medication and administering of it to prisoner will be affixed to or entered on the Prisoner Detention Sheet under Occurrences.

2. PRISONER FIRST AID KIT AND INSPECTION: A first aid kit will be maintained within the holding facility area. SSD officers will insure that this first aid kit is replenished during the mandatory weekly inspection or after each use.

3. PRISONER INTAKE SCREENING: During the course of booking a prisoner, an individual Prisoner Screening Sheet will be completed. This sheet includes the following information:

a. Date, Time, Case Number, System number, Booking Officer, Arresting Officer;

b. Name, Date-of-Birth, and Address of Prisoner;

c. Collect Information inquiry;

d. Psychological and Drug Questions;

e. Interviewer Questions which include health, medications, and mental status questions (Suicide Risk Assessment);

f. Visual check of body deformities, scars, tattoos', etc;

g. Interviewer's and Supervisor's signature lines.

4. HOLDING FACILITY MEDICAL SERVICES: The booking room will have a notice posted advising prisoners, in both English and Spanish, that emergency medical services are available if needed.

5. PHARMACEUTICAL DISPENSING: Only those medications that are necessary for a prisoner's health, and which have been verified legally obtained, will be dispensed to prisoners in the Department holding facility. The medication shall be kept with the monitoring officer along with the Prisoner Detention Sheet and directions. Whenever medication is given to a prisoner the dispensing shall be entered on the Prisoner Detention Sheet under Occurrences. The entry will include date, time, quantity, and the name of the officer dispensing the medication. Every attempt will be made to follow the prescribing physician's directions.

G. PRISONER RIGHTS:

1. PRISONER COURT APPEARANCE: Persons arrested by this Department, who are unable to post bond and incarcerated in the holding facility, will be presented at the first court session following their arrest. Refer to Section 54-1g of the Connecticut General Statutes (CGS). A person arrested without a warrant shall be provided a probable cause hearing no later than 48 hours of the arrest. For any prisoners that will be held over forty-eight (48) hours the on-duty supervisor will prepare the State of Connecticut Probable Cause Determination Request form and deliver it, along with the case file, to a judge’s location as indicated on the Probable Cause Determination schedule that is kept at the on-duty supervisors desk in the roll call room.

2. PRISONER BAIL: Persons who have been arrested and who have had bonds set for their release by the court or by a ranking officer of this Department, shall be afforded a reasonable opportunity to contact persons able to post this bond. The prisoner may contact family, friends or a

professional bail bondsperson.

a. Bondsperson: A listing of the bail bondspersons in this area, as it appears in the telephone directory, is available to prisoners for calling.

b. Bail Commissioner: Officers are reminded that as per CGS 54-63c (e) the office of the Bail Commissioner must be contacted if a person is unable to post bond by using the following contact procedure as of April 1, 2024:

1. Call the Judicial Branch-Pretrial Services (JB-PS) at 866 856-6066 and enter the two digit code 02;

2. You will then be connected to a voice mail box at which time you will leave the following information:

a. Name of Department;

b. Name & date of birth of detainee;

c. The charges/whether it is a domestic violence arrest or not;

d. Bond amount and whether it is a police or court-set bond order.

3. Once the message has been left the information will go on a queue and JB-PS staff will then receive the information of the voicemail. JB-PS staff will then contact this Department to confirm the individual is still being held and inform us as to when JB-PS will be here to conduct the bail interview.

c. Cash Bond: Bond money will be counted by the detention officer in the presence of the prisoner or other person providing the bond and verified by the shift supervisor, or when unavailable another officer. Both officers will sign the sealed cash bond envelope before submitting with other court documents.

3. ATTORNEY ACCESS:

a. Confidential Telephone Contact: Prisoners unable to post bond are detained in the Department holding facility until the first available court session. Prisoners shall be given a reasonable opportunity to contact an attorney for legal counsel. The prisoner will be placed in the holding facility booking/interview room with a telephone. The officer shall inform the Communications Unit dispatcher that the audio monitoring system will be shut off and to closely monitor the prisoner on the video system. The officer will then shut off the audio monitor and leave the room, closing the door. These provisions will afford the prisoner the opportunity to have a confidential conversation with legal counsel, and satisfy this Department's responsibilities pertaining to the security and safety of the prisoner. An entry shall be made in the incident report listing the procedures followed and the name of the attorney.

b. Confidential Personal Contact: There may be occasions when an attorney requests to confer with a person in custody at headquarters. The Chief of Police or the Deputy Chief/Captain may allow this conference. The supervisor will:

1. Obtain personal and professional identification, verifying that the person is in fact an attorney;

2. First inform the attorney that there will be a pat down search, and then conduct the pat down search;

3. Inform the attorney that any packages, briefcases, etc., will be subject to a search. The attorney should be advised that a better course of action would be to leave the briefcase or package in a safe location rather than bring it into the holding facility. The briefcase or package will be searched if the attorney insists in maintaining possession;

4. Have the prisoner and the attorney conduct their conference in the holding facility booking/interview room. The officer will be stationed outside the closed door. Any audio monitoring systems shall be shut off. Video monitoring will be maintained;

5. Search the prisoner prior to being returned to the cellblock.

4. TELEPHONE ACCESS: Prisoners will be afforded access to a telephone during or upon the completion of the booking process, prior to being placed in a cell. Prisoners will be given a reasonable opportunity to make contact with family, friend, legal counsel, or a professional bail bondsman. The number of calls and the duration will be affected by the operational conditions at the time. Officers will remain with prisoners during the calls except for those deemed privileged. Nothing in this directive is intended to preclude officers from allowing a prisoner to make a telephone call after having been placed in a cell, under the officer's observation, if conditions permit.

5. MONITORING PRISONERS: Prisoners are monitored visually and by audio devices. The telephones in the holding facility are not monitored or recorded. Signs indicating the visual and audio monitoring will be prominently displayed in both English and Spanish in the holding facility.

6. PRISONER MEALS:

   a. Number of Meals: Prisoners will be fed hot meals according to their length of stay. A prisoner will be fed if the prisoner is lodged during a normal meal hour. No more than three (3) meals will be fed to a prisoner during any twenty-four (24) hour period and no more than fourteen (14) hours shall elapse between meals.

   b. Food: Food for prisoners shall consist of a sandwich (hamburgers, etc.) and a beverage. The supervisor or designee shall pick up the food from a local vender, and will secure a receipt detailing prisoner name, date, incident number, cost and Officer’s name.

   c. Meals for Prisoners Lodged Elsewhere: Meals for prisoners housed for this Department by an outside agency may have to be transported. Officers lodging prisoners at outside agencies shall make inquiry as to feeding arrangements. If this Department is to be responsible for providing meals to prisoners lodged with outside agencies the supervisor should be informed so that proper arrangements may be made. The outside agency may agree to provide meals for a prisoner of this Department when feeding their own prisoners. This is an acceptable procedure.

   d. Special Meals: In rare instances it may be necessary to provide a prisoner with a "special diet". In those cases the Shift Commander

should be notified for instructions.

H. PRISONER SUPERVISION:

1. PRISONER CHECK: Prisoners held by this Department in the holding facility are under constant supervision by personnel of this Department on a twenty-four (24) hour basis. The supervision encompasses physical checks by officers or matrons and the monitoring of the cellblock area by Communications Unit dispatchers and monitoring officers through the use of video and audio systems. If the prisoner watch is monitored on video, the officer or matron will check on the condition of the prisoner in person every 30 minutes. The officer or matron will note these checks on the prisoner log. A prisoner count will be done at least once every eight hours when multiple prisoners are being held at the same time.

2. PRISONER PERSONAL PRIVACY: The video monitoring system of the cellblock area is designed to permit a visual observation of the cell area, yet to preclude observations which may violate the personal privacy of prisoners.

3. PRISONERS OF THE OPPOSITE SEX: Any time a female prisoner is incarcerated in the Department holding facility every effort shall be made to assign a female officer or Department matron to supervise the prisoner. Every effort shall also be made for the supervision of male prisoners to be performed by male officers.

4. PRISONER PROPERTY: The acceptance of mail or packages is not permitted nor authorized because of the short duration of any prisoner's stay at this Department's holding facility.

5. PRISONER VISITORS: Due to the short term nature in which prisoners are held at this Department, visits of prisoners are not generally permitted. The Chief of Police or command level officer may authorize a visit to a prisoner by a member of the immediate family. An immediate family member is a mother, father, spouse, child or sibling (except juveniles). When a visit is authorized the following shall apply:

   a. Identification: Visitors shall be identified satisfactorily and the immediate family relationship confirmed;

b. Visitor Search: Visitors will be subject to search (pat down and metal detector) prior to meeting with the prisoner;

c. No Packages: Visitors will not be permitted to take or carry any packages or other items;

d. Location: The visit will normally be made in the booking/interview room located in the holding facility. The audio and video system will be monitored. The visit shall be of short duration, not to exceed fifteen (15) minutes, and may be terminated by the attending officer at any time;

e. Duty of the Officer: Officers will remain present during the visit;

f. Documentation: The visit will be recorded on the prisoner's record disclosing the date, time, and name of visitor.

GENERAL ORDER

G.O. 8-721

SUBJECT: HOLDING FACILITY

HISTORICAL CHANGES TO POLICY

July 31, 2013 – many changes made to compensate for new holding facility after building renovation. Added sally-port references, number of cells changed from 3 to 4, holding cage references were eliminated, etc.

April 11, 2016 – Page 6, Section V,C2d, Shelton Police removed as alternate holding facility.
Page 7, Section V,D5a, Changed responsibility for cell security check from supervisor to detention officer.
Page 17&18, Section V,G2b was added to explain procedure of accepting cash bond by detention officer.

April 04, 2024 – Page 18, Section V, G 2a.b. was reworded to reflect new procedure for contacting Bail Commissioner.

May 5, 2026 – Page 19, reference to Deputy Chief updated to Deputy Chief/Captain.

July 30, 2026 – Page 14, cleaned up some language in “Prisoner Special Handling” section d.