



**Chapter:** Arrests, Use of Force, Care of Prisoners  
**Subject:** 05-30 – Prisoner Lockups and Holding Areas  
**Effective:** November 1, 2024  
**Supersedes:** Official Order 05-30, dated April 19, 2022  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes department policy for prisoner lockups and holding areas.

#### **05-30-1 DEFINITIONS**

- A. Lockup: A facility under control of the department that contains holding cells, cell blocks, or other secure enclosures that are primarily used for the temporary confinement of individuals who have recently been arrested, detained, or are being transferred to or from a court, jail, prison, or other agency.
- B. Holding area: An area in a department facility established for use in the same manner as a lockup, with prior written authorization from the district/division commander.
- C. Constant supervision: The direct supervision and control of a detained individual by an enforcement member who can immediately take action when necessary.

#### **05-30-2 POLICY**

It is the policy of this department to use temporary prisoner lockups and holding areas to provide a safe and secure facility for interviewing and the temporary detention and processing of criminal suspects while preliminary investigations are conducted.

Prisoner lockups and holding areas are subject to Prison Rape Elimination Act (PREA) requirements as described in written directives related to PREA.

#### **05-30-3 PRISONER LOCKUPS AND HOLDING AREA REQUIREMENTS**

- A. The prisoner lockup or holding area shall provide a secure location to temporarily detain persons while the arresting enforcement member completes necessary paperwork and other business related to the arrest, or when an emergency situation occurs requiring an immediate response by the arresting enforcement member. A prisoner lockup or holding area shall not be used as a substitute for the statutory place of confinement.
- B. Access to prisoner lockups and holding areas shall be limited to enforcement members involved in the processing, transport, and security of the prisoner.
- C. Prisoner lockups and holding areas shall comply with the following specifications:
  - (1) Locations shall be on floors with two separate means of evacuation.

- (2) At least one retaining bar or ring shall be installed.
  - (3) Window openings shall have security bars or screens constructed of substantial material to discourage any escape attempt.
  - (4) Areas shall be constructed in a manner to permit prisoners to be viewed from outside.
  - (5) Furnishings in the area shall be secured to the floor or walls.
  - (6) An intercom shall be equipped to enable the desk enforcement member to monitor audio activity, and this room shall be posted with an "Open Intercom Area" sign. This is not a replacement for constant supervision.
  - (7) An A.C. power-operated fire-smoke alarm approved by Underwriters Laboratory shall be installed.
- D. If a prisoner needs to use a bathroom, enforcement members shall escort the prisoner to the bathroom, ensure the area is secure, and search the prisoner prior to returning them to the prisoner lockup or holding area.

#### **05-30-4 SAFETY AND SECURITY**

- A. Individuals being detained shall be searched prior to entering the prisoner lockup or holding area.
- B. Belts, shoelaces, ties, lighters, matches, and any other items which could cause personal harm shall be taken from the individual before they are placed in a prisoner lockup or holding area.
- C. When a person is placed in a prisoner lockup or holding area, the arresting enforcement member detaining them shall immediately notify the shift supervisor to ensure the prisoner is constantly supervised. The prisoner's time in and out of the prisoner lockup or holding area shall be documented in the incident report.
- D. Access doors shall be closed and locked when the room or area is being used to detain persons in custody.
- E. Enforcement members shall secure all weapons in a separate location when processing prisoners or entering the prisoner lockup and holding areas.
- F. Enforcement members shall keep a portable radio on at all times to allow for contact or alert in the event of an emergency.
- G. Lights shall be turned on when the room or area is being used to detain persons in custody.
- H. Unrelated persons of the opposite sex shall not be detained at the same time in a prisoner lockup or holding area, nor shall juveniles be commingled with adults.

DIRECTOR

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**Annual Review Responsibility:** Field Services Bureau, Transparency and Accountability Division

**Accreditation Standards:** CALEA 71.1.1, 71.3, 71.4