



PARADISE VALLEY POLICE GENERAL ORDER

Temporary Detention in Holding Cells

Order Number

71.4

Date

08-05-15

71.4 Temporary Detention in Holding Cells

- A. Those secured for prisoner processing *shall* either be held in a holding cell or secured to a stationary item, such as a handcuff ring, that is expressly designed for secure detention. *Officers shall* maintain regular supervision of prisoners detained in the facility until the prisoners are released or transferred. *Officers shall* put up at least four magnetic "In Custody" signs when a prisoner is brought into the Police *Department*. Two signs *will* be placed on the interior of the rear doors to the PD, one on the jail hallway door facing the property room, and one on the dispatch door facing the report room. *Officers shall* take the signs down as soon as all prisoners have been released or transported from the PD. Only sworn officers will have access to the detention cell area. The locks in the detention cell area are intended to prevent anyone from leaving without the use of a key/access card, to reduce the risk of prisoner escape.
1. Prisoners whose behavior presents a serious threat of harm to *officers* or of damage to property *shall* be transported directly to the County Jail or Juvenile Detention facility as appropriate and *shall* not be detained at a police facility in a detention cell. The jail or receiving officials shall be verbally informed of the behavior and the behavior noted on booking paperwork.
 2. Any prisoner who has been placed in a detention cell who becomes violent or attempts escape *shall* be appropriately restrained and immediately transported. This behavior shall be documented, and the documentation shall be provided to the jail or receiving official.
 3. Any subject who attempts suicide shall be checked by appropriate medical personnel. The officer should consider voluntary or involuntary commitment. See G.O. #41.11.4. If the decision is made to book the person on unrelated charges, the subject's suicidal conduct shall be documented, and the documentation provided to the jail or receiving official.
- B. *Officers shall* secure their firearms prior to entering a detention cell or the area where detention cells are located.
- C. Available detention cells *shall* be used for arrestees with the most serious crimes or who present the greatest escape risk; other prisoners *may* be detained on detention benches. At no time *shall* more than one person be detained in a detention cell that is designed for the detention of a single person. Males and females shall be detained in separate cells and juveniles shall be sight and sound separated from adults.



PARADISE VALLEY POLICE GENERAL ORDER

Temporary Detention in Holding Cells

Order Number

71.4

Date

08-05-15

- D. All prisoners, without regard to the nature of the crime for which they were *arrested*, *shall* be thoroughly *searched* prior to transport and again prior to placement in a detention cell. Everything in the person's possession, including smoking materials, jewelry, belt, necktie, shoelaces, etc., *shall* be removed, listed on the property inventory form, placed in a property envelope and secured.
- E. When a prisoner is placed in a detention cell, the light *shall* be on and the *shift supervisor shall* be responsible to ensure that a personal visual observation of the prisoner is conducted at regular intervals not to exceed 30 minutes. Each observation *will* be logged in the *CAD* incident entry for the *arrest*.
- F. The cell *shall* be examined prior to placing a prisoner in the cell and after removing the prisoner from the cell. Any damage to the cell caused by the prisoner *shall* result in an additional charge for Criminal Damage.
- The *officer* removing the prisoner from the cell *will* either clean or report the need for cleaning or repair of a cell when necessary.
- G. If a prisoner is hearing impaired, that person *shall* be given the opportunity to use a *TTY/TDD* or other appropriate communication device to permit the person to make a telephone call. Given how slowly that technology operates, a prisoner who *must* use the *TTY/TDD* device *shall* be permitted a longer period of time to complete their permitted call(s).
- H. In the event of an emergency requiring assistance from other department personnel, the officer/detention/transport officer should use the radio to contact Communications to obtain assistance. In the event of a fire, personnel shall evacuate all the prisoners to the rear parking lot and then follow the building's fire evacuation and suppression plan.
- I. Each detention cell shall contain a toilet and sink or shall be monitored regularly to ensure that the prisoner has the ability to use the bathroom and get a drink when necessary. Officers shall be responsible for assisting prisoners handcuffed to the detention bench, or in cells without toilet and sink, to and from the bathroom located in the detention area and for obtaining drinking water for these prisoners.
- J. If a prisoner must be processed or tested, the responsible officer shall:



PARADISE VALLEY POLICE GENERAL ORDER

Temporary Detention in Holding Cells

Order Number

71.4

Date

08-05-15

1. maintain constant supervision of the prisoner;
 2. assure that no batons, stun devices or other weapons are accessible to the prisoner;
 3. unless other officers are present, possess a radio to contact assistance in the event of an emergency; and
 4. assure no keys/access cards are accessible.
- K. The detention area shall be inspected at the start of the shift by the oncoming patrol supervisor. Any deficiencies (including regular supervision of prisoners, weapons control, use of or need for panic or duress alarms and escapes) that occur in the secured area shall be documented and reported to the Patrol Commander, who shall address the deficiencies. The Patrol Commander shall perform an administrative review of the detention areas and procedures at least once every three years.