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| STRATFORD POLICE DEPARTMENT  | Type of Directive: Policy and Procedure | Updated: 09/27/2023 |
| | Title: Cell Block Processing and Detection | No. 11.7 |
| | Issuing Authority: Chief Joseph McNeil | Issued: 11-24.2020 |
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PURPOSE:

The purpose of this policy is to set guidelines for safe processing and detention of prisoners at the Stratford Police Department.

POLICY:

It shall be the policy of the Stratford Police Department to maintain a secure and safe facility for the processing and detention of prisoners.

PROCEDURE:

The Stratford Police Department will provide a secure facility for processing and detaining persons arrested, and shall have procedures for the treatment of prisoners that will ensure the safety of both officers and prisoners.

Command Responsibility - The Records Division Commander will be responsible for the operation, management, and maintenance of the processing and detention facility.

Security and Control – When prisoners are being processed all doors except vacant cells will remain secured. The doors will only be opened to pass through and then be re-secured. Access into the detention facility will be restricted to authorized personnel only. **(2.3.2)**

Key Control - Keys will be maintained for the processing and detention facility and will be secured in the Desk Sergeants Office and the Records Supervisors office. **(2.3.2)**

Weapons and Security Devices - Firearms are absolutely prohibited within the processing and detention facility. All firearms must be secured in the weapons locker provided when entering the processing and detention facility. Officers using the Sally port entrance will secure their firearms in the locker provided next to that entrance.

Emergency Evacuation

In the event of a fire or an emergency situation in the processing and detention facility the Shift Supervisor will assess the situation and, if necessary, promptly evacuate all prisoners from the cellblock. The necessary patrol units will be ordered to headquarters to assist in the evacuation. Prisoners will

remain under guard at all times. The Dispatchers on duty will be responsible for dispatching the necessary fire and emergency medical units to the facility.

As a last resort, in a life-threatening situation, the prisoners may be released into the sally port area or if necessary out the emergency outside exit in the back of the cellblock. If time permits they will be handcuffed.

In an emergency evacuation situation, the remote unlocking system will only be used if the officers cannot reach the cell where a prisoner is being detained because of fire or other condition that would directly endanger the officer. Otherwise, the remote system will not be used for an emergency evacuation. The prisoners will be removed as stated above.

Security Emergency Situation

In the event a threat is received against the department or against a prisoner being held by the department, the security of the police building and processing and detention facility will be enhanced by imposition of restrictions on building access, removal of visitors and media, and casual movement within the building.

All threats against the building and/or against a prisoner will be the subject of a criminal case investigation initiated by the shift supervisor and conducted by the Detective Bureau. (2.3.2)

Supervision and Treatment of Arrestees and Prisoners

When a prisoner is brought into the processing and detention facility for processing, the arresting/processing officer will immediately.

- Notify the Shift Sergeant/Supervisor
- Secure their sidearm in the appropriate weapons locker.

The booking area will be equipped with a holding cage. The cage will allow for temporary detention of a prisoner during booking. Multiple prisoners may be placed in the holding cage. At no time will male and female prisoners be placed in the holding cage together.

Detainees will only be kept in the Holding Cage during the normal time period covered in an actual booking process. Once this process is completed, the detainee will either be bonded out or placed in a cell.

In the event the arrestee will be locked in the cellblock the officer will, in addition to completing the booking process will notify the desk sergeant and dispatch of the cell number the prisoner was placed. The arresting officers will also advise dispatch and the desk sergeant of any conditions or behavior observed or ascertained during the booking procedure constituting a high or medium security and/or health risk that would require more frequent observation of the prisoner (i.e., suicidal tendencies, state of consciousness, mental status). Officers must complete the entire booking procedure prior to the completion of their shift. If this is not possible, a report will be completed explaining the reasons why not and approved by the shift supervisor prior to going off duty.

Prisoner Intake Screening

Agency personnel should observe and briefly interview detainees. In particular, Officers should attempt to detect obvious indications of suicide risk and note any existing injuries a detainee has upon admission to the holding facility. Any noted existing injuries, body deformities, trauma markings, bruises, lesions, jaundice, etc. should be photographed/video recorded at the time of in-take to protect Officers and the agency from accusations of wrong doing during detention. The Prisoner Behavior Report Form JD-MS-5 will be utilized for this screening process.

Duties of Dispatchers

Ensure that when notified of cell occupation by a prisoner that the cell is monitored.

Notify the Desk Sergeant immediately of any problems observed on the video monitor.

Duties of a Patrol Division Supervisor

Ensure that the prisoners tracking section of the NEXGEN system is properly completed to document activity and monitoring efforts. In the event that the NEXGEN system is not operational then a prisoner log shall used to monitor prisoner activity until such time that NEXGEN is operations.

The oncoming Desk Sergeant's will be responsible for verifying the accuracy of the prisoner-tracking log and assuring that all prisoners are accounted for with his/her relief.

Desk Sergeants will maintain a prisoner-tracking log for each prisoner individually separated by cell assignment. A copy of the booking forms including a photograph of the prisoner will be maintained at the sergeant's office until the prisoner is released or transferred to the court.

Normally, during the week, a prisoner is actually held for less than a day. Therefore, unless there are unusual circumstances, the shower facilities will not have to be offered to the prisoner. When a prisoner is held over a weekend, the shower facilities may be used by a prisoner if requested.

Court Appearance

All prisoners will be presented at court for arraignment on the next business day in compliance with Connecticut General Statute 54-1g.

Prisoner Money and Property

Prisoners brought into the processing and detention facility booking area will be searched. Prior to being placed into a cell the prisoner will be required to remove all footwear or shoelaces, belts, jewelry (i.e. all rings, necklaces, chains and earrings) outer garments (i.e. coats) and personal possessions. All items taken from the prisoner will be recorded in detail on the prisoner property control form. The prisoner will be required to sign the property receipt along with the officer. In the event a prisoner is incapacitated or unwilling to sign the property receipt either at the time of the arrest or at the time of release, two officers will attest to the fact that said property was taken from the prisoner and sign the property receipt indicating same.

Property forms will be completed even if there is no property taken. The receipt will indicate "No Property" and the prisoner and the officer will sign the receipt. Bulk clothing, excluding footwear, will be stored with identifying paperwork in secure locker located in the booking area. Footwear will be kept in the cellblock outside the cells. All money, jewelry and other valuables will be bagged and secured inside the prisoner property locker located in the booking room.

The prisoner cell assignment will be noted on the prisoners tracking log. The cellblock keys will be returned to the Desk Sergeant.

Upon release the prisoner's property will be returned and the receipt signed by the prisoner. The Desk Sergeant will verify that the correct person is being released. The keys to the cellblock area will be returned to the Desk Sergeant's office.

Prisoners with Medical Needs

If prescription medicine is administered, the Desk Sergeant will note the date, time, type of medicine and delivering officer on the tracking log. Any questions regarding prescribed medicine in the prisoner's possessions, or prescribed medicine requested by the prisoner, will be directed to the prescribing physician or the attending physician at the local hospital.

Prisoners incarcerated in the cellblock requiring medical attention will be attended to in accordance with the EMS protocol procedures and will normally be transported to a hospital for necessary treatment via EMS ambulance. When the prisoner is returned from the hospital, he will be searched thoroughly before being placed in the same cell that he was originally assigned. A copy of the medical release forms and any other instructions or paperwork related to the hospital visit will be attached to the tracking sheet upon return. If the prisoner is hospitalized, the shift commander will reevaluate the prisoner's qualification for bond and either bond the individual out at the medical facility or have an officer stay with the suspect until he is released and can be returned to police headquarters.

If an arrestee is treated at the hospital officers may be required to sign for medical instructions regarding the person in our custody.

Prisoners Under the Influence of Alcohol or Drugs

If the prisoner is totally incapacitated while under the influence of alcohol or drugs and will be incarcerated, the prisoner will be medically evaluated by Stratford EMS. If the prisoner is hospitalized after the medical evaluation the procedure for "Prisoners With Medical Needs" of this policy will be followed.

Prisoners who are Violent, Self Destructive, or Mentally Ill

Prisoners whose behavior is violent or self-destructive will be handled in accordance with the procedure established in "Intoxicated or Incapacitated Individuals" policy of this manual.

Cell Inspection

Prior to a prisoner being incarcerated the cell shall be examined to ensure that it is free of all contraband and to verify the physical condition of the cell. A second examination will take place when the prisoner is

being released or sent to court. At the time of release, the prisoner will remove all accumulated garbage from the cell. Any damage observed will result in a separate incident number being drawn and additional charges placed against the prisoner.

Cell Assignments

Only one prisoner per cell will be allowed. Male and female prisoners may only be placed in cells in the respective cellblock areas.

All cells will be numbered so that a record may be kept that will show which cell was used by each prisoner. This will be documented in the prisoner-tracking log and become part of the permanent file associated with each arrest.

The large cells in the cellblock area will be held in reserve for handicapped use.

Cell #8 on the men's side and Cell #12 on the woman's side will be used as isolation units if it becomes necessary. If more than one cell is needed on either side the adjacent cell will be used. If needed, the patrol supervisor will authorize blankets for the prisoners. The lighting and heat for the cellblock will be controlled as set forth in the procedure manual that covers the monitoring and control functions of this area that is kept in the Sergeant's Office.

Cellblock Capacity

In the event that the number of prisoners exceeds the maximum capacity of the cellblock, the department's cooperating in the Mutual Aid agreement will be notified and requested to provide housing for the excess prisoners. The Holding Cage will not be used as a permanent cell during an overcrowding condition.

Officers Entering Occupied Cells

Officers shall enter an occupied cell only for a medical emergency, to prevent a suicide, remove a prisoner for court arraignment, or when a prisoner refuses to leave the cell. (2.3.2)

A minimum of two officers will be assigned to enter an occupied cell.

Monitoring of Prisoners

Prisoners and Officers will be continuously monitored by visual and audio equipment located in the Desk Sergeant's office as well as in the communications center.

Supervision of Prisoners by members of the opposite sex

Police personnel regardless of the gender of the officer or the prisoner, while in the custody of this department, will supervise prisoners. Whenever a prisoner is required to disrobe or there is a risk to personal privacy, a department member of the same sex will be assigned to supervise the prisoner.

Prisoners Supervising Other Prisoners

Prisoners supervising or assuming authority over other prisoners is strictly prohibited.

Prisoner Conduct

Prisoners will be advised that their conduct and actions will be monitored at all times. Prisoners will be subject to have additional criminal charges filed as a result of their misconduct (i.e. property damage to the processing and detention facility.)

Prisoners behaving in a disruptive manner during the booking process will be placed in a cell until such time as their behavior allows the processing to be completed or until court arraignment.

Packages/Money for Prisoners

Packages for prisoners will generally not be accepted. Articles of clothing, however, may be accepted if authorized by the shift supervisor. Any article of clothing accepted will be recorded on the prisoner property receipt. All clothing will be searched for contraband prior to being released to the prisoner. Cash intended for the personal use of any prisoner will not be accepted unless it is used for fulfilling bond requirements.

Jail Suicide Prevention

Certain signs and symptoms exhibited by a prisoner often indicate suicidal tendencies. All officers, when in contact with prisoners, must keep this in mind since detection could prevent such an incident. What the prisoner says and how he behaves while being arrested and booked are vital for detecting suicidal behavior. A prisoner may exhibit warning signs and symptoms that include depression, intoxication, talking about or threatening suicide, previous suicide attempts, history of mental illness, projecting hopelessness or helplessness, speaking unrealistically about the future, severe aggressiveness, paranoid delusions, or hallucinations.

If any of these signs or symptoms are present or if any other indicators of suicidal tendencies are present, officers will follow the procedures in place for an emergency examination in the hospital emergency room, or If emergency committal is not the appropriate response the officer will notify dispatch and the shift supervisor of his observations so that the prisoner can be closely monitored