

	<b>The University of North Carolina Greensboro Police Department</b>	
	<b>General Order 2-4.2</b>	<b>Processing Room</b>

## **Purpose and Scope**

The purpose of this policy is to designate room 124, the Processing Room within the UNCG Police Department, as the area authorized for use in detainee processing, testing, interviewing, and detention. The designated area allows for temporary detention of persons as part of the arrest process before transferring and booking them into a holding facility or jail.

## **Policy**

The policy outlines the procedures for safely temporarily detaining and processing prisoners. The UNCG Police Department does **NOT** operate as a holding facility.

### **A. Training of Personnel**

Employees charged with monitoring temporarily detained individuals must receive an initial training on the use of the Processing Room for temporary detention as part of the field training process or after establishing a new area for temporary detention. The department must provide retraining every four years.

### **B. Processing Room Procedures and Responsibilities**

The officer transporting a prisoner to the UNCG Processing Room will notify UNCG Police Communications upon arrival to and departure from processing. Communications will note the arrival and departure times within the call in Computer Aided Dispatch (CAD). When an officer provides any meals, water, or access to the restroom to a person during the time of detention, that officer will document the times in the CAD entry.

Any time that an officer assumes custody of a person in the Processing Room, that officer is accountable for supervising that prisoner. The officer bringing the prisoner into the processing area is responsible for conducting a thorough search of the prisoner. Any time that primary custody of the prisoner changes, the officer assuming custody must notify Communications of that change.

Prisoners in the processing room may only be secured to fixed objects specifically designed and intended for such use. Prisoners should be secured to immovable objects when necessary to ensure the safety of the officer or prisoner. The rooms within the processing area were specifically designed so that detainees could be secured in either room 124-A (Interview 1), 124-B (Interview 2), and/or 124-C (Intox) prior to any interview/interrogation. If at any time a prisoner becomes combative or uncooperative, the officer should consider transferring the prisoner directly to the Guilford County Jail for processing.

Officers should make every effort to separate male and female prisoners during process related detention. Officers may use interview rooms to achieve separation. At all times, juveniles must be kept separate from adults in the processing area. Officers may use offices or interview rooms outside of the processing area to maintain separation between adult and juvenile detainees.

No adult should be in temporary custody for longer than six hours (10A NCAC 14J.1501).

### **C. Processing Room Area Safety**

Unless exigent circumstances exist, before entering the processing area, officers will secure their firearms. Officers may secure their weapons in their vehicle trunk, in a firearm storage locker located adjacent to the processing area, or in an office if an officer has an assigned office space.

Before bringing a detainee into the processing room, officers must perform a security screening of the detainee using a hand held metal detector which is located outside the processing room. In addition, once entering the processing room they are walked through the magnetometer as a secondary check for weapons. The purpose of these screenings is to ensure no weapons were missed in an initial search and brought into the processing area.

Each interview room, testing room, and restroom inside the processing area should be searched by officers prior to allowing the suspect to enter. Each room is equipped with a panic button. Activation of these buttons sends an alarm to and establishes an intercom audio link with UNCG Police Communications.

Under certain circumstances, officers may be required to allow visitors access to a prisoner in the processing area (e.g. intoxilyzer witness or attorney). All visitors given access to the processing area are subject to a search for weapons and other contraband. Failure to grant permission to search will be grounds for denying access to the processing area.

The designated processing room will have an appropriate fire and emergency egress placard indicating an appropriate avenue of escape in case of fire or other emergency. The processing room is designed to allow for unimpeded egress through the west processing room door and out to the parking lot through

the north facing squad room door. The processing area, like the rest of the building, is equipped with appropriate fire alarm and sprinkler systems.

#### **D. Detainee Safety**

The challenge for the department and the officer is to balance the need to provide a safe environment for the officer and the person in custody while treating the prisoner humanely. To provide for the safety of the suspect and to prevent escape, officers are required to maintain constant supervision over the person in custody. If a prisoner is placed unattended in an interview room or testing area, the officer will activate the video recording and monitoring system. The officer will make personal, eye-to-eye contact with the detainee at least every 30 minutes with the contact being made in such a way that the video records the officer's check. The officer advises Communications of the check to be documented in CAD notes.

The processing area has a separate detainee restroom equipped with a toilet and access to drinking water. Officers should make every reasonable effort to provide access to water, restrooms, and other basic needs when that can be done without jeopardizing officer safety. The restroom area is equipped with a toilet flushing mechanism outside of the room. Before allowing access to the restroom, officers must search the restroom for contraband. Once a suspect has exited the restroom area, officers must search the area again to ensure that the suspect has not attempted to discard contraband. After the officer has searched the restroom, the officer may flush the toilet.

#### **E. Inspections**

Facilities Services provides regular cleaning of the processing area. The Professional Standards Unit or a designee will inspect the processing area for cleanliness and safety on a quarterly basis. The inspection findings will be included on the Professional Standards Unit inspection sheet.

As part of the Annual Inspection, the Professional Standards Unit or a designee will annually conduct an inspection of the processing area and all rooms within that area. The review will consider the following items:

- Policies regarding the processing area are being followed.
- The processing area is still adequate for the department's needs.
- The area is clean and safety items listed in this policy are still intact and functioning.