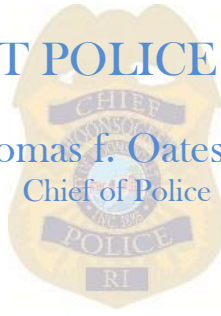


# WOONSOCKET POLICE DEPARTMENT

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Chief of Police



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	370.03	7/28/2020	7/28/2020
SUBJECT		PREVIOUSLY ISSUED DATES	
Temporary Detention & Holding Facility		10/31/2016, 8/17/2014	
ACCREDITATION		RE-EVALUATION DATE	
<b>CALEA Standards:</b> 71.1.1, 71.2.1, 71.3.1, 71.3.2, 71.3.3, 71.4.1, 71.4.2, 71.4.3, 71.5.1, 72.1.1, 72.1.2, 72.1.3, 72.2.1, 72.3.1, 72.3.2, 72.3.3, 72.4.1, 72.4.2, 72.4.3, 72.4.4, 72.4.5, 72.4.6, 72.4.7, 72.4.8, 72.4.9, 72.4.10, 72.4.11, 72.5.1, 72.5.2, 72.5.3, 72.5.4, 72.5.5, 72.5.6, 72.5.7, 72.5.8, 72.6.1, 72.6.2, 72.6.3, 72.6.4, 72.6.5, 72.7.1, 72.8.1, 72.8.2, 72.8.3, 72.8.4, 72.8.5 <b>RIPAC Standards:</b> 8.5, 12.8, 12.10, 12.13, 12.15, 12.16, 12.17, 12.18, 12.19, 12.20		7/1/2020, 11/10/2022	
INDEX		DISTRIBUTION	
Prisoner Handling		Sworn & Communications Personnel	

## TEMPORARY DETENTION AND HOLDING FACILITY AREAS

### I. PURPOSE

To establish and maintain guidelines, regarding the Woonsocket Police Department's temporary detention and holding facility areas.

### II. POLICY

The Woonsocket Police Department recognizes that one of the many responsibilities of a law enforcement agency is the detention of persons who have violated the law. When the Department makes such detentions, it assumes responsibility for the well-being and constitutional protections of those being detained until they have been released from custody.

Therefore, it is the policy of the Woonsocket Police Department to adhere to the procedures enumerated in this General Order and ensure that persons detained in its holding facility are treated with fairness and dignity consistent with accepted standards and applicable laws.

### III. DEFINITIONS

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

**Cell:** A designated enclosure into which a prisoner is placed and locked in, to prohibit freedom of movement. The Department maintains fifteen (15) cells to maintain custody of detainees for periods not exceeding seventy-two (72) hours.

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

**Disabled Prisoners:** Prisoners with anatomical, physical, or mental impairments that hinder mobility.

**Interview Rooms:** Designated rooms used for interrogating prisoners or suspects or interviewing victims, witnesses, and complainants. The Department maintains three (3) interview rooms within headquarters. The interview room in the uniform division is not monitored by video or audio devices and is used for interviewing witnesses and complainants. The interview rooms in the Detective and Juvenile Divisions are monitored and recorded can be used for interviewing suspects as well as witnesses and victims.

**Prisoner:** A person, who has been arrested, detained, and held in the holding facility less than seventy-two (72) hours. Such persons are held for booking, processing, testing, or confinement pending arraignment, release or transfer to another facility.

**Prisoner Processing Area:** Space located adjacent to the cellblock where prisoners are fingerprinted and photographed.

**Temporary Detention Area:** Designated areas for the temporary detention of a prisoner(s) for whom custodial authority is measured in hours, not days for processing, testing, or temporary confinement pending arraignment, release, or transfer to another facility.

### IV. ORGANIZATION, ADMINISTRATION, AND MANAGEMENT

#### A. CELLBLOCK SUPERVISION

1. The Patrol Officer-in-Charge (OIC) is responsible for all prisoners arrested and detained.
2. Supervisors shall ensure that the day-to-day use of the Department's cellblocks is consistent with state and federal laws and guidelines enumerated in this General Order.
3. To ensure accountability and the appropriate supervision level of prisoners held in cellblocks, supervisors shall periodically inspect:
  - a. Computerized dispatch logs documenting physical checks of prisoners and;
  - b. Prisoners' status.

4. Supervisors shall ensure that reports of incidents that threaten the security of its cellblocks or any prisoner are completed and promptly forwarded to the Uniform Captain.

#### B. CELLBLOCKS AND HOLDING FACILITY AREA ACCESS

1. Access to cellblocks and processing areas is restricted to sworn Department personnel, sworn officers from outside law enforcement agencies, and persons expressly authorized by supervisors.
  - a. The only exception to this directive is when officers must escort persons into the Prisoner Processing area for approved fingerprinting purposes, (i.e.: childcare employment, financial institution employment, adoptions, etc.), provided that any prisoners or suspects present in the holding facility area are secured.
2. The Custodian or any authorized private vendor may only provide cleaning and maintenance services to cellblocks and the holding facility area when they are unoccupied.

#### C. CELLBLOCK AND HOLDING FACILITY AREA TRAINING

##### RI 12.16

1. The Training Officer shall ensure that in-service training in the use of fire suppression equipment, alternate restraining devices, and cellblock and holding facility area operations are included in the Department's annual in-service training program.
2. Supervisors shall ensure that sworn Department personnel and dispatchers receive training in the cellblock and holding facility area operations as part of the Department's in-service training and shift briefing training programs. This must occur at least once every three years.
3. Field Training Officers shall ensure that newly appointed, sworn personnel receive training in the cellblock and holding facility area operations during the Department's Field Training Officer Program.

#### D. RELEASING PRISONER INFORMATION AND RECORDS

1. Release of prisoner information and records shall be consistent with state and federal laws and general order *520.01 Release of Police Information and Media Relations*.
2. Prisoner information and records may also be released to:
  - a. Persons who may facilitate the release of prisoners, legal counsel or those having valid reasons for accessing such information;
  - b. Outside law enforcement agencies to further investigations, confirm prisoner identities or verify outstanding warrants, and;
  - c. Personnel from local, state, and federal agencies in the course of daily police operations and legal proceedings, i.e.: the release of information to the Rhode Island Department of Children, Youth, and Families in cases involving child abuse.

### V. PHYSICAL CONDITIONS AND INSPECTIONS

The Woonsocket Police Department maintains its cellblocks and holding facility areas to provide for basic comfort, cleanliness, and safety through the following documented inspections:

A. STATION PERSONNEL

1. Officers assigned to station duties, shall inspect the following areas at the beginning of their tour of duty for contraband, weapons, and cleanliness:
  - a. Booking/processing area;
  - b. Sallyport;
  - c. Cellblock halls including strip search area; and
  - d. All cells including juvenile cells.
2. Any deficiencies shall be immediately brought to the attention of the on-duty OIC.
3. All inspections shall be documented on the log posted adjacent to the adult cellblock.

RI 12.13  
RI 12.19

B. MORNING PLATOON OIC'S FIRE DETECTION AND SUPPRESSION INSPECTIONS

1. The Morning Platoon OIC, or designee, shall conduct *daily*, visual inspections of the cellblock and holding facility smoke, heat, and fire detection systems.
2. The Morning Platoon OIC, or designee, shall conduct *weekly*, visual inspections of the cellblock and holding facility fire suppression equipment and document such inspections on the log posted adjacent to the adult cellblock.

C. MORNING PLATOON OIC'S SECURITY INSPECTIONS:

RI 12.15.c

1. The Morning Platoon OIC, or designee, shall conduct *weekly*, security inspections of the cellblock and holding facility, including searching for weapons, contraband, and deficiencies that may present escape risks. They shall document such inspections on the log posted adjacent to the adult cellblock.
2. The Morning Platoon OIC shall promptly notify the Uniform Captain if weapons, contraband, or deficiencies are discovered during weekly inspections.

D. VENDOR'S INSPECTIONS AND TESTS:

RI 12.13  
RI 12.19

1. The Operations Captain shall conduct *weekly* inspections, provide replenishment of cellblock and holding facility first aid kits and document such inspections and replenishment on the log posted adjacent at the adult cellblock entrance.
2. The Operations Captain shall ensure that an authorized, private vendor conducts *semi-annual*, documented tests of the cellblock and holding facility smoke, heat, and fire detection systems.
3. The Operations Captain shall ensure that an authorized, private vendor conducts *annual*, documented tests of the cellblock and holding facility fire suppression equipment.
  - a. The Operations Captain shall also conduct documented tests of fire suppression equipment, consistent with Section 6.2 of the National Fire Protection Association (N.F.P.A.) codebook, within six (6) months of the private vendor's tests.

- b. A copy of the N.F.P.A. testing procedures is attached to this General Order.
- 4. The Operations Captain shall obtain from the state or city fire inspector written certification that the holding facility complies with all state and local fire codes.

#### E. CUSTODIAN'S INSPECTIONS

- 1. The Custodian shall conduct *weekly* inspections and sanitation of the cellblocks and holding facility and document such inspections.
- 2. The Custodian shall ensure that an authorized, private vendor is notified when vermin and pests are discovered during cell inspections.

## VI. SECURITY AND CONTROL

### RI 12.17 A. FIREARMS

- RI 12.15.a
  - 1. Sworn Department personnel and officers from outside law enforcement agencies shall secure their firearms in lockboxes, before entering either the cellblock areas, interview rooms, or Prisoner Processing Areas.
  - 2. Officers and officers from outside law enforcement agencies shall only be permitted to enter the cellblock areas, interview rooms, or Prisoner Processing area with firearms when the life of an officer or prisoner is in imminent danger.
  - 3. Officers and officers from outside law enforcement agencies shall use extreme caution when removing firearms from their holsters and placing them in lock boxes--particularly in the presence of prisoners.

### B. GENERAL SAFETY OF DEPARTMENT PERSONNEL

- 1. Officers shall notify Communications Center personnel before entering the police station with prisoners.
  - 2. Officers shall await the arrival of an accompanying employee, before entering the police station with prisoners.
- RI 12.10.f
  - a. One sworn Department employee, typically the Station Officer, shall have direct contact with prisoners, i.e.: searching, removing handcuffs, inventorying and securing prisoner property, etc.
  - b. The arresting officer shall provide cover for the Station Officer and assist in booking prisoners.
- RI 12.15.d
  - 3. Once notified that officers have arrived at the police station with prisoners, Communications Center personnel shall ensure the designated areas are being monitored by the Department's video monitoring system.
- RI 12.15b
  - 4. The cellblock and prisoner processing areas are not equipped with fixed duress alarms; therefore, officers shall ensure that their portable radios are turned on before entering these areas.
- RI 12.15.c
  - 5. Communications Center personnel shall closely monitor personnel handling prisoners and remain alert for any signs of danger or emergency.

6. Before removing handcuffs from prisoners and placing them into unoccupied cells, Station Officers shall search designated cells for weapons, contraband, or other deficiencies.
7. After placing prisoners into designated cells, Station Officers shall close cell doors and ensure that the doors locked properly.
8. Upon exiting cellblocks, Station Officers shall ensure the following:
  - a. The overhead cell light is turned on; and
  - b. Cellblock access doors are closed and locked.
9. Except when in use, cell door keys shall always be secured in the **Station Officer's possession.**
10. Metal utensils are prohibited in cellblocks.
  - a. Supervisors may authorize the use of plastic utensils for meals.
  - b. Supervisors shall ensure that plastic utensils are retrieved and accounted for after prisoners have finished their meals.
11. Supervisors shall ensure that no maintenance work is performed in occupied cellblocks.
12. Supervisors shall ensure that no tools have been left behind, whenever maintenance work is performed in cellblocks.

**RI 12.15.c**

**C. ENTERING/EXITING OCCUPIED CELLS**

1. Before entering occupied cells, officers shall notify Communications Center personnel and ensure that the designated cellblock is being visually monitored on the video monitoring system.
2. After exiting occupied cells, officers shall close cell doors, check to see that the doors locked properly, then inspect their keys and equipment to ensure that prisoners have not taken possession of any item that may aid in their escape or cause injury to others.

**D. PRISONER ESCAPES**

1. Supervisors shall notify Communications Center personnel of prisoner escapes and ensure that all on-duty personnel and outside law enforcement agencies are immediately notified of the following:
  - a. Identity of prisoners;
  - b. Description of prisoners;
  - c. Last known address of prisoners;
  - d. The offense for which prisoners were in custody, and;
  - e. Means of escape.
2. Supervisors shall inspect cellblocks to account for other prisoners and ensure that their cell doors are secure.
3. Supervisors shall promptly notify the Police Chief, through the appropriate chain of command.

4. Unless relieved by a higher-ranking officer, supervisors shall coordinate efforts to capture escaped prisoners.
5. When escaped prisoners are captured, supervisors shall promptly notify the Police Chief, through the appropriate chain of command, on-duty personnel and outside law enforcement agencies.
6. The Office of Professional Standards (OPS) shall investigate prisoner escapes and report all findings to the Police Chief.

## **VII. PROCESSING PRISONERS**

### **A. MALE/FEMALE & ADULT/JUVENILE SEPARATION**

#### **RI 12.18**

1. Supervisors shall ensure that males and females are not processed in the Prisoner Processing area together.
2. Supervisors shall ensure that adults and juveniles are not processed in the Prisoner Processing area together.

### **B. SEARCHES**

1. Officers, typically Station Officers, shall conduct thorough searches of prisoners at the time of booking, before placing them into designated cells.
2. Station Officers shall use their best judgment, based on the circumstances of each arrest, in determining whether handcuffs shall be removed before searching prisoners.
3. Station Officers' searches of prisoners shall consist of the removal and inspection of prisoners' outer clothing, i.e.: coats, hats, sweaters, etc., emptying prisoners' pockets and other containers, i.e.: handbags, wallets, backpacks, etc., and inspecting prisoners' hands, mouths, hair, socks, and footwear.
4. Every effort shall be made to ensure that prisoners are searched by arresting officers of the same sex. This does not preclude arresting officers from searching prisoners of the opposite sex if such searches are witnessed by accompanying personnel.
5. If Station Officers of the opposite sex determine that more thorough searches are necessary, they shall immediately notify a supervisor, who shall:
  - a. Arrange for a sworn, Department employee of the same sex as the prisoner to conduct such searches, or;
  - b. Request the assistance of a sworn officer from an outside law enforcement agency of the same sex as the prisoner to conduct such searches.
6. Station Officers shall conduct "strip searches" consistent with *General Order 370.01 Strip and Body Cavity Searches*.

### **C. PROPERTY SEIZURES AND INVENTORIES**

1. During the inventory of prisoners' property, Station Officers shall seize any unlawful weapons, contraband, or evidence related to a crime.

2. After prisoners have been placed in designated cells, Station Officers shall appropriately mark and package unlawful weapons, contraband, and evidence, then place such property into temporary evidence storage containers.
3. Station officers shall subsequently document and itemize seizures of unlawful weapons, contraband, and evidence in their reports.
4. During the inventory of prisoners' property, Station Officers shall place all other property removed from prisoners in property bags, the contents of which shall be listed on the outside of each bag, and noted in the Records Management System (RMS) Search/Rights section.
5. Property removed from prisoners may include, but is not limited to the following:
  - a. Wallets;
  - b. Keys;
  - c. Belts;
  - d. Medication;
  - e. Jewelry;
  - f. Cellular telephones; and
  - g. Cigarette lighters or matches.
6. Station Officers shall count prisoners' currency and document the amount in the RMS Search/Rights section.
7. Station Officers shall list large property items on property bags containing prisoners' smaller property items.
8. Station Officers shall secure property bags and large property items in property lockers.
  - a. Property lockers "Traps" are in the processing area. In all cases practicable the officer searching and inventorying shall be the officer securing the property to ensure the chain of custody.
  - b. The appropriate officers' information shall be entered in the "Searched by ID" and "Released to ID" fields in the Search/Rights section of the RMS.
9. Station Officers shall secure property locker keys and extremely large property items in the prisoner processing area until prisoners are released or until the end of their shifts, at which time keys and property shall be transferred to relieving station officer.
10. Officers handling the release of prisoners shall:
  - a. Ensure that prisoners sign their property receipts to acknowledge receipt of their property;
  - b. Document the officer returning the property in the appropriate "Returned by ID" field in RMS Search/Rights section;
  - c. Signed property receipts are forwarded to the Bureau of Criminal Identification (BCI).

#### D. INTAKE INFORMATION

1. Station Officers shall ensure all intake information is entered in the RMS for prisoners detained in cellblocks.
2. Intake information shall consist of the following:



**RI 12.10.a**

- a. Arrest information to include; reason, date and time in and out of the detention facility;
  - b. Property inventory and disposition, and;
  - c. Medical screening information, including:
    - 1) Prisoner's current health;
    - 2) Prisoner's medications;
    - 3) Prisoner's behavior, state of consciousness and mental status and;
    - 4) Trauma markings, bruises, lesions, jaundice, ease of movement, etc.
3. Station Officers shall document intake information in the Booking section of the RMS:
- a. Search/Rights section;
  - b. Suicide evaluation section;
  - c. Booking section and;
  - d. Juvenile Release Section (if applicable).
4. Station Officers shall ensure that any printed forms are attached to arrest reports, inserted into prisoners' arrest folder, if applicable, and then forwarded to their supervisors for review.

**E. CELL SPACE ARRANGEMENTS**

**RI 12.10.c**  
**RI 12.18**

1. Supervisors shall ensure that males and females are not confined in the Cellblock together.
2. Supervisors shall ensure that adults and juveniles are not confined in the same Cellblock together.
3. If the appropriate separation of prisoners cannot be accomplished by utilizing the Department's cellblocks, supervisors shall contact a supervisor from an outside law enforcement agency, with which this Department has entered into a formal agreement and request their assistance in detaining prisoners.
4. Supervisors shall ensure that violent, self-destructive, suicidal prisoners, and prisoners under the influence of alcohol or other drugs are separated from other prisoners.
5. Supervisors shall ensure that increased supervision and monitoring of such prisoners are provided.
6. Violent or self-destructive prisoners may be restrained in the restraint chair per General Order *370.04 Emergency Restraint Chair Policy*.
  - a. The restraint chair is primarily used in conjunction with the isolation cell which is padded without a sink, toilet, or bed.
  - b. Prisoners may be placed in the isolation cell without the restraint chair if circumstances would present a safety hazard to officers and/or the suspect and other means are not practical.
7. Any violent or self-destructive person who appears to be under the influence of alcohol or drugs the supervisor may reasonably decide whether such person should be transferred to a medical facility for observation.

8. Supervisors may authorize the transport of violent, self-destructive, suicidal prisoners, and prisoners under the influence of alcohol or other drugs, to appropriate medical facilities.
9. In the event of group arrests that exceed the maximum capacity of the Department's cellblocks, supervisors shall promptly contact the Uniform Captain and request that additional personnel return to duty to assist in processing prisoners and transporting them to outside law enforcement agencies.
10. During group arrests exceeding the maximum capacity of the Department's cellblocks, supervisors shall contact the Patrol Shift Supervisor from an outside law enforcement agency and request their assistance in detaining prisoners.
  - a. A sworn Department employee should remain at the outside law enforcement agency, while prisoners are being detained to ensure that the detention is not burdensome to the outside law enforcement agency.

**RI 12.20.e** F. PRISONERS FROM OUTSIDE AGENCIES

1. Communications Center personnel shall immediately notify supervisors of requests from outside law enforcement agencies or other authorized individuals to hold their prisoners.
2. If such prisoners are received, supervisors shall ensure that the following procedures are adhered to:
  - a. Identification of officers/individuals presenting prisoners is obtained;
  - b. Authority of officers/individuals presenting prisoners is verified;
  - c. Prisoners are searched and their property inventoried, before being placed in designated cells, and;
  - d. Detailed incident reports explaining the circumstances of such detentions and intake information is properly completed.
3. Supervisors shall not authorize the receipt of prisoners from outside law enforcement agencies or other authorized individuals when:
  - a. Prisoners require medical care;
  - b. Prisoners are violent, self-destructive, suicidal or impaired by alcohol or other drugs, or;
  - c. Prisoners have made prior escape attempts.

G. RELEASE OF PRISONERS

1. Immediately upon removal of prisoners from cells, officers shall search cells for weapons, contraband, or other deficiencies. Any contraband or deficiency located shall be immediately reported to a supervisor.
2. Officers handling the release of prisoners shall verify their identity, through drivers' licenses, official identification cards, arrest records, the Live Scan System or other investigative means, before their release.
3. Officers handling the release of prisoners shall ensure that NCIC, RILETS, and in-house warrant inquiries have been conducted, before release.

4. Officers handling the release of prisoners shall ensure all release information has been entered in the appropriate RMS Release Information section.
5. In those rare instances, when prisoner identities cannot be verified despite every reasonable effort, the Prosecution Officer shall request that the court promptly notify the Department when identification is made.
6. Officers handling the release of prisoners who are incapable of caring for themselves because of the effects of alcohol or other drugs shall ensure that such prisoners are released to persons capable of caring for them.

## **VIII. MEDICAL AND HEALTH CARE SERVICES**

- A. Officers and Communications Center personnel shall immediately notify supervisors of prisoner injuries and illnesses or prisoner requests for medical services.
- B. Supervisors shall ensure that prisoners with injuries or illnesses, including extreme intoxication due to alcohol or other drugs, are provided with appropriate medical services in a timely fashion.
- C. Upon being notified of such injuries or illnesses, supervisors shall summons Woonsocket Fire Department emergency medical technicians to evaluate or treat prisoners.
- D. When emergency hospital treatment is necessary, supervisors shall ensure prisoners are transported by rescue to appropriate medical facilities.
- E. When the severity of prisoners' illnesses or injuries is in doubt, or prisoners make reasonable requests for medical services, supervisors shall request transportation by EMS or designate officers to transport such prisoners to appropriate medical facilities.
- F. When prisoners refuse treatment and in the opinion of Woonsocket Fire Department emergency medical technicians require further medical services, supervisors shall ensure that such prisoners are transported to appropriate medical facilities.
- G. If the prisoner has received injuries from the arrest or other means, the Officer-In-Charge shall determine if medical treatment is necessary. If medical treatment is necessary, the prisoner shall be handcuffed and transported to the hospital and guarded there until their release from care. In the case of visible signs of injury, the prisoner shall be transported to the hospital and a treatment form from the hospital shall be copied and made available to the Sheriffs of the court or intake officers at the ACI.
- H. During the inventory of prisoners' property, officers shall secure any medications in property bags, consistent with Section VII.B of this General Order.
- I. After consulting with a qualified physician, supervisors shall ensure that prisoner medications are dispensed to prisoners in a timely fashion.
- J. Supervisors shall ensure that prisoners needing medications that are not immediately available are transported to appropriate medical facilities for treatment.
- K. Supervisors, at their discretion, may authorize the administration of prescribed medications to prisoners with medication readily available.
- L. Supervisors shall ensure that prisoner medical service requests, treatment refusals, and treatments received are documented in arrest or incident reports as well as the Medical section of the RMS Booking information section.

## **IX. PRISONER RIGHTS**

- A. The Prosecution Officer (during court business hours) and supervisors (during non-court business hours) shall ensure that prisoner rights are protected and that the following procedures related to prisoner rights are followed:

RI 12.10.b

1. Prisoner arraignments are not unnecessarily delayed.
2. Prisoner opportunities to make bail are not impeded.
3. Prisoners are provided with confidential access to attorneys.
4. Prisoners are provided with three (3) meals every 24 hours, regardless of their ability to pay. All meals provided shall be documented in the Department's computerized dispatch log and the Booking section of the RMS.
5. The Rhode Island Supreme Court has mandated that, at a minimum, a prisoner (suspect) is entitled to a telephone call *free-of-charge* on an *unrecorded line*, provided that the call is to secure an attorney or arrange for bail. To ensure compliance with this mandate, the Department shall require that *all* such prisoner telephone communications be conducted on one of the Department's unrecorded telephone lines. The Department shall bear the cost of such calls. Arresting officers shall advise prisoners of their right to make a confidential, free-of-charge telephone call. If a prisoner agrees to such a call, the officer shall escort the prisoner to the telephone. All calls shall be documented in the RMS Booking section.

- B. Supervisors may authorize attorneys to enter cellblocks for confidential consultations with prisoners.
- C. Most cells are equipped with water, a toilet, and a bunk style bed. If a prisoner is confined in a cell without water or toilet shall be afforded access to both when needed. When using a bathroom in other than a cell, the prisoner will be accompanied by an officer.

## **X. SUPERVISING AND MONITORING HOLDING FACILITY AREA**

### **A. CELLBLOCK**

RI 12.10.e

RI 12.20.b

RI 12.20.a

1. At the beginning of each shift, supervisors shall determine whether any prisoners are being detained and if so, ascertain whether any special conditions related to such prisoners exist.
2. Supervisors shall ensure that whenever a prisoner(s) is detained in a cellblock, at least one sworn Department employee is assigned to monitoring the prisoner(s).
3. On a 24-hour basis, Communications Center personnel shall monitor prisoners through the cellblock video monitoring systems.
4. Supervisors shall ensure communications center personnel log prisoner checks into the computerized dispatch log every (15) fifteen minutes.
5. On a 24-hour basis, sworn personnel assigned to the prisoner monitoring shall monitor prisoners through the cellblock video monitoring system.
6. Supervisors shall ensure that officers physically check prisoners held in cellblocks every thirty (30) minutes whenever practicable.
7. Supervisors shall ensure that officers physically check prisoners considered to be security risks, (i.e.: violent, self-destructive, suicidal, etc.) every fifteen (15) minutes.
8. Supervisors shall ensure that physical checks are documented in the Department's computerized dispatch log.

RI 12.20.d

9. To minimize the invasion of prisoners' privacy, without compromising the security of the cellblocks or police station, Communications Center personnel shall position the cellblock monitor on "multi-screen mode", which enables the monitor to split into smaller screens, rather than remain as a singular large screen.
10. Should Communications Center personnel observe a security breach or unusual occurrence within one of the monitor's smaller screens, they shall turn off the "multi-screen mode" and view the incident through the singular, large screen.

RI 12.20.c

11. Whenever prisoners must be monitored by sworn personnel or Communications Center personnel of the opposite sex, supervisors shall ensure that the following precautions are adhered to:
  - a. Cellblock monitors are positioned on "multi-screen mode", except to view security breaches or unusual occurrences.
  - b. Periodic checks are closely monitored by another sworn Department employee and/or Communications Center personnel.
  - c. Reasonable requests by prisoners for assistance from sworn personnel of the same sex are honored.

#### B. INTERVIEW ROOMS

1. The Department maintains a station office on the first floor. This room is equipped with a computer and a phone. This room is not monitored. The interview/interrogation room in the Juvenile Division on the first floor as well as the interview/interrogation room in the Detective Division on the second floor do not have a phone or computer. Both rooms are video and audio recorded.
  - a. Officers may use the interview room to interrogate prisoners or suspects, or interview victims, witnesses or complainants.
  - b. Personnel shall inspect the interview room for weapons, contraband, or deficiencies before allowing any interviewee to enter the room.
  - c. Officers are prohibited from using the interview room to secure prisoners or suspects.
  - d. Officers may not carry firearms into the interview room and must secure their firearms in available lockboxes before entering the room. Less-lethal weapons (i.e. Taser, OC) are permitted as necessary.
  - e. Both interview/interrogation rooms are equipped with an audio and video monitoring and recording system which is controlled from the observation area in the Detective Division.
    - 1) Officers may use this system while obtaining statements or confessions, consistent with constitutional requirements and state law.
    - 2) This system shall only be activated during interviews and interrogations.
    - 3) Any use of this system must be authorized by the Detective Captain or designee.
    - 4) Officers are precluded from monitoring or recording conversations between suspects and their attorneys and shall deactivate the system when such confidential conversations occur.
    - 5) Audio and video recordings are physical evidence and shall be handled consistent with Policy 420.01 entitled, "Evidence Collection and Preservation."

RI 8.5.a

RI 12.10.e

RI 8.5.b

- RI 8.5.d f. At least one (1) sworn Department employee must continuously monitor and provide direct supervision of all prisoners or suspects occupying the interview room.
- RI 8.5.c 6. Officers utilizing interview rooms shall always have access to a portable radio equipped with a panic alert button.
- RI 8.5.e 7. Supervisors shall ensure that reasonable requests for access to restrooms, water, or comfort breaks by a person(s) being interviewed or interrogated are not denied.

#### C. PROCESSING AND TESTING AREAS

- RI 12.8 1. The Department maintains a Prisoner Processing area in the cellblock. This area is equipped with a computer, phones, digital camera for booking photos as well as a Live Scan machine for fingerprinting. This room is monitored through the cellblock video system at the Communications Center. Whenever possible, the processing of prisoners will be done in this area.
- RI 12.10.d 2. The Department's Breathalyzer is housed in the Roll Call room off of the cellblock area. This area also has cuff bars for the securing of detainees and is monitored by the Department's video system. Detainees will not be left unattended in this area.
- 3. The Department maintains a Report Writing area equipped with a temporary holding area with cuff bars for securing detainees. This area is equipped with phones as well as computers. The holding area is monitored by the Department video system in the Communications Center. Detainees will not be left unattended in this area.
- RI 12.10.f 4. Supervisors shall ensure that detainees occupying the Prisoner Processing area, Roll Call room, and Report Writing area for processing and/or testing are continuously monitored by sworn personnel.

### XI. ACCEPTING PRISONER PACKAGES

- A. Except for the below-listed items, prisoners are prohibited from receiving mail or packages when detained in Department cellblocks.
  - 1. Cash;
  - 2. Clothing;
  - 3. Medications; and
  - 4. Food.
- B. Only officers are authorized to accept the aforementioned items on behalf of prisoners.
- C. Officers accepting items for prisoners shall inspect such items and ensure that they do not pose a threat to cellblocks or persons having contact with prisoners receiving such items.
- D. Officers accepting items for prisoners shall ensure that such items are listed on prisoner property bags and the Search/Rights section of the RMS.
- E. Officers shall ensure that the names of persons delivering cash to prisoners, including the amount of cash delivered are documented by front Communications Center personnel in the Department's computerized dispatch log.
- F. Officers shall promptly transfer cash and clothing to prisoners.
- G. Officers shall store and distribute prisoner medications, consistent with procedures enumerated in this General Order.

## **XII. ACCESS TO PRISONERS**

- A. Supervisors shall ensure that only officers, officers from outside law enforcement agencies, attorneys having just cause, and summoned emergency medical technicians are permitted access to prisoners.
- B. Those who are permitted access to prisoners shall not possess firearms, nor shall they be permitted to take the non-essential property, as determined by supervisors, into any cellblock area.
- C. Supervisors shall ensure that continuous visual contact of persons accessing prisoners is maintained while allowing for confidential consultations between attorneys and prisoners.
- D. Supervisors shall ensure that prisoners are searched following confidential consultations with attorneys.
- E. Supervisors shall ensure that access to prisoners by officers from outside law enforcement agencies, attorneys, and emergency medical technicians is documented by Communications Center personnel in the Department's computerized dispatch log.

## **XIII. PRISONER EVACUATION PLAN**

### **RI 12.13**

- A. In the event of life-threatening situations, the Station Officer shall take immediate action to ensure the safety and security of prisoners.
- B. If it is determined that prisoners must be evacuated, the sworn Department employee assigned to prisoner monitoring shall adhere to following evacuation procedures:
  - 1. Immediately notify the supervisor and Communications Center personnel that prisoners are being evacuated;
  - 2. Evacuate prisoners to the closest and safest exit;
  - 3. During evacuations, officers shall handcuff prisoners and move them to a safe location.
  - 4. Prisoners shall always remain handcuffed and kept under supervision.
  - 5. If prisoners are removed from the building, they shall be temporarily placed into the prisoner transport van and/or available patrol vehicles equipped with security screens.
  - 6. Posted cellblock evacuation routes shall be followed unless circumstances dictate otherwise;
  - 7. If the cellblocks become unusable for any reason, prisoners shall be transferred to an outside law enforcement agency, consistent with Section VII.D.5.a-b of this General Order.

## **XIV. PROVISIONS**

- A. The transportation of prisoners to medical facilities and the security of prisoners at such facilities shall be consistent with the Woonsocket Police Department's *Prisoner Transportation* policy.
- B. Medical treatment of prisoners shall be consistent with the Woonsocket Police Department's *Dealing with Individuals Suffering from Mental Illness* policy.
- C. Officers may handcuff prisoners who are considered security risks while prisoners are making confidential phone calls to attorneys or trying to raise bail money.
- D. Securing of prisoners to fixed objects other than cuffing rings or bars is prohibited

- E. The use of the prisoner transport bay is strictly limited to the intake, discharge, and medical care of prisoners. Any other use is strictly prohibited.
- F. The Uniform Captain shall annually conduct an administrative review of the Department's temporary detention area and procedures for its use, at least once every three years.

Per order,

***Thomas F. Oates, III***

Chief of Police

***Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police***