

## **24.00.070 TEMPORARY DETENTION FACILITIES**

### **Temporary Detention Facilities - Hours of Detention**

The Bellevue Police Department operates a "Six Hour Temporary Detention Facility" and thus is designated as a facility in which a person may be held in custody for processing a maximum of six (6) hours. Prisoners are not held longer than six (6) hours, nor are they provided meals, except in extenuating circumstances. This facility is located in the city hall building.

The Bellevue Police Department also operates a court holding facility in the Bellefield Office Park. This facility is designed to keep prisoners secure during their court appearances. Prisoners may not be detained in this facility for any other purpose and can only be held for as long as their court appearance requires. Once their court business has been completed they will be transported to a long term jail facility.

### **Facility Operations**

Temporary Detention Facility and Court Holding Facility operations shall be assigned under the Support Services Division, managed by the Administrative Services Major, and supervised by the Sergeant in the Courts and Custody Unit. The Department expects all employees involved in facility operations to treat prisoners with respect and conduct themselves in a safe manner in accordance with the policies, procedures, rules and regulations in this manual. Annually the Courts and Custody Sergeant shall prepare a written administrative review of the temporary detention facility operation including a review of relevant policies and procedures.

Juvenile prisoners held at the Temporary Detention Facility must be transported or released from the facility within six hours. Juveniles shall not be held at the court holding facility in the Bellefield Office Park.

Adult prisoners should be transported or released from the city hall facility within six hours. If emergency circumstances prevent an adult from being transported or released within six hours;

- ❖ The on-duty Patrol Supervisor will be notified;
- ❖ Arrangements will be made to provide a meal for the prisoner;
- ❖ The prisoner will be provided the opportunity to request any necessary medical treatment;
- ❖ The emergency circumstances that caused the detention to exceed six hours and all actions taken as a result of the delay will be documented in the officer's arrest report.

Emergency circumstances shall include any delays caused by lack of staffing due to emergency calls for service. Prisoners shall be released or transferred as soon as possible.

Persons arrested and detained in the temporary detention facility are to be processed and released, afforded the opportunity to post bail, or transported to the King County Jail or other appropriate facility as promptly as circumstances permit.

The city hall detention facility is not capable of accommodating prisoners with special needs and disabilities. Those prisoners must be taken directly to one of our contract jails or other appropriate facility.

### **Training**

All personnel using the temporary detention facility or the court holding facility will receive initial training on their operation, to include fire suppression and equipment provided for use by the department, and retraining at least once every two years.

### **Access to Facilities**

Only commissioned officers, their detainees and essential department staff will be allowed in the temporary detention and court holding facilities. No other persons will be permitted entry unless authorized by a police supervisor.

Essential persons are officers, detainees and department employees conducting business in the detention facilities. All other persons are considered nonessential persons.

Nonessential persons (janitorial staff, maintenance staff, etc.) are permitted in the city hall temporary detention facility only when accompanied by a police officer or PSO and all prisoners are locked inside of a cell. They must cease their duties and leave the facility when any officer arrives with a prisoner in custody until such prisoner is locked in a cell. Upon completion of their activities, the facility must be checked to ensure that tools and other material are not left behind. Nonessential persons performing maintenance and custodial services are approved access after the successful completion of a criminal justice contractor background check which includes fingerprinting, per FBI CJIS Security Policy 5.12.

Janitorial and maintenance staff who have been properly background checked may enter the Bellefield Office Park facility unescorted after business hours to clean the facility or when no prisoners are present to do maintenance and repairs.

The detention facilities are not open to the general public for viewing/tours, etc. unless approved by Command Staff. No tour will be given while prisoners are being detained in the facility.

Access to the city hall detention facility by outside agency officers will be gained by use of an intercom on the outside of the detention facility. Records staff shall monitor the intercom system during normal hours of operation. The Washington State Patrol BAC technician shall be granted one electronic card-key. Additionally, other non-department personnel may be granted an electronic card-key if authorized by Command Staff and such access is for the furtherance of official business.

### **Facility Security and Maintenance**

Officers and PSOs will take every reasonable precaution to prevent the escape of a detainee.

The detention facilities are equipped with panic duress alarms that can be activated by an officer to summon help if necessary.

While prisoners are being detained in the detention facilities all firearms and knives are to be secured in the locker located outside the entrance to the detention facility. This policy also applies to any back-up firearms/weapons.

The detention facilities are accessed via an electronic card key system. The cell doors in the city hall detention facility are manually accessed via one set of temporary detention facility cell keys, which shall be kept in the key box in the officer bay. An extra set of cell keys, with a manual card key over-ride (emergency only) will be kept at the booking counter.

If the working set of detention facility keys cannot be located, the on-duty Patrol Supervisor or CCU Sergeant will be notified immediately and he/she will provide the Sergeant's set of keys.

The on-duty Patrol Supervisor or CCU Sergeant will authorize use of the spare set of keys and will take the necessary action to attempt to locate the missing keys

In the event that detention facility keys are lost, the on-duty Watch Commander will be notified and, if necessary, the locks will be re-keyed and new sets established and maintained as required herein.

The manual keys to the court holding facility and holding cells will be controlled by the Courts and Custody Unit supervisor and the Police Support Officers assigned to the CCU.

Damage to the facilities caused by a prisoner will be reported to the on-duty Patrol Supervisor or CCU Sergeant, who will direct that a report of the damage is included with the prisoner's arrest record or that a separate criminal charge be initiated. A copy of the report concerning the damage will be forwarded to the Risk Management Office.

In the city hall detention facility, the doors of unoccupied cells shall remain closed and locked. All doors leading out of the secure booking area or to the outside of the facility shall remain closed and locked at all times except

when accessing the doorway. The PSO's are responsible for checking all the doors in the detention facilities regularly for proper function.

In the court holding facility, the doors of unoccupied cells shall remain open. All other doors within the court holding facility shall remain closed and locked except when accessing the doorway.

The fenced sally port entrance gates for the facilities shall be locked and secured at all times unless prisoners are being brought into or out of the facility. In the event the card key system is out of order, the custody unit supervisor or the on-duty patrol supervisor shall open the gates on a temporary basis via the manual override switches in the sally port.

### **Physical Conditions and Safety Inspections**

The temporary detention facilities shall have sufficient air, lighting, and sanitary facilities to ensure the health of detainees. All detainees will have access to drinking water and a toilet while being detained within the facilities.

To ensure the safety of our employees and others who may enter the detention facilities, the on-duty day shift PSO shall perform a daily documented inspection of the following areas within the temporary detention and court holding facilities:

- ❖ First Aid kit.
- ❖ Fire extinguishers along with the fire detection, alarm, and sprinkler system.
- ❖ Sanitation – checking for conditions conducive to harboring pests or that present a hazard to the health and comfort of detainees. If signs of vermin or other pests are found, the Courts and Custody Unit supervisor shall notify facilities maintenance personnel to initiate professional pest control services as necessary.
- ❖ Security – checking for weapons, contraband, security of doors and windows etc., and safety issues.

In addition to the above inspections, a documented semiannual test of fire equipment (extinguishers), and documented testing of the automatic fire detection devices and alarm systems, as required by local fire code, shall occur in both the temporary detention facility and the court holding facility.

### **Search of Prisoners and Cells**

Upon entering the facility, each prisoner shall be thoroughly searched. Each person to be placed in detention will be searched for contraband/weapons as necessary to protect the safety and security of staff, prisoners, and the facility.

Searches will be conducted by a person of the same sex as the prisoner whenever possible. The scope of each search will be sufficiently thorough to identify all prisoner property, money, and any weapons or contraband carried by the prisoner. Belts, shoelaces and any other item that may be used to harm a person or property will be removed from the prisoner and placed with the prisoner's property in the property locker.

Detention cells will be checked each day during routine security checks conducted by the PSO's. Additionally, officers and PSO's will perform a security check of cells used by prisoners, including a search for weapons and contraband, prior to and immediately after each use of a cell. Any discovered contraband, weapons, or other items will be collected and reported immediately to the Courts and Custody Unit supervisor.

Strip searches, if required and authorized by a Patrol supervisor, will be conducted by a person of the same sex as the prisoner. The search will be conducted in a private area that is out of view of the security cameras. Refer to policy 08.00.040 STRIP SEARCHES.

Prior to being placed in a cell at the city hall temporary detention facility, all prisoners will be scanned by a metal detector that is maintained in the detention facility for this purpose.

Any evidence found on a prisoner during the booking process is the responsibility of the officer discovering it. The officer will ensure that the evidence is properly booked into the evidence room. Contraband found will also be tagged and booked into evidence and the person will be charged as applicable.

## **Booking**

Arrest Report – Book of Arrests – Confidentiality: The following information will, when applicable, be recorded concerning each person detained in the temporary detention facility. Only the information required to be maintained in the Book of Arrests is open to the public. Arrest reports are confidential and only for criminal justice agency use. Confidential information may be released pursuant to court order, written permission of the subject thereof or in accord with RCW 70.48.100, Chapter 10.97 RCW and/or Chapter 42.56 RCW where applicable.

An Arrest/Detention Report (ADR) will be completed as soon as practical and submitted for review and filing when applicable to ensure a timely court appearance for all Bellevue Police prisoners booked at the temporary detention facility.

## **Medical Inquiry and Response**

During booking, each prisoner will be observed closely for apparent medical problems or injuries, and questioned concerning current illness, injury, medication and treatment. The prisoner's responses, or lack thereof, and the booking officer's observations will be recorded in the arrest report.

During booking, each prisoner will be observed and any visible body deformities, trauma markings, bruises, lesions, jaundice, or obvious physical limitations will be documented in the case report.

If a prisoner appears mentally ill and either incapacitated or a danger to self or others, a Mental Health Professional will be consulted to determine if the prisoner should be transferred to a medical facility or if s/he can be detained at either the King County Jail or other appropriate facility. Any prisoner appearing to be under the influence of drugs shall be questioned as to what type of drug they have ingested and their condition shall be monitored closely. If necessary, the prisoner shall be transported to an approved medical facility for examination by a qualified medical professional prior to being booked and placed in detention.

If the detainee is refused by any of the contract Jails due to their mental illness related behavior, the detainee should be taken to Harborview Crisis Triage Unit or Overlake Hospital. Hospital Staff will attempt to stabilize the prisoner's behavior while treating any immediate medical problems. Hospital staff will permit a police hold if officers indicate it on the mental health contact report form and speak to the staff in person regarding their request.

## **Temporary Detention Facility Log**

At the time of arrest the following information will be recorded by the booking officer in the city hall temporary detention facility arrest log:

- ❖ The name of each prisoner, appropriate ID numbers, with the hour, date and reason for the detention; and
- ❖ The hour, date and manner of each prisoner's discharge from detention; and,
- ❖ The cell number where the prisoner was detained and the booking officers badge number

## **Records Unit Arrest Log**

The following information will be recorded on a timely basis in the Records Unit book of arrests by Records Unit personnel:

- ❖ The name of each prisoner with the hour, date and reason for the detention; and
- ❖ The hour, date and manner of each prisoner's discharge from detention

The on-duty supervisor will ensure that all prisoners brought into the city hall temporary detention facility by outside agency officers will be noted on both arrest logs.

### **Cell Capacity**

The maximum prisoner capacity for the city hall detention facility is 28. If an incident results in group or mass arrests that exceed detention facility capacity, procedures found in the Unusual Occurrences Manual under Mass Arrests shall be followed.

Each cell in the city hall detention facility has a rated maximum capacity for prisoners. Cell capacities are as follows:

- ❖ Cell #1 – 3 prisoners maximum
- ❖ Cell #2 – 3 prisoners maximum
- ❖ Cell #3 – 3 prisoners maximum
- ❖ Cell #4 – 3 prisoners maximum
- ❖ Cell #5 – 3 prisoners maximum
- ❖ Sober 1 – 10 prisoners maximum
- ❖ Sober 2 – 3 prisoners maximum

### **Emergency Evacuation Procedures**

If it becomes necessary, for any reason, to evacuate the building or the area of the building containing the temporary detention facility or the court holding facility the following procedures will be followed:

- ❖ The Communications Center will notify an on-duty Patrol Supervisor and dispatch an officer or PSO to the facility.
- ❖ The officer or PSO will determine if there are prisoners in the facility and if it is necessary to evacuate.
- ❖ The removal and security of any prisoners located in the facility will be the responding officer's or PSO's responsibility.
- ❖ The responding officer or PSO will apprise the on-duty supervisor of the circumstances, request additional resources if necessary, and begin evacuation procedures:
  - ❖ If there is more than one prisoner in the facility, the officer will request additional resources as necessary to evacuate the facility
  - ❖ If necessary, the PSO custody van will be used for temporary detention and transportation to a different facility.
  - ❖ Officer or PSO will assist the Fire Department with gaining access to the facility as necessary.
- ❖ An investigation into the incident will be made by the Department, in conjunction with the Fire Department. A report on the incident will be submitted to the Chief of Police via the chain-of-command.