

PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS

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CHIEF OF POLICE

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To: Commanding Officers

The purpose of this policy is to outline the policy and procedures for the detention of prisoners by the Providence Police Department. The organization of this policy is:

1. Task analysis of detention from entry through release.
2. Task analysis of the duties of the detention officer.
3. Task analysis of the duties of the officer bringing a prisoner into the detention area.
4. Task analysis of the duties of the desk sergeant.
5. Recommended improvements to the facilities.
1. Task analysis of detention from entry through release.

Upon the entry of a prisoner into the detention area the following steps shall be followed:

- a. The desk sergeant shall be notified of the prisoner's arrival.
- b. The prisoner should be visually inspected for any apparent symptoms of injury or illness.
- c. The detention officer (civilian) shall collect and record the prisoner's information and the arrest information on the detention authorization form. The detention officer will check the index of the "Attempted Suicides" log book to see if the prisoner's name is listed.

- d. The detention officer shall conduct a thorough patdown search of all prisoners who are to be placed in lockup . A further search will be made of all pockets and other articles or containers in the control of the prisoner. (Any more intrusive search, i.e. strip searches, body cavity searches, will be conducted in compliance with GO #22 Series of 1994 and GO #47 Series of 1985). Strip searches will only be justified where there is reasonable suspicion to believe that the arrestee is concealing weapons, evidence, or contraband. When a strip search is indicated, it must be done by an officer or civilian detention officer of the same gender as the arrestee. Every effort should be made to conduct these searches in a manner consistent with the arrestee's privacy. Body cavity searches may only be done pursuant to a search warrant. Body cavity searches must be done by trained medical personnel in a medical facility.
- e. While conducting the search of the prisoner as outlined in (d) above, all personal items shall be removed and the detention officer shall inventory all items of personal property and money and list this inventory on the detention authorization form. This inventory shall include all items of jewelry, shoes, and belts. If a prisoner is wearing multiple layers of clothing, he or she shall be required to remove all but one layer of outer garments (not to include undergarments). (Eg. one shirt and one pair of pants). The inventory shall be supervised and signed by the desk sergeant.
- f. The inventoried items of personal property and money shall be placed in a "trap" envelope which has been labeled with the prisoner's name. This "trap" envelope shall be placed in the locked cabinet located in the detention area. Any items which are too large for this envelope shall be placed in the numbered locker which coincides with the cell to be assigned the prisoner. The desk sergeant shall view the prisoner and review the detention authorization form to ensure that the form is complete and accurate. This review shall include a verification that all of the prisoner's property has been noted. At the change of shift detention officers shall inspect the traps of all prisoners to verify that all property is accounted for.
- g. The desk sergeant shall be informed of any medical or mental condition affecting the prisoner which has come to the attention of the detention officer or the police officer. The desk sergeant shall also make an independent visual assessment of the prisoner's physical and mental condition.

- h. If the prisoner is affected by some medical or mental condition which has been detected, the desk sergeant shall determine the appropriate course of action. This may include placement in lockup coupled with precautionary measures, treatment at a medical facility, or evaluation/treatment by a mental health facility. In cases where there is any uncertainty concerning a danger to the well-being of the prisoner the appropriate action will always include an examination by a medical or mental health facility.
- i. If a prisoner is in need of a prescribed medication, the prisoner shall be allowed to take the medication once it is verified that the prescription belongs to the prisoner and the dosage to be taken can be determined. This may require that a reliable family member of the prisoner, or the prisoner's doctor be called. Where such information cannot be verified and the well-being of the prisoner will be placed in jeopardy by a missed-dose, the prisoner shall be transported to a medical facility for examination and medication.
- j. Once the desk sergeant is satisfied that a prisoner is not affected by any observable medical or mental condition which puts them at risk if placed in lockup or the prisoner is medically/mentally cleared by treatment and released from a medical or mental health facility, the prisoner shall be taken to his or her assigned cell by the police officer who brought the prisoner to the detention area accompanied by the detention officer and supervisor.
- k. The detention officer shall conduct a thorough visual inspection of the cell and remove any foreign materials prior to placing the new prisoner in the cell.
- l. The prisoner shall be locked into his or her designated cell where he or she shall remain until transported to court, released by an appropriate authority, or removed from the cell by an appropriate authority. Prisoner(s) shall not be removed from a cell by a civilian detention officer without a police officer present unless the failure to remove them from the cell is likely to result in serious bodily injury or death to the prisoner. Any time a prisoner is taken out of a cell, his or her removal and return shall be documented in the log book. Officers who remove prisoners from the cell shall sign the log book.
- m. During the prisoner's period of detention, he or she shall be continually supervised by the detention officer. This supervision shall include a continuous monitoring of the video surveillance system as well as physical inspections of those cells containing prisoners. The physical inspections should take place periodically but in no event not less than 5 times per hour and should be more frequent where circumstances dictate. Detention Officers should not set a pattern with respect to their inspections.

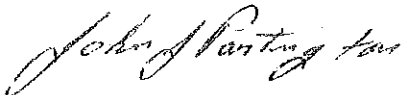
- n. Patrol Bureau prisoners shall be released by the authority of the desk sergeant or higher ranking officer and by police officers from other divisions who are responsible for the particular prisoner's continued custody. A release is not proper until an officer with authority has responded to the detention area and signed the detention authorization form authorizing the prisoner's release.
 - o. A prisoner shall not be released unless there is a police officer present in the detention area.
 - p. Detention Officers shall be responsible for having prisoners sign for the receipt of their traps when released.
2. Task analysis of the duties of the detention officer.
(For purpose of this policy a police officer who is serving as a detention officer is responsible for the duties of this section).
- a. The primary duty of the detention officer (civilian) is to maintain care and custody over detained prisoners and the personal property belonging to these prisoners, and any other duties as designated by the commanding officer..
 - b. The detention officer shall conduct visual inspections of the prisoner upon his or her entry into the detention area and periodically throughout the prisoner's period of detention in order to ascertain the prisoner's physical and mental well-being.
 - c. If the detention officer becomes aware of any condition during these inspections which affects the safety or well-being of a prisoner, the officer will immediately report this condition to the desk sergeant.
 - d. The detention officer shall notify the desk sergeant whenever a prisoner enters the detention area to be processed for lockup .
 - e. The detention officer shall be responsible for completing the detention authorization form with accurate information.
 - f. The detention officer shall conduct a thorough patdown of all prisoners who are brought into the detention area. The detention officer will conduct strip searches only when authorized by a sworn police officer. (See GO #22 Series of 1994). Strip searches will only be justified where there is reasonable suspicion to believe that the arrestee is concealing weapons, evidence, or contraband. When a strip search is indicated, it must be done by an officer or civilian detention officer of the same gender as the arrestee. Every effort should be made to conduct these searches in a manner consistent with the arrestee's privacy. Body cavity searches may only be done pursuant to a search warrant. Body cavity searches must be done by trained medical personnel in a medical facility.

- g. The detention officer shall inventory and store all items of personal property and money which the prisoner has with him or her. These items will be stored in the appropriate storage areas during the prisoner's detention.
- h. The detention officer shall insure that the prisoner is wearing only one layer of clothing (not to include undergarments) and that his or her shoes, belts, and jewelry, to include earrings and rings, are removed and become part of the prisoner's inventoried traps.
- i. The detention officer shall immediately notify the desk sergeant where circumstances indicate that a prisoner is becoming unruly and constitutes a danger to himself or herself.
- j. If a prisoner attempts to inflict injury to herself or himself, the detention officer shall log that person's information in the "suicide attempts" book which shall be maintained in the detention area. (Note: If a male juvenile attempts to inflict injury to himself in the juvenile detention area, the matron shall also notify the men's detention area so that the male juvenile's information may also be logged there).
- k. The detention officer shall maintain continuous supervision over the prisoners. This supervision shall include monitoring of the video surveillance system as well as physical inspection of the cells containing prisoners.
- l. If a prisoner becomes verbally uncooperative during processing, the detention officer shall make a second call to the desk sergeant to provide the sergeant with the circumstances which may be a threat to those present in the detention area.
- m. If a prisoner causes a physical confrontation, the detention officer should allow the police officer(s) present to handle the prisoner. Where circumstances indicate that the police officer(s) present will be unable to handle the situation, the detention officer should seek assistance from other police officers via the telephone to the front office or, where an emergency exists, by the emergency alarm bell. In the event there is no response, the detention officer should notify the dispatcher via the telephone and requests an appropriate amount of assistance to the detention area. Every effort should be exhausted before a civilian detention officer involves him or herself in a physical confrontation. A detention officer should never involve her or himself in a physical confrontation unless a true emergency exists which threatens the safety of a police officer(s).

- n. The detention officer shall keep his or her detention area locked at all times and shall not unlock said area for anyone not having police business in the detention area. Any officer who enters the detention area shall leave through the same door which he/she entered. Thus, the detention officer shall only open one door for the entry of an officer.
 - o. The detention officer shall be responsible for maintaining a chronological log book of each and every person who is confined in the detention area. It is the responsibility of the detention officer to enter the arrestee's name and other required information into the log book once the arrestee is placed in lockup .
 - p. The detention officer shall perform all duties and responsibilities as directed by the commanding officer.
3. Task analysis of the officer who brings a prisoner into the detention area.
- a. The primary duty of a police officer who brings a prisoner into the detention areas is to maintain custody of the prisoner until the prisoner is locked away and to ensure the safety of the civilian detention officer.
 - b. The police officer shall remain with the prisoner, in the detention area at all times until the prisoner is secured in a cell.
 - c. Prior to responding to the detention area the police officer should evaluate the prisoner with respect to his or her propensity for violence and request additional officers to follow into the detention area to ensure the safety of the police officer, the detention officer, and the prisoner.
 - d. The police officer should take a position such that he or she is able to protect the safety of the detention officer during the entire entry process.
 - e. Police officers shall keep all prisoners handcuffed (behind back) upon entry in the detention area and thereafter until they can safely be removed.
 - f. No officer shall enter a cellblock area unless required to do so by police business in said detention area.
 - g. As with any use of force the standard is reasonableness under the circumstances. Use of force in the detention area shall be judged by this standard. Any time force is used in the detention area it shall be the responsibility of the officer using said force to document its use and justification.

4. Task analysis of the duties of the desk sergeant.
(In the event that no desk sergeant is available, the commanding officer in the station or a street sergeant shall be called to fulfill the duties of the desk sergeant under this section).
 - a. The desk sergeant shall ensure that no prisoner is placed in lockup until he has been personally viewed by desk sergeant.
 - b. The desk sergeant shall ensure that the police officer who brought the prisoner to the detention area remains with that prisoner until such time as the prisoner is secured in a cell.
 - c. The desk sergeant shall collect information from the police officer, detention officer, and independently to determine the prisoner's condition and ascertain if there is a need to transport the prisoner to a medical or mental health facility for evaluation and/or treatment. Any prisoner who is obviously injured shall immediately be sent for treatment and shall not be accepted into the detention area.
 - d. The desk sergeant shall ensure that the detention authorization form has been completely and accurately compiled.
 - e. If a prisoner is in need of prescribed medication, the desk sergeant shall attempt to verify the need for such medication and the proper dosage. If this information cannot be verified and there is a possibility that the prisoner's well-being will be placed in jeopardy by a missed-dose of medication, the desk sergeant shall order that the prisoner be transported to a medical facility for examination and/or treatment.
 - f. The desk sergeant shall be responsible for supervision of the detention officer who is on duty.
 - g. The desk sergeant shall be responsible for ensuring that the detention area remain locked at all times and that only officers with police business in the cell block be allowed entry.
5. Miscellaneous provisions:
 - a. The cell block (men's) shall be secured at all times. For purposes of insuring the integrity of station security, it is essential that this area not be used as a passageway to gain entry to the station. Thus, only those officers with business in the cell block shall be allowed entry. Thus, at all times, the cell block area shall remain locked.

- b. It is the intent of this policy that lock boxes for firearms be placed at each of the entrances to the male detention area and in the lower well for female and juvenile prisoners. Once the lock boxes are installed, no officer will be allowed into the detention area with a firearm without express authorization of the commanding officer in central station.
- c. Prisoners will only be brought into the station through designated areas (i.e. rear sallyport-men; basement-juveniles and women). Once an officer's prisoner is placed in lockup, the officer shall remove his or her police vehicle from the sallyport or the garage.
- d. Definitions-for purposes of this policy the following definitions apply:
 1. Detention area shall include:
Mens-the entire cell block area including the area where the detention officer's desk is situated.
Womens-all of the area inside the exterior corridor door.
 2. Sallyport-the garage area outside of the men's detention area and the basement garage for females and juveniles.
 3. Processing-shall include the completion of all required documents under this policy.
 4. Locker-shall include the numbered lockers in the men's detention area and the current storage area for traps in the female detention area.



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