

Temporary Holding Facility

900.1 PURPOSE AND SCOPE

It is the policy of the Peoria Police Department to ensure that prisoners brought to the Peoria Police Department's Prisoner Processing Area (Temporary Detention) shall only remain in the processing area to be processed and or interviewed.

Prisoners shall be treated in a manner that will provide safety to the prisoners and members of the Peoria Police Department, while at the same time, ensuring protection to the public as well as rights of the prisoners. Prisoners under the age of eighteen years of age will be handled in accordance with Policy 324, Temporary Detention of Juveniles.

900.1.1 PHYSICAL MANAGEMENT

The responsibility for the overall operation and maintenance of the processing area shall be with the Operations Division Deputy Chief.

- The responsibility of the direct operation of the processing area shall be that of the Operations Services Bureau lieutenants.
- When the Operations Division Deputy Chief and the Operations Service Bureau lieutenants are off, the responsibility for the processing area and its operation shall be that of the senior on-duty supervisor in the Operations Services Bureau.

900.1.2 TEMPORARY DETENTION TRAINING

Officers and PSOs charged with monitoring temporarily detained individuals in the facilities will be provided initial training on the use of the temporary detention areas and refresher training at least every three years. The initial training will be provided during the Peoria Police Department Post Academy training for officers and during on-the-job training for PSO's.

900.1.3 ACCESS

Limited access: Access to the processing area shall be limited to employees having a legitimate reason for being there.

Non-assigned/non-authorized employees are prohibited from the processing area when a prisoner is unsecured in the area or being processed.

Civilian observers are not permitted in the processing area while there are prisoners in the same area.

Attorney/client meetings: Meetings conducted between a prisoner and their attorney shall be conducted at the Glendale Detention Facility in compliance with procedures established by that agency.

Media: The media shall not have access to the processing area without the approval of the Chief of Police or his designee. When granted access, media persons shall be escorted at all times by Peoria Police Department personnel for security reasons.

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Visitors: Due to the short-term nature of the processing area, prisoners will not be allowed personal visits. No messages shall be taken on behalf of any prisoners.

900.2 SUPERVISION OF PRISONERS

No prisoner will be held in any Temporary Holding Facility without an officer or PSO remaining within the Temporary Holding Facility where the prisoner is being held. Officers and PSO's must not leave the Temporary Holding Facility while prisoners are in custody.

900.2.1 MONITORING OF PRISONERS

All prisoners shall be visually checked no less than once every hour. Visual checks shall be performed at least every 15 minutes on inmates known to be assaultive, potentially suicidal, and mentally ill or who have demonstrated bizarre behavior. This check will be conducted through direct visual observation

900.3 DETENTION OF PRISONERS IN THE TEMPORARY HOLDING FACILITY

It is the policy of the Peoria Police Department that prisoners detained in the Temporary Holding Facility shall be released or transported to another facility, as soon as possible and practicable.

900.3.1 TEMPORARY DETENTION OF JUVENILES

When a member of this department takes a juvenile into custody, that juvenile must be handled in a different manner than adults. The Temporary Custody of Juveniles will only be processed in the separate processes area for juveniles.

All juvenile detentions will be logged per the provisions of the Temporary Custody of Juveniles Policy.

900.3.2 BOOKING OUT OF COUNTY ARRESTS

Arrests made outside of the county, including arrests made pursuant to fresh pursuit, maybe booked, charged and taken before a municipal court, justice of the peace or other magistrate

900.3.3 HANDCUFFING OF ARRESTEES IN LABOR

No pregnant arrestee who is being transported for delivery or who is in labor, delivery or postpartum recovery shall be placed in restraints unless at least one of the following applies (ARS § 31-601):

- The medical staff requests the use of restraints
- The Temporary Holding Facility Manager determines that the individual arrestee presents an extraordinary circumstance, (e.g., the individual is a substantial flight risk or the safety of the arrestee, officers or others is a concern).
- As otherwise allowed by law.

The type of restraint and the application of the restraint must be managed in the least restrictive manner necessary. The extraordinary circumstances and the reason for the restraints shall be documented in the report, as required by ARS § 31-601.

900.4 TEMPORARY HOLDING FACILITY SEARCHES

Immediately upon securing weapons, officers bringing prisoners into the Temporary Holding Facility shall thoroughly search their prisoners. All arrestees brought into the facility must be

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searched by an officer or other authorized employee of the same gender whenever possible before the officer relinquishes control. When a prisoner has been handcuffed, the prisoner should remain handcuffed until the search is substantially completed.

In the case of female prisoners, all searches will be conducted by a female officer or designated female employee whenever possible. Male employees shall remain outside the closed door. However, they should remain available to assist immediately if needed. Should a female prisoner become combative, an officer may be assigned to restrain her until the appropriate search is completed.

Arrestee search procedures and policies are found in the Custody Searches Policy.

900.5 FACILITY CLEANLINESS

The processing area shall be maintained in a safe, clean, and sanitary condition.

It is the responsibility of each employee to clean up after themselves when using the processing area.

The building maintenance staff shall clean the processing area according to their set schedule on a regular basis.

Any shortages, lost, missing, or damaged items in the processing area should be brought to the applicable Operations Services Bureau Lieutenant's attention for correction or handling.

900.6 FACILITY INSPECTION:

The Temporary Holding Facility is equipped with smoke detectors that trigger alarms. The facility is also equipped with a number of strategically located fire extinguishers. The day Patrol Lieutenant or their designee shall conduct a daily safety inspection of the prisoner processing area.

The inspection shall check for the following items, and a Daily Inspection Checklist shall be completed and clearly posted in the processing area. This checklist shall be retained for a period of at least sixty (60) days. At the PPPSF this will be done by the day shift sergeant or their designee.

- Fire extinguishers are serviceable.
- Check all areas for contraband.
- Check all other entrances to see that they are secured.
- Ensure that all supply or storage room doors are closed and locked.
- First-aid kits are readily available and completely stocked.
- Smoke detectors are operational.
- Cell keys available.
- No flammable materials are stored in the detention area.

The Operations Division Deputy Chief shall inspect the facility at least two times per year, for security, control, conditions and the overall state of compliance.

900.6.1 FIRE EXTINGUISHERS

Fire extinguishers shall be maintained in the processing area.

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- The fire extinguishers shall be periodically checked by the police services officer, assigned to the Operations Services Bureau, to ensure that they are in good working condition.
- The fire extinguishers shall bear a tag showing the date of the last inspection and the name of the inspector.
- The inspection shall be conducted by a vendor, selected by the city, who meets all of the appropriate criteria for conducting the inspection.

900.7 RIGHTS OF ARRESTEES

An arrestee's constitutional right of access to the courts shall not be inhibited. All persons arrested for an offense where the offense is such that incarceration is mandatory or the intent of the officer is to incarcerate, shall be transported to the appropriate detention facility as soon as practical.

Arrestees shall be treated humanely and as courteously as the situation permits. They shall be provided with appropriate shelter, water, and restrooms, and if necessary, prompt medical treatment.

Arrestees shall be given the opportunity to make local or collect long distance telephone calls as necessary, as soon as practical during and after the booking process, in order to make contact with family, their job, an attorney, or a bondsman.

- The arrestee's opportunity to post bail shall not be impeded.
- Should the arrestee not be able to make contact with someone during the booking process, they will be advised of the availability of making phone calls from the jail facility upon arrival at that facility. This should be logged either in the officer's report or on the booking sheet.
- Arrestees shall have the right to speak with an attorney as often as required, when the request is legitimate and necessary.

900.7.1 TELEPHONE CALLS

Every prisoner, whether adult or juvenile, detained in the Temporary Holding Facility has the right to make a reasonable number of completed telephone calls from the Police's station, the Temporary Holding Facility.

- The Department will pay the cost of local calls. Long-distance calls must be paid by the prisoners using calling cards or by calling collect.
- Calls between the prisoner and his/her attorney shall be paid by the Department, and shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.
- If it is determined that the person is a custodial parent with responsibility for a minor child or caring for a dependent adult, the person shall be entitled to make a reasonable number of completed telephone calls for the purpose of arranging care for the minor child or a dependent adult.
- There is no obligation for the officer to make a call on a prisoner's behalf, for example, in the case of a person who is so intoxicated that he/she cannot make a call.
- There is also no limitation on the amount of time a prisoner's telephone call must last. A prisoner should be given sufficient time on the telephone to contact whomever he/she desires and to arrange for necessary items because of his/her arrest. The

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telephone calls are not intended to be lengthy conversations and the officer may use his/her judgment in determining the duration of the calls.

900.7.2 ONGOING TELEPHONE ACCESS

Once a prisoner has completed telephone calls and it appears that the individual is not going to be released or transferred to another custodial facility, reasonable efforts should be made to provide the prisoner with access to a telephone, as practicable. In providing further access to a telephone, legitimate law enforcement interests, such as officer safety, the effect on ongoing criminal investigations and logistics, should be balanced against the prisoner's desire for further telephone access.

900.8 MEDICAL CARE

Should a prisoner be injured or become ill during detention, appropriate medical aid will be summoned.

900.8.1 DEATH OF A PRISONER

In the event of a fatal injury or death of a prisoner while in custody of this department, the Patrol Lieutenant shall be notified and will make the appropriate notifications and pursuant to state law (ARS § 11593(A)(5)).

900.9 SECURITY

At no time are firearms, deadly weapons, other control devices or any type of explosive device permitted within the confines of the Temporary Holding Facility. Weapons should be properly secured in the gun lockers outside the entrance to the Temporary Holding Facility except when deadly force is authorized for a particular situation.

- Knives, other than small pocketknives with a blade length of less than three (3) inches, shall not be carried into the processing area.
- Temporary Holding Facility doors are to be kept locked at all times except during routine cleaning, when no prisoners are in custody, or in the event of an evacuation.
- Cell doors are to be locked at all times when prisoners are detained in the facility.
- No personnel shall smoke at any time while in the detention area. No prisoner shall be allowed to smoke or possess smoking materials in that area.
- Restraint devices such as handcuffs, disposable cuffs, belly chains and leg restraints will be used in accordance with existing Department policy.
- All personnel shall comply with all Department use of force directives, including the Use of Force Policy.

900.10 PRISONER ESCAPES

In the event of an attempted escape from the holding facility, the following measures should be taken to thwart the attempt:

- (a) The Temporary Holding Facility video system will be monitored by Communications Section.
- (b) If an escape attempt is underway, with or without an officer present, Communications Section should perform the following actions in sequential order:
 1. Broadcast an immediate alarm over the radio system.

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2. Notify the Patrol Lieutenant, other supervisors and other resources as directed by supervisors, to immediately respond to the Temporary Holding Facility to prevent the escape and/or assist the officer involved.
 3. Announce the escape attempt on the internal communication system of the Temporary Holding Facility.
 4. Alert administrative personnel of the attempted escape using appropriate communication systems.
- (c) All available personnel are to respond to aid in the prevention of an escape.
- (d) If the escape is successful, Communications Section will complete a NCJIS/NCIC teletype broadcast to surrounding agencies. The teletype, with the approval of a supervisor, provides a physical description of the escapees, the reason for their detention, whether the person is armed and if there were any injuries related to the escape.