



DETAINEE PROCESSING

<i>Original Date of Issue</i> September 27, 2007	<i>General Order Number</i> 07-02
<i>Effective Date of Reissue</i> January 14, 2022	<i>Section Code</i> OPS-21
<i>Reevaluation Date</i> January 2023	<i>Amends / Cancels</i> OPS-21 Previous Version (2008)
<i>C.A.L.E.A.</i> Chapter 42,71	<i>Reference</i>

I. PURPOSE

The purpose of this order is to define the areas of the Iowa City Police Department where Detainee Processing is to occur. It is also the goal of this policy to establish parameters for officers to follow while processing detainees at the Department.

II. POLICY

It is the policy of the Iowa City Police Department to process temporary detainees in a safe and efficient manner. Facilities used for processing shall be maintained with this goal in mind.

III. DEFINITIONS

Detainee: A person in the custody of agency personnel and whose freedom of movement is at the will of agency personnel.

Temporary Detention: Detention of a person for the purpose of interviewing, processing or testing. Temporary detention is measured in minutes or hours and does not involve housing or feeding detainees.

Processing: Pre-booking activities involving a detainee in custody (i.e. fingerprints, breath tests).

IV. PROCEDURES

A. Documentation

Whenever a detainee is brought to the Iowa City Police Department for temporary detention, at a minimum, a radio log will reflect the name of the detainee, their age, the reason being detained and the time the person arrived. Whenever such person is released, that time will be reflected in the radio log. The intent of this paragraph is to document the length of time persons are held in temporary detention.

B. Notification

Officers shall advise the on-duty stationmaster that they are en route to the police department with someone in custody so that they know they need to turn on the monitor. If there is no on-duty stationmaster the officer shall notify JECC to document in the call for service the beginning and end times of when they are at the department.

C. Stationmaster Responsibilities

Station masters shall monitor (audio and video) the detention areas when detainees are being processed. When a detainee is brought to the Police Department, they shall record within the call log the detainee's name, date of birth, reason for detention (OWI processing, fingerprinting and/or investigative) and the date and time out at the department. If a fixed object is used to secure a detainee, the station master shall record (as an officer change of status) the time secured in station (Unit Status "S") and the time released from restraint to fixed object (Unit Status "R"). If field sobriety tests are conducted in the hallway off the Gilbert Street entrance, station masters shall inform other officers not to enter until those tests are complete. Officers that are with a detainee in the processing area shall activate the exterior light indicating such. Officers shall not enter the processing area from Gilbert Street if this light is activated.

D. Processing and Searching

Upon arrival at the Iowa City Police Department a subsequent search shall be performed. It is recommended that a second officer be present for this search if possible and after this secondary search has been conducted, necessary reports, testing, and other processing should occur.

E. Locked Spaces

Detainees will not be secured in locked spaces within the Police Department.

F. Securing to Fixed Objects

Officers shall secure detainees to fixed objects designed for such use. Exceptions to this include, standardized field sobriety tests (SFST) processing, OWI processing, DRE exams, fingerprinting or other booking needs, when a detainee is being interviewed as part of an on-going investigation, and/or unless doing so would hinder further investigation. Examples of authorized fixed objects to be used when securing a detainee include cuff rails, bars or bolts, and chairs or benches designed to cuff detainees to. Detainees shall not be handcuffed to any object not so designed as a means of preventing escape. If a detainee is secured to a fixed object, the officer shall notify the station master of the time the detainee is secured in the station and the time the detainee is released in station. The station master shall then enter the appropriate unit status codes to the call for service.

G. Separation of Males, Females, and Juveniles

To every extent possible, detainees shall be kept separate in different rooms by sex and juvenile detainees shall be kept separate in different rooms from adult detainees.

H. Authorization

Temporary detention of persons in custody may be required while officers conduct OWI tests, fingerprint juveniles, or interview persons in custody. Detainees under these conditions should be carefully monitored since they will be in close proximity to officers.

The following rooms are authorized as temporary detention areas:

1. Interview Room 1
2. Interview Room 2
3. Room 114

I. Training

Only sworn personnel will be used to monitor those persons held in temporary detention. Personnel who monitor detainees must receive training on procedures to be followed in handling such detainees at the

time of their hiring and at least every three years thereafter. Basic academy training will not be considered sufficient for this purpose. An exception to this is dispatch stationmaster personnel that have the ability to monitor these areas through the use of closed-circuit video. The ability for dispatch stationmasters to monitor detainees shall not be a substitute for the presence of sworn personnel in the detention area.

Training for this purpose will include methods for summoning assistance, restraint equipment available in the temporary detention areas, and methods for dealing with uncooperative detainees. These methods should include options for immediate transfer to jail or the delay of testing or processing until a later time

Security

A. Weapons Control

Firearms and weapons are not permitted into any space actively being used as a temporary detention area. Prior to removing handcuffs from the detainee, firearms will be secured in the lockboxes maintained for that purpose in the detention areas. Exceptions to this include an emergency alarm activation or any other indication of an emergency need in the detainee processing area. Conductive energy devices, chemical irritants, and striking batons are permissible in spaces actively being used as a temporary detention area.

B. Emergency Alarms

All officers working in the detention area shall be equipped with a portable radio. That radio shall be operational and shall always be within reach of the officer in the processing area. An emergency request for assistance may be made by voice transmission or by means of activation of the emergency button on the radio. The exception to this is that radios shall not be turned on when in proximity of DataMaster testing. Additionally, fixed alarm buttons which alert the Stationmaster are present in the detention rooms and may be used if assistance is needed.

C. Access to Area

When an area is being used for temporary detention, only those personnel with reason to be there may enter or remain in that area after securing their firearm in a lock box. If the hallway off the Gilbert Street entrance is *actively being used for sobriety tests*, officers without prisoners or cause to be in the area and other employees shall enter by an alternate route. Other officers with prisoners may enter but only when the hallway itself is

not being used for sobriety tests. The Stationmaster will advise arriving officers if the hallway is actively being used for sobriety tests.

When conducting interviews or interrogations, only one person should be interviewed by no more than 2 officers in any given situation.

D. Escape Prevention

In order to limit the risk of escape the following precautions should be followed:

- Handcuffs shall remain applied when feasible
- The detainee should be seated away from doors and windows
- Sufficient personnel should be present to physically prevent escape
- Detainees shall be secured to authorized fixed objects except for any of the following: SFTS processing, OWI processing, DRE exams, fingerprinting or other booking needs, when a detainee is being interviewed as part of an on-going investigation, and/or unless doing so would hinder further investigation.
- The exit door to Gilbert Street shall be equipped with a delay switch on the push bar. There shall be a minimum of a 15 second wait before the door will open if the security code is not entered first. An alarm will also sound if the security code is not entered first.
- Doors leading to the rest of the department shall be closed and equipped with security key entry pads.

E. Constant Supervision

Detainees will be under constant supervision. This includes visual and audio observation.

F. Monitoring

Remote audio and/or video monitoring of detainees shall not substitute for the physical monitoring of detainees by sworn personnel.

G. Detainee Transport

Parking on Gilbert Street should be avoided by Personnel to enable officers with detainees easy access to the Police Department.

Physical Conditions

Areas used as a temporary detention area must meet basic standards. They must be lighted, heated and/or cooled as required. There should be no hazards to officers or detainees.

Water, restrooms, and other needs will be met as required. In cases where this requires the detainee to be removed from the temporary detention area, the detainee will be escorted at all times by at least one officer.

Not including the intoxilyzer processing room, besides basic seating and a writing surface, other items in the room should be restricted to a telephone, writing supplies, a computer work station and/or recording equipment.

Inspections

Areas that may be used as temporary detention areas will be inspected on a weekly basis by the Captain of Support Services or designee. This inspection will be for cleanliness and to determine if any unsafe conditions are developing.

On an annual basis the Chief of Police or designee will review the components of this section and the detention areas to determine if they continue to best suit the requirements of the department.

Dustin Liston, Chief of Police

WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.