



DETAINEE PROCESSING

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<i>C.A.L.E.A.</i> Chapter 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 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)

Authorization

Temporary detention of persons in custody may be required while officers conduct OWI tests or fingerprint juveniles. 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/processing areas:

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

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 personnel that have the ability to monitor these areas through the use of closed circuit video. The ability for dispatch to monitor detainees shall not be a substitute for the presence of sworn personnel in the detention/processing 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.

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. Stationmaster/Dispatcher Responsibilities

Emergency Communication personnel shall monitor 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 facility. If a fixed object is used to secure a detainee, the Stationmaster or Emergency Communication personnel 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, Emergency Communication personnel shall inform other officers not to enter until those tests are complete.

C. 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.

D. Locked Spaces

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

E. Securing to Fixed Objects

Officers may only secure detainees to fixed objects designed for such use. Examples 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 Emergency Communications Center of the time the detainee is secured in the station and the time the detainee is released in station. The Emergency Communications Center shall then enter the appropriate unit status codes to the call for service.

F. 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.

Security

A. Weapons Control

Firearms 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/processing areas.

B. Emergency Alarms

All officers working in the processing 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.

D. Escape Prevention

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

- Handcuffs should remain applied when feasible
- The detainee should be seated away from doors and windows
- Sufficient personnel should be present to physically prevent escape

E. Visual Observation

Detainees will be under constant visual 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 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.

Inspections

Areas that may be used as temporary detention areas will be inspected on a weekly basis by the Captain of Administrative Services or designee. This

inspection will be for cleanliness and to determine if any unsafe conditions are developing.

At least once every three years 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.

Samuel Hargadine, 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.