

<p style="text-align: center;">East Haven Police Department</p> 	Type of Directive: Policies & Procedures		No. 502.4
	Subject/Title: Securing and Handling Arrestees in the Station	Issue Date: August 28, 2018	
		Effective Date: September 15, 2018	
	Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually	
References/Attachments: Policies and Procedures #: 501, 505		Rescinds: 502.3	Amends: N/A

I. PURPOSE

A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) regarding the securing of arrestees in the East Haven Police Department detention area.

II. POLICY

A. It is the policy of the East Haven Police Department that all personnel shall respect all individual rights and ensure the safety of all arrested persons while in custody.

III. PROCEDURES

A. Arrestee's Arrival to the Department

1. Personnel transporting the arrestee shall bring him or her into the station via the sally port door unless an exceptional circumstance exists that dictates otherwise.
 - a. Prior to entering the cellblock area with an arrestee and/or while an arrestee is being booked, all police officers shall remove their firearms and place them in a weapon lock box unless an exceptional circumstance exists that dictates otherwise.
 - b. Prior to and immediately after placing an arrestee in a holding cell, the area(s) shall be checked for weapons and/or contraband.

B. Search of the Arrestee

1. The arrestee shall be searched by an officer of the same gender. In the event that a same gender officer is not working and an officer of the opposite gender must conduct the search, unless an emergency exists, it shall be done in the presence of another officer or supervisor.
2. The arrestee shall be asked if they have any items in their possession that could harm officers. Officers shall empty, with caution, all pockets of the arrestee.
3. During the search of an arrestee, the officer conducting the search shall use the Department's hand-held metal detector to facilitate the discovery of any items on the arrestee's person that may be harmful to the officer and/or arrestee.
4. All items that could be used to inflict harm to the arrestee or someone else, such as, but not limited to, shoelaces, belts, ties, headbands and matches shall be removed from the arrestee and will be secured in the arrestee locker along with any other items already removed from the arrestee.
5. All non-evidentiary/non-contraband items removed from the arrestee will be noted on the Arrestee Inventory Form.
6. An on-duty supervisor will conduct an arrestee intake interview and complete the appropriate sections of the Detainee Questionnaire Form upon the arrival of the arrestee. The rest of the form will be completed as part of the booking process.
 - a. The supervisor shall visually inspect each detainee or arrestee for injury, interview the detainee or arrestee for complaints of pain, and ensure that the detainee or arrestee receives medical attention from an appropriate medical provider, as necessary.
 - b. The supervisor shall document the results of the visual inspection in writing.
7. Once the search is complete, the arrestee shall sign the Prisoner Inventory Form. If the arrestee refuses, the duty supervisor will sign as a witness on the form, noting the refusal.
8. All property taken from the arrestee shall be locked in the arrestee locker in the cellblock area. The locker number where the belongings were placed shall be noted on the arrestee card.
9. Any evidence and/or contraband found on the arrestee will be held as evidence.
10. The locker key will be secured in the control room.
11. The restraining devices should be removed prior to placing the arrestee in the holding cell, cage and/or cell unless the officer feels that the removal will be a security risk. Arrestees should not be secured to fixed objects.

12. After the search, the arrestee may be given an emergency blanket to keep them warm. The blanket will be disposed of when the arrestee is released.

C. Sworn Personnel in the Department

1. There shall be a sworn member of the Department in the building at all times whenever there is an arrestee in the detention facility.

D. Packages

1. Arrestees shall receive no outside items without the approval of a shift supervisor.

E. Arrestee Card/Personal History

1. Once the arrestee is secured in a cell, the booking officer shall inform the desk officer of the arrestee's name and cell number. The booking officer shall then note the above information on the arrestee card. He or she shall also note the following on the card.
 - a. The cellblock number of the arrestee.
 - b. The locker number of the arrestee's belongings.
 - c. Any prescribed medication issued.
2. The transporting officer, if different than the processing officer, will turn the arrestee over to the processing officer.
3. The transporting officer will be asked if there are any known medical conditions or security hazards, and these will be noted on the arrestee card.
4. The detention officer shall note all phone calls the arrestee makes on the arrestee card.

F. Arrestee Record Check

1. The processing officer and/or East Haven Public Safety Communication Center (EHPSCC) personnel shall enter the name of the arrestee in the COLLECT/NCIC program to determine if the arrestee is wanted by any other agency.
2. The processing officer and/or EHPSCC personnel shall enter the arrestee's name in LEAS to determine the arrestee's prior history with the Department.

G. Suicide Prevention

1. When any officer identifies a legitimate potential suicide risk, that officer shall notify an on-duty supervisor immediately.
 - a. In appropriate cases, a Police Emergency Examination Request Form should be completed and the arrestee sent to a medical facility for an evaluation.
 - b. An officer will remain with the arrestee until the arrestee is released from the medical facility or secured in a lock-down unit of the medical facility.

- 1) Prior to leaving an arrestee in a secured lock-down unit, the officer will notify an on-duty supervisor to confirm that he/she can leave.
2. An arrestee may be considered a potential suicide risk if any factor in the following five classifications or indexes is present.
 - a. Personal Losses (i.e. family death, serious medical condition).
 - b. Emotional or Mental State.
 - 1) Apparent depression as observed in the arrestee's obvious sadness, tearfulness, lifeless quality, chronic fatigue or sense of despair.
 - 2) Severe psychiatric disorders or psychotic delusions, hallucinations or disoriented thinking.
 - 3) History of alcoholism or drug abuse or current intoxication.
 - 4) Bodily discomforts. Current and frequent complaints or vague body pains or discomfort.
 - c. Suicidal History
 - 1) Previous attempts of suicide. The current danger increases with multiple suicide attempts in the past.
 - 2) Lethality of past methods. If past suicide attempts have been highly lethal, a high risk factor is present.
 - 3) Precipitating event. If the present events are similar to past precipitating events, then suicide risk is high.
 - d. Suicidal Thinking
 - 1) The arrestee expresses intent to do physical harm to themselves. These threats must be taken seriously.
 - 2) A suicide plan where an arrestee identifies a specific method of self-destruction is a high risk.
 - 3) The area must be checked to determine if the arrestee has the materials needed to carry out the threat.
 - e. Social Identification or Status
 - 1) Isolation.
 - 2) The arrestee has little availability of friends or close family or significant others.
 - 3) Negative interactions or relationships.

- 4) The individual tends to be conflicted or troubled with others.

H. Television Monitors/Audio Monitor

1. Once an arrestee is in a cellblock, the desk officer, processing officer, and/or EHPSCC personnel shall activate all cell block cameras and ensure that they are all in working order.
2. When arrestees are being monitored, it is imperative to ensure that the monitors are operational. If all video monitors are not operational, an officer shall be assigned to watch the arrestee.
3. In the event that a cellblock camera is not working, the shift supervisor shall be notified and the arrestee moved to a cell where the camera is operational.
4. It is the responsibility of the desk officer, processing officer, and/or EHPSCC personnel to monitor the cell block cameras and to report any problems to the on-duty supervisor.
5. The desk officer and detention officer are responsible for ensuring that the TV monitors are operational at the beginning of their shift and, if any problems are discovered, notify the shift supervisor.

I. Arrestee Phone Calls

1. While in custody of the Department, an arrestee shall be allowed to make telephone calls regarding his/her release or to call his/her attorney.
2. If the arrestee is talking to his or her attorney, the officer shall afford the arrestee sufficient privacy so that privileged communications can take place.

J. Checking Arrestees

1. While an arrestee is in the Department's custody, the arrestee shall be monitored constantly and physically checked frequently.
2. An officer may enter the occupied cell to check on the well-being of the arrestee, but must first call for back up and have another officer present.
3. There shall be a sworn officer present in the cellblock area whenever there is an arrestee present that is not secured in a cell.
4. Whenever there is a change of shift, the incoming supervisor shall physically check all arrestees.
5. In the event of a power failure and the generator is inoperative, the arrestee shall be physically viewed a minimum of every ten (10) minutes. The time of the check and the officer's name shall be noted on the arrestee card.

K. Attorney Visits

1. Only attorneys representing the arrestee are permitted to visit him or her. The attorney must show proper identification prior to being admitted into the secured area of the building.
2. The visit by the attorney will usually be limited to thirty (30) minutes. The arrestee card will note the arrival and departure time of the attorney.
3. Prior to entering the secured area of the building, the attorney shall be searched using the metal detector and any packages will be checked for weapons or contraband.

L. Bail Commissioners

1. Bail commissioners shall be allowed access to interview all arrestees.

M. Police Personnel Access to the Cellblock

1. Members of another police department and/or nonessential personnel must first receive permission from an on-duty supervisor before entering the cellblock area.
2. Officers entering the cell area shall place their firearm(s) in the lock box located in the booking area or the sally port.

N. Arrestee Smoking

1. Arrestees of the East Haven Police Department should not be allowed to smoke while in custody.

O. Arrestee Meals

1. Arrestees will be fed while in custody. The arrestees should be fed at the following times:
 - a. 0700 hours
 - b. 1200 hours
 - c. 1800 hours
2. The arrestees may be offered the following nourishment while in the custody of the East Haven Police Department.
 - a. Breakfast with one cup of coffee/tea/milk/soda or juice.
 - 1) One English muffin, roll, bagel served plain or with butter.
 - 2) Meals can be adjusted based upon an arrestee's individual medical or religious dietary restrictions.
 - b. Lunch and Dinner with one cup of coffee/tea/milk/soda or juice.
 - 1) One hamburger/cheeseburger/chicken or fish sandwich or vegetarian meal.
 - 2) Meals can be adjusted based upon an arrestee's individual medical or religious dietary restrictions.

- c. The meals for the arrestee(s) will be purchased at the Department's approved establishments and charged to the police department.
 - d. The officer shall sign the bill for the arrestee meals and then write the name or names of the arrestee(s) on the bill and turn the bill into the arrestee meal slip box.
 - e. An officer will be dispatched to pick up the food after the desk officer or another officer calls in the order.
 - f. The arrestee's card will note the time the meal was served.
 - g. If the arrestee does not wish to eat, then the refusal will be noted on the arrestee card.
 - h. At no time will the arrestee(s) be allowed to eat with any type of eating utensils.
- P. Medical Attention
- 1. Whenever an officer determines that the arrestee needs medical attention, the East Haven Fire Department (EHFD) will be called to the Department to render medical attention. If the EHFD determines a need to transport to a medical facility, an ambulance will be called for transportation.
 - 2. A supervisor or officer will note the time of departure of the arrestee on the arrestee card.
 - 3. The transporting officer will take copies of the arrestee's identification and any other information necessary to identify the arrestee.
 - 4. The arrestee will be escorted by an officer to the medical facility and they will remain with the arrestee until relieved by another officer. The officer may be present in the rear of the ambulance or follow in a police vehicle.
 - 5. At all times, arrestees shall be restrained consistent with Policies and Procedures # 501 – Searching and Transporting Arrestees, unless it will further complicate the injury or medical condition.
 - a. The officer will remain with the arrestee at all times while in the medical facility unless it will interfere with the medical treatment or relieved by another officer.
 - 6. Upon discharge, the officer will have a release form, which is provided by the medical facility, signed by the examining physician stating the treatment provided and the arrestee has been released from the medical facility.
 - a. This form, entitled the State of Connecticut Judicial Medical Release Form, will be placed in the arrestee's case file.

7. The arrestee, upon arrival at the Department, will be brought in through the sally port unless an exceptional circumstance exists that dictates otherwise.
8. The cell shall be searched prior to placing the arrestee in it. The arrestee will then be searched, un-handcuffed and placed in a cell.
9. If the arrestee must be admitted to a medical facility, an on-duty supervisor shall be notified and a decision will be made with regards to the security of the arrestee.

Q. Medication

1. If the arrestee is to be placed in a cell, an on-duty supervisor and/or processing officer shall assess whether the arrestee is taking prescription medications.
 - a. If prescribed medication is administered, the shift supervisor will ensure the date, time and type of medicine is recorded on the arrestee card. The administering officer shall also note his/her badge number on the arrestee card.
 - b. At shift change, the oncoming supervisor and processing officer shall be made aware of the arrestee's medication status and when the next dose is due.
 - c. If the arrestee does not make bond and is brought to court, the intake judicial marshal shall be made aware of any medical conditions that the arrestee may have.

R. Cell Block Fire

1. Dispatcher Responsibilities
 - a. Notify the EHFD.
 - b. Notify the on-duty supervisor.
 - c. Have available patrol units respond to the Department to assist in clearing the cellblocks.
2. Officer Responsibilities
 - a. Remove all arrestees from the cell blocks and handcuff them as soon as that can be accomplished safely.
 - b. Remove the arrestees from the cell block area to the sally port and remain with them until relieved.
 - c. If the arrestees cannot be held in the sally port, they should be placed in the rear of a patrol vehicle with a security screen and held there until the building can be re-entered.
 - d. In the event the cellblocks cannot be used, a supervisor shall request assistance from neighboring departments to house arrestees.

S. Juvenile Arrestees

1. If not released, a juvenile arrestee, male or female, under the age of eighteen (18) may be confined to a holding cell or the Juvenile Detention Room. At no time shall a juvenile arrestee be housed within sight or within normal speaking volume of an adult arrestee. Refer to Policies and Procedures 505 – Juvenile Offenders for the detention of juveniles within the Department.
2. Juveniles may not be held in secure detention for more than six (6) hours.
3. General Police Release Procedures
 - a. Release juvenile to custody of parents, guardian, or suitable person or agency.
 - b. At the discretion of the officer, release juvenile (any age) to juvenile's own custody.
 - c. Immediately turn juvenile over to a State Juvenile Detention Center.

T. Arrestee Release

1. Prior to release, the on-duty supervisor will ensure that all the processing paperwork is complete.
2. The arrestee will be removed from the cell and his/her property shall be returned. The arrestee shall sign a receipt.
 - a. If there are any discrepancies, the on-duty supervisor will be notified at once.
 - b. In the event that an arrestee does not wish to sign for his/her property, two officers will witness the return of the property. Both witnessing officers will note the refusal on the Arrestee Inventory Form.
3. No arrestee shall be released until they are positively identified by comparison with the arrestee's booking sheet.
4. The arrestee will be led out of the cell area to the lobby.
5. If the arrestee is being released to another law enforcement agency, the receiving officer will be given a copy of the arrestee's identification, be advised of any medical concerns, and/or security hazards. The receiving officer will then sign for the arrestee.
6. When the arrestee is released from custody, the releasing officer shall note the time of release on the arrestee card. The arrestee card shall then be filed with the incident report.

U. Arrestee Escape

1. In the event that an arrestee does escape from the Department's detention facility, the following steps shall be taken.

- a. Dispatch shall notify all on-duty police officers, over the radio, of the escape.
- b. The name of the escapee, sex, age, charges and description of the clothing shall be included in the broadcast.
- c. Officers will be dispatched to the Department to conduct a thorough search of the police building and surrounding area.
- d. Dispatch shall notify neighboring police departments of the escape and give them as much information as possible regarding the escape.
- e. The on-duty supervisor shall notify the following personnel of the escape.
 - 1) Chief of Police.
 - 2) Deputy Chief of Police.
 - 3) Head of the Patrol Division.
 - 4) Other law enforcement agencies if needed.
- f. If the escapee is not located or apprehended by the end of the on-duty supervisor's shift, the arresting or processing officer shall complete an arrest warrant application for the escapee for immediate submittal to court.
- g. The Internal Affairs Officer (IAO) will complete a thorough investigation of the escape incident and report his/her findings to the Chief of Police.

V. Cell Block Doors

1. When occupied, all cellblock doors shall remain closed and locked at all times.
2. Officers will only enter occupied cells when it is absolutely necessary.
3. A second back-up officer should always be present to prevent an injury or escape.
4. Officers shall check cellblock doors for security after entering or exiting.

W. Cell Block Maintenance

1. Repair work or maintenance shall only be performed in the holding facility when it is empty.
2. After the repairs or maintenance are completed, the facility shall be inspected and searched completely.
3. In the event that emergency repairs or maintenance must be performed while the facility is occupied, the arrestee shall be removed and either placed in another cell, or removed and kept under guard until the work is completed.

4. The Court Liaison Officer will inspect the cellblock area on a weekly basis for security concerns, weapons and contraband, and take any corrective action to immediately remedy any problems.

X. Medical Kit

1. In the event of a medical emergency in the cell block, an Automated External Defibrillator (AED) and a first-aid kit will be in the booking area.
 - a. The first-aid kit will undergo a weekly inspection by the Court Liaison Officer, and he/she shall replenish it as necessary.
 - b. The AED battery and pad expiration date will undergo a weekly inspection by the Court Liaison Officer.

Y. Cell Block Capacity

1. The holding facility has an overnight limited capacity of four (4) male cell blocks and two (2) adult female blocks in which the male holding area and the female holding area are separated by sight and sound (within normal speaking volume).
2. The Department has one (1) juvenile cell block.
3. When there are no adult female arrestees, adult males may be placed in the adult female cells and vice-a-versa. When there are no adult arrestees in any of the cell blocks, juveniles may be kept in the adult holding facility.
4. When more arrestees are in custody than can be jailed, or the cell block is under maintenance, arrangements will be made to house excess arrestees at another department, via a request for mutual aid.

Z. Training

1. Upon hire and/or during the FTO Program, affected personnel shall receive initial training on the operations of the cell block/holding area. Retraining on the procedures shall occur at least once triennially, and training shall include the following:
 - a. Evacuation.
 - b. Use of supplied equipment.
 - c. Fire suppression.
 - d. Booking process.
 - e. Arrestee search while at the station.