

	<b>SECTION:</b>	<b>OPERATIONS</b>	<b>SER-305</b>
	<b>CHAPTER:</b>	<b>FIELD PROCEDURES</b>	
	<b>DIRECTIVE:</b>	<b>PRISONER PROCESSING AREA (High Risk)</b>	

**305.01 SUMMARY**

The purpose of this policy is to establish guidelines for the processing of prisoners, and their temporary detention and release from the Grand Junction Police Department prisoner processing area. This policy is established to ensure proper environmental, occupational and personal health conditions for the protection of persons detained and Grand Junction Police Department staff (6 CCR 1010-13:18.1).

The Department shall maintain the custody of detainees in accordance with this policy, Department Directives and applicable law. The following procedures will be adhered to when utilizing the prisoner processing area for the safety of employees and detainees and to prevent the escape of those in custody.

**305.02 DETAINABLE PERSONS**

Individuals who fall within the following classifications may be temporarily detained in the processing area. Those who meet these classifications shall be released or transported to another facility within 2 hours, or sooner, if possible and practicable. Detainable persons include those arrested and detained pending:

- Release on a summons.
- Release with charges pending.
- Transportation to the county jail or other long term detention facility.
- In-custody interview or other investigation.
- Transfer to court.

Detainees may be turned over to the custody of other Officers or appropriate agencies for transportation to detention facilities, or they may be released on a summons, or with charges pending.

**305.03 TEMPORARY DETENTION OF JUVENILES**

Juveniles detained by Officers of this department will be processed and handled in accordance with the Directive entitled "Juvenile Operations" OPR 225. Status offenders shall not be brought into the processing area at any time, unless the requirements for processing of status offenders in the Prisoner Processing Area are met as detailed in OPR 225.06.

**TEMPORARY DETENTION OF JUVENILES (con't)**

Any juvenile who has a Warrant, FTP or FTC where the original charge was a status offense is considered a status offender and may not be brought into the processing area.

Any juvenile who is suspected of being in the country illegally is considered a status offender and shall not be brought into the Prisoner Processing area or any holding cell.

**NOTE:** Recognizing that the Division of Youth Corrections often requires all paperwork be completed prior to accepting a juvenile offender into their facility, it may be necessary for a combative or otherwise unruly juvenile to be temporarily placed in the prisoner processing area long enough to complete the required paperwork (affidavit, VINE notification, etc.) Doing so requires that the juvenile be adequately protected from injuring themselves or others and should only be sheltered in the processing area long enough to prepare the required paperwork. At no time is it permitted to secure a juvenile to a fixed object.

**305.04 NON-DETAINABLE PERSONS**

Individuals who fall within the following classifications should not be detained in the prisoner processing area. Any person who meets one of the following categories should be transported to the county jail, a medical facility, county mental health facility, or released as the circumstances dictate and the circumstances shall be documented in the supplemental report:

- Any juvenile that is not detained for a criminal offense, i.e. juvenile status offenders/non-offenders, such as runaways, may be processed in an unlocked area such as a lobby, office, or interview room without a lock on the door; and they are not physically secured to a stationary object (they may be handcuffed to themselves); and the use of the area is limited to providing non-secure custody only long enough and for the purpose of identification, processing, release and transfer of the juvenile; and the area is not designed or intended to be used for residential purposes.
- A Department employee or representative of a social service or juvenile justice agency shall be present with the juvenile while the juvenile is in the building. Efforts shall be taken to limit their movement, or ability to move, to one specific area within the building.
- Any person who is sick or injured requiring medical attention.

**NON-DETAINABLE  
PERSONS (con't)**

- Any person with a medical condition, including pregnant females, who may require medical attention, supervision or medication during confinement.
- Any person who has claimed, or is known to be afflicted with, or displays symptoms of any communicable disease.
- Any person suffering from a severe mental disorder.
- Any combative or unruly person who is likely to cause damage to the facility, inflict injury to themselves or others, or whose actions could severely disrupt the order of the facility.
- Any detainee who is suspected of contemplating suicide.
- Any person suspected of being under the influence of a hallucinogen, hyperglycemic agent, psychotropic medication, narcotics, sedatives, tranquilizers, anti-euplastic (cancer) drugs, research medication or any person suffering from withdrawals of the above unless they have first been medically evaluated and cleared.
- Non-ambulatory, handicapped detainees shall be given special care so as not to cause unnecessary pain during their time in custody. Physically handicapped detainees such as those persons who are wheel-chair bound, shall normally be handcuffed unless such action would aggravate their condition or cause injury.
- Subject to safety and security concerns, persons with an orthopedic or prosthetic appliance who are detained shall be permitted to retain possession of the orthopedic or prosthetic appliance. A proper and thorough search of the appliance shall be conducted to ensure no weapons and/or contraband is on or about the prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance shall be removed from the detainee. It shall be promptly returned if it is later determined that such risk no longer exists or upon their release or transfer to another facility. Whenever a prosthetic or orthopedic appliance is removed from a detainee, the on-duty supervisor shall be promptly apprised of the reason for the removal.

**305.05 GENERAL PROCEDURES**

**CHECK FOR WEAPONS** - Officers shall inspect the detainee compartments of their vehicles for contraband and weapons prior to, and after, each use of the vehicle. Officers shall search detainees prior to placing them into a vehicle for transport. If a female officer is not available a male officer may search a female detainee taken into custody.

**OFFICER WEAPONS** - The following weapons worn by an Officer shall not be taken into the processing area: firearms, backup firearms, knives and any type of baton. Those weapons shall be secured in the lockers outside the processing area, or secured in the patrol vehicle. Officers are permitted to take Tasers and O.C. spray into the Prisoner Processing Area.

**REMAIN HANDCUFFED** - Detainees shall be handcuffed while they are at the police department facility unless their processing requires them to have a hand free, i.e. for fingerprinting or signing required documents. Handcuffing sick, injured, or physically handicapped detainees shall be in accordance with department directives.

**FINGERPRINTS AND PHOTOGRAPHS**- An officer shall obtain fingerprints and photographs of all individuals who are being processed for:

- Release on a summons
- Release with charges pending

**PERSONAL INVENTORY** - Prior to being placed in a processing cell, detainees shall be searched and their personal property removed including keys, belts, and any other items with which the detainee could injure himself or others. Any items discovered shall be inventoried on the Processing Area Property Report form and placed in a plastic evidence bag. The bag shall be labeled with the date, time, case report number, and detainee's name. The property form shall be retained with the property bag and placed into a secured cabinet.

**PLACEMENT IN CELL** - Detainees brought to the police department shall be held in a cell unless an officer is actively engaged in processing that requires the detainees to be out of the cell (i.e. fingerprinting, interviewing, mug shot, Intoxilyzer,).

- Personnel shall search processing cells for contraband and weapons, and to ensure the room is clean and sanitary, prior to placing prisoners in the cells and after removing prisoners from the cells.

**GENERAL PROCEDURES  
(con't)**

- Detainees in processing cells shall be restrained by handcuffing one wrist to the bench. The door to the holding cell shall be kept locked.

**SECURITY THREAT** - Any incident which threatens the security of the processing cells or the safety of any person within the processing cells or detainee processing area shall be documented in a memorandum and forwarded through the chain of command.

**ALL DOORS LOCKED** - All doors leading into the processing facility shall remain closed and locked at all times. An exception should be when placing or removing detainees or in order to clean or inspect the area if no detainees are present. Each individual processing cell door should remain closed and locked.

**BODY CAVITY SEARCHES** - Body cavity and strip searches shall not be conducted in the prisoner processing area and shall only occur in compliance with directive relating to custody searches. (OPR 229) These searches should only take place at a medical facility.

**PROCESSING LOG** - Anyone placing a detainee in a processing cell shall record certain information on the processing cell log. This log shall be for recording a detainee's name, the time he was placed in a processing cell, the name of the officer who placed him in the cell, whether the detainee is an adult or juvenile, and any other significant information related to their detention, such as visitor information. When the detainee is finally taken from the cell and either released or transported to a detention facility, the information will be noted on the log. The processing cell log shall be retained by the Shift Commander assigned oversight of the processing area for 6 months. If a person is not going to be placed into a processing cell, they do not need to be included in the log.

**PRESENCE OF OFFICER** - Sworn police personnel shall be present either in the detainee processing area or the Patrol report writing area adjacent to the processing area at all times when a detainee is in the processing cell area or in a cell.

**PANIC ALARM** - A Panic alarm is available in the processing facility for emergencies and indicating that an officer needs help. These alarms will be broadcast via the intercom system throughout the building. In the event of an alarm, the Telecommunicator receiving the alarm shall "tone alert" the emergency and direct Officers to respond.

**GENERAL PROCEDURES  
(con't)**

**VIDEO SURVEILLANCE** - The detainee processing area and cells shall be recorded on a 24-hour basis via the building's security system. Closed circuit cameras shall be positioned to monitor and record the detainees' activities and provide additional supervision of detainees inside the processing cells.

The surveillance system shall be used to reduce security risks and monitor suicidal actions and unusual or dangerous behavior by detainees. The video will be maintained for 30 days in accordance with the directive related to the operation of the building security system.

- The Communications Center Supervisor (or his/her designee) shall be notified when monitoring is needed.
- Camera monitoring of detainees activities shall not alleviate Officers of their responsibility pertaining to the safety and control of detainees.
- If a detainee is placed in a processing cell, a direct visual observation, without the aid of surveillance camera, shall be conducted by the arresting or processing officer at least every 15 minutes.
- Detainees may be viewed through the windows on the south side of the patrol report writing area/north side of each cell. Detainees shall be informed to call out for a staff member should they require assistance, and that they shall be observed at frequent intervals in order to ensure their safety.

**SUPERVISOR NOTIFICATION** - The on-duty supervisor shall be notified immediately of any unusual events occurring within the processing area. The supervisor will evaluate, screen and take appropriate action on minor incidents while insuring incidents of a more serious nature (i.e. serious policy violations or criminal violations) are handled in compliance with applicable Directives.

If it is determined that a processing cell incident requires formal investigation, the Services Commander shall be notified of the date and approximate time of the incident. The Services Commander shall then submit a request to the Property/Evidence Section to retain the video depicting the incident as evidence in accordance with the established procedures.

**GENERAL PROCEDURES  
(CONT'D)****SIGNAGE** - The following signs shall be displayed:

- Signs advising that bringing contraband into the room is a criminal offense. Officers should verbally advise detainees about the prohibition on contraband prior to entering the area.
- Signs shall be displayed in English and Spanish languages advising that video and audio surveillance are in progress on the premises.
- Signs which identify the individual cells. (i.e. Cell 1, Cell 2, and Cell 3)

**INTERVIEW ROOMS** - There are two interview rooms available in the prisoner processing area. Both rooms have audio/video recording capability, but the quality of the recordings will be of a lower quality than that available in the other interview rooms in the building.

These two interview rooms are intended to be used in circumstances where the officer needs to maintain a moderate level of security over the detainee during the interview, and when the information expected to be gained in the interview is limited in its scope and importance. Detainees shall remain handcuffed while in the interview room. Officers are responsible for recording and preserving any video of interviews.

Department personnel who have not received authorized proximity card access to the prisoner processing area shall not enter the area unless accompanied by personnel who have been issued a proximity card allowing access to the prisoner processing area.

Detainees are not allowed to receive any materials, packages, or correspondence that is not related to official police business while in the facility. If items are brought to the Police Department for a detainee, the individual shall be advised that it cannot be received.

**305.06 OUTSIDE AGENCY  
ACCESS****OUTSIDE AGENCY ACCESS** - Sworn personnel from outside agencies may bring prisoners to the prisoner processing area when there is a need, such as using the Intoxilyzer. The processing cells are not available for use by outside agencies without approval from a Department supervisor. The following procedures will need to be followed to gain access:

- Visiting officers will be required to follow all of the applicable procedures in this directive, including but not limited to those directives on checks for weapons, officer weapons, and handcuffing.

**OUTSIDE AGENCY ACCESS**

(con't)

- When detainees are received from or transferred to an outside agency, Officers shall document the identity of the presenting or receiving officer.
- The visiting officer shall notify the Communication Center by radio or telephone that they are bringing a prisoner to our facility.
- Upon arrival at our facility, the Communication Center will be contacted by the visiting officer via the facility security Aiphone system. The Communication Center employee will visually verify through the facility CCTV system that the visiting officer is authorized to enter the facility.
- The Communication Center employee will control the visiting officer's access to the prisoner processing area via the security system.
- To exit the prisoner processing area, the visiting officer shall contact the Communication Center to activate the electronic door locks. The locks can also be opened by an employee with an authorized proximity access card.

**305.07 ESCAPE OR  
ATTEMPTED  
ESCAPE**

Officers attempting to prevent an escape may use force in accordance with Department Directive. An officer shall use only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to accomplish a legitimate law enforcement purpose.

In the event of an escape from the prisoner processing area, the following actions shall be undertaken immediately:

- The Communication Center shall be notified and a suspect description shall be aired. Additional officers shall be dispatched to the incident.
- Other prisoners in the processing area shall be secured to prevent additional escapes.
- Additional sworn personnel shall respond to initiate a search. The primary officer shall coordinate perimeter and search operations until relieved by a sworn supervisor.
- Search resources from other jurisdictions shall be used at the discretion of the supervisor.
- The Patrol Commander shall be notified.

**ESCAPE OR ATTEMPTED  
ESCAPE (con't)**

- Cessation of search efforts shall be at the direction of a sworn supervisor.
- An immediate area radio broadcast shall be initiated by the Communication Center.
- A complete report of the escape shall be completed and submitted to the Commander assigned to oversee the prisoner processing area for review and further investigation.

**305.08 SECURITY  
PROCEDURES**

**LIMIT OF DETAINEES** - Personnel shall not enter processing cells alone with those prisoners deemed to be violent or an escape risk. No more than three (3) prisoners shall be detained in a processing cell at one time

- If any unhandcuffed prisoners are placed into or removed from a processing cell, there shall be an equal or greater number of Officers present prior to unlocking the cell door.
- (Example: if one (1) unhandcuffed detainee is to be placed with two (2) other unhandcuffed prisoners - - three (3) or more Officers shall be present before the cell door is opened)
- Unhandcuffed prisoners inside a processing cell shall be directed by an officer to stand away from the door before it is unlocked.

**TOILET FACILITIES** - Detainees shall be advised there is a bathroom available for their use if needed. They may only use the facility when it will not interfere with processing and the collection of evidence. If a detainee makes a request to use the bathroom, the officer responsible for the detainee shall insure that these needs are met as soon as practical.

The officer will escort the detainee from the cell to and from the bathroom. Detainees shall be allowed to use the toilet facilities unhandcuffed and in private, unless it is not safe due to the behavior of the detainee. If a detainee needs direct supervision in the bathroom, a sworn officer of the same sex, if available, shall be responsible for supervision. The officer will flush the toilet after use with the flush control mounted outside the bathroom door.

**SECURITY PROCEDURES  
(con't)**

**VISITORS** - No visitors or media will be allowed access to a detainee without the approval of a supervisor. Any visitor allowed access to a detainee shall provide his name, date of birth, resident address, phone number, association, and reason for the visit documented in processing cell log. The visitor shall be searched before access to a detainee is granted.

**JUVENILE DETAINEES** - Juvenile detainees shall not be placed in a cell with an adult prisoner.

- Juveniles shall only be placed in Cell #3. If Cell #3 is not available, officers should consider using another room outside the Processing Area. If necessary, they may be placed in one of the other cells with Supervisor approval.
- The processing of any juvenile person in the prisoner processing area shall be completed expeditiously without unnecessary delay.
- A magnetic sign ("Juvenile Only") shall be placed on the processing cell door when that cell is being used for housing juvenile(s) at that time.

**305.09 OPPOSITE SEX**

**FEMALE DETAINEES** - Shall not be placed in a cell with a male inmate or juvenile of any sex. A sworn officer of the same sex, if available, shall be responsible for supervision of the detainee.

**305.10 MEDICAL  
CONCERNS**

**MEDICAL ISSUES OR INJURIES** - No medication shall be administered to a detainee by Grand Junction Police Department personnel. If medication is required by a detainee, the detainee shall be transported to a licensed medical facility. Escorting Officers and detention facility personnel shall be alerted to any potential security or medical risks that the detainee may present while in custody. This shall include information on escape or suicide tendencies as well as unusual illnesses and shall be documented in the supplemental report.

- Visible injuries to a detainee shall be documented in the supplemental report.
- If a detainee is transferred to a medical facility for treatment, police personnel shall note the reason for the transport, the name of the medical facility, and the relevant times associated with the medical treatment information in the supplemental report.

**RESPONSIBILITY** - Personnel responsible for the supervision of detainees during their confinement in the processing area shall make reasonable attempts to respect the privacy of detainees of the opposite sex. This responsibility shall be balanced with the need for the safety of the detainee and the staff.

**MEDICAL CONCERNS (cont)** When individuals who are less than fully clothed are detained, proper clothing (Department approved hospital scrubs) shall be provided. Supervision of detainees who are not fully clothed shall be accompanied by same sex staff, if available.

**305.11 RELEASE OF  
DETAINEES**

**IDENTIFIED** - In order to ensure that the appropriate detainee is released, positive identification of the individual shall be made prior to being transferred or released. Prior to removing a detainee from a cell for release, the releasing officer will ensure the individual being released is properly identified. If any questions exist regarding proper identification, a supervisor should be summoned to the processing facility.

**CELL INSPECTION** - The cell should be inspected for damage prior to the release or transportation of any detainee. Any damages should be noted and, if necessary, an additional crime report completed. If additional charges are warranted, they should be made. Photographic evidence should be obtained and documented to support additional charges. Detainees may be asked to clean cells prior to release or transportation. If a detainee refuses, he/she may not be compelled to clean up nor may his/her release be delayed to accomplish this.

**PROPERTY RELEASE** - All property, except evidence, contraband or dangerous weapons, shall be returned to the detainee and the detainee will be required to sign for the property on the appropriate form. When the processing procedure is completed, and prior to being released, the detainee shall sign his name on the property form, acknowledging return of their property. The property form shall be submitted to the Records Section for inclusion into the appropriate case file.

- If the detainee refuses to sign for his property, the property shall be properly booked and deposited with the Property/Evidence Section, authorized for release.
- A request by a detainee for release of property to another person must be noted on the property form and the detainee should sign their name to acknowledge the release. Release of a detainee's property to any person requires the recipient's signature on the property form.
- If a detainee is released to the court or an officer of another agency, all property will be released to that officer, who will be required to verify and sign for the property.

**RELEASE OF DETAINEES  
(CONT'D)**

- The on duty supervisor shall be notified whenever a detainee alleges there is a shortage or discrepancy regarding the detainee's property. The on duty supervisor will interview the person claiming the shortage prior to his/her release. The on duty supervisor shall ensure that a search for the alleged missing items is complete and shall attempt to prove or disprove the claim. A written claim by the detainee shall be requested where the discrepancy cannot be resolved.
- The person being released will be escorted from the Police building by an employee of the Grand Junction Police Department. The person being released shall be escorted to the north parking lot of the building. At no time will a released person be allowed in any secure area of the building without personal supervision by an employee. The officer will notify the Communication Center of the release.
- When detainees are to be transported from the processing area to the Mesa County jail, the detainee's property bag shall be sealed and will be transported with them to the jail. Upon arrival at the jail, the detainee's property bag shall be given to the jailer. Transporting Officers shall be given necessary documents. These shall include, as is appropriate, a summons, warrant, writ, mittimus, or prisoner - release order.
- Safety aspects of the transport function require that the detainee's right to communicate with an attorney and others shall not normally be exercised during the period that the detainee is being transported.

**305.12 DETENTION CELLS  
OVERSIGHT**

The on-duty Shift Commander (or his/her designee) shall conduct an inspection of the prisoner processing area and cells for contraband, damage, and physical security deficiencies. The inspection shall be conducted at least once per shift.

If any deficiencies or damage is discovered, he/she shall take appropriate steps to ensure the items are properly repaired. If any contraband or unknown articles of property are located within the processing area, they will take appropriate measures to have the items processed into the property/evidence section for safekeeping or destruction.

**305.13 EMERGENCY PROCEDURES**

The prisoner processing area is equipped with a fire suppression system that triggers alarms. The facility is also equipped with a number of strategically located fire extinguishers. In the event of a fire or other emergency requiring evacuation of the detention area, the employee(s) who discovers the emergency should immediately:

- Notify the Communications Center.
- Initiate movement of all detainees to an area of safety through the utilization of the evacuation plan.
- If appropriate, begin fire suppression procedures or other emergency mitigation actions.

Responding patrol officers under the direction of a supervisor should be responsible for:

- The further evacuation of detainees.
- If appropriate, initiating or continuing fire suppression procedures or other emergency mitigation actions.
- Obtaining medical services as needed.
- Securing detainees in a temporary holding area.
- Arranging transportation of detainees to the county jail or other holding facility as necessary.

The on duty supervisor should initiate an investigation concerning the origin of the fire or other emergency, and ensure that the necessary reports are completed.

**305.14 EMERGENCY EVACUATION**

If an evacuation of the detainee processing area becomes necessary, safety and security concerns should be considered in the following order:

- Safety of public
- Safety of Department personnel
- Safety of detainees
- Security of detainees

**305.15 EMERGENCY  
EVACUATION  
PROCESS**

Any person who believes evacuation is necessary should notify the on duty supervisor, unless they perceive an imminent danger - they should then immediately notify the Communication Center. The on duty supervisor will ensure notification of the appropriate personnel:

- The Communication Center
- Other certified personnel
- Fire Department
- Emergency medical aid providers
- Chain of Command

If an evacuation of the prisoner processing area becomes necessary, the following process should be initiated:

- When time permits, all detainees will be restrained as deemed necessary by the officer(s) conducting the evacuation. The evacuation will be conducted in an orderly fashion by one of the routes posted in the facility.
- All detainees will be placed in the designated location where they will be held until the facility can again be safely occupied or in case of an emergency of a long duration, until they can be transported to another facility or released.
- If possible, juveniles are to be kept separate from adult detainees, and females separate from male detainees.
- Only after the safety and security of the detainees is assured will personnel not detailed to detainee security participate in fire suppression or other emergency activities.

The Professional Standards Unit is responsible to ensure all Department personnel are trained and familiar with the following (per 6 CCR 1010-13:16.0):

- This policy and any applicable Department Directives.
- Emergency first-aid techniques.
- The use of the fire extinguisher.
- The fire safety and evacuation plan.

**EMERGENCY EVACUATION  
PROCESS**

Only sworn personnel who have reviewed this directive shall be left to supervise detainees held in the processing area. Patrol supervisors and Field Training Officers shall ensure that new personnel receive training on the operations of the prisoner processing facility. Retraining shall occur once every three years, either in roll call or a published Training Bulletin.



HIGH RISK