

127. BOOKING AND DETENTION OF PRISONERS



RICHFIELD POLICE DEPARTMENT POLICY

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NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this policy is to establish procedures for the operation and maintenance of the Richfield Police Department's detention facility (hereafter the "facility") consistent with the Department's policies, procedures and Minnesota Department of Corrections' regulations.

II. POLICY

It is the policy of the Richfield Police Department to safely and securely process and detain prisoners. In doing so, it is essential that the department operates and maintains a safe and secure detention facility in accordance with State Statute and Minnesota Department of Corrections' regulations regarding Municipal Jail Facilities (Chapter 2945). It is the policy of the Richfield Police Department to comply with these regulations.

III. DEFINITIONS

DETENTION FACILITY: For purposes of this policy, the "facility" includes the sally-port garage, "Prisoner Release" vestibule, Intoxilyzer room, booking area, holding cells, interview room, and the vestibule from the detention facility to the Richfield Police Department.

CLASS IV HOLDING FACILITY: A Class IV municipal holding facility means an adult detention facility operated by a municipal government used to confine prisoners for up to four hours.

EMERGENCY: A significant incident or disruption of normal facility procedures, policies, routines, or activities arising from fire, riot, natural disaster, suicide, assault, or medical emergency.

FACILITY ADMINISTRATOR: The individual who has been delegated the responsibility and authority for the administration and operation of a local facility.

IV. PROCEDURE

The Richfield Police Department detention facility is classified as a Class IV holding facility. Detention time **shall** not exceed four hours based on this classification. If a prisoner is interviewed while in the detention facility, the time the prisoner is in the interview room should be documented on the *Detention Records Spread Sheet* and the officer's incident report. The time in the interview room does not count towards the four hour limit.

All persons being arrested for crimes committed within the City of Richfield will be transported to the Richfield detention facility for formal booking, unless prior approval is obtained from the shift supervisor to bypass booking and transport directly to Hennepin County Adult Detention Center (HCADC).

INTAKE PROCEDURES

The following procedures are to be adhered to for all prisoners, including prisoners from another agency:

Note: When an officer is dealing with a prisoner(s) who is known or believed to be a significant risk to the safety of themselves or others the arresting officer should have an additional officer(s) assist in the booking process.

Note: There is a decontamination station located in the sally-port. If needed, prisoners that were exposed to chemical aerosol should be decontaminated prior to entering the booking area.

- 1) All prisoners shall be brought in through the sally-port garage unless there are exigent circumstances preventing the use of the sally-port garage.
- 2) Officers shall close the sally-port garage door and secure their weapon in the weapon locker prior to removing a prisoner from the police vehicle.
- 3) All prisoners should be handcuffed unless medical or other documented reasons are noted.
- 4) Prisoners in handcuffs upon entering the detention facility should remain handcuffed until after the initial pat search. Violent prisoners should remain handcuffed throughout the booking process until placed into a cell.
- 5) After removal of handcuffs, the prisoner should be thoroughly searched.
- 6) Officers shall not complete a strip search of the opposite sex.
- 7) Purses, wallets, belts, jewelry, and contents of all pockets shall be taken from the prisoner and secured in the designated location.
- 8) When placing a prisoner in a holding cell, items that shall be removed from the prisoner are coats/jackets, gloves, hats, belts, ties, footwear.
- 9) All property shall be listed on the computer generated property inventory sheet.
- 10) Contraband and/or evidence taken from the prisoner shall be inventoried and placed in a property room evidence locker.
- 11) The booking officer should conduct a health assessment of the prisoner. Richfield Rescue personnel should be contacted if there are any health concerns. Health concerns should be documented in the officer's police report.

ADULT BOOKING PROCESS

All officers booking a prisoner at the Richfield Police Department must complete the following process:

- 1) Every prisoner admitted to the detention facility must be advised of the official charge or legal basis for detention, confinement, information gathered, and to who disseminated.
- 2) Complete the *Detention Records Spread Sheet* (Adult Tab).
- 3) Complete the photo imaging process including:
 - a) Demographic information.
 - b) Prisoner booking photograph.
 - c) Computer generated property inventory form.
- 4) Complete the finger printing process utilizing the Live Scan system.
- 5) If the prisoner is being released from the department, complete the necessary paperwork and assign the prisoner a court date when applicable.

- 6) If the prisoner is being transported to HCADC, the officer should obtain an eATD fingerprint and complete any required jail forms with eATD.

There are two exceptions to this formal booking procedure:

- 1) Individuals arrested for an outstanding warrant can be transported directly to Hennepin County Jail.
- 2) Individuals that are positively identified, cited and released at the scene do not need to be formally booked at the department.

Any deviation from the formal booking procedure needs to be approved by the on-duty sergeant. The on-duty sergeant needs to document the deviation and submit a written memorandum to the Patrol Section Lieutenant outlining the reasons why the offender was not formally booked at the department.

Acceptance of a military person into the detention facility who is only charged with being A.W.O.L. is contingent on one of the following factors being present:

- 1) Existing warrant authorizing the person's apprehension for being A.W.O.L.
- 2) Teletype message identifying the branch of military service and the person authorizing the apprehension.
- 3) The individual apprehended is listed as A.W.O.L. in the MINCIS/NCIC computer file.

ADULT PRISONER/ PROPERTY RELEASE PROCEDURES

All personal property taken from the prisoner at admission, and not considered evidence or contraband, shall be returned to the prisoner upon release.

The prisoner will be required to sign the computer generated property inventory form. If the prisoner refuses to sign, the officer will note the refusal on the form. In addition, if no property is taken from the prisoner this should also be noted on the form.

If a prisoner is transported to HCADC after being booked at our facility, the prisoner's personal property should also be transported. The officer should ensure the following:

- 1) The transporting or releasing officer should release the property to the officer of the agency taking custody of the prisoner.
- 2) The badge number and/or name of the officer the property and prisoner is released to should be listed on the property inventory form.
- 3) Prescribed medication belonging to a prisoner should be given to the prisoner or the appropriate authority upon transfer or release. This should be noted in the arrest report.

Note: Hennepin County Jail will not accept large items. These items should be property inventoried at the Richfield Police Department and the prisoner notified.

When a prisoner is released from the department after being booked, the officer will ensure the following:

- 1) The prisoner should be allowed to telephone for transportation prior to release to the street.
- 2) No prisoner should be released in intemperate weather without adequate clothing to ensure the prisoner's health and comfort. In such an event, the prisoner shall be transported to HCADC rather than being released.
- 3) Intoxicated persons should be released to a sober adult or transported to a detoxification facility.
- 4) The prisoner should be released through the detention facility's *Prisoner Release* door. However, the prisoner shall not be left unattended in the vestibule.

JUVENILE PROCEDURES

- 1) Juveniles **under the age of 14** are not allowed in the detention facility regardless of their involvement in a criminal offense.
- 2) Juvenile prisoners must be separated from adult prisoners by sight and sound.
- 3) Status offenders shall not be held in the detention facility. If a parent or guardian is unable to arrive within 30 minutes to pick up the juvenile, the juvenile status offender should be taken to an alternative facility such as St. Joseph's, The Bridge or if needed a medical facility.
- 4) A juvenile may be transferred to Hennepin County Juvenile Detention Center (HCJDC) for continued detention if HCJDC criteria are met.
- 5) Juveniles arrested for Gross Misdemeanors and Felonies shall be photographed and finger printed prior to transporting them to HCJDC (Refer to the department SOP for Hennepin County Juvenile Detention Center admission criteria).
- 6) When a juvenile is not transferred to HCJDC, then the juvenile may be released to a parent, legal guardian, or a responsible adult. The name of this individual shall be listed in the officer's police report and on the *Detention Records Spread Sheet* (Juvenile Tab).
- 7) Juveniles should not be released to "self" if charged with a crime against person or underage/minor consumption of alcohol.
- 8) The juvenile may also be released to another county facility such as St. Joseph's. The name of the adult or facility must be listed in the officer's police report and on the *Detention Records Spread Sheet* (Juvenile Tab).
- 9) Juveniles are never required to post bail to gain their release.
- 10) When a juvenile is released to someone other than the juvenile's parent, every effort should be made to contact the parent concerning the disposition of the juvenile. In most cases, this will be done by the arresting officer.
- 11) If a parent cannot be contacted, a notation should be entered in the police report that parental contact was not successful. The name of the person the juvenile was released to should be listed in the officer's police report and on the *Detention Records* spread sheet (Juvenile Tab).
- 12) Juvenile criminal offenders should be released through the detention facility's *Prisoner Release* door. However, the juvenile shall not be left unattended in the vestibule. As stated above, the booking/arresting officer should make contact with the parent, legal guardian or responsible adult receiving the juvenile. This individual should be properly identified. Their identification should be noted in the officer's police report and on the *Detention Records Spread Sheet* (Juvenile Tab).

DETENTION FACILITY SECURITY

The purpose of this section is to ensure the safety and security of staff and prisoners in the detention facility and to minimize the potential for escape.

Doors (Keys, Card Readers and access codes)

- 1) The facility has both interior doors (cell doors and interview door) and perimeter doors (door into sally port, prisoner release door(s), and door(s) into the police department).
- 2) A labeled perimeter door key will be secured inside the detention facility. It will be locked in a cabinet at the booking station. This key will be available in the event of a power failure/generator failure or electrical malfunction.
- 3) A labeled perimeter door key will be maintained in the sergeant's office for officers to enter the detention facility in the event of a power failure/generator failure or electrical malfunction.
- 4) Officers will be provided devices to activate the proximity readers allowing entrance into the facility perimeter doors.
- 5) Officers will be provided a code to activate the scrambler devices that, in combination with their proximity cards, control the facility's perimeter doors from inside the facility.
- 6) No prisoner should be placed in a cell or area that has inoperable locks. Inoperable locks should be reported to the on- duty supervisor.

Panic Alarms

There are two panic alarms located within the detention facility. One is located under the booking counter. The second is located under the counter in the Intoxilyzer room. An officer needing urgent assistance with a prisoner should activate this alarm or request emergency assistance by police radio. The panic alarm will activate an alarm in dispatch. Officers will be dispatched to the detention facility.

In addition, an officer can enter code "0911" on the key pad when leaving the detention facility. This indicates the officer is under duress. An alarm will activate in dispatch. Officers will be dispatched to the detention facility.

Firearms

No firearms are allowed within the detention facility when there is a prisoner in the area. Firearms may be brought into the detention area for tactical purposes when a condition exists that would authorize the use of deadly force. Firearms will be stored in the gun lockers provided.

Visits

Any member of another criminal justice agency, prior to entering the detention facility, should secure their weapon into a weapon locker. When such a person is not in an identifying uniform or is not known by personnel from the Richfield Police Department they must present identification proving they are a member of another criminal justice agency. When the visit is for the purpose of a prisoner interview, it should be noted in the police report.

Other persons authorized to enter the detention facility for prisoner visitation must provide identification and be willing to submit to a pat search for weapons and contraband. Coats, purses, and briefcases should not be allowed in the detention facility unless they are searched.

Prisoner Observation/Inspection

The arresting officer shall visually monitor a person detained in the holding cells at least every thirty (30) minutes on an irregular schedule. Prisoners who are violent, suicidal, mentally impaired, or who demonstrate unusual or bizarre behavior shall be personally observed every 15 minutes. Another police officer, Community Service Officer or Reserve Officer may monitor a person detained in a holding cell if requested by the arresting officer. However, the arresting officer is ultimately responsible for the prisoner.

Note: Visually monitoring a detainee means entering the detention area and visually observing in-person the detainee through the detention cell window.

It is the responsibility of the on-duty supervisor to ensure welfare checks are conducted.

In addition, dispatch personnel shall monitor and record the detention facility whenever a prisoner is present. If a prisoner becomes unruly or any situation in the detention facility threatens the safety of the prisoner, the dispatcher shall immediately notify the duty supervisor and other officers of the problem.

Upon release of a prisoner from a cell or holding room, the releasing officer should inspect the cell or holding room for damage, contraband, and operability of locks.

Any damage or inoperability of equipment must be noted on the *Detention Records Spread Sheet* (Shift Inspection Log Tab) and forwarded to the Facility Administrator. Damaged cells should not be used until repaired.

DETENTION AREA EMERGENCY PREPAREDNESS

An emergency is a significant incident or disruption of normal facility procedures, policies, routines, or activities arising from such things as, but not limited to, fire, riot, natural disaster, suicide, assault, homicide, escape or medical emergency.

In the event of an emergency, a command staff member shall be notified. The facility administrator will notify the Hennepin County Sherriff's Office and the Department of Corrections. A formal report will be submitted within 72 hours.

Hennepin County Detention Center will be notified if prisoners need to be transported to their location for continued detention.

The emergency preparedness procedures are reviewed quarterly by the Command Staff.

An evacuation drill will be conducted annually.

Evacuation(s) should be conducted by on-duty police officers under the direction of the on-duty supervisor.

The elevator shall not be used during an emergency.

Fire

The Detention facility contains automatic smoke alarms and sprinklers. In the event of any alarm or sprinkler activation, Richfield Fire will be toned out immediately.

1) Smoke Alarms

Smoke alarms are located throughout the detention area. These smoke alarms are wired to the central alarm system. The alarm system has a remote annunciator panel in Fire Station 1 and is monitored by a third-party alarm monitoring company, Electro-Watchman. Any alarm will be heard in the Fire Station and be transmitted to the Edina PSAP/Dispatch; Richfield Fire and Police units will then be immediately notified of the alarm dispatched.

2) Sprinklers

Automatic sprinklers are located throughout the detention area. These sprinklers are activated by heat, and when they are activated the fire alarm will also sound. There is a display monitor in the dispatch center and fire department.

3) Dangerous Materials

Materials dangerous to either security or safety should not be stored in the sally-port or the detention facility.

Evacuation

Evacuations will be based on the seriousness and nature of the emergency. Evacuations will be classified as "temporary evacuations" or "permanent evacuations".

1) Temporary Evacuations

Prisoners will be taken out of their cells, handcuffed and moved into the sally-port. A single officer may handle a single prisoner.

If more than one prisoner needs evacuation, additional officers will be summoned to assist in the evacuation. The prisoners will remain in the sally-port until they are able to return to their cells.

If appropriate, prisoners may be placed into squad cars, not more than two per car, and taken a safe distance away from the building.

If the sally-port door is inaccessible, evacuation should be through the *Prisoner Release* door. Prisoners should be placed in squads in the east lot.

If the evacuation appears to be for a prolonged time, it will then become a permanent evacuation and the permanent evacuation policy will take effect.

2) Permanent Evacuations

Prisoners will be removed from their cells as described above, placed into squad cars in the sally-port, and taken to the Hennepin County Adult Detention Center.

If the sally-port door is inaccessible, evacuation should be through the *Prisoner Release* door. Prisoners should be placed in squads in the east lot.

A schematic showing the evacuation routes will also be posted in the detention facility and kept on file.

Medical Emergency

In the event of a medical emergency, Richfield Rescue personnel will be toned out immediately. If needed, Hennepin County paramedics will be dispatched to the detention facility. They will be instructed to park in the east lot and enter through the *Prisoner Release* entrance. The prisoner will be evacuated through the *Prisoner Release* exit.

DETENTION AREA INSPECTION

The detention facility **shall** be inspected at the beginning of each shift by the on-duty sergeant. The inspection is to include checks for contraband, evidence of breaches in security, inoperable security equipment, to detect building and equipment deterioration, safety hazards, and unsanitary conditions. In addition, the on-duty sergeant shall conduct a prisoner count/welfare check of prisoners currently in the facility; this count will be documented on the *Detention Records Spread Sheet* (Shift Inspection Log Tab).

The inspection **shall** be documented on the *Detention Records Spread Sheet* (Shift Inspection Log Tab). The on-duty sergeant shall note the date and time of the inspection along with their badge number. Any discrepancies will be noted in the comments section and the facility administrator will be notified in a timely manner.

A fire inspection should be conducted on an annual basis by a State Fire Marshal or local fire official. Fire safety rules must comply with requirements of the Minnesota Fire Marshal's office.

Section 642.09 of the Minnesota Statutes provides that the sheriff of a county in which a municipality maintains a lockup, should inspect the lockup once a year with reference to its security and administration.

PRISONER WELFARE **Monitoring of Prisoners**

The monitoring of prisoners will be conducted by the booking/arresting officer. Once the prisoner is secured in the holding area or cell, the monitoring of the prisoner(s) can be conducted by a Community Service Officer or a Reserve Officer.

Separation of Prisoners

Female prisoners should not occupy the same cell or holding room with a male prisoner.

Juvenile prisoners should be separated from adult prisoners by sight and sound. Juvenile prisoners should be placed in the juvenile cell. In the event the detention facility population does not allow for this separation, contact the shift supervisor to arrange the juvenile's transport to another facility or to arrange for the juvenile's release as soon as possible.

Prisoners who have been identified as dangerous or have indicated a propensity towards violence or are being detained on a mental commitment should be kept separate from other prisoners.

Any prisoner suspected of having a contagious disease should be kept separated from other prisoners.

Prisoner Restraint

The use of force against any prisoner should be commensurate with department policy, existing State law governing the use of force and/or applicable case law, whichever is appropriate for the given circumstances.

Instruments of restraint such as handcuffs, body belt, ankle shackles or plastic handcuffs should be used in the following circumstances:

- 1) As a precaution against escape during transfer or any time the prisoner is moved from the secure detention area to another location.
- 2) To prevent a prisoner from injuring self or others or from damaging property.
- 3) On medical grounds, by direction of a physician or psychologist.

The restraints should not be applied for any longer time than is necessary.

Each incident involving the use of restraints as a means to control an unruly prisoner should be documented in a *Special Incident Report*.

Instruments of restraint should not be used as a means of punishment, nor should any prisoner be subjected to unwarranted physical or verbal abuse.

Prisoner Visitation - Adult

Visitation of adult prisoners will be permitted, but limited to immediate family members, clergy, and the prisoner's attorney. Immediate family members include: spouse, parents, grandparents, brother, sister, and adult children.

The interview room should be provided for attorney/prisoner visitation and such visits should not be monitored auditorily. Only one visitor is allowed in the detention facility at any given time. Visitors should be locked in the interview room with the prisoner.

If the interview room is not available, or it is determined that it is unsafe to take a prisoner from his cell, visits may be conducted in the cell with the visitor utilizing the pass-through door to communicate.

All visitors, prior to admission to the detention facility, should be required to identify themselves by picture identification, and give their name, address, relationship to the prisoner, and to state their business. This information will be documented in the officer's police report.

Any person visiting a prisoner, except another criminal justice agency member on official business should submit to a pat search of their person prior to admission. When possible, female visitors should be searched by female employees, and male visitors by male employees. Upon completion of the visit, the prisoner should be searched for any item which may have been obtained during the visit.

Visitation may be denied by the shift supervisor based on reasonable belief that the visit might endanger detention facility security. When a denial occurs, the reason(s) should be noted in the officer's police report.

Police officers from other jurisdictions, probation officers, and parole officers may visit prisoners at any time. All weapons must be locked in the weapons locker provided.

Prisoner Visitation - Juvenile

The procedures applicable to adult prisoner visitation are also applicable to juvenile prisoners with the exception that juvenile visits should be limited to parents, guardians, and attorneys. Visits should be permitted at any time.

Phone Calls

Adult prisoners will be permitted a minimum of one phone call limited to five minutes in duration. Long distance calls may be made, providing the charge of the call can be made collect.

When a prisoner is intended to be transferred to another facility, the phone call can be deferred until the prisoner is booked at that facility. Phone calls to the prisoner's attorney should not be deferred. Attorney calls should be placed by the arresting officer to verify the call is placed to an attorney. The prisoner should be allowed to speak to his attorney in private. The name of the attorney contacted and the time of contact should be noted in the officer's police report.

When an officer places a phone call on behalf of a juvenile, then it is not necessary to permit the juvenile any additional phone calls. Officers should note in their police report who was contacted on behalf of the juvenile.

Clothing and Bedding

Clothing and bedding should be removed from a prisoner only when the prisoner's behavior threatens the health, safety, or security of self, others or property. Clothing and bedding must be returned to the prisoner as soon as it is reasonable to believe that the behavior that caused the action will not continue.

Laundry: If needed, prisoners are issued disposal clothing and blanket(s). These items are not reissued. Mattresses, pillows and sheets are not issued to prisoners.

Prisoner Medical Supervision

All activity regarding control of medication, delivery of medication, and medical care should be noted in the officer's police report.

As referred to in this Policy, legend drugs are prescription medicines and non-legend drugs are over-the-counter medicines.

Control of medication and storage of medication should be as follows:

- 1) A prisoner's medication will be secured with the prisoner's personal property upon admission to the Richfield Police Detention Facility.
- 2) Cabinet used to secure prisoner's personal property shall remain locked at all times. The prisoner shall not be allowed access to this medicine storage locker.
- 3) Any prisoner that requires refrigerated medicines must be transported to HCADC immediately. The Richfield Police Department does not have the ability to maintain medicines that require refrigeration.
- 4) Poisons and medicine intended for external use must be clearly marked and stored separately from medicine intended for internal use.

Delivery of medication to prisoners should be as follows:

- 1) No medication should be delivered to a prisoner except under the direction of a physician.
- 2) Medicine administered by injection should be administered by a physician, registered nurse, or licensed practical nurse. Diabetics under physician order and direct staff supervision should be permitted to self-administer insulin.
- 3) All medicine delivered to a prisoner should be self-administered under staff supervision.
- 4) Prisoners should be positively identified before receiving medicine.
- 5) All medicines should be noted in the officer's police report as to:
 - a) Time of delivery;
 - b) Name of medication;
 - c) Name of authorizing physician;
 - d) Whether the medicine was administered or refused;
 - e) Name of staff delivering medicine;
 - f) Dosage.
 - g) Confirmation by medical personnel that medicine delivered orally was ingested by the prisoner.
 - h) Whether the prisoner had an adverse reaction to any medication.

No prisoner should receive non-legend medicines while receiving legend medicines unless approved by the attending physician. No prisoner should be deprived of medicine as prescribed because of penalty or staff retaliation.

Prescription medicine belonging to a prisoner must be given to the prisoner or to the appropriate authority upon transfer or release and be recorded in the prisoner's file.

If any medication is retained, the reason for keeping the medication must be listed in the officer's police report. The medication should be inventoried and placed in the Property Room. Any seized medications will be destroyed following procedures established by department SOP.

Medical Care

Fairview Southdale Medical Center, Hennepin County Medical Center and Hennepin County Ambulance Service provide 24 hour service for the medical needs of the prisoners. Telephone numbers for these resources and 24 hour emergency dental care are in dispatch.

When a prisoner in custody is injured or becomes ill and is in need of medical treatment, Hennepin County Ambulance should be contacted for transportation. If a prisoner claims injury or illness that is not readily apparent, Fire personnel should be contacted to make a preliminary evaluation.

When a prisoner complains of injury or illness the arresting officer must document the injury or illness in the officer's police report. The documentation should include the specifics of the prisoner's injury or illness and all action taken to treat the prisoner.

When a prisoner in custody is injured or becomes ill and is in need of medical treatment, the prisoner should remain under guard for the duration of treatment. An injured or ill prisoner who has been taken to the Medical Center for emergency treatment and requires admittance will be processed in the following manner:

- 1) If a prisoner is being charged with a felony property crime, the person may be released from custody.
- 2) When the charge is based upon a felony crime against a person, the prisoner must remain in custody under 24 hour per day guard provided by our agency, unless the attending physician declares the person to be incapacitated. An incapacitated prisoner needs no guard. However, the medical center should be instructed that if the prisoner's condition improves, whereby the prisoner becomes mobile, the medical center should immediately contact the Richfield Police for posting of a guard.
- 3) If a prisoner is being charged by complaint, the responsibility for guarding transfers to the county.

Note: A first aid kit is located in the detention facility in the supply cabinet above the Live-Scan unit. However, Fire personnel should be contacted to administer first aid.

Prisoner Rules

The following rules for prisoner behavior should be posted in the booking room. The rules are as follows:

- 1) No Smoking.
- 2) Use of obscene or vulgar language is prohibited.
- 3) Prisoners will not destroy or damage property.
- 4) Prisoners will not engage in any disruptive behavior.

Sacred Books

If a prisoner requests access to a sacred book, one shall be made available to them if the requested book is present in the detention facility. Bibles are located in the cabinet above the intoxilyzer.

REPORTING OF SPECIAL INCIDENTS

All incidents which endanger the safety of staff or prisoners and/or threaten the security of the detention facility should be reported on the *Special Incident* form.

Reports must include the names of employees and prisoners involved the nature of the special occurrence, actions taken, and the date and time of the occurrence.

The facility administrator is responsible for completing any forms/reports required by the Department of Corrections on special incidents.

Special incidents include, but are not limited to:

- 1) Attempted suicide
- 2) Suicide
- 3) Homicide
- 4) Death other than homicide or suicide
- 5) Serious injury or illness incurred after detention
- 6) Fires
- 7) Assaults requiring medical care
- 8) Escape
- 9) Occurrences of infectious disease

Incidents involving infectious disease should be reported following the procedure contained in Department Policy #245 – Infectious Disease Control/Blood borne Pathogens. The Health Administrator is responsible for complying with reporting requirements of the Minnesota Department of Health.

In the event of an emergency such as a serious illness, accident or imminent death, the prisoner's family or others who maintain a close relationship must be notified by the facility administrator.

DEATH OCCURRING IN THE DETENTION AREA

If a death occurs in the detention facility the following procedures should be followed:

- 1) The Medical Examiner's office should be notified.
- 2) Hennepin County Crime Lab should be notified by the shift supervisor.
- 3) The affected portion of the detention center should be sealed, with access limited to those directly involved with the investigation.
- 4) Prisoners in the detention area when the death of another occurs should remain confined as part of the investigation. When possible, all prisoners should be sequestered from one another. The date, time, and circumstances of the prisoner's death should be recorded in the *Special Incident* report.
- 5) Any incoming prisoners that require booking during such an incident should be taken directly to the appropriate Hennepin County detention facility.

In the event of a death, notification of the family is the responsibility of the Medical Examiner's office. Any deceased prisoner's property, not pertinent to the death investigation, should be retained by the department and released only after consultation with the City Attorney.

Richfield Public Safety employees are prohibited from speaking with anyone concerning a special incident, except with a member from another criminal justice agency while acting in an official capacity, or with the specific authorization of the Chief or his designee.

ADMINISTRATION **Responsibility**

The administration of the detention facility should be the responsibility of the facility administrator; currently the Patrol Lieutenant. The facility administrator is the person responsible for the overall operation, maintenance and required periodic inspection of the facility.

Persons taken into custody are the responsibility of the arresting/booking officer.

All officers are responsible to maintain the facility and to report any damage or needed repairs to a supervisor. The supervisor shall report all damage or needed repairs to the facility administrator.

The daily operation of the detention facility will be supervised by the on-duty sergeant, who is responsible for ensuring compliance with this policy.

Staffing

The facility will not be staffed on a full-time basis. Only sworn personnel, Community Service Officers (CSO) and Police Reserve Officers may perform duties including, but not limited to, monitoring cell occupants, within the facility when persons in custody are present.

No person in custody shall be detained in the facility at any time without a sworn officer, Community Service Officer or Police Reserve Officer being present in the building, awake and alert at all times, and capable of responding to the reasonable needs of the person in custody.

Records Retention

The retention and dissemination of arrest and detention data shall be governed by the Minnesota Government Data Practices Act. Facility records shall also be maintained in accordance with existing department procedures and any other applicable state and federal law. Juvenile and adult detention records will be maintained separately.

Required reports will be submitted to the Department of Corrections utilizing their reporting system.

Training

All sworn personnel will be trained in the use and operation of the facility and a record of such training will be maintained in their training file.

All training and continued training in regard to the facility shall comply with the requirements of the Minnesota Department of Corrections and/or Hennepin County Sheriff's Office.

Quarterly Review of Emergency Procedures

The facility administrator **shall** conduct a documented quarterly review of emergency procedures for the detention facility. The review is to include:

- 1) Instructions in the use of alarm systems.
- 2) Procedures for notification of appropriate persons outside the facility.
- 3) Information on the location and use of emergency equipment in the facility.
- 4) Specification of evacuation routes and procedures.

Housekeeping, Sanitation and Facility Maintenance

The detention facility should be kept in good repair to protect the health, comfort, safety, and well-being of prisoners and staff. Unsafe or unsanitary conditions should be reported immediately to the on-duty sergeant, who will document the conditions on the *Detention Records Spread Sheet* (Shift Inspection Log Tab) and notify the facility administrator.

Janitorial tasks to meet the needs of the detention area's floors, waste pickup, spot cleaning and lavatory cleaning are performed by City janitorial personnel. Emergency clean-up contact information is posted in the detention area.

By Order Of:



Chief of Police