


<b>NORTHAMPTON POLICE DEPARTMENT</b>  <b>Administration &amp; Operations Manual</b>		
<b>Policy: Holding Facility</b>		<b>AOM: O-141</b>
Massachusetts Police Accreditation Standards Referenced: [72.1.1], [72.1.2], [1.1.4], [72.8.5], [1.2.3.b], [72.7.1.c], [72.2.1], [72.2.1.a], [72.2.1.b], [72.2.1.c], [72.2.1.e], [72.4.7], [72.5.3], [72.5.4], [72.8.2], [72.3.1], [72.3.2], [72.3.1.a&b], [72.5.6], [72.4.4], [72.4.2], [72.4.5], [72.4.6], [72.4.8], 72.4.8.c], [72.4.8.a&b], [72.8.4.d], [72.8.4.b], [72.4.11]		Issuing Authority  <hr/> Jody Kasper Chief of Police
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## Table of Contents

<b>I. Introductory Discussion.....</b>	<b>1</b>
<b>II. Administration &amp; Management .....</b>	<b>1</b>
<b>III. Holding Facility Maintenance.....</b>	<b>3</b>
<b>IV. Fire Equipment &amp; Evacuation Procedures [72.3.1] .....</b>	<b>4</b>
<b>V. Exceeding Maximum Capacity [72.5.6] .....</b>	<b>5</b>
<b>VI. Security and Control .....</b>	<b>5</b>
<b>VII. Reports .....</b>	<b>6</b>

## I. Introductory Discussion

The Northampton Police Department maintains a holding facility for the detention of persons arrested by this agency.

## II. Administration & Management

- A. The Administration Division Commander (ADC) shall be responsible for overseeing physical plant maintenance of the holding facility. The Operations Division Commander

ODC) shall be responsible for overseeing the general operations and function of the holding facility relative to detainees.

The Officer-in-Charge (OIC) or designee shall be responsible for the security of the holding facility and for the safety of detainees.

- B. Training shall be provided, as part of the Field Training & Evaluation Program, to entry-level personnel sufficient to ensure the proper use of the holding facility, as well as the use of fire suppression equipment, fire alarm/escape procedures, emergency detention procedures, cameras, cell check recorders, restraint devices, and booking systems. Cell Monitors shall also receive this training upon being hired. Retraining, consisting of reviewing the “Holding Facility” PowerPoint, shall occur every three years thereafter. [72.1.1]

C. Access of Non-Essential Personnel [72.1.2]

1. Persons other than police personnel and detainees are not allowed in the holding facility when detainees are incarcerated, except under the following conditions:
  - a. The person is under the supervision of a police employee and the access has received supervisory approval.
  - b. The person’s presence does not violate the detainee’s privacy, impede an investigation, or hinder facility operations; and in the event of an emergency, the person is immediately escorted from the holding facility.
  - c. For cleaning and sanitary purposes requiring immediate attention.
  - d. When another law enforcement agency using the facility to hold a detainee provides its own cell monitor.
2. It shall be the policy of the Northampton Police Department not to allow visitors, except attorneys or diplomatic consular officials, for persons in custody.
  - a. Attorneys or diplomatic consular officials may visit with a detainee in either the Secure Interview Room or the Booking Room as authorized by the OIC. Attorneys or diplomatic consular officials shall submit to a search before being allowed access to a detainee. The name of the attorney or diplomatic consular official shall be obtained and recorded along with a notation of the visit on the daily log. If the attorney or diplomatic consular official are not known, they shall be required to provide proper identification. To insure safety, the OIC shall cause the visit to be video monitored, but not audibly. The OIC shall ensure that such access is confidential, not audibly recorded, and remains secure. [1.1.4], [72.8.5] [1.2.3,b.] [72.7.1,c]
  - b. Detainees should be carefully searched before leaving and re-entering the holding cell.
3. Department personnel shall not loiter or congregate in or around the holding facility, and only members on official business shall enter or remain in the holding facility.

### **III. Holding Facility Maintenance**

- A. The Northampton Police Department's holding facility shall be kept clean and sanitary. The following minimum physical conditions shall be maintained in the holding facility as required by standards approved by the Massachusetts Department of Public Health: [72.2.1]
1. Adequate lighting in each holding cell. [72.2.1,a]
  2. Circulation of fresh air. [72.2.1,b]
  3. Access to a stainless steel flush toilet in each holding cell. Toilets shall be flushed on request or as needed. [72.2.1,c]
  4. Access to drinking water within each holding cell. [72.2.1,c]
  5. Access to a washbasin within each holding cell. [72.2.1,d]
  6. Access to a raised bedding platform in each holding cell and fire retardant blankets shall be made available upon request, unless otherwise directed by the Officer-in-Charge or designee. [72.2.1,e]
  7. Access to toilet paper shall be provided upon request. Likewise, paper cups and paper towels shall be provided upon request from dispensers located in the main hallway of the holding facility.
  8. All other state regulations regarding holding facilities shall be maintained.
- B. All work and maintenance performed in the holding facility, beyond that which is performed by City or contracted personnel, should be supervised. Upon completion of any such work, the on-duty OIC or designee shall ensure that all tools, materials, culinary equipment, or equipment brought into the holding facility for service are removed. [72.4.7]
- C. Female & Juvenile Detainees
1. Female detainees shall be confined in individual cells so as to be sight separated from male detainees. [72.5.3]
  2. Non-status juvenile offenders shall be confined in individual cells so as to be both sight and sound separated from adult detainees. Whenever possible, non-status juvenile offenders shall be confined in the designated juvenile/handicapped holding cell.
- D. Video Equipment [72.5.4]
1. Video surveillance equipment provides for electronic monitoring of holding cells. In order to ensure safety and security, detainees shall be constantly monitored via the video equipment located in the desk area.
  2. Cameras shall not be turned off, however equipment will be controlled to avoid unnecessary invasion of a detainee's personal privacy. [72.8.2]

#### IV. Fire Equipment & Evacuation Procedures [72.3.1]

- A. The Northampton Police Department's holding facility is protected by an automatic fire alarm and heat/smoke detection system in accordance with Massachusetts State Building Codes.
- B. Evacuation Plan [72.3.2]
  - 1. The department has a written and posted evacuation plan which specifies the route of evacuation and subsequent disposition and housing of detainees. The plan shall be posted in the following areas:
    - a. Ready Room.
    - b. Communications Center.
    - c. Cell Monitor Room.
  - 2. "Exit" signs shall be posted directing evacuation of persons to hazard-free areas.
  - 3. In the event of an emergency, requiring the evacuation of the holding facility, detainees shall be removed from the facility and temporarily held, separately in the caged compartment of police cruisers, pending their transfer to the Hampshire County Jail. While temporarily confined in cruisers, detainees shall be under the direct observation and supervision of a police officer. Said transfer of detainees to the county jail shall be completed without undue delay.
- C. Fire Equipment Inspections [72.3.1, a & b]
  - 1. The Central Services custodian assigned to the police station shall complete a daily visual inspection of the automatic fire detection devices and alarm systems.
  - 2. The Supply Supervisor or designee shall complete a weekly documented visual inspection of all fire equipment. See [\*AOM 0141.a Weekly Holding Facility Inspection Form\*](#).
  - 3. A semiannual documented testing of all fire detection systems shall be completed by local fire officials.
  - 4. Additionally, the required testing of fire protection equipment shall be completed by an independent agency contracted by Central Services. Documentation of testing will be affixed to each unit.

#### V. Exceeding Maximum Capacity [72.5.6]

In the event that the amount of persons arrested exceeds the capacity (ten) of the department's holding facility, arrested persons shall be transported to the Hampshire County Jail for confinement. Refer to [\*AOM 0600tb10 Civil Disturbances\*](#). Only one detainee per cell is allowed in the holding facilities.

## VI. Security and Control

- A. If all cells in the holding facilities are unoccupied, the main access doors and all individual cell doors shall remain open. [72.4.4]

If a detainee is detained in a holding cell, the door to the detainee's cell shall be secured and locked, but all other unoccupied cell doors shall remain open.

- B. Two sets of keys for the holding facilities shall be maintained. One in the Station Officer area and one in the Booking Room. Only police personnel, custodial staff, and cell monitors shall be authorized to handle and use holding facility keys. [72.4.3]
- C. Except in the situation of a life threatening emergency, no one is to enter the holding facility, including the booking room, fingerprinting room or secure interview room, with a firearm. The OIC shall ensure that all police personnel secure their firearms within the Firearms Lockers prior to entering the holding facility. It is further recommended that officers place their cruiser keys in the Lockers to prevent the possibility of leaving the station without their firearm. [72.4.1]
- D. The OIC may authorize an officer or cell monitor to enter an occupied cell for such purposes as the delivery of meals, to administer medication (see [AOM 0142 Detainee Processing and Confinement](#)), to prevent the detainee from harming themselves, or to release the detainee for court or bail. The Station Officer shall monitor all officer entries into occupied cells through the use of the video surveillance system in the holding area. Officer and detainee safety considerations may dictate that two officers be present during such activity. [72.4.2]
- E. The Supply Sergeant shall perform a weekly documented security inspection for operational wear and detainee tampering, as well as for weapons and contraband. See [AOM 0141.a Holding Facility Inspection Form](#). [72.4.5] [72.4.6]
- F. Acceptance of Property [72.8.4]
  - 1. Any property delivered to this department for a detainee shall be stored with their property, and inventoried and released in accordance with procedures for [AOM S212 Detainee Property Inventory/Search](#). [72.8.4, c]
    - a. Any such property shall be carefully searched for weapons and contraband prior to storage, if they can be opened without force or damage. [72.8.4, a & b ]
    - b. No items shall be distributed to detainees prior to being released, with the exception of prescription medication, if authorized by the OIC and approved by a physician. [72.8.4,d]

Clothing may be distributed to detainees when being transported to the court upon authorization of the OIC. However, clothing must be searched for any contraband or unauthorized items, such as drawstrings or belts, prior to distribution. [72.8.4, b]

- c. All monies received on behalf of a detainee, shall be appropriately inventoried/documented and processed as if they were from the detainee. A receipt shall be provided to the party who is delivering the money.

## **VII. Reports**

The OIC shall ensure that all incidents or situations that pose a threat to the facility or any person therein shall be immediately addressed and documented in a written report and submitted to the Chief of Police. [72.4.11]