

# JACKSONVILLE POLICE DEPARTMENT

Policy: 12-1  
Effective: 01-01-09  
Revised: 01-18-21

## PROCESSING & TEMPORARY DETENTION FACILITY

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**PURPOSE:** To provide for the administration, processing, supervision, security, and inspection of prisoners and the temporary detention facility.

**POLICY:** It is the policy of this Department to provide proper training, instruction, and maintenance for safe operation of its temporary detention facility and the personnel who are involved in the operation of the facility.

### **PROCEDURES:**

#### I. AUTHORIZATION

The processing and temporary detention facility is located on the northwest side of the building. The facility is used for prisoner processing, testing, and temporary detention as part of the arrest process.

#### II. TRAINING

All Department personnel will receive the appropriate level of training in the processing and temporary detention facility. The following training will be provided at a minimum;

- A. All sworn personnel will receive instructions in prisoner processing and temporary detention facility operation;
- B. Non-sworn employees of the Department whose duties support the temporary detention facility will be trained in the correct techniques, when dealing with and searching prisoners; and
- C. Employees who do not work with or come into contact with prisoners will receive an orientation on the functions of the temporary detention facility.

#### III. PROCESSING AND TEMPORARY DETENTION AREA (10.05)

- A. Only Department personnel are allowed access to the temporary detention area. (10.06)
- B. No visitation is allowed in the temporary detention facility. If a prisoner needs to consult with his attorney, a secure, unmonitored area will be provided for the consultation. An officer will be stationed in the area to prevent any escape attempts but will not be close enough to inhibit a private conversation. (10.07)
- C. Entry and exit to the temporary detention area will be controlled. The door to the temporary detention facility will be locked at all times while prisoners are present. The temporary detention facility is controlled by means of manual keys and emergency copies of all keys to the temporary detention facility are located in the Office of the Chief of Police. (10.16)
- D. Firearms are not to be taken into the temporary detention area and shall be placed in a secure location. Secure locations are the lockboxes entering the temporary detention area in the hallway or securing the firearm in the patrol vehicle. All less lethal weapons (i.e. ECD, pepper spray, batons) are permitted to be carried into the temporary detention facility. (10.21)
- E. Personnel working in the temporary detention facility will carry a portable radio equipped with a duress alarm to be used in emergency situations.
- F. All arrestees brought to this Department to be detained for processing, testing, or temporary detention will be logged on the Jacksonville Police Department Inmate Log (JPD Form 12-1a).

Separate books for adults and juveniles are provided. All requested information is to be completed by the Transport/Specialized Officer (TSO) or primary officer. The releasing employee will complete that part of the Inmate Log and ADR concerning release information.

- G. When placing a prisoner into the temporary detention facility, the officer will complete the necessary arrest or violation forms.
- H. For those prisoners that are received directly from the Processing and Temporary Detention Facility, fingerprinting and photographing will be done by the Pulaski County Detention Facility for Class A misdemeanors and above. (13.22)
- I. Prisoners that are brought to the Court Holding Facility during its hours of operation will be fingerprinted and photographed for all affidavit warrants and probable cause arrests.
- J. Each officer is responsible for prisoners in their custody from the time of entry until searching, processing, and testing (if any) is completed. Responsibility will then be assumed by the TSO on duty and continue until that prisoner is released from custody or transferred to another facility.
- K. Prisoners will not be left unattended in the temporary detention facility without first being placed in a detention room.
- L. All prisoners will be either secured to the "pole", which is designed and intended for such use, or placed in one of the temporary detention rooms/areas.
- M. The temporary detention area is continuously monitored through video surveillance at the Communications Center.
- N. During processing and testing the prisoner shall be under constant supervision.
- O. The temporary detention rooms are for use when the booking process extends beyond testing and processing. Prisoners can be placed in a detention room unrestrained, if circumstances dictate that restraints can be removed safely.
- P. The TSO/arresting officer is responsible for monitoring the prisoner(s) in the detention room(s) by a face-to-face visual observation at least every thirty (30) minutes. This observation will be documented using the Cell Check Log Form (JPD Form 12-1b). (10.20)
- Q. Processing, testing, and temporary detention should not take over three (3) hours. If this time limit is exceeded, the officer will document the reason for delay in his arrest and/or incident report.
- R. Prior to release or transfer of a prisoner, the arresting officer or TSO will use available resources to verify the identity of the prisoner (i.e. ACIC photos, AFIS book-in photos). (10.11)
- S. Officers shall not place or leave unattended, evidence, weapons or objects adaptable for use as weapons within proximity of prisoners.
- T. Adult male prisoners will be segregated from females. (10.04)
- U. Juvenile prisoners will be held in a room or area separate from adults. (10.04)
- V. Prisoners with possible serious medical emergencies, conditions requiring prompt attention, or prisoners requesting medical attention will have an ambulance dispatched as soon as possible. (10.12)
  - 1. If the paramedics with JFD believe the prisoner needs to be transported to the hospital, an officer will be sent to the hospital with the prisoner.
- W. Procedures for gaining access to medical services in case of emergency will be mounted, legible, and written in English and Spanish.

#### IV. PRISONER PROPERTY (10.10)

Property, including medication, received from a prisoner shall be stringently controlled. Officers shall see that such property is stored safely and securely until it can be returned to the prisoner upon release, released to a person authorized by the prisoner, or transferred to another facility with the prisoner. (10.13)