
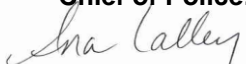
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 05/20/02	STANDARD OPERATING PROCEDURE	Revised Date: 10/14/20
Chief of Police: 	HOLDING FACILITY: Administration/Management, 72.1	
Cross Reference: 72.2 Holding Facility: Security, Control and Humane Conditions 72.3 Holding Facility: Safety & Sanitation 72.4 Holding Facility: Detainee Processing & Health Care Services 72.5 Holding Facility: Detainee Rights & Supervision		Policy Sections: 72.1.1 Administration and Management 72.1.2 Records of Detainees 72.1.3 Training

PURPOSE

The purpose of this policy is to establish guidelines for the management and documentation of Holding Facility operations.

POLICY STATEMENT

It is the policy of the Elgin Police Department to operate a Holding Facility for arrestees temporarily held for investigation, awaiting bond, awaiting a bond hearing, or awaiting transfer to another facility. No detainee will be held longer than allowed by statute.

PROCEDURES

72.1.1 ADMINISTRATION AND MANAGEMENT

- A. The holding facility commander or designee shall be responsible for the management of the Holding Facility, working with the lead jailer to support operations and maintenance. The lead jailer is responsible for, but not limited to, the completion and/or coordination of the following inspections and testing:
 1. Daily visual inspection of fire detection devices.
 2. Daily visual inspection of fire equipment.
 3. Weekly sanitation inspection.
 4. Weekly security inspection.
 5. Weekly inspection of first aid kit.
- B. The lead jailer shall file quarterly prisoner population reports with the Illinois Department of Corrections as required by law.
- C. Shift supervisors are responsible for ensuring the supervision and care of detainees detained in the Holding Facility.

72.1.2 RECORDS OF DETAINEES

- A. Reports, records, and documents pertaining to a detainee are maintained in the department's records management system. Inspection reports, detainee logs and other records required to be kept by the Illinois Department of Corrections are maintained in the secured Holding Facility records area.
- B. Detainee records are confidential and will be released in accordance with departmental policy and the Freedom of Information Act.

72.1.3 TRAINING

Department personnel shall receive the appropriate level of training on the policies and operations of the Holding Facility. The following shall be provided at a minimum:

1. Sworn officers, animal control officers and community service officers shall receive initial training on all policies and operational components of the Holding Facility.
2. Sworn officers, animal control officers, community service officers and telecommunicators shall be trained in the correct techniques for searching detainees.