

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 575-S

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SUBJECT: Holding Facility

PURPOSE: The purpose of this order is to provide guidelines and fix responsibility for the operation and maintenance of the Holding Facility.

DEFINITION:

Sworn officer: For the purpose of this directive, the term "sworn officer" refers to all ranks of police officers.

I. HOLDING FACILITY TRAINING (72.1.1)

- A. Police Department employees will receive training on the operation of the Holding Facility, which will include:
1. All new police officers receiving instruction on the use of the police department holding facility operation during their field training period.
 2. Employees not directly involved with Holding Facility operations receiving an orientation regarding this area.
 3. Training for personnel having responsibility for the supervision of detainees will include:
 - a. Fire suppression
 - b. Handling medical emergencies
 - c. Emergency plan
 - d. Legal and liability issues
 - e. Medical and health care services
 - f. Applying physical restraint methods
 - g. All other equipment provided for use by the department
 4. Employees shall undergo holding facility retraining at least once every three years.

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II. ACCESS TO HOLDING FACILITY (72.1.2)

- A. The Holding Facility is considered to be a high security area of the Hanover Park Police facility. Access to the Holding Facility will be granted to essential persons with provisions for restricted access by non-essential persons.
- B. Essential personnel are designated as:
 - 1. Sworn officers
 - 2. Community Service officers
 - 3. Records clerks (prisoner checks)
 - 4. Firefighter/Paramedics
 - 5. Facility maintenance staff
- C. Provisions for restricted access by non-essential persons are as follows:
 - 1. Civilian visitors
Civilian visitors participating in tours who are allowed to enter the Holding Facility will be escorted at all times. The employee escorting the civilian visitors will be responsible for:
 - a. Receiving prior supervisory approval so as not to impede Holding Facility operations.
 - b. Not allowing tours if prisoners are present.
 - 2. Prisoner visitors
Prisoner visitors are not allowed into the Holding Facility.
 - 3. News media representatives.
News media representatives will only be allowed access to the Holding Facility with the Police Chief's permission.
 - 4. Contractors/repairmen. (72.4.7)
Contractors/repairmen working in the Holding Facility will be escorted at all times. The employee escorting the contractors/repairmen will be present to:
 - a. Conduct an inspection of tools and/or equipment brought into the Holding Facility.
 - b. Ensure that no tools and/or equipment are left behind.
 - c. Prevent breaches in security and ensure the security of the person(s) performing the work.
 - 5. Social workers.

The Department social worker, in addition to social workers representing county mental health or other governmental agencies, may occasionally require access to the Holding Facility.

- a. Social workers are allowed to use the interrogation rooms.
- b. Social workers will be escorted and a sworn officer shall handle all prisoner movements.

6. Other civilian employees.

Employees not essential to the operation of the Holding Facility are not granted general access. These employees may participate in orientation sessions or tours of the Detention Center while escorted.

D. Emergency situations.

During an emergency situation, non-essential persons are prohibited from entering the Holding Facility.

III. ARREST RECORD CONFIDENTIALITY (72.1.3)

A. It is the responsibility of the Deputy Chief of Support Services to:

1. Ensure that the dissemination and disclosure of arrest information are in compliance with all applicable federal and state laws.
 - a. Procedures regarding criminal history record information dissemination are identified in the respective Directive.
2. Ensure arrest records are stored in a secure area so that they are protected from theft, loss, tampering, destruction or unauthorized disclosure.

IV. HOLDING FACILITY OPERATION AND MAINTENANCE

A. The Hanover Park Police Department Holding Facility is a short-term facility designed and operated to maintain custody of prisoners for only short periods of time (normally less than 24 hours and no more than 72 hours with exceptions), pending release, arraignment, adjudication or transfer to another facility.

1. The Hanover Park Police Department shall adhere to the State of Illinois Municipal Jail and Lockup Standards.

V. RESPONSIBILITY FOR ADMINISTRATION

A. The Deputy Chief of Support Services is responsible for the overall administration and operation of the Holding Facility. These responsibilities include:

1. Maintenance and inspection of the facility.
 2. Facility safety and security.
 3. Records maintenance and security.
 4. Training of personnel.
- B. The On-Duty Supervisor is responsible for the daily operation and supervision of the Holding Facility. The On-Duty Supervisor may delegate certain duties to individuals on the watch for specific operations of the Holding Facility. The On-Duty Supervisor's responsibilities include:
1. Providing supervision of and appropriate assistance to police officers and non-sworn employees involved in the prisoner handling process and ensuring that the process is consistent with established Department procedure.
 2. Assuming daily responsibility for compliance with the State of Illinois Municipal Jail and Lockup Standards.
 3. Filing required reports on all extraordinary or unusual occurrences that involve the lives or physical welfare of employees or prisoners.
 4. Management, care and feeding of prisoners.

VI. HOLDING FACILITY CONDITIONS (72.2.1)

- A. The plans and specifications of the Hanover Park Police Holding Facility were approved by the Illinois Department of Corrections and the Village of Hanover Park.
- B. The Hanover Park Police Holding Facility conforms to the building, fire, safety and health requirements of the Village of Hanover Park and State of Illinois.
- C. The Holding Facility provides the following minimum conditions for prisoners:
1. Lighting consistent with the standards of the Illinois Department of Corrections. (720.40b)(72.2.1a)
 2. Circulation of fresh or purified air and a seasonally adjusted heating and cooling system. (720.40c)(72.2.1b)
 3. Access to a toilet and drinking water. (720.50d2. & 3)(72.2.1c)
 4. Access to a washbasin or shower for prisoners held in excess of eight hours. (72.2.1d)

5. A bed and bedding for each prisoner held in detention/interview rooms and/or in excess of eight hours. (720.50d1)(72.2.1e)
- D. Exceptions to these conditions may be implemented when dealing with suicidal prisoners.

VII. FIRE PREVENTION PRACTICES (72.3.1)

- A. The Holding Facility is equipped with an automatic fire alarm, sprinkling system and a heat and smoke detection system. Additionally, fire prevention practices and procedures in the Holding Facility include, but are not be limited to, the following:
 1. Regularly scheduled inspections and testing of the fire equipment.
 2. Regularly scheduled inspections and testing of the fire detection system.
 3. Smoking prohibition.
 4. Flame-retardant mattresses provided for each detention room.
 5. All lighters and matches will be removed from prisoners during intake search procedures.
 6. In the event of a fire, all prisoners are to be moved to a secure area.
 7. In the event of a fire, the Hanover Park Fire Department shall be notified immediately. If the fire is small, attempts may be made at suppression with fire extinguishers.
- B. The Deputy Chief of Support Services or his designee shall conduct the following inspections:
 1. A weekly documented inspection of the sprinkler system and fire extinguishers for damage, tampering, and to verify their presence.
 2. Have the Public Works Department arrange for inspection of both the sprinkler system and fire extinguishers to insure their operational and functional reliability on a semiannual basis.
 3. Conduct a daily visual check of the alarm control panel to insure the system is functioning properly.
 4. Conduct a semiannual test of the automatic fire detection system to insure that the system is functioning properly.
 5. All inspections will be recorded and maintained by the Deputy Chief of Support Services.

VIII. EMERGENCY EVACUATION EXIT PLAN (72.3.2)

- A. There shall be an emergency exit plan posted in the Holding Facility for the evacuation of persons from the facility to safe areas.
- B. The procedure for removal of prisoners from the Holding Facility in fire, disaster, or other emergency situations shall conform, if possible, to the following:
 - 1. In case of fire, immediately pull the fire alarm.
 - 2. In any fire, disaster or other emergency situation, immediately notify DuComm Communications Center of the nature and extent of the emergency.
 - 3. Notify the On-Duty Supervisor of the situation
 - 4. A minimum of two employees shall be present prior to prisoners' being released from holding rooms and detention/interview rooms.
 - 5. Prisoners removed from holding rooms and detention/interview rooms shall be taken to some other place of safety within the building.
 - 6. Prisoners are not to be removed from the building unless the structure itself is in danger. If this danger exists, the prisoners are to be removed from the building through the nearest available exit.
 - a. Prisoners may be temporarily held in police vehicles equipped with prisoner screens.
- C. In the event of a fire, disaster or other emergency:
 - 1. When prisoners may have been injured, they shall receive immediate medical attention and/or be transported to a medical treatment center. Transportation shall be by Fire Department ambulance.
 - 2. When prisoners are unable to be returned to the Holding Facility, arrangements shall be made by the On-Duty Supervisor to transfer the prisoners to neighboring detention facilities or the County Jail. If possible, prisoners held for minor offenses are to be released on Individual Bond.

IX. SANITARY INSPECTION OF HOLDING FACILITY (72.3.3)

- A. A weekly inspection of the Holding Facility will be conducted for proper sanitation and cleanliness. (Appendix A)
 - 1. This inspection shall be completed as part of the weekly documented security inspection.

- B. In order to eliminate any condition conducive to harboring or breeding insects, rodents, or other vermin, the Holding Facility shall be inspected and, if necessary, treated by a pest control professional. (720.90c)

X. INSPECTION AND TESTING OF FIRE EQUIPMENT

- A. All fire suppression equipment in the Holding Facility shall be inspected weekly to verify the presence of the equipment and detect any damage or tampering. (Appendix A)
 - 1. This inspection shall be completed as part of the weekly documented security inspection. (72.3.1a)
- B. A documented semi-annual testing of the fire suppression equipment shall be conducted by qualified personnel to determine if the equipment is operational and functions as designed. (72.3.1b)
 - 1. Fire extinguishers shall be examined and tagged with the date of inspection and initials of the inspector.

XI. INSPECTION AND TESTING OF FIRE DETECTION SYSTEM

- A. The automatic fire detection and fire alarm system located in the Holding Facility shall be inspected daily by the Night Shift Patrol Supervisor to verify the presence of equipment and to detect any damage or tampering. (72.3.1b)
 - 1. Employees shall visually inspect the system prior to placing a prisoner in a detention room on weekends or holidays.
- B. Semiannual testing of the automatic fire devices and fire alarm system in the Holding Facility will be conducted to determine that the equipment is functional. The semiannual testing will be conducted by the Building Maintenance Department and the results will be documented.

XII. WEAPONS IN THE HOLDING FACILITY (72.4.1)

- A. Firearms and knives are not allowed in the Holding Facility. Weapons lockers have been provided at the entrances to the Holding Facility as a security and safety feature.
 - 1. All persons entering the Holding Facility shall remove all firearms and knives from their person and check them into the provided lockers. The lockers shall be locked and keys removed.

- B. Any sworn officer who enters a cell or detention area where a person is confined shall not be armed with a firearm, except in emergency circumstances where the use of deadly force may be authorized by Section 7-9 of the Criminal Code of 1961 (720 ILCS 5/7-9) or Section 3-6-4 of the Unified Code of Corrections (730 ILCS 5/3-6-4).

XIII. JAIL CELL ACCESS (72.4.2)

- A. To ensure that prisoners held in jail cells do not have an opportunity to take keys or passcards and escape, employees shall not enter occupied jail cells alone unless an emergency exists and then only after exercising due caution.

XIV. CONTROL OF KEYS (72.4.3)

- A. The security keys for the Holding Facility are kept in the locked key cabinet maintained in the detention area. Employee manual door keys also operate the key cabinet lock.
- B. An additional set of Holding Facility security keys is kept in the Radio Room key control cabinet. This extra set of security keys is available for emergency situations.
- C. Police department employee identification cards, along with authorized individually unique access codes, may be used to access the electronic locks to the holding facility. Police employees are also issued manual keys that operate authorized locks within the police station. Employees are responsible for the possession or control of the cards and keys issued to them.
- D. In the event a key (keys or set of keys) is misplaced or discovered missing, the On-Duty Supervisor will be immediately notified. If the key or keys are not found, a written report will be submitted by the On-Duty Supervisor to the Patrol Division Lieutenant as soon as possible. The Patrol Division Lieutenant will notify the Deputy Chief of Support Services of the loss.
 - 1. An employee losing a Holding Facility key is subject to disciplinary action.

XV. HOLDING FACILITY DOORS (72.4.4)

- A. Hallway doors
 - 1. All main hallway doors must remain secured. Whenever a person uses any of these doors, he is to manually check the door to ensure that it automatically closes.
- B. Jail Cell Doors

1. Jail cell doors are to be left open when the room is not in use. Dirty and/or damaged rooms shall have their doors closed and locked until the condition has been corrected.

C. Temporary Holding Cell

1. The temporary holding cell door is to be left open when the room is not in use. Dirty and/or damaged rooms shall have their doors closed and locked until the condition has been corrected.

XVI. JAIL CELL SECURITY CHECK (72.4.5)

- A. A security check shall be made prior to placing a prisoner in a jail cell room. The purpose of this security check is to search for contraband or weapons, and to check for any room damage. The employee incarcerating the prisoner in the jail cell room shall make this search.
- B. A security check will also be made immediately by the employee releasing/transferring a prisoner from a cell room. If room damage, contraband or weapons are found, the On-Duty Supervisor shall be immediately notified so he/she may document the damage and/or take any further action that is required.

XII. HOLDING FACILITY SECURITY INSPECTIONS (72.4.6)

- A. The Deputy Chief of Support Services is responsible for ensuring that a weekly security inspection of the Holding Facility is performed and documented. The weekly security inspection shall include a search for weapons and contraband. (Appendix A)
 1. All locks, walls, floors, ventilation covers, light fixtures, access plates, doors and other security devices shall be checked carefully for proper function, operational wear and prisoner tampering. All holding areas and other areas that are accessible to prisoners will be searched for weapons and contraband.
 2. The completed security inspection report shall be approved by the On-Duty Supervisor and routed to the Deputy Chief of Support Services.
 3. Any deficiencies in the security of the Holding Facility shall be submitted in writing and routed to the Deputy Chief of Support Services for immediate repair or replacement.

XIII. AUDIO COMMUNICATION (72.4.8)

- A. To supplement personal supervision of prisoners, there is an audio monitoring system in the police facility. The system is designed for room monitoring (including prisoner

emergency needs) in the Holding Facility. The system can be monitored at the front desk located in the Radio Room.

XIX. SECURITY ALARM SYSTEMS (72.4.9)

- A. The panic alarm system is comprised of several duress alarm buttons located throughout the detention area of the holding facility. These alarms may be activated to summon assistance in an emergency. These alarms are for emergencies only.
- B. All persons involved in the transportation, booking or supervision of prisoners shall be equipped with a portable radio, complete with a panic button. In the event of false panic alarm activation, the employee will make the appropriate notifications of the false activation.

XX. PRISONER ESCAPE (72.4.10)

- A. In the event of escape from custody by a prisoner held in the Holding Facility, immediate efforts shall be made for apprehension. The following steps shall be taken at the discretion of the On-Duty Supervisor, though not necessarily in the given order:
 - 1. The employee discovering the escape shall notify the DuComm Communications and the On-Duty Supervisor.
 - 2. Determine if anyone was injured during the escape and summon medical assistance, if appropriate.
 - 3. The person detecting the escape attempt shall immediately lock and secure all doors under his control. Sufficient personnel shall be dispatched to secure the Holding Facility and police facility, if necessary.
 - 4. The escapee's descriptions, identities and offenses for which the escapee was incarcerated shall be dispatched via DuComm radio frequency, ISPERN and LEADS, along with any other pertinent information to aid in the capture of the escapee.
 - 5. Once the Holding Facility is secure, sworn officers shall check to see that all corridor doors and room doors are functioning properly. Also, a check of all remaining prisoners shall be conducted.
 - 6. A complete search of the entire police facility may be necessary.
 - 7. Upon apprehension of the escapee, DuComm Communications Center will be advised and necessary notifications will be made.

- B. The On-Duty Supervisor shall initiate an investigation into the circumstances surrounding the escape and submit a written report that will be routed to the Chief of Police.

XXI. DOCUMENTATION OF EXTRAORDINARY OR UNUSUAL OCCURRENCES (72.4.11)

- A. Pursuant to Section 720.130 of the Illinois Municipal Jail and Lockup Standards, all extraordinary or unusual occurrences that involve or endanger the lives or physical welfare of employees or prisoners in the Holding Facility shall be documented in writing.
 - 1. Extraordinary or unusual occurrences shall include:
 - a. Death, regardless of cause
 - b. Attempted suicide (if hospitalization or medical treatment is required)
 - c. Serious injury, to include accidental or self-inflicted
 - d. Escape or attempted escape
 - e. Serious fire resulting in property damage, personal injury or evacuation
 - f. Detainee disturbance involving four or more individuals, riot or hostage situation
 - g. Battery to an employee, visitor, or volunteer by a prisoner
 - h. Battery to a prisoner by an employee
 - i. Battery to a prisoner by another prisoner (only if hospitalization or extensive medical treatment is required)
 - j. Sexual assaults
 - k. Occurrences of contagious or infectious disease or illness within the facility, excluding names of detainees or others involved
 - l. Discovery of firearms or weapons, as defined in 720 ILCS 5-31A-1.1, in cells, detention/interview rooms, or other detainee areas
 - m. A written or oral act of intimidation by a detainee on detainees or employees for which criminal charges result
 - n. Use of chemical agents
 - o. Major property damage
- B. The On-Duty Supervisor at the time of the incident is responsible for completion of the Department of Corrections report of extraordinary or unusual occurrences as soon as possible. The Patrol Lieutenant will route the original Department of Corrections report and copies of any related police reports to the Deputy Chief of Support Services for dissemination. (Appendix B)
 - 1. The Deputy Chief of Support Services will send the completed Department of Corrections report to the Bureau of Detention Standards and Services in Springfield.
 - a. A copy of the report will be maintained by the Deputy Chief of Support Services.

XXII. PRISONER SEARCH AND PROPERTY INVENTORY (72.5.1)

- A. At the time of booking and prior to entry into the cell area of the Holding Facility, each prisoner shall be thoroughly searched. This search is in addition to the original search in the field. The prisoner shall be searched for contraband or other articles with which he might injure himself or others, or damage the facility or Department property. (72.5.1a)
 - 1. The arresting officer will remove all non-clothing personal property from each prisoner, especially those articles determined to be potentially dangerous to the prisoner or employees (i.e., belt, tie, jewelry, shoes, laces and smoking material).
- B. Property rights of prisoners shall be protected by an accurate listing on the Prisoner Property Report of all money and property taken, including contraband items and items confiscated at the time of admission. The arresting officer is responsible for this. (72.5.1b)
 - 1. Prisoners' currency will be counted and placed in a property bag along with any jewelry. The prisoner's property bag will be marked with prisoner's name, case report number, and jail cell room number.
 - 2. In the event a prisoner is provided with replacement clothing, those items provided will be documented on the prisoner property report form.
 - 3. All prisoners will be requested to sign the Prisoner Property Report Property Record to verify its accuracy. If the prisoner refuses to sign it, it shall be so noted on the report.
 - 4. Prisoners shall also be given a separate receipt for all items taken. Again, a request will be made for the prisoner to sign the receipt. If the prisoner refuses to sign, it shall be noted on the receipt. Prisoners are to be given a copy of the receipt.
 - 5. Items that may be retained by prisoners being admitted into the Holding Facility include:
 - a. A copy of the charges placed against them
 - b. Eyeglasses and/or hearing aid unless the conduct of the prisoner prohibits this

XXIII. SECURE STORAGE OF PRISONER PROPERTY (72.5.1c)

- A. Prisoner property will be secured in the Processing Room located in the Holding Facility, except for weapons, evidence and confiscated property in the lockers provided.
 - 1. The lockers are numbered and shall only contain one prisoner's property when being used.
 - 2. The locker will be locked once the property is placed within and the key will accompany the arresting officer's case file until the prisoner is released.

XXIV. INTAKE INFORMATION (72.5.2)

- A. An Arrest Report shall be immediately initiated for every prisoner upon admission into the Holding Facility. The arresting officer is responsible for ensuring that the following reports are completed:
1. Arrest information for the prisoner regarding his charges. (72.5.2a)
 2. Property Inventory and Disposition. (72.5.2b)
 3. The arresting officer will be responsible for the complete booking of the prisoner into the Holding Facility and all accompanying paperwork.
 4. In incidents where multiple defendants are present in the Holding Facility, either being charged as the result of one occurrence or a separate offense, only one defendant shall be allowed in the Processing Room at any given time. All others are to be held in the appropriate cell until processing is complete.

XXV. GENDER/AGE SEPARATION (72.5.3)

- A. Juvenile detention.
1. Guidelines established in DIR 429-I pertaining to the detention of juveniles shall be adhered to unless circumstances exist that preclude that DIR and the on-duty supervisor gives authorization.
 2. Pursuant to Illinois Compiled Statutes 705 ILCS 405/5-7, Juvenile Court Act, any juvenile in custody for a delinquent offense will be detained as follows:
 - a. Delinquent minors age 10-17 can be held in an **unlocked** interview room.
 - b. Delinquent minors under age 10 will not be held in or brought into the Holding Facility.
 - c. Delinquent minors held in an **unlocked** interview room shall be continuously monitored by a member of the police department until the juvenile has been released or relocated to a juvenile detention facility. The juvenile's condition shall be noted on the Juvenile Monitoring Log in DIR 429-I.
 - d. Delinquent minors shall not be detained longer than provided by 705 ILCS 405/5-410 and/or DIR 429-I VIII.
 - e. If a felony offense has been approved by the states attorney's office of either Cook or DuPage Counties against a minor 17 years old he will be detained in the Holding Facility.
 3. Pursuant to the Illinois Municipal Jail and Lock-up Standards, Section 720.150:
 - a. No juvenile in custody will be allowed to come into or remain in contact with any adult in custody.

- b. Any evidence of child abuse shall be reported to the Illinois Department of Children and Family Services.
- 4. No juvenile accused of any act under federal or state law or municipal ordinance that would not be illegal if committed by an adult shall be brought into the Holding Facility, except Zero Tolerance arrestees brought in for breath alcohol testing.
- 5. The processing of juveniles shall take place in the Processing Room of the Holding Facility only after all adult prisoners have been removed and secured in the cellblock area. Upon completion of processing, the juvenile shall be removed and secured in one of the two Detention/Interview Rooms.
- B. Males, females, and/or juveniles may be required to be detained at the same time. All of the cells in the holding facility are separated from each other by sight and sound.

XXVI. HIGH RISK PRISONERS (72.5.4)

- A. A prisoner exhibiting any symptoms of the following categories will be classified as a high-risk prisoner:
 - 1. Extremely intoxicated
 - 2. Drug-addicted or under the influence of drugs
 - 3. Violent
 - 4. Self-destructive
- B. The On-Duty Supervisor will be notified immediately when an arrestee is determined to be a “high risk” prisoner.
- C. Extreme caution will be utilized in handling high-risk prisoners. These prisoners will be segregated from other prisoners. Precautions should be taken to ensure that the potential for the prisoner to injure himself or others is minimal.
- D. The On-Duty Supervisor shall determine whether arrangements should be made to transfer a high risk prisoner to a medical facility for examination or to another appropriate holding facility for housing and/or treatment.
- E. High risk prisoners shall be kept under constant supervision and, at the discretion of the On-Duty Supervisor, have an employee stationed next to their jail cell for the duration of their incarceration.
- F. Interviews of juveniles who are considered high risk prisoners under this section may be conducted in the processing room, provided the juvenile is continuously monitored by a

member of the police department and no adult detainees are in the processing room while the juvenile is inside.

- G. The Padded Cell may only be used when authorized by a sworn supervisor.
- H. The use of physical restraints to restrain a prisoner in a detention room must be documented and comply with Illinois Municipal Jail and Lock-up Standard 720.50.

XXII. RECEIVING PRISONERS FROM OUTSIDE AGENCIES (72.5.5)

- A. The On-Duty Supervisor shall decide if a prisoner will be accepted from an outside law enforcement agency. The On-Duty Supervisor shall consider the following factors:
 - 1. Available Holding Facility space
 - 2. Condition of the prisoner
 - a. Psychological
 - b. Physical (sick or injured prisoners will not be accepted)
 - c. Characteristics creating special problems
- B. If a prisoner is received from an outside agency, the receiving employee from the Hanover Park Police Department must complete a prisoner Jail Card and must obtain the following information and record it on an Incident/Offense report:
 - 1. Positive identification of the prisoner
 - 2. Documentation justifying the detention
 - 3. Positive identification of the transporting officer, including name, badge number, agency and legal authority to make the commitment.

XXIII. MASS ARREST PROCEDURES (72.5.6)

- A. A mass arrest room, designated by the on-duty supervisor, may be used for group or mass arrests with the following stipulations:
 - 1. Prisoners of the opposite sex shall not be held in the mass arrest room at the same time.
 - 2. Juveniles shall not be held in the mass arrest room with adults.
- B. If a group or mass arrest exceeds the maximum capacity of the Holding Facility, the On-Duty Supervisor may request neighboring police departments or the county jail to temporarily accept excess prisoners.

- C. The On-Duty Supervisor shall be responsible for obtaining any additional personnel needed to assist in the processing of a mass arrest, including calling in off-duty officers.
- D. Whenever possible, prisoners should be booked at the Hanover Park Police Holding Facility prior to being transported to an outside agency. If this is not practicable, prisoners may be booked at another facility.
- E. Unless otherwise stipulated, the housing agency shall assume the responsibility for conducting routine prisoner supervision. If the housing agency has insufficient personnel to supervise Hanover Park prisoners, the On-Duty Supervisor shall assign an officer to that agency for this purpose.

XXIX. POSITIVE IDENTIFICATION OF PRISONERS (72.5.7)

- A. Prior to releasing a prisoner from custody, the releasing employee must positively identify the prisoner as the one authorized to be released.

XXX. RETURN OF PRISONER'S PROPERTY UPON RELEASE (72.5.1)

- A. Prisoner property will be returned to the prisoner upon his release or transfer from custody and, if everything is in order, the prisoner should sign for the property returned. If the prisoner refuses to sign, it shall be so noted on the receipt.
 - 1. The On-Duty Supervisor will be advised of any shortages or discrepancies concerning property at the time of occurrence.
- B. If a prisoner is released to a transporting officer for transfer to another facility, the prisoner's property should be inventoried and signed for by both the prisoner and the transporting officer.
 - 1. Prisoner property that can not be transferred to another facility shall be placed into the designated evidence temporary locker for safe keeping. Submission and release of property that has been inventoried and placed into the designated evidence temporary locker shall then follow the process as specified in Directive 513S. The Property Custodian will transfer unclaimed prisoner property from the designated evidence temporary locker to the Property Evidence Room after 14 days.
- C. Property retained for evidentiary or other purposes should be noted on the receipt.

XXXI. PRISONER EMERGENCY HEALTH CARE PROCEDURES (72.6.1)

- A. Emergency health care services are available to prisoners. The Hanover Park Fire Department has a staff of paramedics on duty 24 hours a day, every day of the year.

- B. Whenever a prisoner requires immediate medical treatment due to illness or injury, the following procedure shall be followed:
1. Personnel discovering the medical need or having it brought to their attention shall render whatever aid is necessary and that they are qualified to render.
 2. Personnel shall immediately, or as soon as possible, notify and summon the necessary assistance. In situations where the illness or injury is not obvious or readily discernible, a supervisor shall be contacted to determine if medical assistance will be summoned.
 - a. If a supervisor has been summoned, he or she must be able to adequately assess the illness or injury and formulate a treatment plan necessary to aid the prisoner. When the assessment or treatment can not be performed adequately, for any reason, medical assistance must be obtained by summoning the paramedics from the Fire Department.
 3. The On-Duty Supervisor shall be promptly notified in all cases of prisoner injury or illness. Upon notification, the On-Duty Supervisor shall report to the Holding Facility.
 - a. The prisoner's injury or illness should have care rendered immediately, or as soon as possible, by personnel qualified to render the aid. The paramedics should be summoned immediately if the care provided by personnel is inadequate to properly assess and manage the illness or injury.
 - b. If paramedics are summoned, a back-up officer should be assigned to meet them at the west garage entrance and escort them into the Holding Facility.
 4. Once called, the paramedics shall examine the prisoner and provide transportation to the hospital Emergency Room if warranted.
 5. If a prisoner is transported to the hospital Emergency Room, a sworn officer shall accompany the prisoner to provide the necessary security.
 - a. Access to the prisoner will be limited to emergency medical staff needed to administer first aid.
 - b. The provisions set forth in this Directive shall be adhered to as if the prisoner were still being held in the Holding Facility.
 - c. In the event hospitalization is warranted, the on-duty supervisor shall notify the Patrol Lieutenant Supervisor for further direction and guidelines.
 6. In all cases of prisoner illness or injury, a supplemental report will be added to the case report setting forth all pertinent facts.

XXXII. FIRST AID EQUIPMENT AVAILABILITY AND INSPECTION (72.6.2)

- A. A first aid kit shall be maintained in the Holding Facility. The first aid kit is designed for a broad range of anticipated emergencies.

- B. The first aid kit shall be inspected weekly as part of the weekly documented security inspection. (Appendix A)
 - 1. Should deficiencies be discovered during the inspection, the inspecting police officer is responsible for the replenishment of the necessary materials and/or equipment.

XXXIII. RECEIVING/SCREENING INFORMATION (72.6.3)

- A. All prisoners shall undergo a detailed receiving/screening interview. The purpose of this interview is primarily to identify those prisoners who pose a health risk or safety threat to themselves or others.
 - 1. Pursuant to Illinois Municipal Jail and Lockup Standards, Section 720.25g, any seriously injured, seriously ill or unconscious person must not be admitted to the Holding Facility until a medical examination has been conducted by a physician.
- B. Prompt completion of the receiving/screening interview is the responsibility of the arresting officer. All receiving/screening information concerning prisoners is to be obtained and recorded upon admission to the Holding Facility and before transfer to County Jail or another facility.
- C. Receiving/screening interviews shall include inquiries as to the following, and this information will be recorded in the Booking Report.
 - 1. Current health of the prisoner. (72.6.3a)
 - 2. Medications taken by the prisoner. (72.6.3b)
 - 3. Behavior, including state of consciousness and mental status. (72.6.3c)
 - 4. Notation of trauma markings, bruises, lesions, jaundice, ease of movement, etc. (72.6.3d)

XXXIV. PRISONER MEDICATION (72.6.5)

- A. When appropriate, prescribed medication brought in by prisoners may be administered with On-Duty Supervisor approval and the following conditions met:
 - 1. The medication is carried in a properly identified prescription container identifying the contents, and/or
 - 2. The medications authenticity has been verified such as through a hospital, drug identification manual, or a 24 hour pharmacy.

- B. All medications to be administered to a prisoner will be kept with the prisoner's personal property.
- C. The distribution of medication and the authorizing On-Duty Supervisor shall be documented on a supplemental report.
- D. In the event a prisoner in Hanover Park Police custody requires purchase of prescription medication as prescribed by a physician, the following procedure should be followed:
 - 1. The employee will immediately notify the on-duty supervisor.
 - a. The on duty supervisor will inform the physician that the Police Department will pay for no more than three (3) days of the prescribed medication.
 - 2. All prescription medication purchases for prisoners will be made at either the Walgreens drugstore at 7350 S. Barrington in Hanover Park, or the Walgreens drugstore at 2560 W. Golf in Hoffman Estates if the Hanover Park location pharmacy is unavailable.
 - a. The on-duty supervisor will direct the prescribing physician to phone or fax the prescription to the respective Walgreens location below. The supervisor will also provide the physician with the Hanover Park prescription ID account code of "HPDIL" as well as the prisoner's last name which will be the ID recipient.
 - b. Hanover Park- Phone 630-289-4143, Fax 630-289-5218
 - c. Hoffman Estates- Phone 847-843-0440, Fax 847-843-1142
 - 3. After the prescription has been phoned or faxed to a Walgreens drugstore location, the on-duty supervisor will direct a uniformed officer to pick up the prescription at the Walgreens.
 - 4. After filling a prisoner's prescription, the on-duty supervisor will provide the following information in writing to the Deputy Chief of Support Services prior to the end of their shift:
 - a. Name of person receiving medication
 - b. Case Number
 - c. Brief summary of the charges against the person being held, circumstances leading to the provision of medical care and medication being given to the prisoner, physician's diagnosis of prisoner and all medication purchased.
 - d. Copy of all paperwork from hospital pertaining to treatment of prisoner. Receipts for prescribed medication purchased at Walgreens.

XXXV. PRISONER RIGHTS (72.7.1)

- A. Timely court appearance. (72.7.1a)
 - 1. The constitutional right of access to the courts by an arrestee shall not be inhibited pursuant to Illinois Compiled Statutes 725 ILCS 5/109-1.

2. Prisoners will be taken to Bond Court pursuant to the appropriate administrative directive issued by either:
 - a. The 18th Judicial Circuit Court (DuPage County), or
 - b. The Circuit Court of Cook County, 3rd Municipal District
- B. Bail opportunity for prisoners. (72.7.1b)
 1. No employee of the Hanover Park Police Department shall impede a prisoner's opportunity to make bail.
 2. Bail schedules are set by rule of court pursuant to Illinois Compiled Statutes 725 ILCS 5/110-5.
- C. Prisoner access to attorney. (72.7.1c)
 1. Any prisoner held in the Holding Facility has the right to consult privately and confidentially with an attorney pursuant to Illinois Compiled Statutes 725 ILCS 5/103-4.
 - a. Exceptions may be made in situations where the prisoner poses an imminent danger of escape.
- D. Prisoner use of telephone. (72.7.1d)
 1. The right to communicate with an attorney and family members will be in accordance with Illinois Compiled Statutes 725 ILCS 5/103-3.
 - a. A prisoner will be offered a reasonable number of telephone calls to arrange bond, notify family or friends of his whereabouts, or consult with an attorney. Such communication shall be permitted within a reasonable time (usually within the first hour) after arrival at the Holding Facility.
 2. When a juvenile is brought into the Holding Facility, the parents, legal guardian, or person with whom the juvenile resides shall be notified of the detention as soon as possible.
 - a. The arresting officer is responsible for the notification and its documentation.
- E. Prohibition of monitored/recorded telephone conversations. (72.7.1e)
 1. The monitoring or recording of prisoner telephone conversations is not permitted. This does not prohibit a police employee from being present for security reasons.
- F. Prisoner meals. (72.7.1f)
 1. Prisoners will be fed three meals per day at the approximate times of breakfast, lunch and dinner. Special dietary requirements will be honored when necessary for the prisoner's well being.

- a. Prisoners will receive meals in their jail cell room. Refuse is to be removed as soon as possible.
 - b. Culinary plastic utensils will be supplied with meals. All materials supplied will be removed and accounted for when the meal has been completed and discarded by the employee assigned to do so. Discrepancies will be reported to the on-duty supervisor without delay. (72.4.7)
2. A record of all meals provided will be recorded on the prisoner jail card.

XXXVI. MONITORING OF PRISONERS (72.8.1)

- A. Twenty-four-hour monitoring is essential for maintaining security and assuring safety and welfare of prisoners. This requires that a police department employee be present in the police building at all times when a prisoner is housed in the Holding Facility.
 1. Prisoners are not to be left unattended in temporary holding rooms beyond the time limits specified in this Directive.
 2. Responsibility for safety and control of prisoners, and for ensuring the security of the Holding Facility, cannot be delegated to any prisoner.
 3. Face to face prisoner counts will occur at least once each shift.
- B. All contacts with any prisoner (incarceration, telephone calls, visitation, interrogation, visual inspection, feedings, release, etc.) will be logged on the prisoner jail card and/or arrest report and initialed by the employee having contact with the prisoner.
- C. Each adult prisoner held in a jail cell must be visually observed and checked at least every 30 minutes by on duty records personnel. If unable to complete the check, records personnel shall notify the on duty supervisor who will be responsible for having the check completed. The time and prisoner's condition will be noted on the prisoner jail card.
- D. Each juvenile detainee must be continuously monitored and the detainee's condition noted on the Juvenile Monitoring Log.
- E. Prisoner's determined or suspected to be "high risk" may require more frequent or constant observation.

XXXVII. ELECTRONIC MONITORING EQUIPMENT (72.8.2)

- A. Electronic audio and visual equipment shall be used to monitor critical locations within the Holding Facility.
- B. When in use, electronic monitoring equipment shall not be used in such a way as to violate the personal privacy of prisoners.

XVIII. SUPERVISION OF OPPOSITE SEX PRISONER (72.8.3)

- A. As much as practical, employees handling prisoners of the opposite sex will take the necessary precautions to ensure the prisoners' personal privacy and dignity and, if possible, will have all physical contact monitored by another employee.
- B. Under the following conditions, prisoner supervision shall be provided by an employee of the same sex as the prisoner:
 - 1. Physical examination, such as body searches
 - 2. During periods of personal hygiene activities, such as showers, use of a toilet, and related activities. This does not prohibit the use of necessary force by an employee of a sex other than that of the prisoner.

XII. INSPECTION OF INCOMING PROPERTY (72.8.4)

- A. Prisoners shall not receive mail or packages.

XL. PRISONER VISITORS (72.8.5)

- A. For the purpose of this order, "prisoner visitors" are defined as, and limited to, a prisoner's immediate family, relatives, persons with whom they reside, and lawyer.
 - 1. All prisoner visitors shall properly identify themselves. The identity of the visitor and relationship with the prisoner shall be documented on the prisoner jail card.
 - 2. Prisoner visitors are subject to search.
 - 3. Prisoner visitors, with the exception of the prisoner's lawyer, will be allowed telephone contact with the prisoner provided staffing levels exist that allow such activities.
- B. Prisoner visitors will use one of the Department's Interview Rooms.
- C. Disruptive or combative prisoners or prisoners posing escape risks will not be allowed to see visitors, including attorneys. In this type of situation, the employee will explain the problem to the visitor and advise him when the prisoner will be released or transferred to another facility.

XLI. TEMPORARY DETENTION

- A. The arresting officer or detention officer on duty is responsible for the temporary holding of prisoners. Detention area is identified as the Department Holding Cell and may be used for temporary detention when processing or interviewing suspects or arrestees.
 - 1. The arresting officer is responsible for the prisoner.
 - 2. A prisoner may be held in the temporary holding area for the purpose of completing booking paperwork, conducting an investigation, or bond release activities.
 - 3. Temporary use of restraints may be authorized by the on-duty patrol supervisor if it is felt that the safety of the prisoner or officer is in jeopardy.
 - 4. Males, females, and juveniles will always be kept separated from each other while in the temporary holding area.

XLII. PHYSICAL CONDITIONS/TEMPORARY HOLDING

- A. Drinking water and rest room facilities are available for the subject's use. The arresting officer will attend to the reasonable needs of the prisoner and will provide strict supervision.

XLIII. TIME LIMITS/TEMPORARY HOLDING

- A. If housed in the temporary holding area the prisoner shall not be left without continuous control or supervision by Department personnel, longer than the following time limits:
 - 1. No more than 2 hours.
- B. If the arresting officer is attending to matters in excess of the time allotted for the assigned room, he will procure the assistance of another police employee to maintain supervision of the prisoner.

XLIV. SECURING PRISONER TO IMMOVABLE OBJECT

- A. Prisoner(s) shall be secured to an immovable object, i.e.: a wall-mounted ring for the purpose of securing a handcuff, with the exception of the actual physical processing procedures, i.e. fingerprinting, photographing, breath analysis.
- B. In the event a prisoner is brought into the Holding Facility area exhibiting violent actions, the on-duty supervisor will direct what additional personnel shall be present during the processing procedure.

Hanover Park Police Department

Supervisor's Weekly Holding Facility Inspection Form

Instructions:

Indicate those items that are in need of repair with a [-] and those items that are functional with a [+].

Cell Block	Holding Cell	Cell 1	Cell 2 ADA	Cell 3 ADA	Cell 4	Cell 5	Cell 6 Padded	Cell 7	Cell 8	Cell Juv 1	Cell Juv 2
Clean	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -
Lights	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -
Smoke Detector	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -
Secure	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -
Locks	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -
Doors	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -
Bedding	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -
Weapons/ Contraband Search	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -	+ / -

Note Any Deficiencies: _____

Security Door Status: _____ [Locked or Unlocked]

Sallyport to Garage	Choose an item.	Bond Out	Choose an item.	Cell Block W Door	Choose an item.
Garage to Sallyport		Processing to Juvenile		Cell Block E Door	
Juvenile to Int. Hallway		Int Hallway to Int. Entrance		Property Return	

Other: Note: Check ☐ if adequate

Processing Room: Clean ☐ Lighting ☐ First Aid Kit ☐ Sprinkler/Fire Extinguishers ☐

DUI Test Room: Clean ☐ Lighting ☐

Interview Rooms: Clean ☐ Lighting ☐

General Supplies: B.O.L. Supplies - Mouth Pieces ☐ Test Receipts ☐ Transport Hoods ☐

Bond Books ☐ Printer Paper ☐

Alarm: Control Panel ☐ Fire Alarm Pull Boxes ☐ Duress Alarms ☐

Eye Wash Stations: Garage ☐ Processing ☐

Note any Deficiencies: _____

Inspector

Date/Time

Original to D/C Support Services; copy to Accreditation Manager
Appendix A; DIR 575-S

Report of Extraordinary or Unusual Occurrences

Report **all** extraordinary or unusual occurrences involving detainees in writing within three business days to the Office of Jail & Detention Standards. When a delay in the written report is unavoidable, make the report by telephone and submit the written report as soon as possible to:

Office of Jail & Detention Standards
1301 Concordia Court, P. O. Box 19277
Springfield, Illinois 62794-9277
Telephone: (217) 558-2200, ext. 4212
Fax: (217) 558-4004

Check one: ☐ **County**
☐ **Municipal** (except Chicago)
☐ **Chicago Police Department**, include

R.D. Number: _____

Facility Name: _____ **Telephone #:** _____

Address: _____
Street City State Zip Code

Date of Occurrence: _____ **Time of Occurrence:** _____ ☐ a.m. ☐ p.m.

Type of Occurrence: ☐ Suicide (method) _____ ☐ Suicide Attempt (method) _____
☐ Homicide ☐ Homicide Attempt ☐ Escape ☐ Escape Attempt ☐ Fire ☐ Serious Injury
☐ Battery ☐ Riot or Rebellion ☐ Sex Offense ☐ Assault on Staff ☐ Assault among Detainees
☐ Fighting among Detainees ☐ Restraints Used ☐ OC Spray Used ☐ Other (specify): _____

Detainees Involved			
Name	Date of Birth	Date Confined	Arresting Charge

Any injuries? ☐ No ☐ Yes, (briefly describe): _____

Any resulting death? ☐ No ☐ Yes, attach coroner's report or forward upon completion and explain below:

Name of deceased: _____

Specific cause of death: _____

Date & time of death: _____

Was deceased on suicide watch at or immediately before time of death? ☐ Yes ☐ No

Reported by: _____

Was deceased examined by a physician? ☐ No ☐ Yes, on: _____

Did deceased display signs of illness? ☐ No ☐ Yes, describe: _____

Detainees Interviewed			
Name	Date of Birth	Date Confined	Arresting Charge

Officials Interviewed	
Name	Title

Principal cause of occurrence: _____

Summary of specific details of occurrence (include date and time): _____

Recommendations to prevent future occurrences: _____

_____	_____	_____	_____
Print Reporting Officer's Name	Badge #	Reporting Officer's Signature	Date

_____	_____	_____	_____
Print Shift Commander's Name	Badge #	Shift Commander's Signature	Date

Note: Use of this form is required; please do not alter format. Where available, this form may be completed and submitted on-line as directed by the Office of Jail and Detention Standards.

The Illinois Department of Corrections is requesting disclosure of information necessary to accomplish the statutory purpose as outlined in 730 ILCS 5/3-15-2. Disclosure of information is MANDATORY. Failure to provide the information could result in a court order requiring compliance with 20 Ill. Adm. Code 701, 702, or 720.



Hanover Park Police Department

Juvenile Monitoring Log



Month: _____

#	Case Number	Initials of Juv.	Date of Birth	Age	Sex	R A C E	UCR Code	Offense	Detained Time		Time Checked	Time Checked	Time Checked	Time Checked	Released Time		Person/ Facility Released To
1					<input type="checkbox"/> M <input type="checkbox"/> F												
2					<input type="checkbox"/> M <input type="checkbox"/> F												
3					<input type="checkbox"/> M <input type="checkbox"/> F												
4					<input type="checkbox"/> M <input type="checkbox"/> F												
5					<input type="checkbox"/> M <input type="checkbox"/> F												
6					<input type="checkbox"/> M <input type="checkbox"/> F												
7					<input type="checkbox"/> M <input type="checkbox"/> F												
8					<input type="checkbox"/> M <input type="checkbox"/> F												
9					<input type="checkbox"/> M <input type="checkbox"/> F												
10					<input type="checkbox"/> M <input type="checkbox"/> F												
11					<input type="checkbox"/> M <input type="checkbox"/> F												
12					<input type="checkbox"/> M <input type="checkbox"/> F												