
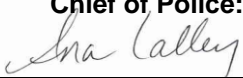
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 02/20/02	STANDARD OPERATING PROCEDURE	Revised Date: 08/12/20
Chief of Police: 	HOLDING FACILITY: Security, Control and Humane Conditions, 72.2	
Cross Reference: 72.1 HOLDING FACILITY: Administration/Management	Policy Sections: 72.2.1 Access and Authorization 72.2.2 Firearms Restrictions 72.2.3 Entering Occupied Cells 72.2.4 Use and Control of Keys 72.2.5 Securing Doors 72.2.6 Pre/Post Detention Cell Inspections 72.2.7 Security Inspections 72.2.8 Culinary Utensils 72.2.9 Emergency Notification/Panic Alarms 72.2.10 Procedures in the Event of an Escape 72.2.11 Reports on Incidents 72.2.12 Physical/Humane Conditions	

PURPOSE

The purpose of this policy is to establish guidelines for the security and humane conditions within the Holding Facility.

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide humane conditions for detainees, meeting standards set by the Illinois Department of Corrections Standards. In addition, specific procedural guidelines have been established for maintaining an efficient and secure Holding Facility operation.

PROCEDURES

72.2.1 ACCESS AND AUTHORIZATION

No unauthorized persons will be allowed access to the Holding Facility. The following individuals are authorized access to the Holding Facility:

- A. Sworn officers.
- B. Community service officers.
- C. Animal control officers.
- D. Civilian employees, when required for the performance of their duties, with prior authorization from the on-duty jailer.
- E. Maintenance workers or outside contractors will be monitored by the on-duty jailer. They do not need to be escorted, provided they check-in with the jailer upon arrival. An inspection will be conducted afterwards to ensure tools or other items are not left behind. They shall not enter an occupied cell.
- F. Subjects given authorization by a supervisor or the on-duty jailer.
- G. Tours of the Holding Facility should be scheduled through the on-duty jailer. Tours should be conducted at a time when detainees are not being processed. All detainees must be secured in their respective cells and minors shall not be admitted to an occupied cell block.

72.2.2 WEAPON RESTRICTIONS

No firearms or knives will be permitted in the Holding Facility; these weapons will be secured in the gun lockers outside the Holding Facility. In emergency situations such as fire, disaster, suicide attempt, or other life threatening situations, or at the discretion of a shift supervisor, an officer may enter the Holding Facility area with the above identified weapon(s).

72.2.3 ENTERING OCCUPIED CELLS

- A. Officers are not to enter occupied cells unless a backup officer is present in circumstances when the contact is non-administrative. However, in life threatening situations, an officer may enter an occupied cell provided that the Emergency Communications Division has been notified. The Emergency Communications Division shall then notify the shift supervisor.
- B. If possible, the officer should not enter the cell with detention keys in their possession.
- C. During planned events such as extraction of the detainee, officers should activate their BWC when entering a cell. In unplanned events such as a medical emergency, when possible, the BWC should be turned on.

72.2.4 USE AND CONTROL OF KEYS

- A. Two sets of keys are available in the Holding Facility. A duplicate key is located in the main patrol area, available to supervisors. Emergency cell opening devices are also available in the jailer's office.
- B. When not in use, keys to the Holding Facility shall remain secured in a key lock box.
- C. When keys are removed from the jail office, they shall be secured in the officer's pocket and not left in plain view.
- D. During each shift, keys are to be checked and counted by the on-duty jailer.
- E. When keys and locks are compromised, detainees shall be locked down and the shift commander shall be notified. As needed, shift personnel may be recalled.

72.2.5 SECURING DOORS

All unoccupied cells are to remain unlocked. Cells requiring maintenance or out of service shall be unlocked to enable access by building maintenance to be cleaned or repaired. The Holding Facility storage, kitchen, and laundry room doors shall be locked when not in use and all Holding Facility exterior outside doors shall remain locked and secured. Once secured, these locked doors should be tested for vulnerability. Refer to section 72.2.4(E) for protocol on compromised locks.

72.2.6 PRE/POST DETENTION CELL INSPECTIONS

A detention cell inspection shall be conducted prior to placing a detainee into a cell, and immediately after each use. The search is to include a check for damage, contraband and weapons and is the responsibility of the officer placing or removing the detainee.

72.2.7 SECURITY INSPECTIONS

The holding facility commander or designee is responsible for documented weekly security inspections of the Holding Facility for operational wear and detainee tampering. Issues shall be corrected in a timely fashion and reported to the holding facility commander. The inspection shall include occupied, as well as unoccupied cells, and is not limited to:

1. Doors.

2. Floors.
3. Glass panels.
4. Locks.
5. Search for weapons and contraband, to include the cells and shower area.
6. Ventilator covers.
7. Walls.
8. Windows.

72.2.8 CULINARY UTENSILS

- A. Employees are permitted to use plastic culinary utensils while assigned to the Holding Facility. Detainees shall not be permitted to possess culinary utensils.
- B. Exceptions may be made for detainees having either a special diet or medical condition; these incidents shall be documented where appropriate.

72.2.9 EMERGENCY NOTIFICATION/PANIC ALARM

- A. All personnel who enter the Holding Facility or cell areas must have a portable radio or other emergency communication device with them, or be in the company of an officer so equipped.
- B. In emergency situations, the Emergency Communications Division shall monitor video in the Holding Facility and relay the information to supervisory personnel and backup officers.

72.2. 010 PROCEDURES IN THE EVENT OF ESCAPE

- A. In the event of an escape, the following procedures will be followed:
 1. The Emergency Communications Division will be notified and shall dispatch a shift supervisor and additional units to the Holding Facility. Upon notification, the shift supervisor shall take command of the situation.
 2. All detainees will remain in lock down until the detainee in question is secured.
 3. A local radio dispatch shall be sent.
- B. The shift supervisor shall coordinate the search and implement the following procedures:
 1. Establish a perimeter in the area of the escape.
 2. An investigator may be called to assist in locating the escapee.
 3. Personnel from area agencies may be contacted for mutual assistance.
 4. In the event an immediate apprehension is not made, canine units may be summoned for assistance.
 5. Notify the holding facility commander and respective commander. The shift supervisor shall submit a written report documenting the circumstances of the escape and all actions taken.

72.2.11 REPORTS ON INCIDENTS

- A. The following incidents require the on-duty jailer to complete an incident report under the booking tab in the records management system:
 1. Combative detainee.
 2. Drugs.

3. Medical.
 4. Padded cell.
 5. Property damage.
 6. Safety restraint chair.
 7. Suicide.
 8. Suicide attempt.
 9. Uncooperative.
 10. Weapons.
- B. Incidents that are criminal in nature require the on-duty jailer or officer to prepare a supplementary police report.
- C. The on-duty jailer shall inform the lead jailer and the holding facility commander, via e-mail, of these incidents and said incident report shall be completed prior to the end of the shift.

72.2.12 PHYSICAL/HUMANE CONDITIONS

- A. The following minimum conditions are provided for detainees in the Holding Facility.
1. Adequate lighting in the detention area as required by local code/ordinance.
 2. Circulation of fresh or purified air that is in accordance with local public health standards.
 3. Access to restroom facilities and drinking water.
- B. For detainees held in excess of 8 hours, the following additional conditions are provided:
1. A bed and blanket. Mattresses should be sprayed and wiped with a non-toxic disinfectant prior to re-issue. These items may be taken from detainees who use the items in an improper manner such as attempting to cover a cell window after being warned not to. These instances shall be documented where appropriate.
 2. Wash basin or shower, after 24 hours. Each detainee shall be given the opportunity to shower at least every other day.
 3. Upon request, the following items may be provided and documented on the Jail Log:
 - a. Soap.
 - b. Towel.
 - c. Toothbrush.
 - d. Toothpaste.
- C. Temporary clothing or a paper suit may be provided for those persons in need of an immediate change of clothing.
- D. Exceptions may be made to these conditions when dealing with suicidal or violent detainees. Such exceptions shall be authorized by an on-duty supervisor and documented where appropriate.