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|                                | <b>ELGIN POLICE DEPARTMENT</b><br>151 Douglas Avenue Elgin, Illinois 60120 |    |
| <b>Effective Date:</b><br>05/20/02   | <b>STANDARD OPERATING PROCEDURE</b>  | <b>Revised Date:</b><br>11/04/11   |
| <b>Chief of Police:</b><br>   | Temporary Detention/Interview and Interrogation Rooms, 72.6                |  |
| <b>Cross Reference:</b><br>SOP 44.2 Juvenile Operations<br>SOP 46.5 Evacuation<br>SOP 71.2 Restraining Devices |  | <b>Policy Sections:</b><br>72.6.1 Temporary Detention<br>72.6.2 Detainee Control<br>72.6.3 Physical Conditions<br>72.6.4 Security<br>72.6.5 Fire Prevention and Control<br>72.6.6 Processing<br>72.6.7 Interview Rooms |

## **PURPOSE**

The purpose of this policy is to establish guidelines for the temporary detention of persons by the Elgin Police Department

## **POLICY STATEMENT**

It is the policy of the Elgin Police Department to use areas within the department for the temporary detention of persons when it is not appropriate or practical to use the Holding Facility.

All rights and conditions established for detainees in the Holding Facility are also maintained for persons in temporary custody.

## **PROCEDURES**

### **72.6.1 TEMPORARY DETENTION**

- A. Officers may utilize the temporary detention areas. In situations where a detainee is likely to be released in a timely matter, the detainee may be held in the following temporary detention areas:
  1. Juvenile Temporary Detention Cells, Juvenile Division.
  2. Investigations Division Temporary Detention Cells, Major Investigations Division.
- B. Male and female detainees will be detained separately. Juveniles will not be held in an area where adults are detained. Cross reference with SOP 44.2.7, Juvenile Operation.

### **72.6.2 DETAINEE CONTROL**

- A. Documentation of temporary detentions shall include the reason, date, time in and out, bathroom breaks and any meals provided.
- B. The officer that places a detainee in temporary detention is responsible for the supervision, processing, medical / mental health screening, and searching the detainee.
- C. While adult detainees are secured in temporary detention, the detainee shall be visually observed every 30 minutes. The observation time and observing officer's badge number shall be recorded on a Temporary Detainee Log. For juvenile detainees in temporary detention, cross reference SOP 44.2.7, Juvenile Operations.
- D. Detainees shall generally not be hand cuffed or leg cuffed to any object as a form of detention outside of the Holding Facility. However, if a juvenile detainee poses a significant security or safety risk, the detainee may be leg cuffed or hand cuffed while other detention arrangements are made. A detainee may only be cuffed to an immovable object provided it was specifically designed for such a purpose, such as the seat braces in the juvenile detention area.

- E. If an adult is to be detained more than 8 hours they must be transferred to the Holding Facility.

### **72.6.3 PHYSICAL CONDITIONS**

Temporary detention cells shall be kept in a clean and safe condition. Detainees will be allowed access to water, restrooms, and if safe, attend to other personal necessities. Adult temporary detainees shall be brought into the Holding Facility when needing to use a restroom. Juvenile detainees shall utilize the restrooms located within the Juvenile area.

### **72.6.4 SECURITY**

- A. Members of the Major Investigations Division, Juvenile Unit or Special Investigations Division are authorized to place a detainee in a temporary detention cell.
- B. Prior to use of the temporary detention cell, the officer shall search the detainee and temporary detention cell for contraband, weapons, or dangerous items.
- C. The temporary detention cells are monitored by the Holding Facility's audio electronic equipment. Detainees shall be informed at the time of intake that these cells are monitored and how to obtain assistance through cell speakers.
- D. The on-duty jailer shall be notified when a detainee is placed in a temporary detention cell to turn on and monitor the electronic monitoring device.
- E. Firearms and knives shall be secured prior to entering a temporary detention cell. In emergency situations, such as fire, disaster, suicide attempt or other life threatening situations, or at the discretion of a supervisor, an officer may enter a temporary detention cell with a firearm or knife.
- F. Whenever possible, officers should have a second officer assist when entering an occupied cell. At least one officer shall have a functioning portable radio when placing a person in temporary detention.
- G. The officer placing a person in temporary detention shall allow visits from attorneys or clergy as required by law. The officer may allow other visitors within their discretion. These visits shall be conducted using the Holding Facility visitation rooms.
- H. Officers shall take any necessary steps to prevent the escape of persons being detained. Such steps shall include but is not limited to: maintaining close observation of the detainee when moving to the temporary detention area or during bathroom breaks, requesting the assistance of other officers for high risk detainees and ensuring the cell door is checked for proper locking once it is closed.

### **72.6.5 FIRE PREVENTION AND CONTROL**

The temporary detention cells shall have properly functioning fire prevention and suppression devices. These devices are inspected as part of the overall facility fire inspections and tests. Detainees shall be evacuated in accordance with the building evacuation plan, cross reference with SOP 46.5, Evacuation.

### **72.6.6 PROCESSING/TESTING**

- A. In the event of exigent circumstances, juvenile and adult detainees may be processed outside the Holding facility, using the Juvenile Division processing room. Officers are encouraged to process juvenile and adult detainees separately.
- B. All breath alcohol testing shall occur in the Holding Facility. Truth verification or other testing may be conducted in an interview room unless the person being tested is a detainee that poses a significant escape or officer safety risk.

- C. Detainees in custody shall not be left unattended during processing or testing.
- D. Officers conducting processing/testing shall ensure their weapons are properly secured in a department authorized holster or placed in a lock box. Processing/testing shall be conducted in a manner to minimize the risk of the detainee gaining access to the officer's weapon or escaping.
- E. When possible, two officers shall be in the processing / testing room to reduce the risk of escape or harm to an officer. At least one officer shall have a portable radio.

#### **72.6.7 INTERVIEW / INTERROGATION ROOMS**

- A. Interview rooms and general office space are not to be used for temporary detention. When persons in custody are located in these areas they shall not be left unattended.
- B. Prior to entering an interview/interrogation room with a suspect in a crime, the suspect shall be searched for officer safety. All persons entering the secured locations of the department shall be searched prior to entering an interview/interrogation room.
- C. The interview/interrogation room shall be searched prior to entering by the employee utilizing the room.
- D. Officers shall have weapons secured in a lock box or in a department authorized security holster prior to entering an interview/interrogation room.
- E. The officer bringing a suspect into an interview/interrogation room shall stay within sight of the room while the suspect is present. Once the suspect is taken into custody, the officer shall not leave the detainee unattended unless the detainee has been placed in the Holding Facility or a temporary detention cell.
- F. When possible, two employees shall be present when a person is brought into a secure location of the police facility for an interview/interrogation. At least one officer shall have a portable radio.
- G. Only tables, chairs, clocks or video equipment shall be kept in interview/interrogation rooms.
- H. Persons being interviewed or interrogated shall be offered appropriate comfort breaks including access to restrooms and water.