

## HOLDING FACILITY

WILLIAMSTOWN POLICE DEPARTMENT POLICY & PROCEDURE NO.  <b>3.02</b>	EFFECTIVE DATE: 02/04/2022
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### I. GENERAL CONSIDERATIONS AND GUIDELINES

This policy addresses the operation of the police lockup facility.

The authority to operate a lockup facility by a municipality is rooted in Massachusetts General Law: “Each community containing more than five thousand inhabitants shall, and any town may, maintain a lockup facility.”<sup>i</sup> A keeper of the lockup must be appointed.<sup>ii</sup>

“Cities with a population over thirty thousand shall, and any other city may, designate one or more police stations for the detention of females and one or two matrons shall be appointed to each designated station.”<sup>iii</sup>

The proper operation of the police lockup is critically important to the safety of police personnel and the well-being of prisoners or detainees. A special relationship exists between a police department and a person occupying a cell in its holding facility.

By statute, the obligation to maintain a lockup includes the provision of any prescribed medication and nutritionally adequate meals.<sup>iv</sup> In addition, detailed statutory requirements exist concerning suicide prevention.<sup>v</sup> Department of Public Health regulations at 105 CMR 470 provide detailed requirements for the maintenance and construction of lockup facilities.

## **II. POLICY**

It is the policy of this department to:

- Operate a safe and sanitary lockup facility in compliance with state and local codes and regulations;
- Care for detainees, being attentive to their security and medical needs; and
- Provide special care for juveniles, separate from adults and only in approved facilities.

## **III. DEFINITIONS**

*Cell:* Any room within a lockup used or intended to be used by a police officer for forced detention of an adult for longer than eight hours until such time as [s]he is released, bailed, or arraigned. Cell shall also mean a juvenile detention room.

*Cell Block:* The area(s) within the lockup facility designed for the custody of male, female, or juvenile detainees.

*Holding Facility: Lockup;* those facilities, or parts of facilities, within police station houses that are used for forced detention of individuals. The lock-up area includes holding cells and common hallways to which the cells open.

## **IV. PROCEDURES**

### ***Management and Administration***

#### **HOLDING FACILITY MANAGER**

The chief of police or lieutenant shall be responsible for the management and administration of the Lock-Up and Holding Facility. The Holding Facility Manager shall be responsible for:

- Periodic inspection of the facility to ensure compliance with this policy, applicable laws, and Codes of Massachusetts Regulations;
- Complying with changes to law or regulation regarding the operation of the holding facility;
- Reviewing and publishing the evacuation plan;
- Coordinating corrections to any deficiencies; and

#### **HOLDING FACILITY RENOVATIONS**

No lockup shall be built or renovated until the Department of Public Health has approved, in writing, the plan of lighting, heating, ventilation and plumbing; the dimensions and form of construction; and the location of the cells.<sup>vi</sup>

## **Training [72.1.1]**

### INITIAL TRAINING

- Initial training, as indicated below, shall be provided when new employees are hired, consistent with each employee's duties and responsibilities.
- Suicide prevention: Any employee assigned to the position of desk officer, sworn officers and all non-sworn personnel, whether full-time or part-time, shall be trained in accordance with the Municipal Police Training Committee guidelines for preventing suicide of detainees in the lockup.<sup>vii</sup>
- Training
  - Sworn police employees shall be trained in:
    - Holding facility operations, including policies, rules and procedures relative to the holding facility;
    - Application of physical restraints;
    - Search of detainees;
    - Emergency and fire suppression equipment and procedures;
    - Holding facility equipment:
      - Cell check recorder;
      - Cell Cameras;
      - Cell Audio; and
      - Suicide prevention.<sup>viii</sup>
  - All employees charged with physical supervision of detainees (clerks or dispatchers who participate in matron duties, matrons, etc.) shall be trained in:
    - Holding facility operations, including policies, rules and procedures relative to the holding facility;
    - Application of physical restraints;
    - Search of detainees;
    - Emergency and fire suppression equipment and procedures;
    - Holding facility equipment:
      - Cell check recorder;
      - Cell Cameras;
      - Cell Audio; and
      - Suicide prevention.<sup>ix</sup>

### IN-SERVICE TRAINING

Employees shall be re-trained at least once every three (3) years, as applicable to their duties in the lockup, in the following areas:

- Holding facility operations including policies, rules and procedures relative to the holding facility;
- Application of physical restraints;
- Search of detainees;
- Emergency and fire suppression equipment and procedures;
- Holding facility equipment:
  - Cell check recorder;

- Cell Cameras;
- Cell Audio; and
- Suicide prevention.

#### DOCUMENTATION

Training documentation shall be filed in the employees' training folders.

### ***Access to Cell Block***

#### LIMITATION TO ACCESS

Nonessential persons, including department employees, shall not be allowed unescorted access to the cell block at any time without the permission of the shift supervisor. This includes maintenance personnel, the press and tour groups. See department policy **3.04 - *Detaining Prisoners***.

Any nonessential person(s) who are allowed access shall be searched for weapons and/or contraband prior to entry into the holding area.

#### SANITATION AND MAINTENANCE EMPLOYEES

- Sanitation and maintenance employees shall not enter the detainee holding area unescorted when a detainee occupies any holding cell.
- No maintenance or cleaning shall be conducted in any occupied cell.

VISITORS: Due to the short term that detainees are held in custody, visitors are discouraged. Visits of detainees may be made at the discretion of a supervisor, so long as they do not interfere with the operation of the department. For further information, see the department policy **3.04 - *Detaining Prisoners***.

Any visitor(s) who are allowed access shall be searched for weapons and/or contraband prior to entry into the holding area.

### ***Lockup Facility***

#### HOLDING FACILITY CONDITIONS

The holding facility shall provide the following minimum conditions for detainees:<sup>x</sup>

- Adequate lighting;<sup>xi</sup>
- Circulation of fresh or purified air;<sup>xii</sup>
- Access to drinking water;<sup>xiii</sup>
- Access to a flushing toilet;<sup>xiv</sup>
- Access to a wash basin or shower for detainees held in excess of eight hours;<sup>xv</sup>
- Hot water within a range of 110 to 130 degrees Fahrenheit;<sup>xvi</sup> and
- A bed and access to sufficient blankets to maintain warmth for each detainee held in excess of eight hours.<sup>xvii</sup>

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## AUDIO AND VIDEO MONITORING

- Holding cells shall be equipped with video and audio surveillance which is viewable in the Communications Center. For further information on monitoring, see the department policies **4-25 - Dispatch Center** and **3.04 - Detaining Prisoners**.
- Cell audio and video is captured on a digital video recorder and is preserved until it is overwritten by the recorder.
- Cells in which audio is captured shall be conspicuously marked on a cell wall with the following warning, "YOU ARE BEING AUDIO AND VIDEO RECORDED."

## FIRST AID KIT

- A first aid kit shall be maintained in a prominent location within the Dispatch facility and shall contain material necessary for light emergency medical treatment. It shall be restocked through the ambulance garage.
- The kit shall be inspected as part of the weekly inspection and restocked as necessary by the person conducting such inspection.

## FIRE PREVENTION/DETECTION/SUPPRESSION

- Fire Detection: The lockup shall be equipped with functional automatic smoke detectors in compliance with 780 CMR Chapter 9, Fire Protection Systems, Massachusetts Building Code.<sup>xviii</sup>
- Fire Suppression: The lockup shall be equipped with a functional fire suppression system in compliance with 780 CMR Chapter 9, Fire Protection Systems, Massachusetts Building code.
- Fire Prevention Practices
  - Detainees shall not have smoking materials, lighters, matches or other sources of flame while in the lockup.
  - Detainee bedding and blankets shall be fire of fire-resistant construction.<sup>xix</sup>
  - The lockup shall be equipped with functional fire suppression equipment, such as a fire extinguisher.

## INSPECTIONS

Any employee who places a detainee in a holding cell shall visually inspect the cell for weapons, contraband, and any security deficiencies. The same shall be done immediately after use of the cell. For further information on Holding Cells, see the Departmental Policy **3.04 - Detaining Prisoners**.

Deficient cells shall be taken out of service until the deficiency is corrected. Security deficiencies include:

- Inoperative lighting;
- Inoperative locks;
- Inoperative video; and

The Holding Facility Manager shall be responsible for ensuring periodic inspections of the holding facility. The weekly security inspection of the lockup, which includes a search for weapons and contraband, shall be conducted by the chief of police or designee. The inspection and findings shall be annotated on the department's Weekly Lockup Inspection form.

- Periodic inspections are done by the Department of Public Health.
  - Such inspections are mandated to be done at least once per year.<sup>xx</sup>
  - Noted deficiencies are reported to the chief of police.<sup>xxi</sup>
  - The Holding Facility Manager shall:
    - Coordinate corrections to any noted deficiencies;
    - Forward a plan of action to the Department of Public Health within twenty-one (21) days of the receipt of the notice of non-compliance.<sup>xxii</sup>

#### Fire Protection System

- Smoke detector/alarm system shall be inspected/tested annually.<sup>xxiii</sup>
- All inspection documents shall be filed with the chief of police.

### **Security**

#### KEYS

##### Holding Cell Keys:

- Individual employees shall not be issued keys to holding cells.
- Holding cell keys shall be stored in the Communications Center while not being used.
- Spare holding cell key is located in the Key Lock Box in Dispatch.

#### DOORS

All unoccupied cell doors shall be left unlocked and open so as to facilitate the confining of a detainee after booking. Cell door(s) shall be closed and locked at all times while the cell is occupied.

The outer door(s) into the holding facility shall be kept unlocked and closed at all times.

#### SUPPLIES AND EQUIPMENT

Supplies and equipment not specifically needed to operate the holding facility may not be kept or stored in the holding facility.

No tools are allowed in the cell block area, except with the specific authorization of the shift supervisor.

All tools and equipment used for cleaning and maintenance shall be removed from the cell block when not under the direct control of cleaning or maintenance personnel.

After sanitation or maintenance personnel have left the cell area, the shift supervisor will ensure that the cell block is inspected for tools or other items that may have been left behind.

Detainees shall not have access to metal eating utensils.

- All eating utensils, if any, shall be of flexible, disposable plastic.
- All eating utensils, if any, shall be discarded immediately following the finishing of a meal.

#### THREATS

Any threat indicated or perceived, against the structure of the police facility or departmental personnel, which an officer considers to be serious in intent, shall be reported immediately to the shift supervisor.

Upon being notified of the threat, the shift supervisor shall take whatever action [s]he deems necessary to negate the effect or consequences of the threat and shall file a written report of the incident to the chief of police.

#### ALERTING CONTROL POINT

The holding area is equipped with video equipment and an audio communications system so that a detainee may alert the dispatcher in the event of an emergency.

#### OBTAINING MEDICAL ATTENTION

Procedures for gaining access to medical services shall be posted in the holding facility in English and Spanish.

#### PANIC ALARMS

Officers in the holding facility shall be equipped with an “alert” or “panic alarm” system or a means of two-way communications, such as a portable radio.

### ***Emergency Evacuation of Holding Facility***

- The lockup shall have a written evacuation plan which specifies the route of evacuation to a hazard-free area, and subsequent disposition and housing of detainees. <sup>xxiv</sup>
- An evacuation route shall be posted in the holding facility, and evacuation route signs or emergency exit signs shall also be posted.
- In the event of a fire or other emergency in the lock-up or Booking Area, prisoners are to be evacuated out the rear exit of the Booking Area and into the parking lot. Prisoners will then be transported to the Berkshire County House of Correction.
- Upon discovery of such a condition, the reporting party shall immediately notify Communications.
- The dispatcher shall:
  - Request a fire response or other appropriate agencies for assistance;
  - Notify the shift supervisor, lieutenant, and chief of police; and

- Notify all police patrols.
- Police personnel shall immediately begin an evacuation of the lockup to a hazard-free area. The primary goal shall be the preservation of life.
  - Detainees shall be escorted to the evacuation destination points whenever possible.
  - When staffing does not permit detainees to be escorted, they shall be directed to the evacuation destination and may proceed on their own, unescorted.
  - High security detainees, high risk detainees, and detainees who are believed to have started the fire shall be handcuffed and escorted, if possible.
  - When all detainees have been removed from the holding area, the officer in charge of the evacuation shall account for the detainees.
  - Detainees may be disbursed or relocated by the following options:
    - Bail all bail eligible detainees. This may necessitate the police department's paying the bail commissioner's fee. The police department will not, however, post bail.
    - Relocate detainees to an unaffected area of the police facility such as the garage area.
    - Transport detainees to the Berkshire County House of Correction. Mutual aid may be used to do this.
  - Warrants will be sought for detainees who are unaccounted for.

### ***Separation of Detainees***

#### JUVENILES

- Lockup and other detention facilities shall be such as to prevent juveniles who are detained from coming in contact with adult detainees.
- Juveniles shall be separated by sight and sound from adult detainees.
- The facility must be approved in writing by the Commissioner of Youth Services. See department policy ***1.15 - Handling Juveniles***.

#### FEMALES

- Female detainees shall be separated by sight and sound from male detainees.<sup>xxv</sup>
- A female employee, if working, shall be called whenever a female prisoner is to be searched and placed in the holding facility.

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M.G.L. c. 40, §34.

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M.G.L. c. 40, §35.

iii

M.G.L. c. 147, §18.



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iv	M.G.L. c. 40, §34.
v	M.G.L. c. 40, §36A-C.
vi	105 CMR 470.800 (A).
vii	M.G.L. c. 40, §36C.
viii	M.G.L. c. 40, §36A-C.
ix	M.G.L. c. 40, §36A-C.
x	105 CMR 470.
xi	105 CMR 470.375.
xii	105 CMR 470.350.
xiii	105 CMR 470.310.
xiv	105 CMR 470.302.
xv	105 CMR 470.303; 304(C.)
xvi	105 CMR 470.305.
xvii	105 CMR 470.102.
xviii	105 CMR 470.430.
xix	105 CMR 470.102.
xx	105 CMR 470.500.
xxi	105 CMR 470.510.
xxii	105 CMR 470.520.
xxiii	As specified in 780 CMR Chapter 9, Fire Protection Systems, Massachusetts Building Code.
xxiv	105 CMR 470.440.
xxv	105 CMR 470.402.