

71.0 PROCESSING AND TEMPORARY DETENTION AND PATROL FACILITIES

PURPOSE: The purpose of this policy is to establish policies and procedures for the processing and temporary detention of prisoners at the Patrol Division and detailed information about the Patrol Facilities.

Definitions

Patrol Facility: Includes the Patrol Building, fenced parking lot, garages, and grounds around the Patrol Building.

Secured Area of Patrol Building: With the exception of the front lobby vestibule area (marked in yellow on Attachment #1), the entire building is a secured area. Access in the secured area is limited to Sheriff's Office employees and persons escorted by Sheriff's Office employees.

Holding Area: The area in the Patrol Building to include the holding cells, the processing area, juvenile/female holding room, interview room and sally port area.

Holding Cells: defined as a facility where custodial authority is usually less than 72 hours and where detainees are held pending release, initial appearance, adjudication, or transfer to another facility. Therefore, the holding facility in the Patrol Building is the two secure confinement cells.

Strip Search: defined as a search in which the arrestee is expected to remove all clothing while a thorough inspection of the clothing and a visual inspection of the body are conducted.

Body Cavity Search: defined as a search in which an arrestee's anal, vaginal, or digestive areas are searched for evidence, fruits or tools of a crime, contraband, or weapons.

Temporary Detention Rooms: are defined as processing rooms, holding areas and interviews rooms.

71.1 Authorization

71.1.1 Designated Area

- A. Detainee processing, testing and detention shall be conducted in the Patrol Holding Area or in Central Booking.
- B. All arrested adults must be taken to Central Booking for processing if charged with a District Court or Circuit Court charging document. The Patrol Holding Area will only be used when an arrestee cannot be taken to Central Booking immediately upon arrest. Such incidents are, but not limited to:
 - 1. Intoximeter Test and/or Drug Recognition Tests for DUI cases.
 - 2. Further investigation prior to completing Charging Documents.
 - 3. Interview/Interrogation of arrestee.
 - 4. Unavailability of Central Booking personnel at time of transport.
- C. Interviews of detainees must be conducted in the secured interview room, and

must always be done with safety of the officers in mind.

71.2 Training

71.2.1 Monitoring Temporarily Detainees

- A. All sworn deputies will receive training on the operating procedures of the holding cells and procedures for processing arrestees brought into the Patrol Building or Central Booking.
- B. All sworn deputies shall receive retraining for the operating procedures of the holding cells and area, at least every three years.
- C. All personnel, with the Patrol Building as their primary job site, will be given training on the operation of fire detection/suppression equipment in the building, along with evacuation procedures.

71.3 Temporary Detention Rooms

71.3.1 Procedures

- A. The arresting deputy will log ALL arrestees on the “Detention/Arrestee Check Log” upon arrival at the Patrol Building. The “Detention/Arrestee Check Log” will be completed in its entirety upon release, or transfer of the arrestee by the transporting deputy. The following will be documented on the log:
 - 1. Reason for detention
 - 2. Date and Time in to holding
 - 3. Date and Time out of holding
 - 4. Any other necessary information (i.e. meals served, health issues)
- B. Arresting deputies are responsible for processing, searching, and monitoring their arrestees while in the processing area.
- C. If the deputy must leave prior to release or transfer of the arrestee, he will advise the Duty Officer, who will monitor the arrestee or designate responsibility to available personnel.

While the arrestee is in a holding cell, the Duty Officer will monitor the arrestee via the video/audio surveillance system.

- D. Detainees may be secured to a fixed object in the processing, and holding area, for the deputy’s safety or the detainees’ safety or for the protection of departmental property. Securing detainees to fixed objects will not be done for punishment of the detainee.
- E. Separation of males, females, juveniles and high risk arrestees
 - 1. Juvenile Detainees

- a. Juvenile detainees will not be taken into Central Booking unless

they are being charged as an adult, per Maryland Annotated Code. Any juvenile detainee that is not being charged as an adult will be transported to Patrol for processing.

- b. Juvenile detainees will be held in areas separated by sight and sound from adult arrestees in accordance with this General Order, including during processing.
- c. Juveniles taken into custody for status offenses; i.e., runaways, truants, incorrigibles, will not be placed in the holding area.
- d. A juvenile may not be held in a secured area or cell longer than six (6) hours.
- e. Prior to allowing a juvenile in the holding area, the Duty Officer will ensure there are no adult arrestees in the processing area. This is to maintain separation of sight/sound between juveniles/adults.
- f. The door to the restroom in the juvenile/female holding room will remain locked at all times unless an arrestee is using the facilities. In that instance, a deputy will remain at the door until the arrestee is finished.
- g. The parents, guardian, or custodian of the juvenile must be immediately provided the notice required by Order 44.2.2(D). Any interrogation or interview of the juvenile must be conducted consistently with Order 44.2.3
- h. The processing/arresting deputy shall with all reasonable speed, conduct any processing and interview of the juvenile, and, as appropriate, either: (i) Release the juvenile to the juvenile's parents, guardian, or custodian or to any other person designated by the court, upon their written promise to bring the juvenile before the court when requested by the court, and such security for the juvenile's appearance as the court may reasonably require; or (ii) Deliver the juvenile to the court or a place of detention or shelter care designated by the court.
- i. The juvenile's parent, guardian, or custodian will have access to in-person contact with the child, to the extent required by Maryland Code, Court and Judicial Proceedings Article, § 3-8A-14. The in-person contact will occur in room 113, the processing interview room. The parent, guardian, or custodian will be searched prior to entering the secured processing area for the in-person contact. The in-person contact will be visually monitored, and there will be **no audio monitoring** of the contact.
 - 1) The juvenile will have access to consult with an attorney. The consultation will be in a manner consistent with the Maryland rules of Professional Conduct. The consultation

will be confidential between the juvenile and attorney and may be in person, by telephone or video conferencing. Maryland Code, Court and Judicial Proceedings Article, § 3-8A-14.2

- 2) The juvenile will be searched prior to and following any in-person contact. The in-person consultation will occur in room 113, the processing interview room. The attorney who is providing the in-person consultation will be subject to credentialling prior to the consultation. The consultation will be visually monitored, and there will be **no audio monitoring** of the contact.
 - 3) During any in-person consultation / contact, the juvenile (if charged with a criminal offense) will be restrained.
- j. The processing/arresting deputy will document the following in the Criminal Investigation Report or Arrest/Detention Report;
- 1) Full name, address, relationship of persons allowed contact with the juvenile, and
 - 2) The reason the contact was allowed
 - 3) Dates/times of contact
 - 4) Full name, address, and relationship of person(s) to whom the juvenile is released.
- i. Juveniles will be logged on the Arrest Detention Log and the Juvenile Secured Holding Log.

2. Female Arrestees

- a. Female arrestees will be detained in the juvenile/female holding room and will not be allowed sight or sound contact with male arrestees beyond incidental occurrences. It may be necessary to transfer the female arrestee to the Detention Center.
- b. Female detainees will be searched by female personnel only, if at all possible, to include but not limited to the use of Detention Division Staff, or Hagerstown Police Department Staff.
- c. Female arrestees will not be held in the same cell or room as male arrestees.
- d. Prior to allowing a female in the holding area, the Duty Officer will ensure there are no male arrestees in the processing area. This is to maintain separation of sight/sound

between males/females.

3. High Risk Arrestees

a. Suicide Risks:

- 1) Arrestees considered as suicide risks will be kept under constant observation by surveillance camera or by personal inspection. Signs that may indicate suicidal tendencies include, but are not limited to:
 - a. Depression
 - b. Talk/threats of suicide
 - c. Erratic behavior due to drugs, alcohol, etc.
 - d. Agitation or other violent behavior
- 2) Arrestees who commit acts while in custody which could injure themselves or others, and who appear to commit such acts because of mental illness, will be taken to Meritus Medical Center for an emergency evaluation. If possible, the evaluation will be done before any criminal charging documents are served. If the arrestee is evaluated and released from the hospital, he will continue to be closely monitored until he is released or transferred to another agency or location; i.e., Detention Center.
- 3) Deputies who become aware of suicidal tendencies in an arrestee will document their observations/findings in writing. The documentation will accompany the arrestee upon transfer to the Detention Center or other agency.

- b. Health Risks: Arrestees who are intoxicated or who have potentially serious health problems will be physically checked a minimum of every 15 minutes. These checks will be documented on the "Detention/Arrestee Check Log". Also, while a health-risk arrestee is being detained in a holding cell, the arrestee will remain under constant surveillance, via the surveillance camera, by the duty officer or their designee.

71.3.2 Detainees secured to immovable objects

Detainees will only be secured to eyehooks or security bars that are designed to secure detainees. Detainees will not be handcuffed to any object that was not designed for that use.

71.3.3 Security in Temporary Detention Rooms

A. Weapons Security (employees)

1. Deputies may wear their firearm while in the Patrol Building except:
 - a. While in Temporary Detention Rooms or the holding area of the building
2. Prior to entering the Temporary Detention Rooms or holding area, deputies and officers will secure ALL weapons (firearms, knives, expandable batons, etc.) in:
 - a. The trunk of their vehicle, or
 - b. The gun lockers located in the vestibule, or
 - c. The gun lockers located at the rear parking lot entrance hallway, or
 - d. The gun lockers located at the sally port entrance of the holding area.

B. Deputies requiring emergency assistance while in the holding area or in the immediate area of a holding cell may request assistance by pressing a panic alarm, which will sound in the duty officer area.

1. Panic alarms are located in the holding cell area, and processing room doorway.

C. Authorized access to Detainee Area and Detainees

- A. Adult Detainees will be allowed to consult with their attorney while being detained, but will not be allowed to have any other visitors while detained in the holding area. Adult Detainees may also have contact with their attorney during interrogations or interviews.
- B. Juvenile Detainees may have visitors while detained in the holding area, as prescribed in section 71.3.1 E. of this order.

D. Escape Prevention

1. Escape Prevention in the Sally Port Operation
 - a. Any deputy transporting an arrestee to the Patrol Building will notify the Duty Officer upon arrival so the sally port south gate can be opened, if the deputy does not have the ability to open the

gate.

- 1) Only one sally port gate will be open at a time
 - 2) The transporting deputy will not permit the arrestee to exit the patrol vehicle until both gates are closed
 - b. Upon arrival and prior to escorting the arrestee to the holding area, the transporting deputy will:
 - 1) Ensure both sally port gates are closed, and
 - 2) Place his/her firearm in the trunk of his vehicle or in a gun locker located at the entrance to the holding area, and
 - 3) Ensure no juveniles and/or opposite-sex detainees are in the processing area.
 - c. The arrestee will be escorted to a Temporary Detention Room and will remain in restraints until placed in a holding cell or for testing/processing that requires the removal of restraints.
 - d. If an arrestee is to be escorted from the holding area to the sally port, he/she will be restrained and the transporting deputy will:
 - 1) Ensure both sally port gates are closed, and
 - 2) Ensure no juveniles and/or opposite-sex detainees are in the processing area.
 - e. Deputies will not retrieve their firearms until the arrestee is secured in the rear of the police vehicle.
2. Only Sheriff's Office sworn personnel will be permitted in the holding area unless approved by the Duty Officer.
 3. Escape Risks: Arrestees known to be escape risks, due to their present or past actions, will be kept under continuous observation. If the arrestee is out of a holding cell, a minimum of two deputies will be present. The arrestee will remain restrained unless being processed/fingerprinted.
 4. Escapes
 - a. If an arrestee escapes from a holding cell and the Patrol Building, the following action will be taken:
 - 1) The Duty Officer will be notified immediately. The Command Staff and Criminal Investigation Unit supervisor will be notified as soon as possible.

- 2) The Communications Center will broadcast a lookout with all pertinent information and description to all units via the radio. This information and description will also be given to the Hagerstown Police Department, the Maryland State Police, the Detention Center Duty Officer and other agencies, as necessary.
- 3) The Duty Officer will use resources, as necessary, to perform a search commensurate with available information and time elapsed since the escape. The Duty Officer will be responsible for initiating the search.
- 4) Investigation of escapes and escape attempts will be assigned to the Criminal Investigation Unit. The Criminal Investigation Unit will file a criminal investigation report on any escape or attempted escape from the Patrol Building.

E. Face to Face Visual Observation

Arrestees not considered high risk will be checked face to face at least once every 30 minutes while in the holding cell. These checks are to be logged on the "Detention/Arrestee Check Log" which is maintained in the Patrol Holding Area.

1. The Assistant Patrol Commander will conduct weekly audits of Arrestee Check Logs.

Arrestees considered to be high risk will be checked face to face every 15 minutes, at a minimum, in addition to audio/video surveillance from the Duty Officer area. These checks will be documented on the "Detention/Arrestee Check Log".

It will be the responsibility of the arresting deputy to make the necessary checks on arrestees in the holding facility. If the arresting deputy must leave the Patrol Facility, he/she will inform the Duty Officer who will then assume the responsibility of making the necessary checks.

F. Use of Audio and Video Devices to Monitor Detainees

Electronic Surveillance Equipment: Holding cells are equipped with closed circuit television cameras, and audio feeds from the cells to the Duty Officer area. Surveillance equipment will be in operation when a cell is occupied.

The Duty Officer or their designee will monitor arrestees via the closed circuit TV. Anyone witnessing inappropriate behavior or actions by an arrestee will notify the Duty Officer.

G. Supervision of Arrestees

The holding area will be under 24-hour supervision by the Duty Officer. At the beginning of each shift, the Duty Officer will ascertain if any arrestees are being

held in the holding area. During each shift the Duty Officer will ensure the “Detention/Arrestee Check Log” has been completed in its entirety for each arrestee held in the Patrol Building and sign the form.

71.3.4 Medical and Health Care Services

- A. If an arrestee being detained in the Patrol Facility requires emergency medical treatment, Fire and Rescue Communications will be immediately contacted and medical assistance requested. **The Detention Center medical providers may be requested to respond, however, they are not required to do so and will not do so if only one provider is on duty and it would leave the Detention Center without a provider.** Departmental personnel will administer applicable first aid until emergency medical personnel arrive. The Duty Officer will investigate the incident and submit a written report to the Patrol Commander prior to the end of the shift.
- B. A first aid kit will be maintained in the holding cell area. The Assistant Patrol Commander will conduct monthly inspections of the kit and restock it when necessary. The results of the inspection will be documented on the “Facilities Inspection Form”.
 - 1. If any first aid supplies are used, the user will notify the Assistant Patrol Commander.
- C. The arresting deputy will immediately notify the Duty Officer if an arrestee displays any of the following:
 - 1. Unusual behavior, such as unstable mental or emotional status, fainting or seizures.
 - 2. Body deformities, signs of trauma, broken bones, lacerations, or bruises.
 - 3. The arrestee will be transported to Meritus Medical Center for treatment and this information will be included on the “Arrest Report” and the “Detention/Arrestee Check Log”.
- D. The arresting deputy will immediately notify the Duty Officer if an arrestee displays any of the following:
 - 1. Observation of signs of contagious diseases, or report of contagious disease by the arrestee, relative or friend of the arrestee.
 - 2. Medications in the possession of the arrestee when arrested, and reported to be essential to the arrestee.
 - 3. This information will be included on the “Arrest Report” and the “Detention/Arrestee Check Log”.
- E. Medications

1. Any medications found on an arrestee at time of arrest will be taken from the arrestee and listed as property belonging to the arrestee, unless the medication is contraband or evidence. Medications that are contraband or evidence will be handled in accordance with policy.
 2. Legal medications will be dispensed to arrestees when requested by the arrestee and:
 - a. Prescription information on the container coincides with arrestee identification/information; and,
 - b. Legitimacy of medication has been verified with:
 - 1) The issuing pharmacy; or,
 - 2) The prescribing physician; or
 - 3) Departmental medical staff; or,
 - 4) Other available medical professionals
 3. If prescription medication is dispensed, only the amount indicated will be given. Any medication dispensed will be documented on the "Arrest Report/Medical Survey" as to dates, times, type of medication, and amount given.
 - a. If an arrestee requests medication and the request is refused by the Duty Officer, the reason(s) for the refusal will be documented on the Arrest/Detention Report and via detailed report to the Patrol Commander prior to the end of his shift.
- F. A decision may be made, by departmental personnel, to obtain medical assistance for an arrestee, even though it has not been requested. However, medical assistance cannot be forced. If it appears the arrestee is in need of medical assistance and the arrestee is cognizant of the situation, but refuses medical treatment, the refusal will be documented and witnessed on the "Arrest Report/Medical Survey" form.
- G. If an arrestee requests medical assistance, but there does not appear, in the best judgment of departmental personnel, to be a life threatening situation; i.e., inability to breathe, severe chest pains, severe bleeding, etc., departmental personnel will transport the arrestee to the Emergency Room of Meritus Medical Center. The arrestee will be secured during transport and while at the hospital in accordance with policy. If severe injury or serious symptoms of illness are evident, medical personnel will be requested via Fire and Rescue Communications.
- H. When medical assistance has been requested, the arrestee will be continuously monitored by the arresting deputy, or in his absence the Duty Officer, until medical personnel arrive. A deputy will ride in the ambulance and the arrestee

will be secured to the ambulance gurney during transport.

- I. Requests for, or the apparent need of, medical attention by an arrestee will be acted upon as soon as possible.
- J. The Patrol Commander will be notified in all instances when medical assistance is requested by or given to arrestees.

71.4 Temporary Detention Facility Conditions

71.4.1 Physical Conditions and Access to Water, Restrooms and other needs

- A. The staff will review the temporary detention rooms during their use to ensure cleanliness, and to check for any signs of pests or vermin. If any issues arise staff will notify the Duty Officer and corrective act will be taken.
- B. Arrestees will be held in illuminated areas,
- C. Arrestees will be granted access to drinking water
- D. Arrestees will be granted access to restrooms as necessary.
 - 1. The door to the juvenile/female holding area restroom will be locked at all times. If a prisoner requests to use the restroom, a deputy will unlock the door. When the prisoner is finished, a deputy will lock the door.
 - 2. Key A1 will lock/unlock the restroom door.
- E. Holding Cell Physical Plant
 - 1. The Patrol Commander will ensure that the following conditions are provided for in holding cells.
 - a. Circulation of purified air in accordance with State and local standards.
 - b. Lighting of at least 20-foot candles.
 - c. Access to a toilet, washbasin, and drinking water.
- F. If an arrestee is held in a holding cell for more than six (6) hours, they will be furnished with food and bedding supplies.

71.4.2 Fire Safety Practices:

- A. It is imperative that departmental personnel and detainees be protected from fire hazards through the use of posted escape routes, and functional, approved fire suppression equipment. Fire safety practices and equipment will be as follows:
 - 1. The facility will be equipped with an automatic fire alarm and

heat/smoke detection system that is approved in writing by the Maryland State Fire Marshal's Office. Types and locations of all fire suppression equipment will be approved by the Fire Marshal's Office.

2. The Maryland State Fire Marshal's Office will approve all fire suppression equipment, i.e., extinguishers, sprinkler system, in writing.
3. The Assistant Patrol Commander will visually inspect, weekly, the Alarm systems, heat/smoke detectors, and fire extinguishers for damage or tampering.

The Assistant Patrol Commander will notify the Patrol Commander in writing within 24 hours of any problems associated with this inspection.

4. The alarm system and heat/smoke detectors will be tested monthly by the Assistant Patrol Commander to confirm the equipment is functioning and in good working order. These tests will be documented on the "Facilities Inspection Form" and submitted to the Patrol Commander.
5. Sheriff's Office maintenance personnel will ensure the fire sprinkler system is tested semi-annually. These tests will be documented on the "Facilities Inspection Form" and submitted to the Patrol Commander.
6. In the event of fire alarm activation, the Duty Officer will:
 - a. Check one of the enunciator panels located in the Patrol Records Room and the vestibule for the location of the activated smoke/fire alarm, and
 - b. Check the indicated area for any signs of fire, and
 - c. If a fire is located, ensure Fire and Rescue Communications is notified, and
 - d. If a fire is located, notify the Patrol Commander or higher authority as soon as possible.
7. In the event of a fire/smoke alarm malfunction, Sheriff's Office maintenance personnel will be notified to ensure the malfunction is corrected.
8. The Duty Officer will attempt to extinguish the fire only if safe and practical to do so and only after ensuring the 911 Center has been notified. A fire of significant heat will activate the sprinkler system. Even if the fire is extinguished prior to the arrival of the fire department, the fire department will be requested to check the situation to ensure the fire is properly extinguished.
9. The Duty Officer will ensure that departmental personnel, visitors, arrestees, etc. are evacuated from the building upon fire alarm activation. If a fire alarm has activated, or it is otherwise evident that a fire has

started in the building, personnel in the building will exit immediately by the safest route and assemble in the lobby of the Detention Center. Personnel will remain at this location until the Duty Officer has accounted for all personnel.

- a. Patrol Deputies shall take all arrested to the Detention Center sally port. The Detention Center Duty Officer will immediately be requested to maintain custody until it is safe to transfer the arrestees back to the Patrol Holding Area.
10. There are three posted evacuation routes from the Patrol Building. Each of these exits is marked with an illuminated red exit sign. These signs also have arrows indicating the direction to exit the building.
- a. 122C - The employee rear entrance on the east side of the building.
 - b. 107C - The rear entrance on the east side of the building that exits from the Muster/Training Room.
 - c. 101 - The main entrance on the south side of the building that exits the vestibule.

71.4.3 Sanitation Inspections:

- A. The Assistant Patrol Commander will inspect the Patrol Facility to include the temporary detention rooms monthly to ensure cleanliness, and to check for any signs of pests or vermin. This inspection will be documented on the "Facility Inspection Form".
- B. The Assistant Patrol Commander shall, on an annual basis, complete an administrative review of temporary detention areas and temporary detention area procedures. This administrative review shall include the Office policies and procedures and to determine if the area is meeting the needs of the Office and the detained.
- C. It is the responsibility of each Duty Officer to inspect the common areas of the Patrol Building (see Attachment 2) at the beginning of his/her tour of duty and prior to the end of his/her tour of duty. Any improprieties in the cleanliness and care of the Patrol Building will be reported to the Patrol Commander within 24 hours. Any condition that renders the building as unsafe shall be reported to the Patrol Commander, or his/her designate, immediately so that action to correct the condition may be promptly taken.
- D. Personnel assigned offices in the building are responsible for the cleanliness of their office and to ensuring routine and / or emergency maintenance is performed by maintenance personnel.
- E. Duty Officers will be responsible for ensuring the facility is free of litter or other unsightly conditions at all times.

71.5 Processing and Testing

71.5.1 Security Concerns in Processing and Testing Rooms

A. Constant Supervision and Control

1. Arrestees brought into the Patrol Building will be under constant supervision unless securely inside of a holding cell or cuffed to a detention bar.
2. Arrestees brought into the Patrol Building will be kept in restraints, (except as necessary to allow for fingerprinting, administering Intoximeter tests, etc.), until placed in a holding cell, released, or transferred to another facility.
3. Unsecured arrestees, (arrestees not in restraints or not secured to a detention bar), will not be left unsupervised outside the holding cells. Security of an arrestee is primarily the responsibility of the arresting deputy. It is the responsibility of the arresting deputy, if an arrestee is outside a holding cell, to be physically with the arrestee, or to ensure that another deputy is with the arrestee. Arresting deputies are responsible for the security of their arrestees until the arrestee is released to the Detention Center, released from custody, or transferred to another law enforcement agency or holding facility.
4. When restraints are removed, deputies must keep in mind the potential for escape, the offense for which the arrestee was arrested, and previous criminal history, if known.
5. If the arrestee is considered to be a threat, either by escape or violence, two deputies will be present any time the arrestee is out of the holding cell without restraints.
6. Arrestees outside holding cells will be kept in restraints except during fingerprinting/processing, during the administration of an Intoximeter test, or to sign documents as required. The Holding Area Interview Room and Processing Room are equipped with handcuffing bars and may be used to secure an arrestee.

B. Weapons Control

1. Prior to entering the Processing, Testing, Central Booking or holding area, deputies will secure ALL weapons (firearms, knives, expandable batons, etc.) in:
 - a. The trunk of their vehicle, or
 - b. The gun lockers located in the vestibule, or
 - c. The gun lockers located at the sally port entrance of the holding area.

C. Duress Alarms in the Processing, and Testing Room

Deputies requiring emergency assistance while in the Processing, and Testing Room may request assistance by pressing a panic alarm.

D. Escape Prevention during Processing and Testing

1. Only Sheriff's Office sworn personnel will be permitted in the processing and testing area unless approved by the Duty Officer.
2. Also see 71.3.3 D. for Escape Prevention procedures when processing and testing.

71.5.2 Arrestee Processing

A. Arrestee Property Inventory / Searches

1. Transporting deputies will search arrestees for evidence, contraband, or weapons prior to the arrestee being transported from arrest scene, as well as being placed in a holding cell. The Duty Officer or his designee will be held responsible for searching arrestees transported by other police agencies or those turning themselves in at the Patrol Building.
 - a. Deputies will conduct hand searches of all arrestees as trained.
 - b. Whenever possible, an officer of the same sex as the arrestee should conduct a thorough search. If no such officer is available, the arresting deputy will conduct a search per training related to opposite-sex arrests.
 - c. Deputies may use approved/issued hand-held metal detectors in conjunction with a hand-search, to assist with locating metallic weapons or contraband. Only deputies who have been properly trained to use the device, according to manufacturer guidelines, will be allowed to carry and use such devices. Metal detectors will not be used as the sole method for searching arrestees.
2. Before being placed in a holding cell, or taken to Central Booking, all personal property will be removed from arrestees. Personal property includes, but is not limited to:
 - a. Contents of all pockets,
 - b. Jewelry
 - c. Belts

- d. Shoelaces
 - e. Coats
 - f. Hats
3. Personal property will be secured/inventoried as follows:
- a. All property will be inventoried in front of the arrestee, unless the arrestee is violent, or otherwise incapable of comprehending the inventory process.
 - b. If it is not practical for the arrestee to witness the inventory, it will be witnessed by a second deputy.
 - c. If the arrestee refuses to witness and sign the inventory, the refusal will be noted and a second deputy will witness the inventory.
 - d. Personal property taken from arrestees will be listed on the "Arrestee's Personal Property Log Form"
 - e. If the property taken is evidence or contraband, it will be handled in accordance with policy.
 - f. Property will be placed in a property bag and the arrestee's name will be placed on the bag. The property bag will be placed in the Arrestee Property Locker and the key left with the Duty Officer if the processing deputy must leave the processing area.
 - 1) Property that cannot be placed in a locker will be the responsibility of the arresting deputy and will not be left unattended.
 - g. Upon the arrestee's transfer or release, the property will be given to the appropriate authorities at the location of transfer or returned to the arrestee if the arrestee is released. Articles of evidence or contraband will not be transferred or released to the arrestee. At the time the arrestee is released and property returned, the arrestee will sign the "Arrestee's Personal Property Form" indicating that property taken is being returned. A departmental property record will account for any property not returned. If the arrestee refuses to sign the "Arrestee's Personal Property Form", it will be documented and witnessed by a second deputy.
4. Conducting a Strip Search: A strip search of an arrestee is only permitted whenever the arresting deputy has reasonable suspicion to believe the arrestee is concealing evidence, the fruits or tools of a crime, contraband, or a weapon that would not otherwise be discovered. **A supervisor must authorize a strip search prior to being conducted.** A strip search will only be conducted using two deputies/employees of the same gender as

the arrestee being searched. When a strip search is conducted, a detailed report will be submitted to the Patrol Commander prior to the end of the deputy's tour of duty. This report will contain:

- a. Details of the reasonable suspicion leading to the strip search,
- b. Date and time of the strip search,
- c. Specific arrestee information,
- d. How the strip search was conducted,
- e. Who was present when the strip search was conducted?
- f. What evidence or contraband was found, if any?

A strip search will be conducted in the appropriate restroom for the gender of the arrestee, away from the view of persons other than the arrestee and the two deputies/employees conducting the search. If an article, (considered to be evidence, contraband, or a weapon), is observed protruding from a body cavity while conducting a strip search, the article may be seized by the personnel conducting the strip search.

5. Body Cavity Search: If a deputy has probable cause to believe that an arrestee is concealing evidence, fruits or tools of a crime, contraband, or a weapon in a body cavity, the State's Attorney's Office will be consulted regarding the need for a Search and Seizure Warrant prior to a body cavity search being conducted, unless there is a life threatening situation. If the deputy believes the concealment of these items is causing a life-threatening situation, the arrestee will be transported immediately to the hospital for medical evaluation. Medical personnel will be used to conduct all body cavity searches, with the exception of an article in plain view when a strip search is conducted. A deputy of the same gender will be present when the body cavity search is conducted, to take possession of any evidence, contraband, or weapons found.

- a. Body Cavity Searches necessary to prevent a life threatening situation will be authorized by a supervisor prior to transport to the hospital.

- 1) All other body cavity searches will be conducted only after obtaining authorization from the State's Attorney's Office or a Search and Seizure Warrant signed by a Judge.

- b. A written report will be submitted to the Patrol Commander prior to the end of the deputy's tour of duty when a body cavity search has been conducted. The following items will be made a part of this report:

- 1) Probable cause to support the need for a body cavity search.

- 2) Documentation of the State's Attorney Office verbal or written authorization, or Search and Seizure Warrant attached.
- 3) Full information on the arrestee involved.
- 4) Information on all personnel involved in the arrest, transportation, or otherwise involved in the body cavity search, to include medical personnel.
- 5) Date, time, and location the body cavity search was conducted.
- 6) Information on any evidence, contraband, or weapons found as a result of the body cavity search.

B. Arrestee Processing: Each arrestee placed in a holding cell will be processed as follows:

1. An "Arrest Report/Medical Survey" and "Arrestee's Personal Property Log" will be completed, documenting the following information.
 - a. Arrest information, offense, arresting deputy, report number.
 - b. The arrestee's apparent physical condition.
 - c. Any known factor that would place the arrestee or personnel at risk; i.e., physical ailments, violent tendencies, suicidal tendencies, drug/alcohol influence.
 - d. Property inventory and disposition.

C. Disposition of detention; i.e., transferred to Central Booking, released authority Department of Juvenile Services, released to Juvenile Holding Facility, etc.

71.6 Security and Control of the Patrol Facilities

A. Weapons Security for all visitors

1. After verification of the visitor's agency identification by the Duty Officer, allied police agency personnel may wear firearms while in the Patrol Building except:

- a. While in the Detention Rooms area of the building.
 2. Prior to entering the Detention Rooms, allied police agency personnel will secure ALL weapons (firearms, knives, expandable batons, etc.) in:
 - a. The trunk of their vehicle, or
 - b. The gun lockers located in the vestibule, or
 - c. The gun lockers located at the sally port entrance of the holding area.
 3. Civilians (non-police personnel) will not be permitted to wear any type of weapon in the Patrol Building.
- B. Key Control: Overall security of the Patrol facility is dependent upon controlled access. Key control will be the responsibility of the Patrol Commander or his designee as follows:
1. Keys will be numbered and cross-referenced on key control records with areas they access. The number of keys available will be noted on key control records. Assignment of keys will be the responsibility of the Patrol Commander or his designate.
 2. A record will be maintained of keys issued to personnel. Personnel will be issued keys on a “need to access” basis.
 3. Personnel will not allow their issued keys to be duplicated unless authorized by the Patrol Commander or higher authority.
 4. Personnel will be required to sign for issued keys, and when departmental employment is ended, will be required to return issued keys and other equipment before receiving exit benefits, i.e., retirement, sick leave, etc.
- C. Patrol Building Security: Entrance to the Patrol Building will be controlled as follows:
1. The east entrance (122C) from the secure parking lot will be locked at all times. This door is accessed by key-card, key-fob or key. Departmental personnel, with the need to access the Patrol Building, will be given a card or fob and a key. Cards, fobs or keys will not to be given to anyone without authority of the Patrol Commander.
 - a. The Duty Officer will issue a key fob to inmate trustees assigned to the Patrol Building when starting their duties. Inmate trustees will return the key fob to the Duty Officer upon completion of duties.
 2. The east entrance (107C) into the Muster/Training Room may be used as an auxiliary entrance during training sessions if approved by the Patrol

Commander and will remain locked at all other times. This door will also serve as an emergency exit.

3. The door from the rear hallway to the holding area (122B) will remain locked at all times.
4. The door from the hallway to the Muster/Training Room (107) will remain unlocked at all times. The exit door (107C) in this room serves as an emergency exit.
5. All exit doors in the Patrol building are equipped with interior “panic bars” for exit under any circumstances.
6. The following interior doors will be kept locked at all times:
 - a. All doors into the Records Room (162 and 161B)
 - b. Evidence/Property Room (128)
 - c. Second floor storage room/Traffic Criminal Interdiction Unit Office (201)
 - d. Mechanical Room (125)
 - e. Electrical Room (127)
 - f. Armory (141)
 - g. Computer Server Room (106)
 - h. The door to the Administrative Section hallway (159)
 - i. The door to the Patrol Section hallway (101B)
 - j. The doors to the holding area (121 and 122B)

D. Access to the Patrol Building will be limited to Sheriff’s Office employees and identified guests/visitors.

1. Guests and visitors shall be escorted while in the building by a Sheriff’s Office employee, if unknown to the agency or staff. Regular visitors and contractors may not be escorted while in the building.
2. All Sheriff Office volunteers are issued Sheriff’s Office Volunteer identification cards.
 - a. The volunteer will be required to prominently display the identification card at all times while in the building.
 - b. The volunteer will return the identification card to the Training Coordinator or the Crime Prevention Deputy upon termination of

his/her volunteer status.

71.7 Arrestee Rights while at the Patrol Facilities

- A. Arrestees charged on a District Court charging document will be taken to a District Court Commissioner for an initial appearance within 24 hours of the arrest or service of a warrant in accordance with Maryland Rules 4-212. If the arrestee has been arrested on a Circuit Court warrant, specifying appearance before a Judge, he/she will be taken before the court as soon as possible after notification from the Judge. Deputies will in no way hamper an arrestee's right to a timely initial appearance.
 - 1. If an arrestee is too combative or otherwise impaired for an initial appearance within the allotted 24-hour time period as stated above, the District Court Commissioner will be contacted for instructions as to disposition.
 - a. The Commissioner's instructions will be documented on the arrest report.
 - 2. An arrestee's opportunity to contact a bail bondsman after bail has been set will be made available to him once committed to the Detention Center.
- B. Attorneys will be permitted direct contact with their clients if responding at the arrestee's request. All attorneys will be searched (including briefcases, etc.) prior to allowing contact. The attorney's identification will be noted in CAD. If the attorney is unknown, the Duty Officer will attempt to verify the person's status as an attorney. The attorney and his/her client, if possible, will be afforded a place of privacy in which to confer. Deputies will respect the confidentiality of the attorney/client relationship, and will not listen to any conversations.
 - 1. The attorney and the arrestee will be notified that the conference will be visually monitored but there will not be any audio monitoring of the conference.
 - 2. Arrestees will be searched prior to and following any such contact.
 - 3. The Duty Officer may refuse contact with attorneys, if there is legitimate concern about breach of security, or for the health and safety of the arrestee.
 - 4. During a consultation with an attorney, the arrestee will be secured by restraints.
- C. Arrestees will not be held in the Patrol Building longer than necessary for processing or further investigation. The Duty Officer will make arrangements to feed any arrestee who is held in the Patrol Building longer than six (6) hours. **Detention Center Food Service personnel may be requested to provide food for the arrestee, however, they are not required to do so. The Duty Officer**

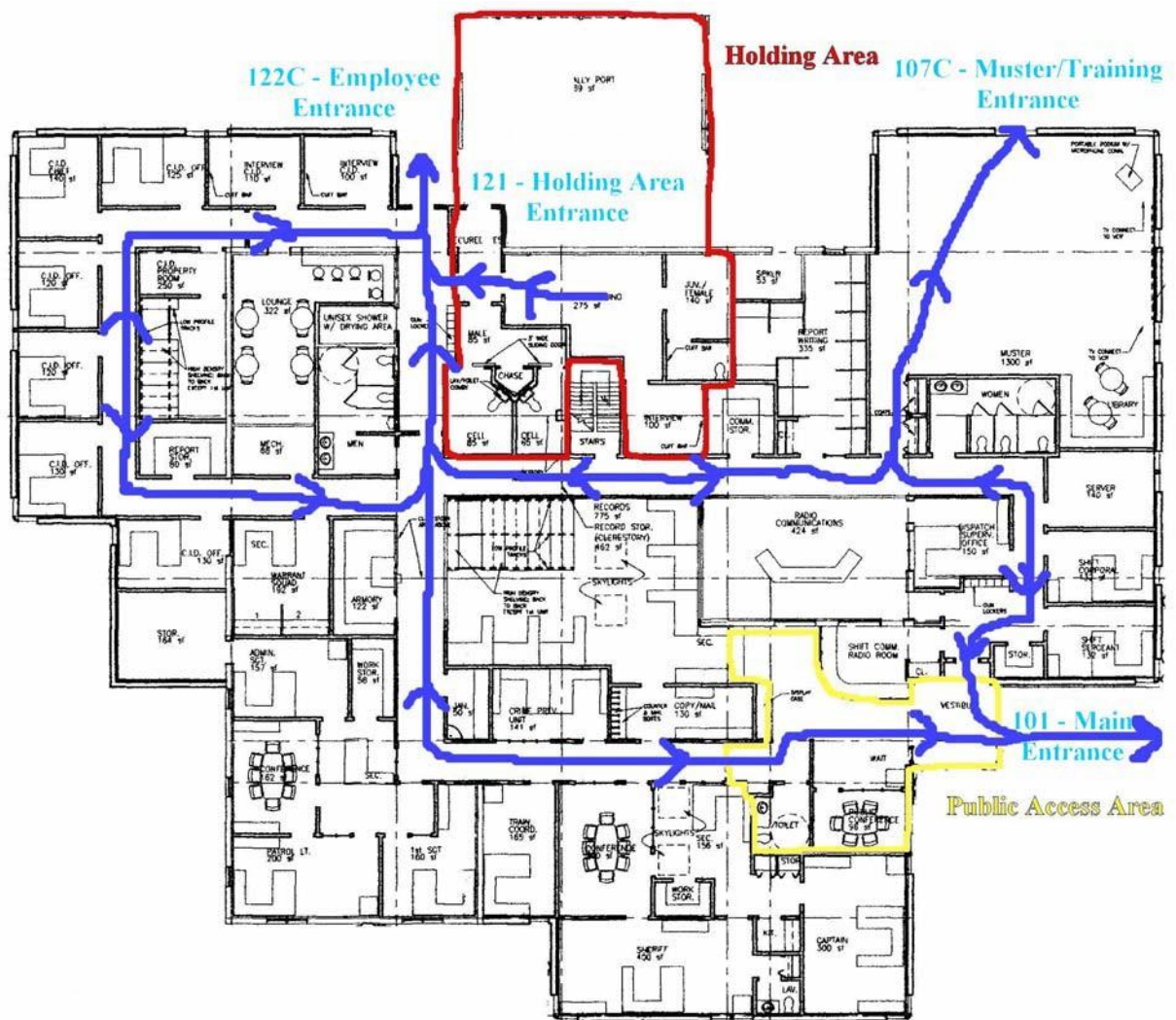
may purchase food at a fast-food establishment, etc. The arrestee will be given food that does not require the use of eating utensils; i.e., sandwiches, fruit, etc. If for any reason it becomes necessary to hold an arrestee for an extended period of time, three meals will be provided within a 24-hour period.

- D. Excluding checks necessary to ensure safety/security, arrestees in holding cells will be afforded privacy; i.e., no unnecessary staring or observation through cell windows.

71.8 Duration of Detention in Holding Facility

- A. Holding cells in the Patrol Building are to be used as temporary holding areas only. Arrestees will not be held in the cells for longer than six hours without authorization from the Duty Officer. Authorization will only be granted for legitimate reasons.

Patrol Division Building



Attachment #1 (21400.00)

PATROL FACILITY INSPECTION/TESTING SCHEDULE

The following areas will be visually inspected for cleanliness and operational readiness by the Assistant Patrol Division Commander on a weekly basis and each Duty Officer on a daily basis (at the beginning and end of each shift). The inspection will be documented on a "Facilities Inspection Form". The form, when complete, will be forwarded to the Records Unit to be retained for a period of one year.

1. Vestibule
2. Lobby
3. Public Conference Room
4. Lobby restroom
5. Copy/Mail room
6. Armory
7. Men's restroom
8. Unisex Shower Room
9. Lounge/kitchen
10. Holding Area/Cells
11. Sally port Area
12. Second Floor Storage Room
13. Deputy/Report Room
14. Muster/Training Room
15. Library
16. Women's restroom
17. Server Room
18. Common hallways
19. Generator
20. Fire Extinguishers/Alarm Systems/Smoke Detectors

The Assistant Patrol Division Commander will test the following monthly. The tests will be documented on a "Facilities Inspection Form". The form, when complete, will be forwarded to the Records Unit to be retained for a period of one year.

1. Fire Detectors
2. Smoke Detectors

The following will be test semi-annually by the Sheriff's Office maintenance staff and supervised by the Assistant Patrol Division Commander. The tests will be documented on a "Facilities Inspection/Test Form". The form, when complete, will be forwarded to the Records Unit to be retained for one year.

1. Sprinkler System