

Laurel Police Department – General Order  
Chapter IV, Section 600, Order 609 - Temporary Holding Facility  
August 18, 2013

**4 / 609.05 POLICY**

It is Department policy to maintain a Temporary Holding Facility.

**4 / 609.10 PURPOSE**

To provide a secure and safe environment for detainees while being interviewed, processed, or confined.

**4 / 609.15 DEFINITIONS**

Temporary Holding Facility      A detention facility designed and maintained to house detainees for a period not to exceed seventy two [72] hours

**4 / 609.20 PROCEDURES**

A. GENERAL

1. The Department Temporary Holding Facility shall be comprised of all areas where detainees are interviewed, processed, or confined.
2. Each cell/unit will be equipped with all of the following safety devices:
  - a. Sprinkler System
  - b. Smoke Detector / Fire Alarm
  - c. Emergency Notification Audible Speaker
  - d. Closed Circuit Television
  - e. Panic Alarm Station
3. If any of these devices become inoperable, the cell will be restricted from use pending the completion of repairs.
  - a. The Smoke Detector / Fire Alarm will be inspected visually on a daily basis and checked weekly in accordance with this General Order.
  - b. The cell/unit will also contain a working sink, toilet, and bed.
4. All personnel, during their Field Training Program, will receive training on the contents of this order, including the location and proper use of fire suppression equipment.
  - a. The Field Training Officer will document this training.

B. INSPECTIONS OF DETENTION AREA

1. The day work Supervisor will inspect the Detention Area on a weekly basis.
  - a. The following items will be inspected:
    - 1) Fire extinguisher
    - 2) Smoke alarm
    - 3) Inspect cleanliness and sanitation of area
    - 4) Inspect placement of Evacuation Diagram

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- 5) Inspect blankets/mattresses for wear, tears, and cleanliness
  - 6) Ascertain functional operation of toilets and sinks
  - 7) Ascertain functional operation of locks
  - 8) Perform thorough search for contraband
  - 9) Perform thorough search for potential weapons
  - 10) Perform thorough search for hazardous conditions
  - 11) Inspect First Aid Kit and replenish supplies if necessary
  - 12) Test all Alarms
2. Any deficiencies will be reported to the Patrol Commander and the individual cell will be marked to prevent usage until such times as repairs are made.
    - a. Inspection forms will be submitted by the day work Supervisor to the Patrol Division Commander.
      - 1) These forms are to be filed and retained in Central Records for a period of one (1) year.
  3. The Patrol Division Commander or his/her designee will perform inspections of the Temporary Holding Facility as shown below:
    - a. Monthly inspection and testing of fire detection / warning system
    - b. Biannual inspection/testing of all fire extinguishers
    - c. Periodic inspections to ensure compliance of Patrol Supervisors with weekly inspections
    - d. Monthly testing of Emergency Notification Audible Speaker
    - e. Monthly inspection of the CCTV System
  4. Inspection forms will be submitted to the Patrol Division Commander.
    - a. These forms are to be filed and retained in Central Records for a period of one (1) year.
  5. If any sign of vermin, pests, or rodents exists, the conditions will be reported to the Supervisor of Buildings and Grounds through the Commander of the Support Services Division, who will also arrange for professional pest control.
  6. An annual inspection of the Temporary Holding Facility shall be conducted by the Commander of the Bureau of Operations.
    - a. The annual inspection shall include but not limited to:
      - 1) Review of all Monthly inspections conducted by the Patrol Commander
      - 2) Review of the last Biannual Inspection of all fire extinguishers
      - 3) Review of all periodic inspections conducted
      - 4) Complete physical inspection of the of the Temporary Holding Facility procedures

**C. SAFETY PRECAUTIONS**

1. Any employee observing an unsafe or unsanitary condition in the Temporary Holding Facility and or other designated Temporary Holding area will immediately report the

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condition to the Patrol Division Commander, who will notify the Commander of the Bureau of Operations in writing.

2. Should an evacuation become necessary, employees shall adhere to the posted emergency evacuation routes for the Temporary Holding Facility or other designated detention area.
  - a. The prisoner van may be used temporarily to detain prisoners in the event of an evacuation (with constant security and supervision).
3. In the event of a fire, officers in the Temporary Holding Facility and/or within the police facility shall take immediate action to evacuate all prisoners by way of the posted emergency evacuation routes to an area of safety, notify a supervisor and the Prince George's County Department of Fire and Rescue Services and attempt, if practical, to extinguish the fire.

**D. SECURITY PROCEDURES - GENERAL**

1. Security within the Temporary Holding Facility is of paramount concern to all employees of the Department.
  - a. Only authorized personnel and prisoners are permitted access to these areas. Authorized personnel shall include sworn police officers, attorneys and persons approved by the on-duty/on-call Commander.
  - b. Exceptions may be made for tours authorized by the Department, janitorial services and persons authorized to make repairs.
2. The Temporary Holding Facility and other designated interview rooms are equipped with security systems that are essential to the safety of officers and prisoners.
  - a. These systems will be maintained in working order at all times.
  - b. Equipment malfunctions will be reported in writing to the Support Services Division by the next business day.
3. All prisoners brought into the facility will initially be secured and searched in the Booking Room.
  - a. At all times, sight/sound, male/female, and adult/juvenile separation will be maintained.
4. All doors leading to the Temporary Holding Facility will be kept closed and locked.
  - a. Cell doors and cell corridor doors will be kept closed at all times and locked only when occupied.
  - b. Booking Room doors shall be locked at all times
  - c. Keys to the cell doors and cell corridor doors will be secured and kept in the Booking Room cabinet when not in use.
  - d. No officer is permitted to make duplicates of any Detention Area keys.
  - e. A duplicate set of keys for these doors and lockers will be kept in the Communications Unit Master Key Box.

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5. Arrangements will be made to feed prisoners who are held in a Temporary Holding Facility for more than eight (8) hours.
  - a. When eating utensils are supplied to a prisoner for a meal, they will be collected and accounted for by the issuing officer, or his designee, upon completion of the meal.
    - 1) Only plastic spoons will be utilized.
6. When maintenance or construction personnel require access to the Temporary Holding Facility, the on-duty supervisor or his/her designee shall check any tools or utensils in and out of the area.
  - a. An entrance inventory will be conducted to inspect for security hazards and to limit tools or utensils to those necessary for the work being done.
  - b. An exit inventory will also be conducted to verify all tools and utensils have been removed.
  - c. These inventories will be documented on the Detention Area Equipment Log.
  - d. All maintenance and construction personnel must obtain a visitor's pass prior to entry into the Temporary Holding Facility.

E. SUPERVISION OF DETAINEES

1. Prisoners will never be left unattended in the Temporary Holding Facility unless they are secured in a cell or the booking room.
  - a. The Communications Unit will monitor the video and audio system of the cell area ensuring the privacy of the prisoner is not invaded and toilet facilities are not visible.
    - 1) If the toilet facilities become visible, then the on-duty supervisor will be notified for repair contact.
  - b. During visual monitoring, if either a male or female prisoner displays lewd behavior, a supervisor will be called.

F. SUPERVISION OF OPPOSITE SEX DETAINEES

1. Any time direct in-person contact is necessary with prisoners of the opposite sex, the contact will be monitored by the Communications Unit.

G. PANIC ALARM PROCEDURES

1. The facilities are equipped with an emergency (panic) alarm system, as well as shout alarms throughout the Temporary Holding Facility that are linked to the Communications Unit, and should be used to summon assistance when an emergency situation arises.
  - a. When the alarm is received, the following actions will be taken:
    - 1) The PCS will immediately announce over the public address system that emergency assistance is needed in the Detention Area; AND,
    - 2) The PCS will broadcast the alarm on all radio channels. The on-duty supervisor will ensure that sufficient officers respond to the emergency.

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- 3) Employees in the building, except light duty personnel, will respond to the Temporary Holding Facility upon hearing the announcement over the public address system.
2. As soon as the emergency situation has been stabilized, members in the Temporary Holding Facility will contact the Communications Unit.
  - b. The PCS will broadcast on all radio channels and the public address system that no further response is necessary.

H. CELL SECURITY

1. Officers will conduct a security inspection of an unoccupied detention cell prior to placing a prisoner in that cell.
  - a. The officer releasing a prisoner from a cell will conduct a security inspection of that cell after removing the person.
2. The booking room will be checked in a similar manner.
  - a. In the event that any weapon or contraband is found, the officer will notify the on-duty supervisor and initiate a report detailing the circumstances.
3. Members shall not enter an occupied cell unless accompanied by another officer, with the following exceptions:
  - a. An emergency exists and no other officers are available
  - b. The entry into the cell is monitored by the Communications Unit via the closed circuit system; or
  - c. The privacy of a cell is needed by an officer for a strip search of a prisoner.
    - 1) If the other officers in the Temporary Holding Facility are of the opposite sex, they should remain in the area, but outside the view of the search.

I. FIREARM SECURITY

1. Officers shall not take, carry or transport any firearms into the Temporary Holding Facility unless directed to do so by a supervisor.
  - a. Employees shall ensure that officers from other law enforcement agencies follow this restriction.
2. Firearms will be stored in the wall-mounted lock boxes at the Temporary Holding Facility entrance doors.
3. Evidentiary weapons shall be secured in the Property Transfer Room or in the custody of employees outside the Temporary Holding Facility.

J. PRISONER PROPERTY

1. During the booking room search, all personal property is to be seized and inventoried in accordance with the following procedures:

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- a. All property, including currency and coins, will be inventoried in front of the prisoner unless the person is violent, unconscious or otherwise incapable of attending the inventory process.
  - b. In cases of violent, unconscious or otherwise uncooperative prisoners, the inventory will be conducted by the arresting officer and witnessed by a second officer.
  - c. In cases where the prisoner refuses to be present at the inventory process or refuses to sign the Prisoner Property Card, it will be noted on the card that the prisoner refused to sign his name and will be witnessed by a second officer.
2. The Prisoner Property Card will be filled out and the prisoner will sign his name indicating the property listed is correct and is an accurate recording of all property seized.
  - a. If the seized property is contraband or evidence, the appropriate box will be checked and the property will not be returned with other personal property.
3. All property will be placed in a prisoner property locker until the prisoner is released from the facility.
  - a. The locker number will be recorded on the Prisoner Property Card, which will be placed inside the prisoner property locker with the property and locked.
4. When the arresting officer leaves his prisoner in the Detention Area for another officer to transport, he will place the charging document and the property locker key, if applicable, in an 8 1/2 X 11-inch envelope (if available).
  - a. The prisoner's name and the number of the cell in which he is located are to be printed clearly on the front of the envelope.
  - b. The envelope will then be turned over to the PCS, who will hold the envelope until turning it over to the transporting officer.
  - c. If no envelopes are available, the documents and the locker key will be secured together (i.e. paper clip) and given to the PCS on duty.
5. Upon release of the prisoner, the property is to be inventoried again in the prisoner's presence.
  - a. The prisoner will sign the bottom section of the Prisoner Property Card acknowledging that he has received all the personal property that was seized from him after the arrest.
  - b. If the prisoner refuses to sign the property release section on the Prisoner Property Card, his refusal will be noted on the card and witnessed by a second officer.
6. If a detainee is released to a transporting officer for transport to another facility, the transporting officer will sign the bottom of the Prisoner Property Card acknowledging receipt.
7. The original copy of the Prisoner Property Card will be reviewed and initialed by the on duty supervisor and forwarded to the Central Records Unit.

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8. Any discrepancies claimed by the prisoner should be noted by the prisoner in writing, witnessed by a police officer and presented to a supervisor prior to the release of the prisoner.

**K. SEARCH / DETENTION LOG**

1. All arrestees shall again be searched in the cell area (search incident to detention) by an officer of the same sex.
  - a. If none are available, the following order shall be utilized:
    - 1) On-duty Laurel officer
    - 2) Off-duty Laurel officer
    - 3) If necessary, an on-duty officer from another agency
2. Employees will be held responsible for the discovery and confiscation of all contraband, evidence and weapons from each prisoner as well as the removal of personal items that could be used to harm the prisoner (belt, tie, shoelaces, etc.).
3. The Detention Log will be completed for every person placed in a cell or the booking room.
  - a. This log will contain arrest information, information on the physical and emotional condition of the prisoner and his location.
4. At the beginning of each tour of duty, supervisors or their designees will check the detention area for prisoners.
  - a. If there are prisoners, a count will be made every eight hours until such time that all prisoners are released.
5. The arresting officer or his designee will check on his prisoner at least every 30 minutes unless the prisoner is suicidal
6. These checks will be documented on the Detention Log.
  - a. If the arresting officer cannot make checks of his prisoner, he must contact the on-duty supervisor, who will ensure that the prisoner is monitored every 30 minutes, with proper notations in the Detention Log.
7. Records of persons detained within the Temporary Holding Facility will be transferred on a monthly basis to the Central Records Unit, where they will be securely stored.
  - a. Access to these records will be restricted to Agency personnel and those authorized by County, State and Federal laws.

**L. IDENTIFICATION OF PRISONERS**

1. All officers are responsible for making positive identification of their prisoners.
  - a. This identification may be made by any of the following methods:
    - 1) Photo identification

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- 2) Prior arrest information
  - 3) Personal knowledge
  - 4) Fingerprints
2. Prior to releasing a prisoner from custody or transporting him from any Temporary Holding Facility the releasing officer will make positive identification of the subject and complete a wanted check, if he has not already done so, to ensure the subject is the same subject who is authorized to be released or transported.
  3. If officers bring prisoners to this Department from another law enforcement agency, the officer accepting custody will obtain positive identification from those officers (badge and photo identification card) prior to accepting the prisoner.
    - a. Detainees would not normally be received from outside agencies for any reason; however, the occasion may arise during mass arrest situations in or adjacent to the City of Laurel by another law enforcement agency.
    - b. If officers from another law enforcement agency request to take custody of a prisoner in the Temporary Holding Facility the officer releasing the prisoner will also obtain positive identification from those officers.

M. UNUSUAL INCIDENTS

1. Employees will immediately report any unusual incidents that occur in any Temporary Holding Facility to the on-duty supervisor.
  - a. The supervisor will submit a report on the incident to the Patrol Commander by the next business day.
2. These types of incidents include, but are not limited to, suicide attempts, injuries to prisoners in the facility, overcrowding and fires.
  - a. Any act which threatens the security or functioning of the Temporary Holding Facility or any injury received by a detainee while in the Temporary Holding Facility shall be reported to the On Duty Supervisor and documented by completion of a Commander's Report to be forwarded for review to the Patrol Commander.

N. PLACEMENT OF PRISONERS

1. HOLDING CELLS
  - a. There are three Holding Cells for Adult Males
  - b. There are two Holding Cells for Adult Females
  - c. There is one Holding Cell for a Juvenile
2. Each individual unit/cell is to be utilized by single occupants, based upon each unit being equipped with a single bunk.
  - a. No individual will be placed in any cell in which the unit has been structurally damaged or the toilet/sink is found to be inoperable.

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- b. The amount of designated cells does not preclude an officer from using any open cells as long as male/female, sight/sound, and adult/juvenile separation is maintained.
3. A significant amount of arrests may make it necessary to exceed the normal cell capacity of one person.
  - a. However, in no case will more than three (3) persons be placed in cells to include group arrests.
  - b. It shall be the On Duty Supervisor's responsibility to ensure adult/juvenile, male/female sight/sound restrictions exist at all times.
  - c. If, due to the number of detainees, this standard cannot be met, the supervisor will have the detainees transported to the closest holding facility where these standards can be maintained.
  - d. The On Duty Supervisor will initiate procedures to reduce the occupancy of each cell to one person within eight hours.
4. In the event of a group arrest that exceeds the maximum capacity of a Temporary Holding Facility, the on duty supervisor will contact one or both of the following Law Enforcement agencies to request the use of their facilities:
  - a. Prince George's County Police Department and/or
  - b. The Prince George's County Sheriff's Department
5. The Temporary Holding Facility will be used as a temporary holding facility only.
  - a. Prisoners will be processed and taken from the facility as quickly as possible.
    - 1) No prisoner will be kept in a Temporary Holding Facility for more than twelve 12 hours without the approval of the on duty supervisor.
6. Juvenile prisoners will be held in juvenile cells only, unless they are considered suicidal, in which case they will be transported to the hospital for an emergency psychiatric evaluation.
  - a. Juveniles will not be placed in cells with adults under any circumstances.
  - b. There will be sight and sound separation between adults and juveniles.
  - c. Juveniles taken into custody for status offenses will not be placed in cells.
  - d. Under no circumstances will a juvenile be held in a secured area or cell for more than six (6) hours.
7. Adult female prisoners will be held in female cells only, unless they are considered suicidal.
  - a. Male and female prisoners will not be placed in the same cell.
  - b. There will be sight and sound separation between males and females.
8. Violent prisoners and those under the obvious influence of alcohol or narcotics will be placed in an individual cell and checked as often as practical, but in no event less than every thirty (30) minutes.
  - a. Each check will be entered in the Detention Log.

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O. MEDICAL SERVICES

1. If any prisoner being held in the Temporary Holding Facility or designated area requires or requests emergency medical treatment, the officer shall immediately notify a supervisor, inform him of the situation and then either take the prisoner to the hospital or contact the Communications to have the Department of Fire and Rescue Services respond to render assistance.
  - a. Officers in a Temporary Holding Facility when the medical emergency arises will render first aid until relieved by Fire Department personnel.
  - b. The on duty supervisor will be notified immediately and will submit a report on the incident to the Patrol Commander by the next business day.
  - c. The procedures for requesting medical services are posted in the Temporary Holding Facility.
  
2. A first aid kit will be maintained in the Temporary Holding Facility or designated area.
  - a. The day work supervisor will conduct at least weekly inspections of the kit and restock it when necessary.
  - b. The results of the inspection will be documented on the Temporary Holding Facility Inspection Form.
  
3. The arresting officer will check on the health of his prisoner and immediately notify the on duty supervisor of any unusual medical conditions of a prisoner brought into Temporary Holding Facility.
  - a. This information will be thoroughly documented in the Incident Report, Arrest Report and the Detention Log.
  - b. These conditions will include:
    - 1) Unusual behavior, such as unstable mental or emotional status, fainting or seizures.
    - 2) Body deformities, trauma markings, broken bones, lacerations or bruises.
    - 3) Observation of signs of contagious diseases or the report of a contagious disease by the prisoner, a relative or a friend.
    - 4) Medications in the possession of the prisoner when arrested and reported to be essential by the prisoner.
  
4. Members shall not dispense any medication to prisoners held in the Temporary Holding Facility unless it is non-prescription legal drugs or legal prescription drugs that can be verified by the pharmacy, the Physician's Desk Reference (PDR) or the prisoner's physician or if life threatening conditions exist.
  - a. The prisoner will be given only the amount of medication specified on the container label.
  - b. Any medication taken by a prisoner will be documented in the Incident Report, Arrest Report and the Detention Log.
  - c. The medication container and unused medication will be retained by the officer and not the prisoner.

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P. PRISONER RIGHTS

1. Prisoners shall be taken before a District Court Commissioner for their initial appearance as soon as possible after the booking procedure and investigation has been completed.
  - a. Officers should avoid any unnecessary delay in getting the prisoner to his hearing.
2. When a prisoner is too combative or intoxicated for an initial appearance, the arresting officer will contact the District Court Commissioner for instructions on the disposition of the prisoner.
3. Officers will not impede a prisoner's attempt to make bail in any way.
4. Prisoners will be permitted to make at least two local or collect long distance telephone calls while in a Temporary Holding Facility.
  - a. These calls will be made on the unrecorded phone located in the booking Room and should not exceed five minutes each.
  - b. It is the responsibility of the arresting officer to ensure that the prisoner is given the opportunity to make the telephone calls, unless the calls would jeopardize an ongoing investigation.
  - c. This information should be documented on the Detention Log.
5. Attorneys will be permitted direct contact with their clients when they respond to the Department at their client's request.
  - a. The attorney is subject to a pat-down prior to contact with the prisoner.
  - b. The attorney and his client will be afforded a place of privacy inside the Detention Area to confer.
  - c. Officers must respect the confidentiality of the Attorney/Client relationship and may not listen to their conversation.
6. The Support Services Division will maintain a supply of clothing and footwear in the Detention Areas.
  - a. Prisoners who are required to surrender clothing or footwear to the Department for evidence will be given replacement items from this supply if they cannot get their own replacements within a reasonable period of time.
  - b. The Patrol Division Commander will notify the Support Services Division when replacement of these items is necessary.
7. Since the Detention Area facilities are used for short periods of time, the following restrictions apply:
  - a. Prisoners will not be permitted to receive visitors while in any Departmental Detention Area, unless authorized by the on-duty/on-call Commander and then only in emergency situations.
  - b. If a visitor is approved to meet with a prisoner in a Detention Area, it must be documented on the Detention Log.
  - c. The visitor will be searched prior to any contact with the prisoner.

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- d. The visitor will meet with the prisoner in a room inside the Temporary Holding Facility.
  - e. The officer escorting the visitor will note on the Detention Log the visitor's name and the beginning and ending times of the visit.
8. The Department is not prepared to deal with the problems and hazards associated with receiving any property on behalf of a detainee.
- a. The only exception to this would be any prescribed medication the detainee may require while in Department custody.
  - b. Any medications received will be inspected by the receiving officer and noted on the Detention Log and the Prisoner Property Card.
  - c. For dispensing the medication refer to this General Order

Q. SUICIDAL SUBJECTS

- 1. Any prisoner considered suicidal will be transported to the hospital for an emergency psychiatric evaluation (pursuant to the Maryland Health General Article).
  - a. Special attention must be given to removing any personal items that could be used to inflict injury.
- 2. If a prisoner is evaluated and released after an emergency psychiatric evaluation, he will be constantly monitored by the arresting officer, or his designee, pending transportation to the District Court Commissioner's Office.
- 3. Officers who are aware of suicide potential must include written notification, via departmental memorandum, in the documentation that accompanies the prisoner when he leaves the facility.
  - a. A copy of the notification will be included with the Incident Report.

R. INTERVIEW ROOMS

- 1. Interview rooms are not authorized temporary holding facilities, therefore interview rooms will not be locked and occupants will not be secured within the room in any manner.
  - a. If the interviewer leaves the room for any reason, another person will maintain sight/sound surveillance of the occupant at all times.

S. TEMPORARY HOLDING AREA

- 1. The only authorized Temporary Holding Area is the Booking Room.
  - a. All sworn personnel are authorized to utilize the Temporary Holding Area, in accordance with the following procedures.
    - 1) No weapons will be allowed within the Temporary Holding Area, and are to be secured out of the area in gun boxes as previously stated.

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- 2) Detainees in the listed Temporary Holding Area are to be taken to the area handcuffed, and secured to rings provided for this purpose by use of handcuffs unless continually accompanied by sworn LPD personnel.
    - a) No detainee will be left in excess of 30 minutes unattended or unsupervised.
  - 3) All employees of the agency are restricted from using the Temporary Holding Area to maintain detainees in excess of two (2) hours without permission of a supervisor or an investigator.
  - 4) Employees utilizing the Temporary Holding Area are reminded that as in any Detention Area, adults/juveniles and males/females are not to occupy the same area and sight/sound access to one another is also restricted.
  - 5) No detainee will be denied restroom access, liquid refreshment or seating while detained in this area.
  - 6) It is the responsibility of all sworn members utilizing the Temporary Holding Area to ensure that detainees have been thoroughly searched in accordance with previously stated guidelines to avoid potential escapes or malicious attempts to injure or create fires.
  - 7) Detainees in this area should be evacuated as soon as possible in event of fires or other emergencies, and will be taken to the Sally Port area and secured under guard unless the emergency condition prevents this at which time the detainee will be remove and secured in a transport vehicle under guard via other routes.
2. The Temporary Holding Area will be part of the Detention Area Inspections and will be inspected for the following:
- a. Cleanliness
  - b. Functioning smoke detectors
  - c. Condition of handcuff rings
  - d. Functioning of Audio Alert Speakers
  - e. Functioning of door lock assemblies
  - f. Functioning CCTV

#### **4 / 609.25 LEGISLATION AND REFERENCES**

General Order 4 / 603, Search of an Arrested Individual  
CALEA Standards 1.2.3, 71.1.6, 71.5.1

#### **4 / 609.30 ANNEX**

None