

STANDARD OPERATING PROCEDURES



DISTRICT OF COLUMBIA

Title
Holding Facilities

Primary Function/Unit
**District/Central Cellblocks/Juvenile
Processing Center**

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Supplements
**GO-PCA-502.07 (Medical Treatment and
Hospitalization for Prisoners) GO-PCA-502.01
(Transporting Prisoners)**

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I. Policy

The policy of the Metropolitan Police Department (MPD) is to provide a secure, sanitary and safe environment for processing and transporting prisoners. Personnel assigned to the holding facilities shall adhere to the following procedural guidelines to help resolve any problems or conditions that may compromise security, safety or the well being of Department members and prisoners.

II. Definitions

When used in this directive, the following terms shall have the meanings designated:

1. Holding Facility - a temporary confinement facility for which custodial authority of a prisoner is usually less than 48 hours, pending their release, arraignment, adjudication, or transfer to another facility. The Central Cellblock, each cellblock in the District and Juvenile Processing Center are the Department's holding facilities.
2. Cell - any area, space or enclosure, wherein a prisoner is locked or placed, which prohibits his/her freedom of movement.
3. Processing Area - a room or space used for processing, questioning or examining prisoner(s). While in these areas, the prisoner shall be under continuous control or supervision of MPD personnel and may be restrained to a fixed object, designed and intended only for this purpose.
4. Prisoner - a person who has been arrested and is being held in a holding facility pending arraignment, release, adjudication, or transfer to another facility.

5. Disabled Prisoner - a prisoner, who has a physical condition that restricts his/her movement, or a mental condition that hinders his/her ability to comprehend, who has been arrested and is being held pending arraignment, release, adjudication or transfer to another facility.
6. Security Risk Prisoner - a prisoner who poses a threat to him/herself, to the facility in which he or she is being held, or to others with whom the prisoner may come into contact. The security risk that the prisoner poses shall govern the kind of restraining devices used, and other actions to be taken by a member to ensure proper protection and security of the prisoner and the member.
7. Screening information - the information obtained and documented regarding the prisoner's medical condition at the time he/she is processed at the holding facility and before being transferred to another facility.
8. Field Search - the removal of coats, jackets or outer clothing to facilitate the search of the garments and clothes the prisoner is wearing.
9. Strip Search – having a prisoner remove or arrange his/her clothing to allow a visual inspection of the genitals, buttocks, anus, breasts and undergarments.
10. Squat Search - having a prisoner crouch or squat while his/her undergarments and other clothing are removed, exposing the genital and anal area. This type of search permits contraband or other material concealed in the genital or anal area to become visible or dislodged.
11. Body Cavity Search - the medical searching of a prisoner's genital and/or anal cavities to retrieve contraband, weapons or evidence of a crime that may be concealed within these areas. Only a physician shall conduct this type of search, at a medical facility.
12. Station Manager - the individual designated by the Commanding Officer to be responsible for managing all aspects of the station/holding facility area on a 24-hour basis. (Lieutenant, Civil Service Sergeant, Sergeant, Desk Sergeant or a Civilian)
13. Station Supervisor- the individual who is responsible for the daily operations of the station/holding facility area during his/her tour of duty. (Civil Service Sergeant, Sergeant, Desk Sergeant or a Civilian)

III. Procedural Guidelines

A. Administrative Duties and Responsibilities

1. The station/cellblock manager shall have overall responsibility for the management and administration of station/holding facility operations on all three watches. In addition to prisoner processing, record keeping, staff training, he/she shall: (CALEA 72.8.1)
 - a. Ensure that a safe, secure and sanitary environment is maintained for members of the Department and prisoner(s) while in the station/holding facility.
 - b. Ensure that all members assigned or detailed to the station/holding facility receive training that includes:
 - (1) The operation of the holding facility; (CALEA 72.1.1)
 - (2) Use of the Criminal Justice Information System (CJIS) and Live Scan;
 - (3) The policies and procedures outlined in this order; (CALEA 72.1.1)
 - (4) In fire suppression and the use of fire equipment; (CALEA 72.1.1)
 - (5) In-service training regarding the Department's policies and procedures, and
 - (6) Any changes in the rules and regulations relating to their duties.
 - c. Ensure that the unit is in compliance with the following procedures:
 - (1) The training coordinator receives the names of detailed and assigned personnel who need Criminal Justice Information System (CJIS) and Live Scan training,
 - (2) CJIS training is arranged through the Director of Information Technology Division and Live Scan training is arranged through the Director of Corporate Support;
 - d. Maintain a sufficient number of trained personnel on each shift and ensure that both male and female members are assigned to each watch to conduct prisoner searches.

2. The station supervisor is responsible for the daily operations of the station, holding facility and supervision of prisoners on his/her watch. The station supervisor's duties include, but are not limited to: (CALEA 72.8.1)
 - a. Overseeing the use and security of audio and visual electronic surveillance equipment used to monitor prisoner(s). This is done to reduce the possibility of unnecessarily invading a prisoner's personal privacy and to ensure monitors are placed so that prisoners cannot be seen by citizens who are being serviced at the station. (CALEA 72.8.2)
 - b. Providing aid to prisoners who claim a need for medical attention, by notifying Fire and Emergency Medical Service to respond to the station to determine whether the prisoner needs to be taken to a medical facility for treatment. An official shall complete a PD Form 313 (Arrestee's Injury or Illness Report and Request for Examination and Treatment) to document the complaint. (See GO-PCA-502.07 (Medical Treatment and Hospitalization for Prisoners).
 - c. Recording all medical problems brought to the attention of station staff on a PD Form 313 (Arrestee's Injury or Illness Report and Request for Examination and Treatment). The prisoner shall be transported to the hospital for treatment and the PD Form 313 (Arrestee's Injury or Illness Report and Request for Examination and Treatment) shall be given to the treating physician to record a diagnosis, along with the prisoner property bag containing the prisoner's medication. Once the prisoner has been released, he/she shall be transported back to the organizational element to complete the booking process and the PD Form 313 shall be included in the paperwork that accompanies the prisoner when he/she is transported to CCB or court. (CALEA 71.5.1-c and 72.6.5)
 - d. All medication, both prescription and over-the-counter, shall be recovered from prisoners, itemized and stored in a secured location and identified as the prisoner's property, in accordance with GO-SPT-601.01 (Recording, Handling and Disposition of Property Coming into the Custody of the Department). All of the prisoner's personal prescriptions shall be packaged in a separate bag and transported with the prisoner when he/she is taken to another facility. Only qualified medical personnel shall administer medication to prisoners. Procedures for handling prisoners who are in need of treatment and hospitalization see GO-PCA-502.07 (Medical Treatment and Hospitalization for Prisoners). (CALEA 72.6.5)
 - e. Ensure that each bed has bedding and is available to prisoners held in excess of eight hours; (CALEA 72.2.1-e)

- f. Ensure that prisoner meal orders are placed at, and picked up from, the Central Cellblock. The food shall be refrigerated and any unused food shall be discarded upon delivery of fresh meals. Prisoners shall be fed:
 - (1) Three meals during each twenty-four hour period; and (CALEA 72.7.1f)
 - (2) At the next mealtime, any time he/she is held in a holding facility for more than eight hours.
- g. Ensure that the prisoner's telephone conversation is not monitored or recorded. However, it is permissible to record the telephone number the prisoner calls. (CALEA 72.7.1-e)
- h. Ensure that all forms, equipment and supplies needed for processing prisoners are ordered and kept in stock. (PD Forms, gloves, flex cuffs, jumpsuits, inkpads, beddings, etc.)
- i. Verify that the arrest dispositions of all prisoners processed through the holding facilities are updated to reflect the status of the arrest and related property information (i.e., classification) in CJIS. (CALEA 72.5.3-b)
- j. Ensure that the CJIS Coordinator prepares a memorandum to be forwarded to the CJIS/WALES Section of the Records Branch, with the following:
 - (1) The names of all persons trained and a list with their signatures;
 - (2) The assigned user's access code; and
 - (3) A memorandum stating that all users have been trained and provide the names of the individuals who have been given access to CJIS and WALES and those individuals whose names need to be removed from the System.
- k. Obtain computer user identification codes from the training coordinator for all personnel assigned and trained to work in the station/holding facility
- l. Monitor the staff to ensure that they performs their duties in compliance with this order.

B. Searching Prisoners

1. All prisoners brought to a holding facility shall be booked and assigned to a holding cell by a station member.
2. The transporting member shall:
 - a. Prior to entering the cell block/holding area:
 - (1) Relinquish custody of the prisoner to the station staff;
 - (2) Secure his/her service weapon in a compartment specifically designated for securing weapons, PRIOR TO entering the cell block/holding area; (CALEA 72.4.1)
 - (3) Immediately respond to the prisoner processing area to complete the necessary reports.
 - b. When preparing prisoners to be transported to another detention facility (e.g. the Central Cellblock or the U.S. Marshall's cellblock);
 - (1) Search the prisoner; and
 - (2) Retrieve his/her service weapon.
3. The station personnel shall:
 - a. Take custody of the prisoner(s) from the transporting member at the van port door;
 - b. Escort the prisoner(s) into the cell block/holding area where he/she shall be searched prior to booking;
 - c. Conduct an inventory search of the prisoner, to include looking for weapons and contraband. All articles of clothing worn by the prisoner that could be used by the prisoner to cause harm to him/herself, such as neckties, belts and shoestrings, shall be removed from the prisoner prior to entry to the holding cell; (CALEA 72.5.1a)
 - d. Before placing the prisoner in an unoccupied cell, conduct a search of the cell for weapons and contraband; (CALEA 72.4.5)
 - e. When preparing prisoners to be transported to another detention facility;
 - (1) Allow the transporting officer to search the prisoner; then (CALEA 71.1.1)

- (2) Escort the prisoner to the van port door;
 - (3) Standby until the prisoner is placed in the transport vehicle by the transporting officer.
4. All property recovered from the prisoner shall be itemized, secured and stored by the recovering member. When a prisoner is released from custody all personal property shall be returned to him/her. (See GO-SPT 601.01, Recording, Handling and Disposition of Property Coming into the Custody of the Department) (CALEA 72.5.1a, b and 72.5.9)
5. UNDER NO CIRCUMSTANCES shall members of this Department perform a "body cavity" search. When probable cause exists that a prisoner has weapons, contraband or evidence secreted in a body cavity, the Watch Commander can authorize this search. The search must be conducted at a medical facility in a secure and private area, where only a physician will conduct the examination. A sworn member, the same sex as the prisoner, shall be present to seize any evidence that is obtained from the search.
6. In order to conduct a "strip" or "squat" search on prisoners, members must have reasonable suspicion that weapons, contraband or evidence are concealed, on the person or in the clothing, in such a manner that employing a full-field search technique may not discover them. These searches can only be conducted with the approval of the Watch Commander. A sworn member, the same sex as the prisoner, shall conduct the search in a private and secure area. (CALEA 1.2.8-b)
7. The Watch Commander giving authorization for the strip, squat or body cavity search shall ensure that the appropriate information concerning the search is logged and documented on the arrest paperwork of the arresting member. All strip, squat and body cavity searches shall be recorded by the watch commander in a log kept in the safe in his/her office and on the PD Form 150 (Tour of Duty Supervisor's Report). (CALEA 1.2.8-c)
8. Each log entry shall be written in block capital letters on alternating lines of the page. The log shall include the following information: (CALEA 1.2.8-c)
 - a. Name of the prisoner and the reason for the search;
 - b. The type of search conducted (e.g., strip, squat, etc.);
 - c. The date and time of the search;
 - d. An inventory of the items found or a notation if nothing is found;

- e. Name of the member conducting the search;
- f. Name of the member witnessing the search;
- g. Name of the official who authorized the search.

C. Prisoner Processing

1. AT NO TIME SHALL ANY JUVENILE ARRESTED BE TAKEN TO ANY ORGANIZATIONAL ELEMENT OR ANY OTHER UNIT. All juveniles placed under arrest or taken into custody for questioning shall be taken directly to the Juvenile Processing Center located at 501 New York Avenue, N.W. (enter through the van port only), and shall be processed in accordance with GO-OPS-305.01 (Handling Juveniles).
2. Whenever a juvenile or adult is taken into custody, the booking member shall inquire and document whether the prisoner is taking medication, his/her apparent health, behavior and body condition (e.g. body deformities, trauma markings, bruises, lesions, ease of movement, etc). This information shall be documented in the following manner:
 - a. If prisoners are taken to the hospital for treatment, the above information shall be recorded on the PD Form 313 (Arrestee's Injury or Illness Report and Request for Examination and Treatment).
 - b. If prisoners are not taken to the hospital, the adult's information shall be recorded on the PD Form 256 (Quick Booking Form), and the juvenile's information shall be recorded in item number 33 on the PD Form 379 (Delinquency Report). CALEA 72.6.3)
3. All prisoners shall be processed in accordance with the Unit's Standard Operating Procedures. Members shall process prisoners as soon as practical after an arrest and not impede a prisoner's opportunity to make bail or ensure a timely court appearance. (CALEA 72.7.1a and b)
4. Once the prisoner has been searched and booked, arresting members are authorized to use designated processing areas to continue their investigation.
5. When a prisoner has a past history of suicide attempts, or is exhibiting signs of suicidal inclinations, the prisoner shall be taken to a medical facility for a psychiatric screening. If the prisoner is not admitted, he/she shall be detained in a separate cell, when possible, and shall be monitored on a continuous basis.

6. Any information regarding a potential security hazard, such as a prisoner's escape or suicidal tendencies, or other information relating to a prisoner's mental or behavioral instability that could present a safety and security problem, shall be recorded in red ink at the top of the PD Form 163 (Prosecution Report). (CALEA 71.5.1c)
7. When appropriate, and when the telephone call would not jeopardize security or the integrity of an investigation, prisoners processed at the organizational element shall be given the opportunity to make a telephone call to arrange for bond, collateral and/or counsel, and to notify family members or employers. Telephone calls shall be noted in the statement of facts on the PD Form 163, or when applicable, PD Form 163-A (Prosecution Report – Driving Under the Influence). (CALEA 72.7.1-d)
8. The interview rooms located within the detectives' office shall be used for prisoners who need to meet confidentially with their attorney. The member/detective shall: (CALEA 72.7.1c)
 - a. Handcuff, shackle and search prisoners before leaving the holding area.
 - b. In the interview room, handcuff the prisoner to an immovable object designed and intended to be used to restrain the prisoner and remain in the same room with the prisoner maintaining continuous control of the prisoner, except when the prisoner is meeting with an attorney;
 - c. Return the prisoner to the holding cell, if the prisoner cannot be kept under continuous control, except when the prisoner is meeting with his/her an attorney;
 - d. Search the prisoner whenever he/she re-enters the holding area.
 - e. Inform the attorney that, during their meeting, the room will be guarded and the prisoner will be visually observed approximately every fifteen (15) minutes for safety and security precautions.
 - f. Ensure that the attorney presents a valid identification card with his/her photograph on it and a Bar Membership Card.
 - g. Conduct a pat-down search of the attorney prior to his/her meeting with the prisoner.
 - h. Allow no other visitor to meet with the prisoner while he/she is in the Department's custody, or any package to be received on behalf of a prisoner, except money used for forfeiting. (CALEA 72.8.4 and 72.8.5)

9. Before being released, prisoners shall be positively identified through the Automated Fingerprint Identification Section (AFIS), or by Photograph Identification, prior to being released. (CALEA 72.5.8)
10. In instances where the Central Cellblock reaches its maximum capacity, the district holding facilities shall assist with housing the additional prisoners. (CALEA 72.5.7)

D. Outside Law Enforcement Agencies

1. Detaining prisoners at the holding facility for an outside law enforcement agency will require members from the outside agency to show appropriate identification to ensure they have the legal authority to make an arrest. (CALEA 72.5.6)
2. Arrests made by members of an outside agency are to be processed by entering the agency information into CJIS to generate an arrest number for the case and write that number in the appropriate space on the arrest reports. Members shall:
 - a. Not accept any injured prisoner(s), prior to the prisoner obtaining medical attention.
 - b. Accept only those prisoners who need to be booked and processed from outside law enforcement agencies during hours the court is in session, or when the U.S. Magistrate is available.
 - c. Prior to accepting a prisoner from members of an outside agency, a specific charge must be cited by the member of the requesting agency so that the prisoner can be booked properly. Entries such as "Hold for U.S. Marshal, FBI, or Immigration" are not acceptable."
3. When prisoners are released to another agency, members shall inform the receiving agency of all pertinent information on the prisoner who present a security hazard, and provide documentation that lists the names of each prisoner being released to them. (CALEA 71.1.6-d)

E. Security and Control Requirements

1. Station Personnel shall:
 - a. Be responsible for the direct supervision and control of prisoners detained at the holding facility, as well as govern the access of non-essential persons. Only individuals authorized by the station supervisor shall be allowed to enter an occupied holding area. (CALEA 72.1.2)

- b. Personnel assigned to holding facility areas shall ensure that all doors, including doors to vacant units, storage rooms, unoccupied cells are secured and locked at all times. (CALEA 72.4.4)
 - c. Keep holding cell keys in a secure location within the station. Only assigned personnel shall handle these keys. (CALEA 72.4.3)
 - d. Members assigned to the station shall read and be familiar with the Emergency Evacuation Plan. (CALEA 72.3.2)
2. Upon the escape of a prisoner from a holding facility, station personnel shall:
 - a. Immediately broadcast a lookout to the dispatcher;
 - b. Provide all available descriptive information about the escapee, including Live Scan pictures to members patrolling the district and adjacent jurisdictions;
 - c. Coordinate the search for the escaped prisoner;
 - d. Immediately conduct a count of prisoners;
 - e. Notify the Watch Commander as soon as possible;
 - f. Prepare the preliminary report, as well as all other necessary incident reports. (CALEA 72.4.10)
3. AT NO TIME SHALL STATION PERSONNEL ENTER AN OCCUPIED CELL, unless the member is being monitored by visual or audio surveillance equipment and/or has access to a distress alarm. In addition, members shall secure their weapon before entering the holding cell area, EXCEPT IN CASES OF EMERGENCY, such as an emergency evacuation. (CALEA 72.4.1 and 72.4.2)
4. Prisoners known to be violent or engage in self-destructive behavior, and who display such behavior, or are under the influence of alcohol or other drugs shall be placed in a separate holding cell, when possible. (CALEA 72.5.5)
5. AT NO TIME SHALL ADULT AND JUVENILE PRISONERS BE HELD TOGETHER. When male and female prisoners are detained in the holding facility for adults, and when male and female juvenile prisoners are detained in the Juvenile Processing Center, in both situations, the male and female prisoners shall be separated by "sight and sound". For the purpose of this order, the term "sound separation"

means the noise level of normal/loud conversation and does not include deliberate yelling or screaming. (CALEA 72.5.4)

6. Members of the Department are prohibited from visiting the cells in which prisoners of the opposite sex are confined, except to perform police duties or for booking and detention duties. (CALEA 72.8.3)
7. All contact with prisoners of the opposite sex shall be handled with caution and monitored by another member. (CALEA 72.8.3)
8. UNDER NO CIRCUMSTANCES ARE ANY TYPE OF CULINARY UTENSILS ALLOWED IN THE CELL BLOCK AREA. Maintenance personnel using tools shall only be allowed in a cell when it is unoccupied. A strict accounting of tools used for the job shall be conducted and the area where the work is being done shall be inspected before and after the work is completed to ensure no tools have been left in the facility. (CALEA 72.4.7)
9. Members holding a prisoner for questioning or testing, in an interview room or processing room, shall remain in the same room or area with the prisoner and shall maintain continuous control of the prisoner, except when the prisoner is meeting with an attorney. If a prisoner must be left unsupervised, he/she shall be placed in a holding cell. Even when a prisoner is handcuffed to a fixed object that is designed and intended to be used as a restraint, the member shall still keep the prisoner under continuous control and observation to preclude the possibility of any security breaches.
10. Members shall notify the Watch Commander or the station supervisor of any incident involving a threat to the facility or any person to include, but not be limited to, prisoner escapes, injuries to members or prisoners that occur at the holding facility.

F. Safety and Emergency Operations

1. Incidents that occur in the holding facility that threaten the facility or any person therein shall be documented by the Watch Commander on a PD Form 150 (Tour of Duty Supervisor's Report), prior to the end of his/her tour-of-duty. (CALEA 72.4.11)
2. Each holding facility equipped with an automatic fire alarm, and/or a heat and smoke detection system, shall obtain written approval for the system from the D.C. Fire Department as required by the D.C. Fire Code. (CALEA 72.3.1)
3. A written Emergency Evacuation Plan for the holding facility shall be maintained and posted in each facility. Emergency exit signs shall be designated and posted, directing evacuation of persons to hazard-free areas. Members assigned to the station shall read and be familiar with the Emergency Evacuation Plan. (CALEA 72.3.2)

4. At least one or more signs shall be posted in the cellblock area to advise prisoners how to request emergency medical assistance. The signs shall be written in English and any other language prevalent in the district's service area. (CALEA 72.6.4)

G. Facility Inspection

1. The incoming station supervisor shall conduct a thorough inspection of the holding area and of all equipment, to include ensuring that the positioning or control of the cameras reduces the possibility of invading a prisoner's personal privacy. (CALEA 72.8.2)
2. The station supervisor shall ensure that measures are taken to keep the holding areas clean and/or fumigated for control of pests. The station manager shall be notified when a problem surfaces about cleanliness and pest control. He/she shall forward a request to Facilities Management to handle the problem. (CALEA 72.3.3)
3. The station supervisor assigned to each watch shall ensure that the following inspections are conducted and document findings in the inspection log, at the times specified below:
 - a. The following daily inspections shall be documented on the PD Form 150 (Tour of Duty Supervisor Report):
 - (1) An actual prisoner count shall be conducted at the beginning and end of each watch; (CALEA 72.8.1)
 - (2) Unoccupied cells and other areas where prisoners have access are inspected for weapons and contraband;
 - (3) The physical observation of the prisoner in the holding cell every thirty minutes; (CALEA 72.8.1)
 - (4) The inspection of the automatic fire detection devices, alarm systems and equipment to ensure that the devices are present, appear to be in normal condition, and are accessible and not blocked;
 - (5) A check for sanitary conditions to ensure that the cells are clean and conditions conducive to the harboring or breeding of pest are eliminated.
 - b. The following weekly inspections shall be document on the PD Form 150 (Tour of Duty Supervisor Report):
 - (1) A weekly visual inspection of the fire equipment (e.g. extinguisher) shall be conducted and semi-annual testing of fire equipment. (CALEA 72.3.1-a)

- (2) First aid kits shall be checked weekly and replenished as necessary. This inspection check shall be documented in the on the PD 150 (Tour of Duty Supervisor Report) (CALEA 72.6.2)
 - (3) A general security inspection of the entire facility, to include looking for contraband, weapons and to identify defective and/or broken equipment and areas that are in need of repair. (CALEA 72.4.6)
 - (4) Any breach of security and any problems observed within the facility.
 - c. All discrepancies shall be noted and the appropriate unit within the Department shall be notified, when appropriate.
 - d. Testing of fire detection devices, alarms and equipment as required by D.C. Fire Code. (CALEA 72.3.1-b)
- H. The Office of Quality Assurance is accountable for inspecting the operation of the booking facilities, to ensure strict compliance with the booking SOP and other related directives. The Office of Quality Assurance shall:
 1. Conduct scheduled quarterly audits of the booking facilities and document findings, such as the time taken to complete procedures; staffing issues, compliance to the procedures as defined in this SOP, proper treatment and handling of prisoners, etc.
 2. Conduct unannounced, random audits of the booking facilities and document findings.
 3. Submit formal reports of the findings from these audits that will be forwarded to the Chief of Police, through the Executive Assistant Chief of Police.

IV. CROSS REFERENCES

- A. D.C. Official Code, Section 5-113.01 Records
- B. GO-OPS-305.1, Handling of Juveniles
- C. GO-OPS-308.4, Processing of Suspected Mentally Disturbed Persons
- D. GO-PCA-502.1, Transporting Prisoners
- E. GO-PCA-502.7, Medical Treatment and Hospitalization for Prisoners

// SIGNED //
Charles H. Ramsey
Chief of Police

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