

PROCESSING & TEMPORARY DETENTION FACILITY

PURPOSE: To provide for the administration, processing, supervision, security, and inspection of prisoners and the temporary detention facility.

POLICY: It is the policy of this Department to provide proper training, instruction, and maintenance for safe operation of its temporary detention facility and the personnel who are involved in the operation of the facility.

PROCEDURES:

- I. **AUTHORIZATION**

The processing and temporary detention facility is located on the northwest side of the building. The facility is used for prisoner processing, testing, and temporary detention as part of the arrest process.
- II. **TRAINING**

All Department personnel will receive the appropriate level of training in the processing and temporary detention facility. The following training will be provided at a minimum;

 - A. All sworn personnel will receive instructions in prisoner processing and temporary detention facility operation;
 - B. Non-sworn employees of the Department whose duties support the temporary detention facility will be trained in the correct techniques, when dealing with and searching prisoners; and
 - C. Employees who do not work with or come into contact with prisoners will receive an orientation on the functions of the temporary detention facility.
- III. **PROCESSING AND TEMPORARY DETENTION AREA (10.05)**
 - A. Only Department personnel are allowed access to the temporary detention area. (10.06)
 - B. No visitation is allowed in the temporary detention facility. If a prisoner needs to consult with his attorney, a secure, unmonitored area will be provided for the consultation. An officer will be stationed in the area to prevent any escape attempts but will not be close enough to inhibit a private conversation. (10.07)
 - C. Entry and exit to the temporary detention area will be controlled. The door to the temporary detention facility will be locked at all times while prisoners are present. The temporary detention facility is controlled by means of manual keys and emergency copies of all keys to the temporary detention facility are located in the Office of the Chief of Police. (10.16)
 - D. Firearms are not to be taken into the temporary detention area and shall be placed in a secure location. Secure locations are the lockboxes entering the temporary detention area in the hallway or securing the firearm in the patrol vehicle. All less lethal weapons (i.e. ECD, pepper spray, batons) are permitted to be carried into the temporary detention facility. (10.21)
 - E. Personnel working in the temporary detention facility will carry a portable radio equipped with a duress alarm to be used in emergency situations.
 - F. All arrestees brought to this Department to be detained for processing, testing, or temporary detention will be logged on the Jacksonville Police Department Inmate Log (JPD Form 12-1a).