

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

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CUSTODIAL CARE STANDARDS**454.00 PURPOSE**

The purpose of this General Order is to establish procedures to apply to the Custodial Care Division (Holding Facility) of the Police Department and detainee placement and procedure.

454.01 TEMPORARY CUSTODY FACILITIES

- A. The Ferguson Police Department's Holding Facility contains ten (10) custody rooms.
- B. The Ferguson Police Department's Holding Facility has ten (10) custody rooms and each contains a lavatory, wash basin, water fountain and designated sleeping area for the detainee.
- C. Fire prevention plan, fire evacuation plan and fire suppression. (See G.O. 416.00 *Prisoner Conveyance and Holdover Facilities*)
- D. The Commander of Operational Support, his designate or on-duty Watch Commander, shall conduct a daily visual inspection of all holding facilities. (G.O. 416.00)
- E. The Commander of Operational Support or his designee will affirm that a staff review is completed of temporary custody rooms and procedures, at least once every three years.
- F. Personnel who use the facility and all aspects of the custody rooms shall have immediate initial training to include First Aid training followed by refresher training at least once every three years.

454.02 TEMPORARY CUSTODY INTAKE AND HOLDING

- A. Correctional personnel shall provide written documentation to include the date, time and reason as well as any meals provided for detainees processed in and out of the facility.
- B. The Commander of Operational Support or his designate is responsible for monitoring the length of time that each prisoner has been held to ensure that no prisoner is held in Ferguson Holding Facility for more than seventy-two (72) hours. (G.O. 416.00)
- C. At no time will females and males (adults) be held in sight of each other. At no time will juveniles be secured in the jail or jail cell environment. When juveniles are brought into the jail facility for fingerprinting and/or booking purposes they will be kept from the adult inmate population, and in total sight and sound separation of same. (G.O. 416.00)
- D. Prisoners waiting to be booked may be secured on the fixed holding bench until their turn to undergo the booking process. (G.O. 416.00) The holding bench is located in the hallway directly inside from the sally-port. Sets of handcuffs are fastened to the concrete wall adjacent to the holding bench for the security of prisoners.
- E. Twenty-four hours visual supervision of detainees housed in the holding facility is maintained by the camera system directed to the communications dispatcher(s) and is essential for maintaining security and ensuring the safety and welfare of detainees. (G.O. 416.00) Correctional Officers are provided on-site for 24-hour supervision of all detainees. Correctional Officers will conduct on-site face to face visual observation and count of all detainees at least once per shift.

Prisoners under the influence of alcohol or drugs or who are violent should be segregated from other prisoners. Special consideration should be given to ensure the potential for detainees to injure themselves or others is minimized. The means to segregate prisoners once it has been determined they are intoxicated, under the influence of drugs or violent are: 1. placing them into single cells prior to processing, and/or, using restraining devices to secure them within a single cell. Such detainees should remain under close observation. (G.O. 416.00)

Correctional personnel will secure and monitor individuals in locked spaces who are unattended.

- F. Only commissioned and correction officers who have received training in safety procedures, holding facility operations, supervision and physical restraint of prisoners or other training deemed necessary by the Commander of Operational Support shall perform duties relating to the holding facility operations.

All officers shall receive in-service training on the application of physical restraints, searching and booking prisoners into holding cells, fire suppression equipment and evacuation. (G.O. 416.00)

454.03 SECURITY

- A. No officer will enter the holdover/jail area with firearms while prisoners are inside the holdover/jail area. Officers booking prisoners into or entering the holding facility shall secure their firearms in the weapons lockers located outside of the holding area. (G.O. 416.00)
- B. A duress alarm is located at each entrance of the holding facility. One duress alarm is located in the sally-port and the other is located between the two entrance doors leading from the interior of the police station.
- C. At the beginning of a correction officer's tour of duty, it will be his/her responsibility to take a brief tour/inspection of the jail facility. This will be for the purpose of not only identifying obvious items in need of maintenance or repair but, also to assess the general inmate population's conditions. (G.O. 416.00)
- D. Only arresting and booking officers or those otherwise directly involved in the booking process shall be allowed in the booking area. (G.O. 416.00)
- E. All areas of detention are continuously electronically monitored. If circumstances occur where a detainee(s) is unattended, face to face visual observation will be achieved every thirty minutes. (i.e. surveillance system malfunction)
- F. Correctional Officers are provided on-site for 24-hour supervision of all detainees. Correctional Officers will conduct on-site face to face visual observation and count of all detainees at least once per shift.

Twenty-four hour visual supervision of detainees housed in the holding facility is maintained by the camera system directed to the communications dispatcher(s) and is essential for maintaining security and ensuring the safety and welfare of detainees. (G.O. 416.00)

454.04 SAFETY AND SANITATION

The Commander of the Bureau of Operational Support or his designee will cause the holding cells of the Ferguson Police Department to be inspected for safety and sanitation conditions within the custody rooms as well as minimum standards for each room to include:

- A. The Commander of the Bureau of Operational Support or his designee will document on-site inspections of cells and all alarm systems on a weekly basis to include sanitation assurance as well as a search for contraband and weapons;

- B. The Commander of the Bureau of Operational Support or his designee will document inspections of fire equipment and fire detection devises on a semi-annual basis and weekly testing of alarms (*G.O. 416.00*);
- C. The Custodial Care area (Holding Facility) post evacuation plans as recommended by the Ferguson Fire Department;
- D. Lighting and air circulation (in the Custodial Care area will be) in compliance with local codes;
- E. The Ferguson Police Department Holding facility custody rooms each have drinking water, lavatory and wash basin in all ten holding cells. There is a shower available, bed and bedding for those held in excess of eight (8) hours; and
- F. There are regular inspections for rodent and pest control.

454.05 ACCESS

The Ferguson Police Department regulates access and security into the holding facility reducing the threat of escape, injury and other unforeseen contingencies. The following directives will be followed:

- A. Security of firearms and other weapons and any exceptions in the event of emergencies. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- B. Conditions under which an employee enters a cell. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- C. All doors entering/exiting into the Holdover Facility are to be secured at all times. All cell doors are to be closed and secured at all times when inmates are incarcerated. Unoccupied cells may have their doors left open for the easy identification of availability and placement of unruly prisoners;
- D. All correctional officers will be issued a key to the Holdover Facility doors and a key to the cell doors. The master keys are secured with the Chief of Police. The electronic locks are controlled from the communications console of the police dispatching area;
- E. Security check and search of cells prior to and immediately following use of cells. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- F. Control of any tools or other items that could be used as a weapon. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- G. Communication personnel auditorily and visually monitor officers with prisoners upon entry into the Sally Port of the Police Department. Each officer of the Ferguson

Police Department is issued a portable radio to communicate two ways at any time. Each portable radio is equipped with an emergency button;

- H. Procedures to follow in the event of an escape. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*). Procedures for escape are the same whether the escape occurs during transport or from the holding facility.

454.06 BOOKING AND COLLECTING PRISONER PROPERTY

The Ferguson Police Department defines procedures to be used when booking, collecting or returning property for each detainee, to include:

- A. The separation of males, females and juveniles by sight and sound during booking and detention. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- B. Searching the detainee prior to placement into a cell or holding area. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*);
- C. An itemized list of the individuals property; signed, timed and dated by the individual and collecting personnel. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*);
- D. Security measures for the property. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*);
- E. Documented return of the property; signed, timed and dated by the individual and returning personnel. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*);
- F. Corrections officers/commissioned officers will positively identify individuals who are arrested (booked) or taken into custody (custody forms-juvenile) prior to their release;
- G. Current health and any needed prescribed medication. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*);
- H. Normal or abnormal behavior. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*);
- I. Any injuries, bruises, or other notable signs of incapacitation. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*).

454.07 DETAINEE TREATMENT

The Ferguson Police Department has procedures that address the treatment of detainees to include:

- A. Procedures for the handling and separation of detainees under the influence of alcohol or drugs or who are violent or uncontrollable. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- B. Documented access to prescribed medications or any other medications dispensed while being detained. (*G.O. 473.00 Medical Treatments for Prisoners*);
- C. Three meals during a 24 hour period. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*);
- D. Access to a telephone. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- E. Detainees will have the opportunity to post bond on Ferguson municipal warrants. Prisoners will not be held in this department's facility no longer than seventy-two (72) hours. (*G.O. 417.00 Booking Process, Fingerprints, Mugshots*);
- F. Access to an attorney by a detainee will be confidential while in custody. (*For additional see G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- G. Telephones are provided in each of the ten cells for detainees. Signs are posted from both entrances into the Holding Facility indicating that "This Area Electronically Monitored". The phone system reminds the detainee as he initiates a call that the call will be monitored. (*For additional see G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- H. The Commander of Operational Support or his designee will provide that a "First Aid Kit" is stored in the centrally located holding facility's office where it will be readily accessible. A weekly inspection of the "First Aid Kit" will be documented and kept on file for a period of one year;
- I. Procedures to follow when a detainee is in need of medical attention. (*G.O. 473.00 Medical Treatment for Prisoners*).

454.08 DETAINEE SUPERVISION

The Ferguson Police Department supervises all individuals detained by the agency and includes the following:

- A. Correctional Officers are provided on-site for 24-hour supervision of all detainees. Correctional Officers will conduct on-site face to face visual observation and count of all detainees at least once per shift;
- B. Visual observation of each detainee is achieved at least every thirty minutes;

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- C. Specificity that any electronic surveillance equipment will be utilized in the least invasive manner possible. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- D. Procedures for the supervision of opposite sex detainees by agency staff. (*G.O. 416.00 Prisoner Conveyance and Holdover Facilities*);
- E. Detainees are prohibited from receiving packages or mail.
- F. Visitors are not allowed for detainees. Attorneys and clergy shall be permitted access to their clients at any hour. (*For additional see G.O. 416.00 Prisoner Conveyance and Holdover Facilities*).

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 35.1, 35.2, 35.3, 35.4, 35.5, 35.6, 35.7, 35.8