

CHAPTER 70

PROCESSING AND TEMPORARY DETENTION

Discussion: This chapter is applicable to situations when detainees are transported to a law enforcement facility, other than a holding facility, jail, or corrections facility, but under the control of the agency, for the purpose of processing, testing, or temporary detention. The length of time involved is measured in minutes and hours not days and does not involve overnight housing or provisions for meals. Detainees shall be kept in processing / detention only as long as necessary to complete required department business. Detainees are to be monitored closely as they have not been through an intake or other screening process as required in jails. Generally a person is considered a detainee until such time as the person is in the custody of agency personnel. Temporary detention is defined as that time frame in which a person in custody is brought to the department for the purpose of processing, DUI cases or paper work for release without booking into a holding facility. This chapter does not apply to detainees in jail, appearing in court, or involved in investigatory interviews.

70.1 Authorization

70.1.1 Processing and Temporary Detention Area

Processing and temporary detention is a secured area within the Hattiesburg Police Department that is designated for that purpose. The rooms are placarded or otherwise clearly marked for their intended purpose. The sole use of this area is to maintain control of persons under arrest, complete reports and forms, conduct test, and provide a waiting area for bonding or other release. This area consists of:

- A. A main room for processing
- B. An office work space
- C. A detention room

70.2 Training

70.2.1 Training of Personnel

Personnel charged with processing or monitoring detained individuals will receive training as follows;

- A. During basic class at the Hattiesburg Police Training Academy.
- B. Lateral or new officers that have a current state certification will receive training during their entrance training at the Hattiesburg Police Training Academy.
- C. Class room training will be reinforced during the FTO Program.

- D. Refresher training will be provided at least once every three years

70.3 Detainee Processing and Control

70.3.1 Procedures

- A. A log will be maintained documenting the reason, date, time in and time out of the processing area.
- B. The officer that arrested the individual or is performing any testing is charged with the supervision and accountability for processing, searching and the temporary detention of individuals in the facility.
- C. Securing and monitoring unattended detainees in holding.
1. Leaving detainees unattended is considered a last resort measure.
 2. Officers shall make a reasonable attempt to locate another officer
 3. The time detainees are left unattended is measured in minutes with 5-10 minutes considered the norm not to exceed 30 minutes without a "face to face inspection.
- D. Detainees are to remain in restraints except when the removal of restraints is necessary for processing. Normally handcuffs will be utilized, fixed restraints will be used only if bars, rails, or loops specifically designed and intended for that purpose are available.
- E. Separation of males, females and juveniles
1. At no time will a juvenile be processed or held while an adult detainee is in the processing or holding area.
 2. Males and Females will not be placed in the holding room at the same time. A Male or Female may be processed while a member of the opposite sex is secured in the holding room.
 3. Two persons of the same sex may be placed in holding provided that they are cooperative and are not opposing parties of the same incident.

70.2.3 Security

- A. Firearms will be secured in lock boxes provided before entering the processing / holding area.
- B. Panic or duress alarms are provided on the hand held radios issued to Officers

All officers are authorized to enter the processing / holding area to process or place a detainee in holding. Non-sworn access is restricted to persons that are assisting in the processing, providing or assisting in inspections or performing maintenance. Maintenance will be performed during times that the processing / holding area contains no detainees.

- D. To minimize the possible of escape the door to the processing room will remain closed during processing. Constant supervision is required during processing. The holding room will be locked whenever a detainee is placed in the room.
- E. Detainees will not be left in the holding room without a Face to Face visual observation at least every 30 minutes. Should an officer be called away or have leave the processing / holding area a face to face check will be made prior to leaving and immediately upon return.
- F. Monitoring will be accomplish through a video monitoring system in the dispatch center.

70.4 Processing and Holding Facility Conditions

70.4.1 Physical Conditions

- A. The Holding room shall remain void of furniture, cables, access to power receptacles, or lighting controls. A built in bench is provided for the detainee to rest on.
- B. Water is provided from bottled water dispensers in the building close to the processing / holding area.
- C. Restrooms are provided connected to or just outside of the processing room. Officer escort is required to facilities outside of the processing area.

70.4.2 Fire Plan

Fire extinguishers are placed near the processing room to control small fires. Should the fire be large or the available extinguisher not exhaust the fire the processing officer shall take immediate control of the detainee and exit to a place of safety. Dispatch will be notified of fire as soon as practical after accounting for detainee and officer safety.

70.4.3 Inspection and cleaning

- A. Maintenance personnel will provide for daily (business days) cleaning of the processing area and detention room. During this time they will inspect the detention room, ensuring that the room is free of any loose objects and performing any needed repairs.
- B. The intoxilizer is the property of the Department of Public Safety and as such is maintained and inspected at their discretion. The machine is connected by internet to DPS and communicates status and provides for data transfer.

- C. At least once every three years an administrative review will be conducted to ensure that agency policies and procedures governing temporary detention are being followed and that the facility continues to be adequate for department needs.