



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE			PROCEDURE NUMBER
TEMPORARY DETENTION AND PROCESSING PROCEDURES			PG1010.0
SECTION	DISTRIBUTION	ISSUE DATE	REVIEW DATE
Adult Arrest Procedures	A	03/14/08	01/01/11
REPLACES			
PG1010.0 "Temporary Detention And Processing Procedure", issued 10/15/04			
RELATED DIRECTIVES	REFERENCES	AUTHORITY	
PG1002.0, 1004.0, 1100.0	CALEA 1, 72	Commander Larry M. Brownlee, Sr.- Division Chief	

I. PURPOSE

This directive establishes procedures regarding the detention of prisoners in the Division's temporary detention facility, provides guidelines for prisoner searches, and explains the processing procedures at Prince George's County Central Processing Unit and Park Police Headquarters.

II. PROCEDURES AND RESPONSIBILITIES:

A. Temporary Detention Facility (TDF)

1. The Divisions temporary detention facility is located in the Park Police Headquarters Station. Officers of this Division are responsible for keeping the Records Management Section and Property Specialist aware of needed materials, such as, reports, fingerprint ink and cards, property bags, Polaroid film, etc.
2. Support Operations, Assistant Chief or his/her designee is responsible for the operation of the temporary detention facility at Headquarters. The temporary detention facility will be inspected weekly by the Operations Duty Officer (ODO) and/or shift supervisor. The Operation Duty Officer will complete a field inspection form and any deficiencies will be reported on the form. If any deficiencies are noted a copy will be forwarded to the Support Operations Assistant Chief. A copy of all inspection forms will be forwarded to the Accreditation Manager.

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3. The temporary detention facility at Park Police Headquarters is for the detention of adult and juvenile criminal offenders not to exceed 6 hours. A log entry must be completed for all detainees (that includes Officer name, case #, reason for detention, date and time in and out). The Prince George's County Central Processing Unit Facilities (CPU) will be used for processing all adult prisoners.
4. The temporary detention facility will meet the following minimum standards:
 - a. The facility will be equipped with a fire suppression system. A fire extinguisher will be maintained in an easily accessible location within the facility.
 - b. Emergency evacuation plans that are clearly posted in all areas of the facility.
 - c. Provide for prisoner access to a toilet, sink and drinking water.
 - d. Designated and signed emergency exits.
 - e. A security (panic) alarm system linked to the Communications Section.
 - f. Firearms lock box to secure firearms.
 - g. A first aid kit.
5. The safety of officers, prisoners and other users of the temporary detention facility are of primary importance. Any violations of safety standards or any unsanitary conditions will be reported to the officer in charge immediately.
6. Whenever it is necessary for maintenance personnel to do any work within the temporary detention facility area, the facility manager will ensure that the area is inspected after completion of the work to make sure that no tools; contraband or other items were left behind.

B. Security

1. In the event of a fire or other emergency in which the evacuation of the facility is required, officers will follow the procedures set forth in this directive under Section V.A-E. "EMERGENCIES".
2. Officers will obtain positive identification from all personnel of other agencies, including the verification of their authority and/or documentation to give or receive the prisoner, prior to accepting or releasing any prisoner.
 - a. Officers will verify the proper identification of all prisoners being released to any other person from a detention or holding facility to ensure that they are releasing the proper person.

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3. No firearms will be brought into the temporary detention facility, except at the direction of a supervisor. Officers will use the lock boxes or lockers, located in the lock up area, to secure all firearms before entering a detention facility occupied by a prisoner.
4. Only those officers or persons necessary for the processing of prisoners will be allowed in the temporary detention facility during their use.
5. Areas in the temporary detention facility not necessary for the processing of prisoners shall be closed off and secured when prisoners are in the facility. This includes hallways and cells, interview rooms, and doors allowing entrance/exit from the area.
6. At least one officer will be assigned by the on-duty supervisor to remain with all prisoners being detained in the temporary detention facility.
 - a. This officer will observe the detainee(s) at least once every 30 minutes.
 - b. When possible, officers of the same sex as the detainee will be utilized.
7. Officers will search all prisoners prior to entering the temporary detention facility and will inspect the detention cell(s) for weapons, contraband, etc., prior to and after each use.
 - a. Prisoners should be searched by officers of the same gender (if available).
 - b. When circumstances do not allow for this because of officer safety or officer of the same gender is not available, transporting officer should, whenever possible, secure the presence of another officer to witness the search process.
 - c. In those instances where the transporting officer must search a member of the opposite sex, searches will be conducted following established professional standards, with the primary importance being officer safety. Additionally, include information pertaining to search in report narrative.
8. All personal items will be removed from all prisoners prior to their being placed in a cell for detention. This includes jewelry, belts, shoelaces and tobacco products. See also Section D. below.
9. All adult prisoners will have at least one arm handcuffed to the bar in the cell unless impossible due to a physical problem.
10. No smoking or flammable substances are allowed in any temporary detention cell.

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11. It is preferred that officers not enter an occupied cell alone. Whenever an occupied cell is to be entered, the officer(s) will take the following precautions:
 - a. Officer(s) will notify the dispatcher and have them monitor the situation via the audio and visual equipment in Communications.
 - b. Officer(s) will notify Communications when they are clear of the cell and it is again secure.

12. Officers will use the emergency alarm systems, or radio, to summons assistance when an emergency situation arises. When such an alarm or call is received; the following actions will be taken:
 - a. The Communications Section will immediately broadcast the alarm over the radio. At the Park Police Headquarters officers will be notified over the public address system.
 - b. Officers in the building, except light duty personnel, and nearby field officers will immediately respond upon announcement of the emergency.
 - c. The dispatcher will ensure that sufficient officers and the OIC respond to the emergency and will advise responding field units whether or not officers are responding from within the building.
 - d. As soon as the emergency situation has been stabilized, officers in the temporary detention facility will contact the Communications Section. Communications will then announce that no further response is necessary.

13. In the case of a prisoner escape from the temporary detention facility, the Operations Duty Officer and/or OIC will be notified immediately. The Communications Section will broadcast a lookout with all pertinent information and will notify the Prince George's County Police Communications Section. The Operations Duty Officer or OIC will utilize those resources deemed necessary to perform a thorough search. Control of any area search will be the responsibility of the agency with primary jurisdiction.

14. Officers will immediately report any unusual incidents that occur in the temporary detention area, or incidents that threaten the facility or any person therein, to the Operations Duty Officer and/or OIC. The Operations Duty Officer, or OIC will investigate and submit a Commander's Report on the incident. This will include, but not be limited to: suicide attempts, injuries to prisoners and/or officers, overcrowding, fires, escapes, or attempted escapes.

C. Separation and Placement of Prisoners

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1. It will be the responsibility of processing officers to segregate prisoners in the detention facilities.
 - a. At no time will male and female prisoners be held in same cell.
 - b. At no time will adult and juvenile prisoners, regardless of sex, be held in the same cell.
 - c. Officers will be governed by the procedures established in Division Directive PG1102.0 - "Juvenile Detention Facility", whenever they detain a juvenile in the juvenile detention facility.
 - d. Prisoners will be separated by sight and sound from other prisoners while held in the detention facility. This will include times when a prisoner is removed from a cell for processing, interview/interrogation or use of the restroom facility.
 - e. Prisoners who are violent, self-destructive or under the influence of alcohol or other drugs will be segregated from other prisoners.
2. At Park Police Headquarters:
 - a. Two cells in the lock-up area with heavy metal bars are specifically designated for the detention of adult prisoners for temporary housing until they can be transported to the Central Processing Unit for processing.
 - b. The room with the sign "Juvenile Lock-Up Only" is specifically designated for the detention of juvenile criminal offenders and is separated by a security door from the adult area.
 - c. The processing room is used to process juvenile offenders only, all adults will be taken to the Central Processing Unit for processing after an arrest is made.
3. In the event that the Prince George's County Central Processing Unit's are not available for the processing of adult prisoners officers of this Division with authorization from the Operations Duty Officer and/or OIC may bring their prisoner's to Park Police Headquarters for processing. In this case refer to Section IV. of this directive.

D. Property of Prisoners

1. All property belonging to prisoners detained in the temporary detention facility will be removed from their possession prior to being placed in a cell. See also Section B.8, above.
2. Prisoner property will be inventoried and listed on a Property Record Form. The property will be placed in an evidence type bag by the officer and placed out of view of any and all prisoners.

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3. Upon the release or transfer of the prisoner, the releasing officer will compare the property to the Property Record, and release the property to the owner or next custodial officer on their signature.
 - a. The original copy of the Property Record Form will be included with the Arrest Report.
 - b. When property is retained for evidentiary or other purposes it will be noted on the Property Record Form. Follow the reporting procedures in Division Directive PG1200.0 - "Evidence" and Division Directive PG910.0 - "Reporting System".

E. Medical Care for Prisoners

1. Processing officers will routinely check on the health of any prisoner(s) and immediately notify the Communications Section and OIC, of any unusual medical conditions. This information will be thoroughly documented. These conditions include, but are not limited to:
 - a. Unusual behavior, such as unstable mental or emotional status, fainting, and seizures.
 - b. Body deformities, trauma markings, broken bones, lacerations and bruises.
 - c. Observation of signs of contagious diseases, or report of contagious diseases by the prisoner, relative or friend of a prisoner.
 - d. Medication in the possession of a prisoner when arrested, and reported to be essential by the prisoner.
2. The following procedures, (that are posted next to the first aid kit in the temporary detention area) will be followed in the event any prisoner being held in the temporary detention facility requires medical attention.
 - a. The officer will, as soon as practical considering the nature of the illness/injury, notify the Communications Section of the exact location and nature of the problem.
 - b. The Communications Section will contact the Fire/Rescue Communications, advising them of the location and nature of the problem.
 - c. Officers in the temporary detention facility will render any necessary first aid until relieved by Fire/Rescue personnel.
 - d. All prisoners complaining of illness or injury may be transported under police guard to a hospital by ambulance for examination and treatment. The on-duty supervisor will ensure that sufficient officers are present to guard the prisoner during transport and examination. (Refer to Division Directive PG1004.0 – "Prisoners Requiring Medical Treatment")
3. Officers will not dispense any medication to prisoners.

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F. Prisoner Rights

1. Adult prisoners will be transported to the Prince George's County Central Processing Unit (CPU) for processing and initial appearance before a District Court Commissioner. Officers/Investigators should avoid any unnecessary delay in transporting the prisoner to CPU after an initial interview/interrogation is completed at Park Police Headquarters.
2. Officers will not impede a prisoner's attempt to make bail in any way.
3. Prisoners are permitted to make at least two local or collect long distance telephone calls. These calls should not exceed five (5) minutes each. It is the responsibility of the processing officer to ensure that the prisoner is given the opportunity to make the telephone calls, unless the calls would jeopardize an ongoing investigation. Such information will be noted in the Arrest Report.
4. Prisoners, upon request, are permitted to have confidential access to their attorneys. The attorney is subject to a pat-down search prior to contact with the prisoner. Attorneys interviewing clients will be given the use of a private room within the temporary detention facility. Officers must respect the confidentiality of the attorney/client relationship and may not listen to their conversation.
5. Audio and visual monitoring equipment covering the temporary detention cells and hallways will be controlled so as to reduce the possibility of invading the privacy of any prisoner.
6. Since the temporary detention facility is designed for short period usage, the following restrictions apply:
 - a. Prisoners are not permitted to receive visitors while in the temporary detention facility, unless authorized by the Operations Duty Officer in an emergency situation.
 - 1) If a visitor is authorized, they must provide their name, address and relationship to the prisoner to the arresting/processing officer.
 - 2) An authorized visitor will be escorted to and from the meeting with the prisoner by an officer, and will be searched prior to any contact with the prisoner.
 - 3) The escorting officer will note the visitor's information and the beginning and ending times of the visit. This information will be included in an arrest or incident report.
 - 4) Any visitation will be monitored by one or more officers.

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- b. No mail, packages or other correspondence will be accepted for a prisoner being held in any temporary detention facility.
7. Any information gained from a prisoner is to be retained on a confidential basis, as part of the Division's reporting system and is not permitted to be used in any capacity not specifically authorized.

III. PRISONER SEARCHES

A. Strip Searches

1. The decision to strip search must be based on specific factors which give rise to a reasonable suspicion that the prisoner may be concealing weapons, escape implements, contraband, or evidence.
2. Strip searches will be conducted only with the approval of either the Operations Duty Officer, if on duty, or the on-duty supervisor.
3. The search will be conducted by an officer of the same sex and observed by a witness officer of the same sex, whom is an employee of this Division or other public safety agency. At no time will a ride-along or other non-employee be used as witnesses.
4. The search will be carried out in an area that cannot be observed by persons not involved in the search and that is out of the camera view.
5. The prisoner will not be required to remain unclothed any longer than is absolutely necessary.
6. The mouth is the only body cavity that may be searched without a warrant. If an officer has probable cause to believe that a prisoner is concealing something in his/her mouth, the officer may use reasonable force to prevent the swallowing of the object and may remove the object.
7. Under no circumstances will any civilian be used to either conduct or assist with a strip search.
8. The arresting officer will note the following information in the narrative section of the Arrest Report:
 - a. The fact that a strip-search was conducted;
 - b. The names of the authorizing supervisor, witnessing officer, and search officer (if not the arresting officer); and
 - d. Reason for the search.

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B. Body Cavity Searches

1. Applications for search warrants for body cavity searches will only be made with the approval of the senior OIC and the on-duty or on-call detective.
2. All body cavity searches (except for searches of the mouth) will be conducted only after a search warrant has been obtained.
3. All body cavity searches will be conducted by a designated physician at Prince George's Hospital Center or similar hospital facility.
4. Force may be used to the extent necessary to affect a body cavity search.
5. Body cavity searches will be witnessed by at least one officer of the same sex as the prisoner. The officer will immediately take custody of any item(s) recovered in the search.
6. The primary officer involved in the body cavity search will include the following information in the report:
 - a. The fact that a body cavity search was conducted; and
 - b. The names of the approving supervisor, the witnessing officer, the judge signing the search warrant, and the physician conducting the search.

C. Supervisory Responsibilities

1. Supervisors must consider the following factors before approving either a strip search or an application for a body cavity search warrant:
 - a. The type of crime for which the person was arrested.
 - b. The age of the defendant.
 - c. Prior arrest record (example - known drug offender).
 - d. Circumstances of the arrest.
 - e. The specific factors giving rise to the belief that the item(s) sought are concealed somewhere on or in the prisoner's body.
2. Supervisors will ensure that during all searches of this type the officers on-the-scene will take necessary precautions concerning disease contamination.

IV. PRISONER PROCESSING

A. Adult Prisoners

Adult prisoners will be processed in accordance with the current arrest procedures posted in the processing area and the requirements of the Prince George's County Central Processing Unit's (CPU) in accordance with their Standard Operating

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Procedure (SOP). **Officers from this Division will process all adult prisoners at these CPU Facilities, only in cases of emergency and at the direction of the Operations Duty Officer and/or on-duty supervisor will the Park Police Headquarters facility be used while processing adult prisoners.**

1. It is the responsibility of the arresting officer to retrieve all arrest paperwork from the Prince George's County Central Processing Unit and turn it in to Records Management Section within 24 hours of the arrest. If the arrest occurs on the officers last day of work he/she will make arrangements to have the paperwork picked up from CPU and taken to Records Management by another officer or shift supervisor.
2. Officers of this Division will process (fingerprint and photograph) for identification purposes, or arrange for the processing of all adult persons arrested and charged by them with criminal offenses, as well as traffic violations of manslaughter, hit-and-run, tampering with a motor vehicle, and unauthorized use of a vehicle.
 - a. Only individuals charged will be processed.
 - b. The above listed traffic violations have been included in order that this Division may be in accordance with rules and regulations established by the United States Department of Justice governing criminal history information.
 - c. When processing for the above offenses, an arrest record must accompany the fingerprint cards.
3. Identification processing is not required for other traffic violations and the following non-serious offenses: drunk and disorderly, possession of alcoholic beverages, drinking in public, and trespassing. These violations may be processed at the discretion of the charging officer.
 - a. An officer may process an individual for any offense, whenever the officer believes that identification processing is necessary due to the circumstances of the incident or to establish identity. (All "John" or "Jane Doe" arrested persons must be processed. When the officer receives any information regarding identification, he/she must submit a supplemental report.)
 - b. If an officer makes a motor vehicle violation arrest, other than those violations under Section IV.A.2.b above, and at their discretion processes the offender, no arrest report will be submitted.
4. The following procedures will be followed by officers of this Division when an adult offender has been charged as outlined above and is processed at Park Police Headquarters. **Officers will always use the Prince George's County Central Processing Units (CPU), unless Section II.C.3. of this directive occurs.**

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- a. Complete one (1) FBI Fingerprint Card, one (1) Maryland State Police Fingerprint Card, one (1) Park Police Fingerprint Card, include palm prints on back of card, and one (1) green FBI Disposition sheet.
- b. Officers will sign all fingerprint cards and have them signed by the arrested subject.
 - 1) If the person arrested refuses to sign his/her signature, write “refused” in the signature block.
- c. Fully ink and completely roll fingers, being careful not to allow the fingers to slip or twist, causing smears.
- d. When photographing defendants, take two (2) double exposure pictures. The first exposure will be a frontal view. The second exposure will be a right side profile view (defendant looking to his/her left). When using the double exposure camera, have the defendant stand in front of the number plate. Raise or lower the camera stand until the number plate is two to three inches below the defendant’s chin. Place the correct Incident Reporting Number (IRN) for the arrest on the number plate before taking the photographs.
 - 1) One (1) Prisoner Information Label will be completed and attached to the back of one of the photograph’s, other labels will be typed by the Records Management Section. Make sure that the correct IRN/CCN, suffix and date are shown, along with the tracking number for the criminal arrest. For traffic arrests, enter the violation for which the defendant is being charged in place of the tracking number. Use terms like DWI, etc. rather than the charging section from the Transportation Article.
- e. Attach the fingerprint card and the photograph to the Arrest Report on both criminal and designated traffic offenses.

5. Numbering System

- a. The Arrest Tracking Number (sticky label) must be placed on the top edge of the Maryland State Police fingerprint card. The Local Police label must be placed in the lower right corner of the Arrest Report. The Tracking Number must be written in the Tracking Number box on the Arrest Report.
- b. The “ID Number” box on the Statement of Charges must contain the IRN/CCN number and the suffix (00,01,02) for multiple arrests. This number must also be placed on the Arrest Report in the box marked “ID Number”. Disregard the “Arrest Number” box on the Arrest Report when processing at Park Police

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Headquarters otherwise when processing at CPU follow Section IV.A, of this directive.

6. The Arrest Record Information Sheet will be completed for all adult arrests by officers of this Division. This sheet satisfies the requirements of the Administrative Judge of the District Court in providing District Court Commissioner's with a hard copy of a defendant's arrest record. A copy of the Arrest Record Information Sheet must also be given to the State's Attorney when a case is screened.
 - a. It is the responsibility of the arresting officer to accurately and completely fill out the Arrest Record Information Sheet. (Attached)
 - 1) All criminal history reports will be signed for by the arresting officer prior to removing them from Communications. Officers will be responsible for seeing that the criminal history sheets are returned. Criminal histories will not be faxed or given over the police radio, but may be given over the telephone to the arresting officer at a sub-station or any lock-up facility.

B. Juvenile Prisoners

Juvenile prisoners will be processed in accordance with Division Directive PG1100.0 - "Juvenile Procedures".

V. EMERGENCIES

- A. In the event of a fire or other emergency that requires the evacuation of the temporary detention facility, officers will notify Communications Section immediately.
 1. Communications Section personnel will notify Fire & Rescue when necessary.
 2. Nothing contained herein prohibits personnel from calling for Fire & Rescue assistance whenever it is deemed necessary.
 3. Likewise, if the on-duty Communications Section personnel become aware of a fire or other emergency that either requires, or may require, the evacuation of the temporary detention facility, they will notify the officers in the cell area immediately.
 4. If evacuation is required, the following procedures will be adhered to:
 - a. All prisoners are to be secured by handcuffs and evacuated via the

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posted evacuation routes to an area of the station out of danger from the emergency and/or taken outside away from the building and placed inside a secure location, such as, a cruiser.

- 1) In order to reduce the possibility of fire spreading all doors should be closed whenever possible.
- b. Officers may attempt to extinguish minor fires if practical, if initial extinguishment efforts are not successful; there will be no delay in calling for Fire & Rescue assistance.
- 1) A fire extinguisher is located on the wall near the temporary detention facility.
 - 2) Any attempt to extinguish fires will not delay any necessary evacuation. Always evacuate prior to extinguishment attempts.

VI. TRAINING

- A. The Training Officer shall ensure that all personnel receive training in the operation of the detention facilities.
- B. The Field Training Officer Coordinator shall include Prince George's County Central Processing Unit Facilities and the temporary detention facility procedures in the Field Training program.

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