

		Policy & Procedures			No. 1.03	
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Review						
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C.A.L.E.A Standards

Action Items

41.4.3	72.1.1	72.4.4	72.4.11	72.5.3	72.5.6	72.6.1	72.6.4	72.8.5	17 Conduct-01
42.2.0	72.1.2	72.4.5	72.5.1	72.5.4	72.5.7	72.6.2	72.7.1		
70.3.1	72.3.3	72.4.7	72.5.2	72.5.5	72.5.8	72.6.3	72.8.1		

GENERAL CONSIDERATIONS AND GUIDELINES

Massachusetts law allows police departments with lockup and holding facilities to detain arrestees for up to 48 hours, Sundays and holidays excluded, providing the court is not in session. This right carries with it the responsibility of providing the community, and those individuals who are detained, with proper administration, management techniques, security, controls, and services.

Although all officers and employees are responsible for adherence to the policies pertaining to the facility, it is necessary to designate overall responsibility for organization, management, and administration to one position. The Chief of Police shall assume these duties with lateral support from the Operations Lieutenants regarding the daily operational procedures. The Administrative Lieutenant or his/her designee will retain all reports regarding the physical maintenance of the facility, with all other required by the Chief of Police.

PROCEDURES

I. ACCESS TO FACILITY (NON-POLICE PERSONNEL):

All non-police personnel granted access to the Holding Facility are subject to inspection of belongings and a search upon entrance to or exit from the facility, if it is deemed necessary by the Shift Supervisor/Lieutenant. All non-police personnel are to be made aware of this rule prior to entering the Holding Facility. **72.1.2**

Access to the Holding Facility by non-police personnel shall be limited to those individuals approved by the Shift Supervisor/Lieutenant.

II. INTAKE FORMS & PROPER SECURITY PRACTICES:

The following security procedures shall be adhered to by all officers and personnel involved in the booking and detention process of detainees held in the Holding Facility.

- A. An intake form (booking/arrest sheet) is to be completed for every person booked into the holding facility. Detainee receiving screening information is to be obtained and recorded. Documentation should include but not be limited to: **72.5.2**
 - a. Arrest information
 - b. An inventory of the detainee's property
 - c. Disposition of the property
 - d. Documentation of the medications taken by the detainee
 - e. Documentation that the detainee is asked if medical assistance is needed.
- B. To ensure that there is no error in the detainee counting system, the Shift Supervisor/OIC shall note on their Station Log the status of all detainees that have been taken into custody and their time of release or transfer. They will note all pertinent information regarding the arrestee, i.e.: name, DOB, charges, medical and Q5 concerns, and cell number. At the beginning of each shift (every 8 hours), the on-coming Shift Supervisor, will perform a face-to-face physical count of the detainees within the holding facility to make sure their count matches with the previous shift's log. At the beginning of each shift (every 8 hours) the Shift Supervisor will note in the Shift Log the number of detainees in custody. **72.8.1**
- C. In the interests of proper security, when booking a detainee into or out of the facility, the entry door from the operations area and the entry door from the sally port area will remain secured. In addition, no one will be allowed into the booking room that is not needed to assist in the process. Also, each time a detainee is placed in a cell the door will be shut by the officer and then immediately checked to make sure it is properly locked and secure. All unoccupied cells should be left in a fully open position so as to ensure ease of confining a detainee after booking unless it is taken out of service for some reason. **72.4.4**
- D. All detainees, upon being booked into the facility and before being placed in a cell shall be searched for contraband, and their personal property as well as confiscated property shall be listed on the proper forms, and then secured/locked in a property locker. **72.5.1 A,B,C; 72.5.2** Individual cells shall be searched for contraband and weapons prior to placing a detainee inside for lockup. Under no circumstances shall a detainee be secured in locked spaces or secured outside of the holding facility to an immovable object and left unattended for any length of time. The only immovable object to be used is the Murphy Bar located in booking. **72.4.5; 72.5.6**

Following lockup, searches of the cellblock, individual cells and/or body searches are to be conducted only when there is reason to believe that contraband weapons or other personal property has been smuggled in the area. These types of searches shall be authorized by the Lieutenant only and shall be performed by at least two officers. A report indicating the need to do a strip search should be attached to the booking sheet.

- E. The Shift Supervisor or other assigned officer is responsible for the 24-hour supervision of those persons being detained. When a detainee is being held, the desk officer shall make a direct physical check of the holding cell/facility including a face-to-face observation at least once every thirty minutes. These checks will be documented by a swipe being made to the card reader in the holding cell area. **72.8.1 (3 A,B)**

Any detainee having special or unusual circumstances of custody may have to be checked more frequently or may require continuous monitoring. Special attention should also be paid to individuals who have apparent medical or physical difficulties. Under no circumstances will any person other than the Shift Supervisor or other assigned officer/matron have any type of overall responsibility for the supervision of detainees held in the Holding Facility. **72.5.4; 72.8.1**

III. HOLDING FACILITY TRAINING:

All officers assigned, shall be fully trained in accordance with Municipal Police Training Committee (MPTC) guidelines for police officers charged with all facets of detaining detainees in a short-term holding facility.

Officers will be reminded that Any law enforcement officer who commits an indecent assault and battery on a person in their custody or control will be charged under G.L. c. 265, §§ 13H½.

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Training will also be compulsory in methods of physical restraint so that, when necessary, control of certain detainees can be obtained with the minimum of discomfort and danger to both the officer and the detainee. This will be accomplished through In-Service Training in Defensive Tactics and also through Field Training **72.1.1**

IV. HANDLING DETAINEES WHO POSE A RISK:

Any detainee, who, in the judgment of the Shift Supervisor presents a substantial threat to the facility, its occupants, or the employees of the Department, may require special handling. **72.4.11** This may include but is not limited to a combative detainee who is fighting or threatening other detainees, a high-profile case where the detainee has been threatened, and/or a detainee requiring more security than can be attained at the Canton Police lockup. In cases where the detainee's actions pose a definite threat, the Shift Supervisor shall attempt to make arrangements with officials at the Norfolk County House of Correction in Dedham for immediate transfer to that facility. **72.5.4**

If that is not possible and in less critical situations the detainee shall be placed in Cell #7 in order to segregate him/her from other detainees or if full, in a cell determined by the shift supervisor. **72.5.4**

This segregation should not involve any other penalization other than the segregation itself. There should be no abridgement of rights or privileges that would normally be granted any other detainee. The situation should be reviewed hourly to determine that it is still reasonable and proper, and return to an area of the Cell Block should only be done when the Shift Supervisor determines that the conditions that necessitated the original action have been removed or no longer exist. **72.5.4**

All actions of segregation shall require a written report by the Shift Supervisor to the on-duty Lieutenant. A copy of the report shall be attached to the Booking Report as part of the detainee's arrest file. The report should contain the full reasons for the segregation, the time of the segregation, and, if applicable, the time of termination of the segregation. The term "segregation" shall also refer to transfer to another facility. **72.4.11; 72.5.4**

V. MEDICAL SCREENING & TREATMENT PROCEDURES: 72.6.1

Pursuant to Mass. General Laws, Chapter 276 - Section 33, all detainees, upon being admitted to the Holding Facility shall be informed of their rights to medical attention both verbally by the booking officer, and in writing by a prominently displayed copy of these rights in the booking area. **72.5.2; 72.6.4** Also, according to the same chapter and section; "Whenever a person is arrested for a crime and is taken to or confined in a jail, police station or lockup, the officer in charge thereof shall immediately examine the detainee, and if he finds any bruises, cuts, or other injuries shall forthwith make a report thereof to the chief of police of the town concerned. The requirement that the detainee be examined shall not be deemed to compel the removal of clothing." **72.6.1**

If the Officer in Charge (includes Shift Supervisor or Lieutenant) deems the detainee to be in need of any medical attention, the Canton Fire Department shall be notified to transport the detainee to the nearest hospital emergency department. **72.6.1**

Attending to medical needs: All officers shall follow the guidelines listed below in attending to the medical needs of a detainee: **72.6.1**

- A. The detainee shall, upon arrival in the station, be received and screened by the Shift Supervisor and/or Shift Commander. This screening shall consist of compliance with MGL C276-S33 (Physical Examination Law) and MGL C40- S36 (Suicide Prevention Law), as well as a brief inquiry into the current health of the detainee; medications currently being taken by the detainee; behavioral observations, including state of consciousness and mental status; and, a notation of any obvious body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc. All observations shall be noted in the Arrest Report for later reference, if needed. Conversely, upon release or transfer of the detainee, receiving/screening information

shall be re-checked and any changes from the condition upon entry into the facility shall be further noted on the Arrest Report and or Daily Log. **72.5.2 A, B, C, D**

- B. The Shift Supervisor shall immediately be notified of a detainee believed to be experiencing a behavioral, mental health or substance use crisis. The Department's Mental Health Clinician shall be notified. Decisions on transfer or removal from the facility shall be made by the Clinician or, if unavailable, then by the Shift Supervisor who may also consult with the Clinician. **72.5.4**
- C. Any special medical needs, such as distribution and documentation of prescribed pharmaceuticals and/or over the counter medications such as aspirin, shall be handled by Station Officers while the detainee is in custody, providing the Shift Supervisor/Lieutenant determines that the instances can safely be handled in accordance with the training of the Station Officers. A log entry shall be created for all medical assistance received by a detainee. **72.6.4 (1)**

Officers should utilize our current records management system software (IMC) to assist in documenting their inquiry into the detainee's current mental and medical state. All Booking Officers are reminded of the importance of completing this Suicidal Questionnaire Form with each booking, including those under protective custody. In addition, they shall make sure that the Desk Officers query NLETS under Q5 in order to determine if the detainee has previously attempted suicide within the Commonwealth. The hard copy of this query shall be attached to the detainee's Arrest Report.

- D. A first aid kit will be maintained in a prominent location within the booking area. It will contain material necessary for light emergency medical treatment. An email is to be sent to the Department's Infectious Disease Control Officer when a supply needs to be replaced. **72.6.2**

VI. DETAINEE'S MEDICATION: 72.6.4

Identification

When possessed by a person in department custody, medication of any kind must be identified and handled with care. **72.6.4 (4)**

Identification may be accomplished by asking the person in custody; inspecting the package or bottle, its contents or labeling; accessing a reliable website; contacting a knowledgeable pharmacist or other health care professional; or some combination of these guidelines. In the event the detainee has a valid prescription, but the medication is not in a prescription bottle, the Officer in Charge will do his/her best to verify the proper dosage, etc. with the prescribing physician. If this can't be accomplished, the medication is not to be dispensed.

Once identified, the medication must be documented on the booking form and held in a secure location with the detainee's property. **72.6.4 (3a,b)**

Any purported medication possessed by a subject in custody that, in fact, is identified as contraband during the booking process shall be reported immediately to the OIC. The contraband will be properly entered into the evidence system and may be the basis for additional criminal charges.

Administering Medication 72.6.1

Title II of the Americans with Disabilities Act (ADA) requires that departments provide medication to individuals in their custody who request *and* need it.

Upon request, detainees should be permitted to take *identified medication (see above)* (prescription or over-the-counter) that has been *prescribed in writing* by a licensed medical provider. The only exception is medical marijuana. In accordance with Chapter 369 of the Acts of 2012, Section 7(D), no accommodation must be made in a correctional facility, including police lockup, for medical marijuana. **72.6.4 (2,6)**

A detainee should only be given the dosage of medication as noted on the label, and the administering officer must witness the detainee taking the medication. **72.6.4 (3,5)**

A written record of any medications administered to a detainee shall be maintained by notation on the booking record and a log entry generated.

If there is any question concerning the administration of medication, the OIC may confer by telephone with a qualified medical physician or pharmacist before administering the medication, or contact the Canton Fire Department to arrange to have the detainee transported to the hospital.

NOTE: G.G. C94C S. 9 prohibits the administration of a controlled substance by a non-licensed person. This policy simply affords a detainee the opportunity to self-administer prescribed medicine in accordance with label directions.

VII. HANDLING VIOLENT, INTOXICATED, ETC. DETAINEES 72.5.4:

Arrestees in need of detoxification shall be held in the holding facility as a last resort. The Shift Supervisor will determine if circumstances warrant attention by medical authorities. Another option would be to have the detainee transferred to the Dedham House of Corrections. Persons should only be held in Protective Custody when arrangements for transfer to the detox center cannot be arranged, when transfer can't be made to the Dedham HOC or if the person can't be transported to the hospital. If the person would pose an immediate threat to themselves or others, notify CFD for transporting to the nearest medical facility under a Section 12. **72.5.4**

When a detainee is uncontrollable due to being under the influence of alcohol or narcotic drugs; or is violent or otherwise self-destructive, the Canton Fire Department shall be notified to transport the detainee to the nearest hospital emergency department. If detainee is under arrest, a uniformed officer will accompany the detainee.

When dealing with a combative detainee, the Shift Supervisor or OIC shall determine and take such action as is legal, safe, and effective to restrain any actions by the detainee that would be detrimental to himself/herself, other occupants, the police officers on duty, and the facility. It may require the detainee to remain handcuffed to the bar in the booking area or remain in handcuffs while in the cell, until it is safe to book the individual. It is best practice to have more than two officers present during the booking of a violent, intoxicated, etc. detainee. **72.5.4**

Above and beyond all measures taken to protect all concerned there shall be continuous monitoring of this individual through the video and audio monitors, and, if necessary, by continuous personal observation in lieu of the 30-minute cell check. **72.5.4; 72.5.5**

The Shift Supervisor will make the determination if the detainee needs to be medically evaluated (for a possible transport) or if the detainee needs to be transferred to the Dedham House of Corrections. **72.5.4**

VIII. THE ARREST REPORT: 72.5.2

This document is generated by the department computer system and will serve as the permanent arrest record and is archived in the system. It contains all the information needed to develop a profile on the subject and is used as a guide for the Booking Officer to use in gathering all pertinent and mandatory data regarding the detainee. It is imperative that all information be filled in if the data is obtainable. For identification purposes for bail and/or court appearance, refusal to answer by the detainee must be noted on the form regarding the following questions: **72.5.2**

- a) DETAINEE NAME, ADDRESS, DOB, SS NO., & PHONE;
- b) MARITAL STATUS;
- c) ALL JUVENILE DATA (if applicable);

The Detainee Statutory Rights Form shall be filled out when applicable and for all Operating under the Influence arrest reports. This contains the Miranda Warning, the Detainee's Right to Use of the Telephone, the Detainee's Right to a Doctor, and the Detainee's opportunity to take a Breathalyzer Examination (if applicable). All of this material should be read to the detainee and he/she should be offered the right to read it himself/herself. The Booking Officer should request the detainee to sign the bottom of the sheet and any refusal should be noted. The Booking Officer shall also sign and date the bottom in the proper area. This form shall be attached to the completed ARREST REPORT. **72.7.1**

All felony arrests will be fingerprinted and photographed. All misdemeanor arrests should be fingerprinted and photographed however based upon staffing, the crime committed, and other prints/photos of the arrestee, the Shift Supervisor may order the booking officer not to print and/or photograph. **41.4.3**

IX. DETAINEE CUSTODY REPORT:

For ease of any potential verification in the future, it is necessary for the station officer to document the following information on the Shift Log. The information that is entered on the Shift Log will include: **72.5.2; 72.6.5; 72.6.4 (3a)**

- A. The detainee name and Arrest File number;
- B. A list of legally prescribed pharmaceuticals which the detainee possessed at the time of arrest; **72.6.5; 72.6.4 (3b)**
- C. The dates and times a detainee was allowed by the OIC or Station Officer to take prescribed medication; **72.6.5; 72.6.4 (3b)**
- D. Any special diet conditions that are authorized by a physician who has contacted the Department;
- E. The date, time, location, and general specifics of any medical treatment given to the detainee;
- F. The date(s), time(s), source(s), and cost(s) of meals given to the detainee while in custody (in addition to filling out a Meal Voucher).
- G. The nature of any emergency medical treatment administered at these premises, and by whom;
- H. The date, time, name/relationship, and reason for visit with regards to detainee visitors while in custody

X. HANDLING DETAINEE'S PERSONAL PROPERTY:

All personal property of a detainee, including money, jewelry and medication(s), shall be taken from the individual and secured/locked in a property locker in the Holding Facility or in temporary evidence. The items shall be fully inventoried and recorded on the "DETAINEE PROPERTY SHEET". This property is to be returned to the detainee upon release. **72.5.1 B, C; 72.5.2 B; 72.5.3**

XI. INSURING ARRESTEES' RIGHTS:

- A. All persons arrested for the commission of a crime shall be transported to Court as soon possible after the booking procedure and enough of the report to be accepted by the court for arraignment is completed, and providing the Court is in session. **72.7.1 A; 42.2.0**

It shall be the responsibility of the Shift Supervisor to ensure this right. It shall be the responsibility of the Shift Supervisor to arrange transportation to Court, and to prepare the detainee for this transportation. A female officer should accompany all females who are transported to Court however in the absence of a female officer, the transporting officer shall start a log for the transport and indicate the mileage beginning and ending time and mileage.

- B. **DETAINEE'S RIGHT TO BAIL:** All persons arrested who according to law have a right to have bail set, shall be afforded that privilege in the form of notification of the Bail Commissioner of the charges against them. This notification shall be made under the direction of the Shift Supervisor as soon as possible upon completion of the booking process. No person arrested who has the legal right to bail shall be denied the opportunity to meet bail requirements set by the Bail Commissioner. **72.7.1 B**
- C. All persons arrested for the commission of a crime have immediate access (at least by phone) to an attorney or counsel. **72.7.1 C; 42.2.0** Notification of this right (or re-notification if the arresting officer has already done so) shall be made to the arrestee when the Booking Officer reads the Miranda Warning to him/her. It shall be the responsibility of the Booking Officer to ensure that an arrestee is afforded this right and that confidential access is provided, if the arrestee wishes to consult with his attorney face-to-face, by allowing them use of the interrogation room.
- D. **DETAINEE'S TELEPHONE CALLS;** In the interest of providing a detainee with every opportunity to contact an attorney, notify a relative, or to contact a friend, he/she shall be afforded the use of the telephone. A sign will be posted near the phone indicating that conversations may be recorded. **72.7.1 D, E; 42.2.0**

XII. INCIDENTS THREATENING THE FACILITY/OCCUPANTS:

Any threat, indicated or perceived, against the structure, the Department, or its personnel, which the observer or recipient considers not to be idly made, shall immediately be reported to the Shift Supervisor. The observer or recipient shall then file a written incident report detailing the nature and circumstances of the incident. The routing of this report will include only the Shift Supervisor and Lieutenant, who will apprise the Chief. Following notification, the Shift Supervisor and Lieutenant shall take whatever action they deem sufficient to negate the effect or consequence of said threat. **72.4.11**

NOTE: Threats, as referred to in this section, shall not include the threat of suicide by a detainee. This type of incident shall be handled according to MGL C40-S36.

XIII. DETAINEE'S MEALS:

Three (3) meals will be provided to all detainees during each 24-hour period. **72.7.1 F** No more than eight (8) hours should elapse before any detainee is offered a meal. No more than fourteen (14) hours should elapse between the evening meal and breakfast. Meals may be light in fare but should be substantial enough to provide adequate nourishment for the detainee. The Shift Supervisor/desk officer will serve all meals. The Shift Supervisor/desk officer upon completion will remove all utensils and containers from the cell. **72.4.7**

Regularly scheduled meals may not be intentionally varied by time or withheld from detainees as a form of punishment or reward.

Any special diet that is required in accordance with treatment prescribed by a licensed physician will be granted whenever possible within the parameters of cost effectiveness and available resources. Any meal served in compliance with this diet should conform as closely as possible to meals served to other detainees at a similar time.

Records of meals served to detainees shall be kept in (2) two places. They shall be recorded on the Detainee Meal Voucher, and shall include the Date/Time, Source, Type of Food, and the Cost and Arrest Number. This Form is filed with the Chief's office. In addition, the Officer who picks up the meal shall relay the information to Station Officer who shall record the time and detainee fed on the Daily Log.

XIV. SANITARY CONDITIONS OF THE FACILITY:

The Cellblock, Booking Area, and cells shall be cleaned thoroughly on an as needed basis by the custodial staff. All Shift Supervisors and Station Officers shall assure, as much as possible, that conditions of occupied cells remain sanitary while being occupied. This includes seeing that a cell is returned to its original state upon the release of a detainee. They shall also notify in writing the Building and Maintenance Department as well as the on-duty Lieutenant of any unsanitary conditions or situations that could result in vermin or pests. **72.3.3**

It shall be the responsibility of the Lt. overseeing Building and Maintenance to take proper action to eradicate the condition. Any time a detainee either verbally discloses or an officer suspects may be a carrier of a communicable disease; a note will be affixed to the exterior door to the detainees' cell and the cell will be taken out of service. The note will be a warning to the custodial staff/Aftermath to take universal precautions when sanitizing the cell.

XV. HANDLING GROUP OR MASS ARRESTS: 72.5.6

On occasions where there are more persons arrested than the facility can hold, it shall be the responsibility of the Shift Supervisor/Lieutenant to:

- A. Determine whether there is need for additional personnel to be called back for processing and security purposes;
- B. Make arrangements with the Norfolk County Sheriff's Department and other area police departments for the temporary transfer of detainees to their facility;
- C. If another facility requires a representative of our Department to stay with a detainee or detainees, make sure the arrangements are made;
- D. Until arrangements can be made, detainees will be held in cruisers (1 per cruiser) that have previously been searched for weapons and contraband. The detainees will be supervised by the officer assigned to that cruiser. Access to the restrooms and water will still be made available. Officer's firearms will remain secured in their holster until arrival at other agency at which point the receiving agency's protocols take over.

XVI. NOTIFYING DETAINEES OF PROHIBITED CONDUCT:

The booking Officer shall notify all detainees of the following before they are placed into a cell:

- A. That any damage to the cell or department property shall result in criminal charges of malicious damage being brought;
- B. That any unruly behavior could result in segregation or transfer to another facility.

XVII. POSITIVE ID OF PERSON MAKING ARREST: 72.5.5

Whenever subjects are brought to this facility under arrest and the arrest has been made by someone other than a Canton Police Officer, the Shift Supervisor shall, before accepting the arrestee, positively identify the person making the arrest and ascertain in whatever necessary manner, such as a police identification card, badge or direct questioning of the officer, whether that person has legal arrest powers and whether or not the charges constitute a legal arrest. **72.5.6**

This is not to determine probable cause or to question the facts of the arrest but it is to determine if the officer had the authority to affect the arrest as determined by Massachusetts General Law.

XVIII. SEARCHING VISITORS:

Any authorized visits will be preapproved by the on-duty Lieutenant. Visits from family and/or friends should only be allowed in an emergency situation. Attorneys should be allowed to consult with their clients whenever staffing permits. All visitors should be advised that a search will be conducted of their belongings and person. The Shift Supervisor will conduct a search of persons who have been authorized to visit and visitor's names and the date/time entered shall be recorded in the log. All searches of visitors by an officer of the opposite gender are prohibited. Therefore, the on-duty Lieutenant/OIC may, at his/her discretion, refuse to allow a visit with the detainee until such time as a search can be conducted. **72.8.5**

XIX. ID OF DETAINEES BEFORE BAIL OR RELEASE:

Whereby it is critical and imperative that the right person is being bailed or released from the Holding Facility, it shall be the responsibility of the Shift Supervisor/OIC to establish the correct identity of this person. Best practice is to receive a verbal confirmation, accompanied by a check of the information contained in the Booking Report and/or a photo comparison of the person. **72.5.5; 72.5.7; 72.5.8**

XX. MATRON CALL LIST:

It is the Shift Supervisors duty to call for a matron when needed. Every attempt should be made to employ a female matron when needed.

XXI. SUICIDES OR ATTEMPTED SUICIDES BY DETAINEES:

All members and employees of the Canton Police Department shall adhere to the provisions of MGL C40 s36A and 36C, relative to suicides and attempted suicides by detainees in a holding facility.

XXII. SUICIDE: 72.5.4

If a person commits suicide while in custody of the Canton Police Department, The Chief of Police will be verbally notified immediately. The Shift Lieutenant shall submit a complete report on the incident to the Chief of Police prior to the end of the shift. It shall be the responsibility of the Shift Lieutenant to check the report to make sure that it contains the identity of the deceased and that it adequately describes the circumstances. One copy shall go to the State Medical Examiner's Office within seven (7) days of the incident. Another copy shall be maintained by the Administrative Lieutenant's file.

XXIII. ATTEMPTED SUICIDE: 72.5.4

If a person, while in the custody of the Canton Police Department, attempts to commit suicide, the Shift Supervisor shall file a complete report with the on-duty Lieutenant.

He/she shall be responsible for sending a notification to the Criminal Justice Information System (CJIS) on the public safety computer. The message shall contain the name, address, DOB of the person, reason for detention and the nature of the attempt. A copy of the message shall be attached to the report to the Lieutenant.

If a person threatens or attempts to commit suicide while in the custody of this Department and that person is being released to the custody of another agency, it shall be the responsibility of the Shift Lieutenant/OIC or his designee to notify forthwith the receiving agency the nature of the threat or attempt.

XXIV. SECTION 36C TRAINING:

The statute requires that all police officers be trained by the Municipal Police Training Committee (MPTC) in the detection, intervention and prevention of suicide. The training shall be conducted at entry level and shall include the nature and symptomology of suicide, communicating with suicidal detainees and appropriate suicide prevention techniques and emergency measures. All police officers hired prior to April 1986 have received in-service training under MPTC. As a condition of promotion, all newly promoted sworn personnel shall receive training in suicide detection, intervention, and prevention. **72.1.1**