

	Policy & Procedures				No. 3.02	
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CALEA STANDARDS

72.1.1	72.3.1	72.4.1	72.4.5	72.4.9	72.5.3	72.6.2	72.8.3
72.1.2	72.3.2	72.4.2	72.4.6	72.4.11	72.5.4	72.7.1	72.8.4
		72.4.3	72.4.7		72.5.6	72.8.1	72.8.5
72.2.1		72.4.4	72.4.8		72.5.7	72.8.2	

GENERAL CONSIDERATIONS AND GUIDELINES

The Canton Police Department maintains a holding facility for the detention of persons arrested by this agency. Other agencies that have an agreement with the Town to use this holding facility will abide by the same procedures as written in this policy. The purpose of this policy is to establish the administrative and operational regulations for the maintenance of the facility, as well as to establish procedures for the safe confinement of persons held in custody.

I. ADMINISTRATION AND MANAGEMENT

- A. The Lieutenant designated by the Chief of Police shall be responsible for overseeing the general operations and functions of the holding facility relative to detainees. He/she shall be the liaison to the Town Building Supervisor.
- B. The Shift Supervisor or designee shall be responsible for the security of the holding facility and for the reasonable safety of the detainees.

II. HOLDING FACILITY TRAINING

- A. Training shall be provided, as part of the Field Training Process, to entry level personnel sufficient to ensure the proper use of the holding facility and the policies affecting the holding facility, as well as the use of fire suppression equipment, fire alarm, evacuation procedures, and routine detention procedures such as physical restraints and suicide prevention. Training will also include any other equipment that is housed in the holding facility,

including but not limited to the booking recording system, operation of breathalyzers, booking camera operation and security system operation. This standard of training will apply to matrons as well. **72.1.1; 73.3.1**

- B.** Periodic in-service training shall be received by officers at all levels that come into direct contact with detainees in the areas listed above. Retraining will be provided at least once every three (3) years. **72.1.1**
- C.** All newly promoted officers are to complete a refresher seminar in suicide prevention per MGL 40, Sect. 36C. **72.1.1**
- D.** Persons other than police personnel and detainees are NOT ALLOWED in the holding facility when detainees are incarcerated, except under the following conditions: **72.1.2; 72.8.5**
 - 1. The person is under the supervision of a police employee, and the access has received approval from the Shift Supervisor.
 - 2. The person's presence does not violate the detainee's privacy, impede an investigation, or hinder facility operations; In the event of an emergency, the person is immediately escorted from the holding facility.
 - 3. Assistance is needed for cleaning and sanitary purposes, requiring immediate attention.
- E.** All visitors such as attorney, family and friends must be preapproved by a Lieutenant before entering. Visits by family and/or friends shall only be allowed in an emergency situation. Authorized visitors will have their name and date of visit recorded in the log. When needed and if possible, they will be allowed to visit the detainee in the Interrogation Room (video monitoring must be on) instead of in the holding cell. The visitor and their belongings will be thoroughly searched before entering. Detainees should be thoroughly searched before leaving and reentering the holding cell. **72.7.1 C; 72.8.5**
- F.** Department personnel shall not loiter or congregate in or around the holding facility and only members on official business should enter or remain in the holding facility.
- G.** All work and maintenance performed in the holding facility should be supervised. Upon completion of any work, the Shift Supervisor or designee shall ensure that all tools, materials, or equipment brought into the holding facility for service are removed. **72.4.7**

III. HOLDING FACILITY MAINTENANCE

- A. The Canton Police Department's holding facility shall be kept clean and sanitary. The following minimum physical conditions shall be maintained in the holding facility as required by standards approved by the Massachusetts Department of Public Health. **72.2.1 A-E**
1. Adequate lighting in each holding cell. (a)
 2. Circulation of fresh air. (b)
 3. Access to a stainless-steel flush toilet in each holding cell. (c)
 4. Access to drinking water within each holding cell. (c)
 5. Access to a wash basin within each holding cell. (d)
 6. Access to a raised bedding platform in each holding cell and fire-retardant blankets shall be made available upon request, unless otherwise directed by the Shift Supervisor or designee. (e)
 7. Each cell shall be equipped with a protective screening of high impact, transparent wall facing. This protective covering shall cover all bar structures accessible to detainees (M.G.L. c.40, S36B).
- B. Juvenile Detention Cell
1. A juvenile detention cell shall be maintained apart and away, separated from sight and sound, from the adult holding cells and is located in a section of the police station away from other police business and public observation. This is designated as cell #5; room #137. If this cell is full, a ranking officer must be notified if another cell is to be utilized. **72.5.3**
 2. The juvenile detention cell shall be maintained in compliance with the standards approved by the Massachusetts Department of Public Health.
- C. Female Holding Cell
1. A separate female holding facility shall be maintained in order to keep females separate from male detainees. Cell #7 – room #138 is designated as the primary female cell. Other cells may be used to detain females provided they are separated from sight and sound from any cell occupied by a male detainee. **72.5.3**
 2. The Shift Supervisor or designee will determine what other cell or cells will be utilized for females.
- D. Cell Monitoring Equipment; Video & Audio: Whenever a person is booked and placed in a cell, all available monitoring equipment will be activated for that cell, and shall be left on in the cell for as long as someone is being detained there. **72.4.8; 72.8.2**

1. It is the responsibility of the Shift Supervisor to ensure the proper monitoring of all persons held in the holding facility is carried out. This will include being sure to assign the desk officer to monitor detainees, including more frequent key card swipes, if the audio system is inoperative or non-operational.
2. There is no attempt in the procedure to violate the personal privacy rights of individuals held in the facility, **72.8.2** therefore:
 - a. When a detainee speaks to his attorney or a relative, the audio listening devices will be turned off during the visit. **72.7.1 C**
 - b. A detainee will be advised that any calls made on the booking phone may be recorded. A sign will be posted next to the phone indicating this. **72.7.1 E**
3. The surveillance devices are never to be used for covert purposes.
4. Visual electronic surveillance equipment allows monitoring of holding cells. Cameras should be turned off when the cell is vacant. In order to ensure complete safety and security, detainees should be monitored by the video equipment except in the following circumstances: **72.8.1; 72.8.2**
 - a. When the Shift Supervisor determines it, those cameras will be controlled to reduce any unnecessary invasion of a detainee's personal privacy. However, cameras shall **not** be turned off in those situations in which the detainee represents a medical or suicide risk. **72.8.2**
 - b. When a female (either adult or juvenile or someone who identifies as such) is in a cell and a male officer is assigned as the station officer AND/OR a male is working in dispatch, the monitors in those areas shall be turned off for those cameras when it is obvious that privacy is needed. The same holds true when a female is working in dispatch and a male (or one who identifies as such) is in a cell. When possible, the female detainee shall be monitored by a female officer or a matron. A male should monitor male detainees, if, under the complete discretion of the Shift Supervisor, while taking into consideration staffing concerns, current assignments and calls for service, he/she determines that this is an appropriate utilization of resources. **72.8.3**
 - c. If possible, all contact with a detainee of the opposite gender should be monitored by another employee. If entering a cell holding a detainee of the opposite gender, video recording may be acceptable if no other option (personnel) is available. **72.8.3**
 - d. The video cameras may be activated to tape activities in a cell at the direction of the Shift Supervisor. **72.5.4**

E. First Aid Kits Accessible in Holding Facilities: First Aid kit shall be maintained in the Booking Room (in a designated area). The kit shall contain sufficient medical supplies to provide immediate first aid until such time as medical assistance arrives. **72.6.2**

1. An officer will be assigned by the Chief of Police to conduct a weekly inspection of the First Aid kit to make sure it is properly stocked at all times. This officer will replenish supplies by forwarding an itemized list to the Canton Fire Department. They will handle the ordering for our agency and then forward the bill to our accounts department for payment.
2. The officer assigned to check the kit will maintain a weekly log recording when the inspections were conducted, and what corrective action was taken for any deficiencies found. Completed checklists will be stored in the Administrative Sergeant's office in a folder labeled *First Aid Kit Inspections*.

IV. FIRE EQUIPMENT AND EVACUATION PROCEDURES

A. The Canton Police Department's holding facility is protected by an automatic fire alarm and smoke detection system in accordance with Massachusetts State Building Codes. **72.3.1**

B. Evacuation Plan **72.3.2**

1. The department has a posted evacuation plan which specifies the route of evacuation, and subsequent disposition and housing of detainees. The plan shall be posted in the following areas:
 - a. Cell Monitors area
 - b. Dispatch Center
2. Written "Fire Exit" signs shall be posted directing evacuation of persons to hazard-free areas.

If the fire is minor in nature, detainee(s) will be taken to another area in the building and remain under guard at all times. In an emergency, a detainee can be temporarily placed in a cruiser. If the damage or the resulting condition from the fire emergency is such that the detainee(s) cannot be returned to the cell, then the detainee(s) should be transported to a neighboring police station where they will be temporarily housed.

If the fire is major in nature, detainee(s) will be transported to another available detention facility in a neighboring community where they will be detained.

C. Fire Detection, Prevention and suppression

1. Fire Equipment Inspections
 - a. The Day Shift Supervisor shall complete a daily visual inspection of the automatic fire detection devices and alarm systems (panel on wall in dispatch) to ensure no alarms are going off. **72.3.1**

- b. An officer designated by the Chief of Police or Town Building Maintenance employee shall complete a weekly documented visual inspection of all fire equipment and cells. See appendix A of this policy. **72.3.1**
- c. The Town Building Supervisor along with the Canton Fire Department shall complete a semiannual documented testing of all fire equipment. **72.3.1**

2. Prevention and Suppression

The Day Shift Supervisor shall complete a daily visual inspection of the facility to ensure that it is free from fire hazards, including undue accumulation of paper and refuse, matches and other combustibles. The Shift Supervisor will see that any such hazards are immediately resolved in the appropriate manner. **72.3.1**

V. EXCEEDING MAXIMUM CAPACITY

In the event that the number of persons arrested exceeds the capacity of the department's holding facility which is a total of 5 adults, 1 female and 1 juvenile and bail is not imminent, Dedham House of Corrections (DHOC) will be notified and advised of the situation. If room is available, arrested persons will be transported for confinement after being booked at our department. Special request can be made to DHOC to ask for assistance in transporting detainees. In addition, arrangements can be made with area police departments for the temporary transfer of detainees to their facility (such as with a juvenile or female arrest). **72.5.6; 72.5.7**

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. **72.5.6**

VI. TEMPORARY DETAINMENT

- A. When necessary, the holding cell designated as cell #1 shall be used to temporarily detain a detainee prior to the booking procedure. This will allow the officer time to prepare for the booking process such as:
 - 1. Determine whether the booking room is available;
 - 2. Secure firearm in the firearm locker, and,
 - 3. Start the proper videotape.
- B. If more than one detainee will need to be temporarily detained prior to booking, each detainee will be placed in an individual cell (ensuring that females, juveniles

and males are sight and sound separated) after all personal items are removed from the individual and he/she is thoroughly searched. **72.5.6 B**

C. The security rings in the sally port will not be utilized unless authorized by the Chief of Police or designee when multiple arrest situations occur. **72.5.5; 72.5.7**

1. Detainees will not be secured in the sally port while there is a vehicle parked inside.
2. If a detainee is detained in the sally port for any reason, an officer will be assigned to monitor him/her in person, not through the use of video cameras.

VII. SECURITY AND CONTROL **72.4.4**

A. The main access doors to the holding facility including sally-port doors should be closed and locked at all times. **72.4.1; 72.4.4**

B. The secondary access door leading to cell areas should remain open unless directed by the Shift Supervisor.

C. Individual cell doors should remain open unless:

1. A detainee occupies the cell. When a detainee is escorted in a cell, the officer should lock and then pull on the handle to ensure that the door is secure.
2. The cell is soiled and should be sanitized prior to being used again. If it needs cleaning, a message should be attached to the outside of the cell that would advise other officers and maintenance personnel that the cell needs attention. A documented log entry of the event should be made unless a report is necessary.

D. Two sets of keys for the holding facility shall be maintained; one is considered the spare key. They will remain in the booking area at all times. They are located in the top draw of the booking desk, out of reach of detainees. Only police personnel shall be authorized to handle and use holding facility keys. Officers must possess a key fob to enter the holding facility area. **72.4.3**

E. No firearms shall be allowed in the holding facility when it is occupied by a detainee. Gun lockers are maintained outside the hallway, in the sally port entrance and in the Supervisor's Office. **72.4.1**

1. All Officers shall secure their sidearm in one of the lockers and remove the key.
2. It is strongly advised that officers assigned to cruiser patrol also place their cruiser key in the gun locker.

3. Station Officers who are checking the status of detainees every thirty minutes have the option of leaving their sidearm locked in an empty locker in the Supervisor's Office for the duration the detainee is being watched. Therefore, the sidearm is always available to the officer when needed. Once the holding facility is empty, the station officer will wear the holster and weapon.
 4. The Shift Supervisor shall ensure that all police personnel secure their firearms in any of the approved firearms lockers prior to conducting business in the holding facility if it is occupied by a detainee.
 5. This applies to other agencies using our holding facility.
 6. It should be noted that officers might have to respond to the holding facility in emergency situations, such as but not limited to, a detainee with a weapon, a serious assault or an urgent medical problem. In those situations, it may not be feasible to take their weapons out of their holsters and secure them. Whenever this occurs, a cell block incident report shall be prepared. **72.4.1**
- F. In accordance with Massachusetts General Law Chapter 40 Section 36B, it states that "each occupied cell within a lockup facility should be physically or visibly checked by a law enforcement officer or other lockup personnel as often as required by a reasonable standard of care of detainees". The department's policy shall be to check each occupied cell every thirty minutes. Upon completion of each check, the security card shall be passed over the card read to log the date and time of day of each check. **72.8.1**
- G. When a potentially suicidal person is to be held in the holding facility, the Shift Supervisor shall provide for in-person supervision of the detainee in compliance with the statutory standards. (M.G.L. c.40, S.36A).
- H. If the officer performing the in-person check is the only officer in the station at the time, he/she will have a portable radio in his/her possession so as to be able to summons help immediately using the duress/panic function. **72.4.9**
- I. Documented testing of the Duress/panic Alarm System will be conducted at least once a month. **72.4.9**
- J. Officer safety considerations may dictate that two officers be present prior to entry into an occupied cell to extract a detainee or in emergency situations, such as but not limited to, a detainee with a weapon, a serious assault or an urgent medical problem. Station officer and/or dispatch personnel should monitor all officer entries into occupied cells through the use of video equipment. **72.4.2**
- K. An officer or designee assigned by the Chief of Police shall perform a weekly documented security inspection of all cell areas for operational wear and detainee tampering, as well as for weapons and contraband. **72.4.6**

- L. A security check, including for weapons and contraband, will be conducted immediately before and after the use of each cell by the Shift Supervisor. **72.4.5**
- M. Use of Tools/Culinary Equipment: No tools or culinary equipment will be allowed in the cellblock area, except with specific authorization from the officer-in-charge of the shift. **72.4.7**
 - 1. Any tools brought in for use in routine maintenance by outside maintenance personnel shall be checked in and out by the officer-in-charge of the shift.
 - 2. Any culinary equipment allowed into the cellblock area will be checked in and out by the officer-in-charge of the shift.
 - 3. Typically, a detainee will only be allowed those types of foods which do not require any culinary equipment, such as, sandwiches, soups which can be drunk, donuts, beverages which have been pre-mixed, etc.
- N. Authorized and Unauthorized items to be received by detainees **72.8.4 A-D**
 - 1. The following items are **authorized**: prescribed medication(s), eyeglasses, reading material, clean clothes for court and cash for bail. **72.8.4 B**

The following are **unauthorized**: weapons, controlled substances, food, jewelry, money (except for bail), envelopes, notes, and packages of any kind. **72.8.4 A,D**
 - 2. Any authorized property delivered to the Canton Police Department for a detainee and is accepted by the Shift Supervisor or his/her designee, shall be inspected, inventoried and recorded on the detainee's property record and stored with the detainee's property. Any such property shall be carefully searched for weapons and contraband prior to storage if they can be opened without force or damage. It shall be released in accordance with procedures for Policy 3.03, Detainee's Property. **72.8.4 C,E**
 - 3. No items shall be distributed to detainees prior to being released, with the exception of prescription medicine, money for bail, or clothing unless authorized by the Shift Supervisor. **72.8.4 F**
 - 4. Clothing may be distributed to detainees when being transported to court upon authorization of the Shift Supervisor. Clothing must be searched for contraband, weapons, or unauthorized items such as drawstrings or belts prior to distribution. **72.8.4 F**

VIII. REPORTS AND RECORDS SECURITY

All incidents or situations, which pose a threat to the facility or any person therein, or any visible damage to a cell shall be documented in a written report and submitted to the Chief of Police. **72.4.11**

All detainee records shall be safeguarded from unauthorized disclosure. This is accomplished by the following

1. Only the reporting officer can edit his/her report; it is password protected
2. All criminal report folders are to be placed in the in-box on the Prosecutor's desk by the Shift Supervisor.
3. All completed reports are contained in a case file. All case files shall be kept in a file cabinet in the office of the Prosecutor. This office shall be a locked office with minimal access.

Holding Facility Weekly Checks

Appendix A

- Maintenance personnel are to handle the General Inspection checks weekly and record the checks on the list provided. This will include:
 - o Check all doors, windows, locks, ventilator coverings, light fixtures, toilets & beds for wear/tampering
 - o Check each cell for running water
 - o Search for any tools or weapons, items that could be used as weapons, or contraband
 - o Inspect area for presence of vermin, pests or other foreign substances
- Deputy Chief Sherrill is to oversee these checks.
- In her absence, the Sergeant working the day shift on Monday morning(s) will ensure that the checks were done.

Holding Facility Monthly Checks

- Scheduled monthly testing of the Duress Alarm System will be conducted