



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



**DIVISION DIRECTIVE**

TITLE <b>TEMPORARY DETENTION AND PROCESSING PROCEDURES</b>			PROCEDURE NUMBER <b>PG1010.0</b>
SECTION <b>Adult Arrest Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>09/01/19</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>PG1010.0 "Temporary Detention and Processing Procedure", issued 03/17/17</b>			
RELATED DIRECTIVES <b>PG1002.0, PG1004.0, PG1100.0</b>	REFERENCES <b>CALEA 1, 72</b>	AUTHORITY <i>S.R. Johnson</i> <b>Chief Stanley R. Johnson</b>	

**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 Southern Station.

**II. PROCEDURES AND RESPONSIBILITIES:**

**A. Temporary Detention Facility (TDF)**

1. The Divisions temporary detention facility is located in the Park Police Southern Station. Officers of this Division are responsible for keeping the Property Specialist aware of needed materials, such as property bags, etc.
2. Support Operations, Assistant Chief or his/her designee is responsible for the operation of the temporary detention facility at Park Police Southern Station. The temporary detention facility will be inspected monthly by the Operations Duty Officer (ODO) and/or shift supervisor. The Operation Duty Officer will complete an 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.

## **TEMPORARY DETENTION AND PROCESSING PROCEDURES**

### **PG1010.0**

3. The temporary detention facility at Park Police Southern Station 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 number, 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.
7. There will be a minimum of two officers at Park Police Southern Station when there is a prisoner in custody there.

#### **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. "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.

**TEMPORARY DETENTION AND PROCESSING PROCEDURES**  
**PG1010.0**

- 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.
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.

## TEMPORARY DETENTION AND PROCESSING PROCEDURES

### PG1010.0

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.
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 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. Officers in the building, except light duty personnel, and nearby field officers will immediately respond upon announcement of the emergency.
  - b. 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.
  - c. 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

**TEMPORARY DETENTION AND PROCESSING PROCEDURES  
PG1010.0**

to: suicide attempts, injuries to prisoners and/or officers, overcrowding, fires, escapes, or attempted escapes.

**C. Separation and Placement of Prisoners**

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 Southern Station:
  - a. The cell in the lock-up area with heavy metal bars is 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.

**CI. 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 in the property log book. The property will be placed in an evidence type bag by the officer and placed out of view of any and all prisoners.
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 Property Record Form will be completed with the Arrest Report, if applicable.

**TEMPORARY DETENTION AND PROCESSING PROCEDURES  
PG1010.0**

- 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.

**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

**TEMPORARY DETENTION AND PROCESSING PROCEDURES  
PG1010.0**

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 Southern Station.

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. Visual monitoring equipment covering the temporary detention cells and entryway 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.
  - b. No mail, packages or other correspondence will be accepted for a prisoner being held in any temporary detention facility.

**TEMPORARY DETENTION AND PROCESSING PROCEDURES  
PG1010.0**

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.

**B. Body Cavity Searches**

## **TEMPORARY DETENTION AND PROCESSING PROCEDURES**

### **PG1010.0**

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 University of Maryland Capital Region Health 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

**TEMPORARY DETENTION AND PROCESSING PROCEDURES  
PG1010.0**

Procedure (SOP). **Officers from this Division will process all adult prisoners at CPU Facilities.**

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. An arrest report should be completed in Police Mobile for all arrest.
  - 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

**TEMPORARY DETENTION AND PROCESSING PROCEDURES  
PG1010.0**

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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