



Use of Detention Area

I. PURPOSE

The purpose of this policy is to establish guidelines for the safe and secure usage of the holding cell and processing room when prisoners are brought into the Ridgely Police Department.

II. POLICY

A. Each Officer will be responsible for checking the Detention Room at the beginning and end of their shift for contraband, weapons or possible security breaches. Any discrepancies should be documented and addressed immediately.

B. Upon arrival at the Ridgely Police Department, the prisoner will be taken to the Detention Room. Prior to entering the Detention Room, the Officer must secure their firearm in the secure locker as **firearms will not be permitted in the Detention Room whenever a prisoner is present.**

III. PROCEDURE

A. Once inside the Detention Room, the Officer will conduct a thorough search of each prisoner in custody prior to securing them to the detention table.

B. When a prisoner of the opposite sex is brought in, it will be necessary to utilize a member of another Department to facilitate a search. It may be necessary to request assistance from the Caroline County Sheriff's Office, Caroline County Department of Corrections, the Denton Police Department or the Maryland State Police to accomplish this task. Civilian employees of the Department are not to be used to conduct any prisoner searches.

C. All personal property of prisoners will be removed from their possession and control. Each item that is not being held as evidence will be recorded on a Property Bag. The items will be stored in the appropriate property storage bag/envelope provided by the Department and placed outside the processing room. The property storage bag/envelope must have the prisoners name clearly printed on the outside of same. The property will not be returned to the prisoner until after he/she is released by an authorized agent of the appropriate Court. If the prisoner is ordered to be incarcerated, the property will be released to the receiving/booking officer at the receiving facility.

General Order No. 8-3 (Cont.)

D. Prisoners will be allowed to wear their clothing inside the Detention Room once a thorough search has been completed, except when deemed necessary by the Officer. Those items should be removed and placed with any other personal property and can be returned immediately prior to removing the prisoner from the Detention Room for transport outside the Ridgely Police Department. Any other clothing that is deemed by the Officer to be potentially dangerous to life or to aid in escape can be confiscated and held accordingly.

E. The arresting Officer will be responsible for the care, custody and control of their prisoner, unless relieved by another Officer who assumes this responsibility. All prisoners will be placed in the Detention Room or restrained to the Detention Bench while inside the Ridgely Police Department.

F. Access to the Detention Room when a prisoner is present will be limited to authorized police or medical personnel and DJJ Intake workers. Civilian personnel and/or the public are prohibited inside the Detention Room whenever a prisoner is present. Prior to placing a prisoner in the Detention Room, the Officer will inspect same to ensure that no weapons or other contraband is present.

G. Once the prisoner is inside the Detention Room, the Officer will secure the prisoner to the table utilizing the attached handcuffs. Additional restraints such as shackles, hobble straps, etc. may be used when deemed necessary. The Officer may close the door to the Detention Room and shall conduct regular checks on the prisoner.

H. In most cases the Detention Room should be used to hold prisoners while awaiting charges, with the exception of routine processing (fingerprinting/photographing). Exceptions can be made when interviewing and/or questioning a prisoner as part of an investigation.

I. Ideally, only one (1) prisoner will be placed in the Detention Room at a time. If additional prisoners are present, Officers will make contact with the Denton Police Department to utilize their Holding Cells. **Juveniles can only be held in custody for a maximum of six (6) hours.**

J. In the event that a prisoner needs to use the restroom during their detention, the prisoner will remain secured with no less than handcuffs when being escorted to and from the restroom. Additional restraints should be used when deemed necessary. An Officer will remain with the prisoner while in the restroom and should not be left unattended for any reason.

K. Should there be a need to house a prisoner for an extended period, there should be provisions made to allow the prisoner to sleep, if he/she so desires. Additionally, at the discretion of the Chief of Police, a meal may be provided for the prisoner if the length of detention warrants same. A meal will consist of a sandwich and a beverage in a cup. No meal utensils will be given to the prisoner. A request for a maximum reimbursement of \$10.00 for the cost of the meal will be honored.

General Order No. 8-3 (Cont.)

L. All prisoners will be physically checked on by the arresting Officer no less than every 15 minutes at staggered intervals to ensure their safety and security, unless more frequent checks are deemed appropriate due to the behavior or other condition of the prisoner. Officers should be alert for any potential signs of suicidal behavior, to include jokes regarding same. Should any concerns arise, the Chief of Police should be immediately notified and constant visual observation will be kept on the prisoner.

M. Juvenile status offenders may not be placed in the Detention Room or be attached to a stationary object. These offenders need to be placed in an unoccupied room to await a disposition. Again, **juvenile offenders need to remain separated by sight and sound from all adult prisoners at all times.**

N. Officers should use the Detention Room only as long as needed. Officers waiting on an extended response by the Caroline County District Court Commissioner, have a violent prisoner, or need to utilize Live Scan to finish the booking process, Officers should utilize the Caroline County Sheriff's Office or the Denton Police Department's holding cells.