

Cobb County Police Department

Policy 3.02

TEMPORARY DETENTION ROOMS

Effective Date: October 14, 2019	Issued By: Chief C.T. Cox
Rescinds: Policy 3.02 (April 15, 2018)	Page 1 of 4
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

It is the purpose of this policy to establish guidelines for the management and administration of temporary detention rooms to include the security, control, and care of persons placed therein.

I. POLICY

The Cobb County Sheriff's Office Adult Detention Center is the primary holding facility for prisoners of the Cobb County Police Department. It is the policy of this Department to provide secure temporary detention rooms for subjects awaiting transfer to the Adult Detention Center or other administrative procedures and to maintain these facilities in a sanitary and safe manner. As such, personnel using temporary detention rooms shall adhere to the following procedures and shall be alert to any problems or conditions that may compromise security, safety, or the well-being of detained persons.

II. DEFINITIONS

- A. Temporary Detention:** Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances.
- B. Temporary Detention Administrator:** The officer who places an individual(s) into a temporary detention room; or an individual assigned by a supervisor.
- C. Temporary Detention Room:** Any locked room or area into which a subject is detained and unable to leave of his own accord. Examples include holding cells and interview rooms when a subject is locked inside.

III. ADMINISTRATION

- A.** The unit commander will ensure that a documented monthly inspection of temporary detention rooms is conducted to ensure proper safety and security. The inspection will include, but is not limited to:
 - 1. A visual inspection of the smoke and fire alarm system in the area of the temporary detention room, as well as fire suppression apparatus (fire extinguishers or sprinklers); and

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2. An inspection of any contents within the room (toilets, sinks, bedding, furniture, etc.).
- B.** In order to reduce the risk of fire, the area near temporary detention rooms will not be used as a storage area. If stored materials are discovered during the monthly inspections, the unit commander will ensure that the items are removed immediately.
- C.** A book containing Detention Log Sheets will be maintained near each temporary detention room. Log sheets shall be retained by the precinct/unit for a minimum of 36 months.
- D.** An administrative review of temporary detention rooms and policies/procedures will be conducted annually. The Chief of Police will designate an individual to conduct the review.

IV. PROCEDURES

- A.** A Detention Log Sheet will be completed for each person placed in a temporary detention room. At a minimum, the following information will be recorded for each detainee:
 - Name of detainee
 - Reason for detention
 - Date and time in and out of the facility
 - Times of face-to-face visual observation of detainee
 - Times and reason for temporary removal
 - Meals, if any, that were provided
 - Supervisor notified
- B.** The temporary detention administrator will be responsible for the processing, searching, and temporary detention of the individual.
 1. Other officers may assist as requested. However, this shall not relieve the temporary detention administrator of responsibility.
 2. The temporary detention administrator will notify his supervisor whenever a detainee is secured in a temporary detention room. Additionally, the temporary detention administrator will notify his supervisor if he is no longer able to assume responsibility of an individual in a temporary detention room. The supervisor will ensure that another officer assumes the role as temporary detention administrator.
- C.** The temporary detention room will be searched immediately before and immediately after an individual is detained within the facility to ensure that no weapons or contraband are present.

- D.** Prior to placing a prisoner in a temporary detention room:
 - 1. The prisoner will be searched.
 - 2. All shoelaces, belts, knives, flammables, fire-producing devices, and any other articles with which a prisoner may attempt to harm himself or others will be removed from the prisoner. Personal items should also be removed (e.g., – wallets, watches, phones, etc.). The temporary detention administrator will be responsible for any items removed from an individual.
- E.** The temporary detention administrator is required to provide the detainee reasonable access to water, restrooms, and other needs.
- F.** Detainees should not be restrained by securing them to a fixed or immovable object unless it is designed and intended for such use.
- G.** Male and female detainees who are placed in temporary detention rooms will be separated, unless the subjects are known to each other prior to arrest and are non-violent. Opposite sex detainees placed in the same temporary detention room should be monitored at all times.
- H.** Generally, juveniles will not be placed in a temporary detention room. If a juvenile is detained in a temporary detention room, an Intake Officer of the Juvenile Court will be notified by the detaining officer. Juvenile and adult detainees who are placed in temporary detention rooms will be separated.
- I.** If a person is to be in a sustained lockdown period for more than four consecutive hours, a supervisor will be notified.

V. SECURITY CONCERNS

- A.** Personnel will ensure that all firearms are secured in their security level holsters, or other secure place not accessible to detainees, prior to entering a temporary detention room or processing area.
- B.** Personnel will ensure they have immediate access to a functioning portable radio while interacting with detainees in a temporary detention room or processing area.
- C.** Generally, only police personnel will be allowed access to a temporary detention room or processing area while in use. However, the arresting officer, temporary detention administrator, or a supervisor may allow others supervised access on a limited, as-needed, basis (e.g., – a spouse, parent, etc.).
- D.** Personnel will escort detainees at all times in order to ensure that opportunities for escape are reduced. Prior to leaving detainees unattended in a temporary detention room, personnel will ensure the door is locked. Detainees not contained in a secured temporary detention room shall not be left unattended.

- E.** The temporary detention administrator is responsible for ensuring face-to-face visual observation is made of his detainee at least every thirty (30) minutes. If any audio/video devices are available to monitor the detainee between the thirty minute face-to-face visual observations, they will also be used to monitor the detainee.
- F.** Placing an individual with suicidal tendencies or conditions that present a danger to themselves (e.g., – extremely high alcohol/drug content) into a temporary detention room requires the explicit permission of a supervisor. These individuals should be monitored at all times while in a temporary detention room.
- G.** In case of fire or other emergencies, the temporary detention administrator will be responsible for getting the detainee to safety, extinguishing the fire (if possible), requesting any other assistance needed, and notifying supervision. If an emergency involves the death of a detainee, the supervisor will notify detectives, internal affairs, and the precinct commander, and the scene will be treated as any other crime scene.

VI. TRAINING

The Cobb County Public Safety Training Center will be responsible for conducting training in the use of temporary detention rooms as follows:

- To all new sworn personnel
- Retraining a minimum of once every four years

This training will include methods for handcuffing/securing prisoners and the responsibilities for detainees in temporary custody.