



SOUTH MIAMI POLICE DEPARTMENT

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CFA STANDARD: 22 SUBJECT: <i>Holding Facility -</i> TEMPORARY DETENTION	NEW (X) RESCINDS (X) AMENDS () OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS: 22.01M, 22.02M, 22.03M, 22.04M, 22.05, 22.06M, 22.07M, 22.08M, 22.09M, 22.10, 22.11, 22.12M, 22.13, 22.14M,,

SECTIONS:

- 31.1.1 Temporary Detention Procedures, Use, and Supervision**
- 31.1.2 Minimum Physical Conditions**
- 31.1.3 Six Hour Use Restrictions**
- 31.1.4 Securing to Immovable Objects**
- 31.1.5 Fire Protection Plan**
- 31.1.6 Security Procedures**
- 31.1.7 Training Department Personnel**
- 31.1.8 PREA**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish department policy and provide guidelines pertaining to the operation of the temporary detention Prisoner Processing Area; to include the physical conditions of the Prisoner Processing Area; to establish a time frame for processing detainees; to establish a fire evacuation and suppression plan for the Area; to provide training to affected personnel.

SCOPE: All departmental personnel.

POLICY: It is the policy of the South Miami Police Department to allow for the temporary detention and holding of prisoners for a period not to exceed 6 hours, in rooms and areas specifically designed for that purpose. After the temporary detention period has expired, the arresting officer(s) must regain continual supervision and control of the prisoners and transport them to a Miami-Dade County Corrections Department Facility or Juvenile Assessment Center (for juvenile detainees).

Pursuant to Federal regulations, Juveniles may not be detained in the holding facility for more than 6 hours. Adults may not be detained in

holding for more than 8 hours, but every attempt will be made to transport adults within 6 hours. In no case will any adult be detained in the holding cell for over 8 hours.

DEFINITIONS:

Accountability: The state of being held responsible by higher authority for specified job-related results.

Continuous Supervision and Control: Refers to direct in-person contact.

Custody: Legal or physical control of a person in an area or facility or while in transit, i.e. legal, supervisory, or physical responsibility for an individual.

In Custody: Under the full control of a law enforcement officer.

South Miami Police Department Prisoner Processing Area (Detention): The entire prisoner/detainee temporary processing area, to include the individual holding/Impaired Driver Testing Room containing the officers' work area, holding cells, and the hard interview room within the Prisoner Processing Area.

Prisoner: A person/detainee who has been arrested and taken into custody.

The Prison Rape Elimination Act (PREA) of 2003: A Federal law which addresses the detection, elimination and prevention of sexual assault and rape in correctional systems, develops national standards of compliance and accountability, and punishment for failure to comply with said standards, collects and disseminates information on the incidence of prison rape, and awards grants and technical assistance to help agencies implement the Act. For purposes of PREA, the term "prison" applies to all federal, state, and local prisons, jails, police lock-ups, temporary holding cells, private facilities, and community settings such as residential facilities. The term "arrestee" applies to any person held in a custodial setting for any length of time by any of the facility types mentioned above.

Processing: Include pre-booking activities involving detainees in custody, after which detainees may be either released from custody by one of several means, or be transported to a Jail (holding facility), at which time they will be booked by County Corrections personnel.

PROCEDURE:

31.1.1 Temporary Detention Procedures, Use and Supervision

- A. The arresting officer or another officer (for example, back-up officer) will be responsible for the supervision, accountability, and control of all detainees under their control. The arresting officer will be responsible for completing a "Holding Area Check Sheet" for each detainee, in accordance with 31.1.3 - SIX-HOUR USE RESTRICTIONS.

PRISONER PROCESSING AREA: Comprises the two holding cells; a separate cell will be used to detain adults, when possible, and juveniles will be sequestered sight and sound, from adults. Prisoners will be separated by male and female genders (see G.O. 31.1.1-D.). [CFA22.07M]

1. The Prisoner Processing Area will be used only as a temporary detaining facility allowing officers to complete arrest forms and reports and for the processing of prisoners. Prisoners will also be held pending questioning, testing, release, or transfer to another facility. Prisoners will be under constant supervision and control of sworn agency personnel. Each holding cell is equipped with proper ventilation, lighting, sanitary equipment, and a bench.
2. Prisoner control: Prisoners will be escorted into the building through the sally port and taken to the Processing Area. The dispatcher will get the key from the Dispatch Area. The arresting officer will be responsible for opening, closing and monitoring the sally port during the arrival and departure of prisoners.
 - a. The sally port doors will remain in a **closed position** while a transport vehicle is inside in order to maintain this area secure at all times. [CFA22.03M(c)]
 - b. Upon arrival at the sally port entry, officers involved in transporting the prisoner will notify the dispatcher to open the north-side sally port door. Once the vehicle is inside the sally port, the transporting officer will notify the dispatcher to close the north-side sally port gate and ensure that BOTH doors are lowered and the area secured.
 - c. The officer transporting the prisoner will not allow the prisoner to exit the vehicle until the officer has cleared the area and all firearms are placed in the appropriate weapons locker(s) in the sally port. The prisoner will then be removed and escorted to the Processing Area. [CFA22.03M(a)]
 - d. When taking the prisoner from the Processing Area to the Dade County Jail, the officer will not re-arm himself until the prisoner is once again placed securely in the police vehicle. Only then will the officers will retrieve their weapons from the locker(s) and open the south sally port door to depart.
 - e. If the sally port is full and another prisoner must be brought to the Prisoner Processing Area, the transporting officer will notify the current occupant of the sally port to move their vehicle, if possible, so the new transport vehicle can enter the sally port. This should only be done once another officer or supervisor is monitoring the Prisoner Processing Area.

Secure all firearms in the weapons lockers located inside the sally port before entering the secured area. Secure the Processing Area facility door prior to removing handcuffs from prisoners. Prior to transport

to another facility, handcuff prisoners and secure them in the vehicle before removing weapons from lockers.

3. Prisoners must be searched prior to admittance into the cell area and in the presence of officers of the same gender unless an emergency situation or danger to the officer exists. [CFA22.05M(c)] Weapons and contraband will be impounded by the officers. [CFA22.04M(a)]

Should a prisoner of the opposite gender need to use the lavatory after the search for weapons, the officer of the opposite gender shall allow the prisoner to use the lavatory in the holding cell in private; supervision of the prisoner can still be maintained by monitoring the closed circuit television in the cell area which allows lavatory use to be done with a degree of privacy and still allows proper supervision of the prisoner.[CFA22.05M(c)]

Belts, purses, shoes, jewelry, and other personal items will be removed from the prisoner before placing him/her in a holding cell and documented on the Prisoner Property Sheet. [CFA22.04M(b)]

- a. Place prisoner's property in brown paper bag.
- b. Write prisoner's name and DOB on brown paper bag.
- c. Staple and place brown paper bag in a clear-front locker.
- d. Use a separate clear-front locker for each prisoner.
- e. Do not lock locker / do not use padlock.
- f. Record items taken from the prisoner on the Prisoner Property Sheet.
- g. In the case of mass-arrests, there are additional lockers located in the garage area.

4. Transporting prisoners from the scene of arrest to the Processing Area; and Processing Area to the detention or medical facility: Upon leaving the Processing Area, officers will transport prisoners directly to the appropriate detention facility without delay. Officers will not stop for meals for themselves or for the prisoner. Stops for activities not related to law enforcement are strictly prohibited while transporting a prisoner.

5. Before a prisoner is removed from the Processing Area, identification will be made to verify that the correct person is being removed. All prisoners will be identified by the transporting officer using the Arrest Form. This will enable the transporting officer to positively identify the prisoner prior to transportation to another facility and ensure that his impounded property will be transported with him. [CFA22.04M(c)] If there is any doubt as to the identity of the prisoner, the transporting officer will utilize photographs, driver's license information, and/or identification by the arresting officer prior to transport.

6. To ensure that prisoners held in the Processing Area do not have an opportunity to overpower an officer and escape, it is suggested that officers not enter a cell area unless another officer is present.
- B. By authorization of the South Miami Police Department and the Chief of Police, the Prisoner Processing Area and holding cells within the station may be used to process detainees for release or transfer to another facility, i.e. The Miami-Dade County Jail or T.G.K. Jail Facility.
 - C. A detainee will be secured to immovable objects, providing they are designed for such use (such as the prisoner benches), with the use of departmentally issued hand-cuffs and/or leg shackles under the following conditions:
 1. The detainee is a threat to either themselves or another in the holding cell;
 2. The detainee is a threat to the security of the Processing Area.

USE OF RESTRAINING DEVICES: Handcuffs will be double locked whenever utilized. Prisoners will be restrained with department approved handcuffs while in transport. Restraints will not be removed from a prisoner until the person is secured in the Prisoner Processing Area, released from custody, or no longer poses a threat of violence. The only exception to this is if there is a lengthy delay and the prisoner's human needs must be attended to, in which case the handcuffs may be removed, provided the officer believes the needs are valid and the person can be controlled.

Prisoners will not be handcuffed to any part of the transport vehicle. Restraints used for the mentally disturbed will be of the "soft-ware" type (flex cuffs) if available, but non-availability of same will not preclude the use of handcuffs. A sick or injured prisoner in custody for a crime of violence will be restrained as much as is consistent with his/her sickness or injury. Officers will avoid, if possible, placing prisoner(s) in the prone position. Obese and other prisoners may have difficulty breathing while lying on their stomachs.

- D. Males and females will not be placed in the same holding cell. Juveniles and adults will not be placed in the same holding cell.

NOTE: Federal regulations allow for a 6-hour grace period that permits the secure detention in a holding cell or secured room of those juveniles accused of committing criminal-type offenses. Under this exception, the juvenile cannot have sight or sound contact with detained adults during the time the juvenile is in a secure custody status within the station.

- A. **An alleged delinquent could be detained for up to 6 hours for the purposes of identification, processing, and to arrange for release to parents or transfer to the JAC. However, no detainee will be placed in a temporary holding cell and/or be secured to an immovable object for a period of time to exceed four**

hours. Any holding of juveniles should be limited to the absolute minimum time necessary to complete these purposes, not to exceed 6 hours.

B. All juveniles that are being temporarily detained in the South Miami Police facility, either in the Prisoner Processing Area or secured interview room must be logged-in using the Juvenile Monitoring Reporting Form located in the Juvenile Log Book, in addition to the Holding Area Check Sheet.

C. According to Federal regulations, a juvenile “Status Offender”, non-offender, or civil-type offender cannot be securely detained for any length of time in a holding cell or secured room, or any room used to secure offenders. These juveniles must be kept supervised in the main area of the Police Station, the lobby, or in an unsecured interview room.

1. **SICK/INJURED PERSONS:** Seriously ill or injured persons will NOT be transported to the Processing Area. Miami-Dade Fire Rescue will be called if a prisoner complains of illness or injury upon being arrested. If the prisoner develops a medical emergency while in the prisoner processing area, Miami-Dade Fire Rescue personnel will be called to respond and evaluate the prisoner for treatment. [CFA22.08M]

a. If prisoners must be transported to a medical facility, the arresting officer(s) will ensure that the transport and any complaints of injury will be documented in the offense report and the complaint/arrest affidavit.

b. Any death, attempted suicide, escape attempts, or injury to prisoners, officers or employees occurring while in the Processing Area must be immediately reported to the Chief of Police via Chain-of- Command and documented on appropriate reports.

2. **SPECIAL PRISONERS:** Individuals representing a threat to officers, other prisoners or themselves, will be separated and closely supervised. Belts and shoes will be removed. Special prisoners may include those exhibiting a violent threat to officers or other prisoners, the mentally ill, those under the influence of alcohol or drugs, sex offenders, or suicide or escape risks. [CFA22.10M]

a. A communicable disease protective mask will be utilized when the prisoner attempts to bite, spit at the officer, or cough in the direction of the officer.

b. When a citizen of any sovereign nation to which the United States extends diplomatic recognition is arrested or detained for any reason, the officer who makes the arrest or detention will immediately inform the subject of the right to have his/her government informed of the arrest/detention.

c. If the subject requests that his/her government be notified, the arresting officer(s) will immediately notify the nearest consul or

other officer of the nation concerned; or, if unknown, the embassy of the nation concerned in Washington, D.C.; or, if unknown, the nearest state judge who will, in turn, notify either of the above. (See General Order 1.2.5 – D)

- d. Violent prisoners will be separated from other prisoners. Officers will make sure they have adequate back up when handling a violent prisoner.

31.1.2 Minimum Physical Conditions

While in custody in a South Miami Police Department temporary holding area, prisoners will be provided access to water, restrooms, and other needs in a timely manner. Each holding cell is equipped with proper ventilation, lighting, sanitary equipment, water, and a bench.

It must be stressed that the holding cells are a temporary holding area for the processing of the paperwork pertaining to the arrestee. Prisoners are to be kept only long enough to process the respective arrest paperwork, finish any investigative steps, and then transport the prisoner to the respective booking facility. If the holding area cannot maintain the number of prisoners, either because there are too many to safely utilize the lavatory, access water, or safely sit unhandcuffed awaiting transport without threat of violence from other prisoners, officers will handcuff the prisoners, place them in either police cars or a prisoner van for immediate transport to the correct booking facility.[CFA 22.14M]

No pharmaceuticals will be dispensed by South Miami Police personnel to any prisoner at any time. Prisoners will not be allowed to consume any pharmaceuticals unless approved by Miami-Dade Fire Rescue per their protocol.

- 1. An emergency evacuation route will be posted in the prisoner area.
- 2. A smoke/fire detector will be present in the in the prisoner area.
- 3. A fire extinguisher will be present in the prisoner area.
- 4. A first aid kit will be present in the prisoner area.
- 5. Signwork will be affixed in the prisoner area stating “Prisoners who need medical attention shall inform an officer immediately.” The information will be written in English and Spanish. [CFA22.09]

31.1.3 Six Hour Use Restrictions

No detainee will be placed in a temporary holding cell and/or be secured to an immovable object for a period of time to exceed 8 hours; every reasonable effort will be made to transport prisoners within 6 hours. No juveniles will be held for over 6 hours without being transported.

- A. The following procedures will be used to assure proper documentation of prisoner processing times:
 - 1. Whenever a detainee is placed into a temporary holding cell, a “Holding Area Check Sheet” will be initiated.

2. If the detainee is removed from the holding cell for any reasons, i.e., photographs, fingerprints, interview with detectives, etc., the “Holding Area Check Sheet” will be terminated and completed.
 3. In the event that the detainee is to be returned to the temporary holding cell, a new “Holding Area Check Sheet” will be initiated.
 4. All holding area check sheets completed for the detainee will be made part of the arrest packet.
- B. The combined total time elapsed of all Holding Area Check Sheets will not exceed **6 hours for juveniles or 8 hours for adults**.
- C. In the instance where an unusual circumstance may prohibit adhering to the 6 hour use restriction, the following will occur:
1. The arresting officer’s supervisor will be notified;
 2. The detainee will be placed under continuous control or supervision.

31.1.4 Securing to Immovable Object

There are secured immovable objects (such as the prisoner benches) or the temporary holding cells which are designed to keep detainees from causing injury to themselves and/or others, and to prevent the likelihood of escape or security breach within the station. These items will be used as outlined in Section 31.1.1 (C) (1 & 2).

31.1.5 Fire Protection Plan

- A. The following fire prevention, detection, and suppression practices and procedures will be used in the Prisoner Processing Area:
1. As a method of fire prevention, the following will be adhered to:
 - a. No one will be permitted to smoke in the Prisoner Processing Area;
 - b. No lighters, matches or combustible materials will be allowed into or stored in the Processing Area;
 - c. All detainees will be searched for matches and/or lighters prior to entering the Processing Area and a holding cell.
 2. All fire detection devices and alarm systems for the facility will be inspected on a regular basis for damage or tampering. [CFA22.02M] All officers will be trained in the proper use of available fire suppression equipment, i.e. fire extinguisher located in the hallway immediately outside of holding area. [CFA22.12M]. Testing of fire and smoke alarms will be documented as required by the appropriate fire code. [CFA

22.02M(b)] Fire suppression equipment will be maintained pursuant to manufacturer standards and the applicable fire code.[CFA 22.02M (c)]

3. Duties of the officer discovering a fire are as follows:
 - a. Immediately notify the Communications Center of the situation, and activate the nearest fire alarm. Attempt to contain or extinguish the fire if possible; and
 - b. Ensure that any detainees in the area are in no immediate danger. If danger is present, the officer will take steps to have the detainees evacuated being mindful of security at all times. Provided it does not jeopardize personal safety, prisoners will be placed in restraints prior to evacuation. A written plan exists for the evacuation of prisoners and personnel to hazard free areas through marked emergency exits and will be posted in the holding area as well as other appropriate locations throughout the SMPD headquarters. [CFA 22.02M(d)]
 4. The duties of the communications dispatcher are to immediately notify the following personnel of the situation:
 - a. Miami-Dade Fire department;
 - b. On-duty supervisor (if not already notified);
 - c. The Assistant Chief; and
 - d. The Chief of Police.
 5. The on-duty supervisor will designate one person to direct fire department personnel arriving on the scene to the location of the fire.
- B. Should evacuation become necessary, all detainees will be taken out of the Prisoner Processing Area and police facility to a secure location, away from the fire, until the fire is extinguished and the "all clear" has been given.
1. Detainees will be taken outside of the police facility into the parking lot area and placed in a marked police vehicle appropriately equipped with a prisoner cage.
- C. Once the "all clear" signal is given and detainees secured, all officers involved with the situation will complete a supplement report detailing what actions they took.

31.1.6 Security Procedures

To ensure the safety of officers and detainees, the following security measures will be followed any time an officer enters the Prisoner Processing Area:

- A. Weapons control: No one will enter the Prisoner Processing Area armed with a firearm while a detainee is within the actual holding cell upon entering the sally port

with a prisoner, officers will secure their firearms in the department supplied weapons lockers **before** removing the prisoner from the rear of the patrol vehicle. [CFA22.03M(a)]

The only exception to this would be in a life or death situation. Department supplied tasers are allowed in the temporary holding areas, but officers are reminded to be mindful of their presence and security.

- B. Panic/Duress Alarm and Emergency button: **Temporary holding areas do not have panic/duress alarms. In the event an officer(s) requires emergency assistance in the Processing Area, the officer will depress the emergency button on the hand-held radio. MDPD Communications Center personnel will dispatch a "3-15" to the SMPD Station and SMPD dispatchers will direct SMPD and/or MDPD officers to the Processing Area via police radio and notify the on-duty supervisor.**

Per CFA Standards, the hand-held radio will always be carried when entering the processing area, and will be left on to provide an appropriate response to emergencies occurring in the Prisoner Processing Area.

1. If it is an emergency, the officer will announce their location and problem, if possible. The MDPD dispatcher will attempt to raise the unit who is listed by the activated emergency number if no immediate response was heard.

- C. Access to area and prisoner: Sworn officers, Fire/Rescue personnel, supervisors and other individuals authorized by a supervisor, may have access to the Prisoner Processing Area and detainees. While these employees may have access, they are not authorized to enter during the pre-booking process unless approved by the arresting officer or an emergency develops requiring immediate access. The arresting officer will ensure that all necessary precautions are taken to protect himself/herself and the detainee. Access to the Processing Area should be granted only to essential persons. [CFA22.03M(b)]

1. A prisoner will, upon request, be permitted to consult with an attorney prior to or during questioning. Telephone contact between the prisoner and attorney will be permitted if appropriate. The officer will visually monitor the prisoner and advise the prisoner to speak softly to afford the prisoner adequate privacy. Every effort will be made to ensure privacy between the prisoner and the attorney.
2. Should a prisoner request to consult with his/her attorney in person prior to, or while making a statement or answering questions, and the information is desired at that time, an investigator should be contacted and arrangements made to use an interview room for the consultation. When

this occurs, all security measures will be taken to prevent an escape and/or injury to officers.

3. Prisoners will not be allowed visitors in the Processing Area. Visitors will be advised to check with Miami-Dade County Corrections facilities regarding visiting hours.
- D. Escape prevention: When dealing with detainees, officers should keep the person properly secured by the use of restraining devices, as required by the detainee's actions, charges, and past history (if known). Known high-risk detainees will be handled by two officers during processing and transporting. Always ensure that handcuffs are securely tightened to the prisoner's wrists and double-locked for safety.

ESCAPES/HOSTAGE SITUATIONS: In the event of an escape from custody in the Processing Area or anywhere else in the building, arresting officers will immediately notify their immediate supervisor providing all pertinent information, then notify the Communications Center with the same information to be broadcast over the police radio. [CFA22.11(b)] As there is no audible alarm in the station that would signify an escape, Communications personnel will announce, over the radio and the building public address system, that an escape has occurred, giving a description of the escapee(s), area from which escape occurred, and approximate time delay. [CFA22.11(a)]

1. All police personnel in the building at the time of the announcement will respond to hallways, etc. and check any non-employees confronted. [CFA22.11(d)]
2. The Communications Center dispatcher will assign sufficient police units to secure the exterior of the building. [CFA22.11(d)] The patrol shift commander will ensure that enough officers are assigned to form a perimeter around the area of the escape and that a search will take place. Additional officers can be requested from other agencies through pre-existing Mutual Aid Agreements, including canine officers to assist in the search. [CFA22.11(c), (e)]
3. In the event of a hostage situation (in the Processing Area or any area between the Processing Area and transportation), the officers on the scene will advise Communications Center personnel who will notify the Chief of Police via Chain-of-Command. All available police personnel will be dispatched to the area. The Supervisor will determine if SWAT and Crisis Negotiator Teams are necessary.

NOTE: if call-outs for specialized teams are necessary, then mutual aid agreements will be activated with the appropriate agency (MDPD, CGPD, etc.)

4. At the conclusion of the incident, the supervisor in charge will direct an officer to complete an Offense incident Report detailing what occurred what steps were taken. The supervisor will also see that other necessary reports are completed if applicable (i.e. Response to Resistance Report, Injury reports, etc.). [CFA22.11(f)]

5. The response to the incident will end after the supervisor in charge makes certain that a search of the immediate area has either resulted in apprehension of the escapee or that further investigative leads will now be followed by detectives. Officers assigned to the perimeter and to the search will then be advised to secure from their posts. [CFA22.11(e)]
- E. Searching detainees: The following procedure will be followed whenever an officer of this department arrests any individual:
1. When a lawful arrest is affected, a police officer will search the person arrested and the area within the person's immediate reach. No detainee may be transported to the Prisoner Processing Area without first being searched by the arresting officer. If the arresting officer does not transport, the transporting officer will search the detainee before placing him or her into the vehicle.
 2. A police officer making a lawful search without a warrant may seize all instruments, articles, or other items discovered on the person arrested or within the person's immediate control; the seizure of which is reasonably necessary for the purpose of;
 - a. Protecting the officer from attack;
 - b. Preventing the person from escaping;
 - c. Discovering the fruits of a crime; or
 - d. Assuring subsequent lawful custody of the fruits of a crime or of articles used in the commission of a crime.
 3. Belts, shoes, and/or other clothing accessories that pose a potential risk to the prisoner must be removed from the prisoner before placing him/her into a holding cell. Prisoners will not be allowed to keep any personal effects that might be used as a weapon or to vandalize the cell area. Contraband and unauthorized items will be seized, listed on a property receipt(s), and placed in the property room.
 - a. Upon arrival at a Miami-Dade County Corrections facility, personal effects taken from prisoners will be turned over to the Miami-Dade County Corrections facility's property room for inventory and prisoner's signature.
 - b. In the event a prisoner is released from the Processing Area, all personal property, other than contraband, will be returned.
 4. Strip searches and body cavity searches will be conducted in accordance with FS § 901.211 - Strip Searches of Persons Arrested; Body Cavity Searches. Whenever possible, searches of detainees will be made by officers of the same gender as the detainees.

NOTE: *Nothing in this section prohibits an officer, under exigent circumstances, from removing a weapon believed to be concealed in a prisoner's clothing that, if not immediately removed, jeopardizes the officer's life or anyone else present.*

- F. **Security inspection:** Before placing a detainee into any temporary holding cell, the proposed holding cell will be searched for contraband, weapons, and any damaged equipment that might help facilitate an escape or safety risk. [CFA22.03M(d)] The search will ensure that the detainee cannot gain access to an escape method or route, or an item that can be used as a weapon. The door leading into the Processing Area will remain closed and secured at all times. The outside doors to the temporary holding cells will remain closed at all times. The doors lock automatically and can only be opened from the outside door knob. [CFA22.03M(c)]

No tools or cutlery are permitted in the cell areas. The Prisoner Processing Area counter area should be free from sharp and/or blunt objects that can be used as a possible weapon by a detainee. No workers will be allowed in the holding area while there are prisoners held in the cells; they will leave no tools behind in the holding area after their work is completed.

1. The officer(s) placing a prisoner in a cell will be responsible for conducting the security check of the holding cell for weapons and contraband. The security check will be conducted prior to and immediately after a prisoner has occupied it.
2. If any weapons or contraband are located, the officer's immediate supervisor will be verbally notified immediately and another cell used. An Offense/Incident report will be written and the property impounded.
3. Shoes with laces, and belts shall be removed from the prisoner and placed in a locker with prisoner property. Drawstrings or other items which can be used for a hanging/suicide will be removed from the prisoner and placed into property.

- G. **Visual Observation:** Visual observation will be conducted at least every thirty (30) minutes on all detainees placed in a temporary holding cell. These "Visual Check Times" will be noted on the "Holding Area Check Sheet." [CFA22.05M(a)]

1. Documented physical observation at least every 15 minutes for adult prisoners/detainees identified as being suicidal or a danger to themselves;
2. Documented physical observation at least every 10 minutes for all juveniles[CFA22.05M(a)];

SURVEILLANCE CAMERAS: The surveillance cameras placed in the holding area will be monitored by officers in roll call and Communications Center personnel.

Particular attention will be paid to the Processing Area monitor when cell areas are occupied by prisoners. Officers will advise Communications Center personnel when entering the Processing Area so the system can be monitored. Electronic surveillance cameras will be used primarily at critical locations of movement in the Prisoner Processing Area, including holding cells and sally port. When monitored, it will provide a means for immediate intervention to be called in times of emergency. [CFA22.06M(b)] They will not be used in such a way that they violate the personal privacy of prisoners. [CFA22.06M(a)] The safety of officers in the holding area will be monitored through the surveillance camera and through monitoring any emergency signal activated by officers depressing the red button on their handheld radios. [CFA22.03M(e), (f)]

There must always be a South Miami Police Officer in the Station when a prisoner is in custody.

31.1.7 Training Department Personnel

Upon hiring, department personnel and sworn officers with any responsibility for detainees in temporary custody will be trained in this procedure as well as any changes and updates in the operation of the Prisoner Processing Area during the FTO program. Additionally, all sworn personnel will be trained in these procedures as well as any changes and updates during periodic roll call training and/or departmental training bulletins (South Miami “Transmissions”)

The use and operation of the Prisoner Processing Area will be governed by General Order 31.1 – HOLDING FACILITY, and will serve as a training guide to all South Miami Police members.

Annual training for all sworn members will be provided on Detention Area / Jail Cell Holding Area will include use of emergency button, segregating juveniles and prisoner by gender, fire suppression techniques, and use of fire suppression and safety equipment provided for use.

31.1.8 PREA (Prison Rape Elimination Act)

- A. The agency has a zero tolerance policy for staff sexual misconduct with arrestees, meaning that all allegations are reported and investigated.
- B. Agency policy prohibits sexual contact and/or violence between arrestees and detainees.
- C. Agency policy prohibits staff sexual harassment of arrestees by employees.
- D. Agency policy commits the agency to investigating all allegations of arrestee/arrestee sexual violence and staff sexual misconduct with arrestees.

- E. Vendors and subcontractors, who provide services to the agency, are required to follow the agency's policy on sexual abuse, sexual violence and sexual misconduct.
- F. Medical and mental health protocols exist for arrestees who allege sexual assault and/or misconduct including referral to the local sexual assault treatment center (RTC).
- G. Agency policy requires mandatory employee reporting of allegations of both sexual violence between arrestees/detainees, and staff sexual misconduct with arrestees/detainees.
- H. Agency policy prohibits retaliation against either an arrestee/detainee or employee who report allegations of misconduct – whether the misconduct involves employees or arrestees.
- I. On-and-off duty fraternization between employees and individuals arrestees and/or detained by the agency is strictly prohibited.
- J. Agency policy provides for training all employees, volunteers and contractors regarding agency policies on arrestee/arrestee sexual violence and staff sexual misconduct with arrestees. This training address definitions, reporting requirements, signs of sexual violence, and how to access medical and mental health care for arrestees/detainees, including referral to the sexual assault treatment center. This training will be a part of annual prisoner holding area training.
- K. Arrestees and detainees are notified of their right to be safe while in custody as well as the prohibited acts and ways to report allegations.
- L. The agency has a screening process to assess arrestees' risk including mental health, medical, suicide, criminal history and potential for sexual violence, and vulnerability for victimization. This is a part of the Miami Dade County Corrections procedure. This questionnaire is reviewed by jail staff upon arrival at DCJ, TKG, or JAC.
- M. Employees violating the provisions of PREA are subject to discipline up to and including termination; the results of any internal affairs investigation involving these said violations may be forwarded to the Florida Department of Law Enforcement to be used in determination hearings which may result in revocation of certification. The results of any internal affairs investigation involving these said violations may be forwarded to the Office of the State Attorney for prosecution.

