

# HOLDING FACILITY

EVERETT POLICE DEPARTMENT POLICY & PROCEDURE NO. <b>3.02</b>	ISSUE DATE: 1 May 1999
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MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: <b>72.2.1(a,b,c,d,e), 72.1.1, 72.3.1, 72.3.2, 72.4.1, 72.4.3, 72.4.10, 72.4.11, 72.5.1(a,b,c), 72.5.3, 72.5.6, 72.6.2, 72.7.1, 74.4.2</b>	REVISION DATE: 14 January 2005 Revised: 9/23/15

## I. POLICY

Massachusetts law allows police departments with lockup and holding facilities to detain arrestees for up to 48 hours, Sundays and holidays excluded, providing the court is not in session. This right carries with it the responsibility of providing the community, and those individuals who are detained, with proper administration, management techniques, security, controls, and services.

Although all officers and employees are responsible for adherence to the policies pertaining to the facility, it is necessary to designate overall responsibility for organization, management, and administration to one position. The Administrative Services Division Commander shall assume these duties with lateral support from the Patrol Division Commander regarding the daily operational procedures. The Administrative Services Commander will retain all reports regarding the physical maintenance of the facility, with all other required reports being funneled to the Chief of Police.

## II. PROCEDURES

### 1. Physical Conditions: [72.2.1; 72.5.6]

- a. The holding facility shall provide the following minimum conditions for detainees:<sup>1</sup>

- 1) Adequate lighting as required by local code or ordinance; **[72.2.1 a]**
  - 2) Circulation of fresh or purified air in accordance with applicable codes; **[72.2.1 b]**
  - 3) Access to a restroom and drinking water; **[72.2.1 c, 72.5.6]**
  - 4) Access to a wash basin or shower for detainees held in excess of eight hours; and **[72.2.1 d]**
  - 5) A bed and bedding for each detainee held in excess of eight hours. **[72.2.1 e]**
2. Facility Inspections to include; Fire, heat and smoke detection shall be conducted annually according to code. **[72.3.1]**

#### **1. ACCESS TO FACILITY (NON-POLICE PERSONNEL)[72.1.2]:**

All non-police personnel granted access to the Holding Facility are subject to inspection of belongings and a body search upon entrance to or exit from the facility, if it is deemed necessary by the Shift Commander. All non-police personnel are to be made aware of this rule prior to entering the Holding Facility.

Access to the Holding Facility by non-police personnel shall be limited to those individuals approved by the Shift Commander and are subject to the following conditions:

**ATTORNEYS** - May be admitted to the cell of their client private consultation if it is deemed proper and reasonable by the Shift Commander. Alternate arrangements for attorney/client consultation may be permitted under special circumstances at the discretion of the Shift Commander. Inform both the attorney and the client that any abuse of the privilege could result in a termination of the private consultation privilege authorized by the Shift Commander. They should understand it prior to admittance.

**MEDIA** - Access of the media to the Holding Facility is allowed only when the area is unoccupied by a prisoner or prisoners. Exceptions to this rule are granted by the Chief of Police exclusively, and only when such access will not

impede the operations or efficiency of the facility, and does not invade the privacy of any prisoner being held within.

**IMMEDIATE FAMILY** - Members of a prisoner's immediate family may be granted access to the Holding Facility for the purpose of visiting with the detainee; at the discretion of the Shift Commander providing this visit does not interfere with the operation of the facility, and does not violate the privacy rights of other individuals being detained. In general, these visits should be limited to no more than fifteen (15) minutes at a time and only one person at a time.

**NON-RELATIVES** - Access to the Holding Facility for visitation purposes by individuals who are not immediate family or relatives are not permitted unless a situation exists that deems such a right necessary. It will be the decision of the Shift Commander regarding any special circumstances.

**TOUR GROUPS** - Under no circumstances shall a group being given a tour of the Police Station be permitted access to the Holding Facility if there is any individual being detained in that area of the building.

## **2. RESPONSIBILITY FOR OPERATION & MAINTENANCE:**

The Administrative Services Division Commander shall be responsible for the maintenance and fiscal affairs of the Holding Facility and shall exercise said duties through and in response to reports from the Operations Division, Civilian Dispatchers and the Custodial Staff. The Holding Facility as defined in this policy shall include the Booking Area, the Cell Block, and the Juvenile and Female Cells.

The Operations Division Commander shall provide lateral support by being responsible for the daily operation of the Holding Facility by the sworn personnel who are under his/her command. Sworn personnel assigned to the Operations Division shall exercise these duties through the reports to the Administrative Services Division.

## **3. DELEGATION OF FISCAL ACCOUNTING:**

As the departmental official designated as responsible for maintenance and care of the Holding Facility, the Administrative Services Division Commander shall report to the Chief regarding any outlay or commitment of funds, actual or proposed, inherent in or involving the continued safe and efficient operating

conditions in the facility. As the Station is a City building, all repair and construction costs are the responsibility of the Buildings Division.

All minor expenses incurred in the routine daily operation of the Holding Facility (exclusive of departmental salaries) shall, whenever possible or applicable, be approved by the Chief of Police. All invoices or receipts for routine or unusual minor expenses shall be turned over to the Chief of Police for the purpose of recording prior to transfer to the Executive Secretary to be paid. Such expenses shall include, but are not limited to, minor repairs, prisoner's meals (prior approval not needed), and cleaning expenses.

The Executive Secretary shall, on a quarterly basis audit the expenses of the operation of the Holding Facility. This audit may include, but is not limited to, a review of time slips, charge slips, receipts, and prisoner meal slips. Once this audit is completed, the results shall be forwarded to the Chief of Police. At this time any irregularities or unusual circumstances concerning the disbursing of departmental funds shall be investigated and acted upon as necessary.

In any instance requiring the use of a matron for holding a female prisoner, said matron shall fill out a time slip and such expense will be recorded in the overall expenses of the Holding Facility.

**4. PROPER SECURITY PRACTICES:** The following security procedures shall be adhered to by all officers and personnel involved in the booking and detention process of prisoners held in the Holding Facility:

**a.** To ensure that there is no error in the prisoner counting system, the on-duty OIC shall maintain **OIC PRISONER CELL BOARD** that the on-coming OIC shall be briefed at the beginning of a Shift. In addition, the on-coming OIC or a House Officer will perform a physical count of the prisoners being held to make sure the list matches.

**b. In the interests of proper security, when booking a prisoner** into or out of the facility, both entry doors from the lobby area, the entry door from the garage area, and both garage **doors will be closed during the entire process.** In addition, no one will be allowed into the booking area that is not needed to assist in the process. Also, each time a prisoner is placed in a cell the door will be shut by the officer and then immediately checked to make sure it is properly locked and secure. All unoccupied cells shall be left unlocked and in a fully open position so as to ensure ease of confining a prisoner after booking. None of the doors leading to the open areas of the Holding Facility are to be locked shut due to fire safety reasons.

**c. Officers may enter the cellblock only when monitored on the video** or when personnel already in the area require their assistance. Officers may

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enter an occupied cell only when at least one other officer is with them, or when releasing a prisoner from custody.[74.4.2]

**d. All prisoners**, upon being booked into the facility **shall be searched** (including body searches if necessary) for contraband, and their personal property shall be listed on the proper forms, and then secured in a property locker. Individual cells should be searched prior to placing a prisoner inside for lockup.

Following lockup, searches of the cellblock, individual cells and/or body searches are to be conducted only when there is reason to believe that contraband weapons or other personal property has been smuggled in the area. These types of searches shall be authorized by the OIC only and shall be performed by at least two officers (except in the case of body searches of females. A matron or matrons, only (with explicit exigencies) shall do these searches.[72.5.1a,b,c]

If males, females and juveniles are required to be detained at the same time, their holding areas are separated from each other by sight and sound. [72.5.3]

**e. In accordance with Massachusetts General Law, Chapter 40, Section 36 B, each occupied cell within such 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 detainees. All male prisoners** held in the facility **are to be viewed at all times** on the monitors located in the Patrol Office. A matron will be assigned to physically monitor the well being of female and juvenile prisoners. It is the responsibility of the house officers to perform this function of monitoring male prisoners, which includes both audio and video monitoring. There is no intent in this procedure to violate the personal privacy rights of individuals held, therefore when a prisoner speaks to his/her attorney or a relative, the audio will be turned off. The surveillance devices are never to be used for covert investigative purposes unless such action is essential to the safety or well being of the general public or an individual.

**f. Suicidal prisoners shall be physically checked at a minimum of every fifteen minutes.** Any prisoner having special or unusual circumstances of custody may have to be checked more frequently or may require continuous monitoring. Special attention should also be paid to individuals who have apparent medical or physical difficulties. Under no circumstances will any person other than the OIC or other assigned officer have any type of overall responsibility for the supervision of prisoners held in the Holding Facility.

**g. Firearms**

**1. POLICE FIREARMS [72.4.1]**

- a. The transporting officers shall remove and secure their firearms prior to handling detainees
- b. All persons, including but not limited to assisting officers, booking officers, detectives, and supervisors shall secure their firearms prior to entering the booking area where they may come in direct contact of a detainee.
- c. EXCEPTION; unless, employing the Dept. issued Level 3 Duty or Approved Level 2 Holster.
- d. If the issued holsters and levels are not employed, the protocol for securing firearms is;
  1. Officers entering the area from the main building shall secure their firearm in a gun locker located in the hallway leading to the booking area.
  2. Officers entering the booking area from the sally-port garage shall utilize the gun locker in the garage next to the entry door, only after the overhead garage door has been closed.

**h. All keys** to the cells in the Holding Facility are to be **kept in the OIC's Area** when not in use. Keys may only be taken into the Cell Block when a prisoner is being released or when an officer is gaining entry to a locked cell for another essential reason. **[72.4.3]**

**i. No tools or culinary equipment will be allowed in Cell Block** except with specific authorization of the Shift Commander. Any tools allowed in for routine maintenance purposes shall be checked in and out by the OIC or Shift Commander. Only under extenuating circumstances, and approved by the Shift Commander, shall any type of culinary instrument be allowed in the Cell Block area. The instrument(s) shall also be checked in and out by the OIC or Shift Commander. [

**j.** In the event of an **escape of a prisoner** from the custody of this Department, the following procedures shall be immediately undertaken [72.4.10]:

- (1). Dispatchers will broadcast to all patrol units a brief description of the prisoner, the estimated time of escape, and the possible direction of travel;
- (2). Dispatchers will then broadcast the same info to other area departments and agencies on the **BAPERN** radio system;

(3) As soon as possible a message should be sent over the LEAPS system of the TT advising other departments and agencies of the situation;

(4). An immediate search shall commence under the supervision of the Shift Commander with additional personnel being called back at his/her discretion.

(5). Should the escapee be caught then the Dispatcher shall notify other law enforcement agencies of this fact through the appropriate communications means according to the time frame of the capture.

k. Specific **supervision of females held will be the responsibility of a qualified matron.** The matron shall conduct all searches and cell checks. All intake screening, the OIC shall conduct booking, and other Holding Facility responsibilities.

l. In the interest of proper security and safety, when **transferring a prisoner from the Cell Block area to the Interview Room** for the purpose of interview/interrogation, the prisoner shall be accompanied by no less than two (2) sworn Patrol or Criminal Investigations officers. The two (2) officers shall have their weapons secured elsewhere, other than on their person, as per Department Policy with reference to Booking Policy. Based on the demeanor of the prisoner and at the discretion of the OIC, it may be necessary to use temporary restraints (handcuffs and/or leg shackles), as per Department Policy, during the transfer and questioning process.

To insure that the prisoner will not attempt to escape and/or harm him/herself, sworn personnel shall exit the Booking Room door closest to the Booking Desk. The prisoner shall be escorted to the elevator and moved under direct supervision to the Interview Room on the second floor directly opposite the Detective offices. Once placed in the Interview Room, he/she will be under direct supervision by no less than one (1) sworn officer.

To return a prisoner to the Cell Block area and cell, the route and method of transfer shall be the reverse order, as described above.

In the event that a prisoner needs to use a bathroom facility, he/she shall be returned to their cell to avoid the prisoner from obtaining any device that can be used as a weapon.

\*\* In the case of a female prisoner, in addition to the two (2) sworn officers and whenever possible, at least one female officer or a matron shall accompany the prisoner from the Cell Block area to the Interview Room and remain present in

the Observation Room viewing area until the female prisoner is returned and placed back into the cell.

m. ALERTING CONTROL POINT: The holding area is equipped with an audio-video monitoring system so that a detainee may alert the officer-in-charge in the event of an emergency. **[72.4.8]**

n. PANIC ALARMS: All personnel are issued a portable radio equipped with a “panic alarm” which can be activated to request emergency assistance when needed. **[72.4.9]**

## **5. HOLDING FACILITY TRAINING:**

Any officer assigned to the position of OIC, whether full-time, part-time, or as a replacement, shall be familiar with all facets of detaining prisoners in a short term holding facility.

Officers-in Charge shall be familiar with holding facility security measures and procedures, handling emergency situations, supervision of prisoners, pertinent legal issues, prisoner rules and regulations (federal, state, and local), human and legal rights of prisoners, and detention procedures for unusual or special prisoners such as females, juveniles, mentally disturbed individuals, handicapped persons, and finally, suicide prevention in accordance with **Mass. General Laws Chapter 40 Section 36.**

In addition the OIC shall be familiar with methods of physical restraint so that, when necessary, control of certain prisoners can be obtained with the minimum of discomfort and danger to both the officer and the prisoner.

Training shall be provided every three years.[72.1.1]

## **6. HANDLING PRISONERS WHO PROPOSE A RISK:**

Any prisoner, who, in the judgment of the Shift Commander, presents a substantial threat to the facility, its occupants, or the employees of the Department, may require special handling. In cases where the prisoner’s actions pose a definite threat, based on the Mutual Aid Pact the Shift Commander shall attempt to make arrangements with officials at the Middlesex County House of Correction in Cambridge for immediate transfer to that facility.

In less critical situations the prisoner shall be placed in either Cell #7 or Cell #8 in order to segregate him from other prisoners who will be held in Cells 1 through 5 respectively.



This segregation should not involve any other penalization other than the segregation itself. There should be no abridgement of rights or privileges that would normally be granted any other prisoner. The situation should be reviewed hourly to determine that it is still reasonable and proper, and return to an area of the Cell Block should only be done when the Shift Commander determines that the conditions that necessitated the original action have been removed or no longer exist.

All actions of segregation shall require a written report by the Shift Commander to the Patrol Division Commander. A copy of the report shall be included in the Booking Report as part of the prisoner's arrest file. The report should contain the reasons for the segregation, the time of the segregation, and, if applicable, the time of termination of the segregation. (The term "segregation" shall also refer to transfer to another facility.)

## **7. MEDICAL SCREENING & TREATMENT PROCEDURES:**

Pursuant to **Mass. General Laws, Chapter 276 - Section 33**, "Whenever a person is arrested for a crime and is taken to or confined in a jail, police station or lockup, the Officer-in-Charge, thereof, shall immediately examine the prisoner, and if he finds any bruises, cuts, or other injuries shall make a report, forthwith, to the Chief of Police of the city concerned. The requirement that the prisoner be examined shall **not** be deemed to compel the removal of clothing."

Also, in accordance with the same chapter and section, ...any prisoner deemed in need of any medical attention by the Officer-in-Charge (includes Patrol Commander, Shift Commander, or Patrol Supervisor) shall be transported to the nearest medical facility (Whidden Memorial Hospital) for appropriate medical attention. A separate Incident Report shall be filed on any incident of this nature.

All officers shall follow the guidelines listed below in attending to the medical needs of a prisoner:

The prisoner shall, upon arrival in the station, be received and screened by the OIC (Booking Officer). This screening shall consist of compliance with **MGL C276-S33** (Physical Examination Law) and **MGL C40-S36** (Suicide Prevention Law), as well as a brief inquiry into the current health of the prisoner; medications currently being taken by the prisoner; behavioral observations, including state of consciousness and mental status; and, a notation of any obvious body deformities. All observations shall be noted on the Booking Report for later reference, if needed. Conversely, upon release or transfer of the prisoner, receiving/screening information shall be re-checked and any changes from the condition upon entry into the facility shall be further noted on the Booking Report.

The Pre-Screening Division of the Mass. Department of Mental Health shall immediately be notified of prisoners believed to be mentally ill, retarded, or otherwise unstable. Pre-Screening shall make decisions on transfer or removal from the facility. Until such time of their arrival the prisoner may require constant personal monitoring. It will be the policy of this Department to fully cooperate, as much as possible, with the Pre-Screening representative on all matters of transportation and other requests of assistance.

Any special medical needs, problems or procedures shall be handled by OIC's while the prisoner is in custody, providing the Shift Commander determines that the instances can safely be handled in accordance with the training of the OIC's. When transport to the Whidden Memorial Hospital is necessary, the extent or nature of the illness or injury will determine the mode of transportation (i.e. ambulance or cruiser). The decision shall be that of the OIC or the Shift Commander. When transporting by ambulance, a police officer shall accompany the attendants.

An arrestee in need of detoxification shall be held in the holding facility unless circumstances warrant attention by medical authorities, as determined by the Shift Commander. Persons should only be held in Protective Custody when arrangements for transfer to the Detoxification Center cannot be arranged, or if the person would pose a threat to themselves or others if released to someone's custody.

No officer shall be allowed to administer or render medical aid to a prisoner beyond the scope of his/her training. This scope is determined by the level of emergency medical training of individual members of the Department (i.e. CPR, First Responder, EMT, EMT-I or Paramedic).

A first aid kit will be maintained in a prominent location within the booking area. It will contain material necessary for light emergency medical treatment. An ambu-bag shall be kept in the matron's room for easy accessibility to the booking area and the cellblock area. The Administrative Services Division Commander shall cause the first aid kit and ambu-bag to be inspected weekly and shall assure proper inventory and maintenance of the property. **[72.6.2]**

Questions to be asked upon intake of a prisoner are contained on the attached copy of the Medical/Mental History form. All Booking Officers are reminded of the importance of having the prisoner sign this form following questioning. In addition, they shall make sure that the Dispatchers query NLETS under Q5 in order to determine if the prisoner has previously attempted suicide within the Commonwealth. The hard copy of this query shall be attached to the prisoner's Booking Report.

## **8. HANDLING VIOLENT, INTOXICATED, ETC. PRISONERS:**

Any prisoner who is uncontrollable due to being under the influence of alcohol or narcotic drugs; or is violent or otherwise self destructive, shall be

handcuffed to the booking rail during the booking process. In the event that the prisoner remains uncontrollable, the OIC, at his discretion, may order the prisoner placed in the prisoner restraint chair until such time that the prisoner has returned to a passive state. The prisoner shall be timely and physically checked as per procedure to insure his/her safety. If transportation or removal to a detoxification facility is not feasible, the male prisoners may be isolated in single occupancy inside Cell #7 or #8. Under no circumstances shall this prisoner be placed in a cell occupied by another person.

If segregation of the prisoner into a single occupancy cell is not deemed or found to be sufficient protection for the prisoner or the facility, then the Shift Commander or OIC shall determine and take such action as is legal, safe, and effective to restrain any actions by the prisoner that would be detrimental to himself/herself, other occupants, the police officers on duty, and the facility.

Above and beyond all measures taken to protect all concerned there shall be continuous monitoring of this individual through the video (of male prisoner only) and audio monitors (all prisoners), and, if necessary, by continuous personal observation in lieu of the 15-minute cell check.

## **9. THE BOOKING REPORT:**

This document is generated by the ***In-House*** Crimetrack computer system will serve as the permanent arrest record and is archived in the system. It contains all the information needed to develop a profile on the subject and is used as a guide for the Booking Officer to use in gathering all pertinent and mandatory data regarding the prisoner. It is imperative that all information be filled in if the data is obtainable. For liability purposes, refusal to answer by the prisoner must be noted on the form regarding the following questions:

- a. PRISONER NAME, ADDRESS, DOB, SS NO., & PHONE;
- b. MARITAL STATUS;
- c. ALL JUVENILE DATA (if applicable);
- d. EMERGENCY CONTACT NAME, ADDRESS, & PHONE;
- e. PHONE CALL REFUSAL; and  
BREATH TEST REFUSAL (if applicable).  
MIRANDA WARNING  
PRISONER'S RIGHTS

The system contains the Miranda Warning, the Prisoner's Right to Use of the Telephone, the Prisoner's Right to a Doctor, and the Prisoner's Right to a Breathalyzer Examination (if applicable). All of this material should be read to the prisoner and he/she should be offered the right to read it himself/herself. The Booking Officer should request the prisoner to sign the bottom of the sheet and any refusal should be noted. The Booking Officer shall also sign and date the bottom in the proper area.

Upon full completion of the booking process, which includes any responsibility of the House Officer with relation to completing the form, a copy of the booking sheet, along with any attachments (Q5 TT Notice and any applicable Booking report sheet), shall be retained in a folder in the Patrol Office until it becomes the Arrest File in Central Records.

#### **10. BOOKING REPORT SHEET:**

For ease of any potential verification in the future, it is necessary to document any and/or all items not requested on the Booking Report Sheet. The categories that need to be documented are:

- a. A list of legally prescribed pharmaceuticals that the prisoner possessed at the time of arrest;
- b. The dates and times a prisoner was allowed by the OIC to take prescribed medication[**72.6.5**];
- c. Any special diet conditions that are authorized by a physician who has contacted the Department;
- d. The date, time, location, and general specifics of any medical treatment given to the prisoner;
- e. The nature of any emergency medical treatment administered at these premises, and by whom.
- f. The date(s), time(s), and source(s), of meals given to the prisoner while in custody.
- g. Any segregation activity regarding the prisoner, and the reasons for such activity; and
- h. the date, time, name/relationship, and reason for visit with regards to prisoner's visitors while in custody

Any OIC who is on duty when the particular action or activity occurs during the custody of an individual, if needed will add any additional information. It will be attached to the copy of the Booking Form to remain a part of the Arrest Record.

#### **11. HANDLING PRISONERS' PERSONAL PROPERTY:**

All personal property of a prisoner, including money and jewelry, shall be taken from the individual and placed inside a Property Envelope. The items shall be fully recorded on the face of the envelope in addition to the field on the booking report. This envelope shall then be placed inside a property locker in the Booking Area along with the prisoner's outer garments and footwear. Personal items that are too large to fit in the envelope shall still be recorded on the face, and placed in the locker.

The Booking Officer shall note on the Booking Report which locker contains the prisoner's personal property. The locker key shall be kept on the keyboard located in the patrol office next to the Sergeant's Desk. Duplicate keys will be maintained in the OIC's Office in the Key Box.

Upon release of the prisoner all personal property shall be returned to the individual and he/she shall be requested to sign in the space provided on the face of the Booking Report indicating such return. When prisoners are transferred to the custody of another agency or facility, the personal property of that prisoner shall be turned over to their agent following an audit of the property by the prisoner. The prisoner will be requested to sign the Booking Report and the disposition and/or retention of that property will become the responsibility of the agent.

Note: Bulky items which will not be accepted by the court shall be tagged with date and detainee information and held for safe keeping in the booking room. All items not retrieved within 30 days of release from the Dept. shall be subject to disposal.

All persons arrested for the commission of a crime shall have the right to immediate access to an attorney or counsel. Notification of this right (or re-notification if the arresting officer has already done so) shall be made to the arrestee when the Booking Officer reads the Miranda Warning to him/her. It shall be the responsibility of the Booking Officer to ensure that an arrestee is afforded this right and that confidential access is provided.

**12. INSURING ARRESTEES' RIGHT TO COUNSEL & COURT:**

All persons arrested for the commission of a crime shall be transported to Court as soon possible after the booking procedure is completed, and providing the Court is in session. It shall be the responsibility of the Shift Commander to ensure this right.

It shall be the responsibility of the OIC to arrange transportation to Court, and to prepare the prisoner for this transportation. The Shift Commander shall assign Patrol Officer(s) for this transport. A female officer or matron shall accompany all females who are transported to Court.

**13. INCIDENTS THREATENING THE FACILITY/OCCUPANTS [72.4.11]:**

Any threat, indicated or perceived, against the structure, the Department, or its personnel, which the observer or recipient considers not to be idly made, shall immediately be reported to the Shift Commander. The observer or recipient shall then file a written incident report detailing the nature and circumstances of the incident. The routing of this report will include only the Patrol Division Commander and thence who will apprise the Chief.

Following notification, the Shift Commander shall take whatever action he/she deems sufficient to negate the effect or consequence of said threat.

**NOTE:** *Threats, as referred to in this section, shall not include the threat of suicide by a prisoner. This type of incident shall be handled according to MGL C40-536.*

**14. PRISONER'S MEALS [72.7.1]:**

Three (3) meals will be provided on a daily basis to prisoners detained for over twenty-four (24) hour periods. No more than fourteen (14) hours should elapse between the evening meal and breakfast. Meals may be light in fare but should be substantial enough to provide adequate nourishment for the prisoner. The Wagon Officer(s) will serve all meals. The Wagon Officer (s) upon completion will remove all utensils and containers from the cell. Regularly scheduled meals may not be intentionally varied by time or withheld from prisoners as a form of punishment or reward.

Any special diet that is required in accordance with treatment prescribed by a licensed physician will be granted whenever possible within the parameters of cost effectiveness and available resources. Any meal served in compliance with

this diet should conform as closely as possible to meals served to other prisoners at a similar time.

Records of meals served to prisoners shall be kept in (2) two places. They shall be recorded in the proper location on the Booking Report Form, and shall include the Date/Time, and Source. This Form is filed in the Central Records Section and thus becomes permanent. In addition, the Officer who picks up the meal shall obtain a receipt that shall be turned over to the Executive Secretary. It shall be the responsibility of the Executive Secretary to reconcile these receipts on a monthly basis. Following reconciliation the slips may be destroyed

### **15. EVACUATION ROUTES AND PROCEDURES [72.3.2]:**

In the event of fire or other situation which presents a hazard or danger to those being held in the Holding Facility area it shall be the responsibility of the OIC, with necessary assistance from other officers, to oversee the safe evacuation of prisoners.

The prisoners will be taken out of the cells and handcuffed, if time allows, and it is possible. The safest of the following evacuation routes will be followed:

- a. Through the Booking Area into the sally port garage and into the Prisoner Transport Wagon to be held under guard until safe to return or;
- b. Through the Booking Area to the Report Room to be held under guard until safe to return or;
- c. Through the Cell Block Area and out the front door to be held under guard until safe to return or;
- d. Through the Booking Area to the rear hallway and into the rear garage area or exits to be held under guard until safe to return so that prisoners may be;
- e. Placed in the rear of a Prisoner Transport Wagon or Patrol Unit and removed to a point of safety and held under guard until safe to return.

***This procedure may be used following evacuation from any of the four (4) routes explained previously.***

If return to the Holding Facility area is not possible following an emergency incident which requires evacuation, then the Shift Commander shall make arrangements to transfer prisoners to another facility. This should be done immediately upon learning that return to our facility is not possible.

If a prisoner requires medical treatment following evacuation then the Shift Commander or OIC shall arrange transportation according to established procedures.

#### **16. WEEKLY INSPECTIONS OF SAFETY & SECURITY EQUIPMENT:**

It shall be the responsibility of the Administrative Services Division Commander to conduct a weekly inspection of all equipment pertaining to the operation of the Holding Facility to include the Cellblock and the Booking Area. The primary reason for this inspection is to insure that this equipment is satisfactory for the continued security, health, and well being of both the prisoners and Department personnel. The items inspected shall include:

- a. all locks and security devices;
- b. cell doors;
- c. ventilators;
- d. drains and drain covers;
- e. light fixtures;
- f. cell toilets and electric disposal system;
- g. audio and video equipment; and,
- h. all emergency medical equipment.

In addition, the condition of blankets should be checked for cleanliness and possible need for replacement. Also, any items found in the area which do not belong should be removed and OIC's and Shift Commanders should be notified of the incident. Finally, when observations are made regarding areas that require maintenance, arrangements should be made for immediate service.



**17. SANITARY CONDITIONS OF THE FACILITY:**

**The custodian shall clean the Cellblock, Booking Area, and cells thoroughly on a daily basis.**

A check-off sheet shall be provided by, and returned to, the Administrative Services Division on a weekly basis to assure compliance. The list will show the division of responsibilities of the custodian and will be initialed by that individual each time a cleaning function is performed.

All Shift Commanders and OIC's shall assure, as much as possible, that conditions of occupied cells remain sanitary while being occupied. This includes seeing that a cell is returned to its original state upon the release of a prisoner. They shall also notify the Administrative Services Division Commander in writing of any unsanitary conditions or situations that could result in vermin or pests. It shall be the responsibility of the Administrative Services Division Commander to take proper action to eradicate the condition.

**18. FIRE PREVENTION PROCEDURES:**

It is the responsibility of the Administrative Services Division Commander to ensure that fire detection and suppression equipment is tested on a regular basis. This procedure shall be conducted at least quarterly, and with the assistance of the Everett Fire Department. It will include tests of detection equipment (smoke and heat detectors), suppression equipment (sprinkler systems and fire extinguishers), and the annunciating system itself. The Administrative Services Commander shall maintain records of these tests on file. They shall contain information regarding any malfunctions or disorders, and the actions taken for correction.

In addition, the Patrol Division Commander, or his/her designee, shall conduct a daily visual inspection of all fire suppression and detection equipment to ensure that it is in its proper location, shows no apparent damage, and seems to be in good working order. A report will be maintained regarding any disorders and the steps taken towards correction.

**19. AUTHORITY FOR USE OF WEAPONS:**

In the event that a riotous, tumultuous, or potentially hazardous situation should occur in the Holding Facility, the Shift Commander shall be notified immediately. It shall be his/her decision as to whether firearms, including weapons not normally carried by officers, chemical agents such as pepper

mace, or other available defensive equipment shall be used to quell such disturbance. In addition, the Shift Commander shall, as soon as possible, notify the Operations Division Commander and the Chief of Police of the occurrence. A written Report of the incident shall also be filed in a manner consistent with Department policy.

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<sup>1</sup> 105 CMR 470