

Truro Police Department

HOLDING FACILITY AND PRISONER PROCESSING

Policy Number: OPS-7.01

REFERENCE:

Effective Date: June 1, 2000

Revised Date: November 20, 2008

Accreditation Standards: 72

Mass. Gen. Law: Chap. 111B, Sec. 8

Other: Comm. V. Bowlen, Comm v. Sean Thomas

POLICY:

It shall be the policy of the Truro Police Department to process and detain all individuals in custody in a manner that provides maximum safety to the prisoner, the custodial officers, and the community. In addition, it shall be the policy of the Truro Police Department to comply with both the spirit and the letter of all laws regarding the custody and processing of arrested persons in its custody.

The Chief of Police shall be responsible for the maintenance and fiscal affairs of the Holding Facility and shall delegate authority to his subordinates as necessary to fulfill his responsibilities.

All holding facility personnel shall receive training commensurate with their duties.

DEFINITIONS: The following definitions apply to these procedures:

HOLDING FACILITY: The Booking area, the cellblocks, and the holding facility garage.

OFFICER IN CHARGE: Shift Commander on duty

PRISONER: Any person under arrest or under protective custody.

PROCEDURES:

- BOOKING:** Booking is both a law enforcement process and a holding facility procedure. As a law enforcement action, it is the official recording of an arrest and identification of the arrested person, place, time, arresting officers, and the reason for arrest. In the holding facility, it is a procedure for the admission of a person charged with an offense and includes searching, the collection of personal history data, medical screening, and taking into account

any injuries, or special needs of the prisoner, inventory and storage of the individual's personal property, and fingerprinting and photographing of the prisoner when appropriate.

It should be remembered that Supreme Court decisions indicate that the booking procedures constitute "a critical stage of the proceedings against a defendant." Members of the department shall carry out the booking procedures in a firm, efficient, and business-like manner. The booking process shall be done by an officer other than an arresting officer whenever practical.

The booking officer shall be in complete charge of the booking procedure, subject to orders from the officer in charge. Officers not involved in the arrest or booking shall not congregate in the booking area; they shall not comment adversely toward the prisoner, and shall not carry on a conversation with the arresting officers(s) during the booking procedure.

If a member of any law enforcement agency request assistance in the intake of their detainee, a Truro Police Booking Officer shall book the detainee as if the arrest was made by a Truro Police Officer. Prior to booking, the Shift Commander shall verify the name, position, rank and positive government issued identification, along with the arrest authorization (warrant, powers of arrest). *(Revised April 7, 2005)*

The disclosure of prisoner records to the public is unauthorized unless cleared by the Shift Commander. Information that is C.O.R..I (criminal background) shall be classified in accordance with federal and state laws. Information on a prisoner's identity will be a matter of public record unless exigent circumstances arise.

- A. **DEPARTMENT ARREST REPORT:** The Truro Police Department Arrest Report (booking sheet) shall serve as the arrest record of all persons arrested for crimes by members of the Truro Police Department. It is a computer generated report form containing the information needed to develop a profile on the subject and is used by the booking officer for gathering all pertinent and mandatory information regarding the prisoner. At the completion of the booking, an appropriate number of copies shall be generated for records and court use. A female officer, or civilian matron, shall be called in for every female arrest, and shall be charged with the overall supervision of female detainees. Civilian Matrons shall not be used as booking officers.
- B. **BOOKING FORMS:** The booking officer shall be familiar with all departmental booking forms, computer operations associated with booking procedures, and make certain that the appropriate forms are completed during the booking process. *ALL INFORMATION SHALL BE CONFIRMED WITH THE PRISONER.*
- C. **BOOKING FORMS TO BE COMPLETE:** It is the responsibility of the booking officer and Shift Commander to make certain that all booking forms are as complete and as accurate as possible. **Every detainee will be positively identified before release.**

2. BOOKING SECURITY:

- A. During the booking of any prisoner, the arresting officer(s) or, if not present, the transporting officer(s) shall remain in the booking area with the prisoner. In the event that the prisoner is incapacitated due to drug or alcohol use, violent, self destructive or unruly, the officer(s) shall restrain the prisoner without unnecessary force. The presence of the arresting or transporting officer(s) during the entire booking procedure is mandatory, unless excused by the booking officer. Additional restraints and monitoring may be needed and will be accomplished after an assessment is made by the Officer in Charge. *(Revised May 20, 2008)*
- B. Violent, self destructive and severely intoxicated prisoners may be immediately searched and placed in a cell if the booking officer determines that immediate confinement is appropriate for the safety of the officers and/or prisoner. *(Revised May 20, 2008)*
- C. Handcuffs shall remain on the prisoner until the booking officer authorizes their removal. *(Revised May 20, 2008)*
- D. Other prisoners awaiting booking shall be kept under constant observation and shall be controlled in such a manner as to prevent their interfering with the booking process.
- E. In the interest of security, when booking a prisoner into or out of the facility, all entry doors to the booking area shall be closed.

3. FIREARMS: No firearms shall be allowed in the booking or cell areas during the processing, detention, or release of prisoners.

- A. Officers transporting prisoners to the station by cruiser, upon arrival, park in the detention area garage (sally port), secure the garage door, and then secure their service revolvers in the weapons lockers. The garage door and service revolvers shall be secured before prisoner(s) are removed from the transporting vehicle.
- B. Inside officers who are called upon to assist in booking or controlling a prisoner shall place their firearms in the lockers provided for this purpose in the hall prior to entering the booking area.
- C. Officers who enter the cellblock areas during the normal course of business shall, prior to entry, secure their firearms in the lockers provided in the operations area.

4. INVENTORY CHECK OF PRISONERS: A routine inventory check is justified when a prisoner is booked (Comm v Bowlen, 351 Mass. 665, [1969]). The inventory of a suspect's personal belongings has also been upheld as necessary both to preserve them while he is incarcerated and to safeguard the police from a later groundless claim that some item has not been returned (U.S. v Lipscomb, 435 F. 2nd 796, 5th Cir. [1970]).

If a person who is incapacitated due to alcoholic intoxication is taken to a police station, pursuant to Mass. Gen. Law, Chap. 111B, Sec. 8, the statute provides that all valuables and all articles which may pose a danger to such person or to others may be taken from such person for safekeeping and, if taken, inventoried.

A. TIME OF BOOKING INVENTORY CHECK: No search of a prisoner shall be conducted, except in cases of emergency, until directed by the booking officer. Maximum safety is provided if the search is conducted before handcuffs are removed.

B. METHOD OF INVENTORY CHECK: All prisoners upon being booked shall be searched (including body searches if deemed appropriate by the Shift Commander) for contraband. Officers are to be aware of the fact that prisoners will frequently attempt to secrete contraband on their persons and shall conduct all searches in such a manner that all articles that can present any threat to the prisoner, officers, or the facility are found.

C. EXTENT OF INVENTORY CHECK: Prisoners shall be checked for all personal property. This shall include the clothing, all articles in possession of the person, such as contents of suitcases, handbags, shopping bags, and any other place on or in possession of the prisoner where property could be maintained or concealed.

Any container (or any item reasonably appearing to be a container) found on the arrestee's person or carried by him at the time of his arrest shall be opened and its contents inventoried. Any locked container for which the arrestee has a key among his other personal belongings shall be opened and its contents inventoried. Any locked container for which the arrestee does not have a key among his other personal belongings shall be opened only if there is reasonable suspicion to believe that the container contains any item posing a threat to the safety and security of the station or its personnel. The rule set forth in this paragraph applies equally to any container within any other container searched.

D. BODY SEARCHES:

The following guidelines and procedures shall be followed: **IN ALL CASES WHERE A STRIP SEARCH OR MANUAL BODY CAVITY SEARCH IS CONDUCTED, A REPORT SHALL BE SUBMITTED.**

1. **Strip Searches:** The United States Supreme Court has described examinations of a persons genital and anal areas without any sort of touching to be a practice which distinctively gives... the most pause. Bell v. Wolfish, 441 U.S. 520 (1979).

Definition: Strip Search is an inspection of a naked individual without any scrutiny of his or her body cavities. (Pursuant to Comm. V. Thomas 1999).

- a. Strip searches shall be conducted only when, due to the circumstances and/or nature of arrest, the booking or arresting officer has **probable cause** to believe that a weapon(s), item(s) of evidentiary value, and/or contraband may be concealed upon the prisoner in a manner that would not lead to discovery of such by a conventional prisoner inventory search or search incident to arrest.
- b. Strip searches shall be conducted only upon the authorization of the Shift Commander, Chief of Police, or his designee, and shall be conducted in a manner that will minimize any embarrassment to the prisoner. **Such searches must be performed by members of the same sex as the prisoner being searched, and conducted in a private room or area. Under no circumstances will a location be chosen, so as to humiliate or embarrass a prisoner.**
- c. Strip searches are distinguishable from body cavity searches. A strip search shall be limited to examining the prisoner's body as it exists, naked to ensure that weapon(s), item(s), of evidentiary value and/or contraband are not concealed under garments, with the exception of separating the prisoner's buttocks to ensure weapon(s), item(s), of evidentiary value and/or contraband are not concealed just outside the anus.
- d. If the booking officer has reason to believe that weapon(s), item(s), of evidentiary value and/or contraband may be secreted inside a body cavity, such as the anus or vagina, refer to section below. (Body cavity Search),

2. **Manual Body Cavity Search**: the Supreme Judicial Court commented on Rodrigues v. Furtado, 410 Mass. 878 (1991) ...It is difficult to imagine a more intrusive, humiliating, and demeaning search than one conducted inside a [persons] body... Where an officer seeks to conduct a search in someone's body , a warrant must be **issued by a judge, supported by a strong showing of particularized need and a high degree of probable cause.**

DEFINITION: Body cavity – search includes some degree of touching and probing of the anus and vagina.

- a. Probable cause to believe that the contraband or other items of evidentiary value is actually inside the cavity must exist independent of whether there is probable cause to believe that the individual searched is hiding contraband elsewhere in his home or on his person.
 - b. **Manual body cavity searches are extremely intrusive and are only to be conducted when a search warrant has been obtained.** The search warrant must be authorized by a **Judge** and not a **Clerk-Magistrate**. Once a search warrant has been obtained the body cavity search shall take place as soon as practicable.
 - c. All body cavity searches require special hygienic procedures and shall be conducted only by qualified medical personnel. The prisoner shall be transported to a medical facility, pursuant to department policy to accommodate such a procedure.
 - d. The medical facility shall be notified in advance so that a qualified medical professional may be located to conduct the search. Upon arrival at the facility, the staff of the medical facility shall be provided with a copy of the search warrant. Should the search reveal any contraband, items of evidentiary value and or weapons, such items shall be confiscated, tagged, and placed into evidence pursuant to department policy guidelines. See Truro Police Department Manual, (Evidence Procedures).
- E. DISCOVERY OF WEAPONS/DRUGS/ETC:** If, during the inventory search of a prisoner, items are discovered which are unlawful to possess, criminal complaints shall be initiated. These items will be submitted into evidence.

F. PAPERS/DOCUMENTS OR OTHER WRITINGS FOUND ON PRISONER: Papers, documents, or other writings found on the prisoner may be examined only to the extent necessary to:

1. Check the prisoner's identity;
2. Ensure the prisoner's physical safety;
3. Ensure the removal of items dangerous to cell administration;
4. To protect the department from charges of theft.

Any search of prisoner's papers or other possessions for investigative purposes may be affected only upon obtaining either the prisoner's written consent or a search warrant.

G. MALES: All male prisoners shall be searched before being placed into a cell. There shall be no exceptions to this procedure. Male prisoners shall be searched by male officers before being placed in a cell or as soon as practical. Male prisoners may be searched by female officers in the presence of another officer or video surveillance. *(Revised November 20, 2008)*

H. FEMALES: All female prisoners shall be searched before being placed into a cell. There shall be no exceptions to this procedure. Female prisoners shall be searched by female officers before being placed in a cell or as soon as practical. Female prisoners may be searched by male officers in the presence of another officer or video surveillance. *(Revised November 20, 2008)*

5. PRISONER PROPERTY: The following procedures will be used to ensure the security of the facility and of prisoner property:

A. INVENTORY AND KEEPING OF PRISONER PROPERTY: An accurate inventory of all prisoner property shall be conducted and recorded on the booking slip by the booking officer. An effort to make a full description of the property will be made. If extra room is needed but not allowed by the booking program, officers shall describe the property on the TPD Personal Valuables Form (sample enclosed) and shall type *see attached* in the space allowed by the computer program. Property shall be secured in the prisoner property box corresponding in number to the cell assigned to the prisoner. The key to the locked cabinets shall be stored at the booking desk. When not in use, the key shall remain in the lock. Evidence is not to be placed in the property box. No property, whether personal property or evidence, is to be kept in the possession of the arresting officer. *(Revised November 1, 2002)*

- B.** All prisoner property shall be released upon release of a prisoner. The booking officer, or officer in charge of the release, shall cause the booking form to be signed by the prisoner at the time of release. If the Truro Police are transferring custody to another jurisdiction, court, etc., this will be considered a release for this purpose, and the transference of prisoner property shall be recorded in the same way. If there is a discrepancy in the property returned, or a prisoner complains that items are missing, an incident report to that affect will be submitted with a copy forwarded to the Lieutenant immediately. *(Revised November 1, 2002)*

Under no circumstances will the Truro Police hold prisoner property if the prisoner is not at the station unless said prisoner is transferred to the House of Correction. If a prisoner is transferred to the House of Correction, the shift commander shall release the property, and cause the property to be re-entered into the property file under safe keeping. All property items should be individually listed. The property shall be placed into the evidence lockers in the hallway, and the key for said locker placed in an envelope, and left at dispatch. *(Revised November 1, 2002)*

- C.** Prisoners, upon their release or return from the House of correction, or their spouse, must personally request that their property be released to them. Any prisoner authorizing any other person to retrieve their belongings for them must have such authorization in writing, and their signatures notarized. The original, notarized authorization shall be retained by the Truro Police Department. A police officer shall retrieve the property from the evidence locker, and turn the property over to the owner/agent. The officer shall have the property release form signed, and shall witness such signature. The property release form, generated by the Pamet computer and completed by the officer, shall be forwarded to the Administrative Assistant for filing. *(Revised November 1, 2002)*
- D.** Property not claimed within 24 hours of the first court business session after said property was entered shall be taken to the evidence room for storage by an evidence officer. The key shall be retained from dispatch and replaced in the evidence locker. Notification efforts will be made to return the property as quickly as possible. *(Revised November 1, 2002)*
- E.** The shift commander at the time of prisoner transfer shall determine what property if any, shall be treated specially due to its valuable or rare. The shift commander may be contacted. *(Revised November 1, 2002)*
- F.** Due to the temporary nature of their stay at the police facility, detainees are not allowed to receive mail or packages of any kind while incarcerated. Persons who wish to deliver money for the purposes of bail will be requested to deal directly with the Bail Commissioner upon his/her arrival. *(Revised August 7, 2008)*

- G. CONTRABAND:** No contraband items shall be allowed in the cells. Contraband items include, but are not limited, to the following:
1. Any weapon or item that could be used as a weapon.
 2. Any drugs (prescription or otherwise).
 3. Matches, lighters, or cigarettes (smoking is not allowed in cells).
 4. Any item that could be used to tamper with a cell lock or assist in escape.
 5. Money, checks, money orders, or other negotiable.
 6. Any article that could be used in a self-destructive attempt.
 7. Any article that could in any way be used to threaten or harm the facility, its occupants, or detainee care takers.
 8. Any article that could be used to mar, deface, or otherwise damage the cells.

- 6. CELL BLOCK SECURITY:** The safety of custodial officers and prisoners requires strict adherence to proper security measures. No prisoner, whether male, female, or juvenile, shall be allowed to roam around the cellblock or other areas in the police station. Officers/Matrons shall inspect all cellblocks at the beginning of each shift, and shall use the electronic device used to record such check. The cell check shall include searching for weapons and contraband, and shall include and observations of operation wear, defective equipment, and/or any hazards or potential dangers that could threaten security. Officers/Matrons shall check cells for any unauthorized objects or problems prior to placing a detainee in the cell, and immediately after release.

Any unauthorized objects, paraphernalia, problems or potential hazards shall be recorded in the log and investigated by a superior officer.

- A. PLACING PRISONERS IN CELLS:** Whenever possible, prisoners shall be placed in a cell by two officers.
- B. DOORS:** The cellblock and cell doors shall remain open when no prisoners are in custody.
- C. KEYS:** A set of keys to all cell and cellblock doors shall be kept at the booking desk when not in actual use. The use of these keys shall be limited to operations personnel unless prior permission has been granted by the Shift Commander.
- D. ENTRY INTO CELLS:** Officers shall not enter occupied cells while alone, unless for the purpose of releasing a prisoner or in the case of extreme emergency. Officers entering a cell under emergency circumstances shall notify the Shift Commander, any officer in the station, and personnel at the front desk.
- E. UNAUTHORIZED ITEMS IN CELL BLOCK:** No tools, culinary equipment, or other potentially dangerous items will be allowed in the cell block without prior approval of the Shift Commander. Exceptions shall be noted and articles removed after use.

- F. PRISONER CHECKS:** Detainees will be physically (visually) checked every thirty minutes, and monitored continuously by camera. Officers and/or matrons shall record said checks with the checking device.
1. If an officer is working alone and an arrest is made, a second officer/matron shall be called in.
 2. The officer called in shall report to duty ready for patrol duties.
 3. Prisoner watch shall be split between officers as needed.
 4. Suicidal prisoners (Q5) will be checked every fifteen minutes, and recorded by the cell-checking device.
 5. A face to face count will be conducted once every shift. This will be recorded using the checking device located in booking. *(Added November 20, 2008)*
- G. TEMPORARY DETENTION:** At no time will any officer of this department leave a detainee unattended outside the confines of the holding facility. Whenever a detainee is held in any room, space or area outside the confines of the holding facility, he/she is to be under the continual, direct, personal supervision of an officer or Matron who can immediately intervene on behalf of the department or the detainee. *(Revised April 7, 2005)*
- 7. ACCESS TO CELL BLOCKS/POLICE PERSONNEL:** Only those officers removing or placing prisoners in cells or providing a safety or security function may enter the cell blocks without the express permission of the Shift Commander. No persons visiting detainees are allowed in the holding area at any time, unless specified in section 12 of this policy.
- 8. INCIDENTS/CONDITIONS THREATENING THE HOLDING FACILITY OR OCCUPANTS:** All members of the department shall report all incidents, conditions, or potential problems, including instances of operational wear, that could pose a threat to the safety and/or security of the holding facility, prisoners, or staff.
- A. VERBAL NOTIFICATION:** An officer who has knowledge of such threatening condition or situation shall immediately report this information to the Shift Commander. The Shift Commander may close the cell(s) and the booking area if needed. A notice in the log will be made.
- B. WRITTEN REPORT:** After notifying the Shift Commander, the officer or the shift commander shall submit a written memo to the Chief of Police regarding the matter.
- 9. EMERGENCY EVACUATION ROUTES AND PROCEDURES:** In the event of fire or other situation that presents a hazard or danger to those being held in the holding facility area, it shall be the responsibility of the Shift Commander to oversee the safe evacuation of all prisoners.

The first obligation in an emergency evacuation of prisoners will be the safety of the prisoners. While important, the maintenance of custody must be secondary to the safe removal of prisoners from the area of danger.

- A. The fire department will be immediately notified of any circumstance warranting emergency evacuation of the cellblocks.
 - B. Prisoners will be removed from their cells and handcuffed, if time and circumstances allow.
 - C. The Evacuation Plan for Lock Up shall be followed as part of this policy.
 - D. **PRISONER SECURITY AFTER EVACUATION:** After prisoners have been removed from the holding facility, the following measures may be taken, depending upon the circumstances:
 - 1. Prisoners shall be taken to a neighboring facility. The Provincetown Police, shall be utilized first, then Wellfleet Police if Provincetown cannot accommodate the request.
 - 2. Prisoners shall be transported to the Barnstable House of Correction, or arrangements will be made to pick up said prisoners by the H.O.
10. **PRISONER ESCAPES:** In the event a prisoner escapes from the Truro Police Department while in custody, the Shift Commander shall
- A. Immediately notify the Telecommunicator or desk officer, and request ALERT Phase II
 - B. Attempt to recapture the prisoner using on duty personnel, and assistance from other agencies if needed.
 - C. Notify the Lieutenant and the Chief of Police.

If the prisoner is not returned within one half hour

- A. Request Alert phase III
- B. Notify the Barnstable County Sheriffs Office for additional help if needed.

In cases where a prisoner escapes. The shift commander shall submit an incident report as soon as practical after the incident. In cases where the prisoner is suspected to have committed a crime involving personal injury, violence or is the suspect of domestic abuse, all means to contact the victim shall be accomplished.

Unless otherwise ordered by the Chief of Police, the holding facility shall be closed until such time as the investigation and causes of the escape can be determined, and the physical integrity of the holding facility can be assured. Prisoners shall be booked and housed in Provincetown.

If there are other detainees held in the holding facility at the time of the escape, then they shall be transported to the Provincetown Police Department as quickly as possible prior to closing the holding facility. If a detainee is being held overnight, arrangements with the Barnstable Sheriffs Office shall be made after the prisoner is in Provincetown.

11. COMPLAINT APPLICATIONS/COURT APPEARANCES: When an officer makes an arrest and court is not in session, the Telecommunicator on Duty shall see that the following steps are completed, either by the arresting officer or an officer designated by the Shift Commander, before the end of the tour of duty:

- A. Make four copies of all reports relating to the arrest for prosecutors, and one-copy for records. Officers requesting a summons or warrant will make four copies of their report for Prosecutors.
- B. Ensure the booking computer generated application for criminal complaint form is included in the arrest package. When an arrest is not made but a criminal complaint is to be obtained, officers are to include with the application for complaint the following:
 - 1. The necessary information for subpoena of witnesses.
- C. All of the foregoing is to be placed in the box designated for the Prosecutors.
- D. Arresting officers will not appear in court for the arraignment unless notified otherwise.
- E. The Prosecutor shall take all complaint applications, along with the information required above, to the court for issuance of complaints and the Prosecutor will sign all complaints.
- F. It shall be the responsibility of the Prosecutor to schedule and notify officers of the trial date of his/her case. This shall be done by manually in the schedule, and on the in house computer.
- G. Where there is no arrest but the defendant has been summoned at the request of any officer, it SHALL be the duty of the Prosecutor to determine if a complaint has been issued and a trial date set.
- H. The Prosecutor shall notify any member of the department to appear in court on a certain date and time.
- I. **COURT APPEARANCE:** Unless otherwise noted, officers will report for court at the designated times.
- J. **COURT APPEARANCE: OPERATING UNDER THE INFLUENCE OF INTOXICATING LIQUOR:**

1. In all prosecutions for operating under the influence of intoxicating liquor, unless otherwise instructed, only those officers requested by the District Attorney's Office shall appear; namely, the complainant (arresting officer) and the booking officer.
2. In the event that the arrest is made by more than one officer, as in the case of a two-man cruiser, ONLY ONE officer shall be the complainant, however, both officers shall submit reports. When officers decide which officer shall be the complainant, it shall be the complainant officer's responsibility to:
 - a. Arrest the prisoner.
 - b. Issue the citation, if any, in his own hand-writing.
 - c. Search the prisoner.
 - d. Be present during the entire booking process if possible.
 - e. Ensure all tow forms, T.T.'s, and Registry notifications have been made, and all other reports and forms are completed.

K. DETAINEES RIGHTS

Massachusetts General Laws, and our United States Constitution safeguards certain rights available to detainees while at the police facility. Members of the Truro Police Department will:

- a. Help ensure a timely court appearance of the detainee.
- b. Assist in the opportunity for bail without unreasonable delay.
- c. Ensure that the detainee has confidential access to an attorney if one is contacted or present.
- d. Ensure that three meals a day are provided to a detainee that is held for each 24-hour period.
- e. Ensure that the detainee has the opportunity to make a telephone call.

L. VIDEO/AUDIO RECORDING & MONITORING:

The holding facility, including the garage, booking area, and cellblock detention area are video monitored, but **NOT RECORDED**. In addition to video monitoring, all booking of prisoners, and the booking area, is also audio monitored.

Audio monitoring of the cell areas is achieved through audio monitors wired to the Communications Area.

Telephone are not monitored or recorded.

Video/audio monitoring shall be used to ensure the safety and security of prisoners; and the officers handling them. It is not intended for and will not be used to violate the personal privacy of prisoners.

12. **NON-ESSENTIAL PERSONS IN BOOKING AREA:** Only those persons authorized by the Chief of Police, or his designee, may enter into the secure booking area while a prisoner is in custody.
- A. Persons affiliated with law enforcement, medical services, or bail services, including an attorney retained by the arrestee, are essential for the purposes of this section.
 - 1. If an attorney is retained and wishes to see the detainee, he shall be permitted to do so. The detainee shall not be released from the cell, nor shall the attorney be permitted to enter the cell. The monitoring device will be shut off temporarily, and the attorney shall be instructed to contact the desk from the booking desk when he wished to leave. The attorney shall not be given the combination lock code to any entry door. An officer will leave the attorney with the client alone, but shall monitor the conversation via camera for safety purposes only. For safety reasons, the attorneys request may be denied by the shift commander if any threat, security risk, or conditions involving any detainee or the facility exist. The visit shall be documented in the log.
 - B. Non-essential persons are custodial staff, repair persons, etc.
 - C. Visitors are not allowed in the holding area when occupied.

13. **TRAINING:** All personnel who are normally work directly in holding facility duties shall be familiar with and receive initial training, and every three years, retraining in the following: *(Revised May 5, 2008)*
- A. suicide prevention
 - B. handcuffing
 - C. the location and use of fire suppression equipment
 - D. electronic cell monitoring devices
 - E. evacuation route (posted on cellblock wall)
14. **PROVISION OF MEDICAL SERVICES:** If an officer becomes aware of an illness or injury of a detainee, the Truro Rescue Squad will be called at all times, no matter what the complaint, or the level of seriousness. If a detainee is to be transported to a hospital, policy Transportation of Prisoners (OPS-7.03), section 19 will be followed.
- A. Under no circumstances will an officer of the Truro Police Department directly disperse any pharmaceuticals or other medication, including any over the counter medication, to a detainee. If a detainee needs medications, officers may assist them in taking any prescription as prescribed on the medicine label, following all warnings. Dosages shall not be exceeded. Detainees who appear to be intoxicated, on other drugs or narcotics, or seem otherwise not suitable for taking their medications shall not be allowed to do so. Examples of this would be a detainee who is suicidal, or potentially suicidal, OUI or PC's. Officers shall contact the Cape Cod Hospital Emergency Room Charge Nurse for consultation. *(Revised July 30, 2004)*
 - B. An incident will be created each time an officer assists a detainee in taking prescribed medicines. The incident shall include the medicine, dosage, date and time of the dosage, and detail who assisted. Conversely, an incident will be created if the medicine was requested by the detainee, but not given due to factors, such as intoxicants. When contact is made with the CCH Charge Nurse, an incident will be made, detailing the name, date and time of this call and any instructions the nurse may have. *(New July 30, 2004)*

15. **PROVISION OF BAIL ASSISTANCE TO DETAINEES BY OFFICERS:** If a detainee is arrested by the Truro Police for an offence that is not of the violent nature, assistance may be rendered to the detainee to obtain funds for bail shall he/she have no other means. (12/27/2001)
- A. The following conditions will apply in all cases.
 - 1. The detainee must not have been arrested for a crime which is of the violent nature.
 - 2. The detainee must not be intoxicated.
 - 3. The detainee must have exhausted all other means of obtaining funds for bail.
 - 4. The detainee must have completed the entire booking procedure
 - 5. The detainee must not present a risk of escape, either by past history, statements or gestures to the officers.
 - B. The booking officer must contact the bail commissioner prior to assisting the detainee to ascertain how much bail will be.
 - C. The detainee will be handcuffed and shackled, and escorted to the ATM at Seamen's Saving Bank, 350 Route 6, Truro by two officers in the same cruiser.
 - D. Officers will ensure that the detainee remains in full police custody during this operation.
 - E. At no time shall any officer bring any detainee to any other location. Detainees may not be transported home or to another location for bail funds.
 - F. As usual, any detainee held over the weekend shall be subject to the conditions outlined in the Truro Police Department Policies and Procedures. Furthermore, officers shall contact the Barnstable County House of Correction to arrange for housing for the detainee. This shall be accomplished by the Shift Commander at the beginning of every shift while the detainee is here, and the result of the contact shall be logged.
16. Except as noted above in section 15, and section 9 of this policy, detainees will not be allowed out of the holding area of the department unless specifically authorized by, the Chief of Police; or the Chief's designee (as per the chain of command) after consultation with The District Attorney. (12/27/2001)



Truro Police Department

"...dedicated to public service..."

John J. Thomas, Chief of Police



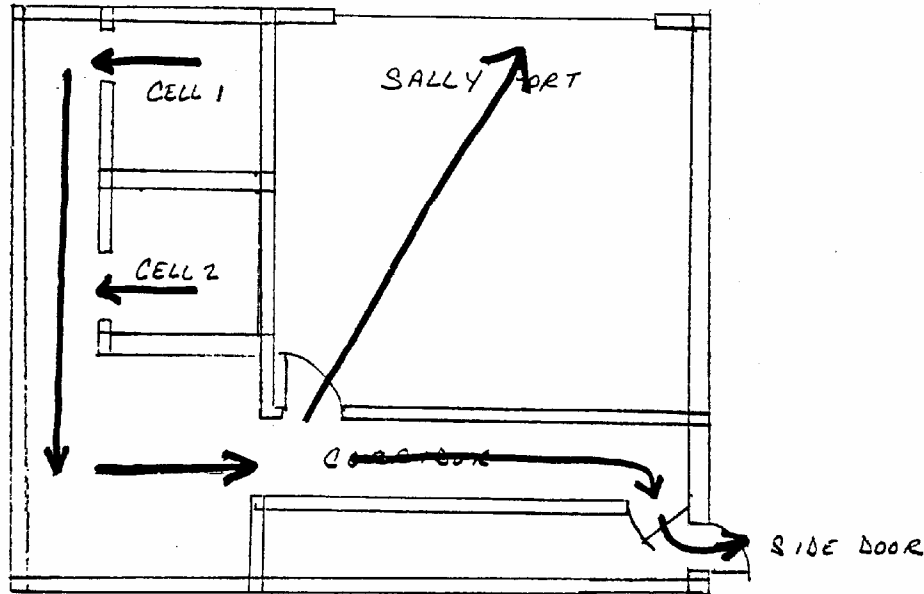
EVACUATION PLAN FOR LOCK UP

IN THE EVENT THAT THE LOCKUP HAS TO BE EVACUATED THE FOLLOWING STEPS SHALL BE TAKEN.

1. DISPATCH SHALL NOTIFY ALL ON DUTY PERSONNEL WHO SHALL REPORT TO THE LOCKUP AREA IMMEDIATELY.
2. DISPATCH WILL OPEN THE GARAGE DOOR IN THE SALLY PORT.
3. OFFICERS WILL REMOVE ALL PERSONS FROM THE CELLS EXITING OUT THE SALLY PORT.

IN THE EVENT THAT THE SALLY PORT IS IMPASSABLE EXIT WILL BE DOWN THE CORRIDOR AND OUT THE SIDE DOOR.

4. PRISONERS WILL BE TRANSPORTED TO P.D. PROVINCETOWN.



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