


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage respect and compassion"</i>		<b>SUBJECT:</b> <b>"HOLDING CELLS"</b>		<b>ORDER NUMBER:</b> <b>55-01</b>	
		<b>PLEAC STANDARD:</b> <b>2.2.3, 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6, 3.1.7, 3.1.8, 3.1.9, 3.1.10, 3.1.11, 3.1.12, 3.1.13, 3.1.15, 3.1.16, 3.1.17, 3.1.18, 3.1.20, 3.1.21, 3.1.22, 3.1.23</b>		<b>PAGE 1 OF 6</b>	
<b>RE-ISSUE DATE:</b> <b>6/15/2022</b>	<b>EFFECTIVE DATE:</b> <b>10/22/2012</b>	<b>REVIEW MONTH:</b> <b>APRIL</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>	<b>REVIEW DATE:</b> <b>6/15/2022</b>	

## **1.0 POLICY OR PURPOSE**

1.1 The purpose of this general order is to establish guidelines for the temporary detention of detainees in the holding cells located at Zones 1, 2, and 6 and Headquarters. This order provides for the safety of officers and detainees.

## **2.0 SCOPE**

2.1 It is the policy of the Pittsburgh Bureau of Police that all personnel comply with the provisions of this general order and afford the highest degree of safety for detainees while in police custody. This policy is only applicable to Zones 1, 2, and 6 and Headquarters; as only these duty locations which have functioning holding cells.

## **3.0 DEFINITIONS**

3.1 Holding Cells: Secure locations within Zones 1, 2, 6, and Headquarters that are specifically used for short term secure detention, without continuous physical attendance/supervision of sworn law enforcement personnel. Cells temporarily house persons awaiting transportation to another facility (such as the Allegheny County Jail), or for other law enforcement purposes (such as interview, investigation, administration of chemical testing- breath or blood). Cells are used to maintain secure custody of persons for extended periods of time, not to exceed eight hours.

## **4.0 SUPERVISION AND ACCOUNTIBILITY FOR HOLDING CELL DETAINEES**

4.1 An officer who places a detainee into holding cell has the responsibility for the supervision, welfare, and security of the detainee until the custody of the detainee is officially turned over to another responsible person, released, or transported to another facility/institution.

4.2 Detainees shall not to be housed in a holding cell in excess of eight hours.

4.3 Observation of detainees in cells, whether by physical or electronic means (video and audio), shall occur at least once every ten (10) minutes.

4.4 Observation shall provide reasonable assurance that the safety and welfare of the detainee is adequately addressed.

4.5 Observation must be accomplished by sworn officers in the same structure as the detainee.

4.6 In the event that there is an emergency involving the detainee, an immediate response shall be available within four minutes by a primary responder.

4.6.1 Back-up responders shall be available within ten minutes to respond and assist any primary responder or respond in the event that a primary responder is not available.

4.7 Detainees shall be supervised by sworn members of the PBP. Under no circumstances shall non-sworn personnel be in contact or left alone with detainees in the cell area.

4.8 If audio and/or electronic surveillance equipment are/is used for detainee supervision in the cell, then the equipment will be regulated to allow the detainees to have a reasonable expectation of privacy, as determined by the Chief of Police or their

designee. Privacy of the detainee is maintained by the desk officer placing a sticker over the camera to obstruct the view of the toilet to insure privacy. However, the expectation of privacy shall not be at the expense of officer safety.

## **5.0 MINIMUM PHYSICAL CONDITIONS**

5.1 Detainees in cells shall be provided with the following minimum physical conditions:

5.1.1 Adequate lighting,

5.1.2 Circulation of fresh or purified air,

5.1.3 Availability of a flushable toilet,

5.1.3.1 Should a cell have a non-functioning flushable toilet, officers shall escort the detainee to a restroom upon request of the detainee. Officers shall exercise extreme caution when permitting detainees to use the restroom while not in handcuffs. Two officers of the same gender (if possible) shall be present when a detainee is permitted to use the restroom. Leg shackles must be worn, double locked, when detainee is temporarily out of handcuffs to use the restroom facilities. Once the detainee uses the restroom, he/she shall be searched before returning to the cell regardless of whether or not the detainee remained in constant eyesight throughout the process.

5.1.4 A source of potable drinking water,

5.1.4.1 Detainees in temporary holding areas shall have access to drinking water upon request. Fresh water may be offered, or given upon request, in a disposable sanitary cup.

5.1.5 Access to a wash basin or shower for a detainee held in excess of eight hours,

5.1.6 A bed and bedding for a detainee held in excess of eight hours, and

5.1.7 Any other standard required under the laws and regulations of the Commonwealth of Pennsylvania and/or its political subdivisions.

**\*\*Note:** There shall never be a need to provide detainees with a wash basin/shower and bed/bedding (as required by sections 5.1.5 and 5.1.6, respectively) because Pittsburgh Bureau of Police policy prohibits housing detainees in cells in excess of eight hours (as indicated in Section 4.2).

## **6.0 SEPARATION OF ADULTS AND JUVENILES**

6.1 Adults and juveniles shall not be housed together in a cell, detention bench or interview room at the same time. The separation of adults and juveniles, who are being detained/arrested, shall be accomplished by the use of cells and the detention benches or other areas at the discretion of the supervisor in accordance with the Juvenile Act Title 42 Sec. 6326.

6.2 Juveniles that are *held securely* in a cell shall or by any other means must be kept *sight and sound* separate from adult prisoners or detainees being held in cells or any other area.

## **7.0 SEPARATION OF MALE AND FEMALE ADULTS**

7.1 No male or female adult shall occupy the same cell, regardless of their relationship.

7.2 Transgender individuals must be housed in their own cell.

## **8.0 VISITORS**

8.1 Visitors are prohibited in the cell area.

8.2 The parent(s)/legal guardian(s) of juvenile detainees are the only exception.

## **9.0 DETAINEES IN NEED OF MEDICAL ASSISTANCE**

9.1 When a detainee is in need of or alleges to be in need of medical assistance (including signs of medical distress which include but are not limited to: shortness of breath and/or difficulty breathing, profuse sweating, complaint of heart pain/attack, etc.), officers shall immediately summon Pittsburgh EMS (via the Emergency Operations Center/radio) for assessment, treatment, and/or transport of the detainee to a medical facility.

**10.0 FIRST AID KITS**

- 10.1 First aid kits shall be available in all cell areas.
- 10.2 First aid kits shall be inspected weekly by the Zone’s designee. This inspection shall be documented.
- 10.3 The Zone’s designee shall replenish the supplies, as needed, on a weekly basis. This replenishment shall also be documented.
- 10.4 Any requests for supplies shall be sent via e-mail to the Personnel and Finance Accountant, who will order and acquire the supplies for the first aid kits.

**11.0 PHARMACEUTICALS IN CELLS**

- 11.1 The Pittsburgh Bureau of Police is prohibited from distributing any pharmaceuticals to detainees in cells.
- 11.2 Regardless of medical approval, detainees are prohibited from possessing any pharmaceuticals while lodged in cells.

**12.0 HOLDING, DETAINING, AND SEGREGATING SPECIAL NEEDS DETAINEES IN CELLS**

- 12.1 Detainees that are under the influence of alcohol, drugs, or who are violent or self-destructive may be detained in cells.
- 12.2 Detainees that are under the influence of alcohol, drugs, or who are violent or self-destructive may be handcuffed and/or shackled to a stationary object within the holding cell, if necessary.
- 12.3 Detainees that are under the influence of alcohol, drugs, or who are violent or self-destructive may be segregated from other detainees, if necessary.
- 12.4 These detainees must be observed more frequently, at irregular intervals not to exceed 10 minutes. The observation may be done by physical or electronic observation.

**13.0 MASS ARREST SITUATIONS**

- 13.1 Arrestees shall not be brought to any Zone to be held in a cell for mass arrest situations that fall under Rule 519(13)(1). This mandates that the arresting officer must promptly release a defendant when the following criteria are met:
  - 13.1.1 The most serious charge is a Misdemeanor of the second degree (M2) or a Misdemeanor of the first degree in cases involving DUI (M1).
  - 13.1.2 The defendant poses no threat of immediate physical harm to any other person or to himself or herself.
  - 13.1.3 The arresting officer has reasonable grounds to believe that the **defendant will appear** as required.
- 13.2 Generally, for mass arrest situations where a physical arrest occurs, the arrestees shall be transported directly to the Allegheny County Jail for lodging. Special operational plans for an event may dictate special procedures for mass arrests. All members are expected to review any special operational plans prior to the event

**14.0 FIRE PREVENTION, EVACUATION AND SUPPRESSION**

- 14.1 Fire prevention procedures:
  - 14.1.1 Smoking and open flames are strictly prohibited in all Pittsburgh Bureau of Police duty locations.
- 14.2 Fire evacuation procedures:

- 14.2.1 In the event of a fire or fire alarm, the EOC shall be notified immediately.
- 14.2.2 Detainees will be evacuated through the closest exit door and escorted to a safe distance from the building.
- 14.2.3 The detainee will remain handcuffed and supervised at all times by sworn officers.
- 14.2.4 When the detainees have been evacuated, the immediate supervisor, or his/her designee, will check for any injuries and if necessary, make arrangements for treatment and/or transport of the detainees to a medical facility.
- 14.2.5 If the facility is damaged and entrance is prohibited, the immediate supervisor shall make arrangements to house the detainees at another suitable location.
- 14.2.6 A emergency evacuation plan with observable exit diagram shall be posted in the cell area, designating an emergency exit and directing evacuation of persons to a hazard free area.

### 14.3 Fire Suppression

- 14.3.1 Personnel may attempt to extinguish the fire, if the fire is controllable. Fire extinguishers are available in the temporary holding areas, as well as, throughout the facility. However, the first responsibility is to the safety of the detainees and reporting the fire.

### 14.4 Holding cell areas require the following fire equipment

- 14.4.1 Automatic fire alarm,
- 14.4.2 Heat and smoke detection system,
- 14.4.3 Fire fighting equipment approved by Pittsburgh Bureau of Fire officials, and
- 14.4.4 A written plan for prescribing fire prevention practices (as described in Section 14.1).

### 14.5 A designated, sworn member of the Pittsburgh Bureau of Police shall conduct and document the following information pertaining to fire equipment:

- 14.5.1 A weekly documented visual inspection of fire equipment in the holding cell area;
- 14.5.2 A semi-annual documented testing of fire equipment in the holding cell area;
- 14.5.3 A daily visual inspection of the automatic fire detection devices and alarm system; and
- 14.5.4 A daily testing of the automatic fire detection devices and alarm system, in accordance with the law and local fire code regulations.
- 14.5.3 The above requirements can be documented on the Quarterly Fire Inspection and Testing Log. The Log is to be submitted to the Accreditation Officer on a quarterly basis, or as requested.

## **15.0 SECURITY CONCERNS**

### 15.1 Weapons retention:

- 15.1.1 Firearm safety is always a primary consideration in all police activities. Extreme caution must be used when dealing with detainees in holding cell area.
- 15.1.2 Officers are permitted to be armed at all times while inside a PBP duty location unless otherwise directed
- 15.1.3 Firearms shall be secured in the authorized holster while in the holding cell area (*See General Order # 34-01*).

### 15.2 Detainees will be thoroughly searched immediately upon entry into the cell area regardless of the number of times the detainee was searched prior his/her arrival to the cell area.

## **16.0 EMERGENCIES**

### 16.1 In the event of an emergency, officers in any holding cell area shall be equipped with a portable two-way radio to summons assistance through the Allegheny County Emergency Operations Center if necessary.

### 16.2 Any responders to an emergency may access the cell area by entering the secure doors at the Zones.

## **17.0 ACCESS TO AREA AND PRISONER**

### 17.1 The holding cell area is a restricted area. Access will only be granted to sworn personnel directly involved in the arrest/investigation. This is to ensure that the rights of the detainee(s) are not violated, ongoing interviews or investigations are not interrupted, and procedures required by law, are not delayed.

17.2 At no time shall non-sworn personnel be in contact with detainees in the holding cells.

17.3 At no time shall detainees have any visitors, with the exception of the parent(s)/legal guardian(s) of juveniles.

**18.0 SEARCH OF DETAINEE** (*Refer to General Order 50-01, "Handling of Prisoners-General Regulations"*)

18.1 Whenever any person is being detained in a holding cell the detaining officer shall search that person for any weapons, contraband and/or offensive articles, which could cause death or bodily harm or aide in an attempt to escape.

18.2 Upon arrival to the cell, officers shall conduct a complete inventory search of detainees prior to entry to the cell, regardless of the number of times the detainee was searched prior his/her arrival to the detention area

18.2.1 Officers shall complete an itemized inventory of all property taken from the detainee, which will be documented on the Detainee Intake Sheet.

18.2.2 Any items taken from the detainee shall be secured in the designated storage area while the detainee is in PBP custody, lodged in a cell.

18.2.3 When a detainee's property is returned upon release or transfer from the cell, such action shall be documented on the Detainee Intake Sheet.

18.3 Whenever possible, an officer of the same sex as the detainee shall conduct any search of the detainee at the temporary holding areas.

18.4 In the event of a weapon or other offensive article is later found on the detainee or suspect, or used by him/her, all involved shall be held equally accountable.

18.5 All detainees shall be thoroughly searched by the arresting/ transporting officer prior to being placed in a holding cell regardless of any prior searches conducted in the field.

18.6 Special care should be taken to ensure that no detainee is placed in a holding cell while in possession of any item which may be used to harm him/herself or others or used for escape purposes.

18.7 Officers shall conduct a complete security check of an unoccupied cell, prior to securing a detainee in the said cell. This security check shall include a thorough search of the cell for weapons, contraband, and/or any other foreign objects.

18.7.1 The security check shall be documented on the Detainee Intake Sheet.

18.8 Tools and/or culinary equipment are strictly prohibited in cells.

**19.0 DETAINEE INTAKE SHEET**

19.1 The Detainee Intake Sheet is shall be completed for every detainee booked in a cell, containing the following information:

19.1.1 Personal identifying information (name, race, sex, date of birth, social security number)

19.1.2 Arrest information (charges, summons/warrant/on-view arrest)

19.1.3 Property inventory and disposition of items

19.1.4 Current health of the detainee

19.1.5 Medications taken by the detainee

19.1.6 Behavioral issues, including state of consciousness and mental status

19.1.7 Deformities, trauma markings, bruises, injuries, etc.

**20.0 IDENTIFICATION OF DETAINEES**

20.1 The identity of every detainee shall be verified prior to release. Otherwise, the detainee shall be transported to and lodged in the Allegheny County Jail for identification purposes.

**21.0 TRAINING**

21.1 It is the officer's responsibility to be familiar with this and all directives relating to temporary holding areas to ensure the safety and security of all persons while in the detention areas.

21.2 All members of the PBP will receive a copy of this general order via Power DMS and sign for it to acknowledge receipt.

21.3 All members of the PBP must successfully complete mandatory training pertaining to this general order. Training will include the use of fire suppression and other emergency equipment, as provided by the Pittsburgh Bureau of Police.

Approved By:



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Scott Schubert  
Chief of Police