

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage respect and compassion"</i>		SUBJECT: "TEMPORARY HOLDING AREAS"	ORDER NUMBER: 55-2
		PLEAC STANDARD: 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, & 3.2.6	PAGE 1 OF 4
REVISED DATE: 05/07/2018	EFFECTIVE DATE: 12/22/2009	ANNUAL REVIEW DATE: OCTOBER	RESCINDS: NONE
			AMENDS: NONE

1.0 POLICY

1.1 It shall be 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.

2.0 PURPOSE

2.1 The purpose of this general order is to establish guidelines for the temporary detention of detainees. This order meets all current laws for the temporary detention of male, female and juvenile detainees. It provides for the safety of the officers and the detainees.

See General Order 43-10.3 Juvenile Policy – Legal Mandates Regarding Juvenile Custody and Detention for procedures on holding juveniles securely and unsecurely within a PBP facility.

3.0 DEFINITIONS

3.1 Temporary Holding Area – Any location controlled by a law enforcement agency that is used for a brief period of time to process and/or question a person in custody, control and care of the agency.

3.2 Detention Bench – A detention bench is a fixed object designed and fabricated for the purpose of temporarily detaining a person.

4.0 SUPERVISION AND ACCOUNTIBILITY FOR TEMPORARY DETAINEES

4.1 The officer who places a detainee into a temporary holding area 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.

4.2 Whenever a temporary holding area is occupied, the detainee **must be supervised at all times**.

5.0 AUTHORIZATION FOR THE USE OF THE TEMPORARY HOLDING AREA

5.1 The Pittsburgh Bureau of Police has authorized the detention benches (located at all zones/ duty locations) and interview rooms (located only at the Investigations Branch) as the primary areas for the temporary custody of detainees.

5.2 Sworn personnel must receive authorization from a supervisor prior to using any area, other than the approved areas, for the temporary custody of a detainee.

5.3 When an area, other than the approved detention areas, is needed for the temporary holding of a detainee, the detainee must be properly handcuffed and physically attended to by sworn personnel at all times.

5.4 When considering another area for temporary holding, supervisors shall consider the minimal physical conditions established in this general order, including access to potable water and a toilet upon request by detainee.

5.5 If supervisory authorization has been given to use another area for temporary holding, the officer must document the area used, the reasons for the use, and the authorizing supervisor's name and badge number in the incident report.

6.0 TEMPORARY RESTRAINT OF DETAINEES BY SECURING THEM TO FIXED OBJECTS

- 6.1 When deemed necessary for officer safety and control, a detainee must be shackled to the approved fixed object known as the detention bench. The use of the detention bench is limited to the time it takes for the processing, interviewing, or testing of the detainee.
- 6.2 Generally, a detainee will remain handcuffed with both hands secured behind his/her back with approved handcuffs and the dominant leg secured by the leg shackle affixed to the detention bench.
- 6.3 When a juvenile is secured to the detention bench, this must be documented in the incident report and reported on the "Pennsylvania Commission on Crime and Delinquency Summary Information Sheet" which is located at the front desk of each PBP duty location.

7.0 SEPARATION OF ADULTS AND JUVENILES

- 7.1 Adults and juveniles shall not be housed together in a cell, detention bench or interview room at the same time. Adults and juveniles shall not be secured to the detention bench 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.
- 7.2 Juveniles that are *held securely* must be kept *sight and sound* separate from adult prisoners or detainees.
- 7.3 No juvenile male or juvenile female shall occupy the same temporary holding area regardless of their relationship.
- 7.4 When a location other than the approved temporary holding area is utilized, the detainee must be physically attended to at all times. When considering another area to accomplish separation, supervisors shall consider the minimal physical conditions established for temporary holding areas, including access to potable water and a toilet.
- 7.5 If supervisory authorization has been given to use another area for temporary holding, the officer must document the area used, the reasons for the use, and the authorizing supervisor's name and badge number in the incident report.

8.0 SEPARATION OF MALE AND FEMALE ADULTS

- 8.1 No male or female adult shall occupy the same temporary holding area regardless of their relationship.

9.0 MINIMUM PHYSICAL CONDITIONS

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

9.2

- 9.3 Temporary holding areas shall have adequate lighting and fresh circulated air.

10.0 FIRE PREVENTION, EVACUATION AND SUPPRESSION

- 10.1 Fire prevention procedures:

- 10.1.1 Smoking and open flames are strictly prohibited in all Pittsburgh Bureau of Police duty locations.

- 10.2 Fire evacuation procedures:

- 10.2.1 All Temporary Holding Areas are equipped with an observable, posted evacuation diagram.
 - 10.2.2 In the event of a fire or fire alarm, the EOC shall be notified immediately.
 - 10.2.3 Detainees will be evacuated through the closest exit door and escorted to a safe distance from the building.
 - 10.2.4 The detainee will remain supervised at all times by sworn officers.

- 10.2.5 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 or transport of the detainees to a medical facility.
- 10.2.6 If the facility is damaged and entrance is prohibited, the immediate supervisor shall make arrangements to house the detainees at another suitable location.

10.3 Fire Suppression

- 10.3.1 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.

11.0 SECURITY CONCERNS

11.1 Weapons retention:

- 11.1.1 Firearm safety is always a primary consideration in all police activities. Extreme caution must be used when dealing with detainees in any temporary holding area.
- 11.1.2 Officers are permitted to be armed at all times while inside a PBP duty location unless otherwise directed.
- 11.1.3 Detainees will be thoroughly searched immediately upon entry into a temporary holding area regardless of the amount of times the detainee was searched prior his/her arrival to the detention area.
- 11.1.4 All temporary holding areas are to include access to panic and/or duress alarms. Officers shall use their radios or their voices to summon assistance. Any officer handling a detainee by himself/herself is required to carry a radio into the cell.
- 11.1.5 Prior to placing a detainee in a holding area, the officer shall conduct an inspection of the room or for hazards, damage, weapons, contraband, or other unauthorized material. The discovery of the aforementioned areas of concern shall be brought to the supervisors' attention. The temporary holding area shall be inspected at the conclusion of the detention.

12.0 EMERGENCIES

- 12.1 Officers in any temporary holding area shall be equipped with a portable two-way radio to summon assistance if necessary.

13.0 ACCESS TO AREA AND PRISONER

- 13.1 The temporary holding 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.

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

- 14.1 Whenever any person is being detained at a PBP temporary holding area, the detaining officer shall search that person for any weapons or offensive articles, which could cause death or bodily harm or aide in an attempt to escape.
- 14.2 Upon arrival to the temporary holding area, the detainee or suspect shall again be searched before assigning him/her to an approved temporary holding area.
- 14.3 Whenever possible, an officer of the same sex as the detainee shall conduct any search at the temporary holding areas.
- 14.4 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.
- 14.5 All detainees shall be thoroughly searched by the arresting or transporting officer prior to being placed in temporary holding area regardless of any prior searches conducted in the field.

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

15.0 TRAINING

15.1 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.

15.2 All members of the PBP will receive a copy of this general order via Power DMS and sign for acknowledgement of receipt.

15.3 All members of the PBP must successfully complete mandatory training pertaining to this general order and the temporary holding areas.

Approved By:



Scott Schubert
A/Chief of Police