

**27.1 GENERAL POLICIES OF HOLDING FACILITY**

- .1 The direct supervision and control of the holding facility and individuals held there shall be the responsibility of the Shift Supervisor. The overall operation and maintenance of the holding facility is the responsibility of the Support Services Administrator.
- .2 No person shall be detained or incarcerated in the holding facility without having first been properly identified unless:
  - .1 the individual is too intoxicated to give proper identification.
  - .2 the individual is belligerent or combative and needs restraint to prevent injuries.
  - .3 the individual refuses to give proper identification.
  - .4 mass or second party arrests preclude the immediate completion of arrest forms.
- .3 When immediate identification is not available, the Shift Supervisor will be informed so proper identification can be accomplished as soon as possible.
- .4 Upon arrival at the holding facility with a detainee, officers will follow the procedures outlined in section 24.5 ("BOOKING PROCEDURES") of the Rules and Regulations of the Department.
- .5 No male and female detainees shall be locked in the same cell together. Female detainees are to be held in the south cell with the hallway door closed to provide sight and sound separation from male detainees.
- .6 While detainees are detained in the holding facility, their detention and arrest records will be maintained on the arrest board in the Patrol Division supervisors' office. After his/her release or transfer to another facility, the detainee's records will be forwarded to the Records Unit.
- .7 On a weekly basis, the building maintenance personnel shall conduct an inspection of the holding facility. The inspection will be documented on the "**Holding Facility Weekly Inspection Log**" and will consist of the following areas:
  - .1 Inspection of fire extinguishers per 27.7.8.
  - .2 Inspection of first aid kit per 27.3.6.
  - .3 Security inspection per 27.2.1.
  - .4 Inspection of facility for evidence of vermin or pests per 27.8.2.

When completed, the **Holding Facility Weekly Inspection Log** will be given to the Support Services Administrator.

- .8 While most arrests are transported directly to Central Booking, some arrestees may need to be held temporarily at HPD. Examples of scenarios where this could occur include the following:
  - The arresting officer is busy with follow-up investigation tasks and will be delayed from going to Central Booking to complete the arrest process and paperwork.
  - A detainee who has already been to Central Booking or another detention facility is at HPD for questioning.
  - A person is charged with DUI and criminal offenses, and is at HPD for breath testing.
  - A wanted person is being brought to HPD for investigative purposes before going to Central Booking.

The HPD holding facility is designated for temporary detention, processing, and testing (e.g. breath tests, collection of DNA samples, etc.). The cells are the specific areas authorized for temporary detention.

- .9 At least once every three years the Support Services Administrator shall conduct an administrative review of the holding facility to ensure Department policies and procedures are being followed, and that the original intent for authorization and use of the facility (temporary detention, processing, and testing)

continues to be adequate for the Department's needs.

- .10 Anytime a detainee is brought into, or moved out of the holding facility, the reason, date, and time will be documented on an HPD Arrest Report.

### 27.3 MEDICAL AND HEALTH CARE OF DETAINEES

- .1 Any detainee found to be in need of medical attention by the arresting officer's observations, information and/or experience will not be detained until he/she has received the necessary medical attention. Transportation will be made by ambulance whenever possible. If medical treatment is given, a copy of any medical reports should be attached to the arrest report, and the following information recorded on the arrest report:
  - .1 The nature of injury or illness.
  - .2 The name of the doctor's who rendered treatment.
  - .3 When an ambulance is used, the date and times the ambulance was called and arrived at HPD.
  - .4 When another mode of transportation is used (i.e. cruiser) the date and time transported and arrived the hospital.
- .2 If a detainee is found to be in need of medical attention after he/she has been booked, an ambulance will be summoned for initial treatment and transport to the Hospital. Officers will render appropriate first aid to any detainee they find in need of medical attention. The same information required in section 27.3.1 (above) regarding transportation and treatment will be listed on the arrest report. A copy of any medical records should be attached to the arrest report.
- .3 Whenever it becomes necessary for a detainee to be admitted to the hospital due to sickness or injury, it shall be the Shift Supervisor's responsibility to determine if an officer shall be placed on guard at the detainee's room.
- .4 If an officer is assigned to guard a detainee at the hospital, he shall see that no one has communication or contact with the detainee without the permission of the watch commander. (Exceptions to this are the attending physician and members of the hospital staff treating the detainee).
- .5 In the event of serious illness, injury or death, the Shift Supervisor shall immediately notify the Operations Captain. The Shift Supervisor shall make arrangements to notify relatives, guardians, or next of kin. In the event of death, the Shift Supervisor will notify the County Medical Examiner and request his response to the scene.
- .6 A standard first aid kit is located in the booking area above the sink. It is for emergency first aid pending the arrival of qualified medical help. The building maintenance personnel shall inspect the first aid kit weekly and have it replenished as necessary (the Records Unit Supervisor should be contacted to obtain funds for this). The following minimum items are to be kept in this first aid kit:
  - .1 Ten 4"x 4" gauze pads.
  - .2 One 4"x 5 yd. gauze bandage.
  - .3 Two 2" gauze pads.
  - .4 One triangular bandage.
  - .5 One package of Band-aid style bandages (replace when half empty).
  - .6 Four packs Neosporin (or generic equivalent) cream.
  - .7 Four ammonia inhalants.
  - .8 Ten acetaminophen tablets.
  - .9 One roll of bandage tape.

The weekly inspection will be documented on the **Holding Facility Weekly Inspection Log**.

- .7 The only medications permitted to be taken by a detainee are those prescribed to him/her. These may include those in the detainee's possession at the time of arrival at the holding facility or those brought in for the detainee. Prescription medications will only be given by a Shift Supervisor, and only when in a proper container bearing a legitimate label showing that the medication was prescribed to the detainee. It may only be given in accordance with the specified dosage. Detainees will not be permitted to keep

any medications on his/her person. Medication distribution will be noted on the arrest register.

#### **27.4 VIOLENT, SELF-DESTRUCTIVE, OR INTOXICATED DETAINEES**

- .1 Intoxicated or emotionally distressed persons should be questioned during booking to make a determination regarding suicidal tendencies and/or health problems. In the event suicidal tendencies, extreme depression, or any indication of any other mental disorder is observed by the booking officer, he shall immediately bring this information to the attention of the Shift Supervisor and note his observations on the Arrest Report.
- .2 The holding facility operated by the Hagerstown Department of Police is not properly equipped to adequately handle drug addicts, mentally ill, suicidal, and other violent individuals. Officers should endeavor to find suitable temporary detention facilities at other institutions which are equipped to handle such problem individuals.
- .3 Those persons under the influence of intoxicants and/or drugs detained in the holding facility will be monitored as necessary in order to keep them from harming themselves or others.
- .4 Should it become necessary to temporarily detain any individual who is a danger to himself/herself, he/she should be kept under continuous observation at all times until the individual is transferred.
- .5 Under no circumstances will violent or self-destructive individuals be placed into a cell that is occupied.
- .6 The detainee restraint chair may be utilized according to the procedures in Section 27.19. Additionally, a Spit Sock may be used according to Section 27.18. At the discretion of the Shift Supervisor, problem detainees may be restrained to the restraining U-bolts located on the floor of each of the cells if the restraint chair is already in use or otherwise unavailable. If needed, arrestees may be secured to the handcuffing bar during processing or while awaiting testing.
- .7 Persons falling into any of the above categories should be processed for transfer to the appropriate custodial setting as soon as possible.

#### **27.5 DETAINEE SUPERVISION**

- .1 In the event detainees are being held and are unattended, the Shift supervisor, or his/her designee shall conduct a face-to-face visual observation every 30 minutes and more frequently if needed in the opinion of the Shift Supervisor (i.e., detainee is emotionally distressed or displays suicidal tendencies or is an escape threat). A "Cell Block Check" form is kept in the booking area and will be filled out after each check. The check sheet denotes the time, the number of detainees, and the conditions. No light duty personnel will perform this function.
- .2 Cells are monitored by closed circuit cameras, with monitors located at the Emergency Communications Center, the patrol supervisors's office, and the front desk at the HPD lobby. The cameras may only be positioned to reduce the possibility of invading detainees' personal privacy. Cells should be physically checked at fifteen to thirty (15-30) minute intervals if the inmate is out of sight of the cameras.
- .3 Cells are also monitored by audio equipment that shall be on at all times when the cells are occupied. Volume should be adjusted for adequate monitoring. Audio surveillance shall be maintained by the Shift Supervisor and may be interrupted for purposes of lawyer/client conferences.
- .4 If the monitors become dysfunctional, dates and times are to be logged on the Cell Check form, and the Support Services Administrator will be notified in writing by the Shift Supervisor.
- .5 When physical checks of holding cells are made by an officer of the opposite sex as that of a detainee, the officer should call out to the detainee prior to entering the hall in front of the cell to advise him/her that the officer will be entering the area.

#### **27.6 DETAINEE RIGHTS**

- .1 TELEPHONE CALLS -- Detainees who will not be going to Central Booking may be permitted a

telephone call unless the detainee is believed to be too intoxicated, belligerent, and/or a security risk. A telephone call may be permitted after the detainee sobers up or his/her attitude improves, or when the security threat is minimized. Calls are at the discretion of the watch commander. Detainees making telephone calls shall have access to a local telephone book. All calls must be local calls, or the charges must be reversed. On long distance calls, the officer supervising the detainee will ensure the call is properly made.

.2 VISITATION AND INCOMING PACKAGES--

- .1 Any visiting of detainees shall be done under the discretion and with the approval of the Shift Supervisor. All visitors will be thoroughly searched before entering the holding facility. Each visitor's name, address, and relationship to the detainee will be recorded on the arrest report.
- .2 Detainees may receive personal items such as keys, cigarettes, money, etc. Personal items brought in for detainees will be listed on the arrest report and placed in the property locker with the detainee's other property. The name and address of the person delivering the items, and their relationship to the detainee will also be recorded on the arrest report. The Shift Supervisor, or his designee, will inspect all such items to ensure that no contraband (e.g., weapons, CDS, instruments to assist escape, etc) is brought in. If contraband is found, appropriate action will be taken.
- .3 Detainees may release property to visitors. An indication shall be made on the back of the Arrest Report describing what property was released and to whom. The detainee shall sign that he released each item.

.4 ACCESS TO ATTORNEYS -- A detainee wishing to speak to an attorney shall be allowed access to a telephone pursuant to the procedures in 27.6.2. Attorneys are permitted to visit detainees in person, and in such cases will be given access to a secure room to ensure the confidentiality of the conversation. NOTE: Before allowing an attorney to visit with a detainee, the Shift Supervisor shall confirm the attorney's identification and thoroughly search the attorney for weapons and contraband.

.5 MEALS -- Detainees held more than 8 hours at a time shall be offered a meal. If they wish to have one, a meal will be provided. Except in extreme and unusual circumstances detainees should not be held so long as to require two meals. If this occurs, the Shift Supervisor will note the reason for same on the arrest report. Meals may be obtained from Byers Stop-N-Go, 152 North Burhans Boulevard, and should be nutritious as well as palatable. When a meal is to be provided, the Shift Supervisor shall use the following procedure:

- .1 Check with the detainee to see if he/she has any special dietary needs (i.e. diabetic, heart problems, etc.). This should be recorded on the Arrest Report.
- .2 Make arrangements to have the meal obtained at Byers. Personnel obtaining the meal shall sign the receipt and indicate why the food was obtained (e.g. "Detainee Meal"). The receipt shall be delivered to the Shift Supervisor who will forward it to the Records Supervisor. In lieu of this option, personnel may utilize issued City purchase cards to purchase the detainee meal.
- .3 Record on the arrest report the date and time the meal was provided to the detainee, what was provided, or if he/she refused.

.6 PHYSICAL CONDITIONS: At a minimum, each cell is to be furnished with one portable bunk as needed, and one is furnished with a toilet, and a water fountain. Blankets shall be provided to detainees as needed unless this creates a safety or security risk. If the toilet or water fountain malfunctions or the detainee is in a the cell without a toilet and water fountain, the patrol supervisor will, when reasonable, provide access to alternatives (i.e. the holding facility hallway water fountain and booking area bathroom) unless providing such access creates a safety or security risk.

## 27.8 SANITATION CONTROL

- .1 As part of their normal duties, the building maintenance personnel will clean the holding facility regularly.
- .2 On a weekly basis, the building maintenance personnel will inspect the holding facility for evidence of vermin and pests, and conditions conducive to harboring or breeding such pests. If any such evidence or conditions are found, the building maintenance personnel will report same in writing to the Support Services Administrator who will arrange for professional pest control. The weekly inspection will be logged on the **Holding Facility Weekly Inspection Log**.

**27.9 DETAINEE ESCAPE PROCEDURES**

- .1 In the event a detainee escapes from the holding facility, the personnel discovering the escape shall:
  - .1 Immediately notify Communications of such occurrence, and provide at least the following information:
    - The escapee's last direction of travel, if known;
    - What the detainee is in custody for, and if the detainee is a danger to the public, himself, or other officers;
    - The name and complete physical description of the detainee, last known address, possible destination, etc.
  - .2 Make every attempt to immediately return the detainee to custody, if it is safe and practical to do so.
  - .3 Ensure that the Shift Supervisor is notified.
- .2 The Communications Dispatcher shall immediately make an all units broadcast, and will notify the Washington County Sheriff's Department and local State Police barrack. The dispatcher shall also make notifications to other agencies and send out appropriate teletypes.
- .3 The Shift Supervisor will be responsible for ensuring that an incident report is filed and other departmental components are notified. He/she will also prepare charges for escape when appropriate.

**27.10 REPORTING HAZARDOUS CONDITIONS OF HOLDING FACILITY**

- .1 All incidents involving death, attempted suicide, serious injury, fire, etc., will be reported in writing by the Shift Supervisor to the Operations Captain.
- .2 In the event any equipment and/or property located in Detention Area is destroyed or damaged by any persons or act, it will be the responsibility of the Shift Supervisor to immediately make known facts by report to the Operations Captain and the Support Services Administrator. He shall also submit a Statement of Charges to District Court Commissioner for the crimes committed, and seek restitution through legal court action. If damage is witnessed by an officer, that officer shall make reports and charges.
- .3 Verbal threats against the facility or other persons therein by any detainee will be reported immediately to the shift supervisor and a notation of the exact nature of the threat placed on the arrest report.
- .4 Threats by persons outside the holding facility will be documented on an investigative report by the officer who initially learns of the threat.

**27.11 RECEIVING DETAINEES FROM OUTSIDE AGENCIES**

- .1 Normally, the Hagerstown Department of Police does not receive detainees from other agencies for holding unless the detainee is wanted by this department. One exception to this is when an outside agency is traveling through the area and needs a temporary holding facility for their detainee while they maintain lodging for the night, or under emergency circumstances. The other exception is when a federal agency makes an arrest and requests the use of our facility to temporarily hold their detainee.
- .2 In the event a detainee is brought to the Department's holding facility by another agency, the Shift Supervisor, or his designee, will verify the identify of the escorting officer and his authority to make the commitment. The escorting officer's badge and photo identification may be used for this purpose when the on duty supervisor does not know the escorting officer). If necessary, phone calls should be made to the agency to verify the identify of the escorting officer. If the delivery of the detainee was not previously scheduled, the Shift Supervisor will contact the escorting officer's department for verification. If the escorting officer refuses to provide proof of identity, the Shift Supervisor will refuse to accept the detainee.

**27.12 RELEASING DETAINEES: POSITIVE IDENTIFICATION**

- .1 Prior to releasing a detainee from the holding facility for any reason, the Shift Supervisor, or his designee, shall positively identify the detainee to ensure that the correct detainee is being released. This

may be accomplished by:

- .1 An officer's personal knowledge of the detainee's identity;
  - .2 Comparing the physical description listed on the arrest report and obtaining a verbal confirmation from the detainee's of his/her name, date of birth, and social security number; or
  - .3 Checking the detainee's mug shot.
  - .4 Checking the detainee's personal identification (i.e. driver's license, photo I.D., etc).
- .2 Prior to releasing a detainee to an outside agency, the Shift Supervisor or his designee shall:
    - .1 Positively identify the receiving officer (the officer's badge and photo I.D. may be used for this purpose).
    - .2 Confirm the receiving officer's authorization to take custody of the detainee (i.e. warrants or other appropriate legal documentation).
    - .3 Verify that HPD is holding no other wants or warrants.
  - .3 When releasing a detainee from the holding facility for any reason, the Shift Supervisor, or his designee shall ensure that the detainee's property is properly transferred to the detainee or other facility taking custody of the detainee, per the policies of the facility policy and HPD policy. The person releasing the detainee shall have the detainee signed for it, noting date and time released on the arrest report. If the detainee fails to sign for the property, the person releasing the detainee shall note same on the arrest report.

### 27.13 JUVENILE DETENTION PROCEDURES

- .1 Secure vs. Non-secure Holding:  
A juvenile is in **secure** holding when:
  - placed in a cell, room, or any area (including the booking area when all doors are closed and locked) that prevents the juvenile from leaving by means of closed, locked doors; or
  - secured to a stationary object.

A juvenile is in **non-secure** holding when:

  - placed in an unlocked cell, room, or area (including the booking area when the exit doors are open or unlocked); or
  - placed in a non-secure area and restrained by handcuffs, leg chains, or other restraint devices, including the restraint chair.
- .2 Status Offenders, Accused Offenders, and Non-offenders:
  - Status Offender: A juvenile held only for offenses that would not be crimes if committed by adults. Status offenders **may not** be placed into secure holding.
  - Accused offender: A juvenile held for offenses that would be a crime if committed by adults. Accused offenders may be held securely for a **maximum of 6 hours**. Note: The time begins when the juvenile is first held securely, and ends when the juvenile is permanently removed from secure holding. Moving a juvenile to unsecured locations for interviewing or processing does not stop or pause the securely held time if the juvenile is moved back to secure holding.
  - Non-Offender - A juvenile who is not charged with any offense, usually a "child in need of assistance". Non-offenders may not be placed into secure holding.
- .3 Sight and sound separation from adult detainees, trustees, and persons on court ordered community service must be maintained for all juveniles being held, whether secured or non-secured.
- .4 The HPD booking area is designated as the primary non-secure holding area, and is classified as non-secure while it meets the above definitions for non-secure holding. Other areas of the HPD building may be utilized for non-secure holding as needed with supervisory approval.
- .5 If it becomes necessary to secure a juvenile to a stationary object, only the handcuff bar in the booking area will be used, at which time the juvenile is considered to be in secure holding.

- .6 The basement holding cells are authorized for secure holding of accused juvenile offenders. If the cells are used, the procedures in section 27.5 (Detainee Supervision) will be followed.
- .7 Juveniles held, whether secure on non-secure, in any area other than the holding facility cells shall be under continuous visual supervision by the arresting officer, supervisor, or other sworn department members.
- .8 Juvenile offenders will only be held long enough for identification to be made, investigation, processing, release to parents, or arranging transfer to an appropriate juvenile facility.
- .9 A record of the secure/non-secure holding of an accused delinquent offender will be entered on the Juvenile Holding Compliance Data form. Once started, the juvenile holding compliance data form cannot be left in the booking area as this is a record related to a juvenile arrest and must be kept with the arrest report. The juvenile holding compliance data form is to be filled out completely.

**27.15 RESERVED****27.16 TRAINING**

All sworn personnel shall receive training on the operations of the holding facility through in-service training, field training, or both at least every three years.

**27.18 SPIT PROTECTION**

- .1 Personnel may protect themselves from arrestees spitting on them by utilizing the Stearns Wear Spit Sock. It is a mesh hood is applied over on the arrestee's head to prevent him/her from spitting on others.
- .2 The Spit Sock is to be used when an arrestee:
  - has spit on others;
  - has attempted to spit on others;
  - has indicated, either verbally or non-verbally, an intent to spit on others;
  - is being hostile and has a documented history of spitting or trying to spit on others; or
  - is going to be placed in the restraint chair.
- .3 The Spit Sock shall not be used on anyone who is unconscious, vomiting, having difficulty breathing, or is otherwise in need of medical attention where a layperson would reasonably conclude the use of the Spit Sock would compound the problem.
- .4 The procedures for using the Spit Sock are as follows:
  - The person must be closely monitored while the Spit Sock is in place. The patrol supervisor or another sworn officer designated by the supervisor will physically check the arrestee every 30 minutes and closely monitor the detainee via the audio/visual monitoring equipment. The supervisor shall notify communications to also closely monitor the arrestee while the Spit Sock is in place.
  - Before applying the Spit Sock, remove all jewelry and eyewear from the arrestee.
  - Although the hood is a one-size, discontinue use if there is difficulty applying it to a large head.
- .5 The officer applying the Spit Sock shall ensure a patrol supervisor is notified that it has been applied. The supervisor shall ensure the Spit Sock is removed before the arrestee is left unattended, or when the detainee's behavior indicates spitting is no longer a threat.

**27.19 RESTRAINT CHAIR USE**

- .1 The detainee restraining chair may be used to temporarily control arrestees who:
  - present a danger to themselves or others;
  - display bizarre behavior which results in the destruction of city property;
  - make overt attempts to assault staff, visitors, or other arrestees; and/or
  - otherwise present an unusual security risk.

- .2 The restraint chair may not be used to punish arrestees or control arrestees who are merely being loud or disorderly.
- .3 Anytime the restraint chair is utilized, at least one person who has completed training in its use shall be present and participate in securing the arrestee.
- .4 The use of the restraint chair must be authorized by a patrol supervisor based on the above criteria. When practical, placing an arrestee in the restraint chair will be done under the direct supervision of the patrol supervisor. If the officer feels this is not practical, the supervisor will respond as soon as possible to review the manner in which the arrestee has been placed in the restraint chair.
- .5 Only personnel trained in the use of the restraint chair and using approved restraint equipment shall place an arrestee in a restraint chair.
- .6 When possible, the restraint chair shall be used in lieu of placing arrestees in hard restraints in cells or using the U-bolt.
- .7 Arrestees placed in restraint chairs will be kept physically separated from other arrestees.
- .8 The patrol supervisor will be responsible for ensuring documentation of restraint chair usage on the arrest report, including the reason for use and the times used.
- .9 A patrol supervisor or another sworn officer designated by the supervisor must be present in the HPD building while the restraint chair is in use. The supervisor or sworn designee shall closely monitor every arrestee placed in a restraint chair as described in the "Procedures" section.
- .10 Procedure for Restraining an Arrestee:
  - .1 **Prepare the arrestee.** A minimum of three officers (more if the situation dictates) will be utilized to prepare an arrestee for the restraint chair. The officers will ensure the following:
    - The arrestee is handcuffed behind the back, or secured with the belly chain.
    - Leg hackles are applied.
    - A Spit Sock Hood is applied (in accordance with application procedures).

At least one officer should be armed with a Taser to be used if needed, according to department training and policy, to control the arrestee while the restraints (cuffs, belly chain, or leg shackles) are being applied. **NOTE: Once restraints are applied, the Taser is only to be used if needed to protect officers against assaultive behavior.**
  - .2 **Prepare the chair.** At least two officers (more if the situation dictates) will maintain control of the arrestee while one prepares the chair as follows:
    - Open and fully extend all straps.
    - Apply the brake.
    - Remove the back pad.
  - .3 **Move the arrestee into the chair.** After the chair is prepared, at least two controlling officers on either side of the arrestee should escort the arrestee backward and seat him/her in the chair. Another officer should stand behind the chair to control the head and torso of the arrestee as necessary.
  - .4 **Apply the restraints.** Restraints are to be tightened sufficiently to secure the arrestee, but not to the point of restricting circulation or breathing. The following is the recommended order in which the restraints may be placed, however officers may adjust the order depending on their assessment of each situation:
    - (1) Waist strap.



- (2) Padded leg restraint and stabilizing strap.
  - (3) Soft ankle cuffs (one at a time).
  - (4) Chest straps—apply one at a time and attempt to turn the arrestee's head away as the officer reaches across the arrestee's body to secure the chest strap in the buckle.
  - (5) Soft wrist restraints (one at a time). Once both are applied and the arrestee's hands are secure, the handcuffs may be removed, however this should not be done if the arrestee is continuing to be violent.
  - (6) Belly chain (after the handcuffs are removed, to supplement the soft wrist restraints).
- .5 **Move the secured arrestee to a holding cell.** Once they have secured the arrestee, the officers shall move the chair into the center of an unoccupied cell, facing the doors in full view of the cell monitoring camera. Once there, the officers are to re-apply the brake.
- .11 Observation and Evaluation:
- .1 The patrol supervisor or another sworn officer designated by the supervisor will physically check the arrestee every 30 minutes and closely monitor the detainee via the audio/visual monitoring equipment. The supervisor shall notify communications to also closely monitor the arrestee while he/she is in the restraint chair. With each check, arrestee behaviors shall be documented on the cell back check sheet.
  - .2 During each check, the supervisor or designee will check the extremities for proper circulation by checking capillary refill and using visual observation. If the officer observes a lack of circulation in the hands or feet, that officer and at least two others are to adjust the restraints to accommodate better circulation.
  - .3 During each check, the supervisor or designee will evaluate the continued need for the restraint chair using the same criteria listed at the beginning of this section. Except in the case of an emergency, releasing the arrestee from the restraint chair requires the approval of a supervisor.
  - .4 Anytime the arrestee being removed from the chair, or a change is being made to the restraints, at least three officer will be present, one of whom should be armed with a Taser to be used as noted above.
  - .5 If the arrestee has been handcuffed behind the back for one hour, the arrestee's arms will be secured with the soft wrist restraints, unless doing so will pose an unreasonable threat to officers.
  - .6 Every 60 minutes, the supervisor will allow the arrestee to exercise his/her legs and arms, unless doing so will pose an unreasonable threat to officers. The procedure is as follows:
    - Legs: Release on leg from the chair's restraints, allow the arrestee to extend it at least 10 times, then re-secure using the chair's restraints. Repeat with the other leg.
    - Arms: Released one arm, allow the arrestee to extend it 10 times (similar to a curl), then re-secure using the chair's restraints. Repeat with the other arm.

**HAGERSTOWN DEPARTMENT OF POLICE  
Holding Facility Weekly Inspection Log**

Date: \_\_\_\_\_

Inspecting Personnel \_\_\_\_\_

1. Fire Extinguishers (one in sallyport, one in hallway outside south Holding facility doors)

	<u>Sallyport</u>		<u>Hallway</u>	
Extinguisher Present?	YES	NO	YES	NO
Extinguisher Charged?	YES	NO	YES	NO

Comments: \_\_\_\_\_

**72.3.1(a)**

2. First Aid Kit (located in booking area above sink) following items present?

Two 4"x 4" gauze pads	YES	NO
One 4"x 5 yd. gauze bandage	YES	NO
One triangular bandage	YES	NO
Two 2" gauze pads	YES	NO
Four packs Neosporin (or equivalent)	YES	NO
Four ammonia inhalants	YES	NO
Ten acetaminophen tablets	YES	NO
One pack of Band-aid style bandages	YES	NO
One roll of bandage tape	YES	NO
Defibrilator present and battery OK	YES	NO

Comments: \_\_\_\_\_

\_\_\_\_\_

**72.6.2**

3. Security Inspection

Bars, locks, windows, floors, ventilator covers, protective screens, doors, and other security devices in good condition?      YES    NO

Comments: \_\_\_\_\_

Weapons or contraband found?                      YES              NO

Comments: \_\_\_\_\_

**72.4.6**

4. Vermin and Pests

Evidence of vermin and pests found?              YES              NO

Are Conditions conducive to harboring or breeding pests and vermin present?    YES              NO

Comments: \_\_\_\_\_

**72.3.3**

Form: INSPECT.HLD

---

PRISONER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF COMMITMENT TO WCDC: \_\_\_\_\_

"I hereby acknowledge that I have been advised by the Hagerstown Department of Police that upon my commitment to the Washington County Detention Center I have 7 (seven) days within which to make disposition of my personal property. I understand that if arrangements are not made within the 7 day period, my property will be disposed of according to HPD policy."

\_\_\_\_\_  
PRISONER'S SIGNATURE

\_\_\_\_\_  
OFFICER'S SIGNATURE

General Description of Property:

DISTRIBUTION: 1 COPY ATTACHED TO ARREST REPORT  
1 COPY TO PRISONER  
1 COPY TO DETENTION CENTER PERSONNEL  
1 COPY ATTACHED TO PRISONER'S PROPERTY

NOTE: This form will only be used when bulk property (other than personal property) is left at HPD.

