

Keith Porch, Chief of Police

//K. Porch//

GENERAL ORDER 71

TESTING AND PROCESSING FACILITY

EFFECTIVE DATE: May 1, 2019

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PURPOSE: The purpose of this chapter is to describe detainee testing and processing by this agency. In particular, those aspects related to the security and safety of detainees and officers within the division's facility.

71.1 ORGANIZATION, MANAGEMENT & ADMINISTRATION

71.1.1 FACILITIES USED FOR TESTING AND PROCESSING (LE1)

During normal operations, agency personnel will only use those **areas** within the police facilities that have been designated by the Chief of Police for **processing and testing detainees**. These areas include the interview and briefing rooms on the first and second floor, and the Breathalyzer area on the first floor. Additionally, it is recognized that there may be a necessity to utilize additional space such as offices within the division, however, once the testing/processing procedure is completed, the detainee must be released or transported to a holding facility. No detainee will be left unattended at any time during processing.

71.2 TRAINING

71.2.1 TRAINING OF PERSONNEL (LE1)

During initial field training, and at least once every four years thereafter, sworn members will receive **training on the operation, and use of testing/processing facilities**.

71.3 DETAINEE PROCESSING AND TESTING

71.3.1 PROCESSING (LE1)

A. Detainees may be processed/tested within the confines of the division of police, however once processing is completed, the detainee must be transported to a holding facility or released from custody. i.e.: Summons in lieu of Arrest or Traffic citations. Officers transporting individuals on-station for processing/testing will advise Communications the **reason the individual is being brought on-station** and once the processing/testing has been completed, if the individual is not transported to the Richland County Jail, when the individual has been released.

B. While within the confines of the Division of Police, a detainee, after being **searched** by the transporting officer, will remain under the **constant supervision** of a sworn officer, who shall ensure the individual is **processed/tested** according to Division Policy and Procedure and; thereafter, immediately transported to the Richland County Jail or released.

C. It is the policy of this agency that persons **will not be left unattended** or placed in a locked room within the confines of the division of police during processing/testing procedures.

D. Under no circumstances will detainees be temporarily secured to a **fixed object** or left without direct supervision while being processed/tested.

E. When detainees of the opposite sex are within the confines of the division of police, they will be tested/**processed separately**.

F. **Juvenile** detainees will not be tested or processed in the presence of adult detainees.

71.3.2 SECURING TO IMMOVABLE OBJECTS

Detainees will not be secured to any immovable or fixed object while being tested or processed.

71.3.3 WEAPONS SECURITY, DURESS ALARMS, ESCAPE PREVENTION

A. While the division does not maintain a designated “Temporary Detention Room or Area” personnel engaged in testing and/or processing of a detainee, must ensure their firearms, knives and other departmentally approved **weapons are adequately secured** on and about their person.

B. **Panic buttons** are located in each interview room to allow an employee to alert personnel in the communications center of an emergency situation. Other areas which may be used to process detainees are equipped with a telephone and as a last resort officers may use the radio system to advise of an emergency situation.

C. Non-essential persons shall not be granted **access to the testing or processing area(s)** when it is in use, unless approved by a supervisor. Essential personnel would include police and medical staff when responding to a medical emergency.

D. It is the responsibility of the officer supervising the detainee to **prevent escape**.

E. While within the confines of the division of police, a detainee will be under the **constant supervision** of a sworn officer.

F. While within the confines of the division of police, a detainee will be observed face-to-face at least every 30 minutes by a sworn officer.

G. **Panic buttons** are located in each interview room to allow an employee to alert personnel in the communications center of an emergency situation. Other areas which may be used to process detainees are equipped with a telephone and as a last resort officers may use the radio system to advise of an emergency situation.

71.4 TEMPORARY DETENTION FACILITY CONDITIONS

71.4.1 MINIMUM CONDITIONS FOR TEMPORARY HOLDING FACILITY (LE1)

The division of police does not permit temporary detention within its confines. Offenders may be tested and or processed but not held. If necessary, individuals being processed/tested will be permitted to utilize **restroom facilities** as designated by the Chief of Police. If not prohibited by the processing/testing procedure, **drinking water** is available within the confines of the Division of Police and will be provided upon request.

71.4.2 FIRE PREVENTION, EVACUATION, AND SUPPRESSION (LE1)

While the division of police does not permit temporary detention within its confines, it does plan and execute reasonable procedures for the **prevention and prompt control of fire** in conjunction with recommendations of the Mansfield Fire Department Fire Prevention Bureau. The facility has an automatic fire alarm, heat and smoke detection system and an automatic sprinkler system, which is approved in writing by local fire officials.

In the event a fire alarm, smoke alarm or sprinkler system activation, an alarm will sound throughout the

facility and communications personnel will call for a standard response to this facility.

EMERGENCY EVACUATION PLAN

While the division of police does not permit temporary detention within its confines, it is part of the overall **Emergency Evacuation Plan** for the Mansfield Municipal Building that includes designated and signed emergency exits directing evacuation of persons to hazard-free areas.

71.4.3 TEMPORARY DETENTION FACILITY INSPECTIONS AND ADMINISTRATIVE REVIEW (LE1)

The division of police does not provide facilities for detaining individuals, even on a temporary basis. Once testing or processing is completed, the detainee must be transported to a holding facility or released. Areas used for processing /testing are the responsibility of the Bureau Commander whose Officers utilize the space. These areas are subject to daily informal inspection by Division Personnel; any and all deficiencies will be reported to the Bureau Commander who is responsible for ensuring those deficiencies are addressed within a suitable time period. The appropriate Bureau Commander shall conduct an Administrative Review of all areas within their responsibility at least once every three years, to ensure Division Policy and Procedures are being followed and the facilities are adequate for the processing/testing procedures being conducted in them.

CROSS REFERENCE TO STANDARDS AND POLICIES: General Orders 1.2.8; 41.1.4; 46.1.4; 73; 82.1.1 ORC 2151.311, 2151.312, 2151.34; Juvenile Rule 7 (B)(1); Ohio Juvenile Law §7.06.

CROSS REFERENCE TO FORMS: Annual Fire Inspection; Emergency Operations Plan; Mansfield Municipal Building Emergency Evacuation Plan.